

# A.7 Councils and Committees

## Date

6/24

## Advisory Councils and Committees

**University of Southern Indiana councils and committees follow Robert's Rules of Order. All members, including ex officio members, have full voting rights and privileges of membership unless otherwise noted in a committee's description.**

Academic Planning Council. The Academic Planning Council is a standing council of representatives from the administration and faculty. The provost or a delegated member serves as chair of the council (See Faculty Handbook Section of the University Handbook, Item III, Academic Planning at the University of Southern Indiana).

Administrative Senate. The Administrative Senate is the representative body of administrators, composed of elected senators and officers from the various departments. The Administrative Senate's purpose is to serve as a formal communication link with the President, serve as a consultative body for the President, and serve as a formal means of communication among administrators. The membership and organization of Administrative Senate is outlined in the Constitution and Bylaws which can be found at <https://www.usi.edu/adminsenate>. The University President or a designee(s) serves as an ex officio non-voting member of the senate.

Alumni Advisory Board. This board is informed of all activities of the Alumni Association and is invited to all meetings of the Alumni Council. This ex officio board includes faculty and/or administrative staff appointed by the president of the Association and the director of Alumni Relations and Volunteer USI.

Animal Care and Use Committee. The USI Animal Care and Use Committee (USI-ACOC) is responsible for the oversight of the use of vertebrate animals in research, testing, and exhibition in accordance with the Animal Welfare Act, Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals, and all other applicable federal, state, and local regulations, policies and procedures. Appointed by the Provost in consultation with the Institutional Officer (IO) and academic deans, the Committee comprised of (7) voting members, including an appointed chair, one representative from each USI college unit (and one alternate), one unaffiliated community member, and one Doctor of Veterinary Medicine.

Art Collection Committee. The University Art Collection Committee, appointed by the president, is charged with developing and implementing policy regarding works of art accessioned or received by the committee. The committee oversees the selection, placement, and maintenance of the works of the University's permanent art collection and works in conjunction with the director of University Art Collection who maintains the collection. The purview of the committee is limited to works of art and does not extend to special archival, archaeological, or scientific collections. The committee consists of the vice president for Development/president of the USI Foundation, who serves as chair, the dean of the College of Liberal Arts, a staff member of the New Harmony Gallery of Contemporary Art, the director of the Kenneth P. McCutchan Art Center and Palmina f. and Stephen S. Pace Galleries, the chair of the Art Department, a community representative, an art historian or studio artist, and the director of University Art Collections. Two professors emeriti serve as ex officio members.

Center for Excellence in Teaching and Learning (CETL) Advisory Board. Appointed by the provost, the Center for Excellence in Teaching and Learning Advisory Board supports and advises CETL in its mission to promote excellence in faculty activities and educational endeavors; serves as an advocate and liaison regarding CETL programming and services with faculty and staff in colleges/units; and provides feedback to help CETL align with the needs and goals of the faculty, academic staff, students, and the University. The chair is selected from its membership. Membership consists of representatives from each academic college; a representative of Library Services; a representative of University Division; a representative of the Council of Department Chairs and Program Directors; a representative of

Faculty Senate; and a representative from OSPR/OPRA. Ex-Officio members are chair of Council of Department Chairs and Program Directors, School of Graduate Studies Dean, Director of Online Learning, a representative from each college Dean's office, and the CETL Director.

Counseling and Psychological Services (CAPS) Advisory Committee. This committee, appointed by the president, reviews current programs and practices of the Counseling Center to appraise their relevance to student needs and advises and assists in coordinating new programs developed by the Counseling Center. This committee consists of three faculty members, the director of Religious Life, two students recommended by the Student Government Association, and the director of Counseling and Psychological Services (CAPS) as non-voting chair. Additional University staff may be asked to serve upon the recommendation of the director of Counseling and Psychological Services.

Data Governance Committee. The Data Governance Committee establishes University practice relative to matters of institutional data, including but not limited to data definitions, data collection, data editing and integrity, data reporting and data security. Data Governance is led by a Data Governance Strategic Team, co-chaired by the University's chief information officer and executive director of Institutional Analytics. The committee consists of the vice president for Finance and Administration, vice president for Student Affairs, vice president for Strategic Enrollment Management, dean of students, director of Internal Audit, chief government and legal affairs officer, provost and representatives from Informational Technology, Institutional Analytics, Procurement, and Development/Foundation. Reporting to the Strategic Team is the Data Governance Tactical Team, co-chaired by a representative of Information Technology and Institutional Analytics. Representatives from Admissions; Business Office; Information Technology; Development/Foundation; Human Resources; Institutional Analytics; Student Affairs; Registrar's Office; Library Services; and Student Financial Assistance are members of the Tactical Team.

