

SECTION FOUR

CAMPUS COMMITTEES

4 CAMPUS COMMITTEES

4.1 COLLEGE-WIDE POLICIES FOR CAMPUS COMMITTEES

4.1.1 **Assignment of Committees to a Governance Body.** All standing committees are assigned to one of the main governance bodies—the Community of Educators, College Council, Ranked Faculty Meeting, Administrative Council, and Staff Council. These main governance bodies have the authority to modify the membership and responsibilities of their respective standing committees as well as create or delete standing committees.

4.1.2 **“Regular” and “Advisory” Committees.** There is a distinction between regular standing committees and advisory standing committees. Regular standing committees make recommendations to one of the councils, Community of Educators Senate, or the Ranked Faculty Meeting. In contrast, advisory committees are those standing committees that advise other persons or groups on campus or facilitate the implementation of established programs.

4.1.3 **Types of Committee Responsibilities.** The responsibilities of each regular standing committee fall into two categories. An action function is one where the committee possesses delegated authority to make decisions. A recommending function is one where the committee decision goes as a recommendation to another person or deliberating body for action (identified parenthetically for each recommending function). These functions will be clearly delineated in all descriptions of committee responsibilities.

4.1.4 **Ad Hoc Task Force.** An ad hoc task force can be established by the President, Provost, Community of Educators Senate, Ranked Faculty Meeting, any council, and any standing committee as they deem necessary to fulfill their responsibilities. When College-wide issues that require input from both the College Council and the Community of Educators emerge, the President will create a College-wide ad hoc task force to address those issues. When created, a task force must have a clear mission, governance protocol, and timetable for deliberation and action.

4.1.5 **Committee Minutes.** The chair of each standing committee has the responsibility of overseeing the keeping of minutes of all committee meetings. Minutes must include the following: (1) list of members who were present, (2) summary of all official actions, and (3) the complete text of any policies and/or programs approved. All minutes must be regularly filed with the appropriate administrative office:

4.1.5.1 Community of Educators Committees: Office of the Provost

4.1.5.2 College Council Standing Committees: Office of the President

4.1.5.3 Ranked Faculty Meeting Committees: Office of the Provost and Human Resources

4.1.5.4 Administrative Council Committees: Relevant Vice Presidents and Human Resources

4.1.5.5 Staff Council Committees: Relevant Vice Presidents and Human Resources

- 4.1.6 **The President's and Provost's Relationship to Committees**
- 4.1.6.1 The President, as the Chief Executive Officer of the College, has the privilege of attending meetings of each governance body and standing committee (except executive sessions of these governance bodies). The President has voting privileges only in those bodies and committees of which he/she is designated as a voting member.
- 4.1.6.2 The Provost, given his/her supervisory role over the curriculum and cocurriculum, has the privilege of attending meetings of the Community of Educators or Community of Educators standing committees (except executive sessions of these governance bodies). The Provost has voting privileges only in those bodies and committees of which he/she is designated as a voting member.
- 4.1.7 **Academic Department Clusters.** Department clusters serve as a mechanism to provide, on occasion, breadth of perspective on selected committees and task forces. They do not constitute separate deliberating or governance bodies.
- 4.1.7.1 Cluster 1
- a. Communication
 - b. English
 - c. Modern Languages
 - d. Music
 - e. Philosophy
 - f. Theatre and Dance
 - g. Art and Design
- 4.1.7.2 Cluster 2
- a. Biblical and Religious Studies
 - b. Human Development and Family Science
 - c. History
 - d. Politics
 - e. Psychology
 - f. Social Work
 - g. Sociology
- 4.1.7.3 Cluster 3
- a. Education
 - b. Engineering
 - c. Mathematics, Physics, and Statistics
 - d. Business
- 4.1.7.4 Cluster 4
- a. Biological Sciences
 - b. Chemistry and Biochemistry
 - c. Health, Nutrition, & Exercise Science
 - d. Nursing
- 4.1.8 **Policies Related to Committee Membership**
- 4.1.8.1 A person elected or appointed to a committee may serve up to a maximum of two consecutive terms.

- 4.1.8.2 As a general rule, employees will not be required to serve on any standing committees. However, since committee work is a part of the institutional service expected of term-tenure track and clinical track faculty members, they are expected to be willing to serve on at least one standing committee in a given academic year.
- 4.1.8.3 Committee assignments involving ranked faculty will generally be carried out during the regular academic year. If major committee assignments require significant involvement of ranked faculty during the summer months, additional remuneration will be given at the same weekly rate as for teaching summer school.
- 4.1.8.4 When the description of a committee member indicates a given member or that member's "designee," this means that the given member has the choice of either serving on the committee for the year or designating someone else to serve on the committee for the year.
- 4.1.8.5 Members of the Community of Educators Senate and all Community of Educators standing committees are not allowed to appoint a proxy to serve on their behalf when they are absent from a meeting.
- 4.1.9 **Determining Membership on Committees**
- 4.1.9.1 Persons are assigned to campus committees in one of the following ways:
- a. Serve as an *ex officio* member
 - b. Elected in a campus-wide election
 - c. Appointed by a person or representative group
- 4.1.9.2 In general, elected positions tend to be weightier (more time-consuming, more significant to the particular constituency affected), whereas appointed positions tend to demand less time and deal with more narrow issues and responsibilities.
- 4.1.9.3 *Ex Officio Position.* The member serves by virtue of the office he/she fills. *Ex officio* members are full members with both voice and vote. For some *ex officio* committee positions, policy may allow an *ex officio* member to appoint a designee for his/her position. When this occurs, the designee will serve in this position as the official member with voice and vote for the full year.
- 4.1.9.4 *Elected Position.* A governance position to which a person is elected by a balloting process that includes the entire constituency from which that person is chosen. For each elected position, two things must be clear:
- a. The candidate pool from which the person is elected
 - b. The voting constituency for that particular election
- 4.1.9.5 *Appointed Position.* A governance position to which a person is appointed by a person or group. An appointment happens in one of three ways:
- a. Appointment by a person (e.g., the Provost, Dean). In these cases, the person with the authority to make the appointment does so, and the appointment does not need to be confirmed by anyone else.
 - b. By a representative body. Need to be confirmed by a larger body; e.g., the COE Steering Committee.
 - c. Appointment by a department. Individual departments are free to determine how these appointments are done; e.g., one department may give the chair the authority to make its appointments, another department may form a subcommittee to make its appointments, and a third department may decide to conduct its own internal elections, etc.
 - d. For each appointment, two factors must be clear:

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1. The pool from which the person is appointed
 2. The appointing body or person
- e. Governance bodies making appointments should take into account diversity on committees as appropriate (example gender).

4.2 COLLEGE COUNCIL STANDING COMMITTEES**4.2.1 Administrative Technology Committee** [Revised 11/3/11, College Council]**4.2.1.1 Membership**

- a. Director of Information Services, Chair
- b. A representative from Information Services in Information Technology Services (ITS), appointed by the Director of Information Services
- c. Controller
- d. Manager of Web Services
- e. One representative from each of the following administrative areas appointed by the director in the respective area:
 - 1) Registrar
 - 2) Admissions
 - 3) Financial Aid
 - 4) Student Affairs
 - 5) Human Resources
 - 6) Development
- f. One representative from each of the following Operations departments appointed by the respective director:
 - 1) Conference Services
 - 2) Dining Services
 - 3) Facilities Services
 - 4) Safety
- g. Assistant Director of Institutional Research
- h. Director of Graduate Enrollment and Student Services
- i. A representative of the administrative assistants group appointed by decision of the administrative assistants

4.2.1.2 Recommending Functions

- a. Recommend items related to administrative use of technology in the Information Technology Services budget (Information and Web Technology Committee).
- b. Recommend major policy and planning initiatives related to administrative use of technology (Information and Web Technology Committee).
- c. Respond to proposals for major changes in services provided to administrators and other staff by Information Technology Services (Information and Web Technology Committee).
- d. Promote the interests and concerns of administrative units in areas related to Information Technology Services (Information and Web Technology Committee).
- e. Develop, recommend, assess, and revise strategic initiatives related to administrative technology for inclusion in the College's Technology Plan (Information and Web Technology Committee, College Council).

4.2.1.3 Action Functions

- a. Decide on standards to make institutional data more consistent and usable. Major goals include but are not limited to reducing data entry errors, improving the reliability of system-generated information, and producing the information needed to manage the strategic initiatives of the College.

