

FACULTY COMMITTEES (Standing) 2018-2019

ADMISSIONS COMMITTEE FOR MARY BALDWIN UNIVERSITY

Term of service: 3 years

The Admissions Committee serves all programs of MBU. The Committee works in partnership with Enrollment Management to support the admissions function through reviewing data, discussing strategy, and facilitating effective faculty involvement in the admissions process.

Under the umbrella of the university Admissions Committee subcommittees may be created. These subcommittees may focus on more specific programs such as PEG, Mary Baldwin College for Women, etc.

Membership: Four faculty members, one each from each College.

Ex Officio – Voting

Associate Provost

Vice President for Enrollment Management

Ex Officio - Non-voting

Director of Admissions – Adult and Graduate

Assistant Directors of Admissions

Other Admissions/Financial Aid personnel as deemed appropriate by the membership

2018-2019 Members

Doug Davis (3) BPS, Chair

Mary Jane Epps (1) CAS

Jennifer Hancock (1) MDCHS

Tamra Willis (3) COE

Ex Officio-Voting

Carey Usher, Associate Provost

James McCoy, VP for Enrollment Management

Ex Officio – Non-voting

Erika Davis, VP of Admissions – Online and Graduate

Matthew Munsey, Director of Admissions

ASSESSMENT COMMITTEE

Term of service: 3 years

Responsibility: The Assessment Committee receives and reviews reports of assessment activities submitted to the Committee by the Dean of the Colleges of Arts and Sciences, the Dean of the College of Business and Professional Studies, the Dean of the College of Education, and the Vice President of the Murphy Deming College of Health Sciences. Based on its review, which is carried out in consultation with the Deans and the Vice President, the Assessment Committee reports the results of its review to the faculty and to the executive staff. Results of assessment activities play a significant role in institutional planning and budgeting.

Membership: At least one faculty member from each College

2018-2019 Members

Pamela Bailey (1) COE, *Co-chair*

Jinyoung Kang (3) BPS

Chandra Mason (1) CAS, *Co-chair*

Greg Hanson (3) MDCHS

COMMITTEE ON COMMITTEES

Responsibility: Nominate faculty to committee positions and present such nominations for election at faculty meeting. Nominate the Faculty Secretary (two year term), Marshal and Associate Marshal (five year terms), and Parliamentarian (who serves at the pleasure of the Faculty but may resign without prejudice at the end of any

academic year). Recommend to the faculty the dissolution or creation of committees. Review committee structure and areas of responsibility.

Membership:

Provost
Chairs of the Faculty Status and Evaluation Committee
A representative of each of the four Colleges, elected by the faculty members in that College

2018-2019 Members

Janet Ewing (1) BPS

Bess Maxwell (1) MDCHS

Kathy McCleaf (1) COE

Amy Diduch (3) CAS

Ty Buckman –Provost

John Ong – Chair of FSEC (*Paul Menzer held role for Fall 2018; John Ong for Spring 2019*)

EDUCATIONAL POLICY COMMITTEE – COLLEGE OF ARTS AND SCIENCES Term of service: 3 years

Responsibility: Ensures the integrity of the undergraduate Arts and Sciences curriculum; reviews and approves new program offerings; reviews and approves substantive changes to curricula; reviews and approves courses for the Common Curriculum, including any changes to Common Curriculum designations or categories. Also addresses baccalaureate graduation requirements pertaining to Arts and Sciences coursework. Actions taken by the CAS EPC that affect the graduation requirements of all students (e.g. changes to the Common Curriculum) are brought for vote to the full faculty. All other decisions are brought to the CAS faculty for approval and to the full faculty for information.