Development Council. This council is responsible for determining the funding needs of the University to be underwritten by private gifts to the USI Foundation. This council also assists in planning solicitation of funds from private sources. The Development Council, appointed by the president, is composed of the Vice President for Development (chair); Assistant Provost for Academic Affairs; the deans of the academic colleges; Dean of Students; Administrative Senate Chair; Council of Chairs Chair; Faculty Senate Chair (or designee); Staff Council Chair; Student Government Association President; directors of Alumni Relations and Volunteer Services; Athletics; Development; Historic New Harmony; International Programs; Library Services; Student Development Programs; Student Financial Assistance; Executive Director of Admissions; Specialist of Student Financial Success Center; USI Board of Trustees Student Member; School of Graduate Studies Dean; and USI Foundation Student Advisory Board Member. The Provost, Vice President for Finance and Administration, Vice President for Marketing and Communications, Vice President for Strategic Enrollment Management and Vice President for Student Affairs are ex officio members.

Endeavor Awards Program Committee. The Endeavor! Awards Program Committee, is chaired by a committee member selected by the assistant provost for Academic Affairs. Voting members of the committee consist of one representative from each academic college, a representative of the Honors Council, the director of Endeavor Awards Program, an at-large member, and a chair (eight members total). The dean from each college will choose a member to serve on this committee and one alternate. The provost will select the at-large member. The committee will be responsible for reviewing proposals submitted for funding and recommending to the provost which proposals should be funded. Members of the committee from each college and the at-large member will serve two-year terms. The chair selected by the assistant provost and director of Endeavor Awards Program serve continuous terms.

Endowment for New Harmony Studies Committee. The Endowment for New Harmony Studies was established in the USI Foundation to fund scholarly work that makes a significant and enduring contribution to the knowledge of New Harmony's history. The committee, appointed by the president, reviews requests for funds and makes recommendations for the provost's approval. Annual funding from the Endowment for New Harmony Studies is determined by the USI Foundation Spending Policy.

Equity, Diversity, and Inclusion Council (formerly Diversity Committee). The council was formed in 2018 and replaced the Diversity Committee. The council is an educative and advisory group charged with (1) reviewing faculty employment policies concerning cultural and intellectual diversity issues, (2) reviewing faculty and administrative personnel complaints concerning cultural and intellectual diversity issues, (3) making recommendations to promote and maintain cultural and intellectual diversity among faculty members, and (4) making recommendations to

promote recruitment and retention of minority and underrepresented students. Thirteen termed members make up the Council Executive Committee, who shall report directly to the USI President. The council will prepare the annual Diversity Report to the USI Board of Trustees, stating the findings, conclusions, and recommendations of the committee.

Executive Enrollment Management Committee. The Executive Enrollment Management Committee (EEMC), will establish collaboration and communication across USI's campus on all issues related to student recruitment and retention. The committee's primary goal is to create a seamless, supportive experience for students from admissions to graduation. The EEMC consists of the vice president for Strategic Enrollment Management (chair), Provost, vice president for Finance and Administration, Vice president for Development, vice president for Marketing and Communications, vice president for Student Affairs, chief government and legal affairs officer, chief data officer, chief information officer, assistant provost for Academic Affairs, executive director of Admissions, School of Graduate Studies dean, and college deans.

Faculty Senate. The Faculty Senate is the representative body of the faculty, composed of duly elected members of the faculty. The organization and responsibility of the Faculty Senate and the standing committees are outlined in the Faculty Constitution. (See Faculty Section II in the University Handbook.)

Graduate Council. The Graduate Council is the academic, executive, and planning committee of the graduate faculty. Its membership consists of the director of each graduate program and an elected representative of the graduate faculty in each college. In addition, the director of Online Learning, the registrar, a representative of Library Services, and the provost are ex officio members. The School of Graduate Studies dean serves as the chair.

Honorary Degree Committee. The *Honorary Degree Policy and Process* describes the appointment of the Honorary Degree Committee, which includes the provost (permanent membership and chair); two faculty members (at full professor rank) selected by Faculty Senate; one member of the Alumni Council selected by the Council; and the president of the USI Foundation (permanent membership). The faculty members serve staggered three-year terms. The Alumni Council representative serves a two-year term. The Committee follows the guidelines outlined in the Honorary Degree Policy and Process.

