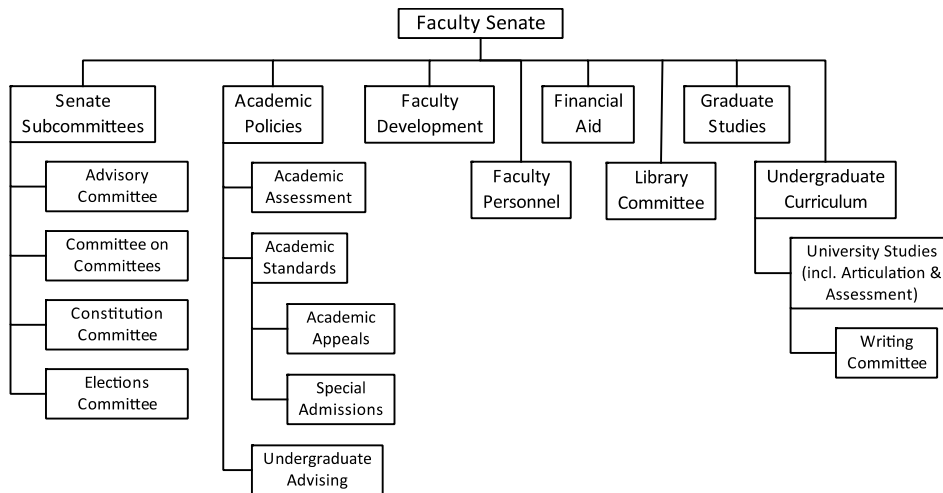


General Faculty Committees



1.321

1. Academic Policies Committee

a. Charge

The Academic Policies Committee shall recommend policies regarding admission, transfer, general academic regulations and graduation.

Specifically, the Committee will:

- Review academic policies, including those maintained in the Catalog, and make recommendations to the Faculty Senate regarding changes or additions.
- Review recommendations from its subcommittees (Academic Assessment, Academic Standards, Community-based Learning, e-Learning, and Undergraduate Advising) that may impact existing academic policies.
- Receive recommendations from Divisions or administrative units regarding clarifying or exploring policy needs.
- Be a resource to Divisions and units across campus needing clarification to effectively implement academic policies.

b. Membership

The Faculty Senate appoints six faculty members to this committee. The Student Senate may appoint a student member. In addition, the chairs of Academic Assessment, Academic Standards, Community-based Learning, Distance Education and Undergraduate Advising Committees (or their designees) may be appointed to this committee to provide better coordination among all these areas.

c. Ex Officio Membership and Administrative Contact

The Registrar, Associate Provost /Director of Graduate Studies, and ~~Coordinator of Academic Advising, a Student Success Coordinator~~, serve ex officio. The Associate Provost is the administrative contact.

Formatted: Font: (Default) Times New Roman, Font color: Red, Strikethrough

Formatted: Font: (Default) Times New Roman, Underline

Formatted: Font: (Default) Times New Roman, Bold, Underline, Font color: Auto

Formatted: Font: (Default) Times New Roman, Bold, Font color: Auto

d. Reporting, Meetings and Workload

The Academic Policies Committee makes recommendations to the Faculty Senate and reports on actions taken as directed by the Senate. The Committee meets every other week (sometimes weekly). The workload is consistent throughout the academic year.

1.322

2. Academic Assessment Committee

a. Charge

The Academic Assessment Committee will oversee the institution, maintenance and development of student learning outcomes for the curriculum at Southern Oregon University.

Specifically, the Committee will:

- Review and recommend university-wide assessment tools.
- Advise and assist academic programs in developing and monitoring student learning.
- Collaborate with the University Studies Committee on university-wide assessment of University Studies goal strands and proficiencies.
- Collaborate with the Accreditation Steering Committee to report on accreditation standards that include academic assessment.
- Report information on university-wide assessments to the Institutional Assessment and Accreditation Committee.
- Report and make policy recommendations to the Faculty Senate through the Academic Policies Committee.

b. Membership

The Academic Assessment committee will be composed of eight faculty members, one from each of the following Divisions:

- Oregon Center for the Arts
- Business, Communication and Environmental Science and Policy
- Education, Health, and Leadership
- Humanities and Culture
- Science, Technology, Engineering, and Mathematics
- Social Sciences
- Undergraduate Studies
- Library

c. Ex Officio Membership and administrative Contact

The Associate Provost, the Director of Institutional Research, the Director of the Center for Instructional Support, the Director of University Studies, the Director of University

Assessment, and one student. The Associate Provost is the administrative contact for this committee.

d. Reporting, Meetings, and Workload

The Academic Assessment Committee makes recommendations to the Academic Policies Committee and the Institutional Assessment and Accreditation Committee. The Committee meets every other week. The workload is consistent throughout the academic year.

