

## IU South Bend Committees—proposed changes February 2018

**No Change:** These committees have reviewed and they have requested no changes (though there may be formatting/order changes in the new format).

Curriculum Committee  
Research and Development  
Admissions and Advising

### **Awaiting further review/revisions**

Several Committees are still reviewing and we will address in future meetings.

### **Some Revisions**

The Executive Committee of the Senate brings forward the following recommended changes or revisions. In each case, the committee has made these recommendations or approved recommendations made by the Ad Hoc Committee on IU South Bend Academic Handbook and Academic Senate Constitution reform.

Below are those committees as currently defined in the left column, and the proposed for changes in the right column.

(Two are long enough to take full pages each.)

### **Contents on pages below**

1. Committee on Academic Affairs
2. Committee on Facilities Management
3. The Committee for Faculty Welfare
4. The Committee on Academic Personnel
5. Vendor Review Board
6. The Committee on Library Affairs
7. The Committee on Teaching
8. Information Technologies Committee (current)
9. Information Technologies Committee (revised)
10. Campus Directions Committee (current)
11. Campus Directions Committee (revised)
12. Assessment Committee
13. Executive Committee membership (Article VI. Section 2.)

Current:

**Committee on Academic Affairs**

The Committee on Academic Affairs shall have authority over cheating, plagiarism, grading, registration, class scheduling and University calendars (10/2002).

Proposed:

**Academic Affairs Committee  
(revised 10/2002; revised 2018)**

**Charge:**

The Academic Affairs committee sets or recommends to the Senate policy and practice regarding cheating, plagiarism, grade appeals, registration, class scheduling, and academic calendar adjustments. The committee may hear cases regarding probation and grade appeals.

**Membership and Terms:**

The Committee shall be comprised of six to eight full-time faculty members. The membership, as much as possible, should be representative of the faculty from the various colleges, schools, and the library. These faculty members will serve two-year overlapping terms with approximately one-half of the memberships lapsing each year.

The Registrar or the Registrar's representative shall serve as an ex officio member of this committee.

Current:

**The Committee on Facilities Management  
(5/1998)**

**Charge:**

The Committee on Facilities Management shall be concerned with matters pertaining to the utilization, modification, and expansion of campus facilities (5/1998). The Committee regularly reviews the campus master plan and its implementation. The Committee shall bring faculty and staff concerns regarding campus facilities to the attention of the campus administration (3/2008).

**Membership:**

Faculty members are to be appointed for two-year staggered terms. The committee will include one member appointed by the Professional Staff Council and one member appointed by the Bi-weekly Staff Council, with one-year renewable terms. The Director of Facilities Management will be an ex officio member. A committee chair will be elected annually by the committee from the faculty members (3/2008).

Proposed:

**Facilities Management Committee (5/1998;  
revised 3/2008; revised 2018)**

**Charge:**

The Committee on Facilities Management shall be concerned with matters pertaining to the utilization, modification, expansion, and maintenance of campus facilities. The Committee regularly reviews the campus master plan and its implementation. The Committee shall bring faculty and staff concerns regarding campus facilities to the attention of the Senate and campus administration.

**Membership and Terms:**

The Committee shall be comprised of six to eight full-time faculty. The membership, as much as possible, should be representative of the faculty from the various colleges, schools, and the library. These faculty members will serve two-year overlapping terms with approximately one-half of the memberships lapsing each year.

The committee will include one member appointed by the Professional Staff Council and one member appointed by the Bi-weekly Staff Council, with one-year renewable terms. The committee will include one student member to be nominated by SGA.

The Director of Facilities Management will serve as an ex officio member.

A committee chair will be elected annually by the committee from the faculty members.

Current:

**The Committee for Faculty Welfare**

The Committee for Faculty Welfare shall have authority over matters pertaining to salaries, fringe benefits, research, academic freedom, and working conditions. It shall be concerned with all academic personnel and procedure matters not specifically delegated to other committees.

Proposed:

**The Faculty Welfare Committee  
(revised 2018)**

**Charge:**

The Committee for Faculty Welfare shall have authority over matters pertaining to salaries, fringe benefits, research, academic freedom, and working conditions. It shall be concerned with all academic personnel and procedure matters not specifically delegated to other committees.

**Membership and Terms:**

The Committee shall be comprised of six to eight full-time faculty members. The membership, as much as possible, should be representative of the faculty from the various colleges, schools, and the library. These faculty members will serve two-year overlapping terms with approximately one-half of the memberships lapsing each year.

