

# Academic Council Committee Duties & Membership

2016-2017

Updated October 2016

## ACADEMIC IT COMMITTEE

**Duties:** The Academic IT Committee shares responsibility for advocating for, developing, implementing, and evaluating policies and practices for using technology to enhance the quality of teaching and learning across the University. The Academic IT Committee exercises its responsibility by:

- Helping to develop and implement relevant aspects of the Dominican University IT Strategic Plan;
- Reviewing and recommending policies that relate to faculty usage and access of University information technologies in their teaching, scholarship, professional development, and participation in university life and governance;
- Encouraging and stimulating faculty development in the area of information technologies, with special emphasis on pedagogical implications;
- Serving as technology “thought leaders” among faculty across the University; stimulating innovation; and providing opportunities for discussion of emerging technologies and their potential pedagogical applications;
- Setting goals and priorities related to pedagogical issues for technology at the University level, and recommending action steps toward these goals;
- Overseeing the Online Instruction Committee (an ad hoc users group), which serves to support faculty involved in online teaching;
- Serving as the faculty liaison to and a subcommittee of the University IT Committee.

**Membership:** Fourteen (14) members: seven (7) elected; six (6) ex officio; and the Associate CTLE Director for Teaching and Learning Technology as Chair. Six (6) members are elected by the faculty, with at least one faculty member representing each College/School/Library. The six (6) ex officio members include: two (–2) academic deans (appointed by the Office of the Provost); the Director of IT; an additional IT staff member (appointed by the Director of IT); the University Librarian; and the Director of the CTLE.

(7 elected: 1 RCAS, 1 BSB, 1 GSLIS, 1 GSSW, 1 SOE, 1 faculty librarian, 1 at-large)

Chair: Ken Black

- **BSB:** Susanne Schmitz (2017)
- **Faculty Librarian:** Molly Mansfield (2018)
- **GSLIS:** Karen Snow (2018)
- **GSSW:** Adrian Kok (2019)
- **RCAS:** CarrieLynn Reinhard (2018)
- **SOE:** Kimberly Garrett (2019)
- **At Large:** Aaron Zerhusen (2017)
- Jeff Carlson, Academic Dean (by appointment of the Provost)
- Kate Marek, Academic Dean (by appointment of the Provost)
- Jill Albin-Hill, Vice President for Information Technology and CIO
- Daniel Martin, IT staff member (by appointment of Director of IT)

- Felice Maciejewski, University Librarian
- Matt Hlinak, Assistant Provost
- Ellen McManus, Director of CTLE

#### **ASSESSMENT COMMITTEE** (meets bi-monthly)

**Duties:** The Assessment Committee is responsible for facilitating the development, implementation, and evaluation of comprehensive University-wide processes for defining, measuring, documenting, and assuring student learning.

The Assessment Committee exercises its responsibility by:

- Supporting faculty and staff at the programmatic, school, and university level to establish and maintain an annual assessment cycle that:
  - Defines measurable objectives and outcomes for student learning and achievement;
  - Encourages best practices in curriculum development and pedagogies designed to help students achieve the defined learning outcomes;
  - Gathers patterns of evidence to document student learning and achievement;
  - Interprets the evidence to evaluate the extent to which learning outcomes are being achieved;
  - Uses the interpretation of evidence to improve the quality of teaching and learning.
- Fostering a culture of assessment that balances the needs and expectations of the University as a whole with those of particular schools and their accrediting bodies;
- Promoting collaboration and communication about assessment across the University by helping the Associate Director for Academic Assessment, Evaluation, and Achievement maintain a current website, representing each year's assessment activities; and by submitting a formal written report on the assessment of student learning across the University to the Academic Council, the Office of the Provost, and the Provost's Cabinet every third year, beginning in 2010;
- Providing opportunities for professional development in assessment practices for faculty and staff, including its own membership.

**Membership:** Thirteen (13) members: six (6) elected; six (6) ex officio; and the Associate Director for Academic Assessment, Evaluation, and Achievement as Chair. The six (6) elected members include: four (4) faculty members from Rosary College of Arts and Sciences and two (– 2) faculty members from the graduate/professional schools, all elected at large. The six (6) ex officio members include: the Vice President for Mission & Ministry (or designate); the Dean of Students (or designate); the Director of Institutional Research; the Director of the Center for Teaching and Learning Excellence; the University Librarian; the Vice President of the Student Government Association (or designate).

(6 elected: 4 RCAS, 2 grad)

Chair: Daniel S. Domin, Director of Academic Assessment, Evaluation and Achievement

- **Graduate:** Molly Burke (2018)
- **Graduate:** Kathleen Odell (2019)
- **RCAS:** Aliza Steurer (2017)
- **RCAS:** Kathleen O'Connor(2018)

- **RCAS:** Sarah Quinn (2018)
- **RCAS:** Ellen Alamilla (2019)
- Trudi Goggin, Dean of Students
- Felice Maciejewski, University Librarian
- Claire Noonan, designate of Vice President for Mission & Ministry
- Ellen McManus, Director of the CTLE
- Vice President of Student Government

**COMMITTEE ON CLIMATE, EQUITY AND INCLUSION** (meets quarterly, and as needed) – formerly the University Affairs Committee.

