



IMPORTANCE OF COMMITTEE SYSTEM IN THE UNIVERSITY



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OPENING ENGAGEMENT

1

Which committee have you served on?

What major challenges did you observe?

2

Examples may include:

- ✓ Curriculum Review Committee; Students Disciplinary Committee; Staff Disciplinary Committee
- ✓ Accreditation Committee
- ✓ Ceremonials Committee
- ✓ Examination Malpractice Committee
- ✓ Research Ethics Committee

A man in a suit and glasses is crouching and holding a globe. To his left are three arrows pointing right: a large orange one, a medium blue one, and a small grey one.

INTRODUCTION

A Committee

According to Arthur & Ewusi-Armah (2021) a committee is a formally constituted group of individuals delegated to deliberate, advise, and make decisions on specific academic or administrative matters within an organization, particularly in a university setting.

The committee system

The committee system refers to an institutionalized framework through which authority, responsibilities, and decision-making processes are distributed among committees to ensure participatory governance, accountability, and collective expertise (Farris & Gmelch, 2023).

- In tertiary institutions, the committee system shapes academic standards, policy formulation, resource allocation, and quality assurance, thereby influencing institutional culture and performance (Altbach, Reisberg, & Rumbley, 2019).



INTRODUCTION

Conceptual Foundation

A committee system is a structured governance arrangement in which responsibilities are shared among designated groups.

Core Responsibilities

1. Deliberate,
2. Recommend
3. Regulate,
4. Monitor, and
5. Improve Academic and Administrative Functions.

Key principles

1. Collegiality and shared governance
2. Transparency and due process
3. Accountability and evidence-based decisions
4. Institutional continuity

Why Universities Use Committees

- ✓ Universities are knowledge-driven institutions: decisions require consultation, evidence, and fairness.
- ✓ Committees create legitimacy and institutional continuity.



AIM & Objectives



In order to strengthen our understanding of the university committee system as a governance and quality assurance instrument, and to build capacity for effective committee planning, reporting, and decision implementation.

By the end of the session, participants should be able to:

- Explain the meaning and purpose of committees in university governance.
- Differentiate common academic committee types and their mandates.
- Identify quality assurance roles of committees in academic processes.
- Apply best practices for effective committee operations (agenda, minutes, reporting, follow-up).
- Develop a realistic action plan for their committee aligned with university goals.



Roles and Functions of Academic Committees



ROLES

Policy formulation and review

Curriculum development and accreditation

Quality assurance and academic standards

Staff recruitment, promotion, and appraisal

Student assessment, discipline, and welfare

Research governance and ethical compliance

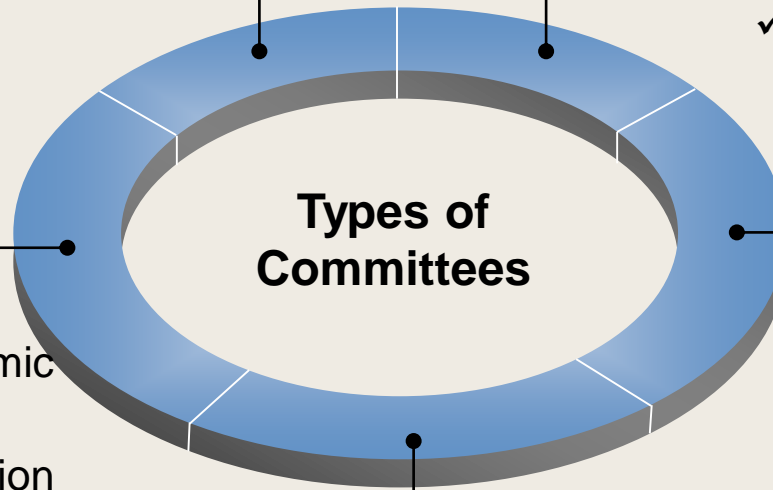
Types of Key Committees in Academic Systems