- b. Work with Information Technology Services to arrange for training as recommended by the Information Security and Data Standards Subcommittee or for any other purposes related to the work of the committee.

4.2.2 **Information and Web Technology Committee** [Approved 11/3/11, College Council]

4.2.2.1 Membership

- a. Vice President for Information Technology, Chair
- b. Vice President for Advancement or designee
- c. Vice President for Finance and Strategic Planning or designee
- d. Vice President for Enrollment Management or designee
- e. Vice President for Operations or designee
- f. Vice President for Human Resources and Compliance or designee
- g. Vice Provost/Dean of Students or designee
- h. A School Dean (appointed by the Provost to a three-year term)
- i. Chair of the Educational Technology Committee
- j. Chair of the Administrative Technology Committee
- k. Director of Print and Web Services
- l. Director of Network Services
- m. Director of Graduate Enrollment and Student Services
- n. A faculty representative from the Educational Technology Committee appointed by the Chair of the Educational Technology Committee
- o. One student appointed by the Student Government Association

4.2.2.2 Recommending Functions

- a. Envision, develop, coordinate, revise, assess, and recommend strategic plans for technology and the web for coordination with the College's planning efforts (College Council).
- b. Establish, review, revise as necessary, and recommend campus-wide policies for technology-related issues (College Council).

4.2.2.3 Action Functions

- a. Review annual technology capital project priorities and forward them to the Capital Coordination Team.
- b. Consult with, receive from, and act on proposals from the Educational Technology Committee and the Administrative Technology Committee on matters of relevance to each committee or subcommittee.
- c. Advise Information Technology Services on training needs related to information and web technology on campus.

4.2.3 **Information Security and Data Standards Subcommittee** [Revised 11/3/11, College Council]. This Subcommittee is responsible for the vital functions of assessing compliance with information related legislation, plus oversight of the protection, maintenance and use of college data protection, access, and use of this data, in both our electronics and our paper based information system. The Subcommittee shall meet together as needed or a minimum of twice per semester to consider matters of common interest related to information security and data standards.

4.2.3.1

Membership

Representative positions are appointed by their area administration for an underdetermined length of term; changes to representative members will be made at the discretion of their area administration.

- a. Information Security Analyst, Co-Chair
- b. Assistant Director of Institutional Research, Co-Chair
- c. Chair of the Administrative Technology Committee
- d. Chair of the Educational Technology Committee
- e. A network analyst from Information Technology Services
- f. Controller
- g. A representative from the Registrar's Office
- h. A representative from Safety
- i. A representative from Admissions
- j. A representative from Financial Aid
- k. Associate Dean of Students
- l. A representative from College Development
- m. A representative from Human Resources
- n. A representative from ITS, database administration
- o. A representative from ITS, financial and student records
- p. Assistant Athletic Director for Public Relations and Marketing
- q. Director of Technology Services
- r. Graduate Enrollment Coordinator
- s. A faculty representative from the Educational Technology Committee appointed by the chair of the Educational Technology Committee

4.2.3.2

Recommending Functions*Information Security*

- a. Review all institutional data security policy and procedure, and compliance (security plan, data protection policy, data protection procedures, information security policy, etc.), recommend necessary changes and corrective action in areas where the College fails to comply with mandated standards (Administrative Technology Committee).
- b. Recommend employee training in information security and data standards as needed (Administrative Technology Committee, Educational Technology Committee).

Data Standards

- c. Recommend standards to make institutional data more consistent and usable. Major goals include but are not limited to reducing data entry errors, improving the reliability of system-generated information, and producing the information needed to manage the strategic initiatives of the College (Administrative Technology Committee).

4.2.3.3

Action Functions*Information Security*

- a. Monitor institutional compliance with information security laws and best practices regarding confidential information.
- b. Report semi-annually to the Chief Information Officer and Information and Web Technology Committee on any and all failures or noncompliance related to data security on campus.

Data Standards

- c. Review and maintain the institutional data standards manual and an institutional data dictionary (shared field definitions, their purpose, and the modules in which they are used).
- d. Review and maintain best practices on issues related to data standards.

4.2.3.4 **Sustainability Committee** [Approved 9/9/10, College Council]4.2.3.5 Membership

- a. Sustainability Coordinator, Chair
- b. Dean, appointed by Provost to two-year term
- c. Director of Facility Services
- d. Director of Dining Services
- e. Director of Housing
- f. Collaboratory Representative, appointed by Director of Collaboratory
- g. Three Faculty Representatives, appointed by Provost to two-year staggered terms, one from each school not represented by Dean
- h. Two Student Representatives, from Earth Keepers and Agape Center Sustainable Agriculture
- i. Public Relations Representative, appointed by Vice President for Advancement
- j. ITS Representative, appointed by Chief Information Officer

4.2.3.6 Recommending Functions

- a. Develop a Climate Action Plan to become carbon neutral as required by the President's Climate Commitment (College Council).
- b. Develop and recommend priorities for funding and implementation of the Climate Action Plan (College Council).

4.2.3.7 Action Functions

- a. Develop a purpose/commitment statement for sustainability initiatives at the College.
- b. Provide oversight to all requirements of the President's Climate Commitment.
- c. Develop information and talking points that tell the story of the College's work on sustainability for various groups to use.
- d. Review and maintain Sustainability website.
- e. Review of Green House Gas inventory.

4.3 JOINT JURISDICTION OF COLLEGE COUNCIL AND COMMUNITY OF EDUCATORS**4.3.1 Diversity Committee** [Updated September 2017]

4.3.1.1 Mission/Purpose: The Diversity Committee assists the College community in attaining institution-wide inclusive excellence through the Diversity Strategic Plan.

4.3.1.2 Membership

- a. Special Assistant to the President and Provost for Diversity Affairs (SAPPDA), Chair
- b. Provost
- c. Office of Diversity Affairs Liaison
- d. Assistant Director of Human Resources
- e. Associate Vice President of Enrollment Management
- f. Vice Provost/Dean of Students
- g. SGA Vice President of Diversity
- h. Two educators (at least one from the Graduate School) appointed by the SAPPDA in consultation with the Provost for two-year terms.

4.3.1.3 Recommending Functions

- a. Develop a Diversity Strategic Plan for the College (COE Senate and College Council)
- b. Develop and recommend an annual plan based on the Diversity Strategic Plan (COE Senate, College Council).
- c. Develop the assessment plan for the Diversity Strategic Plan (COE Senate, College Council).

4.3.1.4 Action Functions

- a. Advise the Special Assistant to the President and Provost for Diversity Affairs.
- b. Work with the President's Cabinet to implement the Diversity Strategic Plan and annual diversity goals.
- c. Oversee and monitor the implementation of the Diversity Strategic Plan.
- d. Implement the responsibilities designated for the Diversity Committee in the Diversity Strategic Plan.
- e. Maintain and implement the assessment plan for the Diversity Strategic Plan.
- f. Serve as needed to hear and process campus climate concerns.
- g. Oversee programming and implementation (including pre- and post-programming) related to the *Returning to the Roots of Civil Rights* bus tour.

4.3.2 Educational Technology Committee [Revised 2/6/12, Community of Educators Senate]**4.3.2.1 Membership**

- a. Chair, Director of Learning Technology Services
- b. Five ranked faculty member representatives
 - 1) One from each School appointed by the Dean of each School, to three-year staggered terms
 - 2) One faculty representative from the Department of Information and Mathematical Sciences appointed by the Dean of the School to a three-year term
- c. One library educator appointed by the Director of the Murray Library to a three-year term

- d. One Cocurricular educator appointed by the Vice Provost/Dean of Students to a three-year term
- e. Chief Information Officer
- f. One representative from Faculty Services appointed by the Director of Learning Technology
- g. Web Services Manager
- h. Director of Technology Support Services
- i. Director of Innovation Consulting
- j. One representative from the Information Services group appointed by the Director of Information Services
- k. Graduate Program Manager
- l. Two students appointed by the Student Government Association

4.3.2.2**Recommending Functions**

- a. Develop, recommend, assess and revise a philosophy and strategic plan related to educational technology for inclusion in the College's Technology Plan (Information and Web Technology Committee, Community of Educators Senate, College Council).
- b. Develop recommendations related to educational technology in the Information Technology Services budget (Information and Web Technology Committee).
- c. Recommend major policy and planning initiatives related to educational use of technology (Information and Web Technology Committee).
- d. Respond to proposals for major changes in services provided to departments, educators, and students by Information Technology Services (Information and Web Technology Committee, Community of Educators Senate, College Council).
- e. Promote the interests and concerns of educational units in areas related to Information and Technology Services (Information and Web Technology Committee).

