

Title: #III-3A. Roles of Work Groups, Councils and Committees

Date: June 30, 2009 (replaces version dated **April 16, 2008**)

Elected Constituent Groups

FACULTY SENATE OF THE FACULTY ASSEMBLY

Composition: Elected representatives from the Faculty Assembly

Functions: The Faculty Senate serves as the communications link with the Faculty Assembly. It functions as a communications source in an advisory capacity to the Senior Vice President for Academic Affairs and President in matters relating to faculty welfare and function. (Refer to *Answer Book #III-6*, "Constitution and By-Laws of West Virginia University at Parkersburg Faculty Assembly.")

STAFF COUNCIL OF STAFF ASSEMBLY

Composition: Elected members of the Staff Assembly

Functions: The Staff Council serves as the communications link with the Staff Assembly. It functions as a communication source in an advisory capacity to the President in matters of staff welfare. (Refer to *Answer Book #III-5*, "Constitution and By-Laws of WVUP Staff Assembly.")

STUDENT GOVERNMENT ASSOCIATION

Composition: Elected or appointed members from the Student Body

Functions: Student Government Association serves as the communications link with the student body. It functions as a communications source in an advisory capacity to the Vice President for Student Services and President for matters relating to educational policy and student life. (Refer to *Answer Book #III-7*, "Constitution and By-Laws of the Student Government Association of West Virginia University at Parkersburg.")

Appointed by the President

FACILITIES MASTER PLAN REVIEW COMMITTEE

Composition: Appointed annually:

Director, Facilities and Grounds (Chair)
Senior Vice President for Academic Affairs
Vice President for Student Services
Chief Information Officer or designee
Vice President for Workforce and Community Education
Director, Purchasing
One representative of Jackson County Center
One faculty representative selected by Faculty Senate
One adjunct faculty representative
One Student Services director selected by Vice President for Student Services
One academic division chair selected by Senior Vice President for Academic Affairs
One classified staff representative selected by Staff Council
One student representative selected by the Student Government Assoc.

Functions: The Facilities Master Plan Review Committee reviews short- and long-term facility needs, and makes recommendations to the President on facility modifications and/or development.

HONORARY DEGREE SCREENING COMMITTEE

Composition: Appointed annually:

Senior Vice President for Academic Affairs (chair)
Division Chair
Faculty Senate Chair
Additional faculty representative
One staff representative
President, Student Government Association
One alumni representative

Functions: The Honorary Degree Screening Committee accepts and screens nominations for honorary degrees in accordance with guidelines set forth in campus policy [#V-14](#), "Guidelines for the Granting of Honorary Degrees at West Virginia University at Parkersburg."

INSTITUTIONAL EFFECTIVENESS COUNCIL

Composition: Appointed annually:

President (Chair)
Senior Vice President for Academic Affairs
Faculty Senate representative

One adjunct faculty member
One academic division chair representative
One classified staff representative
One student representative
Vice President for Student Services
Vice President for Workforce and Community Education
Chief Financial Officer
Executive Director, Institutional Advancement
Director, Institutional Research and Outcomes Assessment
Director, Facilities and Grounds
Assistant Dean and Director, Jackson County Center
Chief Information Officer
Assistant Dean/Director, Non-Traditional Programs
Executive Director, WVU at Parkersburg Foundation

Functions: The Institutional Effectiveness Council serves in an advisory capacity to the President and meets two to three times per semester for the purpose of determining, drafting and reviewing strategic plans, reviewing data and information for institutional self-study, and recommending major institutional priorities for effectiveness.

PRESIDENT'S CABINET

Composition: President
Senior Vice President for Academic Affairs
Associate Dean, Academic Affairs
Assistant Dean and Director, Jackson County Center
Assistant Dean and Director, Non-Traditional Programs
Vice President for Student Services
Assistant Dean for Enrollment Management
Vice President for Workforce and Community Education
Chief Financial Officer
Director, Facilities and Grounds
Executive Director, Institutional Advancement
Chief Information Officer
Director, Human Resources
Special Assistant to the President
Executive Assistant to the President

Functions: The President's Cabinet is the President's work group which meets periodically for the purposes of information-sharing, problem-solving, coordination of work, and providing advice to the President.

SAFETY COMMITTEE

Composition: Appointed annually:

Director, Facilities and Grounds
Coordinator, Student Disability Services
Chair, Science and Technology

Print Shop Supervisor
Academic Lab Manager
Coordinator of Campus Security
Wellness Coordinator
Senior Vice President for Academic Affairs
Assistant Dean/Director, Non-Traditional Programs
Executive Director of Institutional Advancement
Vice President for Student Services
One representative for the Children's Room designated by the Associate
Dean for Academic Affairs
One representative designated by Chief Information Officer
One representative designated by Jackson County Center Director
One student representative nominated by SGA
One adjunct faculty member
Additional faculty or staff with expertise or interest in safety issues

Functions: Oversees and coordinates safety, environmental health and research activities. Monitors and ensures compliance with state and federal regulations and policies. Reviews the Safety Plan and recommends revisions to President.

