ADMISSIONS COMMITTEE FOR MARY BALDWIN UNIVERSITY

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

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-tenured
Stephanie Sebolt (1) COE-untenured
Pam Stevenson (1) MDCCHS - untenured
Mary Clay Thomas (3) BPS-tenured
Paul Menzer (2) CAS-tenured, Chair
John Ong (2) at large-tenured
Daniel Stuhsatz (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

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) MDCCHS
Carla Van Devander (1) COE
Sarah Lawson (Student Representative)
Mary Oliver (Student Representative)

Ex Officio - Voting:
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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

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 Oechslin, 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

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)

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:

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*