

## **CAS Wellness Committee Draft Guidelines and Best Practices**

**Description of Committee:** Assess and coordinate efforts to maintain and improve staff and faculty well-being, belonging, and retention

**President's Council Definition of Wellbeing:** "We define well-being as a dynamic, highly interdependent state that is created at the intersection of health in person, place and planet. By focusing on the whole — the whole person, the whole educational experience, the whole institution, the whole community — well-being becomes a multifaceted goal and a shared responsibility for the entire campus community."

### **Proposed committee mission:**

To support the mission of the College of Arts and Sciences by increasing and sustaining faculty and staff belonging and retention through a focus on wellbeing.

### **General Responsibilities:**

- Finalize committee mission statement
- Create committee vision statement and set outcomes
- Define wellbeing for CAS faculty and staff
- Assess CAS faculty and staff wellbeing (informed by institutional data collection)
- Consider wellbeing of CAS administration including but not limited to collecting information about administration wellbeing and developing initiative to support their wellbeing
- Create programming to support CAS faculty and staff wellbeing based on wellbeing assessment
- Choose parliamentary procedure rules to govern the meeting (to be completed each year to align with the preferences of the committee that year)
- Liaise with NDSU Wellbeing Committee to coordinate efforts
- Assess success of committee wellbeing programming and initiatives through a continuous improvement mindset
- Coordinate efforts with departmental and program efforts including but not limited to working with them to implement initiatives and supporting existing efforts

## **Membership**

Membership will consist of at least 6 and up to 9 individuals representing a variety of content areas, ranks, and positions. Two faculty/staff members (any rank, including lecturers) will be solicited (via volunteerism) from each of the units (see below). If more than ten members of a prior college group have volunteered, a college-wide vote will take place to determine representation.

Units:

(1) Humanities: English; History, Philosophy, and Religious Studies; Modern Languages

- (2) Social Sciences: Communication; Criminal Justice, Political Science; Sociology and Anthropology
- (3) Arts: Architecture, Landscape Architecture and Emergency Management, Visual Arts; Music; Theatre Arts
- (4) School of Education
- (5) Science Cluster: Biological Sciences, Chemistry & Biochemistry, Psychology
- (6) Math Cluster: Mathematics, Statistics, Physics

The College will provide rules about how the Divisions elect their primary and alternate representatives for the CAS Curriculum Committee. It is recommended that election is based on a rotating basis within these units so that every department is represented, and faculty is not overwhelmed with service.

Once the initial faculty members have been determined, the committee will ensure that representation of all ranks/positions is present (1 pre tenure, 1 post tenure, 1 professor of practice, 2 staff members). A lecturer may also serve on the committee (if a volunteer comes forth), but is not required. For ranks/positions that are not represented, an open call for volunteers will be made. A college-wide vote will be used in cases of multiple nominations for a particular rank/position.

Additionally:

Members are not selected to represent their individual units.

### **Term**

The term of membership on the Awards Committee will generally be for three years. Terms shall run for the academic calendar year and may be repeated one time.

\*Note - During the initial 2.5 years of the committee, one of the faculty members within the prior college group will serve a 1.5-year term, while the other member will serve a 2.5-year term to support committee stability. Remaining members appointed to the committee should be split to serve 1.5 or 2.5 years.

### **Chair**

One member of the committee will serve as chair of the committee. The chair shall be selected by the members of the committee at the initial meeting of the committee at the beginning of its yearly term. A vice-chair will also be selected to serve as committee chair when the chair is not available.

## **Meetings**

### **Frequency**

Meet a minimum of three times per semester

### **Quorum rules**

At least 51% of the committee should be present for any votes

**Voting procedures**

The committee will decide on parliamentary procedures once it is formed.

**Minutes**

Minutes should be taken by a volunteer; minute-taking responsibility should rotate equally among committee members

**Communication Plan**

At a minimum, the committee should provide a semester update on their work and a final yearly report that provides an executive summary on activities, progress, and recommendations for future work based on the past year's assessments.