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Academic Concerns Committee

Charge

The Academic Concerns Committee will advise the Hamilton Senate and other offices on matters relating to academic policies, procedures, standards, and experiences. The committee will also develop programs to enhance the students' academic experience. The committee will be concerned with a variety of academic issues, including but not limited to grading standards, office hours, curriculum development, course scheduling, and the library.

The Academic Concerns Committee shall establish at least two subcommittees, including the following:

- The Academic Excellence Fund Subcommittee shall establish guidelines for awarding Academic Excellence Funds, review requests for these funds, and recommend a prioritized list of recipients to the Executive Director;
- The Scholarship Subcommittee shall aid in the establishment of procedures and rules governing the awarding of scholarships, review scholarship applications, and make recommendations to the Coordinator of Financial Aid. It is recommended that the Coordinator of Financial Aid be an ex-officio, non-voting member of this subcommittee.

Membership

The Committee shall consist of five faculty from diverse disciplines:

- Two from Arts and Science,
- Two from Applied Science, and
- One from Education, Business, and Fine Arts,
- One student, and one member of the unclassified staff;

It is also recommended that the following people serve as ex-officio, non-voting members:

- The Director of the Library,
- The Director of Multicultural Services, and
- The Assistant Executive Director for Academic.

Because of the nature of the Academic Excellence Fund Subcommittee and the Scholarship Subcommittee, normally only faculty and unclassified staff will serve on them. Further, each subcommittee must include at least one member of the parent committee to act as liaison.

Admission, Advising, Retention, and Learning Assistance Committee

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Charge

The Committee will suggest and support campus programs designed to enhance and maximize campus efforts involving recruitment, retention, and success of students. The focus areas include but are not limited to:

- Recruitment,
- Assessment,
- Advising and placement,
- Tracking,
- Intervention,
- Curricular issues,
- Registration, and
- Mentoring.

The Committee will maintain regular and frequent communication with the Hamilton Senate and other members of the campus community through such means as meetings, presentations, workshops, and minutes.

Membership

The Committee will **consist of three faculty members of the Hamilton Senate and a student representative.**

It is recommended that there is a representative from:

- The Learning Assistance Program (selected by their constituents),
- A representative from the Office of Admission (selected by their constituents),
- The Assistant Executive Director for Academic Affairs,
- The Coordinator of Advising and Retention, and
- The Director of Records and Registration be ex- officio, non-voting members.

Campus Concerns Committee

Charge

The Campus Concerns Committee will provide leadership in developing opportunities for interactions among students, faculty, and staff in order to promote a sense of community on the Hamilton Campus. The Committee will maintain communication with the Director of Student Services, the Director of Multicultural Services, and other offices or committees as appropriate.

The activities of the Committee may include, but are not limited to:

- Promoting an environment that encourages the Hamilton Campus to be a vital community of learners;

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- Supporting student development through involvement in appropriate activities and programs, both co-curricular and extracurricular;
- Enhancing the intellectual climate on campus;
- Enhancing and supporting cultural diversity on campus; and
- Establishing and maintaining records for campus traditions and history.

Membership

The Campus Concerns Committee will consist of **four Senate members** and at **least one student member**. It is also recommended that the following people serve as ex-officio, non-voting members:

- The Director of Student Services or his/her designee,
- The Director of Multicultural Services, and
- The Director of Public Relations and Marketing.

Committee for Administrative Matters

Charge

The shall serve as liaison between the faculty/staff and the budget process by informing and/or educating the faculty/staff about budget matters and by suggesting fiscal priorities that reflect the needs and concerns of the faculty/staff.

In matters such as major interior/exterior alterations, capital improvements, campus beautification and long-range planning, the committee shall suggest projects and priorities that reflect the needs and concerns of the faculty/staff, and shall serve as a way for those in the budget process to share information with the general campus community.

The committee shall serve on an “as needed” basis to improve policy and procedures. The need may be determined by the Executive Director or by the Committee on Committees.

The committee may choose to create two subcommittees to deal with #1 and #2 of the charge. The committee as a whole will serve to satisfy #3 of the charge.

Membership

The committee shall consist of **five (5) members of the Senate**. It is also recommended that someone involved in the campus overall budget planning process, such as the Director of Business Services or the Assistant to the Executive Director, serve as an ex-officio, non-voting member.

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Committee on Committees

Charge

The Committee on Committees is responsible for

- Conducting all elections for which Hamilton Senate members, Hamilton faculty, or Hamilton Faculty Assembly members are the eligible voters,
- Establishing Senate committees, their charges and membership,
- Serving as a Governance Committee for the Hamilton Campus, and
- Serving as an Executive Committee for the Hamilton Senate.

