

CAS Wellbeing 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 wellbeing 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 — wellbeing 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
- Communicate committee progress and evaluate committee initiatives twice per year with a formative report due at the conclusion of the Fall semester and a summative report due at the conclusion of the Spring semester (see the communication plan below)
- Liaise with other college committees and leadership to ensure a focus on wellbeing across college initiatives and efforts

Membership

The College will provide rules and structure for committee membership, including membership, term length, and procedures for selection and/or election.

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.