SOCIAL JUSTICE COMMITTEE

Composition: Appointed annually:

Special Assistant to the President for Policy and Social Justice
Coordinator, Student Disability Services
Coordinator of Veteran Services
Human Resource Director
One faculty representative from each academic division
Three classified staff representatives selected by Staff Council
Council
Three student representatives selected by the Student Government
Association
Two representatives of Jackson County Center
Faculty Advisor for Student Multi-Cultural Awareness Coalition
Chair, Student Multi-Cultural Awareness Coalition
One adjunct faculty member
Additional at-large representatives, as appointed

Functions: The Social Justice Committee meets as needed to assist the Social Justice Representative in the planning and implementation of activities that promote tolerance, an appreciation for diversity, and an understanding of social justice issues. See *Answer Book* [#VIII-6](#) for further details.

STAFF DEVELOPMENT COORDINATING COMMITTEE

Composition: Appointed annually:

Director of Human Resources

Chair of Classified Staff Council

Two staff representatives from the Academic Area (one classified, one non-classified) nominated by the Senior Vice President for Academic Affairs

One staff representative from Student Services nominated by the Vice President for Student Services

One staff representative from Physical Facilities and Grounds nominated by the Director

Two staff representatives from other administrative areas (one classified, one non-classified) identified by the President

Functions:

In accordance with Answer Book [#IV-19](#) the Coordinating Committee shall assist the Human Resources Director with the following activities:

1. Develop an annual Staff Development Plan which supports the college mission and goals [to be approved by the President].
2. Develop a budget request for staff development activities [to be approved by the President].

The Coordinating Committee shall be responsible for the following activities:

1. Receive and review all requests for activities except those funded by the tuition waiver program.
2. Recommend use of allocated funds.
3. Maintain equity in recommendations for use of funds.
4. Assure that the recommended activities fulfill the understandings outlined in the statement of Definitions.
5. Determine the priority and activities to be funded.

(Also see BOG [Policy B-26](#) for additional details.)

STUDENT SUCCESS COUNCIL

Composition: Appointed annually:

Senior Vice President for Academic Affairs

Vice President for Student Services

Assistant Dean for Enrollment Management

Executive Director, Institutional Advancement

Senior Admissions Counselor

Director of Institutional Research and Outcomes Assessment

Faculty Senate Chair or designee

One representative from the Academic Council designated by the

Senior Vice President for Academic Affairs

One representative from Financial Aid designated by the Vice President for Student Services

Two additional representatives designated by the Vice

President for Student Services and the Senior Vice President for Academic Affairs

One representative of Business Services designated by the Chief Financial Officer

One representative of the Jackson County Center designated by the JCC Director

One student representative designated by the Student Government Association

One representative designated by the Chief Information Officer
One adjunct faculty member
Additional at-large representatives designated by the President

Functions: The Student Success Council develops, coordinates and assesses student success from recruitment and retention through achievement of stated goals. The Council establishes target recruitment areas, marketing strategies, assessment benchmarks, and goals for student centeredness and retention. It develops a plan for collaboration and coordination among those who directly affect student success. The goal of the Council is to integrate processes and activities into a cohesive system with articulated goals and measurable objectives with complementary assessment outcomes that enhance achievement of the college's strategic plan. The expected outcome is student success.

Appointed by the Senior Vice President for Academic Affairs

ACADEMIC ADVISORY COMMITTEES

Composition: Appointed annually:

Representatives of the general public, businesses and industries, potential employers, and any other constituencies that are affected by the program.
Division chair responsible for the program
Program coordinator (if one exists)
Senior Vice President for Academic Affairs

Functions: Advise on the development of new programs, the modification of existing programs and plans to eliminate programs based upon trends and needs in the related occupation; review curricula and advise college officials on the addition of new classes, the deletion of existing classes, the modification of course objectives, and any other changes in curricula; assist in developing market surveys to determine the employability of graduates and need for the program; assist in surveys that can predict the future employment needs of business and industry. (See *Answer Book* [#III-8](#) for further details.)

ACADEMIC APPEALS PANEL (Refer to *Answer Book* [#V-13.](#))

ACADEMIC COUNCIL

Composition: Senior Vice President for Academic Affairs (Chair)
Associate Dean for Academic Affairs
Academic Division Chairs
Faculty Senate Chair
Assistant Dean and Director, Jackson County Center
Assistant Dean and Director, Non-Traditional Programs
Librarian

Functions: The Academic Council develops effective and focused credit education programs for the college. It develops appropriate goals and establishes cooperative and coordinated efforts to accomplish these goals. It also manages and coordinates the operational functions of the credit programs of the college.

