

KANSAS WESLEYAN UNIVERSITY

2020 INSTITUTIONAL COMMITTEE STRUCTURE

STANDING COMMITTEE DESCRIPTIONS

Athletics Committee

The Athletics Committee shall consist of the following members: the Director of Athletics as Chair, the Faculty Athletics Representative (FAR), 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 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.

Data Integrity and Reporting Committee

The Data Integrity and Reporting Committee (DIRC) shall consist of the following members: The Chief Financial Officer (Chair), the Vice President for Enrollment Management, the Director of Information Systems, the Assistant Director of Information Systems, the Registrar, the Assistant Director of Student Development, the Associate Director of Student Financial Planning, the Coordinator of Advancement Services, the Head Athletic Trainer, and the Institutional Research and Core System Coordinator.

The campus acknowledges the critical, ongoing need to provide a comprehensive oversight process designed to protect its information assets and electronic systems. The DIRC is charged to:

1. Coordinate and direct the development of the Information Security Policy, to ensure that it meets regulatory requirements and current standards.
2. Advise the senior management on issues of information security and risk reduction.
3. Evaluate new threats and reduce risk of intrusion, loss of data integrity and compliance violations.
4. Suggest and evaluate resources for approaching security concerns.
5. Review and approve exceptions to the Information Security Policy.
6. Ensure compliance with the Information Security Policy in the organizational hierarchy.
7. Sponsor and champion changes or updates to the Information Security Policy through the university's approval processes.

The DIRC is to provide regular reports at the Faculty meetings as well as to the President and Provost at least once each semester, and submit a committee annual report to the President by the end of May each year.

Enrollment Committee

The Enrollment Committee shall consist of the Provost (or his or her designee), the Vice President for Enrollment Management, the Director of Athletics, the, the Vice President for Student Development, two faculty members, and two students. 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, one head coach, the Executive Assistant to the President, the Plant Operations Director, 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. The following corporate officials are appointed by title, to serve as the "permanent" members of the committee: President and CEO, the Chief Finance Officer, and the Vice President of 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.

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

Student Conduct / Student Life Committee

The Student Conduct/Student Life Committee shall consist of the Vice President for Student Development as Chair, the Director of Residence Life, the Director of Athletics, 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

The Student Success Committee is appointed by the President. 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 are: Provost (Chair), Academic Dean, 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 Committee is to provide regular reports at the Faculty meetings as well as to the President and Provost at least once each semester.

ADVISORY COUNCILS DESCRIPTIONS

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 Development Director of Advancement, 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. Also, 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 Assistant Provost as Chair, the Chair of the Nursing Education & Health Sciences Division, the Director of Admissions, the Director of Information Systems, the Registrar, and all online education faculty members. 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 Social Work Advisory Board is an advisory body appointed by the President with advice from the Provost. It is comprised of the Provost (as Chair), members of the community engaged in the various disciplines of social work, KWU faculty members from the Behavioral Sciences and Human Services Department, and the President as ex-officio. This body will work collaboratively with the Provost to advise on current and future trends, needs in social work practice, promoting the KWU mission, and supporting the goals of the broader social work community. The recommendations of the Social Work Advisory Board are shared with the Behavioral Sciences and Human Services Department and the Social Sciences Division for improvement of the overall Social Work Program at KWU.

The 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 Chair of the Teacher Education Division. It is comprised of the Chair of the Teacher Education Division 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 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, Division, and 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.

AD HOC COMMITTEE DESCRIPTIONS

Compliance Task Force

The Compliance Task Force is appointed by the President and shall consist of the following members: President, Provost (as Chair), Associate 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 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:

1. Implement the KWU Compliance Plan and monitor risks by effective mitigation.
2. Report Compliance Plan activities and processes quarterly to the President of the university.
3. Report to the President without delay, 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.

Green Committee

The KWU Green Committee is an ad hoc committee appointed by the President and shall consist of the following members: the Biology Department Faculty (one serving as Chair), Director of Plant Operations, the Assistant Director of Student Development, and one student.

Purpose: This ad hoc committee is charged with reviewing campus practices and recommending solutions to enhance our commitment to environmental stewardship, which is found both in our campus ethos and in the United Methodist Book of Discipline. The committee is dedicated to:

- Promoting a culture of sustainability through the university community by engaging the powerful education, research and service traditions of the university;
- Promoting sustainable practices that recognize the need to manage human interactions with ecosystems/ecospheres to minimize effects of use, conserve the regenerative capacity of the natural environment, and promote its ecological integrity;
- Building an operational model that ensures the long-term future of the university's commitment to sustainability; and
- Implementing and promoting the sustainability through full engagement of faculty, students and staff.

This ad hoc committee is to provide regular reports at the Faculty meetings as well as to the President at least once each semester.