

Policies and Procedures of the School of Allied Health Steering Committee

Officially Adopted 6-9-08

Modified 9-14-10

The SAH Steering Committee comprises three members elected by the faculty to serve 3-year-terms and the Chairs of each of the additional SAH standing committees. Each year, one elected member leaves the committee, and a new member is elected. Standing committees generally elect their new chairs as their final act of business in the existing fiscal year. The Steering Committee routinely holds one meeting per month.

In many ways, the Steering Committee is the most important committee in our School. If the Chair and other members are organized properly, the Committee is in a position to jump start the other faculty committees each new year by ensuring that they meet, get organized with their new members early, develop objectives for the year, and schedule and then hold regular meetings.

This policies and procedures document is designed to assist the Steering Committee in fulfilling all of its functions, as specified in the SAH By-laws. To ensure that all Steering Committee functions are being properly executed, the members must carefully follow these procedures as well as those outlined more broadly in the by-laws.

The School's faculty governance depends on a smooth transition from one Chair to the next; therefore, it is necessary for the Chair-elect to become involved with the responsibilities of the Chair starting no later than April of the Chair-elect term. Because of this, the calendar of events for the Committee begins in April.

The Policies and Procedures are written from the perspective of the Chair, although many of the actions specified are likely to be performed by other Committee members, as designated by the Chair. Names of specific personnel as well as specific policies and procedures should be updated as changes occur. Any such changes must be recorded in the minutes of the first SAH Steering Committee meeting after they take place.

Key Contacts:

- 1) Lisa Erter (LE) is the primary contact within the Dean's Office. She coordinates scheduling, orders, announcements and communication relating to the Steering Committee, Faculty Meetings and SAH Administrative Council. Sandi Sanchez (SS) manages the Dean's calendar and is most familiar with the Dean's scheduling quirks, travel and tendencies and will work with LE to clear these meetings on her GroupWise Calendar. Contact SS if a personal appointment with the Dean is needed.
- 2) Terry Erisman (TE) updates the website, committee documents, and school bylaws and facilitates technology needs including: addressing room location audio/visual needs, communication with IT staff and special needs (e.g., online voting system in spring elections).
- 3) Lou Loescher-Junge (LLJ) is the Dean's ex-officio representative to the Steering Committee.

More Helpful Information

The Faculty Affairs website (<http://www2.kumc.edu/aa/>) lists information on appointment/promotion/tenure, Faculty Assembly and governance, and faculty rosters.

The Kansas Board of Regents website (<http://www.kansasregents.org/>) can be a helpful resource as it lists quite a bit of information related to structure of Regents institutions, organization, and activities.

