Policy Governance Committee Charter

1. Policy Governance Advisory Committee Overview

Issued: 2/17/2021
Last Reviewed: 12/1/2022
Last Revised: 9/20/2022

2. Mission and Purpose

The Policy Governance Advisory Committee provides strategic advice 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 govern university-wide policies that encourage consistency and accountability. The Committee focuses 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

- Provide strategic recommendations and advice on policy governance framework and processes that align with best practices and reflect University of Southern California's ("USC") unifying values
- Provide guidance as subject matter experts ("SMEs") in their respective areas on opportunities to further improve policy operations and processes
- Identify and communicate potential emerging risks that may impact the policy governance program including reputational, institutional and non-compliance risks
- Monitor and discuss potential external influences on policy governance framework (i.e. societal/regulatory movements that could impact policies, etc.)
- Provide feedback from USC community on the policy process
- Review this Charter annually and recommend changes to the Office of Culture, Ethics and Compliance

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.)
- University Advancement
- Athletics
- Auxiliary Services
- Business Services (Purchasing and Contracts)
- Office for Equity, Equal, Opportunity, and Title IX (EEO-TIX)
- Finance
- Financial Aid
- Human Resources
- Institutional Accessibility / ADA Compliance
- Information Technology Services (ITS)

- Keck Medicine
- Office of Culture Ethics and Compliance (OCEC)
- Office of General Counsel (OGC)
- Office of Research
- Risk Management
- Staff Assembly
- Student Affairs
- University Relations

Members of the Committee are nominated by their respective leadership and appointed to the Committee by the Committee Chair, the Office of Culture Ethics and Compliance.

5. Meetings

The Committee meets 2-4 times a year 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 and 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 are permitted and encouraged to send a delegate if they are unable to attend.

6. Agenda, Minutes, and Reports

Meeting agenda will be prepared and distributed in advance of each meeting. The Committee may invite relevant SMEs to attend meetings when deemed appropriate. The Chair maintains written notes of its meetings that the Chair will distribute to the Committee members following every meeting.

7. Contacts

Please direct any questions regarding the Committee to:

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