Current:

**The Committee on Academic Personnel**

The Committee on Academic Personnel shall make recommendations concerning (5/1998) recruitment, sabbatical leaves, faculty expansion or contraction and part-time credit faculty. The Committee shall be concerned with the creation or elimination of academic administrative positions.

Proposed:

**Academic Personnel Committee  
(revised 5/98; revised2018)**

**Charge:**

The Committee on Academic Personnel shall make recommendations concerning the Lundquist Award, recruitment, sabbatical leaves, faculty expansion or contraction and part-time credit faculty. The Committee shall be concerned with the creation or elimination of academic administrative positions.

**Membership and Terms:**

The Committee shall be comprised of six to eight full-time faculty members. The membership, as much as possible, should be representative of the faculty from the various colleges, schools, and the library. These faculty members will serve two-year overlapping terms with approximately one-half of the memberships lapsing each year.

Current:

**Vendor Review Board (3/2012)**

Committee Charge:

1. Support the goal that our campus should work with IU-approved businesses that best align with IU South Bend values statements, in conversation with Purchasing.
2. Educate campus community about the campus values statements regarding consumption and production of everyday goods and services on campus, and promote discussion of sustainable and ethically responsible business practices.
3. Serve as a venue for concerns and suggestions about the relationship of current vendors to IU South Bend's campus value statements. Seek input from all concerned parties to evaluate concerns and suggest resolution strategies.
4. Consult with appropriate administrators at least once annually to make recommendations and propose modifications in purchasing policies as needed.

Membership:

1. Appointed Senate Committee with representation from staff, the Student Government Association, and faculty representation from across the campus
2. Four to six faculty members, with staggered two-year terms
3. Each of the following bodies may annually appoint a representative from their membership: the Professional Staff Council, the Bi-weekly Staff Council, and the Student Government Association
4. IU Associate Vice President of Procurement (or a representative appointed by that office) will serve as an ex officio consultant on IU procedures and as liaison to the Review Board

Proposed:

**Vendor Review Board  
(3/2012; revised 2018)**

**Charge:**

1. Support the goal that our campus should work with IU-approved businesses that best align with IU South Bend values statements, in conversation with Purchasing.
2. Educate campus community about the campus values statements regarding consumption and production of everyday goods and services on campus, and promote discussion of sustainable and ethically responsible business practices.
3. Serve as a venue to field concerns and suggestions about the relationship of current vendors to IU South Bend's campus value statements. Seek input from all concerned parties to evaluate concerns and suggest resolution strategies.
4. Consult with appropriate administrators in the context of specific issues brought to the committee under item #3 and make recommendations and propose modifications in purchasing policies as needed.

**Membership and Terms:**

1. Appointed Senate Committee with representation from staff, the Student Government Association, and faculty representation from across the campus.
2. Six to eight full-time faculty members. The membership, as much as possible, should be representative of the faculty from the various colleges, schools, and the library. These faculty members will serve two-year overlapping terms with approximately one-half of the memberships lapsing each year.
3. Each of the following bodies may annually appoint a representative from their membership: the Professional Staff Council, the Bi-weekly Staff Council, and the Student Government Association.
4. IU Associate Vice President of Purchasing (or a representative appointed by that office) will serve as an ex officio consultant on IU procedures and as liaison to the Review Board.

Current:

**The Committee on Library Affairs**

The Committee on Library Affairs shall have authority over matters pertaining to the Library. The Dean of the Library shall be an ex officio voting member of this committee.

Proposed:

**The Library Affairs Committee  
(revised Feb 2018)**

**Charge:**

The Committee on Library Affairs shall advise and make recommendations on all matters pertaining to the Library and the needs of library stakeholders (e.g., advocacy and budget matters, faculty/student engagement, facilities, review/renovation of materials, access and preservation). The Committee keeps the Academic Senate informed of current library issues and concerns.

**Membership and Terms:**

The Committee shall be comprised of six to eight full-time faculty members. The membership should be representative of the faculty from the various colleges, schools, and the library. These faculty members will serve two-year overlapping terms with approximately one-half of the memberships lapsing each year. The Dean of the Library shall be an ex-officio non-voting member of this committee.

Current:

### **The Committee on Teaching**

The Committee on Teaching shall develop standards of teaching excellence, and promote the use of evidence of teaching performance for constructive self-criticism by teachers, for the reward of good teaching by the University, and as criteria for promotion, tenure, and reappointment.

Proposed:

### **The Teaching Committee (revised 2018)**

#### **Charge:**

The Teaching Committee shall develop standards of teaching excellence, and promote the use of evidence of teaching performance for constructive self-criticism by teachers, for the reward of good teaching by the University, and as criteria for promotion, tenure, and reappointment.