#### **Duties**

- Oversees policies and practice to ensure a diverse student body, faculty and staff.
- Advances policies and published grievance procedures to provide prompt and equitable resolution of student and employee discrimination complaints.
- Elects and ensures the training of a team of two or three faculty/staff from the committee to serve as ombudspersons to provide informal, confidential advice to faculty, staff and students regarding the above policies and procedures.
- Monitors campus climate overall, working as a catalyst for just resolution, accurate information and continuing education.
- Advances the establishment of, and oversight for, measurable outcomes and assessment protocols to document the university's progress toward achieving excellence and inclusivity through diversity.
- Makes recommendations to the President, Provost, and appropriate department and unit heads on matters of climate, equity, and inclusion at Dominican.

#### **Membership** (4 elected: 2 RCAS, 2 grad)

Chair: Elected annually from among the members.

- **Graduate:** Jacob Lesniewski (2017)
- **Graduate:** Colleen Reardon (2018)
- **RCAS:** Mihaela Blanariu (2017)
- **RCAS:** Rogelia Lily Ibarra (2018)
- Dean of Students
- Director of Academic Assessment, Evaluation and Achievement
- Director of Human Resources
- A representative from the Committee on Diversity
- A representative from the Provost's Cabinet (Associate Provost or Dean)
- Assistant Dean for Academic Success and Diversity (RCAS)
- Director of University Ministry
- A representative from Enrollment Management
- One undergraduate student
- One graduate student

## **COMMITTEE ON DIVERSITY** (meets monthly)

### **Duties**

Develops and implements relevant aspects of the Dominican University Diversity Plan, particularly those aspects related to teaching, scholarship, and professional development.

- Promotes and supports research, curricula, and pedagogy that identify, analyze, and address manifestations of institutional injustice such as racism, systems of privilege, and imbalances of power.
- Promotes and supports the design, delivery, and assessment of inclusive curricula and pedagogies that respect and encourage multiple ways of knowing and being in the world, and that embody the university's commitment to excellence through diversity.
- Promotes and supports faculty and student research that deepens our intellectual, spiritual, and ethical understanding of diversity, community, the common good and social justice.
- Promotes and supports enhancement of the cultural competencies of faculty and students; that is, developing capacities to engage and learn authentically through the multiplicity of human perspectives and differences.
- Works with the academic units, the Assessment Committee, and the Program Review Committee to establish measurable outcomes and assessment protocols to document the university's progress toward our aspirations for excellence and inclusivity through diversity.

**Membership** (8 elected: 4 from RCAS (1 each from the 4 electoral units: Humanities, Language and Literature, Natural Sciences, and Social Sciences), 1 from each Grad School); 1 faculty librarian; two graduate students; and two undergraduate students

Chair: elected annually from among the committee's faculty members

- **BSB:** Derek Ruth (2019)
- **Faculty Librarian:** Steven Szegedi (2018)
- **GSLIS:** Sujin Huggins (2017)
- **GSSW:** Julie Bach (2019)
- **RCAS, Humanities:** Bill Kerr (2019)
- **RCAS, Language and Literature:** Lisa Petrov (2017)
- **RCAS, Natural Sciences:** Kathleen Schmidt-Nebril (2018)
- **RCAS, Social Sciences:** Tina Taylor-Ritzler (2017)
- **SOE:** Penny Silvers (2018)
- Matt Hlinak, Assistant Provost, Continuing Education and Special Initiatives
- Two undergraduate students
- Two graduate students
- Ellen McManus, Director of the CTLE (ex officio)

## **COMMITTEE ON FACULTY AFFAIRS** (meets bi-monthly)

### **Duties**

- Considers matters concerning the welfare of the faculty, particularly in the area of salary and benefits and makes recommendations to the president and academic council.
- Prior to the last regular meeting of the Academic Council, the Faculty Affairs Committee reviews all changes to the Faculty Handbook for the next academic year.

- The committee selects a member to represent the faculty on the budget committee, and another member to serve as faculty liaison to the board of trustees academic affairs committee.

**Membership** (8 elected at large and 1 faculty librarian)

Chair: TBD

- **At Large:** Alexis Howe (2017)
- **At Large:** Gilmer Cook (2017)
- **At Large:** Mary Pat Fallon (2017)
- **At Large:** Adrian Kok (2018)
- **At Large:** Bill Jenkins (2018)
- **At Large:** Janet Helwig (2019)
- **At Large:** Dennis Kirchen (2019)
- **At Large:** Cecilia Salvatore (2019)
- **Faculty Librarian:** Jill Bambenek (2018)

**COMMITTEE ON FACULTY APPOINTMENTS** (meets as needed)

**Duties**

- The committee makes recommendations through the president to the board of trustees on the granting of tenure to individual members of the faculty.
- The committee makes recommendations to the president concerning policy relating to faculty employment at Dominican and concerning the retention and promotion of individual members of the faculty.
- The committee makes recommendations to the president concerning approval of faculty sabbaticals or leaves of absence and the retirement of members of the full-time faculty.
- The committee will bring to the Academic Council proposals concerning general policies relating to faculty employment at Dominican and on retention, promotion, tenure, sabbaticals, and leaves of absence before making final recommendations to the president.
- The committee designs and implements procedures to be followed in reaching its recommendations. These procedures are submitted to the academic council for ratification; they are then submitted to the provost for publication in the faculty handbook.
- Procedures outlined in Article I.E.2.b. regarding committee minutes do not apply to this committee.