Honors Faculty Council. The Honors Faculty Council, appointed by the provost, acts as the principal advisory body to the director of the Honors Program. The Honors Faculty Council assists the Honors Director in designing and implementing the Honors Program's curriculum, student programs, and recruitment and retention practices. The Honors Faculty Council consists of the director of the Honors Program, who serves as chair; at least two representatives from each academic college, recommended by the deans; and three student representatives from the Honors Student Council, recommended by the director of the Honors Program.

Information Technology Advisory Committee. Appointed by the president, the Information Technology Advisory Committee advises the chief information officer on issues related to technology needs and instructional technology. Chaired by the chief information officer, the committee consists of a representative from each academic college and Outreach and Engagement; a representative of each of the four Banner Information Systems modules; a representative of Library Services; and a member recommended by the Student Government Association. Ex officio members are the vice presidents. Members of the Information Technology staff may be invited to attend by the chief information officer as appropriate.

Institutional Review Board for the Protection of Human Subjects of Research (IRB). A federally mandated committee of faculty, administrators, and community representatives, which is charged to review and approve all research protocols involving humans as participants and created by anyone affiliated with the University of Southern Indiana. See the Institutional Review Board By-Laws on the USI website for a complete description of the committee.

License Committee. The License Committee, appointed by the president, oversees policies related to licensing the University's name and images. The members of the committee include the vice president for Marketing and Communications (chair), director of University Creative and Print, vice president for Finance and Administration, director of Athletics, associate director of University Brand and Special Projects, Campus Store manager, Business Office controller and director of Procurement.

Living Learning Community Committee. The Living Learning Community Committee consists of representatives from each Living Learning Community, Residence Life, Registrar, and Academic Affairs. Appointed by the provost, the committee coordinates, assesses, and evaluates the USI Living Learning Community Program, assists faculty with intentional program development, and coordinates and teaches Living Learning Community course clusters.

Online Learning Council. The mission of the Online Learning Council is to discuss initiatives that advance the goals and objectives for developing and implementing the online strategy for the University. The Online Learning Council, appointed by the president and chaired by the director of Online Learning, is comprised of each academic dean or designee, faculty from each academic college, Library Services, Outreach and Engagement, Marketing and Communications, University Division, Enrollment Management, Graduate Studies, Disability Resources, and Information Technology. Faculty are recommended by the deans with one faculty representative per college serving on three-year terms.

President's Council. The President's Council is a standing council composed of the provost, the vice president for Finance and Administration; the vice president for Development; the vice president for Marketing and Communications; the vice president for Student Affairs; the vice president for Strategic Enrollment Management; the college deans; dean of School of Graduate Studies; the dean of students; the associate vice president and director of athletics; the chief government and legal affairs officer; the chief data officer; the chief information officer; the associate vice president for Finance and Administration; the assistant provost for Academic Affairs; the executive director of Admissions; the executive director of Outreach and Engagement; the director of International Programs; the executive director of Human Resources; the senior executive assistant to the President; the executive assistant to the President; the chairs of Administrative Senate, Faculty Senate, Staff Council, and Council of Department Chairs and Program Directors; and the president of the University as chair. The president may appoint other members to this council and define their tenure. This council reviews matters related to direction and coordination of operation.

Provost's Council. The Provost's Council is an advisory body to the provost and advises on academic and student policies and matters. Members include academic deans; vice president for Student Affairs; assistant provost for Academic Affairs; director of Online Learning; executive director of Outreach and Engagement; chief data officer; School of Graduate Studies dean; registrar; dean of students; director of Library Services; assistant vice president for Academic Success; director for International Programs; director of Center for Excellence in Teaching and Learning; assistant director of Veteran, Military and Family Resource Center; chair of Faculty Senate; the provost's senior administrative associate; and the provost as chair.

Safety Committee. This committee, appointed by the president, shall identify safety problems on campus and recommend solutions to minimize the University's exposure to risks, losses, and liabilities. The committee consists of the manager of Environmental Health and Safety (chair), the vice president for Student Affairs, the assistant director of Risk Management and Safety, the director of Public Safety, a representative of Facility Operations and Planning, a representative of Housing and Residence Life, a representative of Human Resources, a representative of Staff Council, a representative of Administrative Senate, a faculty member, and a student. Additional University staff may be asked to serve upon the recommendation of the chair.

