Miscellaneous Responsibilities of
FSEC Subcommittees and Committee Chairs

Some responsibilities of FSEC Subcommittees that might not consistently be included in committee charters, but are necessary for the purpose of ensuring that committee information is accurate and kept up to date and readily available to all campus faculty are delineated below.

- Committee Chairs need to regularly review the committee’s intranet web site and ensure the information posted is up-to-date and correct. This includes, but is not limited to, ensuring the most recent approved version of the committee’s charter is posted and ensuring that the summary information provided on the committee’s main page is correct. If the information posted is not up to date, or accurate, the Committee Chair is responsible for providing the correct, up-to-date information, to the HCC webmaster and requesting that the specified information be updated on the web site.

- Committee Chairs also need to ensure that minutes of meetings are posted on the committee’s intranet web site in a timely manner. Posting minutes of meetings on the intranet is the simplest way to ensure that pertinent information is widely available for review by the campus, and can be used as supporting documentation for the required annual committee reports to the FSEC. Committee Chairs may either send file copies (PDF suggested) to the HCC webmaster and request the minutes be posted on the committee’s web site, or Committee Chairs may request authorization from the HCC webmaster to be able to update the minutes and other committee documents (referred to as “stories”) on the Committee’s intranet site. See the separate documents posted on the FSEC intranet site regarding requirements for minutes and annual reports.

- Committee Chairs also need to notify the Chair of the Committee on Committees of changes to the committee’s membership. This information is essential to ensure that the CoC has correct and current information to produce annual volunteer surveys and ballots, as applicable, for the annual process of determining membership for Campus Committees.

- All committees are responsible for annually reviewing their committee’s charter, to ensure it is up to date and specifies the current procedures and membership for the committee. See the separate document posted on the FSEC intranet site providing a template for the information that should be provided by committee charters. Note that the information posted on the committee’s main intranet page may be based on information provided in the charter, but only the charter document that has been approved by the FSEC is considered to be the official charter.

- All members of committees are responsible for reviewing the committee’s charter and understanding, to the best of their ability, the responsibilities and scope of authority of the committee. In many cases, it is also essential to review and understand the governing documents for other related committees, such as the Constitution of the Faculty Senate and FSEC Charter, the CoC charter, or the charters of the CPC or General Education Boards, in order to fully understand how the committee the faculty member is serving on relates to other committees.