**Membership** (9 elected: 4 from RCAS (1 each from the 4 electoral Units), 1 faculty librarian, 1 from each graduate school; all tenured)

Chair: chosen from among the committee's members

- **BSB:** David Aron (2018)
- **Faculty Librarian:** Steven Szegedi (2019)
- **GSLIS:** William Crowley (2017)
- **GSSW:** James Scherrer (2018)
- **RCAS, Humanities:** John Jenks (2018)
- **RCAS, Language & Literature:** Jodi Cressman (2019)
- **RCAS, Natural Sciences:** Scott Kreher (2018)

- **RCAS, Social Sciences:** David Perry (2017)
- **SOE:** Ben Freville (2018)

### **COMMITTEE ON FACULTY DEVELOPMENT** (meets every other week)

**Duties:** The Committee on Faculty Development shares responsibility for supporting all faculty members as scholars/artists and teachers committed to professional excellence and achievement.

The Committee on Faculty Development exercises its responsibility by:

- Approving internal development grant criteria, reviewing proposals; awarding faculty research grants; and establishing methods of accountability for the use of grant funds and resources;
- Sponsoring an annual faculty seminar series featuring current faculty research and creative investigations;
- Advising the Director of the CTLE in developing and delivering programs and initiatives that promote excellence in teaching;
- Advising the Director of the CTLE in selecting topics for faculty workshops, including the traditional fall workshop;
- Assisting the Director of the CTLE in identifying, selecting, and preparing potential faculty mentors;
- Performing other duties as appropriate.

**Membership:** Ten faculty members, elected at large; One tenured faculty member appointed by the Office of the Provost as Chair (3-year renewable term); Director, Office of Research and Sponsored Projects, ex officio (non-voting); and Director of the CTLE, ex officio (non-voting).

(10 elected at large)

Chair: Scott Kreher, (tenured faculty member, appointed by the Provost)

- **At Large:** Dan Condon (2017)
- **At Large:** Patrick Homan (2017)
- **At Large:** Tonia Triggiano (2017)
- **At Large:** Alexis Howe (2017)
- **At Large:** Mark Hodges (2018)
- **At Large:** Scott Kreher (2018)
- **At Large:** Marion Weedermann (2018)
- **At Large:** Esmail Bonakdarian (2019)
- **At Large:** Germaine Sota (2019)
- **At Large:** Kim Theriault (2019)
- Director, Office of Research and Sponsored Projects, ex officio (non-voting)
- Ellen McManus, Director of the CTLE, ex officio (non-voting)

### **COMMITTEE ON FACULTY ELECTIONS** (meets as needed)

**Duties**

- Acts as an election committee for the placement of faculty on the university standing committees.
- Draws up, revises, and maintains guidelines and procedures for academic council elections. The academic council will review these guidelines and procedures annually before elections.

#### **Membership** (6 elected at large)

Co-Chairs: Alyssa Braun and Melissa Carr

- **At Large:** Alyssa Braun (2017)
- **At Large:** McKinley Johnson (2017)
- **At Large:** Veena Carlson (2018)
- **At Large:** Margaret Jonah (2018)
- **At Large:** Melissa Carr (2019)
- **At Large:** Gerald Gulley (2019)

#### **FACULTY GRIEVANCE COMMITTEE** (meets as needed)

##### **Duties**

- Hears cases in which a member of the faculty alleges that the member's academic freedom has been violated or that the member has been unfairly treated.
- Formulates its rules of procedure and submits them to the Provost for publication in the faculty handbook after ratification of the Academic Council.
- Procedures outlined in Article I.E.2.b. regarding committee minutes do not apply to this committee.

#### **Membership** (5 elected at large; all must be tenured; no chairs)

Chair: TBD

- **At Large:** Ric Calabrese (2017)
- **At Large:** William Crowley (2017)
- **At Large:** Heather Parisi (2018)
- **At Large:** Khalid Razaki (2018)
- **At Large:** Raymond Pollastrini (2019)

#### **INSTITUTIONAL REVIEW BOARD** (meets as needed)

(10 University IRB members)

##### **Duties**

- Responsible for monitoring the protection of human participants in research activities of Dominican faculty, students, and staff, as required by Federal regulations 45 CFR part 46 through review of applications submitted by faculty, staff, and students
- Complete necessary training to meet federal requirements for membership on University IRB.
- Developing and updating University policies and procedures for the protection of human participants in research.
- Provide training as needed on protecting human participants during research to faculty, students and staff
- Other duties as appropriate.