- ✓ Academic Planning Committee
- ✓ Curriculum Committee
- ✓ Examinations and Results Committee

Senate Committees Faculty/College Committees

- ✓ Faculty Board
- ✓ Research and Innovation Committee
- ✓ Students' Academic Advisory Committee



Types of Committees

Administrative and Statutory Committees

- ✓ Appointments & Promotions Committee
- ✓ Finance/Budget Committee
- ✓ ICT/Innovation Committee
- ✓ Student Disciplinary Committee

Quality Assurance Units/Committees

- ✓ Teaching quality monitoring
- ✓ Course evaluation
- ✓ Academic audit

Departmental Committees

- ✓ Departmental Academic Committee
- ✓ Moderation and Examination Committee
- ✓ Time-table Committee

Ad-hoc Committees

Created for special tasks (e.g., policy drafting, event planning, crisis response)



ACADEMIC COMMITTEES

Accreditation

- ✓ Documentation
- ✓ Curriculum alignment
- ✓ Staff verification
- ✓ Assessment integrity

01

Research Governance

- ✓ Ethical compliance
- ✓ Research quality
- ✓ Plagiarism prevention
- ✓ Data integrity
- ✓ Publication credibility

02

Committees

03

Curriculum Quality

- ✓ Industry relevance
- ✓ Benchmarking
- ✓ Periodic review
- ✓ Stakeholder consultation

04

Quality Assurance Committee

- ✓ Academic standards monitoring
- ✓ Institutional compliance
- ✓ Continuous improvement coordination
- ✓ Accreditation preparedness
- ✓ Policy implementation oversight

ISSUES



Common Challenges

- Poor attendance
- Lack of technical competence
- Political interference
- Weak documentation
- Delayed decision-making
- Role ambiguity

Impact of Ineffective Committees

- Accreditation failure
- Poor academic standards
- Loss of institutional reputation
- Student dissatisfaction
- Regulatory sanctions



Performance Indicators

- Attendance rate
- Decision turnaround time
- Implementation compliance
- Documentation quality
- Accreditation outcomes

- ✓ Most committee failures are structural and managerial rather than intellectual.
- ✓ Ineffective committees compromise institutional credibility.

SOLUTIONS & SUPPORT



Solutions to Challenges

- ✓ Action tracker and deadlines
- ✓ Standard reporting templates
- ✓ Meeting discipline and agenda structure
- ✓ Strong chairmanship and secretariat training
- ✓ Documentation and audit trail

Digital Support for Committees

- ✓ E-document management
- ✓ Virtual meetings
- ✓ Online voting systems
- ✓ Performance tracking dashboards
- ✓ Digital tools enhance transparency and efficiency.



Ethics in Committee Work

- ✓ Declare and manage conflicts of interest.
- ✓ Respect confidentiality: staff/student data, disciplinary matters.
- ✓ Avoid bias, favouritism, and procedural shortcuts.
- ✓ Uphold institutional policies and quality standards.

Policy Implications

- ✓ Professionalization
- ✓ Training
- ✓ Accountability
- ✓ Digitization



Importance of Committee System in the University

1. Strengthens Decision Quality

- *Committees aggregate expertise across disciplines.*
- *Improves decisions through debate, evidence and peer review.*

2. Promotes Transparency and Fairness

- *Reduces arbitrariness and bias in sensitive issues (appointments, examinations, curriculum).*

3. Supports Academic Standards and Quality Assurance

Committees help ensure:

- *learning outcomes are achieved,*
- *curriculum remains relevant,*
- *assessment integrity,*
- *compliance with benchmarks and accreditation standards.*



Importance of Committee System in the University

4. Enhances Accountability and Institutional Control

- *Clear responsibility structure*
- *Reporting lines and documentation*
- *Performance monitoring and internal audit of processes*

5. Encourages Participation and Ownership

- *Staff become co-drivers of institutional goals.*
- *Higher acceptance and implementation of decisions.*

