

DRAFT
Governance Task Force Report
Recommendation Matrix

Recommendation #	GTF Report Page Number	Recommendation Title	Sub-recommendation Title	New/Reiterating/Clarifying	Highlighting Best Practices	Changes in UCC Charge	Changes in UPC Charter	Changes in Other	Board of Trustees Approval	Action Plan	GTF Report Recommendation	GTF Report Sub-Reco
R1	p. 4	Final Locus of Dialogue - UPC's	The UPCs will be the final collaborative bodies with the authority to formulate and recommend new University policy and major strategic change, and review significant change in existing policy. It is expected that key stakeholders or their representatives will be invited into dialog with UPCs at appropriate states of decision-making (the rule of three: when defining the problem, early formulation of solutions, final modifications) resulting in pooled judgments and conflict resolution.	reiterating	x						1	
R2	p. 5	Final Locus of Dialogue - UPC's	A special task force or committee dealing with a policy issue of gravitas similar to a UPC should conform to the same process norms as a UPC.	reiterating	x			1. Other Committee Charges				
R3	p. 6	Communication Flow	Chairs of Faculty Affairs, Academic Affairs, and Staff Affairs should attend their corresponding Senate.	new				1. Other Committee Charges			2	1a
R4	p. 6	Communication Flow	The Senates should receive a regular report from the chair of each relevant UPC	new							2	1b
R5	p. 6	Communication Flow	The governance website http://www.scu.edu/governance/committees/ will provide regularly the minutes from each committee.	reiterating	x						2	2a
R6	p. 6	Communication Flow	An annual summary report, based on the annual UPC summary meeting, will be provided to the University community. It will include UPC membership rosters for the upcoming year. *	reiterating (reports)/new (rosters)	x	x					2	2b
R7	p. 6	Communication Flow	The administrator who regularly receives policy recommendation from a UPC will serve on the committee or appoint a designate. If the administrator appoints a designate, that individual should be empowered to act with the full authority of the administrator in this capacity, to avoid creating a layering of designate and administrator. *	new			x				2	3a
R8	p. 6	Communication Flow	The administrator (or his/her proxy) is expected to attend the UPC meetings; for each issue before the UPC, the UPC and the administrator should clarify who is the responsible decision-maker.	new			x				2	3b
R9	p. 6	Communication Flow	The administrator should observe the timelines described in the 2008 Charter	reiterating	x						2	3c
R10	p. 7	Communication Flow	In the spirit and interests of shared governance as well as effective policy collaboration, members of UPCs and other collaborative university committees and task forces should be given all information necessary for fruitful discussion. It is the responsibility of administrators and committee members to insure that all relevant information is provided in a timely fashion.	reiterating	x						2	4a
R11	p. 7	Communication Flow	Transparency in the decision process should be held as a principle at all levels. In unique circumstances, some information that is shared with the Committee may be designated as not appropriate to be shared with outside constituencies.	reiterating	x						2	4b

