

## **University Councils/ Committees**

### **The University has the following Councils:**

- Board of Trustees
- University Council
- University Academic Council
- University Quality Council

### **The University has the following Standing Committees:**

- University Admissions Committee
- University Financial and Scholarship Aid Committee
- University Faculty Human Resource Committee
- University Curriculum and Pedagogy Committee
- University External Academic Assessment Committee
- University Student Affairs Committee
- University Environmental Committee
- University Information Technology Committee
- University Tests and Measurement Committee
- University Students Official Statements, Transcripts and Degrees Committee or University Students Records Committee
- University Financial Committee
- University Quality Assurance Committee
- University External Academic Assessment Committee (EAAC)

### **Non-Standing Committee(s):**

The University shall have a non-standing Committee when and as deemed appropriate by the University President who will structure it and assign specific mandates. The University Faculty Appeal Committee (UFAC) and the University Graduation Committee (UGC) shall be non-standing committees.

### **University Committees, Structure and Composition**

The University shall have standing and non-standing committees. University work shall be, where possible, conducted by committee work and be based on the recommendation(s) for standing and non-standing committees. The University Branches shall have sub-committees to the University committees. These sub-committees shall be represented at the University committees by Directors of the University Branches. The president shall form or dissolve committees, hence sub-committees.

## Standing Committees

The university shall have eleven standing committees. The university non-standing academic appeal committee shall exist on an ad-hoc basis, if and when needed. The standing committees shall be the:

- University Admissions Committee (UAC)
- University Financial and Scholarship Aid Committee (UFAAC)
- University Faculty Human Resource Committee (UFHRC)
- University Curriculum and Pedagogy Committee (UCPC)
- University Student Affairs Committee (USAC)
- University Environmental Committee (UEC)
- University Information Technology Committee (UITC)
- University Tests and Measurement Committee (UTMC)
- University Students Official Statements, Transcripts and Degrees Committee (USOSTDV)
- University Finance Committee (UFC)
- University External Academic Assessment Committee (EAAC)

At least 50% of standing committee members shall constitute quorum. In case that quorum was not achieved in a meeting, another meeting shall be called for, at which those present shall constitute a quorum, provided that all members shall have had written notices with stated agenda circulated, posted and or e-mailed to them at least one working day prior to such second meeting. Decision shall be passed by at least 51% of present committee voting members, in case of a tie, the Chairperson shall have the casting vote. Agenda for each meeting shall be prepared by the committee's chairperson in strict coordination with the Committee's Advisor and the **President**. The secretary shall be responsible for the recording and distribution of minutes. Where possible and required by the University Quality Standards/Council, students' representatives are selected on yearly basis as ex-officio members. The university president alone shall have the power to dissolve the committee, approve or revoke its recommendations. All meetings of a standing and non-standing committees shall be conducted in accordance to the latest edition of Robert's Rules of Order.