

# Athletic Council

## (AC)

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### Overview

The Athletic Council maintains policies and programs that are designed to improve the academic progress and well-being of athletes. The committee also advises the Department of Athletics on decisions about finances and facilities. The committee membership includes faculty, students, alumni, athletes, administrators, and staff.

- How often does the committee meet:
  - The committee meets once per month and each subcommittee (n = 3) meets once per month.
  - Committee members are usually assigned to two subcommittees.
- Does the committee meet at a set day/time? If so when:
  - The Athletic Council meetings are from 5:30 – 7:00 on the first Wednesday of the month.
  - Subcommittees meet at agreed upon times throughout the month, with the exception of AP&E which meets from 4:30-5:30 on the first Wednesday of the month.
- Do you meet in person or online:
  - Meetings are in-person at the Fawcett Center.
  - Full committee meetings and AP&E meetings are in person; FiFA meets either in person or virtually, and ESAW typically meets virtually.
- What subcommittees does the committee have?
  - There are three subcommittees: Academic Progress and Eligibility Committee (all faculty members are on this subcommittee), Equity and Student- Athlete Well-Being Committee (half of the faculty members are on this subcommittee), and Finance and Facilities Committee (half of the faculty members are on this subcommittee).
- When and where do they meet?
  - Sub-committees meet from 4:30 – 5:30 on Wednesdays. Academic Progress and Eligibility meets on the first Wednesday of each month and the other two sub-committees meet on one of the other Wednesdays.
- What is the workload like?
  - The workload is primarily limited to meetings, although there are sometimes documents that would need to be reviewed outside of the scheduled meeting times.
- Topics addressed in AY24-25:



- We have focused a lot on ways we can support student athletes in the changing climate of collegiate athletics and increase in conference size and travel.
- Additional information for volunteers:
  - I want to emphasize how important it is for committee members to attend all full and sub-committee meetings. This is an incredible committee, and we really thrive when all members are able to attend and participate and full and subcommittee meetings.
- Link: <https://senate.osu.edu/committees/athletic-council>



# Council on Academic Affairs

## (CAA)

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### Overview

CAA reviews and makes recommendations on all proposed curricular changes (new degrees/certificates, revisions to existing programs, establishment of new departments, etc.) at the University, conducts regular reviews of Centers and Institutes, and discusses, as needed, university-wide guidance/procedures related to the former two points.

- How often does CAA meet?
  - The full council meets every other Wednesday during the academic year; and
  - Also meets several times during the summer break, as quorum can be achieved.
- When does the committee meet?
  - Wednesdays 3:00-5:00 PM during the academic year; and
  - Days/times for summer meetings are set based on the schedules of the committee members.
- Do you meet in person or online:
  - In Person.
- Where do you meet?
  - University Square South, Room 4140.
- What subcommittees does the committee have?
  - There are three standing subcommittees and one joint subcommittee with the Graduate School. Council members serve on one of these subcommittees.
  - The CAA chair and vice-chair form a fifth subcommittee for review of relatively minor changes.
- When do they meet?
  - It is recommended that subcommittees reserve the alternate Wednesdays 3:00-5:00 PM for subcommittee work, which may include meetings, individual review time, or email discussion.
- What is the workload like?
  - There are generally around 10 proposals discussed at each full-council meeting and the expectation is that members have read all proposals. Each member on a subcommittee reviews and discusses a subset of these (typically one to three) in detail prior to review and discussion at a full-council meeting.
- Topics addressed in AY24-25



- CAA reviewed and approved the Salmon P. Chase Center proposal this year. In addition, we have worked on new or revised micro credentials, certificates, minors, and majors in addition to University Center reviews.
- Additional information for volunteers:
  - CAA is an excellent committee to understand and engage in the important work around curricular approval at the university.
- Link: <https://senate.osu.edu/committees/academic-affairs-cao>



# The Committee on Academic Freedom and Responsibility

## (CAFR)

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### Overview

The Committee on Academic Freedom and Responsibility works to ensure that the role of the faculty is kept independent and free from undue influence or restriction. This committee considers faculty grievances about the conditions of faculty employment and serves as a recourse for other faculty concerns.