**Membership of University IRB:** University IRB Members will be elected at-large by faculty. Eligibility of University IRB Members may be limited due to federal requirements. Recommendation of faculty to stand for elections will be made to Elections Committee by Deans of respective schools, in consultation with Provost and IRB Chair, to assure compliance with federal standards

- One faculty member from BSB
- One faculty member from SOE
- One faculty member from GSLIS
- One faculty member from GSSW
- One faculty member representing Doctoral Programs
- Five faculty members from RCAS (at least two must be non-scientists)

Chair: Cecilia Salvatore, (2016) (appointed for two years by Provost on recommendation from within IRB Membership)

Elected members (faculty members have the option to serve two consecutive terms, totaling six years)

- **BSB:** Lisa Amoroso (2017)
- **Doctoral Program:** Yujin Gao, GSLIS (2017)
- **GSLIS:** Christopher Stewart (2018)
- **GSSW:** Joyce Shim (2017)
- **RCAS:** Martha Jacob (2017) \*\*
- **RCAS:** Michelle VanNatta (2018)
- **RCAS:** Kelly Burns (2019) \*\*
- **RCAS:** Margaret Jonah (2019)
- **RCAS:** Mark Kosla (2019)
- **SOE:** Anita Miller (2017)

\*\* Denotes non-scientist. At least two of the five RCAS must be non-scientists.

Non elected member

- Roger Dominowski, Community Member (Appointed by Provost in consultation with IRB Committee)

Two non-elected Community Alternates: VACANT

## **INTERFAITH COOPERATION COMMITTEE**

### **Membership:**

- Vice President for Mission and Ministry as chair
- 1 staff member from the division of Mission and Ministry appointed by the VP for Mission and Ministry
- 1 representative from the Dean of Students office
- 6 elected faculty members, 3 from Rosary College of Arts and Science and 3 from other schools
- 1 dean or associate provost appointed by the Provost
- 1 representative from Committee on Diversity
- 1 representative from Committee on Climate, Equity, and Inclusion
- 4 students, two undergraduate and two graduate



- 2 external community members with voice but no vote
- “Friend of the Committee” may be invited as appropriate, with voice but no vote
- **Graduate:** Kafi Moragne-Patterson (2017)
- **Graduate:** John Snakenborg (2018)
- **Graduate:** Don Hamerly (2019)
- **RCAS:** Demirhan Tunc (2017)
- **RCAS:** Warren Green (2018)
- **RCAS:** Maggie Andersen (2019)

#### **COMMITTEE ON PLANNING** (meets monthly)

**Duties:** The committee shall review the college priorities and five-year plan each year adding one year to the plan and deleting the current year.

#### **Membership** (6 elected at large)

Chair: Donna Carroll, President

- **At Large:** Cyrus Grant (2017)
- **At Large:** Janice Monti (2018)
- **At Large:** Mickey Sweeney (2018)
- **At Large:** Chris Colmo (2019)
- **At Large:** Jill White (2019)
- **At Large:** Paul Sochacki (2019)
- Jill Albin-Hill, Vice President for Information Technology and CIO
- Jeffrey Carlson, Associate Provost, Dean of Rosary College
- Grace Cichomska, Vice President Institutional Advancement
- Felice Maciejewski, University Librarian
- Trudi Goggin, Dean of Students
- Roberto Curci, Dean GSB
- Jeffrey Breese, Provost, Vice President for Academic Affairs
- Claire Noonan, Vice President for Mission and Ministry
- James Winters, Vice President of Marketing and Communications
- David Krause, Associate Provost, Associate Vice President of Academic Affairs
- Amy McCormack, Senior Vice President for Administration
- Sheila Radford-Hill, Chief Diversity Officer
- Roberta McMahon, Director of Human Resources
- Michael Miller, University Registrar
- Elizabeth Silk, Director of Institutional Research
- Therese Hogan, SOE
- Charlie Stoops, Dean GSSW
- Kate Marek, Dean GSLIS
- Matt Hlinak, Assistant Provost, Continuing Education and Special Initiatives
- Pam Johnson, Interim Vice President for Enrollment
- Judy Paulus, Staff Council President
- Jonathan Sass, SGA President

## **POST-TENURE REVIEW** (meets as needed)

### **Duties**

- Designs and implements procedures for the periodic review of the performance of tenured faculty and tenured librarians, which will be submitted to the academic council for ratification and submitted to the provost for publication in the faculty handbook.
- Conducts the post-tenure review process, submitting a report of the review of each faculty member to the appropriate dean, the provost, and the president.
- Makes suggestions for changes in the college policy and procedure with respect to faculty for consideration and action by any appropriate body (faculty appointments committee, faculty affairs committee, faculty grievance committee, planning committee, educational policies committee etc.)