4.3.2.3**Action Functions**

- a. Solicit, receive and respond to input from departments, educators and students on issues, concerns, and needs for service related to Information Technology Services.
- b. Communicate the status of initiatives and developments within Information Technology Services and progress on strategic plans to educator groups.
- c. Work with Information Technology Services to arrange for training for any other purposes related to the work of the committee.

4.3.3

Gender Concerns Committee [Updated September 2017]. The guiding purpose of the Gender Concerns Committee is the education, encouragement, and empowerment of students and employees to become agents for change and transformation concerning gender issues on campus and beyond.

4.3.3.1

Membership. The membership of the Committee should include students, educators, staff or administrative employees. At least one member shall be from Student Affairs.

- a. Chair, appointed by the Special Assistant to the President and Provost for Diversity Affairs and the Provost.

- b. College Pastor (or designee) or faculty from the Department of Biblical and Religious Studies, appointed by the chair.
- c. Two to three members of the Community of Educators, one of whom must be a faculty member (Ranked Faculty, Librarian, Curricular Administrator), appointed by the Community of Educators Steering Committee to two-year staggered terms.
- d. One or two staff or administrative employees, appointed by the VP of Human Resources and Compliance to two-year staggered terms. One member must have expertise in Title IX compliance.
- e. Two students, preferably one male and one female, appointed by the Student Government Association.
- f. One student leader from SAGE appointed by the Director of Student Involvement and Leadership Programs
- g. One to two students, selected by the Gender Concerns Committee for their interest in gender concern issues.

Recommending Functions

- a. Develop recommendations for the Diversity Strategic Plan that address issues of concern related to gender brought by members of the College Community (Diversity Committee).

Action Functions

- a. Receive and respond to issues of concern related to gender brought by members of the College community and direct to the appropriate council(s) or administrative office.
- b. Oversee the Riegsecker Endowment funds and develop an annual budget.
- c. Act as a resource for groups working on issues of gender, including implementing the Diversity Strategic Plan.
- d. Provide guidance and support to the Diversity Committee.
- e. Encourage courses and keep up to date with the Gender Studies Minor housed in the Departments of Human Development and Family Science and Sociology, Anthropology and Criminal Justice.
- f. Implement responsibilities established for the Gender Concerns Committee in the Diversity Strategic Plan.
- g. Partner across campus to develop and implement educational programming for Women's HERstory Month each March.
- h. Develop and support additional educational programming related to gender education and concerns (i.e., faculty development grants, etc.).
- i. Provide feedback regarding effective policies and procedures related to gender concerns.

4.3.4

Global and Intercultural Engagement Committee – A standing sub-committee of the Diversity Committee with the following mission, membership and functions:

4.3.4.1

Mission. The Global and Intercultural Engagement (GIE) Committee provides oversight to and assessment of the learning outcomes and programs associated with global and intercultural engagement at Messiah College. The Committee reviews curricular and co-curricular programs and assessment to ensure global and intercultural learning outcomes are being delivered and attained across the

curriculum and co-curriculum.

4.3.4.2

Membership

- a. Chair, appointed by Provost based on experience and expertise in fields of global and intercultural engagement (assessment, administration, etc.)
- b. Associate Dean of General Education, Common Learning and Advising
- c. Special Assistant to the President and Provost for Diversity Affairs
- d. Chair, Diversity Committee
- e. Director of the Intercultural Office
- f. Chair, Department of Modern Languages (or designee)
- g. Faculty Fellow for Off-Campus Programs
- h. Four members of the COE (one from each of the schools) with expertise in the field appointed by the Provost for a three-year staggered term

4.3.4.3

Recommending Functions

- a. Periodically review the global and intercultural learning outcomes, definitions, and guiding principles (COE Senate)
- b. Recommend revisions to guiding principles and learning outcomes related to GIE (COE Senate)
- c. Recommend strategic programming to address gaps and/or excesses in programs to appropriate governing bodies (COE Senate)

4.3.4.4

Action Functions

- a. Periodically audit programming, including FTE and resources allocations
- b. Research trends and opportunities in global and intercultural engagement (i.e. grants)
- c. Based on audit, assessment, and research on trends and opportunities, make recommendations to appropriate governance bodies for program creation, revision, and improvement
- d. Give input into annual programming related to global and intercultural engagement

4.4 COMMUNITY OF EDUCATORS STANDING COMMITTEES**4.4.1 Academic Council****4.4.1.1 Membership**

- a. Provost, Chair
- b. Dean, School of the Arts
- c. Dean, School of Business, Education and Social Sciences
- d. Dean, School of Science, Engineering and Health
- e. Dean, School of the Humanities
- f. Associate Provost
- g. Vice Provost/Dean of Students
- h. Registrar
- i. Associate Dean of General Education, Common Learning, and Advising
- j. Director of the Murray Library
- k. Two Department Chairs from different Schools, elected by the faculty for two-year staggered terms
- l. Two ranked faculty members who are not Department Chairs
 1. From different Schools
 2. Elected by the faculty for two-year staggered terms
 3. Cannot serve more than two successive terms
 4. Elected after the Department Chair representatives to ensure that all four Schools are represented by either a Department Chair or a ranked faculty member
- m. Student Government Association Vice President of Educational Programs

4.4.1.2 Recommending Functions

- a. Academic policies that do not directly affect the cocurricular program (Community of Educators). Such policies include, but are not limited to, the following:
 1. Academic Grading System
 2. Class Attendance
 3. Course Syllabi
 4. Examinations
 5. Directed Study, Independent Study, Internships, Department Practica
 6. Repeating Courses
- b. Academic Policies that directly affect the cocurricular College-wide programs (Community of Educators). Such policies include, but are not limited to, the following:
 1. Graduation Requirements
 2. Academic Calendar
 3. Course Scheduling/Registration
 4. Academic Advising Policies
 5. Cocurricular Eligibility while on Academic Probation
- c. Periodically review the College-Wide Educational Objectives in relationship to the curricular program. If modifications in the College-Wide Educational Objectives are needed, it shall recommend that the Provost form an ad hoc study committee (Community of Educators, Provost, President, Board of Trustees).

- d. Periodically review the Parameters for the Curriculum, College-Wide Curricular Principles, Curricular Principles for Academic Majors, and Curricular Principles for General Education and propose modifications (Community of Educators, Provost).
- e. Determine new academic programs or delete existing programs within the context of an approved Strategic Plan (Community of Educators, Provost, President, Board of Trustees).
- f. Recommend changes in the organizational structure of educational programs (Provost, President, Board).
- g. Recommend additions and changes in academic degree offerings (Provost, President, Board).

4.4.1.3

Action Functions [Approved 12/4/06, Community of Educators Senate]

- a. Advise the Provost on academic matters and administrative issues related to the academic program.
- b. Review academic petitions from students who have been placed on academic suspension or dismissal. Review appeals of cocurricular ineligibility due to academic probation. These actions will be performed by the Academic Appeals Subcommittee. The Subcommittee's action on all appeals will incorporate a holistic approach, which involves a consideration of the cocurricular institutional record of the student. The Subcommittee will be chaired by the Registrar and will include the Vice Provost/Dean of Students (or designee), Associate Provost and two members of the Academic Council who will be elected by the Academic Council to two-year staggered terms. Petitions for exceptions to curricular requirements go to the appropriate academic department and/or the Registrar as the designee of the General Education Committee.

4.4.2

Awards and Recognition Committee

4.4.2.1

Membership. The Chair, who will be one of the School Deans, as appointed by the Provost

- a. Dean, School of the Arts
- b. Dean, School of Business, Education and Social Sciences
- c. Dean, School of Science, Engineering and Health
- d. Dean, School of the Humanities
- e. Vice Provost/Dean of Students or designated representative
- f. One ranked faculty member and one cocurricular educator appointed by the Community of Educators Steering Committee to two-year staggered terms

4.4.2.2

Recommending Function. Develop philosophy, policies, and procedures related to campus-wide student awards (Community of Educators).

4.4.2.3

Action Functions

- a. Oversee the nomination and selection process for the Alumni Merit Award.
- b. Review any new proposals of campus-wide student awards.
- c. Present nominations for all student awards to the appropriate group as determined by accepted policy.

