E-Committee Information for Faculty

The electronic committee form in MyInfo is used to report a student’s graduate committee and make any revisions to the committee membership.

Faculty approve or decline service on a committee and department heads approve or decline the committee as a whole, all in MyInfo.

Where to find the link in MyInfo: Faculty services tab, last links.

Faculty Services

Advising tools (such as DegreeWorks) can be found on the Advising Services tab.

If your job requires the Advising Services tab, and you do not currently have access:

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Final Grades
- Course PreRequisite check
- Course Enrollment Summary Tool
- Capacity v Enrollment Report: Sections and Rooms
- Instructor List Report
- Section List Report
- Common Hour Exam Calendar / Conflicts
- CalCourse - Guest Mode
- CalCourse - Guest Mode
- Section Add Approval
- Section Add Notification OptOut
- Graduate Committee Member Review
- Graduate Committee Department Head Review

Faculty: When you click through and if you have a pending request, you will see an approve or decline page:

<table>
<thead>
<tr>
<th>Student</th>
<th>Degree Program</th>
<th>Major</th>
<th>Date Requested</th>
<th>Requested Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Collins</td>
<td>Master of Science</td>
<td>Computer Science</td>
<td>02/08/2021</td>
<td>Member</td>
</tr>
</tbody>
</table>

 Faculty will receive an email telling them a student has requested their membership on the committee and be asked to log in to MyInfo and accept or decline the invitation.

Department Head: When you click through and have a pending request, you will see:

<table>
<thead>
<tr>
<th>Student</th>
<th>Degree</th>
<th>Major</th>
<th>Date Requested</th>
<th>Current Status</th>
<th>Show Request</th>
<th>Respond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwin Little</td>
<td>Master of Fine Arts</td>
<td>Art</td>
<td>11/16/2020</td>
<td>pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add a decline comment for student

Accept □ Decline □
Department heads will receive an email when there is a committee to accept or decline. They only receive the email once all faculty have accepted the invitation to serve. Once the department head approves, the request moves to Grad School for approval. If the department head declines, they can enter a note explaining why to the student.

The department head is the last approval before The Graduate School. Once the Graduate School approves the committee, it is built into Banner (like normal) and an email is sent to the student, the committee, and a department contact (usually an admin or GC).

**Reminder:** for now, everyone will still need to sign the program of study while we wait for the e-program of study (which is in production).