**Membership:** (7 elected: 6 at large, 1 faculty librarian; all must be tenured)

Chair: Al Rosenbloom

- **At Large:** Dave Aron (2017)
- **At Large:** Al Rosenbloom (2017)
- **At Large:** Karen Brown (2018)
- **At Large:** Joe Heininger (2018)
- **At Large:** Noelle Allen-Wright (2019)
- **At Large:** Tracy Jennings (2019)
- **Faculty Librarian:** Heather Parisi (2019)

## **PROGRAM REVIEW COMMITTEE** (meets as needed)

**Duties:** The Program Review Committee is responsible for those processes and procedures (described in section 1.25.4.2 of the Faculty Handbook) governing five-year program reviews, which are designed to ensure the quality and improvement of all academic programs across the University.

The Program Review Committee exercises its responsibility by:

- Collaborating with the Office of the Provost and the Associate Director for Academic Assessment, Evaluation, and Achievement to ensure that program administrators (and appropriate deans) are notified at least one-year in advance of the year of the review, and that all guidelines, goals, and procedures for the review process are clearly understood by the immediate stakeholders;
- Reviewing documents prepared by programs for their five-year review, including the internal review, the external reviewers' report, and the program faculty's response to the external reviewer's report;
- Preparing a written report on all review documents, processes, interpretations, and recommendations, and submitting copies to the faculty of the program reviewed, the appropriate dean, the Office of the Provost, and the President;
- Providing general recommendations to the President, the Office of the Provost, deans, and other faculty committees regarding the academic programs of the University;
- Serving as a resource for the Academic Affairs Committee of the Board of Trustees regarding academic programs across the University.

**Membership:** Eight (8) members: six (6) elected faculty members; the University Librarian (or designate), ex officio; and the Associate Director for Academic Assessment, Evaluation, and Achievement as Chair. The six (6) elected members include: four (4) faculty members from Rosary College of Arts and Sciences and two (–2) faculty members from the graduate/professional schools, all elected at large.

**Membership** (6 elected: 4 RCAS, 2 grad)

Chair: Associate Director for Academic Assessment, Evaluation, and Achievement

- **Graduate:** Therese Hogan (2018)
- **Graduate:** Richard Walstra (2019)
- **RCAS:** Aly Drame (2017)
- **RCAS:** Beth Landers (2017)
- **RCAS:** William Greg Harman (2018)
- **RCAS:** Jill White (2019)
- Felice Maciejewski, University Librarian

**UNIVERSITY CURRICULUM COMMITTEE** (meets twice per semester) -- Formerly the Graduate Committee.

**Duties:** The purpose of the University Curriculum Committee (UCC) is to focus on the totality of Dominican's educational offerings, within the contexts of mission and identity, strategic planning, and academic priorities.

The University Curriculum Committee fulfills its responsibilities by:

- Establishing reasonable deadlines for receiving proposals and transparent timelines and communication pathways for its decision-making;
- Reviewing and approving the written policies and procedures used within each College or School to make decisions and prepare proposals about academic program development and review, including, but not limited to, the definition and allocation of credit hours and requirements for all degrees, majors, minors, and certificates;
- Reviewing and approving written proposals submitted by each College or School for adding new academic programs – including all degrees, majors, minors, and certificates – or for substantially altering or phasing out existing programs; evaluating written proposals with particular attention to the following expected components and criteria:

a) Components (ordinarily, proposals should include the following sections):

1. Statement of purpose, rationale, theoretical justification, expected impact on University curriculum, including evidence of support from faculty within the affected academic unit;
2. Specific goals and learning outcomes for the program;
3. A detailed outline of the curriculum and requirements proposed for the program;
4. An assessment plan;
5. An advising plan;
6. A statement of administrative structure and responsibility;
7. A draft bulletin copy;

8. Appended statement of support from the Dean(s), who will exercise oversight;
9. Appended statements of support from the University Librarian, University Registrar, and the Chief Information Officer;
10. Appended statement of support from the Vice President for Enrollment Management.

b) Criteria (ordinarily, proposals will be evaluated on the following characteristics):

1. Academic quality;
  2. Centrality to Dominican University's Mission;
  3. Relationship to existing programs;
  4. Utilization of existing resources, including, but not limited to, faculty, staff, space, and technology;
  5. Financial viability;
  6. Strategic marketability;
  7. Provision for ongoing review and "sunset clause" (in the event the program proves unsustainable);
  8. Budget feasibility.
- Reviewing and approving written proposals for developing (or phasing out) academic programs and collaborations with external partners, including, but not limited to, other colleges or universities;
  - Facilitating strategic and innovative curriculum development across more than one academic unit;
  - Reporting to the Academic Council (ordinarily, through regular minutes and periodic oral presentations) on all substantive curricular initiatives in order to increase University-wide awareness and to encourage purposeful University-wide dialogue about curriculum development and assessment;
  - Providing the Provost and President with full and timely documentation concerning its actions on all substantive curriculum proposals and changes, in a written format that will enable the President to inform the board of Trustees and seek Board approval when appropriate.

