

Committee Charge: Conducts ongoing reviews of college and department governance documents for consistency with the Faculty Handbook, assists the Provost Office in informing the departments and colleges of new legislation to be included in governance documents, and provides assistance to units on questions regarding governance policy issues.

College and Departmental Document Review Committee Accomplishment Report Fall 2019 – Spring 2021

I. Document web links:

1. Reviewed College and Departmental Documents web links to make sure they are active
2. Identified web links that were inactive and contacted respective units
3. Most web links were updated and become active

II. Document reviews

1. Our committee reviewed College of Human Sciences Governance Documents – their governance documents were well aligned with Faculty Handbook.
2. Our committee reviewed Library Governance documents. Our review results showed that their documents were not aligned with the Faculty Handbook. We sent review report to the Library along with the recommendations to make the necessary changes and report updated document on a set date. The Library made all recommended changes and submitted updated documents.
3. Our committee reviewed College of Ag and Life Sciences Governance Documents. Their governance document was mostly aligned with the Faculty Handbook. We sent out report to College of Ag and Life Sciences along with recommendations to make necessary changes and updates by the end of spring 2021. It will be the responsibility of the next committee chair and the committee to follow up on that.
4. We have just completed review of College of Engineering Governance Document. Their governance document was mostly aligned with the Faculty Handbook. However, we made several recommendations that require some additional details, clarification and updates. We set the date for November 1, 2021 for the college to complete the updates and send the committee an updated version of their governance document.

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III. Checklist

1. We reviewed the “Checklist” to make sure it is current and representing all key items presented in the Faculty Handbook.
2. We made formatting improvements to gather review data from each reviewer.

IV. CyBox

1. The chair established CyBox to keep records of all appropriate documents, agenda and reports.
 2. Shared documents and reports with the Senate leadership
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V. Observations – *These observations are based on the chair’s experience and as he organized and led the committee to accomplish its charge.*

1. I find CDDR Committee charge to be expansive – with responsibilities to review governance documents of all colleges and all departments at Iowa State University. In my view, it would be very challenging to achieve stated goals using this current structure.
2. I see smooth, timely and active engagements with Faculty Handbook policies at the top. However, the vertical flow and engagements does not seem as consistent.

VI. Recommendations: *These are chair’s views and recommendations*

1. Set up college level documents review committees in each college to review departmental documents. (May be it is necessary to have subcommittees if the college is large)
2. CDDR should focus mainly on the college documents review and may randomly review departmental documents if necessary. CDDRC should consist of a member from each College level documents committee to maintain a flow of information.
3. Have a point person at the college level who would consistently handles details of governance documents.