4.4.3 Boyer Center Campus Advisory Committee**4.4.3.1 Membership**

- b. Director of The Ernest L. Boyer Center, Chair
- d. Director of Faculty Development or designee
- e. Director of Teaching and Learning or designee
- f. Archives Specialist
- g. Two faculty members, appointed by the Community of Educators Steering Committee to three-year staggered terms

4.4.3.2 Recommending Functions

- a. Advise the Director of the Ernest L. Boyer center on ways to enhance programs of the Ernest L. Boyer Center (Director, Ernest L. Boyer Center)
- b. Provide counsel regarding the mission, program, and communication of the Ernest L. Boyer Center (Provost/Director, Ernest L. Boyer Center)
- c. Review the center's educational programs and educational initiatives of the Center in light of the mission and priorities of Messiah College (Provost/Director, Ernest L. Boyer Center)
- d. Foster effective collaborations between the Ernest L. Boyer Center and other educational program units at Messiah College (Provost/Director, Ernest L. Boyer Center)

4.4.4 Cocurricular Education Council [Revised 9/25/01, Community of Educators Senate]**4.4.4.1 Membership [Revised 11/24/08, Community of Educators Senate]**

- a. Vice Provost/Dean of Students, Chair
- b. Associate Dean of Students
- c. Director of Multicultural Programs
- d. Student Ministries Pastor
- e. Director of Counseling and Health Services
- f. Director of Student Involvement and Leadership Programs
- g. Director of Residence Life
- h. Executive Director of Athletics and Fundraising or designee
- i. School Dean, appointed by Provost to a two-year term
- j. One faculty member elected by the faculty to a two-year term
- k. One member of the Department of Biblical and Religious Studies, appointed by the Department to a two-year term
- l. One cocurricular educator elected by the cocurricular educators for a two-year term
- m. One representative from Agapé Center appointed by the Dean of Students for a two-year term
- n. Faculty Athletics Representative. One faculty member appointed by the Provost to represent the academic interests of the student athletes. This position is required by the NCAA. There is no specific term length.
- o. Two students, appointed by the Student Government Association. SGA VP for organizations should be one of those student reps.

Recommending Functions

- a. Develop and periodically review the College's philosophy of cocurricular education in the context of College mission and identity, College-Wide Educational Objectives, and cocurricular principles; and suggest changes (Community of Educators, President, Board of Trustees).
- b. Develop and periodically review cocurricular education programs and establish major new programs, or delete such existing programs (Community of Educators, President, Board of Trustees).
- c. Periodically review cocurricular education policies and recommend modifications (Community of Educators). Such policy areas will include, but not be limited to, the following:
 - Chapel program
 - Cocurricular involvement eligibility while on chapel, academic, and disciplinary probation
 - Counseling services
 - Health services and wellness education
 - Intercollegiate athletics
 - Leadership education
 - Multicultural education and international student programs
 - Orientation
 - Recreational sports
 - Residence life
 - Student activities
 - Student media

4.4.4.2

Action Functions

- a. Approve changes in existing cocurricular programs within the context of Undergraduate Learning Outcomes and cocurricular principles.
- b. Review and approve student clubs and organizations.

4.4.5

Community Involvement Advisory Committee [Revised 10/21/13, Administrative Change]

4.4.5.1

Membership

- a. Provost, Chair
- b. Director of the Agapé Center for Service and Learning
- c. Director of the Internship Center
- d. Director, Collaboratory for Strategic Partnerships and Applied Research
- e. Director of Career Development
- f. Director of Teacher Education Program
- g. Two ranked faculty members, appointed by the Community of Educators Steering Committee to two-year staggered terms
- h. One student appointed by the Student Government Association
- h. Director of the Oakes Museum
- i. Representative, Department of Nursing Clinical Track

4.4.5.2 Recommending Functions. Advise the Provost on ways to enhance efficiencies, communication, and collaboration among educational programs interfacing with the community (Provost).

4.4.5.3 Action Functions

- a. Serve in an advisory capacity to any member of the council responsible for implementing a College program involving the local or regional community.
- b. Provide counsel to faculty and students needing assistance with community-based program initiatives.
- c. Serve as a liaison between all campus units who offer educational programming to the local and regional community.
- d. Develop and periodically review strategies for organizing and disseminating information about community involvement to the broader Messiah community administrators, faculty, staff, and students.
- e. Foster collaboration between and among community-oriented units on campus.

4.4.6 **Community Standards Committee** [Revised 9/25/01, Community of Educators Senate]

4.4.6.1 Membership [Approved 11/24/08, Community of Educators Senate]

- a. Associate Dean of Students, Chair
- b. College Pastor (or designee)
- c. School Dean, appointed by the Provost to a two-year term
- d. Department Chair, appointed by the Provost to a two-year term
- e. Director of Residence Life
- f. Special Assistant to the President and Provost for Diversity Affairs
- g. Two educators from the Community of Educators who are not ranked faculty members, appointed by the Community of Educators Steering Committee to two-year staggered terms
- h. One educator from the Community of Educators who is employed as a counselor for the Engle Center, appointed by the Community Standards Committee Chair in consultation with the Engle Center for a two-year term.
- i. Two ranked faculty members, appointed by the Community of Educators Steering Committee to two-year staggered terms
- j. Vice Provost/Dean of Students
- k. Two students appointed by the Student Government Association

4.4.6.2 Recommending Functions

- a. Develop and review student behavioral standards and policies that align with the Code of Conduct and institutional mission (Community of Educators).

Action Functions

- a. Facilitate and develop ways of encouraging students to understand and live according to the Community Covenant and the student behavioral standards and policies of Messiah College.
- b. The College Review Board will serve as a subcommittee of the Community Standards Committee with the following membership and responsibilities [Revised 11/4/2003]:
 1. *Membership* (all members serve on the Community Standards Committee)
 - (a) Ranked faculty member in second year of service, Chair
 - (b) Ranked faculty member

- (c) Two students
 - (d) Two educators appointed by the Community Standards Committee
 - (e) One Engle Center counselor appointed by the Community Standards Committee
2. *Action Functions*
- (a) Handles all student disciplinary matters involving major or repeated violations.
 - (b) Handles all appeals from other hearing bodies under the guidelines outlined in the Student Handbook.
3. *Appeals*. All appeals of the College Review Board decisions are heard by the Provost whose decision is final.

4.4.7

Curriculum Committee

4.4.7.1

Membership

- a. Associate Provost, Chair
- b. Associate Dean of General Education, Common Learning, and Advising
- c. Registrar (non-voting member)
- d. Two Department Chairs from two different Schools, elected by the faculty to two-year staggered terms
- e. Two ranked faculty members who are not Department Chairs:
 - 1. From two different Schools,
 - 2. Elected by the faculty to two-year staggered terms
 - 3. Elected after the Department Chair representatives to ensure that all four Schools are represented by either a Chair or a ranked faculty member
- d. One student appointed by the Student Government Association
- e. Director of Curriculum/Assistant Director of Assessment (Resource)

4.4.7.2

Membership Requirements

- a. No department may have more than one ranked faculty member on the Committee.
- b. All committee members will reflect a campus-wide perspective rather than a particular department or discipline.
- c. No member may serve for more than two consecutive terms.
- d. The Provost may attend meetings at his/her prerogative.
- e. The Dean of the School and/or the Chair of an academic department have the option of being present at the Curriculum Committee when proposals from their respective School and department are considered.
- f. Members of the Committee shall abstain from voting on proposals submitted by their own academic department.

4.4.7.3

Recommending Function: Review all curricular requirements and courses for approved new academic programs within the context of foundational curricular principles and parameters (Academic Council or Community of Educators in the case of structural change in General Education).

4.4.7.4

Action Functions

- a. Coordinate periodic reviews of the curricular program(s) on the basis of foundational curricular principles.
- b. Approve, as proposed, policy/policies for the effective administration of the

curriculum, e.g., cross-listing of courses, credit by examination, credit granted for external programs, etc.

- c. Approve changes in requirements and addition, modification, or deletion of courses for all curricular programs, within the context of foundational curricular principles and parameters, including internships, practica, and other field studies.
- d. All Curriculum Committee actions will be sent to the Community of Educators for informational purposes. These actions are final unless challenged in writing by three faculty members from two different departments. All appeals must be made to the Provost in writing within seven days of the date of the Curriculum Committee action mailing. Such appeals will then be brought to the Community of Educators Senate for final action.