**Membership** (7 elected: 3 RCAS (representing different electoral units), 1 from each grad)

Chair: David Krause, Associate Provost (ex officio)

- **BSB:** Mohamed Askar (2019)
- **GSLIS:** Stacy Kowalczyk (2017)
- **GSSW:** Julie Bach (2017)
- **RCAS:** Warren Green (2017) (Language & Literature)
- **RCAS:** Diane Costanzo (2018) (LAS Seminars)
- **RCAS:** Pliny Smith(2019) (Natural Sciences)
- **SOE:** Karen Carlson (2018)
- Jeff Carlson, Dean RCAS
- Roberto Curci, Dean GSB
- Kate Marek, Dean GSLIS
- Therese Hogan, SOE
- Charlie Stoops, Dean GSSW

- Matt Hlinak, Assistant Provost, Continuing Education and Special Initiatives
- Ann Hurley, Interim Vice President for Enrollment Management (or designate -- ex officio)
- Elizabeth Silk, Director of Institutional Research (ex officio)
- Jill Albin-Hill, Chief Information Officer (or designate -- ex officio)
- Michael P. Miller, Registrar (ex officio)
- Felice Maciejewski, University Librarian (ex officio)

# ROSARY COLLEGE COMMITTEE DUTIES & MEMBERSHIP

2016-2017

Updated May 2016

## STANDING COMMITTEES

### COMMITTEE ON CURRICULUM AND EDUCATIONAL POLICIES

#### Duties

- Channels and integrates the thinking of departments with the faculty as a whole on matters of curriculum and educational policy. Changes in departmental or college organization may be formulated and proposed to the academic council.
- Studies the existing curriculum and its effectiveness in meeting objectives of the college of arts and sciences and the needs of the community it serves. Reviews proposals for major curricular changes including the following:
  - the creation or the abolition of majors, minors or certificate programs,
  - the formulation of new titles to majors, minors or certificate programs, and
  - the significant revision of majors, minors, or certificate programs.
- Presents recommendations to the Arts and Sciences Council.
- Facilitates college-wide inquiry into student achievement of essential learning goals for undergraduate education, monitors assessment activities of the college's departments, assists departments in preparing reports for the University Assessment Committee, and shares key departmental insights with the broader college and university community.
- Establishes criteria for the inauguration and evaluation of new types of learning experience and approves credit for off-campus work within the United States other than courses taken at accredited institutions with the prior approval of the dean. Faculty concerned with proposals in question should be present at the committee meeting.
- Acts as a board of appeals for students who request a hearing because of special academic problems within programs offered under the auspices of the college. Faculty connected with earlier decisions in the case should be present at a hearing.

**Membership:** (7 elected: 1 from each electoral unit of the college and 2 faculty at large)

The dean of the college of arts and sciences as chair, one faculty member elected by each electoral unit of the college, two RCAS undergraduate faculty members elected at large by the college academic council, director of the core curriculum with voice but no vote, one full-time faculty member from either the Brennan School of Business or from the School of Education with voice but no vote, and four students in the college of arts and sciences.

Chair: Jeffrey Carlson, Dean of Rosary College of Arts & Sciences

- **Business or Education:** K. R. Vishwanath (2018)
- **RCAS, Humanities:** Tim Milinovich (2019)
- **RCAS, Language & Literature:** Sheila Bauer-Gatsos (2019)
- **RCAS, Natural Sciences:** Chris Anderson (2018)
- **RCAS, Social Sciences:** Martha Jacob (2017)
- **RCAS, At-Large:** Gema Ortega (2019)
- **RCAS, At-Large:** Jennifer Dunn (2017)
- Chad Rohman, Director of the Core Curriculum
- Four (4) students from RCAS

# **UNDERGRADUATE ACADEMIC COUNCIL COMMITTEE DUTIES & MEMBERSHIP**

2016-2017

Updated May 2016

## **STANDING COMMITTEES**

### **COMMITTEE ON THE SHARED UNDERGRADUATE ACADEMIC EXPERIENCE (COSUAE)**

#### **Duties**

- Articulates and advocates for a coherent and high quality shared academic experience for all undergraduate students across Dominican University.
- Advises the Admissions Committee on guidelines for undergraduate admissions.
- Reviews and evaluates the undergraduate core curriculum in order to ensure its sustained effectiveness in meeting the educational objectives of Dominican University and the needs of the communities it serves.
- Recommends shared academic regulations (for example: total credit hours needed for graduation; +/- grading; absence policy; minimum and maximum hours required for majors; etc.) governing undergraduate students; and reviews, for informational purposes, academic regulations of the disciplines.
- Other duties as appropriate.