Space Committee. Appointed by the president, the Space Committee reviews the space needs of the University community and determines how space will be utilized. The committee is chaired by the director of Facility Operations and Planning and is comprised of the provost and vice presidents. Non-voting members of the committee include the associate provost of Outreach and Engagement; the assistant provost for Academic Affairs; the registrar; the chief information officer; the assistant treasurer; the director of Procurement Services; the director of Special Events; and the University architect.

Staff Council. The Staff Council is the representative body of the support staff, composed of elected members representing various departments of the University. The Staff Council serves in an advisory capacity to the administration. The University president or a designee serves as an ex officio non-voting member of the council.

Student Disability Advisory Committee. This committee, appointed by the president, was established to aid disabled students in their college experiences. It advises the manager of Disability Resources on ways to ensure provision of reasonable and appropriate accommodations for students with disabilities, and makes recommendations for the removal of social, academic, and structural obstacles. The committee consists of the manager of Disability Resources

(chair), the coordinator of Disability Resources, the University architect, two administrators, two faculty members, and two students recommended by the Student Government Association. Additional University staff and students may be asked to serve upon the recommendation of the manager of Disability Resources.

Student Financial Assistance Advisory and Appeals Committee. The committee, appointed by the president, advises and assists the director of Student Financial Assistance in establishing guidelines and operating policies and procedures. The committee reviews and advises on financial assistance programs and hears academic progress appeals. This committee consists of the director of Student Financial Assistance (chair), two faculty members, two administrators, and two students.

Student Government Association. The Student Government Association is a representative body of currently enrolled students composed of duly elected members of the student body. The Student Government Association recommends policies and procedures related to student issues and student organizations.

Student Media Advisory Board (formerly Student Publications Committee). The USI Student Media Advisory Board, appointed by the president, is an independent panel of students, faculty, staff and others that meets as needed during the school year to oversee and advise certain areas of the student media operation. The Board establishes criteria for the creation, operation, and distribution of all university-sanctioned student media; reviews and evaluates their financial operation; selects and/or removes student editors/managers of student media; provides a forum for discussion and resolution of issues, problems, and complaints related to student media; and establishes and enforces standards of responsible journalistic behavior for staff of student media. The Board also provides support, guidance, and mentoring to all university-based student media in the effective and professional conduct of their operations. The Board consists of the department of Communication and Media or designee (chair); dean of College of Liberal Arts; an administrator from Student Affairs selected by vice president for Student Affairs; an administrator from University Marketing and Communications; a representative from Finance and Administration; three faculty members appointed by Faculty Senate for a three-year term; two media professionals from outside the University community (one should be a graduate of USI who works in local media) for a three-year term; one student representative for a two-year term from each university-sanctioned media organization (these members should not be members of the student organizations' leadership teams); and faculty advisors and student editors/managers for all university-sanctioned student media will serve as non-voting members.

Substance Abuse Committee. This committee, appointed by the president, reviews the effectiveness of drug and alcohol programs at the University of Southern Indiana as required in "The Drug-Free Schools and Community Act Amendment of 1989" (Public Law 101-226). This committee monitors the effectiveness of the drug and alcohol policies as related to appropriate sanctions and education, referral, and rehabilitation programs and makes appropriate reports and recommendations to the president on at least an annual basis. A comprehensive biennial review of the effectiveness of the program and a report prepared for the U.S. Department of Education are mandated by federal law. The committee consists of the dean of students and assistant director of Human Resources as co-chairs; the director of Counseling and Psychological Services; assistant programming director of Student Wellness; director of Religious Life; director of Center for Campus Life; director of Public Safety; a representative from Athletics; a representative from Housing and Residence Life; a representative from Multicultural Center; a representative from International Programs and Services; and a representative from Office of Institutional Analytics. Staff Council, Administrative Senate, Faculty Senate, and Student Government Association may be asked as necessary to solicit input provided by the constituents of those governing bodies. Information Technology and University Communications could be consulted regarding notifications.

Traffic Appeals Committee. Appointed by the president, the Traffic Appeals Committee reviews and resolves traffic appeals filed by faculty and staff. The committee consists of the chair, a faculty representative, a representative of Administrative Senate, and a representative of Staff Council. The chair is appointed by the president.

