FACULTY HANDBOOK, SECTION 7 (E) (1): APPOINTED COMMITTEES OF THE FACULTY

Academic Standards Committee

Committee Membership: Ten. Dean for Curriculum and Academic Engagement, Dean of Students, two other Dean of Students office staff (one voting, one non-voting), Vice President for Enrollment and Public Relations (or a designate from that office), Registrar (non-voting), Associate Dean for Academic Advising, three additional faculty members.

Purpose and Responsibilities: The purpose of the Academic Standards Committee is to review at the end of each semester students' progress toward acquiring a degree from the College. The Committee, following the rules established by the faculty, is empowered to issue academic warning letters, place students on academic probation, continue students on academic probation, and remove from academic probation students who have achieved their grade point targets. The Committee may also require students to withdraw from the College for failure to meet minimum academic requirements; the Committee also considers for readmission those students who were withdrawn for academic failure. When circumstances seem to warrant, the Committee is empowered to exercise discretion for exceptions.

The Committee meets three to four times per year.

Alumni Board

Committee Membership: Two. Two faculty members

Purpose and Responsibilities: The purpose of the Alumni Board is to plan activities to strengthen the relationship between the College and its alumni and to support the College in a variety of ways. It holds events such as phone-a-thon, Homecoming Weekend, Alumni Weekend, and plans ways for alumni to assist students.

The Board meets twice a year, once each semester. Ideally service on the Alumni Board is for two years.
**Assessment Reports Review Committee**

*Committee Membership:* Four. Director of Educational Assessment, two faculty members, and one staff member from either Academic Affairs or Student Affairs (appointed by the Provost or Dean of Students.) Faculty appointments will be made in consultation with the Director of Educational Assessment. Members will normally serve a two-year term.

*Purpose and Responsibilities:* The Assessment Reports Review Committee will provide support and feedback to departments and programs submitting assessment reports. Responsibilities include assisting the Director of Educational Assessment to deliver three one-hour workshops for departments and programs submitting reports that year, along with working in teams to provide written feedback on submitted assessment reports.

The Committee will meet approximately five or six times a year (two to three meetings in the fall semester to provide feedback on departmental/program assessment reports, as well as assisting with three workshops over the academic year).

**Campus Council**

*Committee Membership:* Eighteen. Dean of Students, Provost, an administrator appointed by the President, three faculty members, three staff members, and nine elected student members.

*Purpose and Responsibilities:* The purpose of Campus Council is to join in membership the administration, faculty, and students in order to legislate in the areas of student life and extracurricular affairs and to issue advisory opinions and make recommendations to the President of the College, the Board of Trustees, and other campus organizations.

In addition to sub-committee meetings, the full Council meets one hour per week. Members normally serve a two-year term.

**Campus Sustainability**

*Committee Membership:* Thirteen. Two Faculty Members, including the Chair of Environmental Studies, if possible (other members include two students, and representatives from the staff).

*Purpose and Responsibilities:* The committee is charged to review campus practices and make recommendations for changes in those practices that will reduce harmful effects on the natural environment; reduce energy consumption and employ sustainable energy sources when possible; enhance awareness and experience of the natural world on campus; advance adherence to The Colleges Commitment to Environmental Stewardship.
Classroom Stewards

Committee Membership: Five. One faculty member from each academic division, the Associate Vice President for Facilities Management and Development, and the Director of Digital Infrastructure, or their representatives.

Purpose and Responsibilities: The charge of the committee is to assess needs and prioritize projects for the refurbishment of teaching spaces on campus. The goals of this process are to improve the quality and equipping of classrooms and teaching spaces and to do so in an orderly and intelligent manner. The committee submits to the Provost a prioritized list of proposed projects to be undertaken over the following summer.

Conduct Board

Committee Membership: Four faculty members, the Director of Students Rights and Responsibilities (who serves as chair), staff representing various departments, and four voting student members (plus three student alternates).

Purpose and Responsibilities: The Conduct Board provides a forum in which complaints concerning academic, community, or individual misconduct can be heard, and the rights of both complaining and responding parties may be upheld. The board is tasked with hearing complaints regarding misconduct brought by members of the campus community, to hear the defense offered by the accused for the behaviors giving rise to the complaints, and to assess appropriate sanctions. Members of the hearing serve on cases on a rotating basis, and cases involving potential student separation include at least one faculty member.

All members are asked to participate in bi-monthly meetings during the fall semester, and as needed in the spring semester. A full-day training workshop takes place on campus during the summer and/or winter break.

Copeland Fund for Independent Study

Committee Membership: Six. Five faculty members, and the Director of Off-campus Studies (non-voting). Membership must include one representative from each of the academic divisions.

Purpose and Responsibilities: The committee is responsible for determining the policies for granting awards from the Copeland fund, and for determining the recipients of the awards. The Copeland Fund for Independent Study provides awards to Juniors (in the summer before their Senior year) and Seniors to enhance the Senior Independent Study projects.
Cultural Events Committee

Committee Membership: Six. Three faculty members, two students and one administrator (ex officio).