4.4.8 **First Year Experience Committee** [Revision approved 2/28/11, Community of Educators Senate]

4.4.8.1 Purpose. The First Year Experience Committee provides oversight to the purpose, objectives, and programs associated with the first college year. The First Year Experience Committee reviews curricular and cocurricular strategies to ensure a successful transition from high school to the first college year. This includes a focus on promoting: (1) an academic environment of learning and inquiry; (2) healthy social relationships; (3) a rediscovery of self and God; (4) an awareness of the broad possibilities of leadership and involvement; and (5) an introduction to the values and mission of the institution.

4.4.8.2 Membership [Revision approved, 2/28/11, Community of Educators Senate]

- a. Chair (Vice Provost/Dean of Students)
- b. Associate Dean of General Education, Common Learning, and Advising
- c. Director of Academic Advising
- d. Director of the Core Course
- e. Associate Dean of Students
- f. Director of Student Involvement and Leadership Programs or designee
- g. Director of Career and Professional Development Center
- h. Director of Agapé Center
- i. Director of Admissions Technology and Communications Representative (appointed by Director of Admissions)
- j. College Ministries representative, appointed by the College Pastor
- k. One librarian appointed by the Community of Educators Steering Committee to a three-year term
- l. One ranked faculty member appointed by the Community of Educators Steering Committee to a three-year term
- m. One representative from Athletics appointed by the Vice Provost/Dean of Students to a three-year term.
- n. One representative from Intercultural office appointed by the Vice Provost/Dean of Students to a three-year term.
- o. Assistant Director of Residence Life-FYE
- p. One sophomore student serving as EYAS Sophomore Representative

- 4.4.8.3 Recommending Functions
- a. Periodically review the purpose and objectives of the First Year Experience (Community of Educators Senate).
 - b. Propose new educational programming (Cocurricular Education Council/Academic Council/General Education Committee [as appropriate], Community of Educators Senate).
 - c. Propose revisions in existing programming (Cocurricular Education Council/Curriculum Committee/General Education Committee [as appropriate]).
- 4.4.8.4 Action Functions
- a. Annually document and review approved programming.
 - b. Coordinate annual programming.
 - c. Assess the First Year Experience program.
 - d. Act as liaison between the First Year Experience programming, admissions programming, and the advising of first year students.
 - e. Adopt the annual common text in consultation with the General Education Committee and the Core Steering Committee.
 - f. Research trends and best practices in First Year Experience.
 - g. Advise administrative offices, academic departments, and campus committees regarding the First Year Experience.
 - h. Review information literacy work already occurring in the First Year Seminar and advise on improvements.
 - i. Work with the Retention Team to help meet retention goals.
- 4.4.9 **General Education Committee**
- 4.4.9.1 Membership [Updated 04/25/12]
- a. Associate Dean of General Education, Common Learning, and Education, Chair
 - b. Associate Provost or Director of Curriculum/Assistant Director of Assessment
 - c. Registrar
 - d. Four ranked faculty members, one from each school, appointed by the Community of Educators Steering Committee to two-year staggered terms
 - e. One librarian, appointed by the librarians to a two-year term
 - f. Director of Writing Across Curriculum
 - g. Director of Core Course
 - h. One cocurricular educator, appointed by the Community of Educators Steering Committee to a two-year term
 - i. One student appointed by the Student Government Association
- 4.4.9.2 Recommending Functions
- a. Periodically review the Curricular Principles for General Education and propose appropriate modifications (Academic Council, Community of Educators).
 - b. Periodically review the structure of General Education requirements and propose modifications (Curriculum Committee, Community of Educators).
 - c. Review and recommend courses for the General Education program (Curriculum Committee).
 - d. Develop guidelines that satisfy General Education requirements for departments or individual students with unique circumstances, e.g., major overlap with General Education, students with disabilities, etc. (Curriculum Committee).

- 4.4.9.3 Action Functions
- a. Establish course parameters for all IDS courses within the faculty-approved structure for the General Education program.
 - b. Review appeals from students regarding the satisfying of curricular requirements.
 - c. Consult, as appropriate, with representatives of other educational units (e.g., international, library, service-learning) regarding the concerns of their areas for General Education.
- 4.4.10 **Graduate Council** [Revised 9/30/13, Community of Educators Senate]
- 4.4.10.1 Membership
- a. Associate Provost for Graduate and Nontraditional Programs (Chair)
 - b. Registrar (or designee)
 - c. School Deans (with voice but no vote) may attend any meetings they deem necessary.
 - d. One Graduate Program Director, or a Program Coordinator or Department Chair from each active program (not to include programs in development which have not yet been approved by internal governance or programs that are completing an approved teach out plan); The Program Coordinator or Department Chair will be appointed by the Dean of the school in which the program is housed
 - e. One librarian (two-year term, two-term maximum; appointed by Director of the Library)
 - f. Graduate Programs Manager
 - g. Director of Graduate Enrollment and Student Services
- 4.4.10.2 Recommending Functions
- a. Periodically review the Foundational Educational Principles for Graduate Programs (COE Senate, Provost).
 - b. Recommend revision to “The General Framework for Graduate Studies at Messiah College” (COE Senate, College Council, President).
 - c. Approve the concept and the curricular programming for new graduate programs (COE Senate, College Council, Provost, President).
 - d. Recommend new and revisions to current graduate program policies (COE Senate, Provost).
- 4.4.10.3 Action Functions
- a. Advise the Associate Provost for Graduate and Nontraditional Programs on graduate programming and administrative issues related to graduate programs.
 - b. Approve curricular revisions to existing graduate programs. All such actions will be sent to the Community of Educators for informational purposes. These actions are final unless challenged in writing by three faculty members from two different departments. All appeals must be made to the Provost in writing within seven days of the date of the Graduate Council action mailing. Such appeals will then be brought to the Community of Educators Senate for final action.
 - c. Serve in an advisory capacity to the Associate Provost for Graduate and Nontraditional Programs by identifying concerns among the Directors/Coordinators of Graduate Programs regarding program recruitment, the admissions and registration process, expectations of faculty and students, curriculum and its delivery, policy and procedure as it relates to graduate

programs, the graduate calendar, and any other matter that impacts the day-to-day functioning of graduate programs.

- d. Review and assess graduate student satisfaction data.

4.4.11 **Institutional Animal Care and Use Committee** [Approved 4/18/11, Community of Educators Senate]

4.4.11.1 **Membership:** All members are appointed by the designated Institutional Official in consultation with the Dean of the School of Science, Engineering and Health to three year terms

- a. Ranked faculty member who is an experienced institutional animal user, chair
- b. Ranked faculty member who is an experienced institutional animal user
- c. Ranked faculty member who is an experienced institutional animal user or with interest in animal care
- d. Doctor of Veterinary Medicine
- e. Non-affiliated community member (not an animal researcher)

4.4.11.2 **Action Functions**

- a. Assures compliance with national standards for housing and use of animals as published by The Office of Laboratory Animal Welfare (OLAW) and the American College of Laboratory Animal Medicine (ACLAM), and related organizations that largely derives from Animal Welfare Act (AWA).
- b. Reviews the animal program and housing facilities semiannually, and review and approve on an ongoing basis procedures for the use of animals in research and/or teaching (beyond simple housing and maintenance for display purposes).
- c. Assures that institutional facilities in which animals are housed must meet certain minimum environmental standards for cleanliness, space, ventilation, storage and control of infestation.
- d. Provide relevant education and training for its members, as well as animal handlers and investigators within the institution.

4.4.12 **Institutional Review Board** [Approved 3/2/2004, Community of Educators Senate; updated 12/21/07]

4.4.12.1 **General Guidelines for Membership**

- a. The Institutional Review Board (IRB) will be comprised of at least five voting members.
- b. Appointed members to the IRB will be sufficiently qualified in their experiences and expertise and sensitive to community attitudes so as to be respected for their advice and counsel in safeguarding the rights and welfare of human subjects.
- c. An IRB member shall not participate in the review of any project in which he/she is involved as a researcher or subject, thus avoiding even the appearance of a conflict of interest.
- d. All attempts will be made to ensure diversity among board members, including gender, ethnicity, and primary discipline (e.g., School).
- e. All IRB members will be appointed by the Dean of the School of Science, Engineering and Health, in consultation with the Provost and IRB Chair, to three-year staggered terms.
- f. The IRB Chair will be nominated by the Dean of the School of Science, Engineering and Health and approved by the Provost for a three-year term.

