Minutes of

THE FACULTY SENATE

OF

ARKANSAS TECH UNIVERSITY

The Faculty Senate met in a special called meeting Tuesday, January 12, 2016, at 3:00 p.m. in Rothwell 456. The following members were present:

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| Dr. Glen Bishop | Dr. Timothy Leggett |
| Dr. Jon Clements | Dr. Johnette Moody |
| Dr. Melissa Darnell | Dr. Jason Patton |
| Dr. Marc Fusaro | Dr. Michael Rogers |
| Mr. Ken Futterer | Dr. Rebecca Shopfner |
| Dr. Debra Hunter | Dr. James Stobaugh |
| Dr. Sean Huss | Dr. Jack Tucci |
| Dr. Shelia Jackson | Dr. Dana Ward |
| Dr. Chris Kellner | Dr. Deborah Wilson |
| Dr. Linda Kondrick | Dr. Marcel Finan |
| Dr. Molly Brant |  |

Dr. AJ Anglin and Dr. David Underwood were visitors.

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| --- | --- |
| CALL TO ORDER  REVIEW OF STANDING COMMITTEES | President Futterer called the meeting to order and stated the sole purpose of this meeting was to review the additions and revisions to the standing committees as drafted by Academic Affairs. The draft resulted from discussion during several meetings in the fall 2015 semester with the Executive Council and from discussion with various committee chairs and is considered a starting point for the Senate to review.  Each committee structure was discussed. Additions, deletions and corrections were voted upon in order, and are presented both “before” and “after”. Changes to the function of the Faculty Senate that were approved will need to be voted upon by the entire Faculty in the next general election. |
| ANNOUNCEMENTS AND INFORMATION ITEMS | The next regularly scheduled meeting of the Senate will be Tuesday, February 9, 2016. |
| ADJOURNMENT | The meeting adjourned at 6:15 p.m. |

Respectfully submitted,

Ken Futterer, M.M., President



Marc Fusaro, Ph.D., Secretary

Version emailed to Faculty Senate on December 18, 2015 (before version):

Notes, comments, questions highlighted. Proposed revisions in red and in strikethroughs

~~ELECTED~~ STANDING COMMITTEES (to be alphabetized)

In the event that sufficient tenured *or* regular faculty are not available to fill positions on committees as defined below, the appropriate Dean will proceed with elections to fill those committee vacancies with available faculty. The supernumerary voting block includes the College of eTech and any academic units with less than fifteen full-time faculty.

**Faculty Senate (Committee on Committees**)

*Membership:* Membership of the Faculty Senate will be established according to Article II, Section I of the Constitution of the Faculty Senate of Arkansas Tech University. That membership will be augmented by two additional Senators from under-represented colleges as determined by the President of the Senate, who annually appoints one member, and the Vice President for Academic Affairs, who annually appoints one member. ~~one appointed by the President of the University and one by the Vice President for Academic Affairs.~~ Appointed members should not serve successive terms. For elected members, a~~A~~ term equals three years.

*Function:* Serve as a committee on (which committees?) committees and shall act for the faculty in all curricular matters (still necessary???) other than those involving changes in general academic policies, and for the faculty or the administration on matters referred to it for action; serve as an advisory body to the faculty on matters involving aca­demic policies and to the administration or the faculty, as appropriate, on any other matter of general concern to the University.

Note: membership changes above suggested by Dr. Bowen.

**Admissions, Academic Standards, and Student Honors Committee**

*Membership:* One faculty member elected from each college including the supernumerary voting block, to serve staggered, two-year terms. Additional members are the Registrar, Director of Admissions, and two students selected by the Student Government Association.

*Function:* Recommend policy concerning the admission and retention of students, including standards for probation, suspension, and re-admission of students whose academic performance falls below the required level; recommend policy concerning advanced placement and award of academic honors; study and propose methods for improvement of instruction.

**Athletics Committee**

*Membership:* Three faculty members elected at large, two faculty members and the Great American Conference representative appointed by the President, one student selected from the Student-Athlete Advisory Committee, and ~~two~~ one student~~s~~ selected by the Student Government Association. The two appointed faculty members should serve no more than three successive terms as at large members. The Great American Conference representative may serve up to six consecutive terms. A term equals one year.

*Function:* Promote and foster the athletics interests of Arkansas Tech University in a manner that is consistent with the educational standards of the institution, help provide additional oversight of the institution’s intercollegiate athletics program, and serve as an advisory body for the faculty on matters concerning the intercollegiate athletics program. Student athlete appeals of violations relating to NCAA guidelines and appeals of loss of scholarships will be heard by the faculty committee members. The GAC representative (i.e., Faculty Athletics Representative) will contact the President’s Office to initiate a meeting with the President at least once each fall, spring, and summer session.

**Curriculum Committee**

*Membership:* Two tenured faculty members elected from each college including the supernumerary voting block, to serve staggered, two-year terms. One at large untenured faculty member elected annually for a one year term. The registrar and two student members, selected by the Student Government Association, serve as ex officio members.

*Function:* Monitor the total undergraduate curriculum and all proposed course changes, and evaluate program change proposals and forward recommendations to Faculty Senate for consideration prior to transmittal to the Vice President for Academic Affairs.

**Faculty Salary and Benefits Committee**  (suggestions recommended by current committee)

*Membership:* One tenured faculty member elected from each college including the supernumerary voting block, to serve staggered, two-year terms, and one untenured faculty member elected at large to serve a one year term. Faculty membership restricted to regular faculty. The committee will also include two non-voting ex-officio members: one appointed by the Vice President of Academic Affairs and one appointed by the President of the Faculty Senate. ~~The Faculty Salary and Benefits Committee also serves as the Sabbatical Committee.~~

*Function:* Review and recommend on university-wide salary and benefits issues, ~~faculty research grants~~, summer faculty fellowships, and sabbaticals. ~~and~~ Forward recommendations to the Vice President for Academic Affairs. Recommendations on university-wide salary and benefit issues will also be forwarded to the Faculty Senate.

**Faculty Grievance ~~Welfare~~ Committee**

*Membership:* One tenured faculty member elected from each college including the supernumerary voting block to serve two-year terms followed by a one-year term as an alternate. One tenured and two untenured faculty members elected at large to serve a one-year term. Alternates serve in case adjudication proceedings involve a conflict of interest or a challenge to a regular committee member. Only faculty members teaching at least six hours and are regular faculty are eligible. In the event that all members of the Faculty Grievance ~~Welfare~~ Committee from a given college are excluded from consideration of an issue, the chairperson of the Faculty Grievance ~~Welfare~~ Committee shall notify the Faculty Senate. Upon this notice, the Faculty Senate will supervise the election of an ad hoc member from that College in an election conducted by that College. This person will represent the College for only the specific issue.

