

Concordia College Committees 2007-08 Charges

The Senate Coordinating Committee (SCC) serves as “a committee on committees” and is charged by the Faculty Bylaws with referring faculty business to the appropriate committee and balancing the workload among committees. The Bylaws also charge the SCC to “facilitate communication among faculty standing committees through assigning committee portfolios to its members.” This is accomplished by designating an SCC liaison for each committee. The liaison is responsible for carrying communications between designated committees and the SCC. In addition, the members of SCC share those communications so that we can be more responsive to committee questions and needs.

This document indicates the liaison and the business being referred to each of the governance committees by the SCC. This list of responsibilities includes those mandated in the Bylaws as well as additional specific responsibilities assigned by the SCC. Questions about specific recommendations for committee work should be directed to the committee’s SCC liaison.

I. Faculty Senate Committees

The committees listed below report directly to the Faculty Senate, which retains the right to confirm, amend, veto or return actions to committees. Committees are expected to attend to current issues and plan for the future.

1. Executive Committee of the Faculty: Set priorities for business of the Faculty-as-a-Whole, review and analyze the work of committees, consider issues related to the good of the college, and serve as faculty consulting body to the dean and the president.

Chair: President

- Advise the President on implementation of the Academic Affairs five-year plan.
- Facilitate faculty deliberation on key issues for the college (e.g., strategic plan, faculty discourse, and budget)

2. Senate Coordinating Committee: Serve as a committee on committees. Facilitate and coordinate the activities of the faculty standing committees and the Faculty Senate. Serve as a nominating committee.

Chair: Dean

- Deal with elections in timely manner

- Work on revisions to Faculty Handbook and governance to reflect new curriculum

3. Curriculum Coordinating Committee: Oversees the curriculum, reviews curriculum assessment data, considers trends in undergraduate curriculum, makes recommendations for improving the quality of the curriculum, and participates in planning for the curriculum. Receives, but does not act upon, reports from the Curriculum and Core subcommittees on the approval of new courses and recommendations for changes in major and minor programs. Reviews proposed changes in assessment plans and policies prior to Faculty Senate consideration. Receives reports from and makes recommendations to the directors of special academic programs (as designated by the dean of the College) and presents legislation relating to these programs to the Faculty Senate.

Chair: Mark Jensen

SCC Liaison: George Connell

- Resolve Capstone course issue
- Receive reports from special committees (see Bylaws 12.2) if applicable.
- Define/describe “writing intensive”

a. **Curriculum Subcommittee:** Admits new courses to the curriculum. Recommends approval of changes in major/minor programs to the Faculty Senate. Reports actions taken and recommends priorities and directions for major/minor programs to the Curriculum Coordinating Committee.

Chair: Jonathan Steinwand

SCC Liaison: George Connell

- Develop mechanisms to implement Senate legislation as delegated by Curriculum Coordinating Committee and oversee its implementation.

b. **Core Subcommittee:** Admits new core courses to the core curriculum. Recommends criteria for approval of core courses to the Faculty Senate. Reports actions taken and recommends priorities and directions for the core curriculum to the Curriculum Coordinating Committee.

Chair: Maddy Burchill

SCC Liaison: George Connell

- Develop mechanisms to implement Senate legislation as delegated by Curriculum Coordinating Committee and oversee its implementation.

- Examine and review criteria for new Core courses.

c. **Assessment Committee:** Provides oversight and evaluation of student learning and development. Reports analyses of aggregate assessment results to the Curriculum Coordinating Committee.

Chair: Connie Peterson

SCC: Liaison: Heidi Manning

- Sponsor workshops on assessment and/or lead discussions on departmental assessment
- Oversee assessment of new Core Curriculum.

d. **Off-Campus Programs Committee:** Approves credit-bearing, off-campus programs. Establishes guidelines and sets standards for these programs. Acts as a liaison with departments and programs to ensure accountability, liability, and fiscal viability of these programs.

Chair: Peter Schultz

SCC Liaison: Heidi Manning

- Propose new name for mid-semester Exploration travel seminars.
- Implement strategies for increasing the numbers of students studying abroad.

e. **Graduate Programs Committee:** Admits graduate courses into the curriculum; recommends new graduate programs to the Faculty Senate; recommends policies, procedures, course and curriculum changes to the Curriculum Coordinating Committee; monitors the scope, direction and integrity of graduate programming.

Chair: Jeff Meyer

SCC Liaison: Ron Twedt

- Develop guidelines for review, approval and oversight of certificate programs.

4. Academic Advisement Committee: Plans and monitors academic advisement, including career-related advisement. Recruits, encourages and supports students pursuing special awards/scholarships and/or graduate study.

Chair: Greg Carlson

SCC Liaison: Susan Larson

- Act as Senate liaison to first year experience and retention committee
- Review new advisor workshop.
- Work on implementing advising goals
- Continue advising for vocation program

5. Academic Procedures and Policies Committee. Develops and monitors policies for admission and retention of students, student progress in academic courses, awarding grades, academic integrity, criteria for graduation, scheduling of academically related deadlines, academically related student activities, and research protocol and ethics. Recognizes student organizations as academically related student activities.

