



The University of Texas at El Paso
College of Health Sciences

GUIDELINES for COMMITTEES

- I. Standing Committees in the College of Health Sciences
 - a. Community Partnerships for Experiential Learning Committee..... 1
 - b. Curriculum Committee 2
 - c. College Advocacy Committee..... 5
 - d. Faculty Development Committee 6
 - e. Honors and Awards Committee 6
 - f. Research Committee 7
- II. Ad Hoc Committees
 - a. Special (ad hoc) committees or task forces may be established by the Dean for a specific purpose and shall continue to exist, unless discharged, until the duty assigned is accomplished.
- III. Committee Membership
 - a. Each committee will be composed of college faculty and/or staff as designated by the Dean.
- IV. Maintaining List of Committees
 - a. The Dean’s Office shall maintain a current listing of standing committees, including the responsibilities, functions, and memberships.
- V. General Committee Guidelines
 - a. Community Partnerships for Experiential Learning Committee
 - i. Purposes: To oversee clinical compliance, affiliation agreements, clinical site development, and foster clinical partnerships to ensure that the College partnerships are diverse and supportive of all clinical and research needs.
 - ii. Functions and Responsibilities:
 - 1. Chairperson will be determined by volunteer, consent, and Committee vote. Chairperson duration will be 2 years, ending on even years.
 - a. Responsibilities include scheduling meetings, coordinating action items.
 - 2. Secretary will be determined by volunteer, consent, and Committee vote. Secretary duration will be 2 years, ending on odd years.
 - a. Responsibilities include taking minutes, coordinating approval of meeting minutes, and sending agenda items in advance.
 - iii. Structure and Procedural Guidelines:
 - 1. Robert’s Rules of Order will govern Committee minutes and structure.
 - 2. Active participation as a member of the Community Partnerships for Experiential Learning Committee will constitute approximately 1 hour per week of service to the College of Health Sciences, which is approximately equivalent to 3% service. Active participation as an officer of the Community Partnerships for Experiential Learning Committee will constitute approximately 2 hours per week of service to the College, which is approximately equivalent to 5% service.
 - 3. Meetings will be held monthly.