The responsibilities of the council are to:

1. insure compliance and effectiveness of promotion and tenure policies;
2. develop class schedules that best serve student needs;
3. determine academic support needs;
4. determine and draft education policies needed and make recommendations for modifications of existing ones;
5. propose and monitor general budget accounts for the credit programs and services;
6. review suspension, probation and grade appeal processes and effectiveness;
7. determine faculty development needs;
8. review and make recommendations for academic advising functions.

ACADEMIC TECHNOLOGY ADVISORY COMMITTEE [Appointed annually]

Composition: Chief Information Officer (Chair)
Senior Vice President for Academic Affairs (or designee)
Vice President for Workforce and Community Education (or designee)
Assistant Dean and Director, Jackson County Center (or designee)
Chair, Science and Technology Division (or designee)
Coordinator for Center for Teaching and Technology (or designee)
Registrar
Vice President for Student Services (or designee)
Chief Financial Officer (or designee)
Adjunct faculty member

Functions: In a liaison function to the college Technology Services, the Technology Committee develops a technology plan for the institution; evaluates and recommends equipment upgrades and replacements and software purchases for instructional use annually; recommends purchase and use of technology in classrooms and computer labs; evaluates new technologies and implementation by the institution; evaluates efficiencies offered by other agencies; and makes recommendations for the use of technology funds, such as Perkins, student computer lab fees, etc.

BOOKSTORE ADVISORY COMMITTEE

Composition: Appointed annually:

One representative from each division of the college

One adjunct faculty member
Two representatives from the student body
One classified staff member
One representative (faculty or staff) from Jackson Co. Center
Bookstore manager
Contract administrator

Functions: The Bookstore Advisory Committee will meet once or more each semester to ensure that the bookstore operations are effectively meeting the needs of students, faculty, and staff. The committee shall establish a forum in which faculty, students, and the bookstore can discuss and resolve issues involving the bookstore and the college community.

COLLEGE FACULTY EVALUATION COMMITTEE

Composition: The College Faculty Evaluation Committee shall not include any person who is under consideration for promotion and/or the award of tenure. A majority of those voting on tenure recommendations must be tenured faculty or faculty with multi-year term appointments. The method of selection of members is at the discretion of the Senior Vice President for Academic Affairs. No faculty member should serve on both a division and college committee and no chairperson should serve on the college committee.

Functions: The College Faculty Evaluation Committee reviews divisional evaluations, prepares written evaluations for each case and forwards unequivocal recommendations for or against tenure and/or promotion to the Senior Vice President for Academic Affairs in accordance with WVU at Parkersburg's Policies and Procedures for Annual Faculty Evaluation, Promotion and Tenure ([#IV-8](#)).

CURRICULUM COMMITTEE

Composition: Two-year terms (elected in Fall of even-numbered years)
Representative, Health Sciences Division
Representative, Business, Economics and Mathematics Division
Representative, Library
Two-year terms (elected in Fall of odd-numbered years)
Representative, Social Sciences and Languages Division
Representative, Science and Technology Division
Representative, Education and Humanities Division
One-year term
Representative, Student Body
One-semester term
Adjunct faculty member
On-going, ex-officio
Coordinator of Developmental Education

Functions: Advisory to Senior Vice President for Academic Affairs on all matters relating to curriculum including new course approval, new program approval,

program and course deletion, annual program review, graduation requirements, and associated academic policy.

FACULTY DEVELOPMENT COMMITTEE

Composition: Appointed annually:

One Faculty representative of each academic division
Chair of Faculty Senate
One adjunct faculty member
Representative to Statewide Faculty Development Network

Functions: Develops, promotes, and oversees activities designed for faculty development; administers current expense budget allocated to faculty development; prepares faculty development plan each spring covering proposed activities for following year. (For further details, see [Answer Book #IV-23A](#), "Faculty Development.")

INTERNATIONALIZATION COMMITTEE

Composition: One representative from each academic division
One administrator at the chair or above level
One Student Services representative
One JCC representative
One student

Function: West Virginia University at Parkersburg recognizes the importance of global education, awareness, and advocacy. To further the cause of global education, the college in 2007 formed a committee on internationalizing the campus. The committee is advisory to the administration, but its scope includes students, faculty, and staff. The committee's overarching responsibility is to promote global awareness through education and provide opportunities for inter-cultural interaction. Its functions are these:

1. Develop goals for campus internationalization and global awareness;
2. Ensure that related activities are in alignment with these goals;
3. Work with faculty to incorporate global/international content and perspectives into their curricula and develop, promote, and oversee opportunities for on- and off-campus international events for students, faculty, staff, and community;
4. Arrange and promote educational exchange opportunities for students and faculty, including study abroad, Fulbright participation, and the development of local and regional programs for international students.

