

PURPOSE: TO DESCRIBE THE MEMBERSHIP AND DUTIES OF THE ADMINISTRATIVE AND FACULTY COMMITTEES.

A. STANDING COMMITTEES

The standing committees of Brenau University shall be as follows and their prescribed functions shall be as described:

1. Regular Meetings: All standing committees shall meet according to the annual schedule distributed at the beginning of the academic year. Other meetings may be called by the Committee Chair upon a one week notice. Minutes of all committee meetings shall be recorded and submitted to the Office of the Provost & VPAA so that a permanent set may be kept on file.
2. Student Representation: Student representation will be appointed to those committees indicated by the President's Cabinet and Committee on Committees. All committees are advised to consult with appropriate student groups regarding matters which concern them.

B. ADMINISTRATIVE COMMITTEES

1. Academic Council

a. Purpose: The purpose of the Academic Council shall be to:

- i. Serve in an advisory capacity to the Provost & VPAA in matters relating to the educational programs and policies of the University.
- ii. Serve in an advisory capacity to the Office of Academic Assessment in matters related to establishing expected learning outcomes and measuring same within each major and the Liberal Education curriculum, to include review of annual assessment reports.
- iii. Serve in an advisory capacity to make recommendations regarding effective strategies to help assure continuous improvement in academic programs and related institutional functions.
- iv. Assist in the implementation of University-wide assessment activities when appropriate.
- v. Represent the various academic divisions and offices of the University.

b. Composition: The Academic Council shall be composed of the Provost & VPAA who will serve as the Chair, the Deans and the Department Chairs, the University Librarian, Director of Records, Director of Academic Assessment, Director of Research and Planning .

c. Meetings: It shall generally meet once each month, and at other times, at the call of the Provost & VPAA.

C. STANDING FACULTY COMMITTEES

1. Selection and Membership

a. The membership of standing faculty committees shall be selected as follows:

- i. The committees are divided into approximately equal service responsibilities. Faculty (including librarians with faculty status) should serve on committees in which they have an interest. This promotes involvement and action within the committee and reduces

absenteeism and apathy. Faculty members shall volunteer for committees of their preference, first, second and third choice. Their preferences will be submitted to the Committee on Committees at the end of the spring semester.

ii. The Committee on Committees will consist of four members elected by the faculty, one from each school. After considering faculty requests, the Committee on Committees will submit their recommended committee assignments to the Office of the Provost & Vice President for Academic Affairs for final approval.

iii. Temporary designations to committees shall be made by the Provost & VPAA in consultation with the respective committee chair.

b. The following guidelines shall be utilized in determining the membership of standing faculty committees:

i. A faculty member shall serve on a single standing faculty committee.

ii. All committee members shall have a 3 year commitment to the assigned committee. This will assure continuity and knowledge transfer within each committee. A faculty member shall serve on the same standing faculty committee for no more than three consecutive years.

iii. The chair will be selected from the faculty committee members at large or as otherwise specified. Committee chairs must have 1 prior year of service on the committee and serve a 2 year tour as chair.

As these new committees are formed, members should be assigned 1, 2 or 3 year appointments to start a rotation of members.

c. Student committee members shall be appointed in accordance with the provisions of the Student Handbook.

2. Academic Affairs Committee

a. Purpose: The purpose of the Academic Affairs Committee shall be to:

i. Serve as the advisory body to the University administration and faculty concerning all matters involving the undergraduate instructional program or curriculum and its component parts. This will include such matters as:

Liberal Education Curriculum

Course offerings

Major programs of study

The Library and its support of the academic program

ii. Approve and recommend changes in, or the adoption of, programs described above, prior to their presentation to the faculty for consideration.

iii. Continually evaluate the liberal education curriculum of Brenau University in terms of its suitability, and recommend appropriate changes or action to the faculty.

b. Composition: The Academic Affairs Committee shall be composed of the Provost & VPAA, the Deans, Associate Registrar, two faculty members from each school to be selected by the Committee on Committees. No more than one of the faculty members from each school shall be a Departmental Chair.

