

## 270 UNIVERSITY COMMITTEES

*Policy 270 was included in the 2001 University Handbook revision and was amended by the ISU Board of Trustees as follows: Sections 270.10 and 270.11 approved by the ISU Board of Trustees on July 10, 2009; Section 270.9.2 approved on December 17, 2011.*

### *Preamble*

University committees have been established to deal with administrative policies, procedures, and issues pertaining to a variety of university-wide activities, programs, and services. Committee members are appointed by the University President, often based on counsel and advice from the appropriate vice president, and report to him through that vice president. The committee membership is composed of administrators, faculty, staff, and students.

- 270.1 Council on Diversity.** The Council on Diversity confers with the Director of Affirmative Action regarding the review of the Equal Opportunity and Affirmative Action Policy, the implementation of the Policy, and the conduct of studies related to the improvement and strengthening of the University's commitment to affirmative action.
- 270.1.1 Membership.** The committee consists of fifteen members including seven (7) faculty with representation from each academic area, three (3) members from administrative/professional staff, three (3) members from support staff, and two (2) student members (one undergraduate and one graduate student).
- 270.1.2 Nomination.** Governance bodies from the College and each of the five (5) professional schools forward names of two (2) faculty nominees for each available opening. Vice presidents forward names of two (2) nominees from administrative/professional staff for each available opening. The Support Staff Council forwards names of two (2) nominees from support staff for each available opening. The Student Government Association forwards names of two (2) undergraduate student nominees and two (2) graduate student nominees (in consultation with the Dean of the College of Graduate and Professional Studies).
- 270.1.3 Appointment.** Committee members will be appointed by the University President from the nominees after consulting with constituent groups and considering the proportion of women and minorities on the Committee.
- 270.1.4 Term.** Membership on the Committee begins September 1 of each year. All appointments of faculty, administrative/professional staff, and support staff are for three-year staggered terms.
- 270.1.5 Reappointment.** Members may be reappointed for an additional term.
- 270.1.6 Student Members.** Students are appointed for one-year terms and may be reappointed for an additional term.
- 270.1.7 Ex-Officio Members.** In addition, an Assistant/Associate Vice President for Academic Affairs, Director of Affirmative Action, Diversity Officer and Assistant Vice President for Human Resources serve as ex-officio members.
- 270.2 All-University Court.** The All-University Court serves as a body of original jurisdiction in the formal

adjudication of violations of the Code of Student Conduct.

**270.2.1 Membership.** Membership on the All-University Court includes six (6) faculty members from the professional colleges, six (6) students, and six (6) administrative/professional staff.

**270.2.2 Hearings.** Three-person hearing panels are randomly selected from the Court to conduct hearings.

**270.2.3 Non-Voting Administrative Advisor.** The Director of Student Judicial Programs or a designee is a non-voting administrative advisor to the Court.

**270.2.4 Appointments.** Faculty and administrative appointments are for three-year staggered terms, with student members serving for the duration of their full-time academic career. The President of the Student Government Association nominates students from the applicants screened and recommended by the Student Justice Search Committee. The University President appoints all members of the Court.

**270.3 Commencement Committee.** The Commencement Committee is responsible for planning and completing arrangements for the commencement exercises. Commencement ceremonies are held at the close of the fall and spring semesters.

**270.3.1 Membership.** The Committee is composed of two (2) faculty, 13 administrators and two (2) students (president and vice president of the Student Alumni Association). The University Grand Marshal serves as an ex-officio member.

**270.4 Performing Arts Series Committee.** The Convocations Committee advises on the selection of the all-University convocation program. It meets monthly from November until the convocation series for the coming academic year has been selected.

**270.4.1 Membership.** There are eight (8) faculty, six (6) administrative/professional staff, one (1) member nominated by the Support Staff Council, five (5) student members as well as two (2) community representatives.

**270.5 Public Safety and Traffic Committee.** The Personal Safety Committee advises on matters pertinent to the safety of persons and property. It provides a forum to address policy, procedure and program issues.

**270.5.1 Membership.** The Committee membership includes four (4) faculty, six (6) administrative/professional staff, one (1) nominee of the Support Staff Council, and four (4) students appointed by the President of the Student Government Association. The Director of Public Safety and the Crime Prevention Officer are ex-officio members of the Committee.

**270.6 Student Publications Board.** The Student Publications Board establishes criteria for the creation and operation of student publications, reviews and evaluates the financial operations of student publications, selects and removes editors of the Indiana Statesman, IQ Magazine and any other publication under its jurisdiction. This Board also adjudicates external and internal conflicts and complaints regarding student publications, and sets, promotes, and oversees standards of responsible journalistic behavior for the members of the student publications staff.

**270.6.1 Membership.** The Board is comprised of two (2) faculty, two (2) administrative/professional staff, two (2) professional journalists, and three (3) students. The Director and Assistant Director of Student Publications, the editors of the Indiana Statesman and IQ Magazine, and the student Advertising Manager serve as ex-officio members of the Board.