1.323

3. Academic Standards Committee

a. Charge

The Academic Standards Committee shall advise on policies pertaining to student academic performance including warning, probation, suspension, and readmission and shall act on student petitions regarding these matters and grade grievances.

Specifically, the Committee will:

- Appoint Academic Appeals Committees (normally consisting of three to five Academic Standards Committee members) to hear academic appeals and grade grievances.
- Reviews and recommend changes in policies related to students' academic progress, including criteria for good standing, warning, probation, and suspension, to Faculty Senate through the Academic Policies Committee.
- Oversee the appointment of and criteria employed by the Special Admissions Committee.
- Review recommendations by the Special Admissions Committee for potential impact on policy and practice, forwarding recommendations when appropriate.

b. Membership

The Faculty Senate appoints twelve faculty members to this committee. The Student Senate may appoint up to two student members. Student members should be in good standing, never have been suspended and not have been on academic warning or probation within twelve months of appointment.

c. Ex Officio Membership and Administrative Contact

Registrar and Associate Provost serve ex officio. The Associate Provost is the administrative contact.

d. Reporting, Meetings and Workload

The Academic Standards Committee makes recommendations to the Academic Policies Committee. The Committee meets frequently at the beginning and end of each term to hear petitions, then as needed during the academic year. The workload is heaviest just after the petition deadline each term.

1.324

4. Faculty Development Committee

a. Charge

The Faculty Development Committee shall advise on matters related to faculty development.

Specifically, the Committee will:

- Study and recommend means to evaluate and improve the instructional program and general scholarship of the faculty.
- Promote research activities.
- Establish criteria and review faculty applications for faculty development monies.
- Recommend disbursement of faculty development monies such as Carpenter grants, instructional development funds, and research funds.
- Support and advise the Center for Instructional Support.

b. Membership

The Faculty Senate appoints six faculty members. The Student Senate may appoint a student member.

c. Ex Officio Membership and Administrative Contact

The Director of the Center for Instructional Support and Associate Provost serve ex officio. The Associate Provost is the administrative contact.

d. Reporting, Meetings and Workload

The Faculty Development Committee makes recommendations to the Faculty Senate and reports on actions taken as directed by the Senate. The Committee meets frequently following key deadlines. The workload fluctuates throughout the academic year with those deadlines.

1.325

5. Faculty Personnel Committee

a. Charge

The Faculty Personnel Committee shall advise on matters related to faculty appointments, including sabbaticals, promotions, and tenure.

Specifically, the Committee will:

- Review applications for promotion, tenure, and sabbatical leaves, making recommendations to the Provost regarding approval or denial.
- Review and make recommendations to Faculty Senate regarding promotion and tenure expectations documents.
- Study matters of balance, standards, and equity as related to faculty personnel matters.
- Participate in the evaluation of the President, Vice Presidents, and Directors as provided for in 2.100, 2.200, and 3.400 of these bylaws.

b. Membership

The Faculty Personnel Committee shall consist of eight faculty members, one from each of the following Divisions::

- Oregon Center for the Arts
- Business, Communication and Environmental Science and Policy
- Education, Health, and Leadership
- Humanities and Culture
- Science, Technology, Engineering, and Mathematics
- Social Sciences
- Undergraduate Studies
- Library

(2) Membership on this committee shall be restricted to faculty with:

- At least four years-in-rank as a Senior Instructor 1 or 2, Associate Professor, or Professor,
- Indefinite tenure or a three-year extendable appointment, and
- At least five years of service at Southern Oregon University.

Furthermore, Chairs, Directors, Vice Presidents, and members of the Faculty Senate, shall not be eligible to serve on this committee during their term of service.

