

GOVERNANCE COMMITTEES

General Concept

Faculty and professional staff members are expected to serve on committees. Membership on specific committees shall be based on election, appointment, position held, statement of preference, as well as the perceived capacity to contribute. Service on committees shall normally be for a period of two years.

Guiding Principle

Full-time faculty and staff have a duty to participate in managing the institution by providing informed input for all areas. This is done through a system of participatory governance that consists of a network of committees whose members are administrators, faculty, staff, and students where appropriate. An Executive Committee with broad appellate and origination responsibilities sits at the apex of the system. At joint meetings of the faculty and staff each semester, general institutional aspirations, information, and policies are presented and discussed and occasionally voted on.

At regularly-scheduled faculty meetings, matters of general academic and faculty interest are presented and discussed and occasionally voted on. An academic Affairs Committee, a representative body where the majority of members hold faculty rank, will determine academic policy. The actions of committees are advisory to the President. Actions of committees do not supersede the prerogatives normally accorded administrators in the regular course of exercising their professional responsibilities.

COMMITTEE GUIDELINES

Meeting Organization

After a committee has been formed, the assigned chairman or volunteer convener shall schedule an organizational meeting at the designated hour or a time mutually agreeable to a majority of its members. At this initial meeting each year, such matters as selecting a recorder and deciding on a regular meeting time will be determined. A committee may appoint subcommittees that extend beyond the core membership to assist in executing its duties. Unless otherwise specified, committee meetings place on the first Monday of each month at 5:00 p.m. unless otherwise announced.

Executive Committee

Personnel: President (Chairman), Vice President for Academic Affairs, Vice President for Fiscal Affairs, Vice President for Student Affairs, Vice President for Institutional Advancement, two members elected by the faculty, and one member elected by the staff. Only members may attend. (7)

Duties: To originate, receive, review, approve and recommend general

administrative policies, actions, or changes in the University; to receive recommendations and actions of designated standing committees. Some actions of this committee may be subject to review by the Board of Trustees.

are open to any faculty or staff member who might wish to attend. The President of the institution serves as an ex-officio member on all committees.

Meeting Schedule

Thursday at 11:00 a.m. shall be the designated hour for committee meetings at the institution. Due to the overlap of committee membership, standing committees may schedule meetings at other hours when a majority of the membership can attend. Joint meetings of the faculty and staff will take place during the Opening Planning Institute each semester and at other times as the need arises. Monthly faculty meetings will take

Academic Affairs Committee

Personnel: Vice President for Academic Affairs (Chairman), all Division Deans / Chairs, Director of the Library, four elected faculty members, two students appointed by the Student Government Association, and two *ex-officio* members: Dean of Enrollment Management, and a staff member appointed by the President. (13)

Duties: To act on and originate recommendations from the faculty and other appropriate sources regarding general academic policy and other matters pertaining to the educational aspirations of the University. Such matters may include: requirements for admission and graduation; number and identification of academic units; new majors and minors; teaching loads and responsibilities; and other matters of general academic and faculty interest. Actions of this committee are subject to the review of the President and/or the Executive Committee.

Judiciary Committee

Personnel: Four faculty members, two of whom shall be appointed by the President, and three students appointed by the Student Government Association. The Committee elects its faculty chairman. Only scheduled non-members may attend. (7)

Duties: To hear and render judgment on cases referred by the Vice President for Student Affairs under the University's Code of Conduct. To hear and render judgment in matters of alleged academic dishonesty formally referred by a member of the faculty. To hear and render judgment on charges of alleged academic malfeasance or misfeasance formally made by a student against a faculty member. To hear and render judgment on alleged violations of student rights by a member of the staff. This committee reports its decisions to the Vice President for Student Affairs or the Vice President for Academic Affairs, and the charged or complaining party. In some instances, reports may be forwarded to the Executive Committee.

Faculty Committee

Personnel: Five members elected from the full-time faculty, at least one shall be from each academic division. Three years of continuous employment shall be required for service on this committee. The Committee elects its chairman. (5)

Duties: To hear cases involving alleged violations of faculty rights, especially contractual rights as well as other grievances against the University's administration. The committee has special responsibility for hearing and making recommendations regarding alleged discrimination in the application of the provisions of the *Faculty Handbook* and matters of academic freedom. In addition to arriving at findings, the committee may recommend remedies. This committee reports its findings to the Executive Committee and to the complaining party.

Staff Committee

Personnel: Five members from the full-time staff, one named by each of the area vice presidents and a chairman elected by the staff at a regularly scheduled or called Faculty and Staff meeting. Three years of continuous employment shall be required for service on this committee. The Committee elects its chairman. (5)

Duties: To hear cases involving alleged violations of staff rights, especially conditions of employment as set out in the current *Staff Handbook*. The committee has special responsibility for hearing cases and making recommendations regarding alleged discrimination and arbitrary sanctions. In addition to arriving at findings, the committee may recommend remedies. The committee reports its findings to the area vice president or in a case where the vice president is the alleged violator, to the Executive Committee.

Conflict Resolution Committee

Personnel: Five representative employees from across campus appointed by the President. (5)

Duties: To review and evaluate cases involving workplace conflicts that impact the productivity of an individual or group. The committee is also responsible for receiving cases referred by the Faculty Committee and/or Staff Committee and facilitating a resolution to the non-actionable conflicts. The Committee reports back to the Vice President of the area from which the conflict originated.

