



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

Date: January 20, 2025 (replaces version dated September 6, 2023)

Introduction

The following compilation of college-wide work groups, councils and committees reflects a collaborative structure for providing shared governance in the accomplishment of the WVU at Parkersburg mission. Some, but not all, committees are described more fully in the context of separate, related policies or procedures. In such cases, references to governing policies or procedures are included.

Academic Advisory Committees

Appointed by: Vice President for Academic Affairs

Composition: Representatives of the general public, businesses and industries, potential employers, and any other constituencies that are affected by the program.
Division Dean responsible for the program
Program coordinator (if one exists)
Program Faculty

Function: 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 Affairs Council

Appointed by: Vice President for Academic Affairs

Composition: Vice President for Academic Affairs (Chair)
Dean for Academic Affairs
Director Epicenter
Academic Division Deans
Executive Director, Workforce & Economic Development
Director, Center for Instructional Innovation
Assessment - HLC Director

Dean of Early College
Registrar
Faculty Senate Chair
Academic Affairs Office Administrator

Function: The Academic Affairs Council develops effective and focused credit, non-credit, and co-curricular education programs for the institution. It develops appropriate goals and establishes cooperative and coordinated efforts to accomplish these goals. It also collaborates with the Vice President for Academic Affairs on management and coordination of the operational functions of the academic affairs functions of the institution.

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 and student support needs;
4. make policy recommendations related to Academic Affairs;
5. propose and monitor budgets for the credit, non-credit, and co-curricular programs and services;
6. determine faculty and staff development needs for Academic Affairs;
7. review and make recommendations for academic advising and student support and resource functions;
8. propose and/or review new and existing Academic Affairs initiatives;
9. review and provide recommendations for curriculum changes.

College Curriculum Committee

Appointed by: Vice President for Academic Affairs

Composition: Two faculty members serving as (Co-Chairs)
Director, Institutional Assessment (non-voting)
At least one faculty representative from each academic division
Adjunct faculty representative
Registrar
IT representative
Dean for Academic Affairs (non-voting)
Academic Affairs Office Administrator (non-voting)
Additional at-large representatives as appointed by the VPAA

Function: The Curriculum Committee oversees and facilitates the institutional curriculum process to ensure campus wide involvement, transparency, and communication to all stakeholders through various means, including maintaining and updating all information sources such as the College Catalog and website. The Curriculum Committee reviews and approves specific proposals and curricula changes from the course to the program level including new course approval, new program approval, program and

course deletion, annual program review, graduation requirements, and associated academic policy. The Curriculum Committee serves a dual role with the Outcomes Assessment Committee in the development and maintenance of curriculum and assessment. Curriculum Committee members will attend Outcomes Assessment Committee meetings as necessary in order to facilitate the dual role. The Curriculum Committee meets at least monthly from August to May and as necessary. Goals for the academic year shall be set at the August meeting in consultation with the VPAA.

College Faculty Evaluation Committee

Appointed by: Vice President for Academic Affairs

Composition: Dean for Academic Affairs (Chair)
One faculty representative from each academic division*

*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 VPAA. No faculty member should serve on both a division and college committee and no Dean should serve on the college committee.

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

Disciplinary Hearing Board

Appointed by: President

Composition: Two administrative representatives chosen by the President
Three student representatives nominated by Student Government Assoc.
Three faculty representatives nominated by Faculty Senate
Three staff representatives nominated by Staff Council

Function: 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 Provost. Each proceeding before the Board is heard by a hearing panel consisting of five members. The panel is selected and hearings conducted according to Board of Governors [Policy D-46](#), Code of Student Conduct.

Facilities, Safety and Security Committee

Appointed by: President

Composition: Campus Police Officer, Lead (Co-Chair)
Safety Coordinator (Co-Chair)
Executive Director of Maintenance & Facilities Management
Vice President for Academic Affairs
Executive Vice President, Finance & Administration
Vice President, Institutional Advancement
Executive Director, Human Resources & Compliance
Dean, Workforce and Economic Development or designee
Executive Director, Student Support Services
Executive Director, Business Services
Academic Lab Manager
One academic division Dean selected by VPAA
One faculty representative selected by Faculty Senate
One adjunct faculty representative
One representative of Caperton Center
One staff representative selected by Staff Council
One student representative selected by the Student Government Association

Function: The Facilities, Safety, and Security Committee reviews short- and long-term facility needs, and makes recommendations to the President on facility modifications and/or development. The Committee will draft, advise, recommend, and review the Facilities Master Plan in consultation with the President. The Committee oversees and coordinates safety, environmental health, research activities, and security; monitors and ensures compliance with state and federal regulations and policies; reviews the Safety Plan and recommends revisions to President. The Committee should focus on workplace and environmental safety as well as security. The Committee meets at least monthly from August to May and as necessary. Goals shall be set at the May meeting for the upcoming academic year.

Faculty Senate of Faculty Assembly

Elected by: Faculty

Composition: Elected representatives from the Faculty Assembly

Function: The Faculty Senate serves as the communications link with the Faculty Assembly. It functions as a communications source in an advisory capacity to the Provost 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.")

Scholarship Committee

Appointed by: Vice President for Institutional Advancement

Composition: Vice President for Institutional Advancement (Chair)
Executive Director, Student Financial Assistance
Executive Vice President for Finance and Administration
Director, WVU at Parkersburg Foundation
Financial Aid representative
Foundation representative
Three faculty members designated by the VPIA

Function: The 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 Scholarship Committee serves in an advisory capacity to the Director of Foundation, in financial aid matters.

