Institute Council Executive Committee (ICEC)
Charge to Smoking Policy (C 16.0) Task Force

Approved 10.23.12

The Smoking Policy (C 16.0) Task Force will be co-chaired by the assistant vice presidents of human resources (F&A) and student wellness (Student Affairs) or their designees. Additional members of the task force should include, but are not limited to, representatives from:

- The AY 11-12 Campus Environment Committee of Academic Senate
- The Smoking Policy Task Force convened in AY 11-12
- Staff Council
- Student Government
- Academic Affairs/CHST
- Undergraduate Admissions
- Graduate Admissions
- Environmental Health & Safety
- International Student Services

The task force is accountable to ICEC and charged with proposing revisions to C 16.0 for review and approval in AY12-13. Additional elements of the charge include the following:

- Review and analyze:
  - The report/proposal of the Smoking Policy Task Force convened in AY11-12
  - Recommendations on revising C 16.0 in the final report of the Campus Environment Committee of Academic Senate for AY 11-12.
  - Other information as deemed necessary by the task force

- Based on the analysis, draft revisions to C 16.0 and an implementation plan that reflect the appropriate scope, content, and timing for the university at this time.

- Submit a first draft of proposed policy revisions and implementation plan to ICEC for review and placement on Institute Council meeting agenda.

- Introduce drafts of proposed policy revisions and implementation plan to Institute Council. Review drafts with, and seek feedback from, Academic Senate, Staff Council, and Student Government.

- Finalize drafts based on governance groups’ feedback. Secure endorsement of final draft of policy revisions from governance groups as needed.

- Submit final drafts of proposed policy revisions and implementation plan to ICEC for review and placement on Institute Council meeting agenda.

- Present the final draft of proposed policy revisions to Institute Council for approval. Present the implementation plan to Institute Council members for their information.

- Submit approved policy revisions for publication on policy website and prepare announcement for promulgation via RIT Message Center.