Membership:

Three faculty members from the College of Arts and Sciences, with one faculty member from a math or science discipline, one from the social sciences, and one from the arts or humanities
Two additional faculty members from the College of Arts and Sciences
Every effort shall be made so that the above includes one faculty member with interest in interdisciplinary studies, one faculty member who teaches regularly online, and two tenured faculty members
One faculty member from Murphy Deming College of Health Sciences, College of Education, or College of Business and Professional Studies
One student in an Arts and Sciences program

Ex Officio – Voting

Dean of the College of Arts and Sciences

Ex Officio – Non-Voting

Registrar

Director of the Grafton Library or designee

2018-2019 Members

Amy Diduch (1) CAS-Social Science, *Chair*

Marty Fontenot (1) MDCHS

Joe Johnson (3) CAS-Math

Katherine Low (1) at large

Brenci Patino (1) CAS-Arts/Humanities

Lise Keiter (3) at large

Stephanie Sebolt (1) COE

Faith Parker - Student from CAS

Ex Officio – Voting

Martha Walker, Dean of the College of Arts and Sciences

Ex Officio – Non-Voting

Kim Robinson, Registrar

Carol Creager, Director of the Grafton Library or designee

EDUCATIONAL POLICY COMMITTEE – COLLEGE OF BUSINESS AND PROFESSIONAL STUDIES

Term of service: 3 years

Responsibility: Ensures the integrity of the academic programs within the College of Business and Professional Studies; reviews and approves new program offerings at the undergraduate and graduate level; reviews and approves substantive changes to curricula. Presents its recommendations to the CBPS faculty for approval, and to the full faculty for information.

Membership:

- One faculty member from each of the programs within the CBPS, selected by his or her program
- One faculty member from the College of Arts and Sciences, the College of Education, or Murphy Deming College of Health Sciences
- One student in a CBPS program

Ex Officio – Voting

Dean of the College of Business and Professional Studies

Ex Officio – Non-Voting

- Registrar
- Director of the Grafton Library or designee

2018-2019 Members

Donovan Branche (1) Health Care Administration, *Chair*

Beth Easterling (1) Criminal Justice

Claire Kent (1) BUAD

Pam Stephenson (1) MDCHS

Mary Clay Thomas (1) Social Work

Guadalupe Reyes-Student representative

Ex Officio – Voting

Joe Sprangel, Dean of the College of Business and Professional Studies

Ex Officio – Non-Voting

Kim Robinson, Registrar

Carol Creager, Director of the Grafton Library or designee

EDUCATIONAL POLICY COMMITTEE – COLLEGE OF EDUCATION

Term of service: 3 years

Responsibility: Serves as an advisory body for Education faculty involvement in the development of institutional planning, establishment of program priorities, assessment, and review; review of curriculum and new course proposals, graduation requirements for Education programs, and academic regulations. Presents its recommendations to the College of Education faculty for approval, and to the full faculty for information.

Membership:

- Four members of the Education faculty; at least two members should be faculty members who are actively teaching in the graduate program. (“Actively teaching” includes within the last two years)
- One faculty member from the College of Arts and Sciences
- One student from a COE program

Ex Officio – Voting

Dean of the College of Education

Ex Officio – Non-Voting

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

2018-2019 Members

Emily Ely (1) COE

Melissa Anderson Morgan (3) COE

Amy Tillerson-Brown (1) CAS

Carla Van Devander (1) COE

Alice Waddell (1) COE, *Chair*

Shayla Stewart – COE Student

Ex Officio – Voting

Rachel Potter, Dean of the College of the College of Education

Ex Officio – Non-Voting

Kim Robinson, Registrar

Carol Creager, Director of the Grafton Library or designee

Linda Mahler, Employee of Local School Division (confirmed with Rachel for 2018-19)

EDUCATIONAL POLICY COMMITTEE – MURPHY DEMING COLLEGE OF HEALTH SCIENCES

Term of service: 3 years

Responsibility: Address issues of curricular integrity, academic policy and procedure, and new program development. Also, review and approve the addition, deletion, and modification of all courses in MDCHS as well as changes in any program curriculum. Student admission, retention, promotion policies and processes are approved by this committee. Actions of this committee are brought to the full faculty for information.

