# Committee Decision Framework

Use this annually or on a cycle (e.g., every three years) to evaluate whether an existing committee should be continued, revised, or retired.  This framework integrates structural, cultural, and operational insights identified in the Presidential Operational Effectiveness Committee (POEC) Productivity Evaluation.

**Step 1: Mandate and Purpose**
Is the committee mandated by policy, compliance requirement, or executive directive?
☐ Yes → Continue to Step 2
☐ No → Reassess purpose and explore alternative structures (e.g., working group, etc.)

**Step 2: Strategic Relevance**
Does the committee's charge align with CSUCI's current strategic goals?
☐ Yes → Step 3
☐ No → Recommend restructuring, repurposing, or sunsetting

**Step 3: Defined Scope and SMART Goals**
Are the committee's responsibilities and outcomes clearly defined with SMART goals? Are they specific, measurable, achievable, relevant, and time-bound?
☐ Yes → Step 4
☐ No → Clarify charge and establish measurable objectives

**Step 4: Functionality & Deliverables**
Has the committee produced tangible deliverables or decisions within the past year?
☐ Yes → Step 5
☐ No → Evaluate for redundancy or dissolve

**Step 5: Membership & Representation**
Do members bring the right mix of expertise, and is membership equitably distributed?
☐ Yes → Step 6
☐ No → Revisit committee composition and expectations

**Step 6: Operational Health**
Are meetings purposeful, facilitated effectively, and supported with training or tools?
☐ Yes → Step 7
☐ No → Provide facilitation training or reestablish meeting norms

**Step 7: Review Mechanism**
Does the committee have a clear review cycle or sunset clause?
☐ Yes → Maintain and monitor
☐ No → Establish review dates or end-of-purpose criteria