



# KWU Campus Committees Handbook

Fall 2019

THE POWER OF  
**AND**



## **MISSION**

The mission of Kansas Wesleyan University is to promote and integrate academic excellence, spiritual development, personal well-being, and social responsibility.

## **VALUES**

Kansas Wesleyan University provides an education program characterized by excellence within a caring community, rooted in the liberal arts tradition. The call of the University is to develop both intellect and character, to stimulate creativity and discovery, to nurture the whole person - body, mind, and spirit. Diversity is encouraged in curriculum, faculty, and students.

Kansas Wesleyan University prepares students not only for careers and professions, but also for lifelong learning. The University equips its students for responsible leadership in their communities, for useful service in and to the world, and for stewardship of the earth.

Kansas Wesleyan University provides a setting in which faith and learning are integrated; encounter with the Christian proclamation is an integral part of the life of the University. The university fosters the lively discussion of faith and values, encouraging students to develop a thoughtful, personal worldview informed by Christian tradition.

## **VISION**

Kansas Wesleyan University serves the church, community, and the world by providing a variety of resources for educational, cultural, and spiritual enrichment. The aim of the University is to discover, to build, and to share a higher quality of life and a broader vision of the world.

# KWU Campus Committees

Committee Chair Training

Handbook Contents FA19

[Committee Chairs — Training Agenda for 9/4/19](#)

[Committees — President's Charge to Campus Committees](#)

[Committee Structure — List of Campus Committees](#)

[Committee Chairs — FA19 Roster](#)

[Faculty Committees — FA19 Roster](#)

[Institutional Committees — FA19 Roster](#)

[Faculty Committees — Descriptions](#)

[Institutional Committees — Descriptions](#)

[Committees — Templates](#)

[Committees — Dashboard Info and Form](#)

[Committees — "How to" Upload Info to Intranet](#)

[Committees — FAQ for Chairs](#)

**KANSAS WESLEYAN UNIVERSITY**  
**Campus Committee Chairs – Training Session**  
**4:00 – 5:00 PM**  
**PH 325**  
**September 4, 2019**

*Participants*

*Dr. Bill Backlin, Dr. Andrew Bedrous, Rhonda Bethe, Dr. Lonnie Booker, Dr. Meredith Drees, Mike Hermann, Kelly Hopkins, Janeane Houchin, Dr. Damon Kraft, Brian McCullar, Christian Mitchell, Dr. Kristy Rodriguez, Dr. Mike Russell, Jan Shirk, Dr. David Silverman, Dr. Anita Specht, Dr. Matt Thompson, Dr. Stephanie Welter, and Lori Wright*

**AGENDA**

**I. Opening**

- |   |               |
|---|---------------|
| A. Call to Order                                  | Matt Thompson |
| B. Opening Prayer                                 |               |
| C. Approval of Minutes from Previous Meeting - NA |               |

**II. Unfinished Business - NONE**

**III. New Business**

- |   |                               |
|---|-------------------------------|
| A. Charge to all 2019-20 campus committees      | Matt Thompson                 |
| B. Structure for Meetings                       | Matt Thompson                 |
| 1. How often to meet                            |                               |
| 2. Communication with committee members         |                               |
| 3. Utilizing Astra Schedule                     | Jan Shirk                     |
| 4. Reporting to faculty and administration      | Matt Thompson and Damon Kraft |
| C. Developing Committee Dashboards              | Damon Kraft                   |
| D. Using Standard Templates                     | Damon Kraft                   |
| E. Posting information on MyKWU Intranet Portal | Jan Shirk                     |

<b>IV. Other / Q&amp;A</b>	Matt Thompson
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<b>V. Adjournment</b>	Matt Thompson
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***Attachment:***

Committee Chair 2019-20 Training Handbook

# KANSAS WESLEYAN UNIVERSITY

## OFFICE OF THE PRESIDENT

### Charge to the Campus Committees Fall 2019

As an institution, three priority foci have been established: (1) enrollment growth, (2) revenue growth, and (3) accountability and assessment [continuous improvement]. All committees should keep these three goals front and center.

The continuous improvement focus is of utmost importance as we move forward and are in the preparation stage for our HLC accreditation reviews. Documenting meetings with agendas, minutes and annual reports is the data/evidence required by accrediting organizations.

This Kansas Wesleyan committee structure consists of seven **Faculty Committees** and seventeen **Institutional Committees** (currently including eight standing committees, eight advisory councils, and one task force). These committees have been established to ensure an organized structure, with processes and procedures in place to conduct the multi-faceted work of the institution.

Each committee has a description of the overall scope of its work. The committee chair is responsible for coordinating the meetings and guiding the committee in accomplishing its goals for that academic year. Members will work in an open and objective process toward consensus on any recommendations to serve the best interest of the university.

**CHARGE:** The committees are charged with conducting the work as outlined in the committee description; developing annual dashboards by the end of September; using the approved standard templates to document work of the committee; reporting each semester to the faculty and the administration; and making recommendations, on a semester basis, to the faculty or administration as appropriate, for consideration by the President.

# KANSAS WESLEYAN UNIVERSITY

## Committee Structure 2019-20

### **FACULTY COMMITTEES (7)**

Academic Affairs Committee  
Divisional Council  
Curriculum Committee  
Faculty Affairs Committee  
Honors Program Committee  
Institutional Assessment and Research Council  
Teacher Education / Teacher Education Unit Committee

### **INSTITUTIONAL COMMITTEES (17)**

#### *Standing Committees (8)*

Athletics  
Enrollment  
Institutional Direction  
Middle Managers  
President's Council  
Retirement Plan  
Student Life/Conduct Board  
Student Success

#### *Advisory Councils (8)*

Animal Use & Care Advisory Council  
Emergency Management Program Advisory Council  
IRB Advisory Council  
Nursing Advisory Council  
Online Advisory Council  
Service Learning Advisory Council  
Social Work Advisory Board  
Teacher Education Advisory Council

#### *Task Forces (1)*

Compliance Task Force

**KANSAS WESLEYAN UNIVERSITY  
CAMPUS COMMITTEES  
2019-20 LIST OF CHAIRPERSONS**

## **FACULTY COMMITTEES**

<b>Committee</b>	<b>Chair</b>
Academic Affairs	Anita Specht
Curriculum	Lori Wright
Divisional Council	Damon Kraft
Faculty Affairs	Andrew Bedrous
Honors Program	Mike Russell
Institutional Assessment and Research Council	Bill Backlin
Teacher Ed/Unit	Kristy Rodriguez

## **INSTITUTIONAL COMMITTEES**

### **Standing Committees**

<b>Committee</b>	<b>Chair</b>
Athletics	Mike Hermann
Enrollment	Damon Kraft
Institutional Direction	Matt Thompson
Middle Managers	Matt Thompson / Bryan McCullar
President's Council	Matt Thompson
Retirement Plan	Rhonda Bethe
Student Life/Conduct Board	Christian Mitchell
Student Success Committee	Damon Kraft

