

**COMMITTEE ON COMMITTEES
ANNUAL REPORT
2020-2021**

To the Irvine Divisional Senate Assembly:

The Committee on Committees (COC) respectfully submits its report of activities for the 2020-21 academic year.

COMMITTEE OPERATIONS

COC is charged with nominating members for election to elected committees and offices and appointing members of other standing and special committees of the Division.

Professors George Tita, Social Ecology, and Lindsey Richland, Education, co-chaired the Committee in 2020-21 and served as the representatives to the University Committee on Committees. Professor Tita served as Chair in Fall 2020 and Winter 2021, and as the 2020-21 UCOC representative; and Professor Richland served as Chair in Spring 2021.

COC met 15 times via videoconference during the academic year and conducted substantial business via e-mail correspondence. COC activities included the following:

I. Committee Interest Survey

COC conducted its annual Committee Interest Survey of the Senate faculty and compiled the results for use in identifying candidates for elected and appointed committees. The survey is available on the Academic Senate website for faculty members to indicate their interest in serving in the Senate. During the time when the survey was open, 312 faculty members completed the survey, representing 15% of the faculty, including emeriti.

II. Elected Positions

Members recruited candidates who agreed to be nominated for the 10 openings on the 2021-22 election slate.

III. Appointed Positions

Members filled 66 out of 66 vacancies on appointed committees for academic year 2021-22.

IV. Current Vacancies

COC filled 19 vacancies created when committee members vacated their terms early or went on leave during 2020-21. COC filled 13 vacancies for members who informed the Senate they would be resigning or going on leave during 2021-22.

V. Reserve Council on Academic Personnel

Based on the schools of the CAP members scheduled for review in the 2020-21 academic year, COC members approved nine faculty for appointment to the Reserve Council on Academic Personnel (RCAP). Since it has been agreed upon that it is appropriate for COC to know only the name of the school of the former or current CAP member scheduled for review, COC leaves it to the CAP analyst to contact the appropriate approved appointee, establish availability, and avoid any potential conflicts.

The Committee on Committees noted that due to the timing of the RCAP request, there was a challenge in identifying eligible members to serve. Since many eligible potential RCAP members had already participated in departmental voting on these RCAP files, they were now ineligible to serve. To avoid this issue, COC asked that CAP send the RCAP request in the spring prior to the academic year of review so to ensure that RCAP members recuse from voting prior to the departmental voting, thus maximizing the pool of eligible members. CAP agreed to updated timeline moving forward, beginning with the 2021-22 RCAP request.

Therefore, based on the schools of the CAP members scheduled for review in the 2021-22 academic year, COC members approved five faculty for appointment to the Reserve Council on Academic Personnel. COC leaves it to the CAP analyst to contact the appropriate approved appointee, establish availability, and avoid any potential conflicts.

VI. 2021 Senate Special Election

The Academic Senate held a Special Election in the summer of 2021 to fill two positions on the Council on Academic Personnel (CAP). One vacancy was for the School of Medicine (clinical science) to replace a member who had a resigned from service, and the other was a newly added CAP position that per the recent changes to the CAP bylaw, would come from the eligible units of Nursing, Pharmacy and Pharmaceutical Sciences, and Population and Public Health.

COC identified, vetted and approved two candidates to be placed on the ballot and run for election. The campus was notified of the Special Election on July 22, 2021; the Special Election was held from August 18, 2021 to September 1, 2021; and the results were communicated to the campus on September 7, 2021.

VII. Nomination Requests from the Systemwide Academic Senate

COC was asked to nominate Academic Senate members for 16 Systemwide Academic Senate Committees. These requests usually come from the University Committee on Committees and the Systemwide Senate Chair. COC forwarded a total of 13 nominations for faculty service on the following Systemwide Committees, with a total of 5 Irvine faculty members being selected for service.

- A. UC Center for Free Speech and Civic Engagement Academic Advisory Board (10/5/2020)
- B. Knowledge Transfer Advisory Committee (KTAC) (10/12/2020)
- C. Academic Council's Special Committee on Lab Issues (ACSCOLI) (10/12/2020)
- D. 2021 Academic Council Chairs Award for Mid-Career Leadership (1/8/2021)
- E. UC Press Editorial Committee - African-American Studies (1/13/2021)
- F. UC Press Editorial Committee - Geography (1/13/2021)
- G. UC Press Editorial Committee - Film & Media Studies (1/13/2021)
- H. UC Entry Level Writing Requirement (ELWR) Task Force (2/2/2021)
- I. UC Observatories (UCO) Director Search Committee (2/4/2021)
- J. California Air Resources Board's (CARB) Scientific Review Panel (SRP) on Toxic Air Contaminants - Atmospheric Science (3/29/2021)
- K. California Air Resources Board's (CARB) Scientific Review Panel (SRP) on Toxic Air Contaminants - Pathology (3/29/2021)
- L. California Air Resources Board's (CARB) Scientific Review Panel (SRP) on Toxic Air Contaminants - Oncology (3/29/2021)
- M. UC Press Editorial Committee - Latin American History (4/12/2021)
- N. Academic Council's Special Committee on Lab Issues (ACSCOLI) (5/3/2021)
- O. UC Rules & Jurisdiction (UCRJ) At Large Member (6/23/2021)

- P. UC Rules & Jurisdiction (UCRJ) Ex Officio Member (6/24/2021)

VIII. Nomination Requests from the Irvine Division

COC was asked to nominate Academic Senate members for 6 Irvine Division Committees (these do not include the standing Divisional Academic Senate Committees). These requests generally come from the campus administration and the Irvine Division Chair.