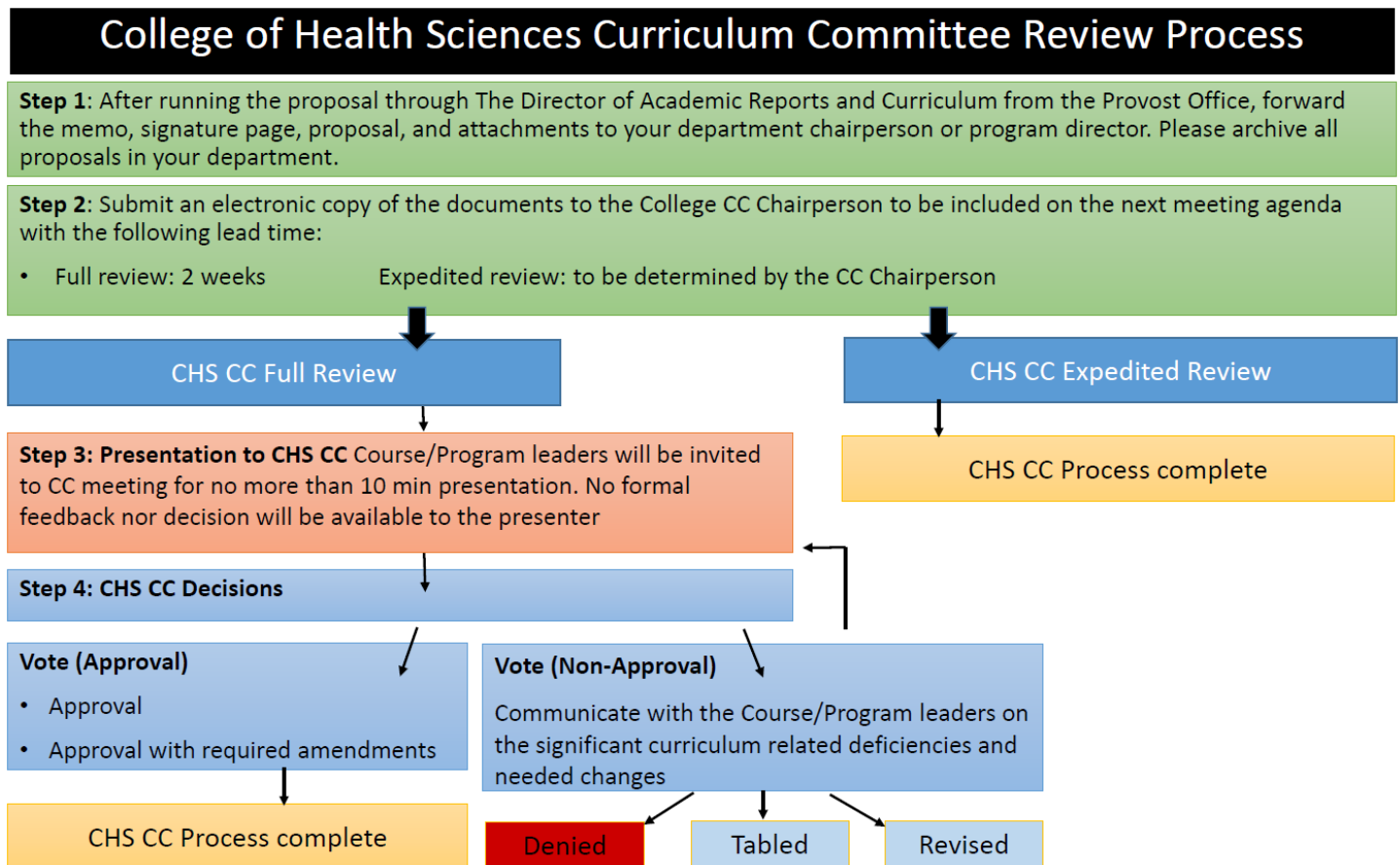
b. Curriculum Committee

- i. Purpose: The purpose of the College of Health Science Curriculum Committee is to review, recommend, and vet curricular additions, deletions, or changes at the undergraduate and graduate levels for the College of Health Sciences prior to review and vetting at the University level.
- ii. Membership: The committee shall consist of appointed or elected faculty members – one from each program/discipline within the College, one member from the Student Support Center; ex-officio members as identified below:
 1. Faculty: Each program will either appoint or elect one tenured, tenure-track faculty, or clinical faculty as a representative for a three-year renewable term. Members on leave of absence shall be replaced by their respective programs for the duration of the absence period.
 2. Student Support Center: The SSC will either appoint or elect a representative.
 3. Ex-officio members: The following members shall have speaking seats: Assistant Dean for Student Affairs
 4. If a committee member is unable to attend the semester's meetings, or the committee member is not fulfilling the committee responsibilities, the department chair, director, or supervisor should designate a substitute (short-term proxy). The committee member is responsible for forwarding all pertinent materials to the substitute. Departments / programs may elect to name a long-term or permanent substitute in the case where a member cannot attend for a semester or longer. In the case of a long-term or permanent substitution, the original term must be completed before a new two-year term begins.
 5. It is estimated that active participation as a member of the Curriculum Committee will constitute approximately 80 hours per year of service to the College of Health Sciences per annum, which is approximately equivalent to 5% service. Active participation as an officer of the Curriculum Committee will constitute approximately 100 hours per year of service to the College, which is approximately equivalent to 6.25% service
- iii. Officers and Term of Office: The Curriculum Committee shall annually elect from its membership a Chairperson, Chair-elect, and secretary.
 1. Chairperson will be determined by nomination and Committee vote. Chairperson duration will be 3 years.
 2. Chair-elect will be determined by nomination and Committee vote. Chair-elect duration will be 1 year.
 3. Secretary will be determined by nomination and Committee vote. Secretary duration will be 3 years.
- iv. Committee Functions: The Curriculum Committee shall act on all curricular matters requiring unit-level approval and other matters as relevant to the committee's charge which include:
 1. Review proposed changes to the curriculum for undergraduate and graduate programs in the College of Health Sciences.
 2. Upon approval of proposed changes, the Chairperson forward program requests to appropriate university channels for additional approvals and adoption of changes.
 3. Review undergraduate and graduate curricula and make recommendations.
 4. Review requirements for all undergraduate and graduate degrees, minors, and

