

# FACULTY COMMITTEES 2020-2021

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## ADMISSIONS COMMITTEE FOR MARY BALDWIN UNIVERSITY

Term of service: 3 years

**Responsibility:** 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 Recruitment  
Other Admissions/Financial Aid personnel as deemed appropriate by the membership

### **2020-2021 Members**

Donovan Branche (2) BPS  
**Craig Robertson (3) VPA**  
Tamra Willis (1) COE, *Chair*

*Ex Officio*-Voting  
Carey Usher, Associate Provost  
Matthew Munsey, Vice President for Enrollment Management

*Ex Officio* – Non-voting  
Kirstin Lazri, Director of Recruitment

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## 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:** Three faculty from different Colleges

### **2020-2021 Members**

Jinyoung Kang (1) BPS, *Chair*  
Greg Hanson (1) MDCHS  
Chandra Mason (2) CAS

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## BALDWIN 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:**

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

*Ex Officio* - Voting:  
Director of Baldwin Honor Scholars Program

*Ex Officio* - Non-Voting (by invitation):  
Vice President for Enrollment Management

**2020-2021 Members**

Marina Omar (1) CAS  
JP Scheidler (2) VPA  
Angela Wilson (2) COE  
Katie Keegan (Student Representative for 2020-21)  
Elyse Levens (Student Representative for 2020-21)

*Ex Officio* - Voting:  
Laura van Assendelft, Director of Baldwin Honor Scholars Program, **Chair**

*Ex Officio* - Non-Voting (by invitation):  
Matthew Munsey, Vice President for Enrollment Management

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**COMMITTEE ON COMMITTEES**

Term of service: 3 years

**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  
Chair of the Faculty Status and Evaluation Committee  
A representative of each of the five Colleges, elected by the faculty members in that College

**2020-2021 Members**

Ty Buckman –Provost, *Chair*  
Amy Diduch (1) CAS  
**Nadine Gergel-Hackett, Chair of FSEC**  
Doreen Bechtol - VPA (2)  
Cat McPherson - BPS (2)  
Lisa Burns - MDCHS (2)  
Stephanie Sebolt - COE (2)

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**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)  
University Registrar  
Director of the Grafton Library or designee

### **2020-2021 Members**

Joe Johnson CAS-Math (1), *Chair*  
Krissy Egan CAS – Eng (2)  
Heather Macalister CAS – Psych (2)  
Pam Stephenson MDCHS (2)  
Jessica Balough - Student from CAS

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

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

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### **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)  
University Registrar  
Director of the Grafton Library or designee

### **2020-2021 Members**

Doris Dodson-BPS (2), *Chair*  
Claire Kent-BPS (1)  
Lallon Pond-BPS (2)

#### **William Cundiff-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)  
Sheila Tolley, University Registrar  
Carol Creager, Director of the Grafton Library or designee

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### **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:***

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

**2020-2021 Members**

Clayton Brooks – CAS (2)  
Carla vanDevander - COE (1)  
Alice Waddell – COE (1), *Chair*  
Angela Wilson – COE (2)  
**Naomie Ritchie – COE Student (Alice Waddell confirmed in August 2020)**

*Ex Officio* – Voting  
Tynisha Willingham, Dean of the College of the College of Education

*Ex Officio* – Non-Voting (by invitation)  
Sheila Tolley, University Registrar  
Carol Creager, Director of the Grafton Library or designee  
**Stephanie Haskins, Staunton City Schools (Alice Waddell confirmed in August 2020)**

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**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. 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 school, elected by the school.  
Three at large faculty members from three different programs, at least one of which must be an undergraduate faculty member and one of which must be a graduate faculty member.  
Two Program Directors from MDCHS Programs, elected by the Program Directors.  
One full-time faculty member from another College.

*Ex Officio* – Voting  
VPHS

*Ex officio - non-voting:*  
MDCHS Associate Dean for Academic Affairs  
Program Directors of other MDCHS programs  
University Registrar or designee  
Director of the Grafton Library or designee

**2020-2021 Members**

**Mark Erath – MDCHS HCA (3)**  
**Monica Heck - MDCHS Nursing (1)**  
Kim Nine - MDCHS Public Health (1)  
Marty Fontenot - MDCHS HHP (2)  
Greg Hanson - MDCHS - faculty at large (2)  
Gail Tarleton - MDCHS - faculty at large (2)  
Doreen Bechtol - VPA (2)

*Ex officio, voting:*  
Deb Greubel, VPHS

*Ex officio, non-voting:*  
Sue Stevens, MDCHS Associate Dean for Academic Affairs, *Chair*

Carol Creager, Director of the Grafton Library or designee (by invitation)  
Sheila Tolley, University Registrar  
Drew Gogian elected by PDs (1)  
Chris Hamish elected by PDs (1)

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

Term of service: 3 years

**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)*

University Registrar  
Director of the Grafton Library or designee

**2020-2021 Members**

Kerry Cooke - VPA - Theatre (2)  
Lise Keiter - VPA - Music (1), **Chair**  
Martha Saunders - VPA - Art (1)  
Carolyn Moore - MDCHS (2)  
**Amy Kimbrough - S&P student rep**  
**Catherine Bailey- Student from VPA**

*Ex Officio – Voting*

Paul Menzer, Dean of the College of Visual and Performing Arts and Director of Shakespeare and Performance

*Ex Officio – Non-Voting (by invitation)*

Sheila Tolley, University Registrar  
Carol Creager, Director of the Grafton Library or designee

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## **FACULTY GRIEVANCE COMMITTEE**

Term of service: Staggered 3-year terms

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

**Membership:** Five full-time faculty members, one elected by each College. 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.