- How often does the committee meet?
  - Varies based on the cases. Sometimes weekly, sometimes once per month.
- Does the committee meet at a set day/time? If so when:
  - Currently meetings are on Wednesday's midday, but it is not a permanent time.
- Do you meet in person or online?
  - Online
- What is the workload like?
  - The workload may involve an hour or two of looking over each case and any editing of reports in addition to the calls. There have been about 6 cases that have come up so far in the 2022-2023 academic year.
- Additional information for volunteers:
  - These are serious and high-profile cases, it's important to stay on top of the work and recognize the impact the committee can have.
- Link: <https://senate.osu.edu/committees/academic-freedom-and-responsibility-cafr>

UNIVERSITY SENATE

# The Committee on Academic Technology (CAT)

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## Overview

- How often does the committee meet?
  - Once a month for one hour. *Potential for 90-minute meetings once a month if schedules allow and Committee work requires a 30-minute breakout.*
- Does the committee meet at a set day/time? If so when:
  - Varies by semester, but currently 9:30 a.m. – 10:30 a.m. on the second Monday of the month. *Potential for a standard meeting time starting in the 25-26 Academic year.*
- Do you meet in person or online?
  - Online via Zoom
- Do you have subcommittees?
  - Technology Tools for Academics and Research Subcommittee
  - OSU Online Subcommittee
- How frequently do they meet and are there set times?
  - *Subcommittees have not met in the 24-25 Academic Year but rather covered topics and hosted speakers which align with both subcommittees during monthly meetings.*
- What is the workload like?
  - Committee member workload is estimated at one to two hours per month
- Topics addressed during AY24-25:
  - We have met with the Council of Graduate Students and listened as they described the software they use and the need behind it.
  - We have researched Digital Flagship, the positive outcomes it had, the impact on faculty and students when it ended, and how BuckeyeTEC and the Student Technology Loan Program have picked up where it left off.
  - We have discussed the need for consistency around technology tools that are used by faculty, students, and staff in support of the University mission and met with Senate Fiscal to better understand the University funding model. (Examples: Adobe CC, Microsoft OneDrive Storage, Overleaf, VDI, Student Technology Loan Program)
  - We received a presentation on the Software Purchasing Working Group, their work, intended outcomes, and timeline for implementation
  - We will be learning about the Drake Institute, their role at the University and professional development opportunities they provide, as well as about AI and the way it applies to teaching and learning at Ohio State.
- Things new members might want to know in considering joining the committee:
  - That we are still working to define the work of the Committee and our value to the University. We are working to update the Rules but do see room for additional updates and alignment with focus areas in the future.
- Link: <https://senate.osu.edu/committees/committee-academic-technology-cat>

# The Council on Enrollment and Student Progress (CESP)

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## Overview

The main work of CESP is handling issues related to student enrollment and progress toward graduation. A few broad topics the committee addresses relate to schedules, grades, books, calendars, and technology. This committee initiated the Trial Asynchronous Election Day and is responsible for collecting and reporting data related to that event. The Dean's List Rule, concerns regarding course credit for transfer students, and priority registration are samples of current topics on which the committee is focused.

- How often does the committee meet?
  - Once a month
- Does the committee meet at a set day/time? If so when:
  - The first Tuesday of each month from 3:00-4:30 PM September-May.
- Do you meet in person or online?
  - Online due to the size of the committee.
- Do you have subcommittees? What do they do?
  - There are three subcommittees that meet during regular meeting times in breakout rooms to conduct business on multiple issues.
- How frequently do they meet and are there set times?
  - Subcommittees meet about every other month during regularly scheduled CESP meeting times.
- What is the workload like?
  - Minimal for most committee members: review documents prior to meetings; discuss issues during the meeting. There are three subcommittee chairs that may have an extra 1 hour each month to communicate with the chair and university personnel.
- Additional information for volunteers:
  - This committee is student-centric and handles many key issues for students and the university. Every person's role is critical for moving discussions forward and voting on current initiatives; therefore, it's important that committee members commit to attend meetings regularly.
- Link: <https://senate.osu.edu/committees/enrollment-and-student-progress-cesp>

# COMMITTEE ON ACADEMIC MISCONDUCT

## Overview

The main work of the committee is the adjudication of cases of academic misconduct through appointment as hearing officer and panels populated by committee members.

### **How often does the committee meet?**

- Monthly for full-committee meetings
- Committee members are asked to be available to serve on multiple hearing panels each week.

### **Does the committee meet at a set day/time? If so when:**

- The Monday before classes start all members attend an all-day, in person, mandatory orientation.
- Weekly hearings are scheduled by COAM according to availability supplied by panel members, instructors, and students.
- Monthly meetings are scheduled according to availability supplied by committee members each year.

### **Do you meet in person or online?**

- Hearings are held via Zoom.
- Full committee meetings are held in person from 4 – 5 p.m. on the first Thursday of each month during the autumn and spring semester and on Zoom for the summer semester.
- The specific dates for the 2025 - 2026 academic year are: September 4, October 2, November 6, December 4, January 8\* (second Thursday), February 5, March 5, April 2, May 7\* (3 - 5 p.m.), June 4\* (Zoom) and July 9\* (second Thursday, Zoom).