*Function:* Provide a forum in which matters involving all concerns of faculty members can be considered. Primary function is to maintain and foster a high level of faculty morale by providing an agency for receipt and evaluation of suggestions and for recommendation of implementation of those deemed meritorious. In cases involving disagreements and considerations set forth above, including dismissal, this committee will appoint from its body an ad hoc grievance sub-committee of at least three members to attempt informal reconciliation of differences and to report its conclusions and recommendations to the Faculty Grievance ~~Welfare~~ Committee. No member of the ad hoc grievance sub-committee can sit in adjudication proceedings involving matters in which the grievance group has initial interest. The Faculty Grievance ~~Welfare~~ Committee will serve as an adjudication body in cases involving academic controversy, including, but not limited to, such matters as salary, rehiring, promotion, tenure, teaching assignments, professional ethics, performance, and alleged violations of academic freedom. Committee will urge resolution of differences between contending parties prior to implementation of grievance procedure; committee action can be requested by faculty or administration. Faculty Grievance ~~Welfare~~ Committee functions as an appellate agency under the relevant provisions of Arkansas Tech University's "Regulations on Academic Freedom and Tenure." Its conclusions and recommendations will be forwarded in writing to the President of Arkansas Tech University and the Board of Trustees. ~~, following procedures described in the "Regulations on Academic Freedom and Tenure."~~

**General Education Committee**

*Membership*: One faculty member elected from each college including the supernumerary voting block, one from the Ozark Campus, one faculty member appointed by the Vice President for Academic Affairs, one faculty member appointed by the Chair of the Faculty Senate, one faculty member appointed by the Chair of the Assessment Committee, and one ex officio student member selected by the Student Government Association. Faculty membership restricted to regular faculty. Administratively appointed members should not serve successive terms. A term equals three years.

*Function*: Exercise oversight of general education: regularly assess the degree to which the University is meeting the stated general education goals, review general education goals and requirements, evaluate proposals that affect general education, and clearly and publicly articulate the purposes, content, and intended learning outcomes of general education.

**Graduate Council**

*Membership:* Elected faculty membership will be established according to Section V: The Graduate Council, Item D. Membership Composition, of the Graduate Addendum in the Faculty Handbook. ~~Fifteen members--three elected from each of the Colleges of Education and Arts and Humanities; two elected from each of the Colleges of Natural and Health Sciences and Engineering and Applied Sciences; one elected from the College of Business; and one elected from the supernumerary voting block;~~ Additional members are one graduate student appointed by Dean of Graduate College; the Registrar, who serves as secretary; and the Dean of Graduate College, who serves as chairperson. Faculty membership is limited to full members of the graduate faculty; student membership is limited to graduate students who have been admitted to candidacy.

*Function:* Responsible for determining policy and establishing standards, criteria, regulations, and procedures for graduate study in accordance with policies of the Board of Trustees.

**Library, Instructional Materials, and Equipment Committee**

*Membership:* One faculty member elected from each college including the supernumerary voting block, Director of Library, Dean of Graduate College or appointed representative, and two students selected by the Student Government Association.

*Function:* Recommend policy with regard to the library and instructional service and equipment.

**Student Affairs Committee**

*Membership:* One faculty member elected from each college including the supernumerary voting block, two faculty members elected at large, and three students appointed by the Student Government Association.

*Function:* Study and recommend regarding the operation of the Student Services Office; serve as the appellate body for student grievances.

~~APPOINTED STANDING COMMITTEES~~

**Academic Appeals Committee**

*Membership:* Eighteen members – Twelve elected faculty members (two from each college and the supernumerary voting block)~~Six faculty members, one appointed by the respective dean(s) from each college including the supernumerary voting block, six faculty members appointed by the Faculty Senate representing each college including the supernumerary voting block,~~ and six students appointed by the Student Government Association. The faculty on the committee will elect a chair. ~~Administratively appointed members should not serve more than three successive terms. A term equals one year.~~

*Function:* Formed each year as a pool of qualified faculty and students to hear student academic honesty and misconduct appeals.

**Assessment Committee (delete)**

*Membership:*  The Director of Assessment and Institutional Effectiveness who will serve as chairperson, one faculty member from each college appointed by the college dean, the graduate college dean, one undergraduate dean appointed by the Vice President for Academic Affairs, the Vice President for Student Services or his/her designated representative, the Vice President for Administration and Finance or his/her designated representative, the Assistant Vice President for Academic Affairs or his/her designated representative for e-Tech, the Assistant Vice President of Enrollment Management or his/her designated representative, the Director of Institutional Research or his/her designated representative, the Director of Information Systems or his/her designated representative, the Chancellor of Arkansas Tech University-Ozark or his/her designated representative, one member appointed by the Faculty Senate, and one student member appointed by the Vice President for Student Services. Other members may be added by the Director of Assessment and Institutional Effectiveness as their expertise and/or assistance is needed to meet the charge of the committee, subject to the approval of the Vice President for Academic Affairs. Administratively appointed members can serve up to two successive terms. A term equals three years.

*Function:* To develop, implement, oversee, and maintain assessment procedures in line with criteria set forth by the state, The Higher Learning Commission, and various specialized accrediting agencies.

Note: this committee to be deleted. See new student learning assessment committee below.

**Budget Advisory Committee**

*Membership:* President of the University who serves as chairperson, vice presidents, Chancellor of the Ozark Campus, chief officers of the Ozark Campus (i.e., Academics, Finance, and Student Services) academic deans, ~~Executive Assistant to the President~~, Athletic Director, Director of Library, ~~and~~ Chairperson of Faculty Senate or his/her designated representative, Chairperson of Staff Senate or his/her designated representative, Chairperson of Student Government Association or his/her designated representative, Director of the Arkansas Tech Career Center, and a faculty member elected at large. The Chief of Staff to the President, Director of Budget, Assistant to the Vice President for Academic Affairs, and Director of Institutional Research serve as ex officio members.

*Function:* Recommend policies relating to the development and administration of budget, the submission of appropriation requests, and the determination of fee structure.

**Campus Assessment, Response, and Evaluation Team (CARE Team)**

*Membership*: Dean of Students-Chair, Assistant Dean for Student Conduct, Associate Vice President for Academic Affairs, Associate Dean for Residence Life, Associate Dean for Student Wellness, Director of Public Safety, Academic Advisor appointed by the chair.

*Function*: To serve as a multidisciplinary proactive campus threat assessment and behavioral intervention team dedicated to improving campus safety through a coordinated, objective approach to prevention, identification, assessment, intervention, and management of situations that may pose a threat to the safety and well-being of individuals and the university community.

Add per Ms. Nicholson

**Campus Space and Utilization ~~Planning~~ Committee**

*Membership:* ~~President of the University who serves as chairperson and his appointed representatives from Administration and Finance, Student Services, Student Government Association, Facilities Management, and Academic Colleges~~. Vice President for Administration and Finance who serves as chairperson, Vice President for Student Services, Vice President for Development, Director of Athletics, Director of Physical Plant, Associate Vice President for Academic Affairs, Construction Manager, Director of Information Systems, a representative from the President’s office, a Staff Senate representative, a Faculty Senate representative, and a Student Government Association representative.

*Function:* Recommend policies and practices for comprehensive campus planning, space utilization, parking, campus beautification, and landscaping to the President.

**Commencement Committee**

*Membership:* Representative of Student Services, registrar who serves as chairperson, head of music department, plant maintenance superintendent, two faculty members appointed by the President ~~(one of whom serves as marshal of the University~~), Director of Disability Services, Public Safety representative, president of the senior class or senior class senator, and manager of the coliseum. Appointed faculty members should not serve more than three successive terms. A term equals one year.

*Function:* Plan and coordinate commencement activities.

**Committee on Adjunct Support**

*Membership:* Four elected full-time faculty members ~~appointed by the Faculty Senate~~ and four adjunct instructors elected by the adjunct faculty (visiting lecturers) for staggered two-year terms. The chair will be elected from the membership of the adjunct faculty. Members should not serve more than three successive terms. A term equals two years.

*Function:* To provide support to adjunct faculty and to enhance the standing of such on faculty on campus. Recommendations will be presented to the Faculty Senate and the Vice President for Academic Affairs.