**2020-2021 Members**

Ralph Cohen (2) VPA  
Pam Dressler (2) MDCHS  
**Jinyoung Kang (3) BPS**  
**Rachel Potter (3) COE**

**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:**

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.

**2020-2021 Members**

**Pamela Bailey (4) COE-tenured**

Matt Davies - VPA tenured (3)

Deb Diaz - MDCHS untenured (1)

**Krissy Egan - CAS tenured (4)**

Nadine Gergel-Hackett - CAS tenured (1) rotating, *Chair*

Mary Clay Thomas (1) BPS-tenured

**Marina Omar (1) – 1 untenured elected from the Assistant Professor ranks**

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**GENERAL EDUCATION AND ACADEMIC POLICIES COMMITTEE**

Term of service: 3 years

**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 University 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

University Registrar or designee

**2020-2021 Members**

Amy Diduch - CAS (2), *Chair*

Beth Easterling - BPS (2)

**Drew Gogian – MDCHS (2)**

Lise Keiter - VPA (1)

Kathy McCleaf - COE (1)

Paul Menzer (1) Dean of VPA

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**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:**

- 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

**2020-2021 Members**

**Doreen Bechtol – VPA (3)**

**MJ Epps – CAS (3) Chair**

**John Ong – CAS (1) will serve as a 1-yr replacement for L. Freeman's LOA**

**Ruth Chodrow, outside member – need to confirm**

**William Olkowski, outside member (DVM) – need to confirm**

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**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 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

**2020-2021 Members**

**Chris Harnish (3) MDCHS**

**Pat Murphy (3) VPA**

Brian Miller (2) MDCHS, *Chair*

Ann Tuzson (1) MDCHS

Carey Usher (Associate Provost)

**Dr. Mindy Maris, external committee member (need to confirm)**

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**INSTRUCTIONAL TECHNOLOGY COMMITTEE**

Term of service: 3-year staggered terms

**Responsibility:** 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

Associate Director of Instructional Technology

*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.

**2020-2021 Members**

Calvin Chung (1) BPS

**William Cundiff (3) MDCHS**

**Kerry Mills (3) VPA**

*Ex officio* – Voting

Beverly Riddell, Director of Instructional Technology

Reid Oechslin, Associate Director of Instructional Technology

*Ex Officio* – Non-Voting (by invitation)

Carol Creager, Director of the Grafton Library or designee

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**MDCHS PROMOTION COMMITTEE (PC)**

Term of service: 3 years

**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. 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. The alternate will be elected to a one-year term with no limit on the number of terms. Any member who is planning to submit a dossier for promotion will recuse themselves from all participation on the committee during academic year of submission.

**Membership:**

5 members of the MDCHS faculty at the rank of associate professor or above, elected by the MDCHS faculty.

1 alternate member of the MDCHS faculty at the rank of associate professor or above who will serve in the case of faculty recusal, elected by the MDCHS faculty.

*Ex officio* – Non-Voting

Chair: VPHS (non-voting)

One faculty member from another College.

**2020-2021 Members**

Kent Diduch- (2) PA

**Allison Ellington (3) OT**

**Drew Gogian (3) Nursing**

**Jen Hancock (3) Health Sciences**

**Carolyn Moore (3) PT**

*Ex officio* – Non-Voting

Chair: Deb Greubel, VPHS (non-voting)

Cat McPherson, (2) BPS (One faculty member from another College)

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**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

**2020-2021 Members**

**Brian Granger – VPA (3)**

Robin Hopkins – CAS (2), *Chair*

Stephanie Sebolt – COE (2)



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## **TRUSTEES COMMITTEES**

### **Academic Affairs Committee**

Pam Bailey (2)

Paul Deeble (2)

### **Buildings and Grounds**

Sandy Wagoner (2)

### **Communication**

Catherine McPherson (3)

### **Endowment Committee**

John Ong (3)

### **Finance and Business Committee**

Allison Ellington (2)

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

Laura van Assendelft (2)

### **Institutional Advancement**

Pam Stephenson (3)

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## **OTHER**

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

Joe Johnson (2)

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

Amy Tillerson-brown (5)

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

Amy Diduch (1)

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

Adam Fajardo

### **Director of Interdisciplinary Studies**

Roderic Owen

### **Representative to Alumnae/i Board**

Roderic Owen

*Updated October 8, 2020*