3. Athletic Committee

a. Purpose: The purpose of the Athletic Committee shall be to serve in an advisory capacity to the President in matters related to the intercollegiate athletic program. The committee advises on intramural activities.

b. Composition: The Athletic Committee shall be composed of the Athletic Director*, the Sr. VP for Enrollment Management & Student Services*, one student athlete from each intercollegiate

sport, and four members of the faculty who express an interest in the athletic program.
(*Indicates members of the President's Cabinet who shall meet in closed session to consider matters of personnel and shall make recommendations to the President.)

4. Discovery Incubator

- a. Purpose: The purpose of the Discovery Incubator shall be to:
 - i. Stimulate, develop, and support ideas of faculty, students, staff, and other stakeholders by facilitating interdisciplinary collaboration, research, and scholarship in support of the University's Mission and Strategic Plan
 - ii. To review and evaluate proposals, assist in obtaining funding commitments, and support pilot projects leading to the establishment of funded program clusters directed by Brenau Scholars.
- b. Composition: The Discovery Incubator shall be composed of one representative from each school, the Development Office and the Library. The Library representative will help set and guide the research plan; the Development representative will assist in identifying opportunities for funding and support; at large members may come from any stakeholder community associate with Brenau University. There is no cap on membership; instead, it is based on commitment to the mission and to taking action. Membership will be evaluated annually at the final meeting of each year. The Director position will be appointed on a bi-annual basis. Any current member of the Discovery Incubator is eligible to serve a two year term as Director.

5. Faculty Advisory Committee for Admissions and Financial Aid

Duties:

- 1) The committee will meet at the call of the Dean of Admissions to advise the admissions staff on admissions decisions concerning prospective students that do not meet the minimum qualifications for acceptance but show potential for additional considerations. The committee shall also periodically review admissions standards with the admissions staff.
- 2) The committee will meet at the call of the Director of Financial Aid to advise the financial aid staff on decisions concerning student financial aid awards.

Composition: This advisory committee shall be composed of one faculty member from each school.

The Admissions meetings shall additionally be composed of the Provost & VPAA (*ex officio*) and a representative from the Office of the Senior Vice President for Enrollment Management and Student Services.

The Faculty Advisory Committee for Admissions and Financial Aid meetings shall additionally be composed of the Provost & VPAA (*ex-officio*), a member of the admissions staff who shall be appointed by the Senior Vice President for Enrollment Management and Marketing and the Director of Financial Assistance who shall serve as the Chair.

6. Faculty Support and Development

Duties:

- Represent the faculty in the areas of welfare, conduct, ethics, and grievances. The duties and responsibilities of this committee in the grievance process are outlined in Guideline 7-01, H.5.e.
- The committee will submit to the Provost & VPAA a list of faculty members from which four will be appointed to serve on the Advisory Promotions Committee.

- The committee will represent the faculty in cases dealing with academic freedom. (See section H.5.e.).
- Consult with the Provost & VPAA on the annual faculty/staff conference.
- Ascertain faculty development needs and interests and implement appropriate offerings each year.
- Evaluate faculty requests for professional development beyond departmental funding, including LEAP Awards.
- The committee will request that the EVP/CFO review the new budget proposal annually at a regularly scheduled faculty meeting to keep the faculty informed of financial developments for the University

Composition: This committee shall be composed of two faculty members from each school, in different programs.

7. Graduate Council

- a. Purpose: The purpose of the Graduate Council shall be to:
- i. Develop and recommend policies and procedures for graduate program admissions and programs.
 - ii. Promote new program development, consistent with the mission and strategic plan
 - iii. Serve as an advisory committee for graduate admissions/decisions.
- b. Composition: The Graduate Council shall be composed of graduate coordinators from all graduate programs, one dean (rotated among schools that have graduate programs), one department chair (rotated among departments that have graduate programs), and the Provost & VPAA. In addition, the registrar and a representative from Graduate Admissions will serve as *ex-officio* members. In departments that have multiple graduate coordinators, the department chair will designate which graduate coordinators from the department will serve as members of the Graduate Council.

