## Policy Governance Committee Charter

## 1. Policy Governance Committee Overview

## Establishment Date: 2/17/2021

## 2. Mission

## The Policy Governance Committee provides strategic direction and oversight on matters pertaining to the governance of university-wide policies and related policy resources (e.g., standards, procedures, guidelines). The Committee’s purpose is to support the University’s goal of building a common foundation to manage and governing university-wide policies that are consistent, and in an easily digestible structure for both faculty and staff. The Committee will focus on engaging and empowering a cross-functional, core group of stakeholders to be policy governance champions and review and continuously improve processes.

## 3. Authority and Responsibilities

## Review and suggest adjustments to policy governance operations and processes

## Assess whether any current policy governance operations and processes have the potential to impact reputational or institutional risk

## Seek the perspective of relevant subject matter experts (“SMEs”) to inform decisions on policy governance

## Coordinate with the Policy Review Core Team to understand the operational functioning of policy governance

## Monitor policy metrics and discuss any relevant internal policy governance trends (ex: increases in policy violations, high levels of policy feedback from impacted university stakeholders, etc.)

## Monitor and discuss external policy governance level influences (ex: social/regulatory movements that could impact policies, etc.)

## Review this Charter annually and recommend any changes to the Charter that the Committee deems appropriate

## 4. Membership

## The Committee consists of at least one representative from the following areas:

## Academic/Faculty Affairs (Office of the Provost)

## Academic Senate

## Administrative Operations (EH&S, Public Safety, etc.)

## Advancement

## Athletics

## Auxiliary Services

## Business Services (Purchasing and Contracts)

## EEO-TIX

## Finance

## Financial Aid

## HR

## Institutional Accessibility / ADA Compliance

## ITS

## Keck Medicine

## OCEC

## OGC

## Office of Research

## Risk Management

## Staff Assembly

## Student Governments (Grad & Undergrad)

## Student Health

## University Relations

## Members of the Committee are nominated by their respective leadership and appointed to the Committee by the Committee Chair, OCEC. Members of the Committee will serve a two-year term.

## 5. Meetings

## The Committee meets 2-4 times a year immediately preceding or following the monthly Policy Review Core Team, or when necessary at the call of the Chair. Meeting times and dates will be specified and communicated by the Chair in advance. A majority of the members of the Committee constitutes a quorum. Any action that takes place during any meeting at which a quorum is present shall be an action of the Committee. Committee members may attend meetings either in-person or virtually and must send a delegate should they be unable to attend.

## 6. Agenda, Minutes, and Reports

## The committee chair, in consultation with the other committee members, shall prepare and/or approve an agenda in advance of each meeting. The Committee may invite relevant SMEs to attend meetings where deemed appropriate. The Committee maintains written minutes of its meetings that the Chair will save in a centralized location and distribute following every meeting.

## 7. Contacts

## Please direct any questions regarding the Committee to:

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| **OFFICE** | **PHONE** | **EMAIL** |
| Office of Culture, Ethics and Compliance  | (213) 740-8258 | usc.policy@usc.edu  |