April	<ul style="list-style-type: none"><input type="checkbox"/> Get the election results from the Election Committee and ensure that Terry Erisman has saved the outcomes to the School's data server directory: /DEANS/committees-Shared/Elections.<input type="checkbox"/> Have the Steering Committee Chair-elect review this Policies and Procedures document and raise any questions that arise. The Steering Committee Chair-elect also should review the school bylaws (www.alliedhealth.kumc.edu) for responsibilities and concerns at this time.<input type="checkbox"/> Fourth Faculty Meeting:
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	<ul style="list-style-type: none"> <input type="checkbox"/> Ask the Dean's Office (LE) to send an e-mail reminder to all faculty 1 week in advance and include agenda and link to the website; verify that arrangements are set. <input type="checkbox"/> The Bylaws require reports by standing committees at each Faculty Assembly meeting. Remind all parties to save agendas, minutes and reports to /DEANS/committees. Save agenda in /DEANS/committees. <input type="checkbox"/> Review and save Faculty Meeting minutes to /DEANS/committees <input type="checkbox"/> <input type="checkbox"/> Notify the KUMC Faculty Assembly Steering Committee regarding the new SAH Chair, who will begin participating in the KUMC Committee meetings in July. <input type="checkbox"/> E-mail each new committee member to verify election results, to welcome them to their committee, and to encourage them to read the bylaws and the policies and procedures documents for their committees. <input type="checkbox"/> Attend the SAH Administrative Council meeting, 2nd Monday of the month.
May	<ul style="list-style-type: none"> <input type="checkbox"/> Check on committee reports from past year, prompt chairs for minutes or reports if missing and save them to /DEANS/committees folder. <input type="checkbox"/> Ask chairs to review their committees' policy and procedures document on the School's website and bring their proposed updates to the Steering Committee for approval. <input type="checkbox"/> Schedule one final meeting of the Steering Committee before summer break, and include incoming members who will serve on the next year's committees. <input type="checkbox"/> Determine the date & time for initial Steering Committee fall meeting (2nd or 3rd week of August) <input type="checkbox"/> Prepare the end-of-year report and save the document to: DEANS/committees folder. <input type="checkbox"/> Attend the SAH Administrative Council meeting, 2nd Monday of the month. <input type="checkbox"/> The incoming Chair of the Steering Committee is responsible for attending monthly meetings of the SAH Dean's Administrative Council, typically the 2nd Monday of each month, starting in July.
June	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule SAH faculty meetings for the next fiscal year: Coordinate with the Dean's Office (LE) to make arrangements for the upcoming year by scheduling tentative dates, room locations, and refreshments. (The Bylaws require fall and spring meetings; Dean Miller currently wishes to hold 2 faculty meetings per semester.) <input type="checkbox"/> Ask the Dean's Office (LE) to schedule a room location for the first Steering Committee Meeting in August (using the date/time determined at the final Steering Committee meeting in May). <input type="checkbox"/> Attend the last SAH Administrative Council meeting, 2nd Monday of the month. <input type="checkbox"/> Communicate with TE re: documents, website updates and access by new chairs to /DEANS/committees storage location.
July	<ul style="list-style-type: none"> <input type="checkbox"/> Identify the new Chairs of SAH Standing Committees & remind them they also serve on the Steering Committee. <input type="checkbox"/> Ask all members of the Steering Committee to read the SAH Bylaws by providing the link to the Bylaws (www.alliedhealth.kumc.edu) via e-mail, and also encourage all members of the Standing Committees to read the responsibilities and policies for their particular committees (found under "Faculty & Staff Resources" at www.alliedhealth.kumc.edu). <input type="checkbox"/> Ask TE to request a new Groupwise communication group for the Steering Chair and Dean's Office (LE) to include: 3 elected members of Steering Committee, Chairs of standing committees, the Ex-Officio member (LLJ) and the Dean's Office staff member (LE). <input type="checkbox"/> The Steering Committee and Dean together set the agenda for Faculty Meetings. Contact SS in the Dean's Office to schedule a private meeting with Dean Miller for the new Steering Committee chair to catch up on various topics and get the Dean's thoughts on the upcoming year's activities, including agendas for Faculty Meetings. This meeting should take place the first week of August, if possible. [Check with LE re: whether the Dean would like to meet with the Steering Committee chair. It is not a given that a private meeting will take place.] <input type="checkbox"/> The new Chair attends first SAH Administrative Council meeting, 2nd Monday of the month.
August	<ul style="list-style-type: none"> <input type="checkbox"/> First week of August – Ask the Dean's Office (LE) to send an email reminder of the initial