Details of these charges are listed below. Minutes of all meetings will be kept on file. An annual report of the activities of the Committee will be presented to the Hamilton Senate.

Elections

The Committee will

- Seek nominees,
- Prepare and distribute ballots to all eligible voters,
- Receive and tally completed ballots, and
- Announce results.

The Committee has the authority to declare individual ballots void (see guidelines below).

The following elections are governed by this charge:

- Committee on Committees
- Director's Consultation Board
- Campus representatives to University Senate
- Campus representatives to Association of University Regional Campuses of Ohio (AURCO)
- Campus representative to the Chancellor's Faculty Advisory Council
- Campus representative to the All-University Committee for the Evaluation of
- Administrators
- Faculty representative to key search committees
- Executive Director
- Assistant Executive Director
- Director of Library
- Director of Student Services
- Director of Public Relations and Marketing
- Director of Multicultural Services

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- Director of Development
- Director of Admission
- Director of Records and Registration
- Director of Business Services
- Director of Learning Assistance
- Coordinator of Academic Advising and Retention
- Director of Continuing Education and Conference Services
- Director of Physical Facilities
- Director of Computing Facilities
- Others as needed

Senate Committees

The Committee on Committees will assign members to the various non-elected committees of the Hamilton Senate.

Ex-Officio, non-voting members will be appointed by the Executive Director.

The Committee will assign tasks to the appropriate committees to address one-time concerns and also by additions to the charges of the committees.

The Committee will maintain a file of minutes from all Senate committees.

The Committee will also keep on file the ballots of all elections; these ballots will be kept until the next regularly scheduled election for that position is held.

The Committee will recommend to the Senate the formation of additional Senate committees as needed. This recommendation shall include the charge to the committee, the number of members the committee shall have and the size of a working quorum.

Governance

The Committee will revise, if necessary, and maintain the governance documents for the Hamilton Senate and the Hamilton Faculty Assembly. The governance documents for the Hamilton Senate will include, but not be restricted to, the following:

- The makeup of the membership of each Senate committee a quorum statement for Senate committees
- The role of ex-officio members of the various committees
- A quorum statement for Hamilton Senate

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- Statements of eligibility for voters and candidates for the various elections conducted by the Committee

Executive Board

The committee, in consultation with the Executive Director, will identify and prioritize Senate agenda items.

Membership

The Committee on Committees shall **consist of five members of the Hamilton Senate** to be elected each spring to service for two-year terms. Three members will be elected in odd-numbered years and two in even-numbered years. (One at-large member and the representatives from the staff and from Arts and Science and Fine Arts will be elected in odd-numbered years, and one at-large member and the representative from Applied Science, Business, and Education will be elected in even-numbered years.) The election shall be held in March so that new members can meet with the Committee before the end of the term. There is no limit to the number of terms an individual can serve on this committee.

Computer Information, Policy, and Services Committee

Description

The Computer Information, Policy, and Services Committee provide input to the campus-computing center regarding policy and planning of computer resources. The committee also acts as a liaison between faculty, staff, and computer services to help better meet the needs of the campus community. The committee assists in the implementation of hardware and software needs of the various departments on campus.

Charge

The Computer Information, Policy, and Services Committee shall:

- Assist the Director of Computing Facilities in planning and implementing computer policy to meet the needs of students, faculty and staff of the Hamilton campus,
- Assist the Director of Computing Facilities in coordinating and setting priorities for meeting hardware and software needs, and work collaboratively with the Director to continuously evaluate and plan for long-range computing needs,

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- Work with Computer Services personnel to inform, educate, and provide instructional support to meet the needs of the campus,
- Be involved in user evaluation and continuous quality improvement of computing facilities and services,
- Working either alone or in concert with the Director of Computing Facilities,
- Solicit, review, and disseminate feedback from users of computing facilities and services, using such methods as holding an annual public forum during the first six weeks of Second Semester each year to discuss computing needs and issues, and
- Serve as an information source for campus computer users. This includes disseminating information about computer policy.

Membership

The Computer Information, Policy, and Services Committee shall consist of **five Senate members**; it is recommended that the Director of Computing Facilities be an ex-officio, non-voting member.

Director's Consultation Board

The Director's Consultation board is the liaison between the faculty and the Executive Director. The Board represents the faculty viewpoint on matters pertaining to the affairs of the campus. The meetings provide an opportunity for the Board and the Executive Director to exchange ideas, questions, and/or specific proposals.

The Board consists of **six eligible members of the Hamilton faculty**. All full-time faculty who teach at least half time at Hamilton and who are not chairs or coordinators are eligible.

