

## **FACULTY COMMITTEES (Standing) 2018-2019**

### **ADMISSIONS COMMITTEE FOR MARY BALDWIN UNIVERSITY**

Term of service: 3 years

The Admissions Committee serves all programs of MBU. The Committee works in partnership with Enrollment Management to support the admissions function through reviewing data, discussing strategy, and facilitating effective faculty involvement in the admissions process.

Under the umbrella of the university Admissions Committee subcommittees may be created. These subcommittees may focus on more specific programs such as PEG, Mary Baldwin College for Women, etc.

Membership: Four faculty members, one each from each College.

#### *Ex Officio – Voting*

Associate Provost

Vice President for Enrollment Management

#### *Ex Officio - Non-voting*

Director of Admissions – Adult and Graduate

Assistant Directors of Admissions

Other Admissions/Financial Aid personnel as deemed appropriate by the membership

#### **2018-2019 Members**

**Doug Davis (3) BPS, Chair**

Mary Jane Epps (1) CAS

Jennifer Hancock (1) MDCHS

**Tamra Willis (3) COE**

#### *Ex Officio-Voting*

Carey Usher, Associate Provost

James McCoy, VP for Enrollment Management

#### *Ex Officio – Non-voting*

Erika Davis, VP of Admissions – Online and Graduate

Matthew Munsey, Director of Admissions

### **ASSESSMENT COMMITTEE**

Term of service: 3 years

Responsibility: The Assessment Committee receives and reviews reports of assessment activities submitted to the Committee by the Dean of the Colleges of Arts and Sciences, the Dean of the College of Business and Professional Studies, the Dean of the College of Education, and the Vice President of the Murphy Deming College of Health Sciences. Based on its review, which is carried out in consultation with the Deans and the Vice President, the Assessment Committee reports the results of its review to the faculty and to the executive staff. Results of assessment activities play a significant role in institutional planning and budgeting.

Membership: At least one faculty member from each College

#### **2018-2019 Members**

Pamela Bailey (1) COE, *Co-chair*

**Jinyoung Kang (3) BPS**

Chandra Mason (1) CAS, *Co-chair*

**Greg Hanson (3) MDCHS**

### **COMMITTEE ON COMMITTEES**

Responsibility: Nominate faculty to committee positions and present such nominations for election at faculty meeting. Nominate the Faculty Secretary (two year term), Marshal and Associate Marshal (five year terms), and Parliamentarian (who serves at the pleasure of the Faculty but may resign without prejudice at the end of any

academic year). Recommend to the faculty the dissolution or creation of committees. Review committee structure and areas of responsibility.

Membership:

Provost  
Chairs of the Faculty Status and Evaluation Committee  
A representative of each of the four Colleges, elected by the faculty members in that College

**2018-2019 Members**

Janet Ewing (1) BPS

Bess Maxwell (1) MDCHS

Kathy McCleaf (1) COE

**Amy Diduch (3) CAS**

Ty Buckman –Provost

**John Ong – Chair of FSEC** (*Paul Menzer held role for Fall 2018; John Ong for Spring 2019*)

**EDUCATIONAL POLICY COMMITTEE – COLLEGE OF ARTS AND SCIENCES** Term of service: 3 years

Responsibility: Ensures the integrity of the undergraduate Arts and Sciences curriculum; reviews and approves new program offerings; reviews and approves substantive changes to curricula; reviews and approves courses for the Common Curriculum, including any changes to Common Curriculum designations or categories. Also addresses baccalaureate graduation requirements pertaining to Arts and Sciences coursework. Actions taken by the CAS EPC that affect the graduation requirements of all students (e.g. changes to the Common Curriculum) are brought for vote to the full faculty. All other decisions are brought to the CAS faculty for approval and to the full faculty for information.