## **270.7 Teacher Education Committee.**

**270.7.1 Charge.** The Teacher Education Committee is charged with overall responsibility to assist in planning, approving, and coordinating the various changes in programs which prepare licensed educators for preschool through high school settings. The Committee shall make certain the University is in compliance with the regulations of the Indiana Professional Standards Board and with the standards of the National Council for Accreditation of Teacher Education and other relevant accrediting bodies. All curricular and other academic items which would have a modifying effect on educator preparation at the University are the purview of the Teacher Education Committee.

**270.7.1.1 Process For Modification of Educator Preparation Program.** Items which speak to a change in an educator preparation program offered by a specific department shall first be routed through the appropriate departmental and school committees and offices for action before they are forwarded to the Dean of the College of Education for submission to the Teacher Education Committee. This Committee may also initiate proposals on behalf of interdepartmental and extra-departmental programs which prepare licensed educators and proposals on such matters as admission and retention standards and the evaluation of students in educator preparation programs.

**270.7.1.2 Communication.** The Teacher Education Committee (TEC) shall also serve as a forum for the communication of information and the coordination of efforts related to educator preparation at the University whether or not policy decisions are involved.

**270.7.2 Membership.** The Dean of the College of Education shall designate from the list of the Teacher Education Faculty 18 voting members to serve staggered three-year terms on the Teacher Education Committee. No fewer than ten (10) and no more than eleven (11) members of the TEC shall be from the College of Education. The remaining members will be from the College of Arts and Sciences, College of Business, College of Health and Human Performance, the College of Technology, and the College of Graduate and Professional Studies. Care should be taken in designating members to provide balanced representation in terms of elementary and secondary education, vocational education, educational specialties and services, race, sex, rank, and experience. The Dean shall also designate as voting members an elementary or secondary

teacher or school administrator, an undergraduate student who has been admitted to a teacher education program, and a graduate student who has been admitted to a graduate program coordinated by the College of Education. The University President or designee will confirm the membership of the TEC.

**270.7.2.1 Ex-Officio Members.** Ex-officio members of the TEC will include the Dean of the College of Education, the Assistant Dean of Graduate Studies from the College of Education, the Assistant Dean of Undergraduate Teacher Education Program from the College of Education, the Teacher Certification Officer of Indiana State University, and an administrative representative from each school or college that is involved with the teacher education program of Indiana State University.

**270.8 University Archives Committee.** The University Archives Committee serves in an advisory capacity for the maintenance and organization of historical records of the University. Matters concerning the ongoing records management system of the University are also considered as these relate to statutory and other legal guidelines.

**270.8.1 Membership.** Membership includes two (2) faculty members, five (5) administrative/professional staff members—one from each of the major administrative divisions, and one (1) representative nominated by the Support Staff Council. The University Archivist is an ex-officio member.

**270.9 University Athletic Committee.** The role of the University Athletic Committee is to serve in an advisory capacity to the President and the Director of Athletics in:

- A. The formulation of policy governing the University’s compliance with the rules and regulations of the NCAA, the Missouri Valley Conference, and the Missouri Valley Football Conference;
- B. The procedures for monitoring academic progress of student-athletes;
- C. Matters of intercollegiate athletic policy dealing with appointments and reappointments to all full-time head coaching positions;
- D. Recommendations on the appointment and reappointment of the faculty representative to the NCAA;
- E. Standards of conduct appropriate to student-athletes;
- F. The range and scope of intercollegiate sports for men and women at the University;
- G. University membership in national sports organizations and athletic conference affiliations;
- H. Procedures for selection and bestowing athletic awards;
- I. Procedures for determining eligibility of student-athletes within the rules and regulations offered by the NCAA, the Missouri Valley Conference, and the Missouri Valley Football Conference; and
- J. The procedures by which athletic grants-in-aid are awarded within the rules and regulations offered by the NCAA, the Missouri Valley Conference, and the Missouri Valley Football Conference.

**270.9.1 Athletics Appeals Committee.** The University Athletics Committee will oversee the establishment of an appeals board (Athletics Appeals Committee) for student-athletes who wish to appeal the denial of permission to contact other schools, or for other matters not including financial aid issues or drug test results; and of a subcommittee to complete a self-study of the athletic academic support services every three years as required by the NCAA.

**270.9.2 Membership.** The Committee consists of 16 voting members appointed by the President of

the University, being mindful of maintaining cultural diversity and gender balance. Seven (7) are members of the tenured or tenure-track faculty, including the faculty representative to the NCAA; three (3) are administrators (representing the Vice President for Student Affairs, Vice President for Enrollment Management, Marketing and Communications, University Treasurer); four (4) are students; one (1) is a member of the Support Staff Council; and one (1) is a graduate of the University.