DRAFT
Governance Task Force Report
Recommendation Matrix

Recommendation #	GTF Report Page Number	Recommendation Title	Sub-recommendation Title	New/Reiterating/Clarifying	Highlighting Best Practices	Changes in UCC Charge	Changes in UPC Charter	Changes in Other	Board of Trustees Approval	Action Plan	GTF Report Recommendation	GTF Report Sub-Reco
R12	p. 8	Profile of Successful Committee	This profile of a successful committee provides best practices to be used to structure current university committees and create processes for the ongoing operation of those committees.	reiterating	x						3	
R13	p. 11	University Coordinating Committee	Any administrator who initiates or proposes a policy change shall promptly notify the UCC or the same.	reiterating	x						4	1
R14	p. 11	University Coordinating Committee	The UCC shall direct issues to the appropriate UPC or UPCs and shall monitor the consideration and coordination of policy decisions. It shall also ensure that the UPCs consult with their respective constituent groups.	reiterating	x						4	2a
R15	p. 11	University Coordinating Committee	When policy issues arise that significantly affect more than one segment of the community (faculty, staff, students), the UCC will determine the appropriate coordination process. If the overlap is limited, informal consultation between the relevant UPCs will be required. For significantly greater overlap, a joint committee may be formed.	reiterating	x						4	2b
R16	p. 12	University Coordinating Committee	The UCC shall select the Appointments Committee membership from the individuals nominated by the individual schools and colleges.	new		x					4	3a
		University Coordinating Committee	The final membership of the Appointments Committee shall be based on the criteria specified in Appointments Committee Recommendation One, B. (See Report Recommendation 5 below)								4	3b
R17	p. 12	University Coordinating Committee	The UCC shall also make the final selection of individuals to sit on the various UPCs as well as committees and task forces dealing with governance level policies based on the recommendations of the Appointments Committee from the self-nominations, Faculty and Staff Senate recommendations, and ongoing dialog with the Deans, Directors, and managers.	new		x					4	3c
R18	p. 12	University Coordinating Committee	The UCC shall oversee the governance process and orientation . *	new (orientation)		x					4	4a
R19	p. 12	University Coordinating Committee	There shall be an annual orientation meeting ... for all UPCs with the UCC.	new		x	x				4	4b
R20	p. 12	University Coordinating Committee	[There shall be] an annual summation meeting for all UPCs with the UCC.	clarifying		x	x				4	4b
R21	p. 12	University Coordinating Committee	The UCC shall meet with the chairs of Faculty Affairs, Staff Affairs and Student Affairs at the start of each quarter to review the coming months' agenda.	new		x		1. Other Committee Charges			4	4c
R22	p. 12	University Coordinating Committee	UCC may consider and recommend the creation of additional UPC committees or converting long standing ad hoc committees or task forces into permanent committees if the policy area of the committee or task force meets the criteria of governance level issues.	clarifying		x					4	5
R23	p. 13	Create Appointments Committee	Create Appointments Committee as a Subcommittee to the University Coordinating Committee	new		x					5	
		Create Appointments Committee	The Appointments Committee would consist of six faculty and six staff.								5	1a

DRAFT
Governance Task Force Report
Recommendation Matrix

Recommendation #	GTF Report Page Number	Recommendation Title	Sub-recommendation Title	New/Reiterating/Clarifying	Highlighting Best Practices	Changes in UCC Charge	Changes in UPC Charter	Changes in Other	Board of Trustees Approval	Action Plan	GTF Report Recommendation	GTF Report Sub-Rec
		Create Appointments Committee	The final membership of the Appointments Committee would be the responsibility of the UCC.			x					5	1b
		Create Appointments Committee	The Committee's primary purpose would be to nominate well-qualified candidates for UPCs as well as special committees and task forces dealing with issues delineated in the Locus of Dialog recommendation.								5	2
R24	p. 16	Committee Appointments	All tenure track faculty, senior lecturers, and renewable term lecturers are eligible to serve on UPCs and other university committees or task forces, should they wish to be considered. *	new			x				6	1a
R25	p. 16	Committee Appointments	Staff, whose jobs permit their participation, are eligible for staff positions on UPCs and other university committees or task forces should they wish to be considered	reiterating	x						6	1b
R26	p. 16	Committee Appointments	We suggest using the expression "based on a matrix of competencies" specific to the challenges a UPC or special committee is charged with in a particular time period... A UPC and the UCC should reflect on the "matrix of competencies" desired in their charge to the Appointments Committee in any given year.	new		x	x				6	2
R27	p. 17	Committee Appointments	Those who elect to serve on UPCs, committees, and task forces should receive commensurate credit for their university service in their faculty or staff evaluations.	new				1. Faculty Handbook; 2. Faculty Senate Bylaws; 3. Staff Senate Bylaws			6	3a
R28	p. 17	Committee Appointments	No individual should be compelled to serve or considered derelict if they decline to serve because it would put too much pressure on them when they are in the tenure or promotion process, in the case of faculty, or have personal and professional responsibilities which would make committee work an undue extra burden.	new							6	3b
R29	p. 17	Committee Appointments	Jesuit School of Theology faculty and staff will, for the purpose of committee membership, be eligible for membership on UPCs and governance level committees and task forces should they wish to be considered.	new							6	4
R30	p. 18	Responses and Appeals	If approval of a policy change is required by an authority beyond that of the administrator on the UPC or other governance level committee, that authority shall respond within 45 days of receiving the proposed policy change.	clarifying			x				7	1
R31	p. 18	Responses and Appeals	If a response is not received within 45 days, the proposing committee shall inform the higher level administrator of the need for a decision.	new				1. Other Committee Charges			7	2
R32	p. 18	Responses and Appeals	If a policy change is expressly rejected by a higher authority or if no response is received , the Academic Affairs, Staff Affairs, Student Affairs, or governance-level committee may appeal the rejection to the next higher authority (the University president, or through the President to the Board of Trustees).	clarifying		x	x				7	3

