

**Seattle University**  
**College of Arts & Sciences**  
**Executive Committee Norms**  
**Approved October 20, 2004**

A. Roles/Responsibilities:

- (1) Roles.
  - a. Executive Committee (EC). The Executive Committee (EC) establishes and guides the strategic direction of the College of Arts & Sciences (CAS) within the context of Seattle University's strategic direction. The body provides a mechanism for discussing daily business and larger philosophical and strategic issues.
  - b. The Dean is the Chair of the EC.
  - c. All CAS Department Chairs are EC members.
  - d. The Dean has the authority to appoint others within CAS to the EC.
  - e. The Dean's Assistant will receive agenda items from EC members for consideration, track the progress of agenda items and sub-committees, and publish the meeting agenda, informational materials and meeting minutes.
  - f. EC Sub-Committee(s). An EC sub-committee may be formed when needed to consider agenda items that require background work, detail work, or further study.
- (2) General responsibilities.
  - a. EC members, guests, and sub-committees should distribute basic information and detail work to EC members rather than use EC meeting time to present it. Information gathering is a poor use of time.
  - b. Individuals and sub-committees should distribute final proposals on agenda items to EC members one week before the scheduled EC presentation so that EC members may submit comments on the proposal.
  - c. The EC should identify clear deadlines for completion of agenda items.
- (3) EC member responsibilities.
  - a. Should take ownership of the agenda by contributing to it in preparation for the EC meetings.
  - b. Should participate in the process by providing feedback on proposals presented by individuals and sub-committees on agenda items.
  - c. Should serve on sub-committees to support EC objectives.
  - d. EC members with strong interest in a topic for which a sub-committee is formed are encouraged to serve.
  - e. Should support EC efforts through informal networking among EC members.
  - f. Need to be conscious of the dual roles as representatives of their departments and as members of the EC.
  - g. Should respect the confidentiality of EC deliberations through non-attribution.
  - h. Will send an alternate to attend meetings if he or she will be absent and inform the alternate of the EC member responsibilities listed above.

- (4) Voting. While consensus is the preferred method for reaching decisions made by the EC, it is not always attainable; thus the following voting rules are put forth:
- a. Where consensus isn't apparent, agenda items will be submitted for vote to the EC.
  - b. Each EC member will have one vote.
  - c. A majority of votes will be required.
  - d. Recommendations will then be submitted to the Dean for final approval.

#### B. Meeting Planning:

- (1) EC meetings will be held every three weeks to consider agenda items.
- (2) The EC will review the College's strategic direction and/or Seattle University's strategic direction once a quarter.
- (3) When possible, EC members and sub-committee chiefs will submit agenda items to the Dean's Assistant no later than one week prior to EC meetings. Agenda items should be categorized as operational issues or long-term planning issues. If a long-term planning issue, the agenda item should:
  - a. Reflect the strategic direction of the College
  - b. Be categorized by outcome: to *inform*, to solicit *feedback* on a proposal, to *problem-solve*, or make a *decision*
  - c. Include a suggested date for presentation or implementation
- (4) When possible, individual and sub-committee proposals on agenda items should be distributed by EC members one week before the scheduled EC presentation so that EC members may submit comments on the proposal.
- (5) Following consultation with the Dean or his designate, the Dean's Assistant should distribute the agenda and informational materials to the EC five days prior to the EC meeting.

#### C. Meeting Procedure:

- (1) EC meetings should start and end on time, unless the group agrees to deviate.
- (2) The Dean's Assistant will present the minutes for review and vote by the EC.
- (3) The Dean will facilitate the meeting in accordance with the published agenda.
- (4) Individuals and sub-committees on the published agenda will present their proposals to the EC.
- (5) Individual and sub-committee proposals will be voted on or returned to the individual or sub-committee for further action if warranted by the Dean or a quorum of EC members.
- (6) Active sub-committees not scheduled for presentation at the EC meeting will provide an update of their work to date during the EC meeting.
- (7) Unresolved agenda items will be taken for action by a sub-committee at that time. The sub-committee will prepare a proposal for presentation at a future date designated by the EC.
- (8) At the end of the meeting, the Dean will recap decisions made, outline future actions to be taken on agenda items, and confirm the individuals or sub-committees designated for action.

(9) The Dean's Assistant will distribute draft EC meeting minutes to EC members as soon as possible after EC meetings.

(10) EC members will have two work days to provide feedback on the draft minutes. No feedback implies acceptance of the minutes as written.

(11) The Dean's assistant will then distribute the final version of the minutes to all faculty members.