### **If in person, where?**

- Members are notified via Carmen and email of the location of any in person meetings. The location of in person meetings may vary.

### **Are there subcommittees? What do they do?**

- There are currently two working groups:
  1. The “COAM Helpline” is a group of committee members who are willing to do special projects to help the COAM office staff – for example, review of office processes, workflow and communication with students and instructors from intake through outcome.
  2. The Sanctions working group is a group of members who are doing an audit of current sanctions, consistency and ease of application, and exploring possible additions to the educational sanctions available to the committee.

### **When and where do the subcommittees meet?**

- Working groups meet according to the schedules of the members – no less than once per month.

### **What is the workload like?**

- Members should expect to give approximately three hours per week of service, plus one hour per month for committee meetings.
- Tasks include:
  - Reviewing of evidence – panel members should set aside time (approximately 30 minutes for each case) before the hearing to review evidence;
  - Hearing panels – attend via Zoom, hear the case live, participate in a discussion and decision-making with other panel members;
  - Many members will also be trained to chair hearings;
  - Family Education Rights Act (FERPA) and Institutional Data Policy (IDP) trainings are required each year;
  - Attendance and participation in committee meetings & discussions;
  - Attendance and participation in the full-day orientation in August;
  - Working group action steps (optional).

### **Additional information for volunteers:**

- This is a great networking opportunity with colleagues across campus.
- COAM teaches members about teaching, course design, the struggles of our students and faculty, and becoming a more inclusive community upholding academic integrity.

**Link:** [senate.osu.edu/committees/academic-misconduct-coam](https://senate.osu.edu/committees/academic-misconduct-coam)



### **Committee on Academic Misconduct**

Jennifer Whetstone, PhD  
*Coordinator*

Lisa Cravens-Brown, PhD  
*Chair, 2023-2025*

Dustin Miller, PhD  
*Vice Chair, 2023-2025*

Student Academic Services Building  
281 W. Lane Avenue  
Columbus, OH 43210

[go.osu.edu/coam](https://go.osu.edu/coam)  
[coam@osu.edu](mailto:coam@osu.edu)  
614.292.7262

### **Helpful Links**

[Code of Student Conduct](#)  
[Academic Misconduct Information for Instructors](#)  
[COAM Incident Reporting System Link](#)

**Revision February 2025**





# Expectations of Members

## Mission and Charge

Under university [Rule 3335-5-48.7](#), "Instructors shall report all instances of alleged academic misconduct to the Committee [on Academic Misconduct]." Decisions on in violation, not in violation, or appropriate sanctions do not belong to the instructor. It is the purview of this committee, through the arm of its hearing bodies, on which all of you will serve, 1) to investigate those charges (using procedures that COAM has put in place); 2) to decide on whether or not a violation has occurred; and 3) in cases in which the hearing body has determined that an offense has occurred, to assess an appropriate penalty.

The work of COAM is to investigate suspected cases of academic misconduct, arrive at findings, and when the committee determines there has been a violation, levy appropriate sanctions. This work is essential to the academic integrity of the university: the integrity of course work and grades; of students' learning and education; of the certification of knowledge and competence an OSU degree provides and represents. Although the process of notification, advising, and hearing is certainly daunting to students brought into it, it is also intended to be a civilized and humane process, provided to ensure that students receive *due process*, that a suspicion is heard and determined objectively, not arbitrarily and informally, in a process common to all such cases – a process that aims to guarantee fair and common standards of proof, as well as sanctions.

*Instructors have **30 business days** from discovery of suspected academic misconduct to submit a completed incident report to COAM.*

### COAM Evidence

The materials submitted constitute the evidence that COAM will consider in determining whether or not the student has violated the Code of Student Conduct.

The committee members evaluating a case of alleged misconduct come from diverse academic disciplines. If the allegation involves technical or specialized subject matter, instructors should provide in their report a concise explanation or clarification for non-technical audiences.

The student is provided with a copy of the instructor's report and all accompanying materials unless the instructor indicates that the material (e.g., a secure exam) is intended for viewing under supervision in COAM offices only. New evidence may not be introduced during a hearing.

The process is an educational process that aims to hold students accountable for their actions in fair, reasonable, and proportional ways (considering the gravity and the particular circumstances of the case) if/when they have committed actions, whether knowingly or unwittingly, that compromise the academic integrity of the institution, its courses, or its programs. While striving to ensure that sanctions are proportional under comparable circumstances, the Committee must always recognize that each case is individual – no two are exactly the same. The work of the Committee is not "piecework" and must always consider (for example) the circumstances of the particular student and the course; the extent to which the student accepts responsibility (if that is appropriate under the circumstances) and seems to have learned from a mistake.