Every two years, the Graduate Council will elect a new chairperson. In order to be chair of the Graduate Council, a faculty member must have been on the committee for at least one year. Once elected, the chairperson of Graduate Council will serve a two-year term. Neither the deans, the registrar, nor the admissions representative may serve as chair.

8. Honors Advisory Committee

- a. Purpose: The purpose of the Honors Advisory Committee shall be to:
- i. Evaluate the Honors Program academic offerings and requirements and to make appropriate recommendations for improvement.
 - ii. Evaluate the co-curricular activities available to students in the Honors Program and to make recommendations for implementation to the Provost & VPAA.
 - iii. Serve in an advisory capacity to the Provost & VPAA, Deans, Department Chairs, and other faculty in matters regarding opportunities and innovations in Honors education.
 - iv. Review on a periodic basis each student's academic progress and make recommendations to the student and her adviser, as appropriate, regarding her standing in the Honors Program.
- b. Composition: The Honors Advisory Committee shall be composed of the Director of Honors and one faculty member from each school, at least two of whom shall teach Honors courses. The committee chair shall be the Director of Honors.

- c. The committee will meet one time per semester and at the call of the chair.

9. Liberal Education Curriculum Committee

- a. Purpose: The purpose of the Liberal Education Curriculum Committee shall be to:
- i. Work with the Academic Affairs Committee which monitors the undergraduate instructional curriculum, including the Liberal Education Curriculum.
 - ii. Review the Liberal Education Curriculum.
 - iii. Establish department procedures for recommended course changes to the Liberal Education Curriculum.
 - iv. Make recommendations to the Academic Affairs Committee regarding changes to the Liberal Education Curriculum.
 - v. Encourage the development of IC Interdisciplinary Courses and design and monitor the two-year rotation of IC courses.
 - vi. Work with the Office of Academic Assessment on the assessment of courses in the Liberal Education Curriculum.
- b. Composition: The Liberal Education Curriculum Committee shall be composed of two academic deans, two faculty members from the School of Fine Arts and Humanities, two faculty members from the School of Health and Science, one faculty member from the School of Business and Mass Communication, one faculty member from the School of Education, the Director of Academic Assessment, and the Associate Vice President for Nonresidential Programs. At all times, at least one faculty representative shall be from a non-residential campus.

10. Library and Lyceum Committee

- a. Purpose: The purpose of the Committee shall be to:
- i. Serve as liaison and a venue for collaboration for the faculty, the Director and faculty of the Trustee Library, the student body, and the administration.
 - ii. Serve as an advisory body for the Library in matters concerning the
 - print and electronic collection,
 - physical and virtual access to research resources for local and distant patrons
 - instruction in the use of resources for local and distant patrons
 - services and policies
 - iii. Plan the lecture/special events series, featuring artists, writers, lecturers and performing groups which support the educational programs of the University
 - Coordinate with the Deans of each school, and the Public Relations Office to ensure that the Lyceum Series reflects the interests of the faculty and students
 - Submit recommendations to the Provost & VPAA for budget approval
- b. Composition: The Library and Lyceum Committee shall be composed of one library faculty member, one faculty member from each school, the Library Director, a representative from Student Services, and two students.

11. QEP Advisory Panel

- a. Purpose: The purpose of the Committee shall be to:

Provide regular guidance on the implementation QEP assessment instruments, determine desirability and usage of other possible tools, explore ways to analyze the data collected, explore ways to maximize use of the data, promote critical thinking throughout the university community, plan and implement faculty and/or student

development opportunities, assist the director with development of annual budget requests for program activities, review faculty applications for off-site training grants, assist in preparation on annual reports, and serve as intermediaries between the QEP and their respective colleges/departments.

b. Composition: QEP Director, QEP research assistant, Director of Research and Planning, Director of Assessment, one representative from Student Services, one faculty from each of the four colleges and one student.

