

Handbook of the CSUN Council of Chairs

I. Role of the Council

The Council of Chairs is an important constituency for academic planning and implementation at the university. It serves as an advisory group to the Provost and Vice President for Academic Affairs and helps to shape academic planning and implementation at the university. The Council also serves as a forum for information sharing and input on innovations and change that relate to the quality of academic programs and initiatives at the university, as well as a platform for discussion of issues that fall within the responsibilities of department chairs. The Council is a member of the University Planning and Budget Group chaired by the Provost and Vice President for Academic Affairs and the University Calendar Planning Committee chaired by the Associate Vice President for Faculty Affairs, and participates in official functions of the university to which it is invited.

II. Membership

The Council of Chairs consists of all department chairs from the Colleges at the university, and representatives from the University Library and the College of Extended Learning.

III. Executive Committee

A. An Executive Committee serves the Council of Chairs. It is comprised of one representative from each College, the Library and Extended Learning. Each College elects a representative to serve on the Executive Committee

B. It is recommended that members of the Executive Committee serve two-year terms. College elections are staggered. Terms for representatives from the following colleges start in odd years:

College of Arts, Media and Communications (AMC)
College of Business & Economics (BAE)
College of Engineering and Computer Science (E&CS)
Oviatt Library (LIB)
Roland Tseng College of Extended Learning (ExL)

Terms for representatives from the following colleges start in even years:

College of Education (EDU)
College of Health and Human Development (HHD)
College of Humanities (HUM)
College of Science and Mathematics (SC&M)
College of Social and Behavioral Sciences (S&BS)

C. Elected Officers

The Executive Committee elects a Chair and Secretary from the membership of the Committee. Both serve a one-year term and may be re-elected.

D. Responsibilities of Executive Committee Officers and Members

1. Chair

- a. Convenes meetings monthly
- b. Represents the chairs on campus wide committees and at events, as asked by the administration
- c. Reviews minutes and prepare and distribute meeting agendas
- d. Maintains Council web page
- e. Summarizes yearly accomplishments

2. Secretary

- a. Prepares minutes for monthly meeting in consultation with the Council
- b. Keeps handbook up to date

3. Members

- a. Report on Council activities to college level chair/administrative councils
- b. Bring issues forward from college level discussions
- c. Develop goals for the year and a timeline to accomplish those goals
- d. Summarize discussions and make recommendations to appropriate university entities.

E. Funding for the Council of Chairs comes from the Provost upon request of the Council Chair