### **Advisory Councils**

<b>Committee</b>	<b>Chair</b>
Animal Use & Care	Stephanie Welter
Emergency Management Program	Lonnie Booker
Institutional Review Board	David Silverman
Nursing	Janeane Houchin
Online	Bill Backlin
Service Learning	Meredith Drees
Social Work	Kelly Hopkins
Teacher Ed	Kristy Rodriguez

### **Ad Hoc/Task Force**

<b>Committee</b>	<b>Chair</b>
Compliance	Bill Backlin

# KANSAS WESLEYAN UNIVERSITY

## FACULTY COMMITTEES

FALL 2019

### **Divisional Council (3-Yr Term)**

Kraft, Damon – **Convener**

Backlin, Bill

Hanna, Dorothy (exp SP22)

Hoekstra, Steve (exp SP20)

Houchin, Janeane (exp SP21)

Marshall, Barbara (exp SP20)

Rodriguez, Kristy (exp SP20)

### **Academic Affairs Committee (3-Yr Term)**

Specht, Anita - Chair (exp SP20)

Brassea, Karen (exp SP22)

Dauner, Jasmin - Ex Officio

Kraft, Damon - Ex Officio

Petak, Trish (exp SP21)

Picklesimer, Andrea (exp SP21)

Townsend, Jamie (exp SP22)

Student: **TBA**

Student: **TBA**

### **Faculty Affairs Committee (2 Yr Term)**

Ogle, Jacob (exp SP20) – **Chair**

Bedrous, Andrew (exp SP21)

Cordero, Annel (exp SP20)

Minnich, Bryan (exp SP21)

### **Curriculum Committee (3-yr term)**

Wright, Lori (exp SP20) - Chair

Booker, Lonnie (exp SP 20)

Specht, Anita (exp SP21)

Sweeney, Kathy (exp SP21)

Welter, Stephanie (exp SP20)

Dauner, Jasmin - Ex Officio

Kraft, Damon - Ex Officio

Weber, Kelley - Ex Officio



## **Faculty Committees, *cont.***

### **Honors Program Committee**

Russell, Mike - Chair/Director of Program  
Babcock-Brassea, Karen  
Backlin, Bill - Ex Officio  
Dauner, Jasmin - Ex Officio  
Hoekman, Annie  
Hoekstra, Steve  
Meckley, Phil  
Paredes, Esteban - Ex Officio  
Sweeney, Kathy  
Student: **TBA** - Ex-Officio

### **Institutional Assessment and Research Council (IARC)**

Backlin, Bill - Chair  
Bedrous, Andrew  
Houchin, Janeane  
Kraft, Damon  
McCullar, Bryan  
Petak, Trish  
Thompson, Matt  
Weiser, Bridget  
Wright, Kevin  
Community Mbr: Norris, Byron

### **Teacher Ed Committee / Teacher Ed Unit**

Rodriguez, Kristy - Chair  
Baird, Susan  
Conley, Julie  
Hanna, Dorothy  
Kraemer, Kristin  
Marshall, Barbara  
Minnich, Bryan  
Ogle, Jacob  
Rohrer, Melissa  
Rowles, Carl  
Specht, Anita  
Wright, Kevin  
Student: **TBA** (Elementary)  
Student: **TBA** (Secondary)

## KANSAS WESLEYAN UNIVERSITY INSTITUTIONAL COMMITTEES

### **Athletics Committee**

#### **Hermann, Mike - Chair**

Dunn, Lesa  
O'Connell, Dan  
Ogle, Jacob  
Picklesimer, Andrea  
Reichard, Taylor  
Toelle, David  
Ward, Neil  
Zenner, Todd  
Female Student Rep: **TBA**  
Male Student Rep: **TBA**

### **Enrollment Committee**

#### **Kraft, Damon – Chair**

Botz, Daniel  
Dauner, Jasmin  
Hermann, Mike (ex officio)  
Overton, Melanie (ex officio)  
Paredes, Esteban (ex officio)  
Rowles, Carl  
Russell, Mike  
Townsend, Jamie  
Weiser, Bridget (ex officio)  
Zweygardt, Jerri

### **Middle Managers**

#### **Thompson, Matt – Chair**

#### **McCullar, Bryan - Facilitator**

Booker, Lonnie  
Daniels, Tiffany (Athletics)  
Dauner, Jasmin  
Drees, Meredith  
Flax, Annetta  
Freemeyer, Johnathan  
Green, Paul  
Hovey, Steven  
Jensen, Michelle  
Krob, Jay  
Mitchell, Christian  
O'Connell, Daniel  
Parades, Esteban  
Salois, Brad  
Stockham, Patsy  
Toelle, David  
Weber, Kelley

## ***INSTITUTIONAL COMMITTEES, cont.***

### **Institutional Direction Committee**

#### **Thompson, Matt - Chair**

Backlin, Bill

Bethe, Rhonda

Hanna, Dorothy

Hedlund, Paul

Hermann, Mike

Hoekstra, Steve

Houchin, Janeane

Kraft, Damon

Marshall Nickell, Barbara

McCullar, Bryan

Monson, Anthony

Oliver, Ken

Overton, Melanie

Rodriguez, Kristy

Shirk, Jan

Swagerty, John

Weiser, Bridget

### **President's Council**

#### **Thompson, Matt - Chair**

Backlin, Bill

Bethe, Rhonda

Hermann, Mike

Kraft, Damon

Oliver, Ken

Overton, Melanie

Weiser, Bridget

### **Retirement Plan Committee (volunteers serve ONE 2-yr term)**

#### **Bethe, Rhonda (Permanent Mbr) - Chair**

Overton, Melanie (Permanent Mbr)

Pearson, Kayla (Volunteer Mbr) - Exp. SP21

Petak, Trish (Volunteer Mbr) - Exp. SP20

Syring, Randy (Volunteer Mbr) - Exp. SP20

Thompson, Matt (Permanent Mbr)