Membership:

Three faculty members from the College of Arts and Sciences, with one faculty member from a math or science discipline, one from the social sciences, and one from the arts or humanities

Two additional faculty members from the College of Arts and Sciences

Every effort shall be made so that the above includes one faculty member with interest in interdisciplinary studies, one faculty member who teaches regularly online, and two tenured faculty members

One faculty member from Murphy Deming College of Health Sciences, College of Education, or College of Business and Professional Studies

One student in an Arts and Sciences program

*Ex Officio* – Voting

Dean of the College of Arts and Sciences

*Ex Officio* – Non-Voting

Registrar

Director of the Grafton Library or designee

**2018-2019 Members**

Amy Diduch (1) CAS-Social Science, *Chair*

Marty Fontenot (1) MDCHS

**Joe Johnson (3) CAS-Math**

Katherine Low (1) at large

Brenci Patino (1) CAS-Arts/Humanities

**Lise Keiter (3) at large**

Stephanie Sebolt (1) COE

Faith Parker - Student from CAS

*Ex Officio* – Voting

Martha Walker, Dean of the College of Arts and Sciences

*Ex Officio* – Non-Voting

Kim Robinson, Registrar

Carol Creager, Director of the Grafton Library or designee

## EDUCATIONAL POLICY COMMITTEE – COLLEGE OF BUSINESS AND PROFESSIONAL STUDIES

Term of service: 3 years

Responsibility: Ensures the integrity of the academic programs within the College of Business and Professional Studies; reviews and approves new program offerings at the undergraduate and graduate level; reviews and approves substantive changes to curricula. Presents its recommendations to the CBPS faculty for approval, and to the full faculty for information.

### Membership:

- One faculty member from each of the programs within the CBPS, selected by his or her program
- One faculty member from the College of Arts and Sciences, the College of Education, or Murphy Deming College of Health Sciences
- One student in a CBPS program

### *Ex Officio* – Voting

Dean of the College of Business and Professional Studies

### *Ex Officio* – Non-Voting

- Registrar
- Director of the Grafton Library or designee

### **2018-2019 Members**

Donovan Branche (1) Health Care Administration, *Chair*

Beth Easterling (1) Criminal Justice

Claire Kent (1) BUAD

Pam Stephenson (1) MDCHS

Mary Clay Thomas (1) Social Work

Guadalupe Reyes-Student representative

### *Ex Officio* – Voting

Joe Sprangel, Dean of the College of Business and Professional Studies

### *Ex Officio* – Non-Voting

Kim Robinson, Registrar

Carol Creager, Director of the Grafton Library or designee

## EDUCATIONAL POLICY COMMITTEE – COLLEGE OF EDUCATION

Term of service: 3 years

Responsibility: Serves as an advisory body for Education faculty involvement in the development of institutional planning, establishment of program priorities, assessment, and review; review of curriculum and new course proposals, graduation requirements for Education programs, and academic regulations. Presents its recommendations to the College of Education faculty for approval, and to the full faculty for information.

### Membership:

- Four members of the Education faculty; at least two members should be faculty members who are actively teaching in the graduate program. (“Actively teaching” includes within the last two years)
- One faculty member from the College of Arts and Sciences
- One student from a COE program

### *Ex Officio* – Voting

Dean of the College of Education

### *Ex Officio* – Non-Voting

- Registrar
- Director of the Grafton Library or designee
- Outside K-12 Representative

### **2018-2019 Members**

Emily Ely (1) COE

**Melissa Anderson Morgan (3) COE**

Amy Tillerson-Brown (1) CAS

Carla Van Devander (1) COE

Alice Waddell (1) COE, *Chair*

**Shayla Stewart – COE Student**

*Ex Officio* – Voting

Rachel Potter, Dean of the College of the College of Education

*Ex Officio* – Non-Voting

Kim Robinson, Registrar

Carol Creager, Director of the Grafton Library or designee

**Linda Mahler, Employee of Local School Division (confirmed with Rachel for 2018-19)**

### **EDUCATIONAL POLICY COMMITTEE – MURPHY DEMING COLLEGE OF HEALTH SCIENCES**

Term of service: 3 years

Responsibility: Address issues of curricular integrity, academic policy and procedure, and new program development. Also, review and approve the addition, deletion, and modification of all courses in MDCHS as well as changes in any program curriculum. Student admission, retention, promotion policies and processes are approved by this committee. Actions of this committee are brought to the full faculty for information.

