

AUM Faculty Senate

COMMITTEE CHARGES (2010-2011)

Approved by the Rules Committee, 6/25/10 for recommendation to the Faculty Senate

Approved by the Faculty Senate 7/9/10

All references to the Handbook are to the *AUM Faculty Handbook* (August 2002). The charges of the standing senate committees begin with the charge to each as stated in the *AUM Faculty Handbook* (August 2002); additional charges are added.

Standing Committees of the Faculty Senate

Academic Standards
Administrator Evaluation
Calendar, Scheduling and Registration
Core Curriculum Oversight
Faculty Handbook Review
Faculty Welfare
Grievance
Honors
Intercollegiate Athletics
Lectures
Library
Planning, Priorities, and Resource Allocation
Rules
Teaching Effectiveness

Ad Hoc Committee for the Revision of the Faculty Handbook (created by the Senate 6/12/09)

1. Shall be charged with recommendations for revision to the *Faculty Handbook* in a timely manner, reporting progress to the Senate at the July 2010 meeting and reporting a timeline for completion.

Academic Standards

1. This committee shall recommend policies to govern scholastic standards for the University, including admission to the University, continuation in residence, and graduation. A written report summarizing the committee's work during 2010-2011 should be submitted to the President prior to April 26, 2011 for inclusion in the agenda of the May meeting of the Senate.

2. Meet with the Provost to discuss the Strategic Enrollment Management plan and discuss faculty participation in that process. Report to the Senate at the January 2010 meeting.

3. Evaluate the guidelines for the Servicemember's Opportunity College process for a possible name change and inclusion of students who do not meet the "servicemember" designation. Report to the Senate at the April 2011 meeting.

4. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.

5. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Administrator Evaluation Committee

1. This committee shall conduct and oversee evaluations of university administrators. The committee shall also develop procedures by which the faculty can participate in these evaluations.

2. Conduct 2010 evaluations early in the Fall 2010 Semester, reporting to the Senate at its November meeting.

3. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.

4. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Calendar, Scheduling, and Registration Committee

1. This committee shall submit a proposed university calendar for approval by the Faculty Senate. It will recommend policies concerning scheduling to obtain more effective use of the University's facilities and shall monitor and recommend policies for registration. Contact the President in a timely manner so that committee reports may be included as necessary in the agenda of the Senate.

2. Working with the office of the Provost, or other appropriate personnel, examine the process for creating the calendar for student orientation, and with the appropriate university officials work to ensure faculty participation in the process of setting dates, creating programs, and other aspects of orientation/registration that have effects upon faculty. A written report summarizing the committee's work during 2010-2011 should be submitted to the President prior to April 26, 2011 for inclusion in the agenda of the May meeting of the Senate.

3. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook*

Handbook to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.

4. Examine current policies ([http://www.aum.edu/indexm.aspx?id=6206#Current Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Core Curriculum Oversight Committee

1. The committee shall ensure that the approved core curriculum is implemented. In addition the committee shall have the responsibility of recommending admission of courses to the core, determining equivalencies, assessing and evaluating courses, and reviewing curriculum models from each academic area to ensure that core courses are appropriately incorporated.

2. Working with the Office of Institutional Effectiveness, reconsider the eight competencies/learning objectives of the Core Curriculum currently outlined in the AUM Catalog and present a recommendation for revision of same.

3. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.

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4. Examine current policies ([http://www.aum.edu/indexm.aspx?id=6206#Current Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Curriculum Committee

1. The committee shall review requests for curriculum changes in courses that may be taken for undergraduate credit, review and recommend approval of all proposals for new undergraduate programs and modifications to existing programs, review existing programs, recommend regulations and policies for the undergraduate programs, and assist the Provost, or his designee, in carrying out those regulations and policies.

2. The committee shall meet with the Director of the university WAC program biannually for updates regarding the implementation process and continuing evaluation of progress and effectiveness of the program (e.g., faculty training, development of content courses within academic units, student advising, etc.) and report to the Senate at the March 2011 and September 2011 meetings.

3. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.

4. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Faculty Handbook Review Committee

1. The committee shall solicit suggestions for changes and updating of the faculty handbook and recommend annually to the Faculty Senate such changes as it deems appropriate.

2. Examine the policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) for those which should be included in the revision of the *Faculty Handbook*.

Faculty Welfare Committee

1. The committee shall receive, originate, and consider suggestions concerning faculty welfare and contact the President in a timely manner so that committee reports may be included as necessary in the agenda of the Senate.

2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.

3. Provide a recommendation, in the form of a resolution, either pro or con, to make the university a smoke free zone. The recommendation shall be presented to the Senate at its April 2011 meeting.

4. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they effect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Grievance Committee

1. The committee shall evaluate grievances filed by faculty members and make recommendations to the Chancellor. The committee shall follow the faculty grievance procedure outlined in Chapter IV of the *AUM Faculty Handbook*. A written report summarizing the committee's work, and recognizing the issues of confidentiality imposed on the grievance process, during 2010-2011 should be submitted to the President prior to April 26, 2011 for inclusion in the agenda of the May meeting of the Senate.

2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.

3. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Honors Committee

1. The Honors Committee works with the Honors Director to screen and invite students, to select and schedule courses, and to monitor classes. A written report summarizing the committee's work during 2010-2011 should be submitted to the President prior to April 26, 2011 for inclusion in the agenda of the May meeting of the Senate.

2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.

3. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Intercollegiate Athletics Committee

5 _____ 1. This committee shall make recommendations to the Faculty Senate on issues regarding the intercollegiate athletic program of the University as cited by the National Association of Intercollegiate Athletics. A written report summarizing the committee's work during 2010-2011 should be submitted to the President prior to April 26, 2011 for inclusion in the agenda of the May meeting of the Senate.

2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010

3. Make a recommendation regarding the design and nature of an AUM mascot. Make a preliminary report to the Senate at its July 2010 meeting.

4. Make a recommendation regarding a change from NAIA to NCAA division by the AUM athletic program. Make a preliminary report to the Senate at its January 2011 meeting.

5. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Lectures Committee

1. The committee shall augment the instructional programs of the University by supporting speakers of distinctive scholarship and accomplishment who would be of interest to students,

faculty, and staff. A written report summarizing the committee's work during 2010-2011 should be submitted to the President prior to April 26, 2011 for inclusion in the agenda of the May meeting of the Senate.

2. Working with the Office of Advancement, follow up on development of an endowment in support of the University Lectures Committee and its mission. Report progress at the January 2011 meeting of the Senate.
3. Develop a plan to establish an in-house lectures series, open to the public, to showcase faculty and staff at AUM. Report progress at the January 2011 meeting of the Senate.
4. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.
5. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Library Committee

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1. The committee shall recommend policies concerning materials selection, Library services offered, Library schedules, and allocation of materials acquisitions funds.
 2. Working with the Dean of the Library, develop a plan to increase membership in the Friends of the AUM Library. Report progress at the February 2011 meeting of the Senate.
 3. Work with the Dean of the Library and the Development Office to develop a plan to establish an endowment to provide additional funding to the AUM Library. Report progress at the February 2011 meeting of the Senate.
 4. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.
 5. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Planning, Priorities, and Resource Allocation Committee

1. The committee shall be advisory to the Chancellor and report to the Faculty Senate on matters related to (1) faculty salary and compensation policies, (2) short range allocation of resources in the University, (3) long range priorities of the University, and (4) circumstances of financial exigency. The members of this committee also serve on the University Planning and

Budget Committee. A written report summarizing the committee's work during 2010-2011 should be submitted to the President prior to April 26, 2011 for inclusion in the agenda of the May meeting of the Senate.

2. Meet with the Director of Physical Plant regarding facilities upkeep, maintenance, appearance, and furnishings (e.g., leaks, paint, broken tables/chairs, etc.) Explore options for improvements. Make a preliminary report to the Senate at its November 2010 meeting.
3. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.
4. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Rules Committee

1. This committee shall serve as the Senate Committee on committees. All questions concerning Faculty Senate procedures shall be referred to this committee, and it shall recommend to the Faculty Senate the disposition to be made of any dispute concerning the operation of the Faculty Senate. It shall ensure that unit representatives are duly elected and that no unit of the University is denied the representation to which it is entitled under these articles. This committee should make periodic studies of the Faculty Senate with respect to its objectives and its role in faculty government and should recommend changes that should be made to enable the Faculty Senate to function more effectively.
2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2010.
3. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

Teaching Effectiveness Committee

1. This committee shall focus on the evaluation and enhancement of teaching effectiveness. A written report summarizing the committee's work during 2010-2011 should be submitted to the President prior to April 26, 2011 for inclusion in the agenda of the May meeting of the Senate.
2. Monitor implementation of the new course evaluation process recommended by the Senate in 2010. Obtain feedback from faculty and analysis from the Office of Institutional Effectiveness

regarding its implementation and effectiveness. Make recommendations for improvement. Report to the Senate at its May 2011 meeting.

3. Monitor implementation of the Peer Review process implemented by AUM in 2010. Obtain feedback from faculty and administrators regarding its implementation and effectiveness. Make recommendations for improvement. Report to the Senate at its March 2011 meeting.

4. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.

5. Examine current policies (http://www.aum.edu/indexm.aspx?id=6206#Current_Policies) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.