University Advising Council. The University Advising Council, appointed by the president, reports to the provost. The final report of the Advising Task Force (November 2001) recommended that a University-wide committee be created to facilitate communication regarding advising issues. The Advising Council charges include: (1) the improvement of advising processes on USI's campus; (2) the development of ways to assess effective advising; (3) the proposal of an appropriate reward structure for advising; and (4) the facilitation of communication about advising issues at USI. Members of the council include the assistant provost for Academic Affairs, who serves as chair, two representatives

from each academic college, a representative of the Bachelor of Professional Studies program, a representative of University Division, a representative of Housing and Residence Life, a representative of Student Development, a representative of Admissions, and a representative of the Registrar's Office. Additional University staff may be asked to serve upon the recommendations of the chair.

University Athletics Council. The University Athletics Council (UAC), appointed by the President, is charged with considering issues related to the oversight and development of intercollegiate athletics at the University of Southern Indiana. The Council serves in an advisory capacity to the president, athletic director, and University administration. The University Athletics Council shall consist of the chair, one faculty representative from each academic college, one faculty member appointed by the Faculty Senate, the Faculty Athletics Representative (FAR), the Executive Director of Admissions (or appointee), the Registrar (or appointee), the Director of Student Financial Assistance (or appointee), one appointee from Business Office, one alumnus/alumna, one USI Varsity Club representative, and two student-athletes, one male and one female. All of these appointees will be voting members. The Chair of the Council will be appointed by the President. Ex officio, non-voting members: the Director of Athletics (AD), the Senior Woman Administrator (SWA), the NCAA Compliance Coordinator, the past Faculty Athletic Representative (FAR), and the Director of Development (or appointee).

University Core Curriculum Council. Chaired by the director of University Core Curriculum, the Council consists of an elected representative and alternate from each academic college, plus one additional elected representative and alternate from the College of Liberal Arts and the Pott College of Science, Engineering, and Education who serve two-year staggered terms. A student member and alternate will be selected each spring to one-year renewable terms by the assistant provost for Academic Affairs upon nominations submitted by the Student Government Association. The assistant provost for Academic Affairs serves as an ex officio member. The Council reviews proposals and approves practices regarding the University Core Curriculum.

Volunteer Advisory Council. The Volunteer Advisory Council oversees and assists the Volunteer USI program. The members of this council create new or improved recognition ideas, program promotion, and volunteer recruitment and retention. The council meets four times per year. Council members are nominated by existing members and elected at the annual meeting in June.

Wellness Committee. The Wellness Committee, appointed by the president, serves as an advisory committee to the director of Recreation, Fitness, and Wellness (co-chair) and the executive director of Human Resources (co-chair), recommending University programs, initiatives, and events to support student and employee wellness. Additional committee members include the benefits manager program coordinator of Recreation, Fitness, and Wellness; a faculty member from the College of Health Professions with a wellness-related specialization; and a minimum of five other members including one additional faculty member, one administrator, one support staff member, and two students. The administrator is recommended by the Administrative Senate. The support staff member is recommended by the Staff Council. Student representatives are recommended by the Student Government Association for a one-year term. Other members are appointed by the president. Non-student members serve staggered three-year terms.

## Student Appeals Committees

Administrative Appeals Committee. This committee, appointed by the president, reviews written appeals by students of decisions made by the administrators related to residency status, fee refunds or assessments, calendar deadlines, and other relevant student-administrative decisions, including Medical Withdrawals. This committee consists of the vice president for Strategic Enrollment Management (chair), the associate provost of Student Affairs, the director of Graduate Studies, the bursar, the registrar, the director of Student Financial Assistance, one dean, one faculty member, the president of the Student Government Association, and another student recommended by SGA.

Standing Appeals Committee. This committee reviews written appeals by a student based on alleged lack of fair hearing or due process of a decision by the Administrative Appeals Committee. The committee may remand the situation to the Administrative Appeals Committee for further consideration. This committee serves as the final appellate committee. The members of this committee are the provost and vice presidents of the University.

Student Academic Grievance Committee. See the Student Academic Grievance Procedure in the Faculty Handbook Section III, pages 78 – 80 for a complete description of the committee.

University Hearing Board. The members of the University Hearing Board are appointed by the dean of students as outlined in Section 4 of *Student Rights and Responsibilities: A Code of Student Behavior*. The dean appoints and trains a pool of faculty, staff, and students from which a Hearing Board will be convened when necessary. The Hearing Board is comprised of two students, one faculty member, and one administrative staff member drawn from the hearing board pool of five students living on campus, five students living off campus, three faculty members, and three administrative staff members. The dean of students or his designee serves as chair.