After the Committee has made its determinations, students do have recourse to a formal appeal process (a written appeal, for limited kinds of reasons) through the Office of the Provost. At that time, all the facts of the case are reviewed independently, including the hearing recording (if the case went to a hearing), and a decision to uphold or amend the original decision.

A summary statistical report of the work of the Committee is presented in the annual report posted on the Senate and COAM webpages. COAM holds monthly committee meetings and elects a Faculty Chair at the spring meeting.



## Time Commitment for Panel Members of COAM

The hearing body consists of faculty and both undergraduate and graduate students. A quorum is necessary to hold a panel hearing which consists of a minimum of three members, including at least two faculty and one student. Administrative and panel hearings are held on CarmenZoom typically in a one-hour session for one student. If more than one student is involved in a hearing, one hour is scheduled for each student. Whenever possible, the hearing body's collective expertise is balanced with regard to the disciplines represented and the cases to be heard.

Each week, COAM will send a series of meeting invitations from Outlook requesting your availability. It is important to respond to these requests quickly by hitting accept or decline for all times you are available. In order that we may schedule a hearing body that is balanced, avoids conflicts of interest, and for fairness in distribution of workload among committee members, you will be asked to make available and hold open as many dates/times as possible. The hearing body will quickly be selected and sent a new invitation indicating that you have been matched and scheduled for a hearing.

### **Timeline for Scheduling:**

- Friday afternoon: AVAILABILITY REQUESTED invitations typically sent to panel members to determine availability, usually two weeks or more in advance
- Monday: Response needed by all panel members for their availability
- Tuesday - Wednesday: SCHEDULED invitations sent to panel members who have been matched to a particular hearing. Assigned panel members must accept SCHEDULED invitations ASAP

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*Members should expect to serve weekly during the semester for three hours*

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Under normal conditions, members can expect to serve weekly during the semester for three hours (autumn semester through summer semester). Usually two days prior to your assigned hearing, you will receive access to OneDrive to review all the materials the instructor has submitted which is the same file that the student has also received. It is imperative that each member thoroughly read over all material and watch any applicable videos that corresponds to the case prior to the hearing. Members should come prepared to the hearing by making a list of questions that could provide a clearer understanding of the incident. In hearings, the hearing body should remain unbiased, objective, and thorough.

### **Role of the Coordinator**

The coordinator is appointed by the executive vice president and provost. All students charged with academic misconduct are asked to watch a webinar about COAM procedures and if they still have questions may request a pre-hearing conference with the COAM office. All students have an opportunity for an administrative decision by the hearing officer should the student agree with at least one of the charges. The coordinator is present at all hearings, keeps records and prepares reports about the activities of the Committee, and makes recommendations concerning the handling of academic misconduct, when appropriate, to the Office of Academic Affairs.

The coordinator provides feedback and consultation about the committee procedures to faculty, departments, colleges, the Office of Student Conduct, and the Graduate School. In addition, the coordinator meets with an Advisory Board annually to share ideas and strategies for sustaining a culture supportive of academic integrity at the university. The members of the Advisory Board are from units across the university that play a key role in student outreach. These units include Exploration, Office of International Affairs, Center for Teaching and Writing, Student Athletic Support Services, the Office of Undergraduate Education, Regional Campuses, Office of the Executive Dean of Arts and Sciences, and the Arts and Sciences Honors Program.

### **Additional Information**

The rules outlining the structure of the Committee, membership list, and other information can be found at the website for the Office of the University Senate [senate.osu.edu](http://senate.osu.edu) and on the website for COAM [go.osu.edu/coam](http://go.osu.edu/coam).



# The Council on the Physical Environment (COPE)

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## Overview

COPE focuses on ongoing and planned construction around the university and advocates for community needs through various meetings with administration.