**Emergency Management and Safety Committee**

*Membership*: Chief of Public Safety-Chair, Emergency Manager, Dean of Students, Associate Dean of Residence Life, Director of Information Systems, Director of Student Wellness, Controller, Director of Facilities Management, Emergency Administration Management Faculty Member-appointed by the chair, Associate Vice President for Academic Affairs, Athletic Director, Graduate Assistant for Public Safety, Chief of Student Life Officer – Ozark, Public Safety Officer – Ozark

*Function*: To increase the effectiveness of emergency management, safety, and security planning activities for Arkansas Tech University. The committee will be called on to analyze emergency management and safety initiatives and provide significant contributions to strategic direction. Committee members will specifically represent their departments or offices when they are referenced in emergency plans and procedures.

Add per Ms. Nicholson

**Equity and Diversity Committee**

*Membership:*  Coordinator for Affirmative Action and Title IX (Chair), Deputy Title IX Coordinator (also serving athletics), Associate Dean For Student Wellness (or designee), Director of Health Services, Chief of Public Safety, Dean of Students (or designee), Associate Dean for Diversity and Inclusion, three students appointed by the Student Government Association, three faculty members appointed by the Vice President for Academic Affairs in collaboration with the President of the Faculty Senate, and a Human Resources Representative. Appointed faculty members should not serve more than three successive terms. A term equals one year.

*Function:* ~~Monitor and maintain~~ Assuring compliance with all applicable federal and state laws that will foster Arkansas Tech University’s commitment to building and sustaining an all-inclusive campus community.  The committee will serve the campus by leading efforts to create an environment that respects, celebrates, and cultivates diversity and inclusion.  This will be accomplished by formulating recommendations, reviewing policy, and identifying steps to implement recommendations.

**Guidance and Counseling Committee (delete)**

*Membership:* Five faculty members and two staff counselors appointed by the Vice President for Student Services; three students appointed by the Student Government Association. Appointed members should not serve more than three successive terms. A term equals one year.

*Function:* Study and make recommendations concerning the total counseling program of the University.

Notes: Per Ms. Nicholson, this committee should be deleted and the C.A.R.E. team committee be listed. See CARE team above.

**Honors Council (Futterer checking with Jenkins about elected faculty)**

*Membership:* A director appointed by the Vice President for Academic Affairs, an assistant director ~~position~~ (advertised and hired from the faculty for a three year term), the Associate Vice President for Academic Affairs, the Assistant Vice President for Enrollment Management/Director of Admissions, the Associate Director of ~~Recruitment~~ Academic Scholarships, one faculty member representing each of the colleges including the supernumerary voting block appointed by the Vice President for Academic Affairs, and two student representatives who are elected by the students in the University Honors program. Appointed members should not serve successive terms. A term equals three years.

*Function:* Responsible for development and revision of procedures and policies pertaining to the Honors Program.

**Institutional Animal Care & Use Committee (IACUC) (take to Board in January 2016)**

*Membership*: According to the 9th Code of Federal Regulations (CFR9), it is the responsibility of the chief executive officer (CEO) of the institution to appoint all members of IACUC, and the Institutional Official (IO). The CEO has delegated, in writing, the authority to appoint IACUC members to the Associate Vice President for Academic Affairs, who serves as the Institutional Official.

At a minimum the IACUC must include a chair, a veterinarian, a practicing scientist experienced in animal research, a person whose primary concerns are in a nonscientific area, and a person who is unaffiliated with the institution except as a member of the IACUC (sometimes referred to as a public member).

*Function*: In accordance with federal law and university policy the IACUC is charged with overseeing compliance with federal regulations related to the treatment and use of animals for purposes of research or teaching.

Per Dr. Underwood

**Institutional Biosafety Committee**

*Membership:* A minimum of five members appointed by the Vice President for Academic Affairs to include: a) two individuals who shall not be affiliated with the institution (apart from their membership on the Institutional Biosafety Committee) and who represent the interest of the surrounding community with respect to health and protection of the environment (e.g., officials of state or local public health or environmental protection agencies, members of other local governmental bodies, or persons active in medical, occupational health, or environmental concerns in the community); b) Arkansas Tech University faculty experts representing those labs performing experiments utilizing recombinant DNA; and c) others as deemed necessary to ensure compliance with National Institutes of Health (NIH) guidelines.

*Function:* To provide institutional oversight and reporting in compliance with National Institutes of Health (NIH) guidelines for all funded research utilizing recombinant DNA technologies; to review recombinant or synthetic nucleic acid molecule research conducted at or sponsored by the institution for compliance with NIH guidelines and approving those research projects that are found to conform with the NIH guidelines. Meetings will occur as needed but at least annually.

**Institutional Effectiveness Committee**

*Membership*: Membership will include a maximum of 12 individuals who represent both academic and non-academic support areas such as: Registrar, Financial Aid, Advancement, Admissions, etc. The committee will include at least one member from each Vice Presidential area. Terms will be for 3 years and set up on a staggered basis. The Director of Assessment and Institutional Effectiveness will chair the committee and will make recommendations of membership to the Associate Vice President for Academic Affairs who has the responsibility for approval of the membership. Participation will be based upon prior expertise and training in assessment practice.

*Function:* The Institutional Effectiveness Committee is charged with the continuous improvement of institutional effectiveness through review of processes in campus service and administrative areas.

Add per Dr. Underwood

**Institutional Review Board (IRB)**

*Membership:* Membership governed by U.S. Department of Health and Human Services regulation 45 CFR 46.107: minimum of five members with varying backgrounds to promote complete and adequate review of the research activities commonly conducted by the institution; membership should not be composed of entirely men or entirely women and should include diversity based on race, gender, and cultural backgrounds; inclusion of at least one member whose primary concerns are in the scientific areas and at least one member whose primary concerns are in nonscientific areas; inclusion of at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution. Seven members serving three year terms on a rotating basis. One member appointed from the following colleges appointed by the Dean: Arts and Humanities, Business, Education, Engineering and Applied Sciences, eTech, and Natural and Health Sciences; ~~one member from the supernumerary group appointed by the Dean of the Graduate College and the Dean of the College of Professional Studies and Community Outreach;~~ and one member appointed by the Vice President for Academic Affairs. The chair will be elected annually by the committee. Appointed members should not serve more than two successive terms. A term equals three years.

*Function:* Review requests on research involving human ~~or animal~~ subjects. Conduct periodic reviews of human ~~or animal~~ subject policy and procedures. No committee member may participate in the initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.

Notes: Remove animal subjects from this function due to formation of IACUC above.

**Pre-Medical Advisory Committee DELETE**

*Membership:* Six faculty members selected from biological and physical sciences.

*Function:* Assist students who wish to enter health science professional colleges, including academic advising and providing letters of recommendation as appropriate.

Notes: changes above made by Dr. Robertson. However. Dr. Robertson also is questioning why this committee is even in the Handbook as this is a college-specific committee formed for purposes of assisting students in the pre-med areas. He actually asks now that the committee be removed from the Handbook. Remove from Handbook.

**Professional Development Committee (changes proposed by current committee)**

*Membership*: ~~Six faculty members, three appointed by the Vice President for Academic Affairs and three appointed by the Chair of the Faculty Senate, for three-year terms. Administratively appointed members should not serve successive terms. A term equals three years.~~ One tenured faculty member elected from each college to serve staggered, two-year terms, and one untenured faculty member elected at large to serve a one year term. Faculty membership restricted to regular faculty. The committee will also include two non-voting ex-officio members: one appointed by the Vice President of Academic Affairs and one appointed by the President of the Faculty Senate.

