2023-2024 Committee Operations Audit

1. Review your operating code

   a. Membership

      i. Is the size of your committee appropriate for the work that you do?

         1. Is there justification for increasing the size of the committee (e.g., because a relevant constituency is not represented)?

         2. Is there justification for decreasing the size of the committee (e.g., representation of certain viewpoints could be achieved through consultation rather than full membership)?
            tenure track (NTT) faculty on your committe
            suitable for full 3-year terms of service)?

            iv. Does your operating code require that your
            membership information at the beginning o

   b. Operations

      i. Are your annual workload and timelines de
         Code?

      ii. Is your meeting schedule described in the (

         1. How often do you meet, for how lor

         2. How/when is the schedule decided?

         3. Does your Operating Code require
            on your committee website? If not,
            are they up-to-date?

   c. Committee chairs

      i. What are the chair's responsibilities? Are tl
         code?

      ii. How and when is the chair for the next yea

         1. Are there any preferences or constr
            chair?

2. What is the procedure if no one is willing to chair?

    d. Operating code review process

        i. Does your operating code require that the operating code is reviewed on a regular basis?

        ii. Does your operating code require that an up-to-date version is posted to your committee website?

2. Update your operating code

    a. For all aspects queried above, where appropriate, please update your operating code.

    b. Aside from the aspects queried above, is the operating code up-to-date? If there are other items that need to be updated or added, please describe.

3. Update your website

    a. Email Skidmore Web Team (webteam@skidmore.edu) and ask them to post to your committee website:

        i. The most up-to-date version of your Operating Code

        ii. Your current committee membership, identifying the current chair as well as the service terms for each member