- certificates and make recommendations.
5. Make recommendations and guide:
 - a. New curricular development.
 - b. Extensive revision of existing curricula.
 - c. Changes in requirements for all academic programs.
 - d. Catalog changes
 6. Review new individual proposals for congruence with the College mission.
 7. Appoint subcommittees as needed.
 8. Submit/upload an annual report to CHS.
- v. Committee Operations
1. Meetings:
 - a. The first organizational meeting for the academic year will be called by the Chairperson of the Curriculum Committee during the first two weeks of the fall term. This will be an organizational meeting to determine the meeting frequency, times, and schedule for the semester and the elections of officers.
 - b. Traditionally, the committee usually meets twice every month during the fall and spring semesters. The fall meeting schedule should be agreed upon during the first meeting. The Spring meeting schedule should be agreed upon during the last fall meeting. Additional meetings may be necessary near the end of fall and at the beginning of spring semesters in order to meet deadlines posted by the Faculty Senate (Undergraduate Curriculum Committee, and Graduate Faculty and Council). Where necessary and in consultation with the Assistant Dean for Student Affairs, the Chairperson or the Chair-elect may call meetings outside of the routinely agreed frequency as necessitated by the work demands or call for online voting.
 - c. Meetings will be called by the Chair-elect or by the Assistant Dean of the Student Affairs in the absence of the Chairperson.
 - d. Meetings are open to the UTEP community.
 2. Quorum:
 - a. A quorum will be constituted by having more than half of the voting membership of the committee. A majority vote is defined as “more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present. If a member of the Curriculum Committee sends their comments in advance, the member will be counted toward quorum. If a committee member is also acting as a sponsor/presenter they should abstain from voting on that particular item. The Committee Chairperson will determine if some of items can be eligible for online voting. If a voting quorum is not met or not feasible, an online vote may be called by the Chairperson.
 3. Agenda and Minutes:
 - a. The agenda shall be compiled by the committee Chairperson and made available with pertinent documents five working days in advance of a meeting.
 - b. The committee Secretary shall circulate minutes to all CC members within five working days. Approved minutes will be archived in a university-

- approved data storage platform.
- c. Items are included on agendas usually in the order in which they are received by the College CC.
4. **Deadlines:** The schedule of deadlines for formal submission of curriculum proposals is annually aligned with the deadline of the faculty senate and determined by the CC. In that regard, *deadlines for formal submission should be at least two weeks prior to each scheduled CC meeting.* When an item appears on the agenda, CC members should have at least two weeks to formally review proposals.
 5. **Processing Curricular Items:**
 - a. When the Committee Chairperson receives a curricular proposal, it is processed as outlined in the College of Health Sciences CC Review Process Chart (Figure 1 below).

Figure 1. Flowchart for Curriculum Committee Review Process



- b. Upon listing a curriculum proposal as an Agenda item, the Committee Chairperson will invite the contact person(s) to attend the next appropriate committee meeting and make a presentation not to exceed 10 minutes. During the meeting, the contact person(s) will present their items and answer questions posed by the committee members and ex-officio present. The committee discusses and determines the best action to take. This may include voting on the same session of the proposal presentation or tabling the proposal. An item may be tabled for the following reasons: incomplete information (additional information requested), editorial changes to the document, and/or in absence of a

presenter (e.g., presenters are not available).

6. **Preview Service:** This service is strongly recommended for new and extensively revised academic programs. The Director of Academic Reports and Curriculum from the Provost Office offers departments a *preview service* to identify issues of both form and content that may keep an item from being approved in the usual timeline of the next meeting after the initial presentation. Before a department makes a formal submission, the contact person may email a draft of their material to the Director of Academic Reports and Curriculum from the Provost Office. Materials received by the Director of Academic Reports and Curriculum will be informally reviewed and this office will provide the contact person with informed advice to improve the documentation. After receiving feedback, the contact person can make changes, and submit the curricular documents for a formal review to the CC. Please note that the preview service: (1) should be done electronically; (2) does not constitute formally submitting your material for committee review; (3) should be done well in advance of the Committee's submission deadlines for catalog inclusion.
7. **Formal Submission:**
 - a. **Formal Review:** All proposals that are not expedited must go through a formal submission. Documents must be downloaded from the Office of the Provost <https://www.utep.edu/provost/curriculum/index.html>. Documents must be delivered to the Chairperson two weeks prior to the next CC Meeting to be considered for the agenda. This will provide the College CC a minimum of two weeks each to review the proposal.
 - b. Proposals that require minimal changes (prefix, course #, editorial) may be expedited through online voting and online approval dictated. Any substantial change to a program or a proposal that will impact another department will require a full review.
8. **Final Action:** The Chairperson signs the approval page and sends all reviewed documents to the Dean's Office for final approval. The Dean's Office sends it to the Provost Office. Refer to CC Review Process Chart (Figure 1).
9. **Communication within the CHS CC:**
 - a. College CC documentation, program proposals, agendas, minutes of meetings will be posted on the university-approved data storage platform. Procedures documents will be posted on the Curriculum Committee webpage.
<https://www.utep.edu/chs/about/college-committees.html>
(Revised: CHS CC 11.22.2021)

