

# OFFICE MEMORANDUM



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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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**Date:** August 27, 2018

**To:** Academic Senate

**From:** Veena P. Prabhu  
Chair, Academic Senate Executive Committee

**Copies:** E. Acevedo, A. Harrison, P. Nerenberg, C. Pugh, S. Ulanoff, V. Salicido, D. Won, R. Chavez, J. Lazo-Uy, R. Roquemore

**Subject:** **Proposed Policy Modification for Chapter II of the *Faculty Handbook*  
Responsibilities of a Liaison Member from the Executive Committee to a Standing Committee**

During its meeting on July 26 and August 2, the Academic Senate Executive Committee (Exec) deliberated about the role and responsibilities of a liaison (from Exec to the standing senate committees as well as EPC liaisons to Senate Subcommittees). At which point, Exec reviewed the attached policy and made the recommendation that a liaison from Exec should be a voting member given the significance of the said member's role and responsibility in the committee.

The following points outline the specific language inserted in the policy.

Line 18-19: Exec liaison will serve as a voting member on the respective committee.

1 **Responsibilities of a Liaison Member from the Executive Committee to a Standing Committee of the**  
2 **Academic Senate**

3 (Executive Committee: 6/20/84)

4 **Preamble.** Because of the importance of the liaison function, the Executive Committee should be careful, in  
5 making liaison assignments, to accommodate the liaison member's background, experience, and interests as far  
6 as possible. It is the responsibility of the Senate Chair to counsel liaison members on their duties and  
7 responsibilities.

8 The specific responsibilities of a liaison member include the following:

- 9 1. Informs the committee chair of actions by, and information coming to, the Executive Committee that may  
10 be of significance to the work of the committee.
- 11 2. Reports to the Executive Committee the actions and agenda of the committee.
- 12 3. Assists the committee chair in the preparation of the committee agenda, as requested.
- 13 4. Assists the committee chair in representing the committee at meetings, as requested.
- 14 5. Assists the committee chair in instructing new committee members about the committee's relationship to  
15 other standing committees, subcommittees, and academic governance in general.
- 16 6. Assists the committee chair in instructing new committee and subcommittee members on their duties as  
17 members, and as representatives of their particular constituencies.
- 18 7. **SERVES AS A FULL, VOTING MEMBER OF THE COMMITTEE WITH ALL RIGHTS AND**  
19 **RESPONSIBILITIES THEREOF.**