- How often does the committee meet?
  - Monthly
- Does the committee meet at a set day/time? If so when:
  - COPE meets and agrees on a meeting time at the beginning of each term. Currently it's the 4<sup>th</sup> Wednesday of the month.
- Do you meet in person or online?
  - Online
- What is the workload like?
  - Generally light. Essentially the council is discussing relevant concerns and then bringing them forward to decision makers associated with planning, architecture and construction.
- Additional information for volunteers:
  - This group spans student government, graduate students, faculty, and staff throughout the university. Prior to joining many members assumed that this would be faculty and staff members only, but having representation from students is one of the biggest drives of both the discussions and the passion to make things better. Students add a lot of value to the conversation and often bring to light considerations faculty had not thought of.
  - Beyond having a small voice in what happens on campus, it is great to be informed.
- Link: <https://senate.osu.edu/committees/physical-environment-cope>



# Council on Student Affairs (CSA)

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## Overview

The Council on Student Affairs (CSA) takes up issues which affect all aspects of the life of a student at the university, including policies, practices, and the organization of the office of student life. The committee also administers the use of the student activities fee and is responsible for revisions to the code of student conduct. The committee is chaired by one of the student members.

- How often does the committee meet:
  - Weekly on Mondays (either full council or a subcommittee)
- Does the committee meet at a set day/time? If so when:
  - The full council meets every other Monday 3:30-5:00 PM
- Do you meet in person or online:
  - Hybrid
- Where do you meet?
  - In-person option in the Ohio Union and Zoom
- What subcommittees does the committee have? When and where do they meet?

All members of CSA are either assigned to either Issues or Allocations, meaning that CSA members will meet every Monday 3:30-5:30 PM. For example, week 1 they'd meet for full council, week 2 they'd meet for their subcommittee.

- Issues Subcommittee: Every other Monday 3:30-5:00 PM.
- Allocation Subcommittee: Every other Monday 3:30-5:00 PM and a weekly 1-hour meeting based on member availability
- Code of Student Conduct Subcommittee: As needed, convened every 5 years next 2029/2030.
- Student Activity Fee Subcommittee: As needed, convened every 3 years next 2028/2029.
- What is the workload like?
  - Workload: ~2 hours of meetings a week. ~15 minutes prep time.
- Please review major reports CSA has completed to get a sense of the work we do:
  - [CSA - 2023-2024 Annual Report](#)
  - [2023 Code of Student Conduct Review](#)
  - [2022-2025 Student Activity Fee Review](#)
- Links:
  - <https://senate.osu.edu/committees/student-affairs-csa>
  - <https://studentlife.osu.edu/student-engagement/council-on-student-affairs>

UNIVERSITY SENATE

# The Diversity Committee

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## Overview

The purpose of the Diversity Committee is to support and advice on Diversity, Equity, and Inclusion (DEI) issues that affect members of the University Community.

- How often does the committee meet?  
The committee meets for 90 minutes monthly.
- Does the committee meet at a set day/time? If so when:  
Thursdays 3:00-4:30 PM (not overlapping with Senate meetings)
- Do you meet in person or online?  
Online.
- Do you have subcommittees? What do they do?  
There are no standing subcommittees.
- What is the workload like?  
All members attend and participate in monthly committee meetings. There may be some contributions outside of the meetings (e.g., help to draft policies, surveys, or linking to resources). Members evaluate nominees for the yearly Distinguished Diversity Enhancement Awards Program. Members may contribute to and review the yearly report drafted by the chair. Members may communicate with constituents to identify issues or share useful resources.
- Can you share a couple of things the committee worked on this year?
  - We met with diversity leaders across campus to assess the actions taken to either anticipate or respond to these legal changes.
  - We gathered concerns from faculty, staff, and students about the tangible and psychological effects of these policies.
- Anything you wish you had known or which you would like new members to know coming in?

Not an easy committee to be part of right now. Yet, maybe one of the most important!

Link: <https://senate.osu.edu/committees/diversity-committee>



# Committee for Evaluation of Central Administrators (EOCA)

Each year, the Committee for Evaluation of Central Administrators (EOCA) compiles information about two central administrators through research and interviews. It is an upward evaluation by faculty of key administrators. The evaluation is designed to provide feedback to the President and Executive Vice President and Provost on the effectiveness and role of both the office and the individual.

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## Overview

- How often does the committee meet:
  - Variable depending on each sub-committee.
- Do you meet in person or online:
  - Online
- Are there subcommittees? What do they do?
  - Yes. Each of the two subcommittees elects a chair and evaluates one of the central administrators.
- When do they meet?
  - Online
- What is the workload like?
  - Starts in October and runs until February to have interviews with 10 individuals and the central administrator. Once interviews are complete the subcommittee writes up a report and shares back with Senate. Rough timeline is:
    - October: Meeting with central administrator being evaluated
    - November-early December: Meetings with references provided by central administrator
    - January: Continue to meet with references provided by central administrator
    - February: Begin drafting final report
    - March: Final report due
- AY24-25 work:
  - The committee worked on the evaluations primarily throughout the year. After the reports are submitted, we will come together to outline a process that can be codified or stored for future chairs, including a set or a couple of sets of questions to help guide the work in the future.
- Link: <https://senate.osu.edu/committees/evaluation-central-administrators-eoca>



# Faculty Compensation and Benefits Committee (FCBC)

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## Overview

The committee monitors the adequacy of current benefits and salary, especially focused on salary equity and compression.