c. College Advocacy Committee

- i. **Purpose:** The College Advocacy Committee serves to listen, gather information as needed, and make recommendations on practices and policies relating to eliminating inequity, exclusion, and discrimination in the workplace to retain and assist the faculty and staff in the College of Health Sciences.
- ii. **Structure and Procedural Guidelines:** When possible, members will be made up of one faculty representative from each CHS program/department to serve on this committee. Members may be of any rank. The Committee chair will be selected by nominations and voting within the Committee for a 3-year appointment. Likewise, the Committee secretary will be selected by nominations and voting within the Committee for a 3-year appointment. The appointment of all committee members will be for 3 years with the possibility of re-appointment.

1. The Secretary will take minutes and within one week will provide them to the Chair of the Committee for approval. Once approved, the Chair will disseminate for approval from the Committee. The meeting minutes will be linked to the Faculty Advisory Committee Shared drive.
2. Active participation as a member of the Faculty Advisory Committee will constitute approximately 20 hours per year of service to the College of Health Sciences, which is approximately equivalent to 5% service. Ad-hoc meetings as needed for faculty or staff needs. Active participation as an officer of the Faculty Advisory Committee will constitute approximately 30 hours per year of service to the College, which is approximately equivalent to 7% service.
3. One monthly meeting with ad-hoc meetings as needed. Agenda items are due 72 hours before each meeting.

d. Faculty Development Committee

- i. Purpose: To support and develop all faculty in pursuit of long-term career success as educators and scholars in the College of Health Sciences
- ii. Functions and Responsibilities:
 - CO-CHAIRS:*
 1. Co-lead the work of the committee
 2. Coordinate subcommittees as needed
 3. Schedule monthly meetings during the long semesters
 4. Communicate with the Associate Dean of Faculty Affairs
 5. Ensure minutes are taken and distributed to committee members
 - MEMBERS:*
 1. Participate in meetings regularly
 2. Contribute to assigned work groups/subcommittees
- iii. Structure and Procedural Guidelines: The Faculty Development Committee (FDC) will be comprised of faculty of various disciplines, ranks, and roles. Members may be of any academic rank; however, there will be balanced representation from both non-tenured/tenure-track and tenured/tenure-track faculty members. The FDC will be co-chaired by one non-tenured/tenure-track faculty member and one tenured/tenure-track faculty member. The appointment of all committee members will be for 2 years with the possibility of re-appointment. The liaison to the Dean's Office is the Associate Dean for Faculty Affairs. The co-chairs are responsible for communicating with the Associate Dean, and inviting them to meetings when Dean's Office input is needed.
 1. Meetings will be recorded. Basic minutes will be provided within 1 week of the meeting by the Co-Chairs. After approval, minutes will be posted on a shared drive folder.
 2. Active participation as a member of the Faculty Development Committee will constitute approximately 1 hour per week of service to the College of Health Sciences, which is approximately equivalent to 3% service. Active participation as a co-chair of the Faculty Development Committee will constitute approximately 2 hours per week of service to the College, which is approximately equivalent to 5% service.
 3. One monthly meeting on the third Friday of each month from 11:30 – 1:00 PM virtually with ad-hoc meetings as needed. Agenda items are due 48 hours before each meeting.

e. Honors and Awards Committee

- i. Purpose: Develop, facilitate, and evaluate applications for awards, scholarships, and the Honors Program at the College-level for students, staff, and faculty. Awards will be focused around teaching, research, and/or service.
 1. Communication, dissemination, evaluation, and aiding in applications.
- ii. Structure and Procedural Guidelines: When possible, members will be made up of one

representative from each CHS program/department to serve on this committee. Members may be of any academic rank. The Committee chair will be selected by nominations and voting within the Committee for a 2-year appointment. Likewise, the Committee secretary will be selected by nominations and voting within the Committee for a 2-year appointment. The initial appointment of all committee members will be for 2-3 years (staggered) with the possibility of re-appointment.