***INSTITUTIONAL COMMITTEES, cont.***

**Student Life/Student Conduct Committee**

**Mitchell, Christian - Chair**

Bell, Mike

Cocon, Diego

Henkensiefken, Jesse

Jagodzinske, Scott

Female Student Rep: **TBA**

Male Student Rep: **TBA**

**Student Success Committee**

**Kraft, Damon – Chair**

Backlin, Bill

Frye, Tim

Hermann, Mike

Kraemer, Kristin

Marshall Nickell, Barbara

McCullar, Bryan

Head Coach: **TBD**

Head Coach: **TBD**

***INSTITUTIONAL COMMITTEES (Advisory Councils), cont.***

**Animal Use & Care Advisory Council**

**Welter, Stephanie – Chair**

Cordel, Annel

Area Veterinarian: Huseman DVM, Robert

Swagerty, John

**Emergency Mgmt Program Advisory Council**

**Booker, Lonnie – Chair**

Anzalone, Jono

Arpke, Tom

Barkley, Michelle

Botson, Bernard

Clayburn, Frank

Cooper, Sue

Cox, Bill

Loyd, Robert

Oliver, Ken

Pierpont, Howard

Royse, Chief Kevin

Smith, Teri

**Nursing Advisory Council**

**Houchin, Janeane – BSN, MSN – Chair**

Bloomquist, Debra, BSN, RN

Brown, Alice, ADN, RN

Calvillo, Melissa, MSN, RN

Gibson, Wendy, MSN, RN

Goetz, Stephanie, ADN, RN

Hansen, Rebecca, MSN, MBA, RN

Henningsen, Linda, MSN, RN

Herrington, Sean, MD

Kraft, Damon, Ph.D.

Oliver, Ken

Picklesimer, Andrea, MSN, RN

Pike, Kathy, MSN, RN

Puvogel, LuAnn, MBA, BSN, RN

Quinley, Mary, RN

Schumacher, Joyce, RN

Smith, Luanne, MBA, RN

Sweeney, Kathy, MSN, RN

Ziegler, Casy, RN

Zweygardt, Jerri, MSN, RN

## ***INSTITUTIONAL COMMITTEES (Advisory Councils), cont.***

### **IRB Advisory Council**

#### **Silverman, David – Chair**

Cordero, Annel

Gibson, Wendy

Meckley, Phil

Steimel, Rose

Community Mbr: Hutchinson, Dirk (MD)

Student Rep: **TBA**

### **Online Advisory Council**

#### **Backlin, Bill – Chair**

Booker, Lonnie

Burchill, John

Dauner, Jasmin

Hoekman, Annie

Krob, Jay

Kootz, Jamie

Paredes, Esteban

Zweygardt, Jerri

### **Teacher Ed Advisory Council**

#### **Rodriguez, Kristy – Dir. Of Teacher Ed – Chair**

Baird, Susan – KWU Faculty

Bell, Mike – KWU Faculty

Chrisman, Scott – Community Mbr

Cooper, David – Community Mbr

Conley, Julie – KWU Faculty

Coup, Justin – Community Mbr

Dunn, Lesa – KWU Faculty

Elbl, Nedra – Community Mbr

Evans, Pam – Community Mbr

Ladenburger, Megan – Community Mbr

Palmgren, Michelle – USD 305 H.S. Teacher

Renz, Sandi – USD305 Administrator-Heusner

Rowles, Carl – KWU Faculty

Specht, Anita – KWU Faculty

Tuzicka, Bill – Community Mbr

Wright, Eryn – Community Mbr

KWU Student: **TBA**

KWU Student: **TBA**

## ***INSTITUTIONAL COMMITTEES (Advisory Councils), cont.***

### **Service Learning Advisory Council**

#### **Drees, Meredith – Chair**

Henningsen, Linda

Kraft, Damon

Meckley, Phil

Minnich, Bryan

Weiser, Bridget

Wooten, Lindy

### **Social Work Advisory Board**

#### **Hopkins, Kelly - Chair**

Backlin, Bill - Academic Dean

Baird, Susan - KWU Teacher Ed Faculty

Bonilla, Rodrigo - (Ret.) USD 305

Borst, Lea - Salina Regional Health Center

Prof. John Burchill - KWU BSHS Faculty

Bryant, Patrick - USD 305

Cordero, Annel - KWU BSHS Faculty

Gard, Dan - Central Kansas Mental Health Center

Gillespie, Gerald - (Ret.) KWU BSHS Faculty

Grevas, Annie - Saline County Community Corrections

Randall Hardy

Hoekstra, Steve - KWU BSHS Faculty

Houchin, Janeane - KWU Director of Nursing Ed

Kraft, Damon - Provost

Rathbun, Cheryl - St. Francis Community Services

Rodenbeek, Kyrsten - Social Work Faculty

Smith, Crystal - St. Francis Community Services

Thompson, Matt - KWU President

***INSTITUTIONAL COMMITTEES (Task Forces), cont.***

**Compliance Task Force**

**Backlin, Bill – Chair**

Dauner, Jasmin

Hermann, Mike

Kraft, Damon

McDowell, Val

Overton, Melanie

Paredes, Esteban

Shirk, Jan

Weiser, Bridget



**KANSAS WESLEYAN UNIVERSITY**  
**2019-20 INSTITUTIONAL COMMITTEE STRUCTURE**  
**FACULTY COMMITTEES**

**ACADEMIC AFFAIRS COMMITTEE – Nominated by Division**

The Academic Affairs Committee shall consist of a faculty member from each academic division, elected by their respective division to serve a three-year term, the Provost (or his or her designee) Ex-officio, the Registrar (or his/her designee from that office) Ex-officio, three faculty members from three different divisions and two students. The functions and responsibilities of this committee are to:

1. Make recommendations concerning academic policies and procedures to the Provost, the Registrar and the Faculty;
2. Serve as a board of appeal for decisions by the Provost and the Registrar concerning requests by students for exceptions to normal academic procedure;
3. Supervise academic honor societies and submit a report to the Faculty annually;
4. Assist with planning of the annual “Graduation Celebration Dinner”; and
5. Ensure and maintain academic integrity.

**CURRICULUM COMMITTEE- Nominated by Division**

The Curriculum Committee shall consist of a faculty member from each academic division, elected by their respective division to serve a three-year term. Ex-officio (non-voting) membership shall consist of the Director of Library Services, the Registrar, and the Provost (or his or her designee). All committee meetings are open for faculty members to attend; faculty members are encouraged to attend to vet their respective submissions. Roberts Rules of Order will be followed in all matters concerning the Curriculum Committee. Either the Course Form or the Program Form will need to be completed appropriately and submitted with the requested supporting documents within two (2) weeks prior to the committee meeting. By virtue of the open meeting format, decisions made by the Curriculum Committee are final and will be reported to the Provost and Registrar simultaneously.

Substitutions of active Curriculum Committee members are not recommended due to the stability necessary for the committee to fulfill its various functions detailed below. However, in the event of a legitimate conflict (to be determined by the applicable academic division or administrative office), a substitute representative may be appointed for a period of no less than one semester and no more than one year. The reasons and terms of this substitution must be documented and reported to the Curriculum Committee Chairperson and the Provost in advance of the substitution. No member of the Curriculum Committee shall send a temporary substitute to cover for him or her for a single meeting that they are unable to attend.