- How often does the committee meet?
  - Once a month (3-4 times per semester)
  - Subcommittees for compensation and benefits have additional meetings (about 1 to 3 times a year depending on workload of the subcommittee)
- Does the committee meet at a set day/time? If so when:
  - No, the committee typically sets times based on members availability at the beginning of each semester.
- Do you meet in person or online?
  - Before COVID, this committee was exclusively meeting in person. It is currently Online, but this can be reevaluated at the beginning of the academic year.
- What is the workload like?
  - Because the committee's primary role is advisory, there is relatively little homework. But when larger issues come to the surface (e.g. Mitigating rate concerns, drafting a compensation philosophy for the university), the workload can increase.
  - The committee prepares an annual report including compensation and benefits data analyses and recommendations to the leadership.
- Additional information for volunteers:
  - Members learn a lot about benefits (health plan, and all benefits including retirement, etc.) and compensation policies. Knowledge of these topics is useful for this important aspect of shared governance.
- Link: <https://senate.osu.edu/committees/faculty-compensation-and-benefits-committee-fcbc>

# Senate Fiscal Committee

## (SFC)

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### Overview

The Fiscal Committee makes recommendations concerning financial matters facing the university. This large and intensive committee reviews all the sources of funding for the university. Its members regularly review the distribution of funds to colleges and other units and assess how the budget model is working. The committee makes recommendations to the chief financial officer, the president, and the executive vice president and provost concerning budgetary concerns.

- How often does the committee meet?
  - Twice per month, starting in September through May
  - There are 3 Subcommittees, Support Office Finance, College Finance, and Student Fee Review, that meet twice monthly as well.
- Does the committee meet at a set day/time? If so when:
  - Full committee meetings are on Tuesdays from 230-430pm Subcommittees generally match this timeframe.
- Do you meet in person or online?
  - Meetings are almost exclusively online. SFC does have at least one in-person meeting per year.
- What is the workload like?
  - Heavy. The committee spends a great deal of time interacting with Office of Business and Finance Financial Planning and Analysis staff who are assigned to assist the committee in review of financial matters in front of the committee, scheduling meetings, inviting guests to present on issues, and helping take notes. The committee meets regularly with the Health System, Energy group, Parking, HR, Enrollment, and other major groups at the university to review their financial position and annual reports. The committee also reviews the university budget model, annual compensation and benefits, POM rates, graduate and professional tuition and fees, and support office finance requests. All information gathered from SFC and its subcommittees is prepared and sent in an annual report to the Provost and President with recommendations on financial funding for various units.
- Items from FY2024-25
  - SFC has reviewed continuing funding issues for Human Resources, the current budget deficit for Athletics, dramatic increases in university utility costs, and decision making processes for software purchasing.
- Things you should know before joining:
  - This is an extremely active committee where participation is required. Members are





assigned subcommittees on entry and get to work within those subcommittees on recommendations to bring to the full committee. Members should expect to attend meetings that run the full 2 hours in length due to the materials covered. We have a great FP&A staff group that is critical for providing us information and helping us interpret the financial documents and presentations that we are tasked with reviewing. If you want to join a committee that is very active and has a significant impact on University functions then Senate Fiscal is a great choice!



# Graduate Associate Compensation & Benefits Committee

## (GCBC)

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### Overview

The Graduate Associate Compensation & Benefits Committee (GCBC) is chaired by a graduate student and assesses the support of graduate associates at the university. Each year, GCBC comes out with recommendations concerning the funding of graduate and professional students.

- How often does the committee meet?
  - Currently, we meet as a full committee on the fourth Thursday of every month. At the start of the semester, we poll to find the best time for a majority of the group. The second Thursday of each month is reserved for smaller focused or subcommittee meetings, as necessary.
- Do you meet in person or online:
  - We offer a hybrid format for our meetings - both in person and on Zoom. This year, about half of our members attend in person and the other half attend virtually. This year we used the conference room in the Senate office for our in-person venue.
- What subcommittees does the committee have?
  - This year we have no formal subcommittees.
- What is the workload like?
  - This varies based on the tasks and issues the committee is looking to tackle for the year. On average, it should even out to no more than 3 hours of time per month per member.
- Topics addressed in AY24-25
  - This year we revised and modified our standing rules and bylaws.
  - For our yearly report, we have been conducting extensive data collection with the Graduate School, ASC, and other colleges. We are working to organize and present this information along with our current recommendations for the university. The committee broke up into pairs to collect, evaluate, and offer initial recommendations in several key areas (cost of living considerations, GA workload/equity, 9 vs 12-month funding models) for the group to consider and we are working on crafting our report based on this data.
- Link: <https://senate.osu.edu/committees/graduate-associate-compensation-benefits-committee-gcbc>



