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: Three faculty members

Ex Officio – Voting
- Associate Provost
- Vice President for Enrollment Management

Ex Officio - Non-voting
- Director of Admissions – Online and Graduate
- Assistant Directors of Admissions
- Other Admissions/Financial Aid personnel as deemed appropriate by the membership

2019-2020 Members
Doug Davis (2) BPS, Chair
Tamra Willis (2) COE
Donovan Branche (3) BPS

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

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: Three faculty from different Colleges

2019-2020 Members
Jinyoung Kang (2) BPS
Greg Hanson (2) MDCHS
Chandra Mason (3) CAS, Chair

COMMITTEE ON COMMITTEES

Term of service: 3 years

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
2019-2020 Members
Ty Buckman – Provost
Amy Diduch (2) CAS
John Ong, Chair of FSEC
Doreen Bechtol - VPA (3)
Cat McPherson - BPS (3)
Lisa Burns - MDCHS (3)
Stephanie Sebolt - COE (3)

EDUCATIONAL POLICY COMMITTEE – COLLEGE OF ARTS AND SCIENCES  Term of service: 3 years
Responsibility: Ensures the integrity of the academic program within the College of Arts and Sciences. Reviews and approves new courses, majors and minors. Reviews and approves substantial changes to the curricula. Presents recommendations to the CAS faculty for approval and to the full faculty for information.

Membership:
Three faculty members from the College of Arts and Sciences
One faculty member from another College
One student in a CAS program

Ex Officio – Voting
Dean of the College of Arts and Sciences

Ex Officio – Non-Voting (by invitation)
Registrar
Director of the Grafton Library or designee

2019-2020 Members
Joe Johnson CAS-Math (2), Chair
Krissy Egan CAS – Eng (3)
Heather Macalister CAS – Psych (3)
Pam Stephenson MDCHS (3)
TBA - Student from CAS

Ex Officio – Voting
Martha Walker, Dean of the College of Arts and Sciences

Ex Officio – Non-Voting (by invitation)
Steve Neiheisel, Interim 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:
Three faculty members from the College of Business and Professional Studies
One faculty member from another College
One student in a CBPS program

Ex Officio – Voting
Dean of the College of Business and Professional Studies

Ex Officio – Non-Voting (by invitation)
Registrar
Director of the Grafton Library or designee

2019-2020 Members
Doris Dodson-BPS (3), co-chair
Claire Kent-BPS (2)
Lallon Pond-BPS (3), co-chair
Beth Elias-MDCHS (3)
Isabelle Ross - Student representative

Ex Officio – Voting
Joe Sprangel, Dean of the College of Business and Professional Studies

Ex Officio – Non-Voting (by invitation)
Steve Neiheisel, Interim Registrar
Carol Creager, Director of the Grafton Library or designee

EDUCATIONAL POLICY COMMITTEE – COLLEGE OF EDUCATION

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:
Three faculty members from the College of Education
One faculty member from another College from a discipline in which the university offers an approved licensure program
One student from a COE program

Ex Officio – Voting
Dean of the College of Education

Ex Officio – Non-Voting (by invitation)
Registrar
Director of the Grafton Library or designee
Outside K-12 Representative

2019-2020 Members
Carla vanDevander - COE (2)
Alice Waddell – COE (2), Chair
Angela Wilson – COE (3)
Clayton Brooks – CAS (3)
Katrina Marnette – COE Student

Ex Officio – Voting
Rachel Potter, Dean of the College of the College of Education

Ex Officio – Non-Voting (by invitation)
Steve Neiheisel, Interim Registrar
Carol Creager, Director of the Grafton Library or designee
Sharon Barker, Staunton City Schools

EDUCATIONAL POLICY COMMITTEE – MURPHY DEMING COLLEGE OF HEALTH SCIENCES

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.
Recommendations of this committee are brought to MDCHS faculty for approval and to the full faculty for information. Members will be elected to staggered three year terms with no more than one third being elected in any given year. Members may be elected for two consecutive terms then must rotate off the committee for three years before running for re-election.