#### **Membership and Terms:**

The Committee shall be comprised of six to eight full-time faculty members. The membership, as much as possible, should be representative of the faculty from the various colleges, schools, and the library. These faculty members will serve two-year overlapping terms with approximately one-half of the memberships lapsing each year.

The UCET director shall serve as an ex officio member of the committee.

Committee members are not eligible for faculty teaching awards during the period of their service on the committee.



Current:

**Information Technologies Committee** Committee Charge:

The Committee has the authority and responsibility for creating policies and procedures concerning technology (broadly construed) as it applies to academic and instructional matters. The Committee also has the responsibility for advising the Regional Chief Information Officer on matters of administrative policy and procedure, and for creating guidelines governing distribution of information technology services and resources.

Committee Membership:

Eight faculty members, with voting privileges, with two-year appointments staggered, four persons appointed each year by the Senate Executive Committee. Seven administrative members with voting privileges, with one-year renewable appointments by the Senate Executive Committee, drawn from recommendations of the administrator in charge of the respective units of: Academic Affairs, Business Affairs, Student Affairs, External Affairs, Continuing Education, Schurz Library, Office of Information Technologies. One student member, with one-year renewable appointment, made by the IU South Bend Student

Association. The Regional Chief Information Officer is a non-voting consulting member.

A Chairperson would be elected annually from among the eight faculty members appointed by the Executive Committee.

Committee Procedures:

Among other procedures to be determined and established as needed and as appropriate by the Committee, the following procedures should be followed:

1. The Committee will schedule and hold regular monthly meetings, and others as necessary, and record minutes, to be published and retained according to established Senate rules.
2. The Office of Information Technologies will suggest agenda items to the Chair, as appropriate issues arise.
3. The Regional Chief Information Officer will report on activities of the Office, and on other relevant matters, to the monthly Committee meeting

**(compare to next page)**

Proposed:  
**Information Technologies Committee  
(revised 2018)**

**Charge:**

The Committee has the authority and responsibility for advising on policy creation and procedures concerning technology (broadly construed) as it applies to academic and instructional matters. The Committee also has the responsibility for advising the Chief Information Officer on matters of administrative policy and procedure. The Committee further advises the Chief Information Officer on guidelines governing distribution of information technology services and resources.

**Membership and Terms:**

The Committee shall be comprised of eight full-time faculty members. The membership, as much as possible, should be representative of the faculty from the various colleges, schools, and the library. These faculty members will serve two-year overlapping terms with approximately one-half of the memberships lapsing each year.

Seven administrative members with voting privileges, with one-year renewable appointments by the Senate Executive Committee, drawn from recommendations of the administrator in charge of the respective units of: Academic Affairs, Office of Administration and Finance, Student Engagement & Success, Communications and Marketing, Center for Online Education, Schurz Library, IU South Bend University Information Technology Services. One student member, with one-year renewable appointment, made by the IU South Bend Student Government Association. The Chief Information Officer is a non-voting consulting member.

A Chairperson shall be elected annually from among the eight faculty members appointed by the Executive Committee.

**Committee Procedures:**

Among other procedures to be determined and established as needed and as appropriate by the Committee, the following procedures should be followed:

1. The Committee will schedule and hold regular monthly meetings, and others as necessary, and record minutes, to be published and retained according to established Senate rules.
2. The IU South Bend University Information Technology Services will suggest agenda items to the Chair, as appropriate issues arise.
3. The Chief Information Officer will report on activities of the Office, and on other relevant matters, to the monthly Committee meeting.

Current:

**Campus Directions Committee (6/1996) Charge (3/2008):**

The Campus Directions Committee is responsible for

1. Directing the periodic development of the campus strategic plan;
2. Regularly assessing the campus' mission, direction, priorities, and progress on its strategic plan;
3. Making recommendations on developing and/or revising the campus mission statement, the objectives, priorities, strategic initiatives, and the programs or initiatives that implement the campus strategic plan to the appropriate administrative officers and Academic Senate;
4. Reporting annually at an Academic Senate meeting.

**Committee Membership (3/2008):**

The Committee is comprised of faculty; representatives of administrative units and the Student Government Association; and non-voting consultants.

\*Nine faculty members, with voting privileges, with three-year staggered appointment; the chair will be elected from among this group by the Committee for a one-year term. The faculty appointments are made by the Executive Committee, drawn from recommendations made by the administrators of the various departments and colleges, schools, and the library.