The functions and responsibilities of this committee are to:

1. Review the goals of the university and Liberal Studies curriculum annually and recommend changes as needed to the Provost;
2. Act on curricular items submitted by departments and divisions and report approved items to the Provost and Registrar within 48 hours after approval on second reading;
3. Review the Liberal Studies program on a regular basis, but not less than every year;
4. Evaluate academic programs offered by the various departments and divisions for consistency with the university mission, department goals, and curriculum outcomes on an annual basis;
5. Conduct curriculum analyses that are assigned to the Committee or that become evident during the regular business of the Committee; and
6. Participate in the evaluation of the self-studies for all Program Reviews.

## **DIVISIONAL COUNCIL – Appointed**

The Divisional Council shall consist of the Provost (or his or her designee) as Chair, the Academic Dean, and Chairs of all divisions. The Divisional Council and Head of the Graduate Program will function as the Graduate Council. The functions and responsibilities of this council are to consult with the Faculty and Provost concerning matters of the university, and to:

1. Serve as academic leaders of respective Divisions, responsible for budget, strategy, academic direction, oversight of faculty member hires and accountability/assessment, and chair peer review committees,
2. Represent the Faculty in their various divisions to the Provost,
3. Act as an advisory board to the Provost in matters relating to the undergraduate and graduate academic programs,
4. Conduct an annual review with report to the Faculty, of divisional operations and in consultation with the Director of Library Services, review library policies,
5. Serve as a conduit to division members of campus information,
6. Make recommendations to the President with regard to academic personnel needs, faculty member recruitment, matters on appointment, tenure, promotion, sabbaticals, and faculty member retention,
7. Chair the peer review committee for faculty members within their respective divisions for all peer reviews (other than their own),
8. Serve as members of the Institutional Direction Committee for academic programs,
9. Review annually the need for ad hoc committees,
10. Consult with the Provost in course scheduling and catalog publication,
11. Participate in Divisional Council training and facilitate on-going training and education within the DC member's division,
12. Divisional Council members shall be selected to serve three-year terms by members of their division. Due to the requirements of this position, members of Divisional Council (with the exception of the division chair for Nursing Education & Health Sciences) will receive one course release per year or the cash equivalent, and
13. Work intentionally and collaboratively with the Faculty Affairs Committee and the Faculty Presiding Officer.

## **FACULTY AFFAIRS COMMITTEE – ELECTED**

This committee shall consist of four faculty members, with at least two having tenure. Its members shall be elected by the Teaching Faculty at the April meeting of the Faculty. Members of this committee will serve two-year terms on a staggered basis. This committee shall have no Ex-officio members. The Teaching Faculty shall elect a tenured chair after electing the committee members.

The function of this committee is to work with the administration and the Faculty in the formulation of policies and procedures that will strengthen the professional status and teaching effectiveness of faculty members.

The committee also will operate in the following specific capacities:

1. To serve as an advisory board to the administration on all matters of policy relating to tenure, promotion and employment termination;
2. To be responsible for the periodic review and recommendations regarding the Faculty Handbook and to bring forward to the Faculty all faculty member motions to amend the Faculty Handbook. This includes review and recommendations of any proposed changes to the Faculty Handbook by administration;
3. To represent the Faculty in a periodic review with the administration of existing and contemplated salary schedules (not individual salary arrangements);
4. To make directly to the Board of Trustees periodic reports relating to faculty member affairs and state of the Institution with emphasis on the academic program;

5. To provide for faculty member input into the periodic evaluation of senior top administrators of the university;
6. To serve as Grievance Committee as provided in Section 3.6, and its subsections, in the Faculty Handbook;
7. To recommend and help administer faculty member development programs including the Fall Faculty Retreat;
8. To schedule a Teaching Faculty meeting each semester with the Chair of Faculty Affairs, or an alternate member as agreed upon by the chair, acting as chair of the meeting;
9. To nominate two candidates for the Presiding Officer of the Faculty at the April meeting of the Faculty; and
10. To act as an archive for the procedural rules adopted by any committee of the Faculty.

### **HONORS PROGRAM COMMITTEE – Appointed**

The Honors Program Committee shall be appointed by the Provost, in consultation with the Honors Program Director. It shall consist of the Honors Program Director who will also serve as Chair, at least four other faculty members from at least three different Divisions, and one student representative from the Honors Program (as appointed). The Provost (or his or her designee), as well as the Registrar, and the Director of Admissions, serve as ex-officio members without vote.

The functions and responsibilities of this committee are to:

1. Develop, assess, and administer the policies and curriculum of the Honors Program;
2. Approve or disapprove all applications for admission to the Honors Program;
3. Review any disciplinary or expulsion issues, and confirm that student members of the Honors Program maintain good standing;
4. Recruit and/or provide faculty member leadership for Honors courses;
5. Provide budget recommendations for the Honors Program to the Provost;
6. Serve as an advisory board to the Provost on issues pertaining to the Honors Program; and
7. Supervise academic honor societies and submit an annual report to the administration and Faculty.

#### **2.2.6.1 The Honors Program Director is responsible for:**

1. Assisting the Office of Student Financial Planning and the Office of Admissions in recruiting internal and external applicants to the Honors Program,
2. Working with the Honors Program Committee in recruiting and/or providing faculty member leadership for Honors courses,

### **INSTITUTIONAL ASSESSMENT AND RESEARCH COUNCIL– Appointed**

The Institutional Assessment and Research Council (IARC) is appointed by the President. This council shall be composed of the Provost; the Academic Dean; the Vice President of Student Development; the Director of Assessment; the Controller; Director of Student Success Center; at least three other faculty members (this number may vary pending anticipated assessment activities); and a member of the community. The primary function of the IARC is to coordinate and oversee the work of various sub-groups involving assessment across the institution and oversee the following functions:

1. Develop, administer, and monitor the assessment process for the institution, and assist all institutional departments in their assessment activities.
2. Distribute appropriate assessment information to administration, faculty, and staff.
3. Coordinate and revise institution-wide assessment activities including, but not limited to,
  - a. Criteria for Performance Excellence,
  - b. Program Review,
  - c. Institutional Surveys (NSSE, FSSE, student exit, course, advising, etc.), and
  - d. Faculty Assessment Reports (Forms A-H)

4. Analysis, dissemination, and reporting of assessment information back to institutional members.
5. Monitor implementation of continuous improvement initiatives as a result of data analysis in all institutional Divisions, Departments, and/or Programs.
6. Maintain and continually update storage of all assessment instruments, assessment data, assessment outcomes, and assessment proposals in both electronic and hardcopy versions.
7. Lead and assist with professional development events of all assessment activities.

The intent is to improve coordination, training, and dissemination of the aforementioned assessment responsibilities. The IARC is required to provide regular reports at each Faculty meeting when data reports are finalized and submit an annual report to the President for each academic year by the end of May.

