

## **COLLEGE OF APPLIED SCIENCES AND ARTS**

### **Symposium Committee Operating Paper**

#### **Purpose**

The ASA Symposium Committee is responsible for planning, coordinating, and running the ASA Multidisciplinary Research Symposium.

#### **Structure**

All members of the ASA Research Committee, including ex-officio members, will also serve on the ASA Symposium Committee. At the Committee's discretion, additional members may be recruited from either within or outside the CASA and SIU communities. The chair or co-chairs for the calendar year will be elected by the committee at the first meeting of the Spring semester.

At the first meeting of the Spring semester, the Committee will divide into sub-committees that will divide up the primary tasks for the year to increase the Committee's efficiency and equally distribute the Committee's workload. The sub-committees of the Symposium Committee will parallel, as much as possible, those of the Research Committee.

#### **Membership and Length of Service**

Membership term of all ASA Research Committee members will match that of the parent committee. All other representatives will serve a one-year term. The reappointment of any non-Research Committee member will be at the discretion of the Research Committee members.

#### **Responsibilities**

Responsibilities of the Symposium Committee include, but are not limited to the following:

- 1: The Committee is responsible for the creation, planning, organization, and operation of the ASA Multidisciplinary Research Symposium.
- 2: The Committee is responsible for the production of a published document of the conference proceedings of the Symposium.
- 3: The Committee is responsible for the development of comprehensive lists of reviewers, marketing outlets, partners, and sponsors for the Symposium. The Committee will be expected to actively maintain these connections.

#### **Operation**

- 1: The chair of the Committee, or designee, will call meetings, create meeting minutes after each regular meeting and disperse to the entire committee for review.

- 2: Items to be considered by the committee should be submitted in a timely fashion to allow individual committee members adequate time (at least five working days) to review materials prior to a full committee meeting.
- 3: A majority of Committee members constitute a quorum and must be present to conduct business.
- 4: Proxies will be accepted when members anticipate being absent either by sending a written statement or by sending a substitute. Proxies do not constitute committee membership for quorum purposes.
- 5: The Committee can opt to collaborate and conduct meetings and make collective decisions via electronic mechanisms (i.e. e-mail, web meeting, phone conferencing, etc.), if agreed upon in advance by committee members. All materials for review and discussion will be supplied via the same mechanisms in the same timely manner as regular meeting criteria. A quorum of views must be maintained to match regular committee practices and all decisions and correspondence will be documented and saved for the collective record.