Chair: Dan Anderson

SCC Liaison: Heidi Manning

- Review process for handling academic integrity violations and bring recommendations to the Senate.
- Increase student and faculty awareness of academic integrity policies.
- Investigate possibility of adopting electronic plagiarism monitoring sites.

6. Special Awards Committee. Develops opportunities to recognize faculty and students. Coordinates the processes for selecting faculty and students for recognition and awards. Recommend candidates for honorary degrees to the Faculty Senate.

Chair: Jim Postema

SCC Liaison: Ron Twedt

- Solicit nominations for the Flaate Distinguished Teacher and Scholar Awards
- Review nomination procedures for Flaate Distinguished Teacher Award.

II. Joint Committees

The committees listed below prepare recommendations for appropriate offices or bodies of the college. Joint committees are considered to be committees for the Faculty-as-a-Whole. The faculty members on the committees shall report on the activities of the committees to the Faculty Senate and may seek advice from either the Faculty Senate or the Faculty-as-a-Whole on issues being considered by the committees.

- 1. Professional Development Coordinating Committee.** Develops and monitors plans for the professional well being of the faculty, including policies for salary distribution and employment benefits for faculty and recommendations for instructional days in the academic year. Coordinates the activities of the Promotion, Tenure, and Evaluation and the Professional Development subcommittees.

Chair: Bryan Bishop

SCC Liaison: Heidi Manning

- Review faculty development efforts.
- Develop mission and rationale for Faculty Development Center.
- Provide oversight for faculty development initiatives for new curriculum
- Communicate with faculty to determine development needs

- a. Promotion, Tenure, and Evaluation Subcommittee.** Develops policies and criteria for appointment, evaluation, promotion and tenure of faculty. Develops policies governing the selection, responsibilities and terms of department chairs. Recommends individuals for promotion and tenure.

Chair: Poly Fassinger

SCC Liaison: Susan Larson

- Review of continuing, non-tenured faculty designations
- Review/discuss converting lecturers to tenure-eligible status

- b. Professional Growth Subcommittee.** Creates opportunities for faculty development. Determines criteria for selection and identifies recipients for sabbatical leaves, summer workshops, internally awarded faculty development and research grants, and other faculty development opportunities.

Chair: Cindy Larson-Casselton

SCC Liaison: Ron Twedt

- 2. Curriculum Resources Committee.** Monitors and makes recommendations on the quality and accessibility of resources that support the delivery of curriculum and faculty scholarly activity. Curriculum resources include but are not limited to the library, instructional media, television services and computer services.

Chair: Appointed by President

SCC Coordinator: Susan Larson

- Communicate regularly with major projects committee.

Technology Planning Committee. Plans for the technology needs of the college.

Chairs: Mark Covey and Werner Golling

SCC Liaison: Susan Larson

- 3. Cultural Events Committee.** : Promotes intellectual stimulation and engagement for the college community outside of the classroom and establishes the schedule of college cultural events. Works with departments to coordinate campus lectures and artistic events. Establishes the themes and selects the chair for the Faith, Reason, and World Affairs Symposium subcommittee.

Chair: Eric Runestad

SCC Liaison: Ron Twedt

III. Institutional Committees

The committees listed below prepare recommendations for appropriate offices or bodies of the college. The faculty on institutional committees provides advice to the administrative staff of the college. Faculty on institutional committees shall report actions of these committees to the Faculty Senate and may seek advice from either the Faculty Senate or the Faculty-as-a-Whole on issues being considered by the committees.

- 1. Student Affairs Committee:** Recognizes student organizations other than academically related student activities and develops and monitors policies for these student activities. Serves as a board of publications for student publications/media productions that are not directed by academic departments.

Chair:

SCC liaison: George Connell

2. Community Relations Committee: Promotes a mutually supportive community through consideration of issues affecting the community at large, such as physical and mental health, interpersonal relationships, cultural and gender diversity and work-oriented stress; plans and encourages programming that fosters community within the college.

Chair: President

FEC Liaison: Heidi Manning

3. College Planning Committee: Oversees the college's long-range planning processes and monitors the implementation of their recommendations. Provides advice on the campus master plan. Assesses implications of changes in public policy, educational trends, demographic data and educational needs for the college's future. Reviews initiatives of other committees in order to assess implications for college planning. May make recommendations to administrative offices or faculty committees for further analysis and implementation.

Chair: President

SCC Liaison: Susan Larson

4. Budget Planning Committee. Reviews trends and recommends priorities for expenditures and appropriations, including students' current and future tuition and fees. Reviews planning initiatives from other faculty committees, special committees and ad hoc task forces that are relevant to the discussion of priorities for expenditures and appropriations.

Chair: Werner Golling

SCC Liaison: Ron Twedt

- Assure that minutes are kept and forwarded to executive committee liaison.

III. Appointed Committees

1. Institutional Review Board: Approves proposals for research involving human subjects conducted by Concordia College faculty and students.

Chair: Mona Ibrahim
SCC Liaison: Heidi Manning

- Assure that campus is aware of policies.
- Make annual report to Academic Procedures and Policies Committee

2. Institutional Animal Care and Use Committee: Approves proposals for research involving animal/vertebrate subjects conducted by Concordia College faculty and students.

Chair: Mark Covey

SCC Liaison: Susan Larson

- Submit an annual report to Academic Policies and Procedures Committee.
- Assure that the committee meets every six months.