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Committee Management Committee Minutes

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4-11-2022

## Minutes 4-11-2022 | Committee Management Committee

Megan Phillips  
*Jacksonville State University*

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**Jacksonville State University**  
**Committee on Committees**  
**April 11, 2022**

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**Present:** Joshua Robinson, Kimberly Presson, Joe Walsh, Erin Rider, Chief Michael Barton, Kimberly Warfield, Christie Shelton, Michelle Green and Jessica Wiggins.

**Absent:** Greg Harley

**Guests:** None

<b>Item</b>	<b>Discussion</b>	<b>Decision/ Recommendation</b>
<b>Welcome</b>	Mr. Josh Robinson welcomed the Committee to the meeting and provided the purpose for the Committee on Committees.	
<b>Meeting Overview</b>	<b>Mr. Josh Robinson</b> <ul style="list-style-type: none"><li>• Purpose: Provide consistency and making sure we are reporting things we need to report for SACSCOC.</li><li>• Purpose of committees on our campus: Provide infrastructure for shared governance at JSU.</li><li>• This committee will provide oversight to our committees and ensure that we are in compliance with SACSCOC requirements.</li><li>• Committee heads will submit annual reports to the chair of the Committee on Committees for reporting.</li><li>• All members of the Committee on Committees introduced themselves and the committee they are over.</li></ul>	

<p><b>Goals</b></p>	<p><b>Mr. Josh Robinson</b></p> <ul style="list-style-type: none"> <li>• Every Standing Committee is asked to submit their minutes, after every meeting, to Digital Commons.</li> <li>• Every meeting will need to have minutes uploaded within a week.</li> <li>• We will need to submit minutes from previous committee meetings starting with 2020-2022 ASAP.</li> <li>• Standing Committees are listed on the President’s Office Website.</li> <li>• Determine terms of committee chairs and recommend to the President. <ul style="list-style-type: none"> <li>○ Ideally, we are going to do three-year terms. We do not want everyone to turn over at the same time, so we will establish a plan for terms.</li> </ul> </li> <li>• Update the website to more accurately reflect the roles and purposes of committees.</li> <li>• Establish an annual reporting timeline and deadlines for all standing committees.</li> <li>• Develop general by-laws/guidelines for each committee and the Committee on Committees.</li> <li>• We can develop our own by-laws/guidelines first, and use that as a guideline for other committees.</li> <li>• Provide trainings on how to submit minutes to Digital Commons.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Establish a minimum number of meetings each committee will conduct each semester.</li> <li>• Provide a slate of recommendations for committee members to the President at the end of each academic year.</li> <li>• Provide a template agenda and a template for minutes so that these are consistent throughout all of our committees.</li> </ul>	
<p><b>Action Items</b></p>	<p><b>Mr. Josh Robinson</b></p> <ul style="list-style-type: none"> <li>➤ Begin uploading our meeting minutes to Digital Commons. <ul style="list-style-type: none"> <li>- 2020 &amp; 2021 will need to be completed ASAP</li> </ul> </li> <li>➤ Identify a person that will record minutes at each meeting. <ul style="list-style-type: none"> <li>-This person will also submit to digital commons</li> </ul> </li> <li>➤ Send Josh the committee charge to be added to the website, if you have the committee charge. <ul style="list-style-type: none"> <li>- If you do not have that charge, let Josh know</li> </ul> </li> <li>➤ Review sample documents that Josh will send. <ul style="list-style-type: none"> <li>-Bring these documents back to our next meeting</li> <li>- Next meeting, we will discuss what we like, do not like and what</li> </ul> </li> </ul>	

	<p>we should start creating for ourselves</p>	
<p><b>Purpose of Committee on Committees</b></p>	<p><b>Provost and Senior Vice President, Academic Affairs Dr. Christie Shelton</b></p> <ul style="list-style-type: none"> <li>• We have this new Committee because we need some structure.</li> <li>• This Committee provides the structure for everything else.</li> <li>• We want to get everyone on the same page with expectations, annual reporting and documentation of minutes.</li> </ul> <p>- Making sure any sub-committees know what you expect them to document</p> <ul style="list-style-type: none"> <li>• If we have to replace every chair, every sing year, that is a lot of turnover. Think about this regarding how long the chair terms should be.</li> <li>• If we have sub-committees or work groups, make sure we document it and give them a clear charge as of what they need to be doing.</li> </ul>	
<p><b>Closing Remarks</b></p>	<p><b>Mr. Josh Robinson</b></p> <ul style="list-style-type: none"> <li>• We need to start working on our action items.</li> <li>• We will have a training on how to submit meeting minutes to Digital Commons.</li> </ul>	

	<ul style="list-style-type: none"><li>• Next meeting will be a work session of drafting some of these by-laws.</li><li>• Come prepared for our next meeting (date TBD) to start working on this in real time.</li></ul> <p>Questions:</p>	
<b>Other</b>		

Respectfully submitted

Megan Phillips