Membership:

One full-time faculty member from each MDCHS program, elected by program

One full-time faculty member from the College of Arts and Sciences, the College of Business and Professional Studies, or the College of Education

One additional MDCHS faculty member, elected at large by the MDCHS faculty

Ex officio, voting:

VPHS

Program Directors of all MDCHS programs

Ex officio, non-voting:

Director of the Grafton Library or designee

2018-2019 Members

Keith Bishop (1) PT-MDCHS

Paul Deeble (1) CAS

Pam Dressler (1) Nursing - MDCHS

Marty Fontenot (1) PT - MDCHS

Don Solimini (1) PA - MDCHS

Sandra Wagoner (1) OT- MDCHS

Ex Officio – Voting

Deb Greubel, Vice President for Health Sciences, *Chair*

Program Directors of all MDCHS Programs

Ex Officio – Non-Voting

Carol Creager, Director of the Grafton Library or designee

EDUCATIONAL POLICY COMMITTEE – SHAKESPEARE AND PERFORMANCE

Term of service: 3 years

Responsibility: Formulates policy and serves as an advisory body for the M.Litt./MFA Director in the establishment and administration of program priorities, curriculum review, new course proposals, graduation requirements, academic regulations, admissions policies, and student status determinations. Actions of this committee are brought to the full faculty for information.

Membership:

Two faculty members from the College of Arts and Sciences representing two of the following

disciplines offering coursework related to the S&P program: English, History, Music, and Theatre
Two additional faculty members from, or who regularly teach in, the S&P program
One student from the Shakespeare and Performance program

Ex Officio – Voting

Dean of the College of Arts and Sciences
Director of the S&P Program

Ex Officio – Non-Voting

Registrar
The Admissions Counselor for S&P
The Executive Director of the American Shakespeare Center
Director of the Grafton Library or designee

2018-2019 Members

Doreen Bechtol (1) Shakespeare and Performance
Matt Davies (1)
Lise Keiter (1) Music - CAS
Terry Southerington (1) Theatre - CAS
Heron Kennedy, S& P Student Representative

Ex Officio – Voting

Martha Walker, Dean of the College of Arts and Science
Paul Menzer, Director of Shakespeare and Performance, **Chair**

Ex Officio – Non-Voting

Kim Robinson, Registrar
Ashley Buchanan, Admissions
Ralph Cohen, Exec. Director of the American Shakespeare Center
Carol Creager, Director of the Grafton Library or designee

FACULTY GRIEVANCE COMMITTEE

Term of service: Staggered 3 year terms

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

Membership: Eight full-time faculty members including the following:

Two faculty members from each of the four colleges, elected by those colleges; at least one faculty member who teaches regularly in distance formats; at least one faculty member who teaches regularly in a graduate program. At least five of the members must be tenured. No member of the Faculty Status and Evaluation Committee or the Murphy Deming Re-Appointment and Promotion Committee shall serve on the Grievance Committee.

Term in office: Members will serve three-year staggered terms, renewable for one further consecutive term of three years. The Chair of the Grievance Committee is elected from among the members.

2018-2019 Members

Jennifer Hunt (1) MDCHS
Lise Keiter (1) CAS
Claire Kent (1) BPS
Anne McGovern (2) CAS
Carolyn Moore (1) MDCHS
Kathy McCleaf (2) COE, co-chair
Sharon Spalding (1) COE, co-chair
Cat McPherson (2) BPS

FACULTY STATUS AND EVALUATION COMMITTEE

Term of service: 4 yrs tenured/1 yr. untenured

Responsibility: Review of faculty in all programs other than Murphy Deming College of Health Sciences for rank, promotion, and tenure with recommendations to the Provost, ensuring that work in all the University's

programs will be considered. Approve initial appointments above the rank of Assistant Professor. Review matters pertaining to faculty status. Provide guidance and advice to the Provost regarding the evaluation of teaching effectiveness.

Membership: The full committee is composed of eleven members, with seven on the sub-committee for tenure and promotion. Committee members are selected to ensure the representation of a range of disciplines.