Purpose and Responsibilities: The purpose of the Cultural Events Committee is to pass judgment on funding requests from departments and programs. Top priority is given to events (speakers, etc.) that will enhance the academic life of the College.

The Committee meets six or seven times per year.

Faculty Research and Development Committee

Committee Membership: Dean for Faculty Development (Chair), Three tenured faculty members.

Purpose and Responsibilities: The committee is responsible for overseeing faculty development opportunities and providing counsel to the Dean for Faculty Development in developing teaching, learning, and research opportunities for faculty. The committee approves applications to the Faculty Development Fund and the Faculty Development Fund for Advancing Strategic Priorities, and it awards grants to the Luce Fund for Distinguished Scholarship.

GLCA

Committee Membership: Two. Two Faculty Members.

Purpose and Responsibilities: The members of this committee represent the College at meetings of the Academic Council of the Great Lakes Colleges Association. Each member campus sends two representatives to the Academic Council. Of these twenty six, three are selected as a steering committee to represent the Council on the Board of Directors. The charge of the Academic Council is to consider current issues in curriculum and other faculty-related matters for two chief purposes: 1) advising GLCA as to timely areas for program development and 2) informing campus discussions with knowledge of current issues on similar campuses. Each member of the Council is charged with reporting to the Council on behalf of their campus and with reporting back to their Curriculum/Academic Programs Committee on Council discussions.

Human Subjects Research Committee

Committee Membership: Six. Four Faculty Members, the Dean for Faculty Development (ex officio), and a member of the community.

Purpose and Responsibilities: The Human Subjects Research Committee (HSRC), or “Institutional Review Board (IRB)” for federal purposes, is a specially constituted review body established or designated to protect the welfare of human subjects recruited to participate in research studies or assessment
projects. The committee reviews all proposals from any member of the College community seeking to conduct research using human subjects.

The Committee meets every other week.

Institutional Animal Care and Usage Committee
Committee Membership: Six. Three Faculty Members, the Provost (ex officio), the College veterinarian, the animal intern, and a member of the community.

Purpose and Responsibilities: The Institutional Animal Care and Usage committee is a specially constituted review body established to protect the welfare of animals used in research studies or in teaching.

Library, Information Resources, and Technology Committee
Committee Membership: Nine. Dean for Faculty Development, Chief Information and Planning Officer, Director of Instructional Technology, Director of the Libraries, an additional librarian, two teaching faculty members, two students. Chair to be elected by the committee from among its members.

Purpose and Responsibilities: The purposes of the Library, Information Resources, and Technology Committee are to foster communication between faculty, staff, and students on issues relating to the College libraries and to IT and instructional technology and to engage in short and long range planning for the establishment of facilities, services, and information content to meet the learning, research, and administrative needs of the College.

The committee meets monthly and reports to the faculty once each semester and whenever need arises.

Off-Campus Study Advisory Committee
Committee Membership: Six. Dean for Curriculum and Academic Engagement, Director of Off-campus Studies (ex officio), four faculty members (including one faculty member from International Relations and one from the languages). The Committee on Committees will pay particular attention to divisional representation in appointment this committee.

Purpose and Responsibilities: The purpose of the Off-Campus Studies Advisory Committee is to identify issues of concern or interest in off-campus study at the College, offer suggestions for planning and strategy, and provide advice to the Director of Off-campus study. The Committee reviews endorsement proposals and makes recommendations for endorsements or de-endorsements of programs; reviews and makes recommendations regarding student petitions; makes recommendations to the Educational
Policy Committee regarding changes of Off-Campus Study procedures and policies; and acts as a liaison between Off-Campus Studies and departments.

The committee meets every other week.

Research and Study Leaves Committee
Committee Membership: Six. Provost, Dean for Faculty Development, four faculty members (who have had research or study leave(s) of at least two semesters, either consecutively or separately, as granted by The College of Wooster’s Research and Study Leaves Program). The Committee on Committees will pay particular attention to divisional representation in appointment of this committee.

Purpose and Responsibilities: The purpose of the Research and Study Leaves Committee is to evaluate and rank the leave proposals submitted in a particular year and make recommendations to the Trustees.

STEM Success Initiative Advisory Board
Committee Membership: Eleven. STEM Zone coordinator, STEM Success Initiative Staff Member, Director of Educational Assessment, Learning Center staff representative, Center for Diversity and Inclusion staff representative, five STEM faculty members nominated by their departments/programs, one non-STEM faculty member appointed by Committee on Committees.

Purpose and Responsibilities: The purpose of the STEM Success Initiative (SSI) Advisory Board is to support the mission of the SSI through programming, assessment, and information exchange (through attending and presenting at conferences). The mission of the SSI is to empower STEM students from underrepresented groups in their academic success and STEM identity development, while cultivating an inclusive STEM community at The College of Wooster. To achieve these goals, all members of the Advisory Board except the chair are organized into three working groups (Academic Support, Professional Development, and Inclusive Excellence) which each work to organize, promote, assess, and report back about programming in the group’s area.

The Advisory Board holds two-hour meetings once per month. Additionally, SSI working groups meet in between monthly meetings to organize events or initiatives that they are responsible for.