- 4.4.12.2 Membership
- a. Chair
 - b. One ranked faculty member from the Natural Sciences
 - c. One ranked faculty member from outside the Natural Sciences
 - d. One cocurricular educator who is a non-scientist
 - e. One ranked faculty member from the School of Graduate Studies
 - f. One external reviewer (a person who is not otherwise affiliated with the College or an immediate family member of a person who is affiliated with the College)
 - g. When research is reviewed involving a category of vulnerable subjects (e.g., prisoners, children under 18), the IRB will include at least one ad hoc member who has a primary concern for the welfare of these subjects.
- 4.4.12.3 Functions. The IRB operates under the rules set forth in the Code of Federal Regulations *45 CFR 46* and *The Belmont Report*, both publications of the U.S. Department of Health and Human Services. The primary duties of the IRB are as follows:
- a. Approve, require modifications in, or disapprove all research activities that fall within its jurisdiction as specified by federal, state, and local regulations and College institutional policies. (The Provost has the authority to overrule an IRB approval of a research protocol based on institutional considerations. The Provost does not have the authority to overrule an IRB rejection.)
 - b. Protect human subjects from undue risk and deprivation of human rights and dignity, including extinction from studies of no scientific merit.
 - c. Ensure that participation by subjects is both confidential and voluntary, as indicated by a well-articulated informed consent process.
 - d. Maintain an equitable balance between potential benefits of the research to the subjects and/or society and the risks assumed by the subject.
 - e. Determine that the research design and study methods of a protocol are appropriate to the objectives of the research and the field of study.
 - f. Ensure compliance of research protocols with the regulations of the Department of Health and Human Services and other funding agencies when appropriate.
- 4.4.13 **Library Committee**
- 4.4.13.1 Membership
- a. Director of Murray Library, Chair
 - b. One librarian, appointed by the Community of Educators Steering Committee to a two-year term
 - c. Four ranked faculty members, one from each cluster, appointed by the Community of Educators Steering Committee to two-year staggered terms
 - d. One faculty member from the Graduate School
 - e. Two students appointed by the Student Government Association
 - f. One member from Friends of Murray Library (other than the Library director)
- 4.4.13.2 Recommending Function.
- a. Review and Recommend policies for the Library relative to acquisition and use of the Library materials and Library services. (Community of Educators)
 - b. Review and Advise on Library Strategic Planning

- c. Advise and make recommendations on Management of the Institutional Repository
- 4.4.13.3 Action Functions
- Approve the annual distribution of budgeted funds for book, periodical, and other Library purchases by academic departments.
 - Assist in Library Assessment Activities
 - Provide support for the Library by advising on library programming and events and assisting with outreach to the campus community and the larger community relative to Library activities.
 - Collaborate with Friends of Murray Library on programming and events
- 4.4.14 **The Oakes Museum Committee** [Approved 11/7/05, Community of Educators Senate]
- 4.4.14.1 Membership
- Director of The Oakes Museum, Chair
 - Dean, School of Science, Engineering and Health
 - Chair of the Department of Biological Sciences (or designee)
 - Two members from the Community of Educators from outside the Department of Biological Sciences (two-year staggered terms) appointed by the Dean, School of Science, Engineering and Health
 - One student with a major in the Department of Biological Sciences, appointed by the Chair of the Department of Biological Sciences to a one-year term
- 4.4.14.2 Recommending Functions
- Periodically review the Museum's mission statement, policies, programming and outcomes, and propose appropriate modifications (Provost, Community of Educators).
 - Advise the Director on ways to facilitate and enhance fulfillment of the Museum's mission (Director).
- 4.4.14.3 Action Functions
- Oversee the Museum's educational and research activities.
 - Oversee the Education Program Review.
 - Establish and periodically review acquisition and de-accessing policies for the Museum's collections.
 - Establish policy and act on requests for the loan of Museum collections and equipment by College and non-college groups.
- 4.4.15 **Peace and Conflict Studies Committee** [Approved 5/3/10, COE Senate]
- 4.4.15.1 Membership (Attention will be given to School diversity in all appointments.)
- Director of the Sider Institute or designee, Chair
 - Each of the three core disciplines of the major – Biblical and Religious Studies, History, and Sociology and Anthropology – will be represented by one faculty member who teaches at least one course in the major. Faculty are appointed by the Director of the Sider Institute, in consultation with the relevant school dean to three-year staggered terms.
 - One cocurricular educator appointed by the Provost in consultation with the Director of the Sider Institute and the Vice Provost/Dean of Students to a three-year term.

- d. One educator appointed by the Provost in consultation with the relevant Dean or Supervisor to a three-year term.
 - e. Two students appointed by the Director of the Sider Institute.
- 4.4.15.2 Recommending Functions
- a. Periodically review the mission and goals of the Peace and Conflict Studies Initiative (Community of Educators Senate).
 - b. Propose curricular and cocurricular programming (Academic Council/Cocurricular Education Council, Community of Educators Senate).
 - c. Approve changes in existing Peace and Conflict Studies curricular programming (Curriculum Committee).
- 4.4.15.3 Action Functions
- a. Establish criteria for developing and recommending elective courses for the Peace and Conflict Studies major and minor.
 - b. Advise the Director of the Sider Institute and support the work of the Peace and Conflict Studies Initiative.
 - c. Periodically assess the effectiveness of the Peace and Conflict Studies Initiative, in general, and the Peace and Conflict Studies major and minor, in particular.
- 4.4.16 **Pre-Health Professions Advising Committee** [formerly Pre-Medical Committee]
- 4.4.16.1 Membership. The Chair shall be elected for a three-year term by the committee membership.
- a. Five faculty members from the Departments of Biological Sciences and Chemistry and Biochemistry, appointed by the departments to two-year staggered terms, with at least one representative from each of the disciplines of biology and chemistry
 - b. One ranked faculty member from outside the Departments of Biological Sciences and Chemistry and Biochemistry appointed by the Community of Educators Steering Committee for a two-year term
 - c. Dean, School of Science, Engineering and Health (*ex officio*, non voting)
 - d. Coordinator of Pre-Health Professions Advising (*ex officio*, non voting)
 - e. Assistant Director of Career Development (*ex officio*, non voting).
- 4.4.16.2 Recommending Functions
- a. Recommend curricular requirements and courses that will benefit students in the pre-med program (appropriate Academic Department(s), Curriculum Committee).
 - b. Recommend criteria for student enrollment and continuation in the pre-med program (Academic Council, Community of Educators Senate).
- 4.4.16.3 Action Functions
- a. Accept students into the pre-med program for preparation for medical school or other doctoral-level health programs such as osteopathy, dentistry, podiatry, optometry, and veterinary medicine.
 - b. Provide oversight of the process of advising pre-med students and preparing them for making application to medical schools and other doctoral-level health professional programs.

- c. Serve as a source of information regarding medical schools and other doctoral level health professional programs, admissions tests, and procedures for applying to medical schools.
- d. Provide letters of recommendation and other evaluative information to medical schools upon request by students enrolled in the pre-med program.

4.4.17 **Provost's Cabinet** [Approved 9/14/04, Community of Educators Senate]

4.4.17.1 Responsibilities. The Provost's Cabinet primarily serves as an advisory group to the Provost. It is responsible to the Community of Educators in relationship to program review policy and implementation.

4.4.17.2 Membership [Revised 8/8/13]

- a. Provost
- b. Associate Provost
- c. Associate Provost for Graduate and Non-Traditional Education
- c. School Deans
- d. Vice Provost/Dean of Students
- e. Assistant Provost

4.4.17.3 Recommending Function. Periodically review the College's philosophy and procedures for educational program reviews as presented in "A Conceptual Framework for Assessing Institutional Effectiveness" and propose appropriate modifications (Community of Educators Senate).

4.4.17.4 Action Functions

- a. Serves as the senior management coordinating agency for the work of academic administration.
- b. Advises the Provost
- c. Develop and implement administrative policies and protocols that apply across schools (e.g., *Academic Administration Handbook*).
- d. Provide direction to academic administrative programming across schools (e.g., Academic Advising, Assessment of Student Learning, College Honors Program, Diversity programming, Educational Technology, Faculty Development, General Education, Graduate Programs, International Programs, Internships, Learning Center, Messiah College Philadelphia Campus, Service Learning, Supplemental Instruction, Teacher Education Program, etc.).
- e. Coordinate interface with other College offices (Advancement, Enrollment Management, Human Resources, Operations).
- f. Provide input into agenda formation and program and policy development and revisions that are approved through College educational governance (i.e., COE Senate, Ranked Faculty Meeting and standing committees).
- g. Provide a point of interaction and integration between academic programming and cocurricular programming.
- h. Address requirements of external constituents that impact educational programming (e.g., Middle States Commission on Higher Education, Pennsylvania Department of Education, etc.)