	<p>Steering Committee meeting to all Steering Committee members. Include an agenda, if available. Confirm room and other arrangements (with LE), including that minutes are being taken at the first meeting.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with Dean Miller (see: meeting scheduled in July) to create agendas for Faculty Meetings for the upcoming year – if the Dean has agreed to such a meeting. <input type="checkbox"/> Initial Meeting of the Steering Committee (2nd or 3rd week of August) <input type="checkbox"/> Review the future meeting schedule (both Steering Committee and School Faculty meetings) for the year and verify that arrangements are in place: the meeting is recorded on the Dean's calendar, locations and refreshments are booked (with LE). <input type="checkbox"/> Remind Steering Committee members to review school Bylaws for possible updates that would be discussed at the Sept. meeting and later voted upon by the School's faculty. <input type="checkbox"/> Review the agenda for the first faculty meeting in September, and save to /DEANS/committees. <input type="checkbox"/> Attend the SAH Administrative Council meeting, 2nd Monday of the month.
Sept.	<ul style="list-style-type: none"> <input type="checkbox"/> Attend the SAH Administrative Council meeting, 2nd Monday of the month. <input type="checkbox"/> Leads the monthly Steering Committee meeting <input type="checkbox"/> Ask the Dean's Office (LE) to schedule room locations for spring semester SAH Faculty Meetings. <input type="checkbox"/> First Faculty Meeting: <ul style="list-style-type: none"> <input type="checkbox"/> Ask the Dean's Office (LE) to send e-mail reminder to all faculty 1 week in advance and include the agenda and link to website; verify arrangements are set. <input type="checkbox"/> The Bylaws require reports by standing committees at each Faculty Assembly meeting. Remind all parties to save agendas, minutes and reports to /DEANS/committees. <input type="checkbox"/> Review and save Faculty Meeting minutes to /DEANS/committees.
Oct.	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor ongoing activities of SAH Committees; review status of reports stored in /DEANS/committees location on server. <input type="checkbox"/> Attend the SAH Administrative Council meeting, 2nd Monday of the month. <input type="checkbox"/> Lead the monthly Steering Committee meeting <input type="checkbox"/>
Nov.	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor ongoing activities of SAH Committees; review status of reports stored in /DEANS/committees location on server. <input type="checkbox"/> Attend SAH Administrative Council meeting, 2nd Monday of the month. <input type="checkbox"/> Lead the monthly Steering Committee meeting <input type="checkbox"/> Second Faculty Meeting: <ul style="list-style-type: none"> <input type="checkbox"/> Ask the Dean's Office (LE) to send an e-mail reminder to all faculty 1 week in advance and include agenda and link to the website; verify that arrangements are set. <input type="checkbox"/> The Bylaws require reports by standing committees at each Faculty Assembly meeting. Remind all parties to save agendas, minutes and reports to /DEANS/committees. Save agenda in /DEANS/committees. <input type="checkbox"/> Review and save Faculty Meeting minutes to /DEANS/committees
Dec.	<ul style="list-style-type: none"> <input type="checkbox"/> Verify the time/place/room for the first Steering Committee meeting of the new calendar year -- typically in the 3rd or 4th week of January – with the Dean's Office (LE). <input type="checkbox"/> Attend the SAH Administrative Council meeting, 2nd Monday of the month. <input type="checkbox"/> Lead the monthly Steering Committee meeting
Jan.	<ul style="list-style-type: none"> <input type="checkbox"/> 1st week – ask the Dean's Office (LE) to send a reminder of the next Steering Committee meeting. <input type="checkbox"/> Remind the Chair of the Elections committee to work with TE to: <ul style="list-style-type: none"> <input type="checkbox"/> Review committee policies and procedures on the website (www.alliedhealth.kumc.edu) <input type="checkbox"/> Put out an electronic call for nominations prior to 01 February <input type="checkbox"/> Be sure electronic ballots are emailed by 01 April

	<input type="checkbox"/> Have the results tallied by 01 May <input type="checkbox"/> Attend SAH Administrative Council meeting, 2 nd Monday of the month. <input type="checkbox"/> Lead the monthly Steering Committee meeting. <input type="checkbox"/>
Feb.	<input type="checkbox"/> Monitor ongoing activities of SAH Committees; review the status of reports stored in /DEANS/committees location on server. <input type="checkbox"/> Attend the SAH Administrative Council meeting, 2 nd Monday of the month. <input type="checkbox"/> Lead the monthly Steering Committee meeting <input type="checkbox"/> Third Faculty Meeting (held either Feb. or Mar. but not usually both months): <input type="checkbox"/> Ask the Dean's Office (LE) to send e-mail reminder to all faculty 1 week in advance and include agenda and link to the website; verify that arrangements are set. <input type="checkbox"/> The Bylaws require reports by standing committees at each Faculty Assembly meeting Remind all parties to save agendas, minutes and reports to /DEANS/committees Save the agenda in /DEANS/committees. <input type="checkbox"/> Review and save Faculty Meeting minutes to /DEANS/committees.
March	<input type="checkbox"/> Monitor ongoing activities of SAH Committees; review status of reports stored in /DEANS/committees location on server. <input type="checkbox"/> Attend the SAH Administrative Council meeting, 2 nd Monday of the month. <input type="checkbox"/> Lead the monthly Steering Committee meeting <input type="checkbox"/>