Convocations and Special Events Committee

Personnel: Chief Marketing/Public Relations Officer (Chairman), Assistant to the President for Community Relations, Executive Assistant to the President, University Chaplin, Assistants to the area Vice Presidents, Director of Alumni Affairs, Director of Operations, four members of the faculty, and four students appointed by the Student Government Association. (18)

Duties: To serve as an umbrella committee for scheduling, executing, and maintaining standards for all college-wide convocations and events. The committee will name and recommend traditional committees comprised of faculty and staff who might volunteer or be recruited, to plan and execute programs and events such as: 1) CARS, 2) Homecoming, 3) Commencement, 4) Founders' Day, 5) Baccalaureate Services, 6) Fall and Spring Convocations, and other such occasions. This committee reports to the President and the Faculty and Staff in assembly.

Admissions Committee

Personnel: Dean of Enrollment Management (Chairperson), Director of Admissions, Director of Financial Aid, five faculty members, two staff members, and one student appointed by the Student Government Association. (11)

Duties: To review and recommend policies and practices for the admission of students to the University; to consider and re-admit students previously suspended for academic deficiencies, or to deny such re-admission; to evaluate problematic transcripts of new and transfer students prior to their admission to the College; to hear and render decisions on students' requests regarding matters related to the satisfactory academic progress standards; and to assist the Office of Admissions in other matters relative to policy. This committee reports its findings to the Academic Affairs Committee and when appropriate, at Faculty Meetings.

Athletics Committee

Personnel: Four members of the faculty, two members of the staff, and two student-athletes appointed by the Student Government Association, and the Director of Athletics. The President shall appoint the chairman. (9)

Duties: To provide general oversight of the intercollegiate athletics program for the institution, with focus on compliance with NAIA policies. The committee shall review team schedules as they are evolving to insure the integrity of the educational experience provided student-athletes. The committee will review eligibility rosters as a facet in the overall institutional compliance process. The committee reports to the President and Faculty and Staff Meetings.

Library Committee

Personnel: Director of the Library, one assistant librarian elected by the faculty, three faculty members with at least one from each academic division of the institution, two members of the staff, and two students appointed by the Student Government Association. The members elect the chairman of the committee. (9)

Duties: To recommend policies and procedures governing library utilizations and acquisitions. To consider and make recommendations regarding the selection, creation, and utilization of non-departmentally-based media and technology laboratories. This committee reports to the Vice President for Academic Affairs and meetings of the

Faculty.

Campus Safety and Security Committee

Personnel: Director of Operations (Chairman), Chief of Police, President of the Student Government Association (SGA), A staff member with health-related duties, four faculty members, two staff members, and one student appointed by the SGA. (11)

Duties: This committee shall serve as the campus-wide steering committee for the Student Right- to-Know and Campus Security Act. Specific duties include but are not limited to: 1) review and develop campus security policies; 2) review and develop emergency response protocols; 3) review and develop policies on access to academic, residential, and other buildings on the campus; 4) encourage safety and security education and awareness; 5) to encourage prompt reporting of crime to the campus police and when appropriate the city police; 6) make observations and recommend actions regarding safe use of facilities and grounds; and 7) review and approve the annual report concerning crime statistics and crime prevention protocols.

Student Affairs Committee

Personnel: Vice President for Student Affairs (Chairman), University Chaplain, Director of Residential Life, five faculty members, one staff member, and two students appointed by the Student Government Association. (11)

Duties: To review, receive, and make recommendations on matters concerning all phases of student life. Specific areas include: 1) recreation; 2) religious life; 3) organizational life; 4) dress and conduct codes; 4) residence life; 5) new student orientation; and 6) extracurricular space utilization. The committee reports to the President and meetings of the Faculty and Staff.

Institutional Assessment Committee

Personnel: V.P. for Planning and Information Technology (Chairman), Director of Institutional Research/Assessment, Registrar, Director of Information Technology, a faculty representative from each academic division, and a representative from each administrative division. (11)

Duties: To review, plan, and make recommendations regarding the evaluation of all phases of institutional life, with specific attention to the assessment of student learning outcomes. The committee shall gather information and develop a campus-wide calendar to insure universal awareness and compliance with institutional assessment policies. The committee shall also monitor and make recommendations to guide the institution towards compliance with relevant accreditation standards. The committee reports to meetings of the Faculty and Staff, Faculty Meetings, and Presidential oversight groups.

Fiscal Affairs Committee

Personnel: Vice President for Fiscal Affairs (Chairman), Vice President for Advancement, Director of Financial Aid, four members of the faculty, and two members of the staff. (9)

Duties: To consider and make recommendations regarding the budgeting process and budget control. The committee will also review and make recommendations regarding business processes, employee benefits, business opportunities, and other areas that impact the financial health and operations of the institution. The committee reports to the President and meetings of the Faculty and Staff.

Committee on Committees

Personnel: Three members elected from the faculty and two members elected from the staff. The committee shall elect its faculty chairman. (5)

Duties: To conduct elections to fill faculty and staff positions on standing committees, and to receive notifications of preference from faculty and staff regarding service on committees and subcommittees where elections are not required. The Committee shall monitor vacancies that will occur from time to time and notify the President and the joint meeting of the faculty and staff at the beginning of each semester.

Committee Reporting

Written minutes shall be taken in meetings where action is to be taken, assignments made, and recommendations agreed upon. After approval by the committee, the minutes shall be forwarded to the appropriate office or campus body. By the end of each academic year, committees shall prepare and submit annual reports on their activities, especially recommendations that may have pending actions. Annual reports shall be submitted to the designated college officer as well as the Office of Institutional Effectiveness /Research.