4.4.18 **Service Learning Committee**

4.4.18.1 Membership

- a. Director of the Agapé Center for Service and Learning, Chair (*ex officio*)
- b. Associate Dean of General Education and Common Learning (*ex officio*)
- c. A minimum of one faculty representative from each of the Schools, appointed by the Director of the Agapé Center in consultation with the School Dean and the Provost
- d. Appointed members will serve two year staggered terms.

4.4.18.2

Recommending Functions

- a. Develop a philosophy of Service-Learning, including foundational definitions (Academic Council, COE Senate);
- b. Develop parameters and criteria for Service-Learning courses (Academic Council, COE Senate);
- c. Develop programming in which Service-Learning plays a central role (Appropriate Standing Committees as needed, COE Senate).

4.4.18.3

Action Functions

- a. Encourage Service-Learning curriculum/course development across the disciplines.
- b. Advise the Director of the Agapé Center for Service and Learning on ways to facilitate and enhance the Service-Learning program.
- c. Coordinate campus-wide Service-Learning scholarship, research, and assessment efforts.
- d. Approve Service-Learning courses using approved Service-Learning parameters and criteria.
- e. Approve student and faculty applications for Service-Learning scholarship and grant opportunities.
- f. Create and organize faculty development opportunities to increase awareness and understanding of Service-Learning across the disciplines.
- g. Conduct periodic reviews of institutional Service-Learning policies and procedures.
- h. Conduct campus-wide reviews that assess the progress of institutionalizing Service-Learning in the curriculum.
- i. Develop guidelines that satisfy Service-Learning requirements for departments or individual students with unique circumstances.

4.4.19

Sustainability Studies Committee [Approved by Community of Educators Senate, May 3, 2010; administrative change 1/25/13]

4.4.19.1

Membership

There are no term limits to these positions.

- a. Chair, appointed by the provost to a three-year term
- b. School Dean, appointed by the provost
- c. One faculty member from each department sponsoring a concentration appointed by the Dean of their school (i.e., Sociology and Anthropology, Politics, Biological Sciences)
- d. Representative from the Philadelphia Campus appointed by the Provost
- e. Chair of the Sustainability Committee
- f. Tenure of service – appointed committee members will serve for two years with option for renewal.

- 4.4.19.2 Recommending Function
- a. Recommend changes in the structure of the Sustainability Major (e.g., addition or deletion of concentrations, etc.) (Curriculum Committee, Academic Council, COE Senate).
 - b. Recommend changes in the curriculum of the existing Sustainability major (Curriculum Committee).
- 4.4.19.3 Action Functions
- a. Oversee the promotion and marketing of the major.
 - b. Approve course substitutions and transfer requests.
 - c. Oversee program effectiveness and review.
 - d. Oversee the assessment of student learning.
 - e. Participate in strategic planning between campus sustainability initiatives and the sustainability major.
 - f. Strategic planning between campus sustainability initiatives and the sustainability major, as it relates to planning and programming.
- 4.4.20 **Teacher Education Committee**
- 4.4.20.1 Membership [Revised 3/28/13, Community of Educators Senate]
- a. Director of Teacher Education, Chair
 - b. Associate Provost
 - c. Field Experience Coordinator
 - d. Ranked faculty members, one from each of the following certification programs, appointed by their respective departments:
 - Art Education
 - Biology/Environmental Education
 - Chemistry Education
 - Early Childhood Education
 - Middle Level Education
 - English Education
 - Family and Consumer Science Education
 - Modern Foreign Languages Education
 - Health and Physical Education
 - Mathematics/Physics Education
 - Music Education
 - Social Studies Education
 - Special Education
 - e. One student appointed by the Messiah College Education Association for EDUC
 - f. One student appointed by the Messiah College Education Association for any other certification area
 - g. Field Placement Coordinator (Resource)
- 4.4.20.2 Recommending Functions
- a. Develop teacher education/certification related policies relative to any or all areas of teacher certification (Academic Council, Community of Educators).
 - b. Review teacher education program or departmental proposals for adding or deleting teacher certification programs, or for modification of existing teacher

certification programs, and submit recommendations to the appropriate committee (Academic Council or Curriculum Committee, depending on the nature of the proposal, Community of Educators).

4.4.20.3

Action Functions

- a. Hearing board for decisions about a marginally performing student's admission to, continuation in, or successful completion of a teacher certification program at Messiah College. This action will be performed by a Teacher Education Committee subcommittee consisting of the Director of the Teacher Education Program, a representative from the student's certification program, a representative from outside the student's certification program, the Field Experience Coordinator (if relevant) and the College mentor/supervisor (if relevant). This subcommittee will be convened by the Director of the Teacher Education Program as needed.
- b. Appeals of decisions made by the above Teacher Education Subcommittee must be made to the Teacher Education Committee in writing within seven days of the Teacher Education Subcommittee decision. The decision of the Teacher Education Committee is the final decision.
- c. Conduct periodic reviews of Teacher Certification Programs for the Pennsylvania Department of Education, Messiah College program review process, or other relevant entities.

4.4.21

Assessment of Student Learning Committee [Approved 11/12/12, Community of Educators Senate]

4.4.21.1

Purpose. Guide and support the assessment of student learning while promoting a culture of inquiry among Messiah College educators in order to enhance student learning.

4.4.21.2

Membership

- a. Director of Academic Assessment (Chair) represents the institutional level responsibility for the assessment of student learning
- b. Coordinator of Curriculum and Assessment represents connections to curriculum proposals and use of assessment management system
- c. Assistant Director of Institutional Research represents an institutional and environmental view of the assessment of student learning
- d. Vice Provost/Dean of Students (or designee) represents assessment of the cocurriculum and an institutional view of the assessment of student learning
- e. Associate Dean of Common Learning, General Education, and Advising (or designee) represents assessment of student learning outcomes in the general education curriculum
- f. Cocurricular educator – represents both a cocurricular and collective student point of view of the assessment of student learning (appointed by the Vice Provost/Dean of Students)
- g. Four faculty members including one faculty member teaching in a graduate program – one member from each School representing both a faculty member and collective student point of view of the assessment of student learning (appointed by the Associate Provost with recommendations from the Director of Academic Assessment and the School Deans) to three-year staggered terms. One of these faculty members must be from a program that has accreditation external to Middle States.

- h. One librarian – represents assessment of student learning outcomes in First Year Seminar and throughout the curriculum (appointed to a three-year term by the Director of the Library)
- i. One undergraduate student represents an actual undergraduate student view of the assessment of student learning (appointed by the Director of Academic Assessment) to a one-year term
- j. One graduate student represents an actual graduate student view of the assessment of student learning (appointed by the Director of Academic Assessment) to a one-year term

4.4.21.3

Reporting and Operating Structure

- a. Committee of COE Senate (assessment of student learning)
- b. The committee chair will meet regularly with Provost's Cabinet to confer on direction and resourcing.

4.4.21.4

Recommending Functions

- a. Maintain an institution-wide assessment of student learning plan that flows from the mission of the College and fulfills Middle States requirements (Provost's Cabinet, Community of Educators Senate).
 - 1) This document will describe a unified approach to the assessment of student learning including the goals of our assessment efforts, the implementation of assessment plans, and tracking and reporting assessment data and action plans.
 - 2) The plan will be informed on an ongoing basis by the Provost's goals and plans for the assessment of student learning.
- b. Establish, review, and maintain the Messiah College Assessment Manual as needed (Community of Educators Senate).

4.4.21.5

Action Function

- a. Promote effective assessment practice at the course, program, and institutional levels and to build a culture of assessment of student learning.
 - 1) Identify needs for the development of educators.
 - 2) Review and provide feedback for department/program assessment plans.
 - 3) Provide feedback to Curriculum Committee on assessment plans that accompany proposals for new programs.
 - 4) Identify appropriate rewards for educators doing assessment work.
 - 5) Identify necessary resources to support ongoing improvement in the area of assessment.
- b. Implement the overall plan by collecting and analyzing annual program/department assessment of student learning reports from School Deans. Collate and synthesize assessment reports into an annual report of student learning that identifies themes and recommendations. Make advisory recommendations to appropriate unit(s). Share annual report with Community of Educators.
- c. Identify training and support needs for the full and effective use of the assessment management system.
 - 1) Work with chairs, directors, and administrative assistants to recognize training needs and effective means of meeting those needs.
 - 2) Monitor the impact of assessment implementation on the workload of department chairs and administrative assistants.
 - 3) Periodically review assessment management system and other tools.
- d. Inform the preparation of assessment evidence and reporting for Middle States reports (Self Study and Periodic Review report) every five years.