\*Eight members, with voting privileges, with one-year renewable appointments by the director of the administrative units, and approved by the Senate's Executive Committee and Senate members, of the respective units of:

Professional Staff Council Bi-Weekly Staff Council AFSME Council Academic Affairs

Administrative and Fiscal Affairs

Public Affairs and University Advancement Student Affairs and Enrollment Management

Information Technology

One student member, with voting privileges, with a one-year renewable appointment, made by the Student Government Association.

Non-voting Consultants: Chancellor, or designate

Senior University Faculty Council representative, or designate junior representative

Vice President of the Academic Senate, or designate from the Senate Executive Committee

Director of Institutional Research

One IU South Bend Alumni Board member

**(compare to next page)**

Proposed:

**Campus Directions Committee  
(6/1996; revised 2008; revised 2018)**

**Charge:**

The Campus Directions Committee is responsible for:

1. Directing the periodic development of the campus strategic plan in collaboration with University Administration;
2. Regularly reviewing and, if needed, revising the campus mission statement;
3. Regularly assessing the progress, results, and performance indicators of each goal and, where appropriate, make recommendations and adjustments;
4. Reporting annually to the Academic Senate.

**Membership and Terms:**

The Committee is comprised of faculty; representatives of administrative units and the Student Government Association; and non-voting consultants.

Nine faculty members, with voting privileges, with three-year staggered appointment; the chair will be elected from among this group by the Committee for a one-year term. The faculty appointments are made by the Executive Committee, drawn from recommendations made by the administrators of the various departments and colleges, schools, and the library.

Eight members, with voting privileges, with one-year renewable appointments by the director of the administrative units, and approved by the Senate's Executive Committee and Senate members, of the respective units of:

Professional Staff Council

Bi-Weekly Staff Council

AFSME Council

Academic Affairs

Administration and Finance

University Advancement

Student Engagement and Success

University Information Technology Services (UITS)

One student member, with voting privileges, with a one-year renewable appointment made by the Student Government Association

**Non-voting Consultants:**

Chancellor or designate

Senior University Faculty Council representative or designate junior representative

Vice President of the Academic Senate or designate from the Senate Executive Committee

Director of Institutional Research

One IU South Bend Alumni Board member

Current:

**Assessment Committee (5/2003)**

**Committee Charge:**

The Committee is responsible for promoting and supporting the continuing development of assessment efforts at IU South Bend. The Committee is also responsible for advising the Vice Executive Vice Chancellor for Academic Affairs, who maintains primary administrative responsibility for IU South Bend assessment efforts. The Committee oversees and coordinates assessment activities by collecting annual assessment data from individual units, conducting periodic assessment reviews of units and of general education, and awarding assessment grants.

**Committee Membership:**

Nine faculty members with voting privileges serve staggered three-year appointments. Five members will be appointed by the Executive Committee of the Academic Senate; four members will be appointed by the Office of Academic Affairs. A chairperson of the Committee will be appointed by the Vice Executive Vice Chancellor for Academic Affairs from among the nine faculty members.

Proposed:

**The Assessment Committee  
(5/20003; revised 2018)**

**Charge:**

The Committee, in collaboration with the Assessment Coordinator and the Office of Institutional Research, oversees and coordinates assessment activities by collecting and reviewing annual assessment data across campus from all academic and co-curricular areas and by awarding assessment grants.

**Membership and Terms:**

1. Nine faculty members with voting privileges serve staggered three-year appointments.
2. Five members will be appointed by the Executive Committee of the Academic Senate; four members will be appointed by the Office of Academic Affairs.
3. A chairperson of the Committee will be appointed by the committee from among the nine faculty members.
4. The Assessment Coordinator and a representative from the Office of Institutional Research will serve in an ex officio capacity on the committee.

Current:

**Article VI Section 2.  
(Executive Committee)**

Members The membership of the Committee shall consist of the elected officers of the Senate, the immediate past president, the elected (5/1998) UFC Representatives and three members nominated and elected in the same manner as officers of the Senate, except that the election shall be by plurality vote. The Parliamentarian shall serve as a non-voting member (5/1998).

Proposed:

**Article VI Section 2.  
(Executive Committee)  
(revised 1998, revised 2018)**

Members The membership of the Committee shall consist of the elected officers of the Senate, the immediate past president, the elected University Faculty Council Representative, and four members of the Senate nominated and elected to two-year staggered terms in the same manner as officers of the Senate, except that the election shall be by plurality vote. The Parliamentarian shall serve as a non-voting member.