Membership:
One full-time faculty member from each MDCHS program, elected by program
One full-time faculty member from another College
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: Associate Dean for Academic Affairs
Ex officio, non-voting, by invitation: Director of the Grafton Library or designee

Ex officio, voting:
VPHS
Program Directors of other MDCHS programs

Ex officio, non-voting:
MDCHS Associate Dean for Academic Affairs
Director of the Grafton Library or designee (by invitation)

**2019-2020 Members**
Monica Heck - MDCHS Nursing (1)
Kim Nine - MDCHS Public Health (2)
Marty Fontenot - MDCHS HHP (3)
Ben Farley - MDCHS - faculty at large (1)
Greg Hanson - MDCHS - faculty at large (2)
Gail Tarleton - MDCHS - faculty at large (3)
Doreen Bechtol - VPA (3)
Drew Gogian - elected by PDs (2)
Harold Felton- elected by PDs (3)

Ex officio, voting:
Deb Greubel, VPHS
Program Directors of other MDCHS programs

Ex officio, non-voting:
Sue Stevens, MDCHS Associate Dean for Academic Affairs, Chair
Carol Creager, Director of the Grafton Library or designee (by invitation)

**EDUCATIONAL POLICY COMMITTEE – COLLEGE OF VISUAL AND PERFORMING ARTS**

Responsibility: Ensures the integrity of the academic programs within the College of Visual and Performing Arts; reviews and approves new program offerings at the undergraduate and graduate level; reviews and approves substantive changes to curricula; reviews and determines graduation requirements, academic regulations, admissions policies, and student status determinations for the Shakespeare and Performance program. Presents its recommendations to the CVPA faculty for approval, and to the full faculty for information.

Membership:
Three faculty members from the College of Visual and Performing Arts
One faculty member from another College
One student in a CVPA program
One student from the Shakespeare and Performance program

Ex Officio – Voting
Dean of the College of Visual and Performing Arts
Director of the Shakespeare and Performance Graduate Program

Ex Officio – Non-Voting (by invitation)
TBA - Registrar
Director of the Grafton Library or designee
2019-2020 Members

Kerry Cooke - VPA - Theatre (3)
Lisa Keiter - VPA - Music (2), Chair
Martha Saunders - VPA - Art (2)
Carolyn Moore - MDCHS (3)
Sara Duttlinger - S&P student rep
TBD - Student from VPA

Ex Officio – Voting
Paul Menzer, Dean of the College of Visual and Performing Arts
Paul Menzer, Director of Shakespeare and Performance

Ex Officio – Non-Voting (by invitation)
Steve Neiheisel, Interim Registrar
Carol Creager, Director of the Grafton Library or designee

FACULTY STATUS AND EVALUATION COMMITTEE

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:
One faculty member elected from each of the five colleges of Associate Professor rank or higher.
One rotating member with a two year appointment from Arts and Science, Education, Business and Professional Studies, and Visual and Performing Arts, taken in sequence.
One representative elected from the Assistant Professor ranks, non-voting on promotion and tenure matters.
Note: The representative from Murphy Deming will be non-voting on promotion and tenure matters.

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.

2019-2020 Members
Pamela Bailey (1) COE-tenured – Due to Tiffany Barber’s resignation, Pam Bailey will serve out the remaining 1 yr. of the tenured COE term.
Mary Clay Thomas (2) BPS-tenured
Matt Davies - VPA tenured (4)
Deb Diaz - MDCHS (1)
John Ong - CAS (1) will serve out CAS tenured term, Chair
MJ Epps - CAS untenured (1)
Nadine Gergel-Hackett - CAS tenured (2) rotating

GENERAL EDUCATION AND ACADEMIC POLICIES COMMITTEE

Responsibility: Ensures the integrity of the university’s Common Curriculum, reviews and approves courses requesting Common Curriculum credit, reviews and approves substantive changes to the Common Curriculum, and serves in an advisory role to the Provost and Registrar on changes to undergraduate academic policies that do not directly affect the curriculum. Actions taken by the General Education Committee that affect the undergraduate graduation requirements of all students (e.g. changes to the Common Curriculum or catalog policies) are brought to the full faculty for a vote. Other actions of this committee are brought to the full faculty for information.