1. Meetings will be recorded. Basic minutes will be provided within 1 week of the meeting by the Secretary. After approval, minutes will be posted on a shared drive folder.
2. Active participation as a member of the Honors and Awards Committee will constitute approximately 80 hours per year of service to the College of Health Sciences, which is approximately equivalent to 5% service. Active participation as an officer of the Honors and Awards Committee will constitute approximately 80 hours per year of service to the College, which is approximately equivalent to 5% service. Committee officers (chair and secretary) will not chair subcommittees. As this is a new committee, hours commitments are estimates and will be re-evaluated by the committee in the future.
3. One monthly meeting with ad-hoc meetings as needed. Meetings will take place on the second Monday of each month at 4pm (reevaluating for Spring semester in December). Agenda items are due one week before each meeting.

f. Research Committee

- i. Purpose: The vision of the Research Committee is to encourage a culture of research and scholarship among CHS faculty and students by facilitating the conduct of research and research training utilizing Boyer's Model of Scholarship. The mission of the Research Committee is to support all research initiatives within the CHS Strategic Plan. This includes promoting applied and translational research effort to address significant societal problems and expanding the scope of interdisciplinary research.
 1. Boyer's Model of Scholarship
 - a. The scholarship of discovery that includes original research that advances knowledge
 - b. The scholarship of integration that involves synthesis of information across disciplines, across topics within a discipline, or across time
 - c. The scholarship of application/engagement that goes beyond the service duties of a faculty member to those within or outside the University and involves the rigor and application of disciplinary expertise with results that can be shared with and/or evaluated by peers
 - d. The scholarship of teaching and learning that involves the systematic study of teaching and learning processes differs from scholarly teaching in that it requires a format that will allow public sharing and the opportunity for application and evaluation by others.
- ii. Functions and Responsibilities:
 1. Promote research, research training, and scholarship.
 2. Annually survey CHS faculty about current research interests and pressing needs.
 3. Advise and make recommendations to the Deans' office on the allocation and use of funds for research, research training, and research-related travel for faculty and students.
 4. Advise and make recommendations to the Deans' office on the allocation and use of infrastructure for research and research training.
- iii. Structure and Procedural Guidelines:
 1. At least 10 Committee members, with all CHS disciplines represented, who will serve for 2 years with the possibility to be re-appointed by their discipline.
 2. Chairperson, elected by committee members on the first meeting of the year, with the possibility to be re-elected by the Committee members as long as the Chairperson is

- representing a CHS discipline.
3. Secretary will be self-nominated for a period of 1 year with the possibility to be re-nominated.
 4. At least one Liaison, named by the Dean, to be announced by the Dean's office at the beginning of each Academic year.
 5. Sub-committees
 - a. Training
 - b. Awards and Seed/bridge funding (CHS Fellowship and Scholarship of Application Fund)
 - c. Infrastructure
 - d. Speaker series
 - e. Ad-hoc sub-committees (as needed)
 6. Sub-committee membership is open to Research Committee members and regular CHS faculty, according to sub-committee needs.
 7. Sub-committee work must be approved by the sub-committee and then moved forward for review and discussion by the Research Committee.
 8. Approved motions by the Research Committee will be advanced to the Dean's office for review and execution.
 9. Quorum
 - a. Whole Committee: simple majority
 - b. Sub-committees: 2/3 of sub-committee
 10. The Secretary will take minutes and provide them to the Chair of the Committee for approval. Once approved, the Chair will disseminate for approval from the Committee. The meeting minutes will be linked to the Research Committee website.
 11. Active participation as a member of the Research Committee will constitute approximately 60 hours per year of service to the College of Health Sciences, which is approximately equivalent to 5% service.
 12. One meeting on the 2nd week of the month. Meeting with ad-hoc meetings as needed. New items will not be added to the agenda within 48 hours of the meeting time.