*Function*: To review and recommend applications for Professional Development Grants and Faculty Research Grants to the Vice President for Academic Affairs.

**Publications Committee (Student Publications) delete**

*Membership:* Faculty/staff advisor to Arka Tech who will serve as chair­person, faculty/staff advisor to Agricola, Alumni Director, faculty member, the Purchasing Director, Vice President for Student Services, student editors of the newspaper and yearbook, and Student Government Association President or representative.

*Function:* Monitor the operation of the two institution-wide student publications and screen candidates for the student editorship.

Notes: According to Tommy Mumert, this committee has not functioned since 2007 or 2008 when the yearbook went away. At that time, the responsibility for the student newspaper went to the Dept of Communication and Journalism and Tommy works with the department head to make any decisions relating to the newspaper. The student editors are voted on by the students involved on the newspaper staff. Tommy recommends this committee be deleted.

**Sexual Misconduct Hearing Board**

*Membership*: By August 15th of each year, the President of the University shall appoint two faculty members and two staff members to serve as Sexual Misconduct Hearing Board members for a period of one year. Each hearing shall have three members, consisting of one faculty member, one staff member and the Dean of Students serving as chair. Each member of the Hearing Board will receive training annually.

*Function*: To hear cases of alleged sexual misconduct, determine if such violations occurred, and impose sanctions as appropriate.

Add per Ms. Nicholson

S**trategic Planning Committee (under review)**

*Membership:* President of the University who serves as chairperson and his/her appointed representatives from designated constituencies throughout the university community.

*Function:* Provides a blue print that encompasses all campus planning.

Notes: Leave as is until after spring strategic planning cycle completed.

**Student Aid Committee**  replace with new Institutional Scholarship Committee – Wyatt is working on the membership and function.

*~~Membership:~~* ~~Director of Student Financial Aid, and six faculty or staff representatives appointed by the Vice President for Student Services, who also serves as an ex officio member. Appointed members should not serve more than three successive terms. A term equals one year. Vice President for Administration and Finance or his/her representative, Vice President for Student Services or his/her representative, Vice President for Academic Affairs or his/her representative, Vice President for Advancement or his/her representative, Director of Student Accounts, Director of Budget, Controller and Director of Admissions. The Director of Institutional Research will serve as an ex officio member.~~

*~~Function:~~* ~~Select scholarship recipients according to established criteria and recommend student aid policy and procedures; monitor financial aid leveraging process; oversee scholarship criteria and awards; hear all non-athletic scholarship appeals.~~

**Student Learning Assessment Committee**

*Membership*: Membership will include a maximum of 12 individuals who represent both academic and co-curricular programs with at least one member from each college and the supernumerary voting block and at least one member from student services. Terms will be for 3 years and set up on a staggered basis. The Director of Assessment and Institutional Effectiveness will chair the committee and will make recommendations of membership to the Associate Vice President for Academic Affairs who has the responsibility for approval of the membership. Participation will be based upon prior expertise and training in assessment practice.

*Function:* The Student Learning Assessment Committee is charged with the continuous improvement and examination of student learning through program outcomes review.

Add per Dr. Underwood

**Student Services Conduct Board**

*Membership*: Two students representing membership from the following groups: Student Government Association, Inter-Fraternity Council/Panhellenic, Residence Hall Association, or the Student Activities Board; two Resident Assistants, one Residence Life Staff member; one Student Services Staff member. The Student Conduct Administrator serves as chairperson and is responsible for appointing the membership.

*Function*: To hear cases of alleged violations of the Student Code of Conduct (excluding allegations of sexual misconduct which are heard by the Sexual Misconduct Hearing Board) and determine appropriate sanctions.

Add per Ms. Nicholson

**Student Personnel Committee delete**

*\*Membership:* Five faculty appointed by the Vice President for Student Services and four students selected by the Student Government Association. Appointed members should not serve more than three successive terms. A term equals one year.

*Function:* Serve as the appellate body for student grievances and discipline.

Notes: Per Ms. Nicholson, this committee should be deleted.

**Teacher Education Council**

*Membership:* Seventeen (17) members - Thirteen (13) appointed annually by the Vice President for Academic Affairs in consultation with the Dean of Education, who serves as chairperson, the head of the Department of Curriculum and Instruction, who serves as vice chairperson; and the Director of Teacher Education Student Services who serves as secretary. The thirteen (13) members appointed annually shall be comprised of seven (7) faculty representatives [three (3) from the College of Education and one (1) from each of the Colleges of Engineering and Applied Sciences, Natural and Health Sciences, Business, and Arts and Humanities]; a public school administrator; three (3) K-12 teachers; one (1) undergraduate student; and one (1) graduate student. The Dean of Graduate College serves as an ex-officio member.

*Function:* Serve as an advisory body to the Dean of Education; review and recommend changes in the teacher education programs; approve course additions and deletions; study and recommend changes related to policies and admission standards.

Notes: Dr. Gunter is currently reviewing how the College of Education functions and asks that this committee remain as is until she has time to finish her comprehensive review. This may take another year.

**~~Ad Hoc~~ Technology Committee (make standing committee – not ad hoc)**

*Membership:* The Associate Vice President for Academic Affairs, who serves as chair, the Dean of Graduate College, the Director of Information Services, the Assistant Director of Information Services for Networked Systems, the Director of the Technology Center, the Director of the Library, five faculty members appointed by the Vice President for Academic Affairs and submitted to the faculty senate for approval, ~~and~~ one faculty member from the Ozark campus appointed by the Chancellor, representative from University Relations appointed by the Vice President for Student Services, and the Director of Institutional Research.

*Function:* (1) To advise the Associate Vice President for Academic Affairs by recommending enhancements to the technology infrastructure for the improvement of teaching and learning, by reviewing proposed enhancements to the technology infrastructure for their impact on teaching and learning, and by assisting in the development and maintenance of a technology plan for the university that will provide continuing support for the teaching and learning mission. (2) To assist the Associate Vice President for Academic Affairs in proactively communicating the rationale for technological enhancements with the university community.

**Technology Prioritization Committee**

*Membership:* The Vice President for Administration and Finance or his/her representative, the Vice President for Student Services or his/her representative, the Vice President for Academic Affairs or his/her representative, the Vice President for Advancement or his/her representative, the Director of Information Systems, the Director of Budget, the Director of Procurement, the Director of Institutional Research, one faculty representative from the Faculty Senate appointed by the Faculty Senate Chair, and one staff representative from the Staff Senate appointed by the Staff Senate Chair.

*Function:* (1) Prioritize implementation of university-wide technology initiatives for the Office of Information Systems (OIS). (2) Review and approve university-wide technology purchases exceeding $30,000 (see OIS website for hardware and software best practices and purchase guidelines.)

Note: the $30,000 purchase floor is suggested in order to keep this committee from having to meet constantly concerning software purchases less than this amount. It may be that a higher floor should even be implemented as many software purchases will now cost at least $30,000. Perhaps the floor should be $40 or 50,000????

Note: after approved by Board of Trustees, make note at beginning of Committee section about approval date.

Version received from President Futterer after January 12, 2016, meeting (after version):

~~ELECTED~~ STANDING COMMITTEES (to be alphabetized)

In the event that sufficient tenured *or* regular faculty are not available to fill positions on committees as defined below, the appropriate Dean will proceed with elections to fill those committee vacancies with available faculty. The supernumerary voting block includes ~~the College of eTech and~~ any academic unit with less than fifteen full-time faculty.