Membership:

One full-time faculty member from each MDCHS program, elected by program

One full-time faculty member from the College of Arts and Sciences, the College of Business and Professional Studies, or the College of Education

One additional MDCHS faculty member, elected at large by the MDCHS faculty

*Ex officio*, voting:

VPHS

Program Directors of all MDCHS programs

*Ex officio*, non-voting:

Director of the Grafton Library or designee

### **2018-2019 Members**

Keith Bishop (1) PT-MDCHS

Paul Deeble (1) CAS

Pam Dressler (1) Nursing - MDCHS

Marty Fontenot (1) PT - MDCHS

Don Solimini (1) PA - MDCHS

Sandra Wagoner (1) OT- MDCHS

*Ex Officio* – Voting

Deb Greubel, Vice President for Health Sciences, *Chair*

Program Directors of all MDCHS Programs

*Ex Officio* – Non-Voting

Carol Creager, Director of the Grafton Library or designee

### **EDUCATIONAL POLICY COMMITTEE – SHAKESPEARE AND PERFORMANCE**

Term of service: 3 years

Responsibility: Formulates policy and serves as an advisory body for the M.Litt./MFA Director in the establishment and administration of program priorities, curriculum review, new course proposals, graduation requirements, academic regulations, admissions policies, and student status determinations. Actions of this committee are brought to the full faculty for information.

Membership:

Two faculty members from the College of Arts and Sciences representing two of the following

disciplines offering coursework related to the S&P program: English, History, Music, and Theatre  
Two additional faculty members from, or who regularly teach in, the S&P program  
One student from the Shakespeare and Performance program

*Ex Officio – Voting*

Dean of the College of Arts and Sciences  
Director of the S&P Program

*Ex Officio – Non-Voting*

Registrar  
The Admissions Counselor for S&P  
The Executive Director of the American Shakespeare Center  
Director of the Grafton Library or designee

**2018-2019 Members**

Doreen Bechtol (1) Shakespeare and Performance  
Matt Davies (1)  
Lise Keiter (1) Music - CAS  
Terry Southerington (1) Theatre - CAS  
Heron Kennedy, S& P Student Representative

*Ex Officio – Voting*

Martha Walker, Dean of the College of Arts and Science  
Paul Menzer, Director of Shakespeare and Performance, **Chair**

*Ex Officio – Non-Voting*

Kim Robinson, Registrar  
Ashley Buchanan, Admissions  
Ralph Cohen, Exec. Director of the American Shakespeare Center  
Carol Creager, Director of the Grafton Library or designee

**FACULTY GRIEVANCE COMMITTEE**

Term of service: Staggered 3 year terms

Faculty Grievance Committee meets as needed to resolve grievances from faculty members, in the procedure outlined in section 5.1.

Membership: Eight full-time faculty members including the following:

Two faculty members from each of the four colleges, elected by those colleges; at least one faculty member who teaches regularly in distance formats; at least one faculty member who teaches regularly in a graduate program. At least five of the members must be tenured. No member of the Faculty Status and Evaluation Committee or the Murphy Deming Re-Appointment and Promotion Committee shall serve on the Grievance Committee.

Term in office: Members will serve three-year staggered terms, renewable for one further consecutive term of three years. The Chair of the Grievance Committee is elected from among the members.

**2018-2019 Members**

Jennifer Hunt (1) MDCHS  
Lise Keiter (1) CAS  
Claire Kent (1) BPS  
Anne McGovern (2) CAS  
Carolyn Moore (1) MDCHS  
Kathy McCleaf (2) COE, co-chair  
Sharon Spalding (1) COE, co-chair  
Cat McPherson (2) BPS

**FACULTY STATUS AND EVALUATION COMMITTEE**

Term of service: 4 yrs tenured/1 yr. untenured

Responsibility: Review of faculty in all programs other than Murphy Deming College of Health Sciences for rank, promotion, and tenure with recommendations to the Provost, ensuring that work in all the University's

programs will be considered. Approve initial appointments above the rank of Assistant Professor. Review matters pertaining to faculty status. Provide guidance and advice to the Provost regarding the evaluation of teaching effectiveness.

Membership: The full committee is composed of eleven members, with seven on the sub-committee for tenure and promotion. Committee members are selected to ensure the representation of a range of disciplines.