(3) The Elections Committee's shall submit an election plan and timetable to the Senate Chair for approval no later than the first Senate meeting winter term. That plan must satisfy the following requirements:

- (a) Nominations. The committee shall provide the faculty with a list of eligible persons for each vacancy and solicit nominations. There shall be up to two calls for nominations, seeking to identify a number of candidates equal to twice the number of vacancies. Only nominees who consent in writing can be placed on a ballot. Those nominees who are named the greatest number of times will be placed on the ballot. All persons tied for the final position will be declared nominees.
- (b) Allow at least five (5) university days for each round of nominations, for nominees to accept or reject nomination in writing, and before elections are concluded.
- (c) Complete the election process during winter term.

c. Ex Officio Membership and Administrative Contact

The Provost serves ex officio and is the administrative contact.

d. Reporting, Meetings and Workload

The Faculty Personnel Committee makes recommendations to the Faculty Senate and reports on actions taken as directed by the Senate. The Committee meets frequently following key deadlines (primarily sabbaticals, promotion and tenure, and program expectations documents). The workload fluctuates throughout the academic year with those deadlines.

6. Financial Aid Committee

a. Charge

The Financial Aid Committee shall advise on matters related to scholarships, grants-in-aid, and other types of student awards and honors.

Specifically, the Committee will:

- Appoint Financial Aid Appeals Committees (normally consisting of three Financial Aid Committee members) to hear appeals.
- Review applications and award Institutional Scholarships.

b. Membership

The Faculty Senate appoints twelve faculty members to this committee. The Student Senate may appoint up to two student members. Student members who also receive financial aid must be making good progress toward graduation.

c. Ex Officio Membership and Administrative Contact

The Director of Financial Aid serves ex officio and is the administrative contact.

d. Reporting, Meetings and Workload

The Financial Aid Committee makes recommendations to the Faculty Senate and reports on actions taken as directed by the Senate. The Committee meets frequently during the first week of each term to hear petitions, then as needed during the academic term. The workload is heaviest during the first week of each term and in the spring when scholarship applications are reviewed.

1.327

7. Graduate Studies Committee

a. Charge

The Graduate Studies Committee shall advise on matters related to graduate curriculum and programs.

Specifically, the Committee will:

- Review and recommend changes in criteria for membership in the graduate faculty.
- Review recommendations from Divisions for changes to the composition of the graduate faculty (additions and deletions).
- Study existing graduate curricula and consider all changes in graduate curricula including degrees offered, degree requirements, and specific courses.
- Review and recommend to Faculty Senate new graduate courses and programs for approval.
- Recommend policy changes or additions needed to support graduate study at Southern Oregon University.
- Approve or deny proposed modifications to existing graduate courses and programs. Approved modifications should be reported to Faculty Senate but do not require further approval.

- Work cooperatively with the Undergraduate Curriculum Committee on the approval of 400/500 courses.
- Solicit and review applications for Oregon Lottery Scholarships for Graduate Studies, and determine awardees.

b. Membership

The Faculty Senate appoints six faculty members. The Student Senate may appoint a student member. Coordinators of graduate degree programs are encouraged, but not required, to serve on this committee.

c. Ex Officio Membership and Administrative Contact

Associate Provost / Director of Graduate Studies serve ex officio and is the administrative contact.

d. Reporting, Meetings and Workload

The Graduate Studies Committee makes recommendations to the Faculty Senate and reports on actions taken as directed by the Senate. The Committee meets every other week. The workload is consistent throughout the academic year.

1.328

8. Library Committee

a. Charge

The Library Committee shall advise on matters related to the library operation and materials.

Specifically, the Committee will:

- Review and propose policies and practices regarding library operation and materials.
- Act as a liaison between the library and other Divisions across campus.

b. Membership

The Faculty Senate appoints six faculty members to this committee. The Student Senate may appoint a student member.

c. Ex Officio Membership and Administrative Contact

The Director of the Library serves ex officio and is the administrative contact.

d. Reporting, Meetings and Workload

The Library Committee makes recommendations to the Faculty Senate and reports on actions taken as directed by the Senate. The Committee meets quarterly. The workload is consistent throughout the academic year.

1.329

9. Undergraduate Advising Committee

a. Charge

The Undergraduate Advising Committee shall advise on matters related to the academic advising of undergraduates.

Specifically, the Committee will:

- Review and recommend modifications to policies and practices for effective academic advising of undergraduate students.
- Support and advise the group of professional advisors in Academic Support Programs and the Higher Education Center.
- Provide leadership in undergraduate academic advising initiatives.
- Review and make recommendations for infrastructure changes to facilitate undergraduate academic advising.

b. Membership

The Faculty Senate appoints six faculty members to this committee. The Student Senate may appoint up to one student member.

c. Ex Officio Membership and Administrative Contact

~~The Coordinator of Academic Advising~~ A Student Success Coordinator and the Associate Provost serve ex officio. The Associate Provost is the administrative contact.