6. Improves Risk Management

- *Early detection of issues (e.g., examination malpractice patterns, accreditation gaps)*
- *Prevention-oriented governance*

7. Ensures Continuity and Institutional Memory

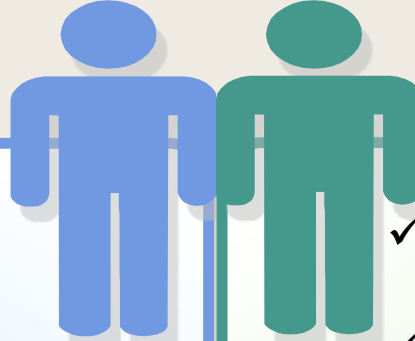
- *Standard operating procedures*
- *documented minutes, action trackers, reports*



Best Practices for Effective Academic Committees

Clarity of Mandate

- ✓ Terms of Reference (ToR)
- ✓ Defined deliverables and reporting cycle
- ✓ Purpose, scope, authority, limits

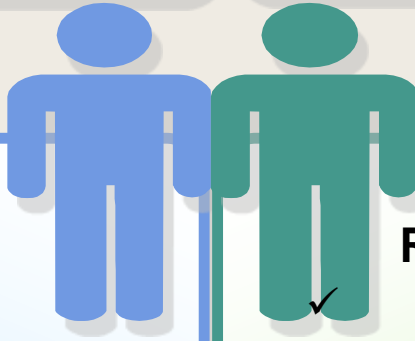


Proper Meeting Governance

- ✓ Clear agenda circulated ahead
- ✓ Quorum compliance
- ✓ Time discipline and inclusive participation

Accurate Documentation

- ✓ Resolutions written clearly
- ✓ Minutes: decisions, responsible persons, timelines



Evidence-Based

Recommendations Use:

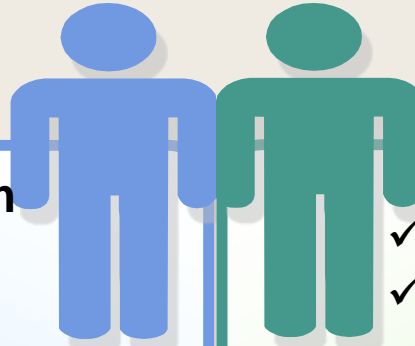
- ✓ student performance data
- ✓ evaluation reports
- ✓ accreditation benchmarks
- ✓ stakeholder feedback



Best Practices for Effective Academic Committees

Action Follow-up Mechanism

- ✓ Action tracker
- ✓ Progress reporting
- ✓ Escalation structure



Ethics and Confidentiality

- ✓ Avoid conflict of interest
- ✓ Protect sensitive staff/student information
- ✓ Fairness and professionalism



GROUP WORK

Develop Your Committee Action Plan

- ✓ Form groups by committee (or simulated committees).
- ✓ Develop a semester/session action plan aligned to quality assurance goals.
- ✓ Use SMART objectives and define measurable KPIs.
- ✓ Prepare to present your top priorities and implementation plan.

Action Plan Template

1. Committee name & mandate (ToR)
2. Top 3 priority problems/gaps
3. SMART goals (2–4)
4. Key activities & timeline
5. Responsible officers
6. Resources needed
7. Risks & mitigation
8. KPIs & reporting plan



GROUP WORK

Mini Example: Curriculum Review Committee

- ✓ **Problem:** outdated content; weak industry alignment
- ✓ **Goal:** revise curriculum in 12 weeks using benchmarks and stakeholder input
- ✓ **Activities:** needs assessment → stakeholder meeting → draft revision → validation → Senate submission
- ✓ **KPIs:** revised curriculum approved; mapping document produced; implementation schedule created



CONCLUSION

Key Takeaways

- ✓ Committees are not administrative formalities.
- ✓ They are strategic quality assurance instruments that determine academic excellence, institutional credibility, and sustainable development.

Final Reflection

- ✓ An institution is only as strong as the committees that govern its academic quality.

THANK YOU!



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