# Faculty Hearing Committee

The Faculty Hearing committee is a pool of faculty from which small panels are drawn to make recommendations concerning faculty appeals to administrative decisions that affect conditions of faculty employment including those resulting from allegations of misconduct (Faculty Rule 3335-5-04), or complaints regarding promotion, tenure, or renewal (Faculty Rule 3335-5-05). The work of the Hearing Committee helps both to protect the integrity of the institution and to preserve academic freedom and responsibility.”

## Overview

- How often does the committee meet:
  - When needed. i.e., when cases are referred to us by CAFR or other committees, or when there is general business to discuss.
  - When cases are brought forth, the panel and Chair will meet an estimated 4 – 5 times to discuss the case, answer questions and best organize for the hearing day.
- Does the committee meet at a set day/time? If so when:
  - No
- Do you meet in person or online:
  - Online for general meetings.
  - The smaller hearing panels that are formed to handle individual cases will meet in person and via zoom as needed.
- Are there subcommittees? What do they do?
  - No, only the hearing panels. These consist of three members and meet as often as necessary.
- What is the workload like?
  - It varies. Can be intense for a few weeks if involved on a hearing panel. Every case is different, so it hard to make generalizations.
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- Link: <https://senate.osu.edu/committees/faculty-hearing-committee>

# Honorary Degrees Committee

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## Overview

The committee vets the candidates for University Honorary Degrees. There are two steps in the process. First the committee discusses a letter of nomination. If positive, they ask for a letter from the College Dean plus three internal and three external letters of reference. The committee then reviews all materials and if approved the candidate moves forward to a Senate vote. Honorary Degrees are given at one of the Commencements.

- How often does the committee meet?
  - Depends on the number of candidates. Last semester the committee met twice and have met twice this semester. It is very much case driven.
- Does the committee meet at a set day/time? If so when:
  - No.
- Do you meet in person or online?
  - This year the committee has met online, there was one attempted in person meeting but in general there most members find online easier for scheduling.
- What is the workload like?
  - This depends on the number of cases. This year one candidate has completed the process, one is awaiting a memo before it proceeds and there are two cases pending.
- Additional information for volunteers:
  - This is an important committee, but it is not as involved in the “shared governance” aspect as other Senate Committees.
  - So far this year we have had two candidates completing the process and two are waiting on outside letters. We have several cases pending that we haven’t gotten outside letters on. We have turned a number of cases down.
- Link: <https://senate.osu.edu/committees/honorary-degrees-committee>

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[senate@osu.edu](mailto:senate@osu.edu)

# The Committee on Intellectual Property, Patents and Copyright (IPPC)

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## Overview

- How often does the committee meet?
  - Our committee meets once per month.
- Does the committee meet at a set day/time? If so, when?
  - Meetings are typically held on Thursdays, and we adjust the dates each month to avoid overlapping with faculty cabinet and faculty senate meetings.
- Do you meet in person or online:
  - The meetings are held online via Zoom.
- What subcommittees does the committee have?
  - We have two subcommittees:
    - 1. **Scope of Employment:** This subcommittee evaluates how to navigate scope of employment issues for faculty and staff when consulting or working with startup companies. The goal is to provide guidance to avoid potential IP conflicts.
    - 2. **Entrepreneurship Roadmap:** This subcommittee reviews the roadmap for entrepreneurs and provides guidance on how to address related challenges.
- When do they meet?
  - Both subcommittees meet once per month. These meetings are ad hoc and carried out online.
- What is the workload like?
  - The workload is manageable, and we try to accommodate the busy schedules of faculty members, adjusting meeting times to ensure as many can attend as possible. Members can expect 2-4 hours of work per month, including meetings.
- Topics addressed during AY24-25:
  - This year, the committee has worked on evaluating scope of employment issues related to startup companies, and we've met with representatives from ERIK and Legal to discuss the IP challenges and successes at OSU. We are also addressing how to disseminate information about responsible uses of AI in patents and copyrights.
- Additional information for volunteers:
  - We would love to have new members with experience in IP and copyright, and we encourage inventors or creators at any level of experience to join the committee. It's a collaborative environment, and your input is invaluable.
- Link: <https://senate.osu.edu/committees/intellectual-property-patents-and-copyright-ippc>