Formatted: Font: (Default) Times New Roman, Font color: Red, Strikethrough

Formatted: Font: (Default) Times New Roman, Bold, Underline, Font color: Auto

d. Reporting, Meetings and Workload

The Undergraduate Advising Committee makes recommendations to the Academic Policies Committee. The Committee meets once or twice a week. The workload is consistent throughout the academic year.

1.32(10)

10. Undergraduate Curriculum Committee

a. Charge

The Undergraduate Curriculum Committee shall advise on matters related to undergraduate curriculum.

Specifically, the Committee will:

- Study existing undergraduate curricula and consider all changes in undergraduate curricula including degrees offered, degree requirements, and specific courses.
- Recommend policy changes or additions needed to support undergraduate study at Southern Oregon University.
- Review and recommend to Faculty Senate new undergraduate courses and programs for approval.
- Approve or deny proposed modifications to existing undergraduate courses and programs. Approved modifications should be reported to Faculty Senate but do not require further approval.
- Work cooperatively with the Graduate Studies Committee on the approval of 400/500 courses.

- Review Recommendations from the University Studies Committee that impact the general education curriculum.

b. Membership

The Faculty Senate appoints six faculty members. The Student Senate may appoint a student member. In addition, the chair of the University Studies Committee (or designee) may be appointed to this committee to provide better coordination between these areas.

c. Ex Officio Membership and Administrative Contact

The Registrar, ~~and Associate Provost~~, **and a Student Success Coordinator**, serve ex officio. The Associate Provost is the administrative contact.

d. Reporting, Meetings and Workload

The Undergraduate Curriculum Committee makes recommendations to the Faculty Senate and reports on actions taken as directed by the Senate. The Committee meets every other week. The workload is consistent throughout the academic year.

11. University Studies Committee

a. Charge

The University Studies Committee shall oversee the institution, maintenance, and development of the University Studies (general education) curriculum.

Specifically, the Committee will:

- Review and recommend modifications, as needed, to the general education program, including the associated goals and proficiencies.
- Develop and maintain criteria for courses meeting specific goals.
- Review and recommend new courses to Faculty Senate through the Undergraduate Curriculum Committee that will meet University Studies criteria.
- Develop and maintain a systematic process for reviewing existing courses that are approved for University Studies at least once every five years to assure they continue to meet current criteria.
- Recommend policy changes or additions needed to support general education at Southern Oregon University.
- Assist faculty or staff responsible for evaluating transfer courses.
- Work with the Institutional Assessment Committee regarding the effectiveness of the general education component of Southern Oregon University's undergraduate degrees.

Formatted: Font: (Default) Times New Roman, Bold, Font color: Auto

Formatted: Font: (Default) Times New Roman, Font color: Red, Strikethrough

Formatted: Font: (Default) Times New Roman, Bold, Font color: Auto

Formatted: Font: (Default) Times New Roman, Bold, Underline, Font color: Auto

Formatted: Font: (Default) Times New Roman, Font color: Red

b. Membership

The University Studies Committee will be composed of eight faculty members, one each from the following Divisions:

- Oregon Center for the Arts
- Business, Communication and Environmental Science and Policy
- Education, Health, and Leadership
- Humanities and Culture
- Science, Technology, Engineering, and Mathematics
- Social Sciences
- Undergraduate Studies
- Library

c. Ex Officio Membership and Administrative Contact

The Associate Provost; Director of University Studies, Chair of the Academic Assessment Committee (or designee), and ~~one professional advisor from Academic Support Programs~~, one Student Success Coordinator, serve ex officio. The Associate Provost is the administrative contact for this committee.

d. Reporting, Meetings and Workload

The University Studies Committee makes recommendations to the Undergraduate Curriculum Committee. The Committee meets every other week. The workload is consistent throughout the academic year.

Formatted: Font: (Default) Times New Roman, Font color: Red, Strikethrough

Formatted: Font: (Default) Times New Roman, Font color: Red

Formatted: Font: (Default) Times New Roman, Bold, Underline, Font color: Auto

Formatted: Font: (Default) Times New Roman, Font color: Red