Four tenured faculty members, two from the College of Arts and Sciences and one each from the College of Business and Professional Studies and the College of Education

One tenured faculty member who regularly teaches in a graduate program

One tenured faculty member who regularly teaches in distance formats

At least one tenured faculty members at large (voting members to total 7)

One untenured faculty member from each of the four colleges, elected by the untenured members of the respective Colleges

Term in office: Four years for the tenured members. One year for the non-tenured members who may be re-elected.

Conduct of Business: Non-tenured members do not attend meetings in which appointments, promotions or tenure are the order of business.

2018-2019 Members

Tiffany Barber (2) COE-tenured

Paul Callo – (1) CAS-tenured (*sabbatical replacement for Maria Craig , who will have 1 yr to serve upon return*)

Donovan Branche (1) BPS-untenured

Stephanie Sebolt (1) COE-untenured

Pam Stevenson (1) MDCHS - untenured

Mary Clay Thomas (3) BPS-tenured

Paul Menzer (2) CAS-tenured, *Chair*

John Ong (2) at large-tenured

Daniel Stuhlsatz (3) – BPS tenured

Brenci Patino (1) – CAS-tenured (*sabbatical replacement for Katherine Turner, who will have 1 yr to serve upon return*)

Clayton Brooks (1) CAS-untenured

GLOBAL HONOR SCHOLARS COMMITTEE

Term of service: 3 years

Responsibility: Support and oversight of the Honors Program, including: admissions criteria and selection of students for Honors Program; oversight of Honors Projects; and work with Honors Scholars in progress, with responsibility for recommendations to the Honors Program Director in cases where termination is appropriate. Review of the Honors curriculum.

Additional duties include encouragement of postgraduate fellowship applications, recommendations to the Provost for fellowship applications requiring an institutional nomination.

Membership:

At least four faculty members, one from each of the colleges

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

Ex Officio - Voting:

Director of Global Honors Program

Ex Officio - Non-Voting:

Vice President for Enrollment Management

2018-2019 Members

Marina Omar (3) CAS

Bruce Dorries (1) BPS

Keith Bishop (1) MDCHS

Carla Van Devander (1) COE

Sarah Lawson (Student Representative)

Mary Oliver (Student Representative)

Ex Officio - Voting:

Nadine Gergel-Hackett, Director of Global Honors Program, *Chair*

Ex Officio - Non-Voting:

James McCoy, Vice President for Enrollment Management

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

Term of service: 3 years

Responsibility: Oversee federally mandated guidelines for the care and use of animals used in teaching and research. Perform semiannual animal care program evaluations, advise the Institutional Official of the University's compliance status, establish plans and schedules for correcting any deficiencies, and review and approve protocols for the inclusion of animals in research projects.

Membership: At least five voting members.

One Doctor of Veterinary Medicine

One practicing scientist experienced in research involving animals

One member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, clergy)

One member not affiliated in any way with the University, including not being a member of the immediate family of any person affiliated with the University

One other member

2018-2019 Members

Mary Jane Epps (1), *Chair*

Louise Freeman (1)

Melissa Scheiber (3)

Ruth Chodrow, outside member

William Olkowski, outside member (DVM)

INSTITUTIONAL REVIEW BOARD/ETHICS COMMITTEE

Term of service: 3 years

Responsibility: Provide University policies and procedures in accordance with federal guidelines for the oversight of research projects involving human subjects. Review applications for the inclusion of human subjects in University-based research projects.

Membership: Associate Provost and at least seven members with a minimum of one member from each of the four colleges.

In order to comply with federal regulations for the protection of human subjects (45 CFR 46.107), the nominating committee must:

- select individuals with varying backgrounds to promote complete and adequate review of the research activities commonly conducted by the institution;
- make every nondiscriminatory effort to ensure that the membership is not composed of entirely men or entirely women;
- include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas;
- include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

2018-2019 Members

Melissa Anderson Morgan (3) COE

Pam Bailey (2) COE

Jennifer Hancock (2) MDCHS, *Chair*

Pat Murphy (1) CAS

John Ong (1) CAS

Gauri Rai (1) BPS

Ann Tuzson (3) MDCHS

Carey Usher (Associate Provost)

Dr. Mindy Maris, external committee member

INSTRUCTIONAL TECHNOLOGY COMMITTEE

Term of service: 3 year staggered terms

The Instructional Technology Committee is responsible for the development of best practices for technology-enhanced teaching. The Committee serves as an advisory body to the Instructional Technology staff on issues such as the value of specific technological advancements (e.g., equipment, management, and space) from a pedagogical perspective.