Membership:
One faculty member from each college.
Ex officio – Voting
One college dean (membership to rotate among the deans every two years)

Ex officio – non-voting
Registrar or designee

2019-2020 Members
Lise Keiter - VPA (2)
Kathy McCleaf - COE (2)
Amy Diduch - CAS (3)
Beth Easterling - BPS (3)
Drew Gogian - MDCHS (3) (Sharon Spalding 3 yr. appt. - Drew Gogian will serve as a sabbatical replacement for Sharon for one year. Sharon will have two years left to serve.)

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:
Three faculty members
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 (by invitation):
Vice President for Enrollment Management

2019-2020 Members
Marina Omar (2) CAS
JP Scheidler (3) VPA
Angela Wilson (3) COE
Rebecca Balzan (Student Representative for 2019-20)
Elyse Levens (Student Representative for 2019-20)

Ex Officio - Voting:
Laura van Assendelft, Director of Global Honors Program, Chair

Ex Officio - Non-Voting (by invitation):
James McCoy, Vice President for Enrollment Management

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:
Three faculty 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

2019-2020 Members
Melissa Anderson Morgan- VPA (3)
Louise Freeman – CAS (3), Chair
Melissa Scheiber (2)
Ruth Chodrow, outside member – need to confirm
William Olkowski, outside member (DVM) – need to confirm

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 four faculty
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

2019-2020 Members
Melissa Anderson Morgan (2) VPA
Pam Bailey (1) COE
Jennifer Hancock (1) MDCHS
Ann Tuzson (2) MDCHS
Carey Usher (Associate Provost)
Dr. Mindy Maris, external committee member (need to confirm)

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:
Three faculty members

Ex officio – Voting
Director of Instructional Technology
Instructional Technology Support Specialist
Instructional Design Specialist
Ex Officio – Non-Voting
by invitation: Director of the Grafton Library or designee

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.

2019-2020 Members (chair not selected as of 9/19/19)
Sharon Barnes (2) CAS
Calvin Chung (2) BPS
MJ Epps (1) CAS (Completing last year of Emily Ely's term)
Ex officio – Voting
Beverly Riddell, Director of Instructional Technology

Ex Officio – Non-Voting (by invitation)
Carol Creager, Director of the Grafton Library or designee

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 another College.

2019-2020 Members
Drew Gogian (1) Nursing
Greg Hansen (1) OT
Carolyn Moore (1) PT
Kent Diduch (3) PA
Cat McPherson (3) BPS
TBA – appointed by VPHS
TBA – appointed by VPHS
(Assignments noted in red highlight were not received from VPHS for 2018-19 or 2019-2020)

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:
Three faculty members

2019-2020 Members
Lisa Shoaf (1) MDCHS, Chair
Robin Hopkins – CAS (3)
Stephanie Sebolt – COE (3)

TRUSTEES COMMITTEES

Academic Affairs Committee
Pam Bailey (3)
Paul Deeble (3)

Buildings and Grounds
Sandy Wagoner (3)

Communication
Bruce Dorries (1)

Endowment Committee
Janet Ewing (1)

**Finance and Business Committee**
Allison Ellington (3)

**Enrollment Management and Student Life Committee**
Laura van Assendelft (3)

**Institutional Advancement**
Abby Wightman (1)

**OTHER:**

**Faculty Secretary (2 year term)**
Kerry Cooke (1)

**College Marshal (5 year term)**
Roderic Owen (1) *(filling in for Laura van Assendelft who will have 1 yr to serve)*

**Associate College Marshal (5 year term)**
Amy Diduch (2)

**Parliamentarian (no term limit)**
Louise Freeman

**Director of Interdisciplinary Studies**
Roderic Owen

**Representative to Alumnae/i Board**
Roderic Owen

*Updated 9/19/19*