12. Teacher Education Committee

a. Purpose: The purpose of the Teacher Education Committee shall be to:

- i. Serve as a policy committee for all teacher education programs and their relationship to the general University curriculum.
- ii. Serve as the liaison between the teacher education program and the University community.
- iii. Establish policies and procedures for laboratory experiences and admission to teacher education.
- iv. Approve student applications for admission to the teacher education program and review appeals on course grades and laboratory experiences brought by teacher education majors.

b. Composition: The Teacher Education Committee shall be composed of the Chairs of the School of Education, the Dean of the School of Education; (the following members can serve a maximum of three continuous years) representatives from the teacher education faculty of the School; and at least one representative of each academic field in which a teaching major is offered.

13. Brenau University Institutional Review Board

a. Purpose: The purpose of the Institutional Review Board is to protect the rights and safeguard the welfare of subjects or participants in research. Human subject research requires the approval of the Institutional Review Board (IRB).

- i. The IRB shall meet at regularly scheduled intervals not less than once per semester and all meetings are open to the public except in cases where the Chair deems that confidentiality is necessary.
- ii. Principal Investigators (PIs) may be requested to present their proposals in person except in expedited review. PIs are excused from the IRB meeting prior to members voting on the decision about the proposal.
- iii. Voting of the IRB requires a quorum, including at least one member who has non-scientific interests. The Chair does not vote except in the case of a tie vote among members. Voting may be done by secret ballot or by show of hands. Reporting of decisions of the IRB is done in writing by the Chair to the PI in a timely fashion. In case of a non-unanimous vote, the minority opinion is documented and shared with the PI.
- iv. The IRB must have minutes documenting all meetings which include members present and actions taken. IRB records must also include copies of all proposals and attached documents submitted to it, regardless of the decision of the proposals. Copies must be kept of all correspondence sent to PIs regarding decisions and status of research projects. Copies of all ongoing reports sent to the IRB by PIs during the progress of research must also be in the IRB files.
- v. The IRB must review all research in progress on a regular basis, determined by the level of risks to subjects, but not less than annually. The IRB shall have a protocol for seeking and reviewing ongoing reports of such research. Approval of research may be canceled at any time, depending upon findings of risks to subjects during the progression of the research. The IRB may also continue approval with stipulations

and/or non-binding recommendations at any time during the progress of research, depending on findings of risks to subjects during the research process.

b. Decisions available to the IRB:

- i. Full Approval.
- ii. Disapproval, which requires written documentation to the PI of reasons for disapproval and opportunity to resubmit the proposal after concerns are addressed.
- iii. Approval with stipulations, the stipulation must be addressed in writing by the PI and submitted to the Chair prior to beginning the implementation of research. The Chair may approve such documentation or may submit it to the full IRB for review.
- iv. Approval with non-binding recommendations, the recommendations must be addressed in writing by the PI and submitted to the Chair prior to beginning the implementation of research. The Chair may approve such documentation or may submit it to the full IRB for review.
- v. Table a proposal, which requires written documentation to the PI of the rationale for such action and plans for further review.

c. Composition: The composition of Brenau University's Institutional Review Board shall meet the following minimum requirements:

- i. Composed of at least five members that represent diversity in the following ways: no IRB shall be comprised completely of men nor completely of women; racial, ethnic, and cultural diversity shall be represented to the full extent possible; and no committee shall be comprised of all one profession.
- ii. At least one member shall have expertise in research methodology.
- iii. At least one member shall have no other affiliation with the University, nor shall be a member of the immediate family of anyone affiliated with the University.
- iv. At least one member shall have non-scientific interest (e.g. a member of the clergy, an attorney, or an ethicist).
- v. Membership of the committee is such that knowledgeable decisions can be made with respect to the following: scientific perspectives, research design, human subject safety, ethical perspectives, legal perspectives, values of the local and larger community, and pre-existing commitments of the institution.
- vi. No member shall sit on the committee during consideration of a topic in which the member has a vested or conflictual interest.
- vii. The IRB may, at discretion of the members, seek outside counsel from others in regard to review of individual research proposals. However, such consultants are not voting members of the IRB.

