MFA Committees and University Teams
Roles and Responsibilities

Responsibilities of Committee/Team Members

- Regularly attend meetings of the Committee/Team and relevant Subcommittees.
- Actively participate in fulfilling the charges of the Committee/Team.

Convening the Committee/Team: Returning Chair or MFA Representative

- Convene the first meeting of the academic year by October 1. Current rosters are available at the Shared Governance website: [http://udmercy.edu/governance](http://udmercy.edu/governance)
- In advance of the first meeting, distribute Charges and Annual report from the previous year for review by the members of the Committee/Team: [http://udmercy.edu/governance](http://udmercy.edu/governance)
  - Charges available on drop-down menu for relevant Committee/Team. Annual Reports available on Committee and Team Annual Reports tab.
- At the first meeting, ask for volunteers to serve as Chair and Secretary. Conduct an election if necessary. Inform Shared Governance of the appointments: sharedgovernance@udmercy.edu

Communicating Committee/Team Activity

- **Secretary**: Take minutes at each meeting. Minutes should include a list of members in attendance and in absentia; a summary of the meeting; and any approved recommendations and resolutions. Distribute minutes to Committee/Team members for approval. Submit approved minutes on Committee/Team letterhead to Shared Governance for posting: sharedgovernance@udmercy.edu.
- **Chair**: Submit a mid-year and annual report of Committee/Team Activity. Email to Shared Governance for posting: sharedgovernance@udmercy.edu. CC Provost/VPAA and MFA President.
  - Mid-year reports due December 15.
  - Annual reports due May 15.
- **MFA Representative**: Keep the MFA apprised of Committee/Team activity. It is recommended that the MFA representative to each Committee/Team speak to the Assembly at least once a term; inform the MFA president when you would like to be added to the agenda.

Submitting Proposals/Recommendations

- Committees/Teams submit proposals or documents for consideration by the Shared Governance Clearinghouse to the Provost/VPAA and the MFA President for review and discussion. Items submitted will be placed on the Clearinghouse agenda and discussed, and if determined, included in the proposal tracking system. The Clearinghouse has the responsibility to inform the author of the proposal of any subsequent actions or decisions. (Core Curriculum course proposals follow a different process).
Committee/Team Chair Responsibilities

- Schedule Committee/Team meetings for the year. Communicate regularly with members of the Committee/Team.

- At the invitation of the Provost/VPAA or MFA President, and in consultation with the members of the Committee/Team, offer recommendations about Committee/Team Charges for the upcoming or following year.

- Meet with the previous Committee/Team Chair to discuss the previous year’s work and charges that still need to be addressed. If appropriate, ask the previous Committee/Team Chair for information about ongoing projects, guidelines for specific tasks, e.g. call for Missione Vivere awards.

- Review charges for all Committee/Teams. If a similar or related charge is identified, meet with one or two other Committees/Teams to discuss how to share information or benefit from collaboration or coordination.

- At the invitation of the Provost, convene with other Committee/Team Chairs to discuss charges for all Committees/Teams.

- Identify up to three Invited Participants as needed. Individuals are invited due to their expertise, potential contributions, or history but have no voting rights. The term of service for invited participants is not to exceed two years. Please notify the Provost/VPAA the names of the individual or individuals that the Committee/Team would like invited to participate.

- For Committees/Teams that have multiple distinct tasks—e.g. evaluating academic standards and promoting student retention—determine, with members of the Committee/Team, which Subcommittees are warranted to fulfill the charges. Subcommittees that meet separately should report activity at meetings of the Committee/Team. Subcommittees can appoint a Chair and/or Secretary as needed.

- Maintain contact with the Administrator to whom the Team or Committee reports (Provost/VPAA, MFA President, President, VP, Associate VP,) and seek feedback when appropriate.

- If a Committee is not meeting between May 16 and August 16, forward items to the MFA Executive Committee. If necessary, the Executive Committee will, in lieu of the applicable MFA committee, make a recommendation regarding each item.

- If a Team meets between May 16 and August 16 and includes a faculty representative, forward each meeting agenda to the MFA Executive Committee. The MFA Executive Committee will serve as a voice for McNichols faculty representatives who may not attend the team meeting during this period.