#### **TEACHER EDUCATION COMMITTEE/TEACHER ED UNIT – Academic Representatives**

The Teacher Education Committee shall consist of the Chair of Teacher Education Division, the Education faculty members, KWU faculty members from other academic areas, and two students (one elementary education major and one secondary education minor) who have been fully accepted into the Teacher Education Program. The functions and responsibilities of this committee are to:

1. Develop and administer the policies and process of application to the Teacher Education Program,
  2. Approve or disapprove all applications for admission to the Teacher Education Program,
  3. Approve or disapprove all applications for teacher certification, and
  4. Conduct studies and make recommendations designed to improve the Teacher Education Program.
- Appeals of this committee's actions may be made to the Academic Affairs Committee of the Faculty.

**KANSAS WESLEYAN UNIVERSITY**  
**2019-20 INSTITUTIONAL COMMITTEE STRUCTURE**  
**STANDING COMMITTEES**

**ATHLETICS COMMITTEE**

The Athletics Committee shall consist of the following members: the Vice President and Director of Athletics as Chair, the Faculty Athletics Representative (FAR), the Head Athletic Trainer, the Sports Information Director, two Head Coaches, two (2) students (one male and one female) and 2-3 faculty members. The functions and responsibilities of this committee are to:

1. Act as a board to review and make recommendations relative to intercollegiate athletic philosophy and policy,
2. Act as an advisory committee to the FAR and the Vice President and Director of Athletics, and
3. Serve as a communication link between the Faculty and intercollegiate athletics.

The Committee is to provide regular reports at the Faculty meetings as well as to the President and Provost at least once each semester.

**ENROLLMENT COMMITTEE**

The Enrollment Committee shall consist of the Provost, as Chair (or his or her designee), Vice President for Enrollment Management (Ex-officio), Vice President and Director of Athletics (Ex-officio), Vice President for Student Development (Ex-officio), Director of Admissions (Ex-officio), Registrar, and one faculty member from each academic division. The functions and responsibilities of this committee are to:

1. Establish and review (in consultation with the Faculty) the standards of admission to the university,
2. Act as an appeals committee for provisional admission requests,
3. Examine and make recommendations regarding recruitment and retention strategies.
4. Serve as an advisory board to the Vice President for Enrollment Management, and the Director of Student Financial Planning.

The Committee is to provide regular reports at the Faculty meetings as well as to the President and Provost least once each semester.

**INSTITUTIONAL DIRECTION COMMITTEE**

The Institutional Direction Committee shall be chaired by the President in coordination with the Provost. It shall consist of the President's Council, the Divisional Council, a representative from the Middle Managers, the Executive Assistant to the President, one head coach, and the faculty member appointed to serve as the representative to the Committee on Finance and Operations of the Board of Trustees. The functions and responsibilities of this committee are to:

1. In collaboration with the President, review internal and external strategic issues, using data analysis, for the university to assist in enrollment growth, revenue growth, and accountability/assessment;
2. Review the current year's operational budget and recommend such budget to the President;
3. Develop the following year's operational budget and recommend such budget to the President. These recommendations will include policy decisions affecting pricing (tuition, room, board fees) and expenditures (salary and program adjustments).
4. Develop a budget-planning program for the following 3-5 year period in order to provide a framework for annual operational budget development; and
5. Review requests for technological resources and make recommendations for the purchase and distribution of the same.

The Committee is to provide a report at a meeting of the Faculty as well as to the President and Provost at least

once each semester.

### **RETIREMENT PLAN COMMITTEE**

The Retirement Plan Committee was established by charter by the Board of Trustees in June 2014 as a university committee and the following corporate officials were appointed by title, to serve as the “permanent” members of the committee: President and CEO, Vice President of Finance and Operations (or Chief Financial Officer), and Vice President for Enrollment Management. In addition, three (3) employees are allowed to serve as “volunteer” members of the Committee. Each volunteer member will serve a one-time two-year commitment on the Committee. The Committee shall consist of no less than three (3) members. The permanent members shall from time to time appoint additional members or fill any vacancies of the volunteer members. The purpose of this committee is to serve as the Plan Fiduciary as outlined in the committee charter of 2014 and the primary responsibilities are:

1. Develop the investment structures and policies for the Plan;
2. Select and monitor the investments offered to the Plan’s participants;
3. Determine the Plan’s providers and advisors as they relate to investment issues and services;
4. Determine the investment needs of the participants and the services to respond to those needs; and
5. Make such other decisions as are necessary and appropriate to prudently manage the Plan’s selection of investments and investment-related services.

### **STUDENT LIFE/STUDENT CONDUCT COMMITTEE**

The Student Conduct/Student Life Committee shall consist of the Vice President for Student Development as Chair, the Director of Residence Life, the Vice President and Director of Athletics, the Campus Minister, a member of Campus Security, at least two faculty members, at least two students (one male, one female). The functions and responsibilities of this committee are to:

1. Act as a board for the initial hearing and adjudication of charges against KWU individual students and student organizations; and
2. Serve as the final campus appeal board, subject only to the legal authority of the president.
3. Serve as an advisory board in matters related to student welfare, the quality of campus life, intramural athletics, recreational activities, and student programs,
4. Approve requests for proposed student organizations and changes in the constitutions of existing student organizations,
5. Act as a policy review board for current and proposed policies of the Student Handbook, and
6. Monitor institutional adherence to the Drug-Free Schools and Communities Act, Student Right-to-Know and Campus Security Act, and any additional public laws within the purview of the office of Student Life.

The Committee is to provide regular reports at the Faculty meetings as well as to the President and Provost at least once each semester.

### **STUDENT SUCCESS COMMITTEE**

This committee is responsible for reviewing best-practice approaches for student success and working to implement such approaches, as appropriate, at the institution. The members of the committee will be: Provost (Chair), Academic Dean, Vice President and Director of Athletics, Vice President for Student Development, Director of the Student Success Center, two head coaches, two faculty members, and the Fine Arts Division Chair. The functions and responsibilities are to:

1. Review, analyze, and recommend student success initiatives
2. Enhance communication between curricular and co-curricular initiatives

The Student Success Committee is to provide regular reports at the Faculty meetings as well as to the President and Provost at least once each semester.

**KANSAS WESLEYAN UNIVERSITY**  
**2019-20 INSTITUTIONAL COMMITTEE STRUCTURE**  
**ADVISORY COUNCILS**

**ANIMAL USE & CARE ADVISORY COUNCIL**

The Animal Use & Care Advisory Council is appointed by the President. The composition and duties of the Animal Use and Care Advisory Council shall be in agreement with those described in United States Department of Agriculture, Animal and Plant Health Inspection Service regulation 2.31. This council shall be composed of two faculty members, one staff member, and one veterinarian from the greater Salina area community who is not directly affiliated with Kansas Wesleyan University (except as a member of this committee) nor is a member of the family of any employee of Kansas Wesleyan University. The duties and responsibilities of the council shall include the supervision of the acquisition and use of all animals being used by employees of Kansas Wesleyan University for instruction, research, or other professional activities, the inspection of the housing conditions of all animals that are acquired, and the keeping of appropriate records to document these activities.