Four tenured faculty members, two from the College of Arts and Sciences and one each from the College of Business and Professional Studies and the College of Education

One tenured faculty member who regularly teaches in a graduate program

One tenured faculty member who regularly teaches in distance formats

At least one tenured faculty members at large (voting members to total 7)

One untenured faculty member from each of the four colleges, elected by the untenured members of the respective Colleges

Term in office: Four years for the tenured members. One year for the non-tenured members who may be re-elected.

Conduct of Business: Non-tenured members do not attend meetings in which appointments, promotions or tenure are the order of business.

### **2018-2019 Members**

Tiffany Barber (2) COE-tenured

**Paul Callo – (1) CAS-tenured** (*sabbatical replacement for Maria Craig , who will have 1 yr to serve upon return*)

**Donovan Branche (1) BPS-untenured**

**Stephanie Sebolt (1) COE-untenured**

**Pam Stevenson (1) MDCHS - untenured**

Mary Clay Thomas (3) BPS-tenured

Paul Menzer (2) CAS-tenured, *Chair*

John Ong (2) at large-tenured

Daniel Stuhlsatz (3) – BPS tenured

**Brenci Patino (1) – CAS-tenured** (*sabbatical replacement for Katherine Turner, who will have 1 yr to serve upon return*)

**Clayton Brooks (1) CAS-untenured**

### **GLOBAL HONOR SCHOLARS COMMITTEE**

**Term of service: 3 years**

Responsibility: Support and oversight of the Honors Program, including: admissions criteria and selection of students for Honors Program; oversight of Honors Projects; and work with Honors Scholars in progress, with responsibility for recommendations to the Honors Program Director in cases where termination is appropriate. Review of the Honors curriculum.

Additional duties include encouragement of postgraduate fellowship applications, recommendations to the Provost for fellowship applications requiring an institutional nomination.

Membership:

At least four faculty members, one from each of the colleges

Two Mary Baldwin students selected by the student Honor Scholars Society – Non-voting

*Ex Officio* - Voting:

Director of Global Honors Program

*Ex Officio* - Non-Voting:

Vice President for Enrollment Management

### **2018-2019 Members**

**Marina Omar (3) CAS**

Bruce Dorries (1) BPS

Keith Bishop (1) MDCHS

Carla Van Devander (1) COE

Sarah Lawson (Student Representative)

Mary Oliver (Student Representative)

*Ex Officio* - Voting:

Nadine Gergel-Hackett, Director of Global Honors Program, **Chair**

*Ex Officio* - Non-Voting:

James McCoy, Vice President for Enrollment Management

## **INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE**

Term of service: 3 years

Responsibility: Oversee federally mandated guidelines for the care and use of animals used in teaching and research. Perform semiannual animal care program evaluations, advise the Institutional Official of the University's compliance status, establish plans and schedules for correcting any deficiencies, and review and approve protocols for the inclusion of animals in research projects.

Membership: At least five voting members.

One Doctor of Veterinary Medicine

One practicing scientist experienced in research involving animals

One member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, clergy)

One member not affiliated in any way with the University, including not being a member of the immediate family of any person affiliated with the University

One other member

### **2018-2019 Members**

Mary Jane Epps (1), *Chair*

Louise Freeman (1)

**Melissa Scheiber (3)**

Ruth Chodrow, outside member

William Olkowski, outside member (DVM)

## **INSTITUTIONAL REVIEW BOARD/ETHICS COMMITTEE**

Term of service: 3 years

Responsibility: Provide University policies and procedures in accordance with federal guidelines for the oversight of research projects involving human subjects. Review applications for the inclusion of human subjects in University-based research projects.

Membership: Associate Provost and at least seven members with a minimum of one member from each of the four colleges.

In order to comply with federal regulations for the protection of human subjects (45 CFR 46.107), the nominating committee must:

- select individuals with varying backgrounds to promote complete and adequate review of the research activities commonly conducted by the institution;
- make every nondiscriminatory effort to ensure that the membership is not composed of entirely men or entirely women;
- include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas;
- include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

### **2018-2019 Members**

**Melissa Anderson Morgan (3) COE**

Pam Bailey (2) COE

Jennifer Hancock (2) MDCHS, *Chair*

Pat Murphy (1) CAS

John Ong (1) CAS

Gauri Rai (1) BPS

**Ann Tuzson (3) MDCHS**

Carey Usher (Associate Provost)

**Dr. Mindy Maris, external committee member**

## INSTRUCTIONAL TECHNOLOGY COMMITTEE

Term of service: 3 year staggered terms

The Instructional Technology Committee is responsible for the development of best practices for technology-enhanced teaching. The Committee serves as an advisory body to the Instructional Technology staff on issues such as the value of specific technological advancements (e.g., equipment, management, and space) from a pedagogical perspective.