**Faculty Senate (Committee on Committees**) (Passed with noted changes)

*Membership:* Membership of the Faculty Senate will be established according to Article II, Section I of the Constitution of the Faculty Senate of Arkansas Tech University. ~~That membership will be augmented by two additional Senators from under-represented colleges as determined by the President of the Senate, who annually appoints one member, and the Vice President for Academic Affairs, who annually appoints one member.~~ ~~one appointed by the President of the University and one by the Vice President for Academic Affairs.~~ ~~Appointed members should not serve successive terms~~. For elected members, a~~A~~ a term equals three years and it is recommended that senators not serve more than two consecutive terms.

*Function:* Serve as a committee on committees that include elected faculty members and shall act for the faculty in all curricular matters other than those involving changes in general academic policies, and for the faculty or the administration on matters referred to it for action; serve as an advisory body to the faculty on matters involving aca­demic policies and to the administration or the faculty, as appropriate, on any other matter of general concern to the University.

**Admissions, Academic Standards, and Student Honors Committee** (Passed w/o change)

*Membership:* One faculty member elected from each college including the supernumerary voting block, to serve staggered, two-year terms. Additional members are the Registrar, Director of Admissions, and two students selected by the Student Government Association.

*Function:* Recommend policy concerning the admission and retention of students, including standards for probation, suspension, and re-admission of students whose academic performance falls below the required level; recommend policy concerning advanced placement and award of academic honors; study and propose methods for improvement of instruction.

**Athletics Committee** (Passed with noted changes)

*Membership:* Three faculty members elected at large, two faculty members and the Great American Conference representative appointed by the President, one student selected from the Student-Athlete Advisory Committee, and ~~two~~ one student~~s~~ selected by the Student Government Association. The two appointed faculty members should serve no more than three successive terms as at large members. The Great American Conference representative may serve up to six consecutive terms. A term equals one year.

*Function:* Promote and foster the athletics interests of Arkansas Tech University in a manner that is consistent with the educational standards of the institution, help provide additional oversight of the institution’s intercollegiate athletics program, and serve as an advisory body for the faculty on matters concerning the intercollegiate athletics program. Student athlete appeals of violations relating to NCAA guidelines and appeals of loss of scholarships will be heard by the Athletics Committee faculty members. The GAC representative (i.e., Faculty Athletics Representative) will contact the President’s Office to initiate a meeting with the President at least once each fall, spring, and summer session.

**Curriculum Committee** (Passed with noted changes)

*Membership:* Two tenured faculty members elected from each college including the supernumerary voting block, to serve staggered, two-year terms. One at large untenured faculty member elected annually for a one year term. The registrar, a member of the library faculty, and two student members, selected by the Student Government Association, serve as ex officio members.

*Function:* Monitor the total undergraduate curriculum and all proposed course changes, and evaluate program change proposals and forward recommendations to Faculty Senate for consideration prior to transmittal to the Vice President for Academic Affairs.

**Faculty Salary and Benefits Committee**  (Passed with noted changes)

*Membership:* One tenured faculty member elected from each college including the supernumerary voting block, to serve staggered, two-year terms, and one untenured faculty member elected at large to serve a one year term. Faculty membership restricted to regular faculty. The committee will also include two non-voting ex-officio members: The Vice President of Academic Affairs or an appointed representative and the Faculty Senate Chair or an appointed representative from the Faculty Senate. ~~The Faculty Salary and Benefits Committee also serves as the Sabbatical Committee.~~

*Function:* Review and recommend on university-wide salary and benefits issues, ~~faculty research grants~~, summer faculty fellowships, and sabbaticals. ~~and~~ Forward recommendations to the Vice President for Academic Affairs. Recommendations on university-wide salary and benefit issues will also be forwarded to the Faculty Senate.

**Faculty Grievance ~~Welfare~~ Committee**  (**Tabled)** and the Board of Trustees **sentence under review. All other changes passed.**

*Membership:* One tenured faculty member elected from each college including the supernumerary voting block to serve two-year terms followed by a one-year term as an alternate. One tenured and two untenured faculty members elected at large to serve a one-year term. Alternates serve in case adjudication proceedings involve a conflict of interest or a challenge to a regular committee member. Only faculty members teaching at least six hours and are regular faculty are eligible. In the event that all members of the Faculty Grievance ~~Welfare~~ Committee from a given college are excluded from consideration of an issue, the chairperson of the Faculty Grievance ~~Welfare~~ Committee shall notify the Faculty Senate. Upon this notice, the Faculty Senate will supervise the election of an ad hoc member from that College in an election conducted by that College. This person will represent the College for only the specific issue.

*Function:* Provide a forum in which matters involving all concerns of faculty members can be considered. Primary function is to maintain and foster a high level of faculty morale by providing an agency for receipt and evaluation of suggestions and for recommendation of implementation of those deemed meritorious. In cases involving disagreements and considerations set forth above, including dismissal, this committee will appoint from its body an ad hoc grievance sub-committee of at least three members to attempt informal reconciliation of differences and to report its conclusions and recommendations to the Faculty Grievance ~~Welfare~~ Committee. No member of the ad hoc grievance sub-committee can sit in adjudication proceedings involving matters in which the grievance group has initial interest. The Faculty Grievance ~~Welfare~~ Committee will serve as an adjudication body in cases involving academic controversy, including, but not limited to, such matters as salary, rehiring, promotion, tenure, teaching assignments, professional ethics, performance, and alleged violations of academic freedom. Committee will urge resolution of differences between contending parties prior to implementation of grievance procedure; committee action can be requested by faculty or administration. Faculty Grievance ~~Welfare~~ Committee functions as an appellate agency under the relevant provisions of Arkansas Tech University's "Regulations on Academic Freedom and Tenure." Its conclusions and recommendations will be forwarded in writing to the President of Arkansas Tech University and the Board of Trustees. ~~, following procedures described in the "Regulations on Academic Freedom and Tenure.”~~

**General Education Committee** (Passed w/o change)

*Membership*: One faculty member elected from each college including the supernumerary voting block, one from the Ozark Campus, one faculty member appointed by the Vice President for Academic Affairs, one faculty member appointed by the Chair of the Faculty Senate, one faculty member appointed by the Chair of the Assessment Committee, and one ex officio student member selected by the Student Government Association. Faculty membership restricted to regular faculty. Administratively appointed members should not serve successive terms. A term equals three years.

*Function*: Exercise oversight of general education: regularly assess the degree to which the University is meeting the stated general education goals, review general education goals and requirements, evaluate proposals that affect general education, and clearly and publicly articulate the purposes, content, and intended learning outcomes of general education.

**Graduate Council** **(Tabled) Make up of committee under question.**

*Membership:* Elected faculty membership will be established according to Section V: The Graduate Council, Item D. Membership Composition, of the Graduate Addendum in the Faculty Handbook. ~~Fifteen members--three elected from each of the Colleges of Education and Arts and Humanities; two elected from each of the Colleges of Natural and Health Sciences and Engineering and Applied Sciences; one elected from the College of Business; and one elected from the supernumerary voting block;~~ Additional members are one graduate student appointed by Dean of Graduate College; the Registrar, who serves as secretary; and the Dean of Graduate College, who serves as chairperson. Faculty membership is limited to full members of the graduate faculty; student membership is limited to graduate students who have been admitted to candidacy. (Tabled)

*From Graduate Handbook:*

*D. Membership Composition:*

*The Graduate Council shall be composed as follows:*

*1. Each college will have one representative. Any college offering a graduate degree will*

*have an additional representative. A college offering five or more graduate programs*

*will have an additional representative. No college will have more than three representatives.*

*2. One graduate student appointed by the Dean of Graduate College;*

*3. The Registrar, who shall serve as secretary of the Graduate Council;*

*4. The Dean*

*Function:* Responsible for determining policy and establishing standards, criteria, regulations, and procedures for graduate study in accordance with policies of the Board of Trustees.

