

Communication Process: Senates and Committees

Approved Governance Steering Council 9/12/13

Revised on 9/26/14

In an effort to facilitate the work of the four University shared governance committees (Budget, Diversity and Culture, Facilities and Planning, and Work Life), the Governance Steering Council suggests a workflow for creating an annual action plan for each committee. This plan is an attempt to better link University shared governance committees to the work of the three constituent senates: the University Faculty Senate, the UB Staff Senate and the Student Government Association. The council acknowledges that the committees' action plans may change during the year as circumstances change.

Recognizing that the *Plan of Organization for Shared Governance at the University of Baltimore* outlines a general charge for each committee, the GSC recommends that the constituent senates contribute to each committee's action plan to support the general charges outlined in the *Plan of Organization*.

The constituent senates will forward to GSC, by Oct. 1 annually, their proposed specific initiatives for inclusion in each committee's action plan. The GSC's role will be to compile the specific initiatives from the constituent senates and to coordinate their communication to the committees. In developing their annual action plans, the University shared governance committees are also bound to pursue specific initiatives related to their general in the *Plan of Organization*.

These dates are encouraged to facilitate planning and to stimulate a healthy discussion of relevant topics in the appropriate "branch" of the governance structure. It is understood that new concerns will arise through the year and the GSC encourages the constituent senates to forward those topics as they occur.

The committees will be asked to submit to the GSC an outline of their action plans by Oct. 15 annually and a summary of progress on their action plans following each committee meeting. GSC representatives will take this information back to their constituent senates.

Committees must achieve a quorum to act. A quorum will consist of four of the six total elected members.