- A. Sue & Bill Gross School of Nursing Dean Advisory Search Committee (10/23/2020)
- B. Senate Representative to the Regents Committee on Health Services (11/12/2020)
- C. School of Education Dean Advisory Search Committee (1/26/2021)
- D. Peer Review Committee (PRC) (2/5/2021)
- E. School of Medicine Dean Administrative Review Committee (2/22/2021)
- F. Claire Trevor School of the Arts Dean Advisory Search Committee (6/4/2021)
- G. School of Law Dean Advisory Search Committee (6/30/2021)

IX. Procedures for Identifying Council, Committee, Board, and Subcommittee Chairs

At the request of Senate Leadership, COC reviewed the draft procedural document clarifying the general procedures for, and the Committee's role in, designating a committee chair as noted in Irvine Bylaw 35. Due to recent difficulties in identifying committee chairs, having a set of procedures in place would be helpful for any future instances of chair vacancies. The Committee approved the document at their October 19, 2020 meeting.

X. Guiding Principles and Best Practices for Faculty Involvement in Dean Search and Review Committees

The Committee initiated a review of the Guiding Principles and Best Practices for Dean Search and Review Committees on October 19, 2020. COC approved and voted to forward the following revisions to Senate Chair Barrett: (1) clarification that the names endorsed from the Provost's list will count towards the Senate's 4-8 recommended names; (2) a request that the Administration will notify the Academic Senate of the final committee rosters; (3) removing references to an annual assessment of searches; and (4) specifying that the Administration will share the Guiding Principles and Best Practices document with the membership of the Search or Review Committee as part of the Committee charge. The Senate Cabinet reviewed and voted to forward the proposed revisions to Provost and Executive Vice Chancellor Hal Stern on November 3, 2020.

The Committee initiated and approved a second review of the Guiding Principles and Best Practices at its meeting on January 25, 2021. The following proposed revisions were forwarded to Chair Barrett: (1) requiring the Administration will consult with the School Faculty Executive Committee (FEC) when preparing for the Dean Review and Search Committees; (2) clarification of what constitutes as Academic Senate nominations by stating that FEC names submitted directly to the Provost without COC endorsement are not Academic Senate nominations; and (3) formalizing the current procedure that the Academic Senate will invite the FEC to submit names to the Academic Senate for consideration when determining nominations. The Senate Cabinet reviewed and voted to forward the proposed revisions to Provost Stern on February 16, 2021.

On May 5, 2021, Provost Stern approved the proposed revisions. The Guiding Principles and Best Practices document can be found on the Senate website [here](#).

XI. COC Guidelines for Consultation with Faculty Executive Committees for Dean Search and Review Committees

The Committee also created internal guidelines specifying the procedures for contacting the School Faculty Executive Committee (FEC) when receiving Dean Review and Search requests from the Administration. These guidelines state that the COC will contact the FEC Chair asking for the list of FEC nominations for COC consideration. If received, COC will discuss the names as part of their deliberation. Per the Guiding Principles and Best Practices for Faculty Involvement in Dean Search and Review Committees, in addition to providing nominations to COC, the FEC will also have the opportunity to provide nominations directly to the Provost for consideration. The Committee on Committees approved the guidelines at their January 25, 2021 meeting.

XII. Efforts to Increase Committee Diversity

COC is charged with nominating and appointing faculty members for service on Senate committees, and as part of that charge, strives to achieve broad representation with respect to diversity of committee membership. In preparation for the 2021-22 academic year, the Committee sent a request to the current and incoming Senate Committee Chairs asking for their input regarding the composition of their committee membership, and any suggestions that would help the committee membership in regards to diversity. COC will also revise the Committee Interest Survey for the upcoming year to include an optional open-ended question allowing faculty to comment on any of their research expertise, experience, and/or demographic information. Lastly, the Committee will continue to review and consider the diversity and balance of committees when making nominations.

XIII. Committee Membership

Senate Members (voting):

George Tita, Social Ecology, Fall 2020 and Winter 2021 Chair & 2020-21 UCOC Representative

Lindsey Richland, Education, Spring 2021 Chair

Lonnie Alcaraz, Arts

Michael Buchmeier, Biological Sciences

Jone Pearce, Business

Nancy Da Silva, Engineering

Lisa Grant Ludwig, Health Sciences

Veronica Vieira, Health Sciences (Fall 2020 substitute)

Rebeca Helfer, Humanities

Maria Pantelia, Humanities (Spring 2021 substitute)

Magda El Zarki, ICS

Dan Burk, Law

Anne Calof, Medicine – basic science

Min-Ying (Lydia) Su, Medicine – clinical science

Jonathan Feng, Physical Sciences

Carole Uhlaner, Social Sciences

Ex Officio (non-voting):

Jeffrey Barrett, Chair, Academic Senate

Committee Analysts:

Christine Aguilar, COC Analyst

Kate Brigman, Executive Director