**Membership:** (15 members: 9 elected: 5 RCAS: one from each of four electoral units of the college, and 1 elected at-large; 2 faculty members from Brennan School of Business (who regularly teach undergraduate students) and 2 faculty members from the School of Education (who regularly teach undergraduate students))

Chair: Jeffrey Carlson, Dean, RCAS

- **BSB:** Elizabeth Collier (2019)
- **BSB:** Anne Drougas (2019)
- **RCAS, Humanities:** Frank Spidale (2017)
- **RCAS, Language & Literature:** Sheila Bauer-Gatsos (2018)
- **RCAS, Natural Sciences:** Pliny Smith (2017)
- **RCAS, Social Sciences:** Kathleen O'Connor (2017)
- **RCAS, At-Large:** Paul Coe (2018)
- **SOE:** William Harman (2019)
- **SOE:** Josephine Tabet-Sarvis (2018)
- Jeffrey Carlson, Dean, Rosary College of Arts and Sciences, Chair
- Chad Rohman, Director of the Core Curriculum
- Two undergraduate students from disciplines within Rosary College
- One undergraduate student from the School of Education
- One undergraduate student from the Brennan School of Business

**Procedure:** All recommendations from this Committee that impact the core curriculum will be forwarded to the full Academic Council for discussion. When recommendations that impact the core curriculum require a vote by the Academic Council, only full-time faculty members who teach undergraduates\* will vote. Three-fifths (3/5ths; that is, 60%) of these full-time faculty members who teach undergraduates will need to approve recommendations that impact the

core curriculum. [\* Defined here as full-time faculty members teaching undergraduates during the academic year of the vote, or within the two immediately preceding academic years.] All recommendations from this Committee that do NOT impact the core curriculum will be reviewed by the Academic Council in the same way as recommendations from all other standing committees are currently reviewed.

### **COMMITTEE ON ADMISSIONS AND FINANCIAL AID**

**Duties:** Studies the process of college admissions, promotes recruitment, formulates admissions guidelines for consideration by the arts and sciences council, and reviews financial aid policy.

**Membership:** (4 elected: 2 at large, 1 BSB, 1 School of Education)

Vice President for Enrollment Management as chair, Assistant Vice President for Undergraduate Enrollment, Director of Transfer Admission, Director of Freshman Admission, Director of Financial Aid, Dean of Rosary College, Associate Dean for Advising, Assistant Dean for Advising, Assistant Dean for Academic Success Services and Diversity, Dean of Students, University Registrar, two faculty members from Rosary College, one from the Brennan School of Business and one from the School of Education.

Chair: Ann Hurley, Interim Vice President for Enrollment Management

- **Business:** Derek Ruth (2018)
- **Education:** Anita Miller (2018)
- **RCAS, At Large:** Clinton Nichols (2019)
- **RCAS, At Large:** Dave Pabellon (2019)
- Jeffrey Carlson, Dean of Rosary College of Arts & Sciences
- Sr. Melissa Waters, Associate Academic Dean of Admissions.
- Vice-President for Enrollment Management
- Assistant Vice President for Undergraduate Enrollment
- Director of Transfer Admission
- Director of Freshman Admission
- Director of Financial Aid
- Associate Dean for Advising
- Assistant Dean for Advising
- Assistant Dean for Academic Success Services and Diversity
- Trudi Goggin, Dean of Students
- Michael P. Miller, Registrar

### **STUDY ABROAD COMMITTEE**

#### **Duties**

- Approves all credit-granting study abroad programs offered in the College of Arts and Sciences, according to guidelines determined by the Committee.
- Determines general requirements and academic policies for all approved programs of study abroad; follows and evaluates the programs; approves program changes.
- Determines the admission of candidates to all approved study abroad programs.
- Promotes all approved study abroad programs.



**Membership:** (6 elected; 1 from each electoral unit of the college except Lang.& Lit. and 1 at large and one from the Brennan School of Business and one from the School of Education) The dean of arts and sciences; any Rosary College based director of a study abroad program (or past director if current director is not available); one member elected from each electoral unit not represented by a member; one full-time faculty member from the Brennan School of Business (unless already serving based on the above criteria); one full-time faculty member from the School of Education (unless already serving based on the above criteria); the adjunct director of study abroad; and the director of study abroad as chair. These seats may be held by the same person in more than one capacity.

Chair: Sue Ponremy, Director of Study Abroad

- **BSB: Brooke Reavey** (2017)
- **RCAS, Humanities:** Drew Dalton (2018)
- **RCAS, Natural Sciences:** Lou Scannicchio (2019)
- **RCAS, Social Sciences:** Carsi Hughes (2018)
- **RCAS, At-Large:** David Dolence (2017)
- **SOE:** Debra Vinci-Minogue (2019)
- Jeffrey Carlson, Dean of Rosary College of Arts & Sciences
- Sr. Marci Hermesdorf, London Program
- Elizabeth Landers, French
- Tonia Triggiano, Italian
- Lisa Petrov, Spanish
- Ning Zou, China Program
- Christine Perez, El Salvador and Cuba Program
- Jeffery Cote de Luna, Rome Program
- Nkuzi Nnam, South Africa and Ghana Programs
- Joe Heininger, Limerick, Ireland Program
- MaDonna Thelen, Guatemala and Haiti Programs
- Clodagh Weldon, Oxford Program
- Andrea Leinweber, Strasbourg: European Business

## **HONORS COMMITTEE**

### **Duties**

- Supervises the administration of the undergraduate honors program, recommends changes in program requirements to the Committee on Curriculum and Educational Policies Educational Policies Committee, and makes individual policy decisions as questions about the program arise.
- Acts as a committee to approve proposals for honors projects leading to the Bachelor of Arts with distinction in a field and to the Bachelor of Arts Honors Degree; acts to give final approval to completed honors projects.
- Advises the Honors Coordinator about the conduct of the Honors Program.