### Membership:

- Seven faculty members, elected at large, to include: at least one faculty member from each of the four colleges
- One faculty member who regularly teaches in distance formats

### *Ex officio* – Voting

- Associate Provost
- Director of the Grafton Library or designee
- Coordinator of Instructional Technology
- Instructional Technology Support Specialist
- Instructional Design Specialist

All are voting members.

Term in office: Elected members will serve three-year staggered terms, renewable for one consecutive term. The committee chair is elected from among the members.

### **2018-2019 Members**

#### **Sharon Barnes (3) CAS**

Doreen Bechtol (2) CAS, *Chair*

Paul Callo (1) CAS

#### **Calvin Chung (3) BPS**

Emily Ely (2) COE

Joe Johnson (1) CAS

Carolyn Moore (1) MDCHS

### *Ex officio* – Voting

- Carey Usher, Associate Provost
- Carol Creager, Director of the Grafton Library or designee
- Beverly Riddell, Coordinator of Instructional Technology
- Reid Oechslein, Instructional Technology Support Specialist
- George Guba, Instructional Design Specialist

## MDCHS PROMOTION COMMITTEE (PC)

Term of service: 3 years

Chair: VPHS (non-voting)

Responsibility: Review the dossier and makes recommendations to the VPHS for promotion to the rank of Assistant, Associate or Professor. Periodically review, update and recommend criteria for appointment to and promotion within MDCHS.

### Membership:

- One elected faculty member from each MDCHS program,
- Two MDCHS faculty members appointed by the VPHS

### *Ex officio* – Non-Voting

- One faculty member from a non-MDCHS program, elected at large

### **2018-2019 Members**

Drew Gogian (2) Nursing

Greg Hansen (2) OT

Carolyn Moore (2) PT

TBA-PA

TBA – appointed by VPHS

TBA – appointed by VPHS



## WORKLOAD AND BENEFITS COMMITTEE

Term of service: 3 years

Responsibility: This committee considers financial benefits (including retirement and medical) as well as issues related to faculty workload and welfare. It works collaboratively with an administrative and staff body when considering benefits received by all employees.

### Membership:

Two representatives from the College of Arts and Sciences and one member each from the College of Business and Professional Studies, the College of Education, and Murphy Deming College of Health Sciences

One member who teaches regularly in distance formats

One untenured faculty member

One graduate faculty member

### **2018-2019 Members**

Nadine Gergel-Hackett (1) CAS

Joe Johnson (1) CAS

**Denise Osborn-Harrison (3) BPS**

Lisa Shoaf (2) MDCHS

Bob Robinson (1) distance format, *Chair*

Sharon Spalding (1) COE

**Pat Murphy (1) CAS** (sabb repl for Laura van Assendelft whose term expires)

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## **TRUSTEES COMMITTEES**

### **Academic Affairs Committee**

Louise Freeman (1)

Sharon Spalding (1)

### **Buildings and Grounds**

Bruce Dorries (1)

### **Communication**

Bruce Dorries (2)

### **Institutional Advancement**

Abby Wightman (2)

### **Endowment Committee**

Janet Ewing (2)

### **Finance and Business Committee**

Bess Maxwell (1)

### **Enrollment Management and Student Life Committee**

Katherine Low (2)

### **OTHER:**

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### **Faculty Secretary (2 year term)**

**Kerry Cooke (2)**

### **College Marshal (5 year term)**

**Amy Tillerson-Brown (1)** (*Sabbatical replacement for Laura van Assendelft who will have 2 yrs to serve upon return*)

### **Associate College Marshal (5 year term)**

Amy Diduch (3)

### **Parliamentarian (no term limit)**

Louise Freeman

**Director of Interdisciplinary Studies**

Anne McGovern

**Representative to Alumnae/i Board**

Roderic Owen, fall semester

Brenci Patiño, spring semester

*Revised 1/25/19*