DRAFT
Governance Task Force Report
Recommendation Matrix

Recommendation #	GTF Report Page Number	Recommendation Title	Sub-recommendation Title	New/Reiterating/Clarifying	Highlighting Best Practices	Changes in UCC Charge	Changes in UPC Charter	Changes in Other	Board of Trustees Approval	Action Plan	GTF Report Recommendation	GTF Report Sub-Reco
R33	p. 18	Responses and Appeals	University Budget Council and Planning Action Council recommendations go directly to the University President and cannot be appealed.	clarifying				1. Other Committee Charges			7	4
R34	p. 19	Role of Faculty Senate	Relevant UPCs (with the exception of the UBC and Staff Affairs) are expected to report on their deliberations on policy issues relevant to the faculty three times to the Faculty Senate in the course of their deliberation of any policy issue.	new			x	1. Faculty Senate Bylaws			8	1
R35	p. 19	Role of Faculty Senate	The Chairs of the UCC, Faculty Affairs, Academic Affairs, Research Committee, and the faculty representative on Student Affairs, as well as a faculty representative on the UBC or any UPCs created in the future relating to faculty interests, should be ex-officio members of the Executive Council of the Faculty Senate.	new			x	1. Faculty Senate Bylaws; 2. Other Committee Charges			8	2
R36	p. 19	Role of Faculty Senate	Faculty Senate Council minutes will be sent to the President's Office for presentation to the Board of Trustees.	new				1. Faculty Senate Bylaws			8	3
R37	p. 20	Relations with Trustees	On the university governance website, add a brief explanatory paragraph above the names on the web pages for trustees and regents	new							8	
R37	p. 20	Relations with Trustees	On the university governance website, add a brief explanatory paragraph above the names on the web pages for trustees and regents	new							9	a
R38	p. 20	Relations with Trustees	To the Trustee page, add a list of the current Trustee committees.	new					x		9	b
R39	p. 20	Relations with Trustees	After each Trustee meeting, publish skeleton meeting minutes (obviously excluding confidential or sensitive dialog), perhaps as an entry in the President's monthly blog.	new					x		9	c
R40	p. 20	Relations with Trustees	At each Trustee meeting, add one report item on a program or unit of timely interest.	new					x		9	d
R41	p. 20	Relations with Trustees	At each Trustee meeting, create an opportunity for informal social contact with a selected group of faculty and/or students, perhaps over a meal or during a reception.	new					x		9	e
R42	p. 20	Relations with Trustees	Invite the chair of the Academic Affairs Committee to sit ex-officio on the Trustee Academic Affairs Committee.	new					x		9	f
R43	p. 21	Orientation	Continuous Orientation for the University Community As a Whole	new		x					10	1
R44	p. 21	Orientation	Orientation for Those Involved in UCC and UPC Committees Each Year.	new		x	x				10	2
R45	p. 22	Orientation	Assign Responsibility for Conducting an Annual Orientation Program	new		x					10	3c
R46	p. 23	Orientation	Include an orientation committee with key stakeholder representatives.	new		x					10	3c

DRAFT
 Governance Task Force Report
 Recommendation Matrix

Recommendation #	GTF Report Page Number	Recommendation Title	Sub-recommendation Title	New/Reiterating/Clarifying	Highlighting Best Practices	Changes in UCC Charge	Changes in UPC Charter	Changes in Other	Board of Trustees Approval	Action Plan	GTF Report Recommendation	GTF Report Sub-Reco
R47	p. 24	Staffing Support to Ensure Effectiveness of Governance Process	To support the governance process, a staff person who understands the governance process should be tasked with and given resources for coaching, mentoring, and evaluating each years' governance endeavors.	new						Construct a written set of job responsibilities that reflect best practices for ensuring effective governance. Assign an individual to implement the assigned tasks.	11	
NOTES:		* = text in bold is new Highlighted items are new										