

New Council, Committee, or Other University Body Proposal Process

Overview

The university Committee on Committees is tasked with oversight of the university's councils, committees, and other advisory, representative, or support bodies. Reviewing proposals for new bodies is part of this responsibility. The Committee on Committees accepts proposals for new bodies and reviews them to ensure the proposed body's function will serve the mission of the university, its activities are not already being addressed by other university bodies, and its membership includes adequate representation to carry out its purpose. The Committee on Committees' recommendations are presented to the President's Cabinet for a final decision regarding the creation of a new university council, committee, or other body.

Submission Requirements

Proposals for a new university body must include the following information:

- a) Body Name
- b) Purpose or Function
- c) Membership criteria including all requirements in the [Membership Criteria Requirements](#).
- d) Chair (either by position/title or stated process for selection)
- e) Responsible University Official
- f) Initial Roster (all represented units listed; specific representatives are optional)

Review Process

The proposal should be submitted to the university Committee on Committees in writing via any of the current committee representatives listed on the Committee on Committees page (<https://www.tamucc.edu/governance/committees-councils/university-committees/committee-on-committees.php>). Once submitted, the proposal will follow this review process:

1. The submitted proposal will be shared with the full Committee on Committees.
2. The Committee on Committees will verify the requirements have been met and review the proposal for the following:
 - 2.1. Function serves the university mission
 - 2.2. Activities are not already being done by an existing university body
 - 2.3. Membership includes appropriate units based on the stated purpose
3. If the membership includes representatives from outside of the university, the Committee on Committees will ask Institutional Advancement to review the external membership to help identify external representatives if appropriate and coordinate external representation across the campus.
4. The Committee on Committees will work with the submitter to address any missing items and revise the proposal as necessary.
5. The Committee on Committees will notify the submitter of its recommendation prior to presenting the proposal to President's Cabinet for the final decision.
6. The chair of the Committee on Committees will present the proposal and Committee on Committees' recommendation to President's Cabinet for review and approval.
7. The Committee on Committees will notify the submitter of President's Cabinet's decision.
 - 7.1. If approved, the chair of the Committee on Committees will create a webpage for the new body and submit a request to IT to establish a new MS Team for the body.
 - 7.2. If denied, the body will not be created.