The council is to provide regular reports at the Faculty meetings at least once each semester.

**EMERGENCY MANAGEMENT PROGRAM ADVISORY COUNCIL**

The Emergency Management Program Advisory Council is appointed by the President. This council shall be composed of the KWU Director of the Emergency Management Program as the Chair, the Senior Director for Development, and members of the greater Salina community that represent the city, fire service, law enforcement, hospital, non-profit agencies, and the private sector.

The duties and responsibilities of the EMPAC shall include advising, assisting, reviewing, and providing feedback on emergency management issues, planning, and policies.

The council is to provide regular reports at the Faculty meetings at least once each semester.

**INSTITUTIONAL REVIEW BOARD FOR THE ETHICAL TREATMENT OF HUMAN SUBJECTS (IRB)**

The IRB is appointed by the President. The IRB is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of KWU, in accordance with the Federal Policy for the Protection of Human Subjects (45 C.F.R. 46). This committee shall consist of one faculty member from each of the divisions, one student, and one member who is not otherwise affiliated with the university. All members will receive training in ascertaining the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. Oversight for IRB activities is the responsibility of the Provost or another authorized institutional individual as appointed by the President. The responsibilities of the IRB shall include the review and approval of research proposals involving the use of human subjects and the keeping of appropriate records to document these activities.

The council is to provide regular reports at the Faculty meetings at least once each semester.

**NURSING ADVISORY COUNCIL**

The Nursing Advisory Council is an advisory body appointed by the President with advice from the Provost and Chair of the Nursing Education & Health Sciences Division. The purpose of the Nursing Advisory Committee is to advise the nursing education program at Kansas Wesleyan University of the resources available and experiences available in the community to prepare the KWU student to become a baccalaureate prepared professional nurse. In addition,



it provides a venue for the nursing education program to communicate the educational needs of the students in the nursing education program. It is through this purpose that this community of interest influences the mission, services, and graduates of the KWU program. A complete membership roster is on file in the Nursing Education & Health Sciences Division.

The council is to provide regular reports at the Faculty meetings at least once each semester.

### **ONLINE ADVISORY COUNCIL**

The Online Advisory Council is an advisory body appointed by the President. It is comprised of the Academic Dean as Chair, the Chair of the Nursing Education & Health Sciences Division, the Director of Admissions, the Director of Information Systems, the Registrar, and one faculty from each division that teaches online education. This committee is charged to develop policies and promote practices that contribute to the quality and growth of online education at Kansas Wesleyan University. The functions and responsibilities of this *ad hoc* committee are to:  
Act as a recommending body for the development and support of a learner-centered program designed to further student success by making recommendations to the Provost and regarding:

1. Curriculum and instruction, evaluation and assessment, technology, accessibility, infrastructure, and academic support services that affect all modes of distance education course delivery,
2. Policy issues including but not limited to intellectual property rights, enrollment, office hours, online course development and management, and technical support,
3. Ongoing faculty member development and consistent support in the areas of pedagogy and technology in order to ensure that faculty members who teach online courses are able to provide high quality learning environments for the students of Kansas Wesleyan University, and
4. Oversee the implementation of online education initiatives that grow out of the university's planning.

The council is to provide regular reports at the Faculty meetings at least once each semester.

### **SERVICE LEARNING ADVISORY COUNCIL**

The Service Learning Advisory Council is an advisory body appointed by the President. It is comprised of the Director of Experiential Learning as Chair, the Provost (or his or her designee), the Vice President for Student Development (or his/her designee), the Registrar, and three to five KWU faculty members involved with service learning courses. This body will advise the Provost on creating and implementing standardized policies and processes, and advancing the concept of service learning to campus organizations and faculty membership.

The council is to provide regular reports at the Faculty meetings at least once each semester.

### **SOCIAL WORK ADVISORY BOARD**

The KWU Social Work Advisory Board is an advisory body appointed by the President with advice from the Provost and Chair of the Social Sciences Division.

Purpose: The work of the Social Work Advisory Board will include:

1. Serving as a venue for the social work education program to communicate the educational needs of the students in the social work program to the local professional community;
2. Serving as a resource on local needs and trends in social services;
3. Assisting in the development and maintenance of high standards with advice on curriculum overview, student practicums, graduate placement, community networking and resources;
4. Actively participating in the accreditation endeavors regarding the KWU social work program, including any site visits;
5. Providing ongoing evaluation and recommendations for program improvements;

6. To meet formally twice a year (fall and spring), and informally as needed.

The Social Work Advisory Board's membership is comprised of social workers, practitioners, and leaders in our community that serve in an advisory capacity to the KWU social work programs.

The advisory board is to provide regular reports at the Faculty meetings at least once each semester.

### **TEACHER EDUCATION COUNCIL**

The Teacher Education Council is an advisory body appointed by the President with advice from the Provost. It is comprised of the Director of the Teacher Education Program as chairperson, Teacher Education faculty members, two KWU faculty members from other academic areas, two KWU students (one elementary major and one secondary education minor), who have been fully accepted into the Teacher Education Program, three area teachers (one elementary, one middle school, and one high school), and two area school administrators and one community member. This body will advise the Chair of the Humanities and Teacher Education Division on education issues in the KWU Teacher Education Program. In addition, the Teacher Education Council will give input to issues relating to the Teacher Education Unit. The recommendations of the Teacher Education Council are shared with the Teacher Education Department, the Humanities and Teacher Education Division, and the Teacher Education Unit for improvement of the overall Teacher Education Program.

The council is to provide regular reports at the Faculty meetings at least once each semester.

**KANSAS WESLEYAN UNIVERSITY**  
**2019-20 INSTITUTIONAL COMMITTEE STRUCTURE**

**AD HOC COMMITTEES**

**COMPLIANCE TASK FORCE**

The Compliance Task Force is appointed by the President and shall consist of the following members: President, Academic Dean (as Chair), Provost, Chief Financial Officer, Registrar, VP for Enrollment Management, VP for Student Development, VP and Director for Athletics, Director of Student Financial Planning, Director of Admissions, Jenzabar Campus Coordinator, and Executive Assistant to the President.

**Purpose:** The purpose of the Kansas Wesleyan University Compliance Task Force is to develop a university compliance plan that systematically reviews adherence to governmental and university compliance policies, and identifies and addresses compliance risks.