**Library, Instructional Materials, and Equipment Committee** (Passed w/o change)

*Membership:* One faculty member elected from each college including the supernumerary voting block, Director of Library, Dean of Graduate College or appointed representative, and two students selected by the Student Government Association.

*Function:* Recommend policy with regard to the library and instructional service and equipment.

**~~Student Affairs Committee~~** (Recommendation to delete Passed)

*~~Membership:~~* ~~One faculty member elected from each college including the supernumerary voting block, two faculty members elected at large, and three students appointed by the Student Government Association.~~

*~~Function:~~* ~~Study and recommend regarding the operation of the Student Services Office;~~

~~APPOINTED STANDING COMMITTEES~~

**Academic Appeals Committee** (Passed with noted changes)

*Membership:* ~~Eighteen members –~~ Two elected faculty members from each college including the supernumerary voting block,)~~Six faculty members, one appointed by the respective dean(s) from each college including the supernumerary voting block, six faculty members appointed by the Faculty Senate representing each college including the supernumerary voting block,~~ and six students appointed by the Student Government Association. The faculty on the committee will elect a chair. ~~Administratively appointed members should not serve more than three successive terms. A term equals one year.~~

*Function:* Formed each year as a pool of qualified faculty and students to hear student academic honesty and misconduct appeals.

**~~Assessment Committee~~** (Recommendation to delete Passed)

*~~Membership:~~*  ~~The Director of Assessment and Institutional Effectiveness who will serve as chairperson, one faculty member from each college appointed by the college dean, the graduate college dean, one undergraduate dean appointed by the Vice President for Academic Affairs, the Vice President for Student Services or his/her designated representative, the Vice President for Administration and Finance or his/her designated representative, the Assistant Vice President for Academic Affairs or his/her designated representative for e-Tech, the Assistant Vice President of Enrollment Management or his/her designated representative, the Director of Institutional Research or his/her designated representative, the Director of Information Systems or his/her designated representative, the Chancellor of Arkansas Tech University-Ozark or his/her designated representative, one member appointed by the Faculty Senate, and one student member appointed by the Vice President for Student Services. Other members may be added by the Director of Assessment and Institutional Effectiveness as their expertise and/or assistance is needed to meet the charge of the committee, subject to the approval of the Vice President for Academic Affairs. Administratively appointed members can serve up to two successive terms. A term equals three years.~~

*~~Function:~~* ~~To develop, implement, oversee, and maintain assessment procedures in line with criteria set forth by the state, The Higher Learning Commission, and various specialized accrediting agencies.~~

**Budget Advisory Committee** (Passed with noted changes)

*Membership:* President of the University who serves as chairperson, vice presidents, Chancellor of the Ozark Campus, chief officers of the Ozark Campus (i.e., Academics, Finance, and Student Services) academic deans, ~~Executive Assistant to the President~~, Athletic Director, Director of Library, ~~and~~ Chairperson of Faculty Senate or his/her designated representative, Chairperson of Staff Senate or his/her designated representative, Chairperson of Student Government Association or his/her designated representative, Director of the Arkansas Tech Career Center, and a faculty member elected at large. The Chief of Staff to the President, Director of Budget, Assistant to the Vice President for Academic Affairs, and Director of Institutional Research serve as ex officio members.

*Function:* Recommend policies relating to the development and administration of budget, the submission of appropriation requests, and the determination of fee structure.

**Campus Assessment, Response, and Evaluation Team (CARE Team)** (New committee-Passed)

*Membership*: Dean of Students-Chair, Assistant Dean for Student Conduct, Associate Vice President for Academic Affairs, Associate Dean for Residence Life, Associate Dean for Student Wellness, Director of Public Safety, Academic Advisor appointed by the chair.

*Function*: To serve as a multidisciplinary proactive campus threat assessment and behavioral intervention team dedicated to improving campus safety through a coordinated, objective approach to prevention, identification, assessment, intervention, and management of situations that may pose a threat to the safety and well-being of individuals and the university community.

**Campus Space and Utilization ~~Planning~~ Committee** (Passed with noted changes)

*Membership:* ~~President of the University who serves as chairperson and his appointed representatives from Administration and Finance, Student Services, Student Government Association, Facilities Management, and Academic Colleges~~. Vice President for Administration and Finance who serves as chairperson, Vice President for Student Services, Vice President for Development, Director of Athletics, Director of Physical Plant, Associate Vice President for Academic Affairs, Construction Manager, Director of Information Systems, a representative from the President’s office, a Staff Senate representative, a Faculty Senate representative, and a Student Government Association representative.

*Function:* Recommend policies and practices for comprehensive campus planning, space utilization, parking, campus beautification, and landscaping to the President.

**Commencement Committee** (Passed with noted changes)

*Membership:* Representative of Student Services, registrar who serves as chairperson, head of music department, plant maintenance superintendent, two faculty members appointed by the President ~~(one of whom serves as marshal of the University)~~, Director of Disability Services, Public Safety representative, president of the senior class or senior class senator, and manager of the coliseum. Appointed faculty members should not serve more than three successive terms. A term equals one year.

*Function:* Plan and coordinate commencement activities.

**Committee on Adjunct Support** (Tabled)

*Membership:* Four regular full-time faculty members elected at-large ~~appointed by the Faculty Senate~~ and four adjunct ~~instructors~~ faculty ~~elected by the adjunct faculty~~ elected at-large ~~(visiting lecturers)~~ for staggered two-year terms. The chair will be elected from the membership of the adjunct faculty. Members should not serve more than three successive terms. A term equals two years. Adjunct faculty are individuals with teaching responsibilities who are not otherwise employed in a full time position at Arkansas Tech University. (pg. XX, Adjunct Guide)

*Function:* To provide support to adjunct faculty and to enhance the standing of such on faculty on campus. Recommendations will be presented to the Faculty Senate and the Vice President for Academic Affairs.

**Emergency Management and Safety Committee** (New Committee - Passed)

*Membership*: Chief of Public Safety-Chair, Emergency Manager, Dean of Students, Associate Dean of Residence Life, Director of Information Systems, Director of Student Wellness, Controller, Director of Facilities Management, Emergency Administration Management Faculty Member-appointed by the chair, Associate Vice President for Academic Affairs, Athletic Director, Graduate Assistant for Public Safety, Chief of Student Life Officer – Ozark, Public Safety Officer – Ozark

*Function*: To increase the effectiveness of emergency management, safety, and security planning activities for Arkansas Tech University. The committee will be called on to analyze emergency management and safety initiatives and provide significant contributions to strategic direction. Committee members will specifically represent their departments or offices when they are referenced in emergency plans and procedures.

**Equity and Diversity Committee** (Passed with noted changes)

*Membership:*  Coordinator for Affirmative Action and Title IX (Chair), Deputy Title IX Coordinator (also serving athletics), Associate Dean For Student Wellness (or designee), Director of Health Services, Chief of Public Safety, Dean of Students (or designee), Associate Dean for Diversity and Inclusion, three students appointed by the Student Government Association, three faculty members appointed by the Vice President for Academic Affairs in collaboration with the President of the Faculty Senate, and a Human Resources Representative. Appointed faculty members should not serve more than three successive terms. A term equals one year.

