

# KWU Faculty Committee Descriptions

## Academic Affairs Committee

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. Organize and coordinate an annual “Honors & Awards Convocation”; and
5. Ensure and maintain academic integrity.

## Curriculum Committee

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 them 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**

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,
1. Conduct an annual review with report to the Faculty, of divisional operations and in consultation with the Director of Library Services, review library policies,
2. Serve as a conduit to division members of campus information,
3. Make recommendations to the President with regard to academic personnel needs, faculty member recruitment, matters on appointment, tenure, promotion, sabbaticals, and faculty member retention,
4. Serve as members of the Institutional Direction Committee for academic programs,
5. Review annually the need for ad hoc committees,
6. Consult with the Provost in course scheduling and catalog publication,
7. Participate in Divisional Council training and facilitate on-going training and education within the DC member's division,
8. 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
9. Work intentionally and collaboratively with the Faculty Affairs Committee and the Faculty Presiding Officer.

## **Faculty Affairs Committee**

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**

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.

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, and

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

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.

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

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.