14. Sustainability Committee

a. Purpose: The purpose of the Sustainability Committee shall be to:

- i. Serve in an advisory capacity to the President in matters related to sustainability.
- ii. Develop guidelines for including sustainability in course curricula.
- iii. Act in a consulting capacity to University Departments in developing sustainability programs.
- iv. Act as a central coordinating body for sustainability activities on campus.
- v. Evaluate the implementation of the Strategic Plan with respect to sustainability.

b. Composition: The Sustainability Committee shall be composed of at least one faculty member from each school plus the committee chair from the faculty at large. The Committee Chair shall be a member of the Strategic Sustainability Initiative committee.

c. Meetings: The Committee may meet once a month during the academic year and at the call of the Chair.

15. *Ad Hoc* Committees

From time to time, it may be necessary to appoint special *ad hoc* committees to consider a specified subject or problem in depth. When this is necessary, the President or his designated representative shall appoint the committee membership and the chair. The committee shall function for the purpose designated and conclude its assigned tasks with the submission of a report to the President.

D. STAFF AND SPECIAL COMMITTEES

1. Strategic Planning Committee

- a. Purpose: The purpose of the Strategic Planning Committee shall be to bring intentionality to the strategic planning process by:
 - i. Recommending amendments to the strategic plan in an effort to ensure that it is a living document.
 - ii. Reviewing the inputs from university units on their annual plans and goals that will further the strategic plan.
 - iii. Summarizing and prioritizing budget requests and submitting them to the executive team for consideration.
 - iv. Being a catalyst for the implementation of the strategic plan by encouraging and supporting creative ideas, providing opportunities for brainstorming, serving as a clearinghouse for ideas, and stimulating and sustaining a change in the Brenau culture which embodies accountability and collaboration.
 - v. Presenting findings to the President, the trustee representative, and the Executive Committee of the Board of Trustees, as necessary.
- b. Composition: The Strategic Planning Committee will be a standing ad-hoc committee reporting to the President. It shall be composed of a chair and members of the Brenau community who are appointed by the President and who represent academic administration, faculty, professional staff, student services, and trustees.
- c. The committee will meet at the call of the chair.

2. Graduation Committee

- a. Purpose: The purpose of the Graduation Committee is to coordinate all aspects of planning for the University's commencement ceremonies, and to evaluate events at the end of the year to determine ways to improve the ceremonies for the future.
- b. Composition: The Graduation Committee shall be composed of the Provost & VPAA, Administrative Assistant to the Provost and Senior Vice President for Enrollment Management and Student Services, Director of Student Records, Director of Maintenance, Executive Assistant to the President, and the University Controller.

E. ADMISSIONS COMMITTEE

The faculty of Brenau University, represented by faculty members serving on the Admissions Committee, is responsible for establishing the admissions policy of the institution, subject to the approval of the Board of Trustees. Brenau University considers the application of any student regardless of race, creed, sex, social background, or national origin within the stated purpose of the institution. Applicants who do not meet the admissions standards stated in the Brenau University Catalog will be considered by the Admissions Committee and may be invited for a personal interview.

F. FACULTY MEETINGS

As a general rule, faculty meetings are held once each month at the call of the Provost & VPAA. The time and location of the faculty meetings will be distributed to all faculty in writing. All faculty meetings are under the general supervision of the Provost & VPAA who acts as chair of the faculty and who schedules such topics as may be entered on the agenda. It is a faculty responsibility to attend the faculty meetings and to participate. The minutes of each faculty meeting will be distributed in a timely fashion. Faculty are encouraged to submit topics of interest and other items for the agenda. All committee chairs should report to the faculty periodically.