*Function:* ~~Monitor and maintain~~ Assure compliance with all applicable federal and state laws that will foster Arkansas Tech University’s commitment to building and sustaining an all-inclusive campus community.  The committee will serve the campus by leading efforts to create an environment that respects, celebrates, and cultivates diversity and inclusion.  This will be accomplished by formulating recommendations, reviewing policy, and identifying steps to implement recommendations.

**~~Guidance and Counseling Committee~~** (Recommendation to delete Passed)

*~~Membership:~~* ~~Five faculty members and two staff counselors appointed by the Vice President for Student Services; three students appointed by the Student Government Association. Appointed members should not serve more than three successive terms. A term equals one year.~~

*~~Function:~~* ~~Study and make recommendations concerning the total counseling program of the University.~~

**Honors Council** (Passed with noted changes)

*Membership:* A director appointed by the Vice President for Academic Affairs, an assistant director ~~position~~ (advertised and hired from the faculty for a three year term), the Associate Vice President for Academic Affairs, the Assistant Vice President for Enrollment Management/Director of Admissions, the Associate Director of ~~Recruitment~~ Academic Scholarships, one faculty member representing each of the colleges including the supernumerary voting block appointed by the respective deans ~~Vice President for Academic Affairs~~, and two student representatives who are elected by the students in the University Honors program. Appointed members should not serve successive terms. A term equals three years.

*Function:* Responsible for development and revision of procedures and policies pertaining to the Honors Program.

**Institutional Animal Care & Use Committee (IACUC)** (New Committee - Passed)

*Membership*: According to the 9th Code of Federal Regulations (CFR9), it is the responsibility of the chief executive officer (CEO) of the institution to appoint all members of IACUC, and the Institutional Official (IO). The President has delegated, in writing, the authority to appoint IACUC members to the Associate Vice President for Academic Affairs, who serves as the Institutional Official.

At a minimum the IACUC must include a chair, a veterinarian, a practicing scientist experienced in animal research, a person whose primary concerns are in a nonscientific area, and a person who is unaffiliated with the institution except as a member of the IACUC (sometimes referred to as a public member).

*Function*: In accordance with federal law and university policy the IACUC is charged with overseeing compliance with federal regulations related to the treatment and use of animals for purposes of research or teaching.

**Institutional Biosafety Committee** (Passed w/o change)

*Membership:* A minimum of five members appointed by the Vice President for Academic Affairs to include: a) two individuals who shall not be affiliated with the institution (apart from their membership on the Institutional Biosafety Committee) and who represent the interest of the surrounding community with respect to health and protection of the environment (e.g., officials of state or local public health or environmental protection agencies, members of other local governmental bodies, or persons active in medical, occupational health, or environmental concerns in the community); b) Arkansas Tech University faculty experts representing those labs performing experiments utilizing recombinant DNA; and c) others as deemed necessary to ensure compliance with National Institutes of Health (NIH) guidelines.

*Function:* To provide institutional oversight and reporting in compliance with National Institutes of Health (NIH) guidelines for all funded research utilizing recombinant DNA technologies; to review recombinant or synthetic nucleic acid molecule research conducted at or sponsored by the institution for compliance with NIH guidelines and approving those research projects that are found to conform with the NIH guidelines. Meetings will occur as needed but at least annually.

**Institutional Effectiveness Committee** (New Committee - Passed)

*Membership*: Membership will include a maximum of 12 individuals who represent both academic and non-academic support areas such as: Registrar, Financial Aid, Advancement, Admissions, etc. The committee will include at least one member from each Vice Presidential area. Terms will be for 3 years and set up on a staggered basis. The Director of Assessment and Institutional Effectiveness will chair the committee and will make recommendations of membership to the Associate Vice President for Academic Affairs who has the responsibility for approval of the membership. Participation will be based upon prior expertise and training in assessment practice.

*Function:* The Institutional Effectiveness Committee is charged with the continuous improvement of institutional effectiveness through review of processes in campus service and administrative areas.

**Institutional Review Board (IRB)** (Passed with noted changes)

*Membership:* Membership governed by U.S. Department of Health and Human Services regulation 45 CFR 46.107: minimum of five members with varying backgrounds to promote complete and adequate review of the research activities commonly conducted by the institution; membership should not be composed of entirely men or entirely women and should include diversity based on race, gender, and cultural backgrounds; inclusion of at least one member whose primary concerns are in the scientific areas and at least one member whose primary concerns are in nonscientific areas; inclusion of at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution. Seven members serving three year terms on a rotating basis. One member ~~appointed~~ from the each ~~following~~ college~~s~~ and the supernumerary group appointed by the respective Deans, ~~Arts and Humanities, Business, Education, Engineering and Applied Sciences, eTech, and Natural and Health Sciences;~~ ~~one member from the supernumerary group appointed by the Dean of the Graduate College and the Dean of the College of Professional Studies and Community Outreach;~~ and one or more members appointed by the Vice President for Academic Affairs as needed. The chair will be elected annually by the committee. Appointed members should not serve more than two successive terms. A term equals three years.

*Function:* Review requests on research involving human ~~or animal~~ subjects. Conduct periodic reviews of human ~~or animal~~ subject policy and procedures. No committee member may participate in the initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.

Notes: Remove animal subjects from this function due to formation of IACUC above.

**~~Pre-Medical Advisory Committee DELETE~~** (Recommendation to delete - Passed)

*~~Membership:~~* ~~Six faculty members selected from biological and physical sciences.~~

*~~Function:~~* ~~Assist students who wish to enter health science professional colleges, including academic advising and providing letters of recommendation as appropriate.~~

~~Notes: changes above made by Dr. Robertson. However. Dr. Robertson also is questioning why this committee is even in the Handbook as this is a college-specific committee formed for purposes of assisting students in the pre-med areas. He actually asks now that the committee be removed from the Handbook. Remove from Handbook.~~

**Professional Development Committee (changes proposed by current committee)** (Passed with noted changes)

*Membership*: ~~Six faculty members, three appointed by the Vice President for Academic Affairs and three appointed by the Chair of the Faculty Senate, for three-year terms. Administratively appointed members should not serve successive terms. A term equals three years.~~ One tenured faculty member elected from each college and the supernumerary group to serve staggered, three-year terms, and one untenured faculty member elected at large to serve a one year term. Faculty membership is restricted to regular faculty. The committee will also include two non-voting ex-officio members: one appointed by the Vice President of Academic Affairs and one appointed by the President of the Faculty Senate.

*Function*: To review and recommend applications for Professional Development Grants and Faculty Research Grants to the Vice President for Academic Affairs.

**~~Publications Committee (Student Publications) delete~~** (Recommendation to delete - Passed)

*~~Membership:~~* ~~Faculty/staff advisor to Arka Tech who will serve as chair­person, faculty/staff advisor to Agricola, Alumni Director, faculty member, the Purchasing Director, Vice President for Student Services, student editors of the newspaper and yearbook, and Student Government Association President or representative.~~

*~~Function:~~* ~~Monitor the operation of the two institution-wide student publications and screen candidates for the student editorship.~~

~~Notes: According to Tommy Mumert, this committee has not functioned since 2007 or 2008 when the yearbook went away. At that time, the responsibility for the student newspaper went to the Dept of Communication and Journalism and Tommy works with the department head to make any decisions relating to the newspaper. The student editors are voted on by the students involved on the newspaper staff. Tommy recommends this committee be deleted.~~

**Sexual Misconduct Hearing Board** Tabled. Does this apply to faculty, students, or both.

*Membership*: By August 15th of each year, the President of the University shall appoint two faculty members and two staff members to serve as Sexual Misconduct Hearing Board members for a period of one year. Each hearing shall have three members, consisting of one faculty member, one staff member and the Dean of Students serving as chair. Each member of the Hearing Board will receive training annually.