Membership:

- Seven faculty members, elected at large, to include: at least one faculty member from each of the four colleges
- One faculty member who regularly teaches in distance formats

Ex officio – Voting

- Associate Provost
- Director of the Grafton Library or designee
- Coordinator of Instructional Technology
- Instructional Technology Support Specialist
- Instructional Design Specialist

All are voting members.

Term in office: Elected members will serve three-year staggered terms, renewable for one consecutive term. The committee chair is elected from among the members.

2018-2019 Members

Sharon Barnes (3) CAS

Doreen Bechtol (2) CAS, *Chair*

Paul Callo (1) CAS

Calvin Chung (3) BPS

Emily Ely (2) COE

Joe Johnson (1) CAS

Carolyn Moore (1) MDCHS

Ex officio – Voting

- Carey Usher, Associate Provost
- Carol Creager, Director of the Grafton Library or designee
- Beverly Riddell, Coordinator of Instructional Technology
- Reid Oechslein, Instructional Technology Support Specialist
- George Guba, Instructional Design Specialist

MDCHS PROMOTION COMMITTEE (PC)

Term of service: 3 years

Chair: VPHS (non-voting)

Responsibility: Review the dossier and makes recommendations to the VPHS for promotion to the rank of Assistant, Associate or Professor. Periodically review, update and recommend criteria for appointment to and promotion within MDCHS.

Membership:

- One elected faculty member from each MDCHS program,
- Two MDCHS faculty members appointed by the VPHS

Ex officio – Non-Voting

- One faculty member from a non-MDCHS program, elected at large

2018-2019 Members

Drew Gogian (2) Nursing

Greg Hansen (2) OT

Carolyn Moore (2) PT

TBA-PA

TBA – appointed by VPHS

TBA – appointed by VPHS

WORKLOAD AND BENEFITS COMMITTEE

Term of service: 3 years

Responsibility: This committee considers financial benefits (including retirement and medical) as well as issues related to faculty workload and welfare. It works collaboratively with an administrative and staff body when considering benefits received by all employees.

Membership:

Two representatives from the College of Arts and Sciences and one member each from the College of Business and Professional Studies, the College of Education, and Murphy Deming College of Health Sciences

One member who teaches regularly in distance formats

One untenured faculty member

One graduate faculty member

2018-2019 Members

Nadine Gergel-Hackett (1) CAS

Joe Johnson (1) CAS

Denise Osborn-Harrison (3) BPS

Lisa Shoaf (2) MDCHS

Bob Robinson (1) distance format, *Chair*

Sharon Spalding (1) COE

Pat Murphy (1) CAS (sabb repl for Laura van Assendelft whose term expires)

TRUSTEES COMMITTEES

Academic Affairs Committee

Louise Freeman (1)

Sharon Spalding (1)

Buildings and Grounds

Bruce Dorries (1)

Communication

Bruce Dorries (2)

Institutional Advancement

Abby Wightman (2)

Endowment Committee

Janet Ewing (2)

Finance and Business Committee

Bess Maxwell (1)

Enrollment Management and Student Life Committee

Katherine Low (2)

OTHER:

Faculty Secretary (2 year term)

Kerry Cooke (2)

College Marshal (5 year term)

Amy Tillerson-Brown (1) (*Sabbatical replacement for Laura van Assendelft who will have 2 yrs to serve upon return*)

Associate College Marshal (5 year term)

Amy Diduch (3)

Parliamentarian (no term limit)

Louise Freeman

Director of Interdisciplinary Studies

Anne McGovern

Representative to Alumnae/i Board

Roderic Owen, fall semester

Brenci Patiño, spring semester

Revised 1/25/19