**270.9.2.1 Ex-Officio Members.** In addition to the voting membership the Committee will include three (3) ex-officio members (without voting privileges): the Director of Intercollegiate Athletics, the University Registrar and the Vice President for Student Affairs.

**270.9.2.2 Membership Selection.** Membership will be recommended by the governing bodies of the University.

**270.9.2.2.1 Faculty Membership.** Faculty Membership will be guided by the following: Not more than two (2) faculty members from any one College may serve on the Committee at the same time. The NCAA Faculty Representative's School or College status will not be figured in this count. Each representative will represent the role of their respective appointment, i.e. the Graduate Studies representative will represent the College of Graduate and Professional Studies, the College of Education representative will represent the College of Education, and so on. Nine (9) faculty members will be recommended for appointment to the Committee by the Chair of the University Faculty Senate. One from each of the Colleges (Arts & Science, Business, Education, Nursing Health & Human Services, Technology), one from Library Services, one from the College of Graduate and Professional Studies (This representative must have graduate faculty status), and two (2) from the university at large.

**270.9.2.2.2 Faculty Member Term.** Faculty members will serve staggered, three-year appointment terms.

**270.9.2.2.3 Student Membership.** Student membership on the Committee will include the President of SGA, who will serve during his/her term as President; one (1) student nominated by the President of SGA; and, two (2) student-athletes, one (1) male and one (1) female, selected from students nominated by the Student Athlete Advisory Committee (SAAC).

**270.9.2.2.4 Student Member Term.** Student members will serve one (1) year terms beginning the first meeting of the Committee during an academic year.

**270.9.2.2.5 Support Staff Council Membership.** The Support Staff

Council member will be one (1) of three (3) nominees recommended by the Chair of the Council for appointment to the Committee by the President of the University.

**270.9.2.2.6 Support Staff Member Term.** The Council representative will be appointed on an annual basis.

**270.9.2.2.7 Alumni Membership.** The Alumni representative will be one (1) of four (4) nominees—two (2) women and two (2) men—recommended by the Director of Alumni Affairs for appointment to the Committee by the President of the University.

**270.9.2.2.8 Alumni Member Term.** The alumni representative will serve a three-year term.

**270.10 Assessment Council.** Recognizing the need for organized and ongoing assessment of student academic achievement, Indiana State University (ISU) has developed and adopted an assessment plan. The ultimate responsibility for academic assessment belongs to the faculty; the responsibility for assessment of non-academic units resides with the administrators and managers. The Assessment Council is charged with the responsibility of developing, monitoring and guiding the ongoing institutional assessment activities to assure a process of continuous improvement exists with the ultimate goal of improving learning and student support services.

**270.10.1 Membership.** The Assessment Council will be composed of 20 members. An eight-member core leadership team will serve as the executive group to provide general leadership to the Council as well as support and facilitate the work of the larger Council membership. The members of the Assessment Council will be appointed as follows: Five (5) Faculty representatives appointed by each College; two (2) faculty-at-large appointed by Faculty Senate; One (1) Library representative; the Associate Vice President of Academic Affairs; the Director of Institutional Research and Assessment; two (2) Associate Deans, which will be subject to annual rotation with 2 year renewable, staggered terms; two (2) student representatives, one undergraduate and one graduate student, both to be appointed by the Student Government Association, two (2) representatives from Student Affairs; one (1) representative from Business Affairs; one (1) representative from Enrollment Management; one (1) representative from Graduate and Professional Studies; and one (1) assessment coordinator, which shall be an ex-officio representative with a speaking role.

**270.10.1.1 Core Leadership Team.** The following members of the Assessment Council will be members of the Core Leadership Team: The five (5) faculty members appointed from each College; the Library representative; the Associate Vice President for Academic Affairs; and the Director of Institutional Research and Assessment.

**270.11 Student Success Council.** Recognizing the need for increasing student success is clearly one of the strategic priorities of Indiana State University. Improving student retention, while maintain high standards and challenging classroom environments, will serve both our students and the university well. The Student Success Council is charged with the responsibility of developing and implementing both short and long-

term strategies to impact student retention/success.

**270.11.1 Membership.** The Student Success Council will be composed of twenty (20) members. The members of the Assessment Council will be appointed as follows: The Associate Vice President of Academic Affairs; six (6) Associate Deans, one appointed from each College and the Library; one (1) faculty member at-large, appointed by Faculty Senate; one (1) representative from SASC; the Director of New Student Programs; the Assistant Treasurer and University Bursar; two students, one undergraduate and one graduate; the Assistant Vice President for Student Auxiliary Services; one (1) Staff Council representative; the Director of Student Activities and Organizations; the General Education Coordinator; the Director of Financial Aid; the Registrar; and the Director of Marketing.

**270.11.2 Chair.** The Associate Vice President for Academic Affairs shall be the Chair of the Council.

*Last revised February 22, 2012.*