

Advisory Committees

Athletics Advisory Committee

Purpose

The primary function of this committee is to facilitate the successful integration of the athletic and academic programs of the college, approve athletic policies, and provide faculty representation to those athletic conferences of which the college is a member.

Functions

Consults on matters affecting integration of athletics and academics.

Recommends approval of athletic policy, mission, and goals, as well as conference membership to the faculty and, when appropriate, recommends full faculty review.

Changes in the Midwest Conference (MWC) that require faculty approval will first be considered by the Athletic Advisory Committee. Approved changes will be published by the committee and will be considered in effect without faculty action unless one full-time member of the faculty requests faculty consideration. Such requests must be in writing and must be given to the Chair of the Athletic Advisory Committee within five class days after notice of the committee's action has been distributed to the faculty.

Approves competition schedules when they adhere to policies established by the faculty, and brings requests for exceptions to the policies to the faculty.

Represents the College at the MWC and the National Collegiate Athletic Association (NCAA)

Structure

The chair shall be nominated by the Vice-Chair of the Faculty Council for a one-year renewable term. The chair shall also serve as one of two faculty members who represent the College to both the MWC and the NCAA.

A second faculty member shall be nominated for a one-year, renewable term by the Vice-Chair of the Faculty Council as the second faculty member who shall represent the College to both the MWC and the NCAA.

Two coaches, appointed by the Director of Athletics, shall regularly attend meetings as consultants for time periods determined by the Director of Athletics.

The Director of Athletics shall regularly attend meetings as a consultant.

One student-athlete, appointed by the Student-Athlete advisory board, shall serve.

Committee on Teaching and Learning

Functions:

- (1) Serves as an advisory board to the Center for Teaching and Learning (CTL).
- (2) Oversees outreach efforts to faculty to help support a culture of effective teaching and learning at the College.
 - (a) Provides teaching observations and consultations for interested faculty members.
 - (b) Recruits faculty to participate in Conversations about Teaching sessions and other workshops focused on pedagogy.
 - (c) Develops programs to promote and enhance new faculty orientation with regard to teaching.
 - (d) Develops programs that support effective teaching of FYS and Writing-intensive courses at the College.
 - (e) Works with the CTL to coordinate faculty development workshops that will support the educational priorities and outcomes of the college.
- (3) Recommends policies that promote effective assessment of teaching and learning.
 - (a) Proposes changes to current methods to assess teaching (such as course evaluation forms) in coordination with the RTP Committee.
 - (b) Works with Institutional Research to develop effective tools to assess student learning across the college
- (4) Works with Dean to find ways to give recognition for effective teaching
- (5) Provides feedback on relevant areas to the Director of Information Technology and other parties pertaining to instructional technology

Structure:

- (6) Chair: Director of Center for Teaching and Learning
- (7) 2 additional faculty, 1 year renewable terms
- (8) Studio Directors in Center for Teaching & Learning
- (9) Instructional Technology Librarian

- (10) Director of Institutional Technology (or a designate from IT)
- (11) Consultants (as needed):
 - (a) Director of Library
 - (b) Consulting Librarians
 - (c) Dean of the College, *ex officio*
 - (d) Director of Institutional Research
 - (e) Assistant Dean of Students
 - (f) Chair of Civic Engagement

Crisis Planning and Preparedness Committee (CPPC)

Functions: The Crisis Planning and Preparedness Committee (CPPC) is responsible for developing, reviewing and updating our emergency management plan on an annual basis and following the occurrence of critical incidents.

The CPPC reports to the President's Council through the Vice President for Student Affairs. The team collects departmental or building-specific plans, reviews crisis specific plans, recommends or conducts safety training as needed, coordinates proactive communication of the plan (like building signs/notices, etc.), conducts annual table-top exercises to practice our response plan, and assists in integrating the plan into normal operations of the College. Supplementary teams may also be formed within the various divisions or offices of the College; however, overall planning will be coordinated by CPPC. A member of the CPPC will also liaison with local and county emergency planning teams.

Membership: • Director of Campus Safety (Chair) • Dean of Students • Director of Information Technology • Controller • Director of Facilities Services • Assistant Dean of the College • Assistant Dean of Students/Director of Residence Life • Director of Health Services • Director of Office of Marketing and Communication • Director of Human Resources • Faculty member, to serve a two year, renewable term as appointed by the Vice-Chair of Faculty Council • Student member, one year appointment from Student Senate submissions and as approved by CPPC Chair

Meeting Frequency: Monthly meetings with an annual table-top exercise to practice our response plan. Committee meetings are scheduled the 3rd Thursday of each block at 3:15 pm to about 4:15 pm in Cole Library room 310 when available.

Work: The Faculty member should plan on reviewing our Emergency Operations plan annually, and make recommendations as necessary to ensure the plan is updated with current information. Faculty member shall participate in table-top exercises and live drills when held. Participation will provide great insight from the viewpoint of a faculty member and should be the liaison between the CPPC and faculty.

In 2016-17, the CPPC completed a weather event tabletop, included power outages, student related crash with serious injuries and a fatality. Generally, the table-top drill would be completed either 1st or 2nd block. In 2017-18 the table-top was completed during the block break following block 2.

Institutional Animal Care and Use Committee (IACUC)

Functions

1. The responsibility of the IACUC is to oversee and routinely evaluate the Vertebrate Research Program per the *Guide for the Care and Use of Laboratory Animals*.
2. Reviews animal use protocols that provide a detailed description of the proposed use of laboratory animals.
3. The committee will meet two times per academic year to discuss ongoing protocols, updates/changes to the *Guide for the Care and Use of Laboratory Animals* and to conduct a tour of the animal housing and testing facilities.

Structure

1. Three members from the faculty will serve on the IACUC committee. One will serve as chair (non-elected position, must have an animal research background). The second faculty member with experience in “scientific” research involving animals. The third faculty member will be from a “nonscientific” (i.e. nonanimal research) background.
2. An Attending Veterinarian will be recruited from outside the College with training and experience in laboratory animal science and medicine or in the use of the species at the institution.
3. One public member from outside the College to represent general community interests in the proper care and use of animals.

International Studies Oversight Committee (ISOC)

Membership: Committee members include the Dean of Students, Director of Financial Aid, Student Accounts Manager, a representative from the registrar's office, one member of the faculty from each division of the college, and a student – typically one with a work-study assignment in the office. The committee is chaired by the Associate Dean and staffed by the Program Coordinator for International and Off-Campus Studies.

Meeting Frequency: ISOC meets once/month.

Work: Committee tasks include those that follow a regular schedule during the academic year and requests for policy recommendations that occur more sporadically. In both of these capacities ISOC serves in an advisory capacity, reporting to the Vice President for Academic Affairs and Dean of the College.

Regular duties – each of these items requires a few hours' work outside the regular committee meeting time:

Fall semester:

Review petitions by students to take their need-based financial aid on semester/year-long programs through third party providers. Data accumulated for this purpose include student GPA, class rank, cost of program, financial need, student essay and faculty recommendation.

Provide result of rankings and recommended funding levels to the Dean of the College.

Spring semester:

Review applications for internal scholarships to support off-campus study. Ranking data the same as above.

Award letters generated from the Office of International and Off-Campus Studies

Additional duties:

Policy recommendations –a few examples of typical policy issues reviewed by the committee are listed below.

- o Administration of course subsidies
- o Policy on course refunds
- o Policy on “lost” deposits
- o Policies concerning use of the McLennan Center
- o Review of affiliated programs offered by third party providers