The functions and responsibilities of this committee are to:

- Implement the KWU Compliance Plan and monitor risks by effective mitigation.
- Report Compliance Plan activities and processes quarterly to the President of the university.
- Report to the President immediately, any suspected compliance violation involving imminent risk of injury or harm to persons, property or the surrounding community, or significant reputational harm.

The Task Force is to provide regular reports at the Faculty meetings as well as to the President at least once each semester.

# KANSAS WESLEYAN UNIVERSITY

\_\_\_\_\_ Committee

0:00 – 0:00 p.m.

\_\_\_\_\_ (meeting room location)

\_\_\_\_\_ (Mo) \_\_\_\_ (Day), 2019

## **Committee Members**

*First Last (Chair), First Last, First Last, First Last, First Last, First Last, First Last*

*Note if Ex-officio member*

## **AGENDA TEMPLATE**

### **I. Opening**

- A. Welcome and Opening Prayer
- B. Call to Order
- C. Assign Meeting Recorder
- D. Approval of Minutes from Previous Meeting

Committee Chair's Name

### **II. Unfinished Business**

- A. Review Committee's Dashboard
- B.
- C.

Committee Chair's Name

Committee Chair's Name

Name of Discussion Leader

Name of Discussion Leader

### **III. New Business**

- A.
- B.
- C.

Committee Chair's Name

Name of Discussion Leader

Name of Discussion Leader

Name of Discussion Leader

### **IV. Other**

Committee Chair's Name

### **V. Adjournment**

Committee Chair's Name

### **Attachments:**

Minutes from \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The next committee meeting is scheduled for  
\_\_\_\_\_ (Month) \_\_\_\_ (Day), \_\_\_\_ (Year)  
at 00:00 am in \_\_\_\_\_ (meeting room location)

\_\_\_\_\_ Committee  
 \_\_\_\_\_ (Mo) \_\_\_\_\_ (Day), 2019

**Present:** First Last (Chair), First Last (Trustees).....**IN ALPHA ORDER following name of committee chair...**First Last, First Last, First Last, First Last, First Last (**student rep – if applicable**).

**Call to Order:** First Last (name of chair) called the meeting to order at 0:00 am/pm in \_\_\_\_\_ (meeting room location).

## 28 | Page

# Kansas Wesleyan University Committee Annual Report

*Please see committee annual report forms for each committee posted on the KWU Intranet.*

*The following is one committee's report form "A" as an example for 2019-20.*

**Name of Committee:** Academic Affairs

**Chair of Committee:**

**Committee Members:**

**Purpose of Committee:** (list committee description for the current year)

**Meetings Held** (dates):

## **Committee Work:**

1. Decision Highlights / Actions and Motions passed by committee during this academic year (and how did they advance the Mission and strategic goals of KWU):
2. Is there any follow-up still pending for coming year? (Use second page if necessary)
3. List Dashboards/Goals for the coming year and how they relate to the Mission and strategic goals of KWU:
4. Are all committee minutes posted on the KWU Intranet? \_\_\_\_ Yes \_\_\_\_ No
5. Committee recommendations for next academic year. Please share any comments the committee has for making the work of this committee more effective in accomplishing its charge and goals.
6. Provide evidence to prove the following based on this committee's work this academic year. Evidence should be both attached to the annual report upon submission and sent to the Director of Assessment:

2.D: The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

2.E.3: The institution has and enforces policies on academic honesty and integrity.

3.D.3: The institution provides academic advising suited to its programs and the needs of its students.

Handbook requires procedural rules adopted by any faculty committee be sent to Faculty Affairs.

**Committee Chair's Signature**

**Date**

# KANSAS WESLEYAN UNIVERSITY

## CAMPUS COMMITTEES – DASHBOARDS

### **Purpose:**

Dashboards are used by organizations as an at-a-glance overview, an easier way to access information within large data/information sets and to analyze that information for the purpose of managing performance, to make better decisions.

### **Expectation:**

All standing committees of the university (both institutional and faculty committees) are to develop and maintain a committee dashboard. Once the dashboard is created, it should be considered a resource tool for the committee members in their work. At minimum, the dashboard should be reviewed and updated at the start of each semester (fall and spring).

### **Identifying Data to Measure (KPIs):**

Identify the metrics, or key performance indicators (KPIs) to measure, which ones are essential, and the right level of detail, are the first steps in building the dashboard. What metrics will drive the business of the committee?

Key points for identifying (metrics) KPIs:

- KPIs should directly tie into the university mission and vision statements.
- KPIs should be specific, measurable, achievable and realistic time-wise.

The metrics should be limited to the top ten critical ones. Items that are typical to list on committee dashboards:

- Tasks to accomplish academic year – target goals
- Overdue tasks
- Upcoming events (a task is almost due, a meeting is scheduled, etc.)
- Recent activity (a new comment posted, document uploaded, etc.)

### **Type of Dashboard:**

Committees are free to develop the dashboard that is appropriate for their committee and provides the best “snapshot” of that work in goals, benchmarks and measurement of outcomes. Charts (gauges, bullet, bar, stacked bar), graphs (pie), maps, embedded reports, and almost any visualization imaginable can be used within the dashboards. However, the design of the dashboard should be chosen carefully to identify the best way to build and monitor the committee’s dashboards, and to make analyzing the information easier. More is not necessarily better. Less/simpler can be more easily analyzed by the end user.

Many organizations use a color code system as action lights to identify the metrics or indicators:

**Red = act**

**Yellow = watch**

**Green – celebrate!**

**KANSAS WESLEYAN UNIVERSITY**  
**CRITERIA FOR PERFORMANCE EXCELLENCE** *(dashboard)*  
**2019-20 Academic Year**

**Purpose: To utilize data to implement change for continuous improvement**

Unit: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

**CODES:**      **KPI:**    Key Performance Indicator/ Dashboard Indicator (Indicators of success/goals for improvement)  
                  **OFI:**    Opportunities for Improvement (Things that need improvement in the unit with goals for improvement)

CODE	OPERATIONAL DEFINITION OF INDICATOR	2019-20 GOAL	2019-20 ACTUAL	2020-21 GOAL	2019-20 ACTUAL
KPI 1					
KPI 2					
KPI 3					
OFI 1					
OFI 2					
OFI 3					

- Based on the information or data gleaned from last year's goals, identify one or two tangible changes that will be made.
- Complete the table below with respect to the tangible changes noted in #1:

Concern:	Goal:	Action Steps:	Date of Completion (anticipated):	Person(s) responsible:




## KANSAS WESLEYAN UNIVERSITY

### Uploading documents for committees to Intranet

#### INSTRUCTIONS

Intranet permissions have been updated for all current committee chairs to have access to administer edits to their respective committee information.