# Library Committee

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## Overview

- How often does the committee meet:
  - Monthly, during academic year
- Does the committee meet at a set day/time? If so when:
  - 2<sup>nd</sup> Tuesday of each month, from 9-10am
  - Meeting day/time may be subject to change next academic year, depending on schedules of committee members
- Do you meet in person or online:
  - We have held online meetings, hybrid meetings, and in-person tours of facilities/operations
- Are there subcommittees? What do they do?
  - No current subcommittees
- When do they meet?
  - n/a
- What is the workload like?
  - Members are expected to review materials in advance of meetings and participate actively in discussions during meetings
- Link: <https://senate.osu.edu/library-committee>
- Topics addressed during current year:
  - We have worked on several key topics, including the transition to the library's new search/inventory system, the library's efforts to support researchers, special collections in the library, publishing agreements, efforts to best utilize physical space in the library, and the role of the library's subject specialists
- Things new members might want to know in considering joining the committee:
  - No prerequisite knowledge! Simply an open mind, willingness to attend meetings and participate in discussions, and use of critical thinking in providing feedback about the library's operations.





# University Research Committee (URC)

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## Overview

Evaluating policies and programs affecting scholarly and creative activities at the university; encouraging and facilitating cooperation between all sectors of the university, including centers, to promote disciplinary and transdisciplinary research, and to reduce any barriers to the free and open pursuit of research and creative expression for all faculty, students, and staff.

- How often does the committee meet:
  - Once a month
- Does the committee meet at a set day/time? If so when:
  - Standing meeting 1-2pm, 1<sup>st</sup> Friday of each month
- Do you meet in person or online:
  - 1 meeting per year (last meeting of the year) is in-person. The rest are over zoom.
- What is the workload like?
  - Average 1-2 hours/week for committee members; the chair can spend more time depending on issues.
- What subcommittees does the committee have?
  - No standing sub-committees. Interfaces with ERIK entities as defined in various operating documents.
- Additional information for volunteers:
  - The focus of the committee varies depending on what issues are pressing – i.e., no consistent set agenda but responsive to the needs of the university research community.
  - The committee consists of a very diverse and interesting group of folks representing all different kinds of perspectives on research – it's a fantastic group of people and meaningful work.
- Link: <https://senate.osu.edu/committees/research-committee>



# Rules Committee

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## Overview

The main work of the committee is to maintain the university's faculty rules, which are a part of the Ohio Administrative Code.

- How often does the committee meet?
  - Twice per month (usually) for one hour
- Does the committee meet at a set day/time? If so when:
  - For the past two years the committee has met on Fridays, this year at 9:15am
- Do you meet in person or online?
  - Online
- What is the workload like?
  - For regular members, about 20 minutes of prep work per meeting (this varies depending on what is on the agenda) in addition to the time spent in meetings. There are occasional tasks in between meetings.
- Topics addressed in AY24-25:
  - We successfully passed changes to create a unified Dean's List and modify the membership of The Council of Deans.
- Additional information for volunteers:
  - There is a steep learning curve on this committee, and at first it can be a little bewildering. But Rules is an interesting and rewarding committee. The committee oversees many rule changes that affect various aspects of the university's functioning.
  - The ideal Rules members are attentive to detail (and shades of meaning) and are able to think through hypotheticals in order to establish rules that will function well across a very large institution.
- Link: <https://senate.osu.edu/committees/rules-committee>
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# Sanctioning Committee

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## Overview

- How often does the committee meet:
  - There is annual required training that takes approximately 3 hours, scheduled by poll
  - One or two other meetings per academic year
  - See below regarding panels
- Does the committee meet at a set day/time? If so when:
  - All meetings are scheduled by poll or based on member availability
- Do you meet in person or online:
  - All meetings are online
- What is the workload like?
  - Members may be appointed to three-person panels to work on cases referred by Office of Institutional Equity or Human Resources throughout the year. Serving on a panel can be an intense period of activity. Typically, a case will require 5-6 meetings over 2-3 weeks.
  - The number of panels depends on case referrals, but most members can expect to serve on one or two panels per year
- Topics addressed in AY24-25:
  - We have handled cases in many different policy areas and with vary degrees of severity
- Additional information for volunteers:
  - This work is very important to the integrity of our University community
  - The cases are challenging, and it can be difficult to hear that these events that involve our colleagues and students
  - Panels work together to help each other and find resolution
- Link: <https://senate.osu.edu/committees/sanctioning-committee>