*Function*: To hear cases of alleged sexual misconduct, determine if such violations occurred, and impose sanctions as appropriate.

S**trategic Planning Committee (Tabled** until after spring strategic planning cycle completed.)

*Membership:* President of the University who serves as chairperson and his/her appointed representatives from designated constituencies throughout the university community.

*Function:* Provides a blue print that encompasses all campus planning.

**Student Aid Committee** (Recommendation to delete - Passed)

*~~Membership:~~* ~~Director of Student Financial Aid, and six faculty or staff representatives appointed by the Vice President for Student Services, who also serves as an ex officio member. Appointed members should not serve more than three successive terms. A term equals one year. Vice President for Administration and Finance or his/her representative, Vice President for Student Services or his/her representative, Vice President for Academic Affairs or his/her representative, Vice President for Advancement or his/her representative, Director of Student Accounts, Director of Budget, Controller and Director of Admissions. The Director of Institutional Research will serve as an ex officio member.~~

*~~Function:~~* ~~Select scholarship recipients according to established criteria and recommend student aid policy and procedures; monitor financial aid leveraging process; oversee scholarship criteria and awards; hear all non-athletic scholarship appeals.~~

**Institutional Scholarship Committee** (Passed with noted request)

*Membership*: Assistant Vice President for Enrollment Management (chair), Director of Financial Aid, Associate Director of Financial Aid, Director of Institutional Research, Director of Budget and Special Programs, Assistant to the Vice President for Academic Affairs (or Associate Vice President of Academic Affairs), Director of Student Accounts, Associate Dean of Student Success, Director of Academic Advising and Retention, Athletic Director (or Associate Director of Athletics), ~~and~~ representative from the office of Advancement appointed by the Vice President for Advancement, and the Vice Chairperson from the Faculty Senate.

*Function:* Develop and recommend institutional student aid policy and procedures including scholarship criteria, and amounts (non-athletic).

**Institutional Scholarship Appeals Committee** (Passed with noted request)

*Membership*: Associate Director for Academic Scholarships (chair), financial aid representative (excluding the Director or Associate Director) appointed by the Director of Financial Aid, Academic Advising Center representative (excluding the Director of the Academic Advising Center) appointed by the director of the Academic Advising Center, Student Services representative (excluding the Associate Dean of Student Success) appointed by the Dean of Students, and Associate Registrar appointed by the Registrar, and the Vice Chairperson from the Faculty Senate.

*Function:* Review institutional scholarship appeals and reinstate aid when appropriate (non-athletic).

**Student Learning Assessment Committee** Tabled

*Membership*: Membership will include a maximum of 12 individuals who represent both academic and co-curricular programs with at least one member from each college and the supernumerary voting block and at least one member from student services. Terms will be for 3 years and set up on a staggered basis. The Director of Assessment and Institutional Effectiveness will chair the committee and will make recommendations of membership to the Associate Vice President for Academic Affairs who has the responsibility for appointing ~~approval~~ ~~of~~ the membership. Participation will be based upon prior expertise and training in assessment practice.

*Function:* The Student Learning Assessment Committee is charged with the continuous improvement and examination of student learning through program outcomes review.

**Student Services Conduct Board** (New Committee - Passed)

*Membership*: Two students representing membership from the following groups: Student Government Association, Inter-Fraternity Council/Panhellenic, Residence Hall Association, or the Student Activities Board; two Resident Assistants, one Residence Life Staff member; one Student Services Staff member. The Student Conduct Administrator serves as chairperson and is responsible for appointing the membership.

*Function*: To hear cases of alleged violations of the Student Code of Conduct (excluding allegations of sexual misconduct which are heard by the Sexual Misconduct Hearing Board) and determine appropriate sanctions.

**~~Student Personnel Committee delete~~** (Request to delete - Passed)

*~~\*Membership:~~* ~~Five faculty appointed by the Vice President for Student Services and four students selected by the Student Government Association. Appointed members should not serve more than three successive terms. A term equals one year.~~

*~~Function:~~* ~~Serve as the appellate body for student grievances and discipline.~~

**Teacher Education Council** (Tabled)

*Membership:* Seventeen (17) members - Thirteen (13) appointed annually by the Vice President for Academic Affairs in consultation with the Dean of Education, who serves as chairperson, the head of the Department of Curriculum and Instruction, who serves as vice chairperson; and the Director of Teacher Education Student Services who serves as secretary. The thirteen (13) members appointed annually shall be comprised of seven (7) faculty representatives [three (3) from the College of Education and one (1) from each of the Colleges of Engineering and Applied Sciences, Natural and Health Sciences, Business, and Arts and Humanities]; a public school administrator; three (3) K-12 teachers; one (1) undergraduate student; and one (1) graduate student. The Dean of Graduate College serves as an ex-officio member.

*Function:* Serve as an advisory body to the Dean of Education; review and recommend changes in the teacher education programs; approve course additions and deletions; study and recommend changes related to policies and admission standards.

Notes: Dr. Gunter is currently reviewing how the College of Education functions and asks that this committee remain as is until she has time to finish her comprehensive review. This may take another year.

**~~Ad Hoc~~ Technology Committee** (Passed with noted changes)

*Membership:* The Associate Vice President for Academic Affairs, who serves as chair, the Dean of Graduate College, the Director of Information Services, the Assistant Director of Information Services for Networked Systems, the Director of the Technology Center, the Director of the Library, five faculty members appointed by the Vice President for Academic Affairs and submitted to the faculty senate for approval, ~~and~~ one faculty member from the Ozark campus appointed by the Chancellor, the Director of Institutional Research, representative from University Relations appointed by the Vice President for Student Services.

*Function:* (1) To advise the Associate Vice President for Academic Affairs by recommending enhancements to the technology infrastructure for the improvement of teaching and learning, by reviewing proposed enhancements to the technology infrastructure for their impact on teaching and learning, and by assisting in the development and maintenance of a technology plan for the university that will provide continuing support for the teaching and learning mission. (2) To assist the Associate Vice President for Academic Affairs in proactively communicating the rationale for technological enhancements with the university community.

**Technology Prioritization Committee** (New Committee - Passed)

*Membership:* The Vice President for Administration and Finance or his/her representative, the Vice President for Student Services or his/her representative, the Vice President for Academic Affairs or his/her representative, the Vice President for Advancement or his/her representative, the Director of Information Systems, the Director of Budget, the Director of Procurement, the Director of Institutional Research, one faculty representative from the Faculty Senate appointed by the Faculty Senate Chair, and one staff representative from the Staff Senate appointed by the Staff Senate Chair.

*Function:* (1) Prioritize implementation of university-wide technology initiatives for the Office of Information Systems (OIS). (2) Review and approve university-wide technology purchases exceeding $30,000 (see OIS website for hardware and software best practices and purchase guidelines.)

Note: the $30,000 purchase floor is suggested in order to keep this committee from having to meet constantly concerning software purchases less than this amount. It may be that a higher floor should even be implemented as many software purchases will now cost at least $30,000. Perhaps the floor should be $40 or 50,000????

Note: after approved by Board of Trustees, make note at beginning of Committee section about approval date.