Honorary Degree Screening Committee

Appointed by: President

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

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

Instructional Innovation Committee

Appointed by: Vice President for Academic Affairs

Composition: Director, Center for Instructional Innovation (Chair)
At least one faculty representative from each academic division
Workforce & Economic Development representative
Information Technology representative
At-large representatives as appointed

Function: The charge of the Instructional Innovation Committee is to assist the Center for Instructional Innovation in carrying out its mission and to help chart its future direction. The Instructional Innovation Committee promotes the delivery of engaging learning opportunities by participating in quality

reviews of online courses, developing digital lectures and program orientation and informational videos, and supporting the adoption of point-to-point and web conferencing. Participants will work to create sample multimedia resources and video and web conferencing best practices to model behavior for the larger faculty body. Expectations may include: advising the CII on developing and implementing policies and procedures; advocating for the recognition of teaching; supporting faculty development efforts in pedagogy and instructional technology; serving as mentors for other faculty by modeling the use of instructional technologies; reviewing proposals for instructional grants and programs; reviewing online courses; and advising the Director on other matters as appropriate. The Committee meets as necessary and at least monthly from August to May. Goals for the academic year shall be set at the August meeting in consultation with the VPAA.

Access Committee

Appointed by President

Composition: Faculty or Staff representatives (Co-Chairs)
Student representative
Executive Director, Student Support Services (ex-officio)
Up to 10 additional students, faculty and staff, as invited and/or selected on the basis of expressions of interest.

Function: The Access Committee will lead WVUP's effort to fulfill its mission of providing accessible, life-changing education in a safe and supportive environment.

Outcomes Assessment Committee

Appointed by: Vice President for Academic Affairs

Composition: Two Faculty members (serving as Co-Chairs)
Director, Institutional Assessment (non-voting)
At least one faculty representative from each academic division
Administrative Services representative
Center for Student Services representative
Academic Support representative
Dean for Academic Affairs (non-voting)
Academic Affairs Office Administrator (non-voting)
Additional at-large representatives as appointed by the VPAA

Function: The Outcomes Assessment Committee develops and implements the plan for an outcomes assessment program that measures student learning, achievement, success, and attainment, including the co-curricular activities of the institution as well as academic activities. Included in the responsibilities of the Outcomes Assessment Committee are five-year academic program reviews. The Outcome Assessment Committee serves

a dual role with the Curriculum Committee in the development and maintenance of curriculum and assessment. Outcomes Assessment Committee members will attend Curriculum Committee meetings as necessary in order to facilitate the dual role. The Committee meets as necessary and at least monthly from August to May. Goals for the academic year shall be set at the August meeting in consultation with the VPAA.

President's Cabinet

Appointed by: President

Composition: President
Faculty Senate Chair
Staff Council President
Student Government Association President
Vice President for Academic Affairs
Executive Vice President, Finance and Administration
Vice President, Institutional Advancement
Executive Director of Maintenance & Facilities Management
Executive Director of Human Resources & Compliance
Executive Director, Civic Engagement and Innovation
Dean for Academic Affairs
Dean, Workforce and Economic Development
Executive Director, Student Support Services
Executive Director, Business Services
Chief Information Officer
Director, Financial Aid Services
Director, Records Office
Executive Director, Success Epicenter
Director, Marketing and Communications
Director, Career Services
Campus Police Officer, Lead
Manager, Business Services
Director, BOG & RBA Degree Programs
Director of Institutional Assessment
Admissions & Recruitment Coordinator
Executive Assistant to the President
Three Faculty at Large positions chosen by the President

Function: 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.

Professor of the Year Selection Committee

Appointed by: Vice President for Academic Affairs

Composition: Dean for Academic Affairs (Chair)
Two division Deans

Chair, Faculty Senate (or designee)
President, Student Government Association (or designee)
Two past Professors of the Year
Staff Council Chair, (or designee)

Function: The Professor of the Year Selection Committee is convened annually by the Provost. The committee seeks nominations and chooses the faculty member of the year according to guidelines set forth in *Answer Book* [#IV-2](#).

Staff Council of Staff Assembly

Elected by: Staff

Composition: Elected members of the Staff Assembly

Function: 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

Elected by: Students

Composition: Elected or appointed members from the student body

Function: Student Government Association serves as the communications link with the student body. It functions as a communications source in an advisory capacity to the Provost 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.")

Threat Assessment Team

Appointed by: President

Composition: Executive Director of Student Support Services, Chair
Vice President for Academic Affairs
Executive Director of Maintenance & Facilities Management
Safety Coordinator
Campus Police Officer, Lead
Executive Director of Human Resources & Compliance
Veterans Advocate
Faculty with relevant expertise, as assigned
External law enforcement, invited as needed

Function: The Threat Assessment Team focuses on a practical, interdisciplinary and organized approach to the recognition, prevention, assessment, management and limitation of internal and external behavior threats to the safety and wellbeing of the students, faculty, staff and visitors of WVU at Parkersburg.

Committee Service

Service on committees, when appointed, is a privilege considered to be part of the assigned duties and expectations of full-time faculty and staff.

Adjunct Faculty Participation

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.

Ad Hoc Task Forces

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

Responsible Administrator: President, 304-424-8200