- 4.4.22 **Undergraduate Research Committee** (Approved 3/26,2018 Community of Educators Senate)
- 4.4.22.1 Purpose: The Undergraduate Research Committee will oversee the college-wide promotion, enhancement, and assessment of undergraduate scholarship, research, and creative inquiry in ways that are supportive of and consistent with the wide variety of forms of undergraduate work in different schools and disciplines across the College.
- 4.4.22.2 Membership
- a. Chair -- School Dean appointed by the Provost to a three-year term.
 - b. Four ranked faculty members representing the four undergraduate schools: two will be ELI Research Fellows and two will be appointed from the unrepresented schools by their deans (3 year staggered terms).
 - c. Two students from different schools who have been involved or are preparing to be involved in undergraduate research. Recommendations from school deans, approved the chair.
 - d. President of SGA or Cabinet designee
 - e. Director of Development (or designee)
 - f. Librarian, appointed by director of the library
- Recommending Functions
- a. Recommend appropriate ongoing goals and learning outcomes for undergraduate research at Messiah College. (Provost Cabinet, appropriate governance bodies and/or offices)
 - b. Recommend policies and college-wide programming in undergraduate research. (Provost Cabinet, appropriate governance bodies and/or offices)
 - c. Recommend appropriate changes in organization and governance structure associated with undergraduate research. (Provost Cabinet, appropriate governance bodies and/or offices)
 - d. Recommend revisions to Undergraduate Research Parameters for ELI.
- Action Functions
- a. Research and recommend appropriate funding and support mechanisms for undergraduate research.
 - b. Collect and analyze data associated with undergraduate research
 - c. Assess progress on institutional goals and learning outcomes in undergraduate research
 - d. Develop and maintain an undergraduate research website
 - e. In cooperation with the schools and departments, coordinate programs and events promoting undergraduate research
 - f. In relation to ELI, the URC will
 - 1) Periodically review the Undergraduate Research Parameters for the ELI.
 - 2) Review integrity and rigor of the specific experience
 - 3) Serve as a sounding board to the ELI fellows for new ELI experiences or exceptions.

4.5 RANKED FACULTY MEETING COMMITTEES**4.5.1 Ranked Faculty Affairs Committee** (*Approved Ranked Faculty Meeting 1/14/16*)**4.5.1.1 Membership**

- a. Ranked Faculty Chair, Chair
- b. Ranked Faculty Vice Chair
- c. Immediate Past Chair of the Ranked Faculty
- d. Four term-tenure track or clinical track faculty members, one from each undergraduate cluster, elected by the college-wide ranked faculty to two-year staggered terms
- e. One lecturer, elected by the ranked faculty to a two-year term
- f. Provost (or designee from the Office of the Provost)
- g. Secretary of the Ranked Faculty Meeting (voice but not vote)

4.5.1.2 Recommending Functions

- a. Recommend policies related to the composition of membership, internal organization, and internal governance of the Ranked Faculty Meeting (Ranked Faculty Meeting, Provost, President).
- b. Recommend additions, deletions, and modifications to standing committees and the creation of ad hoc committees as deemed necessary to carry out the Ranked Faculty Meeting assigned responsibilities (Ranked Faculty Meeting, Provost, President).
- c. Formulate policies and procedures for the nomination and selection of ranked faculty membership on college standing committees (Ranked Faculty Meeting, Provost, President).
- d. Recommend policies relative to duties and responsibilities of ranked faculty members such as normal teaching load, release time, summer service, and teaching load equivalents (Ranked Faculty Meeting, Provost, President, Board of Trustees).
- e. Recommend policies for promoting ranked faculty scholarship and development (Ranked Faculty Meeting, Provost, President).

4.5.1.3 Executive Recommending Functions. For the recommending functions indicated below, the committee shall meet in executive session, without the Provost or the designated Office of the Provost representative.

- a. Serve in an advisory capacity for the setting of the Ranked Faculty Meeting agenda (Ranked Faculty Chair, Provost).
- b. Make recommendations to Ranked Faculty Meeting regarding term-tenure track faculty, clinical track faculty, lecturer, and adjunct faculty salaries within established College parameters. Based on input from the Ranked Faculty Meeting, formulate final recommendation (Provost, President).
- c. Make recommendations to Ranked Faculty Meeting regarding benefits (Ranked Faculty Meeting, College Council).
- d. Serve as a means for expression of ranked faculty questions or concerns related to ranked faculty issues or college welfare (Provost and Ranked Faculty Chair who, after consulting with the committee, shall submit the question or concern to the appropriate College person or group in accordance with established

governance responsibilities, including possible referral of the issue to the Ranked Faculty Meeting).

- e. Consider and make recommendations concerning changes in the *Community of Educators Handbook* (Community of Educators, Provost, President).

4.5.2 **Scholarship and Development Committee**

4.5.2.1 Membership [Revised 5/2/2005, Ranked Faculty Meeting]

- a. Director of Faculty Development, Chair
- b. Four ranked faculty members, one from each School, elected by the ranked faculty to two-year staggered terms

4.5.2.2 Recommending Functions

- a. Periodically review and recommend changes in the structure and funding of the Ranked Faculty Development and Grants Program (Ranked Faculty Meeting, Provost).
- b. Periodically review and recommend changes in the sabbatical leave policies (Ranked Faculty Meeting, Provost).
- c. Receive and make recommendations for sabbatical leaves (Provost, President).

4.5.2.3 Action Functions

- a. In consultation with appropriate faculty groups, determine the institutional emphases of the curricular and scholarship grants for a particular year.
- b. Publicize, review proposals, and award yearly grants for various programs.

4.5.3 **Term-Tenure and Promotion Committee** [Adopted as amended by RFM,15April 2015: updated October 2015]

4.5.3.1 Membership

- a. The Term Tenure and Promotion Committee shall consist of one Full Professor or Associate faculty member from each school and the Provost. All six members of the committee shall be full voting members.
 - Elected members of the Term Tenure and Promotion Committee shall serve three-year staggered terms.
 - At the end of each academic year, the TTP Committee will select a Chair from those members who will be in either the second or third year of their current term.
- b. In cases of an elected committee member being on sabbatical, a temporary replacement from the school or program affected shall be named by the Provost, in consultation with the school dean (or, in the case of the graduate studies member, the Associate Provost for Graduate Studies) and the chair of the Ranked Faculty.
- c. A sitting committee member who is undergoing Term-Tenure Renewal Review or Promotion Review is required to recuse himself/herself from all deliberations regarding his/her review. Communication of the committee's decision with respect to the review shall be communicated to the recused committee member in the standard way according to the standard timeline.
- d. A sitting committee member who has a or has had a family relationship with a

person who is undergoing Term-Tenure Review, Term-Tenure Review, or Promotion Review is required to recuse himself/herself from all deliberations regarding the review

4.5.3.2

Recommending Functions

- a. Develop policies for ranked faculty appointment, promotion, term tenure, and dismissal, in consultation with the Vice President for Human Resources and Compliance (Ranked Faculty Meeting, Provost, President, Board of Trustees).
- b. Develop policies for evaluation of ranked faculty members (Ranked Faculty Meeting, Provost, President, Board).

Executive Recommending Functions

- a. Evaluate and recommend ranked faculty for term tenure and promotion (President, Board of Trustees).
- b. Formulate recommendations in cases where policies call for consideration of faculty dismissal, in conjunction with the Vice President for Human Resources and Compliance (Provost, President).

4.5.3.4

Eligibility and Election of Committee Members

- a. Only term-tenure-track faculty members who (1) have term tenure at Messiah College and (2) hold the rank of Associate Professor or Professor shall be eligible to be elected to and serve on the Term Tenure and Promotion Committee.
- b. Term-tenure-track faculty members with primary appointments in graduate studies, even if they are members of particular schools, shall appear only on the graduate studies slate of candidates.
- c. All faculty members who are eligible to be elected to the Term Tenure and Promotion Committee must allow their names to stand for election, i.e. no eligible person shall be allowed to withdraw his/her name from the election.
- d. All term-tenure-track faculty members shall be eligible to vote in all elections for Term Tenure and Promotion Committee members.