LIBRARY COMMITTEE

Composition: Two-year terms (elected in Fall of even-numbered years)
Representative, Health Sciences Division
Representative, Business, Economics and Mathematics Division
Representative, library professional staff

Two-year terms (elected in Fall of odd-numbered years)
Representative, Social Sciences and Languages Division
Representative, Science and Technology Division
Representative, Education and Humanities Division
One-year term
Representative, Student Body
Representative, Student Services
Representative, Workforce and Community Education
One-semester term
Adjunct faculty member
Senior Vice President for Academic Affairs or designee (permanent member)

Functions: The Library Committee studies library needs in view of the academic program and advises the librarian on matters of general library policy, the development of library resources, and upon means which may best integrate the library program with other academic activities of the college. The Committee serves as a liaison group between the faculty and the Library Director.

OUTCOMES ASSESSMENT COMMITTEE

Composition: Appointed annually:

Director of Institutional Research and Outcomes Assessment, Chairperson
One faculty representative representing an academic division, Co-chair
In addition to co-chair, one faculty representative from each academic division (can include division chair) selected by each division
One adjunct faculty member
One representative from Student Services (identified by Vice President for Student Services)
One academic support representative (identified by Senior Vice President for Academic Affairs)
Two faculty members at-large selected by Faculty Senate
One student representative (identified by the Student Government Assoc.)

Function: The Outcomes Assessment Committee develops and implements the plan for an outcomes assessment program which will measure student learning and student goal achievement. Included in the responsibilities of the Outcomes Assessment Committee is the five-year academic program review.

PROFESSOR OF THE YEAR SELECTION COMMITTEE

Composition: Appointed annually:

Senior Vice President for Academic Affairs
Two division chairs
Chair of Faculty Senate
President of Student Government Association

Selected past winner(s) of the Professor of the Year award

Functions: The Professor of the Year Selection Committee is convened annually by the Senior Vice President for Academic Affairs and selects its own chair. The Committee seeks nominations and chooses the faculty member of the year according to guidelines set forth in *Answer Book #IV-2*.

Appointed by the Vice President for Student Services

DISCIPLINARY HEARING BOARD

Composition: Appointed annually:

Two administrative representatives chosen by the President
Three student representatives nominated by the Student Government Association
Three faculty representatives nominated by Faculty Senate
Three staff representatives nominated by Staff Council

Functions: The Disciplinary Hearing Board is established to hear student disciplinary complaints which could result in probation, suspension, or expulsion, or to consider cases when the student wishes to appeal the disciplinary action of the Vice President for Student Services. Each proceeding before the Board is heard by a hearing panel consisting of five members. The panel is selected and hearings conducted according to the guidelines provided in *Answer Book #VI-4*.

FINANCIAL AID/SCHOLARSHIP COMMITTEE

Composition: Appointed annually:

Director of Financial Aid (Chair)
Three faculty members designated by the Faculty Assembly
Vice President for Student Services
Executive Director, WVU at Parkersburg Foundation
Chief Financial Officer
Senior Admissions Counselor (ex-officio, nonvoting)

Functions: The Financial Aid/Scholarship Committee reviews and recommends policies and procedures for the awarding of WVU at Parkersburg Undergraduate Scholarships and WVU at Parkersburg Foundation scholarships; selects scholarship recipients from students screened for eligibility by the financial aid staff; and serves as an appeal board for student appeals. The Financial Aid/Scholarship Committee serves in an advisory capacity to the Vice President for Student Services in financial aid matters.

GRADUATION COMMITTEE

Composition: Appointed annually:

Registrar (Chairperson)
Associate Registrar
Senior Admissions Counselor
Senior Vice President for Academic Affairs
Vice President for Student Services
Executive Director, Institutional Advancement
Director of Student Activities
Four faculty members designated by Faculty Senate
One student designated by the Student Government Association
Facilities set-up coordinator

Functions: The Graduation Committee arranges for the speaker, student and faculty participation, and all other arrangements for graduation.

RESIDENCY APPEALS PANEL (Refer to *Answer Book* [#VI-8A.](#))

Ad hoc task forces may be appointed as the need becomes apparent to deal with such topics as performance appraisal, employee relations, self-study for accreditation, and advanced placement credit.

Note:

Adjunct faculty are invited to serve on various college committees as indicated by the compositions described above. Adjunct participation is optional if the individual is available for daytime committee meetings and interested in contributing to campus governance. Such appointments shall not be interpreted as assignments for additional pay. Adjunct appointments to college committees shall be for one semester at a time and shall not imply any intention for ongoing service at WVU Parkersburg.