**Membership:** The dean of arts and sciences, one faculty member elected by each electoral unit of the college, and one at-large from arts and sciences, one internship and research advisor from the departments of biological sciences, physical sciences, or psychology, one full-time

faculty member from the Brennan School of Business and one full-time faculty member from the School of Education.

Students in the sophomore, junior, and senior years of the Honors Program annually elect one of their number to serve as a member of the subcommittee when it meets to discuss policy questions or program requirements. (The student member of the subcommittee is not present for discussion or decisions relating to the admission of individual students or to the work of individual students in the program.)

The Honors Coordinator is a non-voting member of the Honors committee and presides over the committee.

Chairs: Mickey Sweeney and Clodagh Weldon, Honors Coordinators

- **Business:** Daria Newfeld (2018)
- **Education:** C. Ben Freville (2018)
- **RCAS, Humanities:** Anthony Suarez-Abraham (2018)
- **RCAS, Language & Literature:** Beth Landers (2019)
- **RCAS, Natural Sciences:** Joseph Sagerer (2018)
- **RCAS, Social Sciences:** Christina Perez (2017)
- **RCAS, At-Large:** Joe Heininger (2017)
- **Internship and Research Advisor** Carissa Buber (2017) from the departments of biological sciences, physical sciences, or psychology
- **Dean RCAS,** Jeffery Carlson
- **Volunteers:** Marie Masterson (these are non-elected faculty who have volunteered their time to help the Honors Committee)

### **COMMUNITY-BASED LEARNING COMMITTEE (Formerly Service Learning)**

**Duties:** Advises and supports the efforts of the Director of Community-based Learning to develop pedagogy, curriculum, faculty education and the organizational structure necessary to advance the Community-based learning program at Dominican in the College of Arts and Sciences. This includes:

- Continuing to promote the development and support of Community-based learning throughout the curriculum;
- Planning faculty development opportunities;
- Developing criteria and standards for Community-based learning in the Arts and Sciences curriculum;
- Advising in the development of forms, handbooks, materials, etc. for Community-based learning;
- Assessing Community-based learning.
- Along with Community partners, assessing civic engagement and the learning potential of this form of experiential education.

**Membership:** The Director for Community-based Learning, seven faculty members: one member from each of the electoral units of the College, one full-time faculty member from the Brennan School of Business, one full-time faculty member from the School of Education, and one at-large from arts and sciences, one student experienced in Community-based learning,

and the Dean of RCAS.

Chair: MaDonna Thelen, Director for Community-Based Learning

- **BSB:** Al Rosenbloom (2019)
- **RCAS, Humanities:** Krista Hansen (2018)
- **RCAS, Language and Literature:** Gema Ortega (2017)
- **RCAS, Natural Sciences:** Nick Winter (2017)
- **RCAS, Social Sciences:** Clinton Nichols (2019)
- **RCAS, At Large:** Ben Friesen (2019)
- **SOE:** Open (2018)
- One (1) student experienced in service learning
- Jeffrey Carlson, Dean of Rosary College of Arts & Sciences

## **COMMITTEE ON UNDERGRADUATE RESEARCH, SCHOLARSHIP AND CREATIVE INVESTIGATIONS (URSCI)**

### **Duties**

- Reviews and approves URSCI grants for URSCI programs/initiatives submitted by faculty and students.
- Establishes policies and procedures for current and new URSCI programs/initiatives.
- Provides guidance and assistance to director for URSCI Expo.
- Provides mentoring to faculty and students applying for URSCI programs/initiatives.
- Develops and promotes URSCI initiatives and programs.
- Other duties as appropriate.

**Membership:** Director of Undergraduate Research, Scholarship and Creative Investigations as chair, one faculty member elected by each electoral unit of the college, director of the core curriculum, one member of the honors committee, the URSCI journal faculty advisor, one full-time faculty member from each of the Brennan School of Business and the School of Education, one faculty librarian, the director of the Office of Research and Sponsored Projects as an ex officio member with voice but no vote, two students from RCAS, and one student each from the Brennan School of Business and the School of Education.

- David Perry as chair
- **BSB:** Anjali Chaudhry (2017)
- **Faculty Librarian:** Molly Mansfield (2017)
- **RCAS, Humanities:** Jose Blanco (2019)
- **RCAS, Language and Literature:** Daniel Anderson (2018)
- **RCAS, Natural Sciences:** Sara Quinn (2019)
- **RCAS, Social Sciences:** Janice Monti (2018)
- **SOE:** Marie Masterson (2017)
- Director of the core curriculum
- One member of the honors committee
- The URSCI journal faculty advisor
- Director of the Office of Research and Sponsored Projects as an ex officio member with voice but no vote
- Two students from RCAS

- One student each from the Brennan School of Business and the School of Education.