Log in to *MyKWU* using your KWU assigned User ID and PW

Click on the Intranet tab on top task bar 

Click **Committees 2019-20** on the left side bar

Click on “**Inst - XXX Committee**” - - or “**FAC – XXX Committee**” for your appropriate committee set

Click on the **green +** to add a handout (agenda, minutes, attachments)

- Use the following examples on how to identify posted document:  
*Athletics Committee Agenda – Sept. 3, 2019*  
*Athletics Committee Minutes – Aug. 21, 2019*  
*Athletics Committee Attachment A – Sept. 3, 2019 (or whatever doc is)*
- Agendas and supporting documents should be posted at least one week prior to the committee meeting.
- Minutes are to be posted one week following the committee meeting.

**Faculty Division (other than Divisional Council) and Department meeting information is posted either on those Intranet pages or on a Canvas portal. Check with Provost’s Office at start of year to confirm which pages to use.**

# KANSAS WESLEYAN UNIVERSITY

## FAQs for Committee Chairs

### **Are KWU committee meetings subject to open meetings law?**

**NO.** The Kansas Open Meeting Act (KOMA) applies to state and local public agencies (those related to the government). It does not apply to private entities.

### **When are committees appointed?**

**July 31.** Committee assignments are distributed to all faculty and staff with all but the student representatives and shared with faculty and staff by July 31.

**Aug. 31.** Any subsequent edits are finalized by August 31.

**Sept. 1.** SGA finalizes the student representatives by September 1 and the recommendations are submitted to the President by the Student Government Association President.

### **Who appoints the committees?**

**President.** With the exception of the few positions elected by the faculty at the last meeting of the academic year, all faculty committees and institutional committees are appointed by the President, in conjunction with the recommendations of the Provost. The selection of committee membership is an intentional strategic process to be sure assignments reflect a good matching of position and experience with the work of the committees, as well as a fair distribution of faculty and staff load and responsibility.

### **Who can help me with scheduling committee meetings?**

**The facilities scheduling officer, Jennifer Lawson.** She can assist you with finding rooms available for your committee meeting dates and times.

**How do I schedule meeting space for my committee?** The university currently uses ASTRA SCHEDULE for facilities reservations. All committee chairs have access to request meeting space. If you need assistance with making your committee meeting room reservations or requesting set-up, the Scheduling Officer can assist you.

<https://www.kwu.edu/about-kwu/reserve-a-campus-space>

**When should the agenda, minutes from previous meeting, and other supporting documents be sent out to the committee members?**

The agenda, minutes from previous meeting, and other supporting documents should be distributed to the members at least one week prior to the next meeting. Attaching this to the Outlook meeting invitation is the preferred method of distribution.

**Will the committee chairperson provide paper copies of meeting information at all the meetings?**

**No.** It is the responsibility of each committee member to bring the meeting information that was distributed electronically. This may be in paper format, or digital access on a laptop, tablet or phone. An exception is if a “revised” agenda is necessary. The Chair can provide a hard copy at the meeting or the committee chair can make those changes to the agenda at the start of the meeting. Additional last-minute supporting documents can also be handed out at the meeting for committee review. However, this practice should be limited to allow committee members sufficient time to prepare prior to the meeting for any discussion/action on those documents.

**Do committees have to keep meeting minutes?**

**Yes.** As part of our process and procedures to demonstrate and provide evidence of the work of the institution, all committee meetings are to have an official written recording of such meetings. It is recommended that each committee either designate a secretary at the beginning of the academic year, or rotate responsibility for creating the minutes among all committee members.

**Do committees have to follow a certain format for meeting agendas, reports, and minutes?**

**Yes.** Committees are to use the standard agenda, minutes and annual report templates accessible from the KWU Intranet on the *MyKWU* portal.

**Is there a place online to store committee minutes, materials and documents?**

**Yes.** By logging into *MyKWU*, you can access the Intranet where internal institutional information is stored. Each committee has a “set” available under “Campus Committees 2019-20”. This is where agenda, reports and minutes are posted. Agendas and supporting reports/attachments should be posted online one week prior to the committee meeting. Minutes should be posted within one week of the meeting.

### **Are committees required to develop dashboards?**

**Yes.** All committees are required to develop dashboards for the year. These are to be submitted to Dr. Bill Backlin ([bill.backlin@kwu.edu](mailto:bill.backlin@kwu.edu)) by September 20, 2019. Following review by the Provost and President, the dashboard reports will be posted on the Intranet. *Dashboards should be a standard item on each committee agenda* to review first thing under unfinished business.

### **In addition to my committee members, can I invite people with pertinent expertise from particular offices or constituencies to join my committee?**

**Yes.** While the committee descriptions are usually explicit about who may be elected or appointed as members of committees, nothing precludes the committees from involving relevant campus officials or liaisons to pertinent offices or constituencies in their work. Any such person should be duly noted in the committee minutes and their role or reason for attending the meeting.

### **How can I communicate electronically with members of the committee?**

Every committee has access to a listserv communications tool created by Jay Krob. This is updated each August with the new committee appointments. Email messages can be sent **from committee members' KWU accounts** to your listserv address, and the message will be delivered to the committee members' KWU email addresses.

### **What do I do with committee records if I am rolling off the committee or will no longer be the chair?**

**Committee chairs are required to transfer committee records** to the Provost for faculty committees and to the President for institutional committees. If you are a committee member, please pass your records, including handwritten notes, to your committee chair.

### **Our committee would like to present a resolution for a vote at a Faculty or Institutional Direction Committee meeting. How do we draft a resolution and get it on the agenda for a Faculty or IDC meeting?**

**Faculty Meeting.** Committees should submit their resolutions to the faculty secretary well in advance of the Faculty meeting at which they wish to present so that the Faculty Presiding Officer can ensure that a resolution is in order, and that enough time is reserved on the agenda for thorough discussion. Questions about language and formatting of resolutions should be directed to the secretary of the faculty. The Faculty Handbook states that resolutions for faculty consideration must be written and circulated to the every member of the voting faculty at least one week in advance of the meeting at which they are to be presented.

**IDC Meeting.** Committees should submit their resolutions to the Executive Assistant to the President well in advance of the IDC meeting at which they wish to present so that the President can ensure that a resolution is in order, and that enough time is reserved on the agenda for thorough discussion. Resolutions for IDC consideration must be written and circulated to every member of the IDC at least one week in advance of the meeting at which they are to be presented.

### **Are committees required to submit annual reports?**

**Yes.** All committee, council, ad hoc, and task force groups are required to submit an annual report by May 31. The standard template for annual reports is to be used and is available on the Intranet. Faculty committees submit reports to the Provost Office and institutional committees submit annual reports to the President's Office. Following review by the Provost and President, the annual reports will be posted on the Intranet.