Each member is elected by the faculty to serve two-year terms, with three members elected each spring. No member can serve more than two consecutive full terms on the Board.

In the event a member resigns prior to the completion of his/her term, the following procedures shall be used to replace that individual:

- If the resignation occurs before the next-to-last week of the spring term, the Committee on Committees will conduct an election during the last two weeks of the term.
- If the resignation occurs later than the next-to-last week of the spring semester, the Committee on Committees will appoint a temporary replacement to serve until the fall semester when an election will be held during the first three weeks of the semester.

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Normally, the appointee will be the person with the highest number of votes in the last election for the Board but who was not elected. In either event, the elected replacement will serve out the original term of the person who resigned. The restriction on term limits does not apply to a replacement. (This means that a replacement can subsequently be elected to two full terms.)

For the purpose of electing faculty to the Director's Consultation Board, the following procedure shall be used.

- Each faculty member will have three votes to use in any way (s)he chooses; e.g., three votes for one person, two votes for one candidate and the third for a second, or one vote for each of three candidates.
- In the case of a special election to elect one replacement candidate, each elector will have one vote.
- In the event that two or more resignations occur at the same time, each voter will have as many votes as positions to be filled and can use those votes in any way.

The candidate(s) with the highest number of votes will be elected. In case of a tie, the candidate who was selected by the larger number of voters will be elected.

Typically, the Director's Consultation Board will meet at least six times each semester. At least three of these meetings will be with the Executive Director. Agendas for the meetings with the Executive Director can be set by the Board and/or the Executive Director.

Meetings of the Board without the Executive Director are to seek the views of the faculty on any issues affecting the mission or operation of the Hamilton Campus. These meetings will be announced and open to all members of the faculty.

The Director's Consultation Board will annually elect its own chair. The chair will schedule the times when the Board meets without the Executive Director. Meetings with the Executive Director may be requested by either the Executive Director or by any member of the Board and will be implemented by the chair, in consultation with the Executive Director. Meetings with the Executive Director will normally be included in the academic calendar.

It is recommended that one member of the Director's Consultation Board meet regularly with the Administrative Council with voice but no vote.

Faculty Concerns Committee

Charge

The responsibilities of the Faculty Concerns Committee will include but not be limited to:

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- Standards across courses - to set up communication among the casual and regular faculty who teach in the same discipline and at the same level.
- Work with chairs and coordinators to help them develop a protocol for casual faculty to submit copies of their syllabi/assignments/exams. A teaching manual should be developed by this committee to be distributed (initially) to all faculty and (ongoing) to all new and casual instructors.
- Teaching concerns - to serve as a forum where faculty can bring their teaching-related concerns. The concerns should be discussed and directed to the appropriate individuals, as necessary. The committee should promote the improvement of instruction and teaching effectiveness.
- Seminars and retreats - to organize and carry out plans for seminars and retreats for the Hamilton faculty on a regular basis.
- Faculty scholarship, research, and grants - to stimulate research and grant application activities, particularly those pertaining to instruction in specific fields; to serve as a clearinghouse for information that supplements that disseminated by OAST. This committee should help connect faculty who are experienced in securing external and internal grants and who are successful in other forms of scholarship with junior faculty who are interested in working with more experienced faculty.
- Mentoring program - to discuss the feasibility of instituting a mentoring program for junior faculty. This would supplement, rather than replace, any departmental mentoring programs.
- Peer evaluation of teaching - to initiate and implement a continuing process that encourages and assists faculty in obtaining peer evaluation from faculty in disciplines other than their own. To act as a point of contact for faculty interested in participating in the evaluation process.
- Course-load reduction, leave, and travel money policies - to assist the administration in prioritizing:
 - Applications for leaves,
 - The dissemination of travel funds over and above the allocated amount, and
 - Faculty welfare - to discuss matters dealing with faculty welfare and the Hamilton campus.

Membership

The Faculty Concerns Committee **shall consist of six members of the Hamilton Senate**, three from Arts and Science, and three from Applied Science, Business, Education and Fine Arts; it is recommended that the Assistant Executive Director of Academic Affairs be an ex-officio, non-voting member.

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Outreach Committee

Charge

The Outreach Committee shall promote interaction between the Hamilton Campus and the communities it serves by developing and supporting a diversity of cultural and educational programs to enrich and broaden the experiences of students, faculty, staff, and members of the community. Specifically, the Committee shall:

- Develop and maintain links with area schools in order to help students make the transition more smoothly from high school to college, for example supporting the Tech Prep Program,
- Cooperate with and act as a resource for:
 - The coordinator of the Artist and Lecture Series,
 - The Office of Continuing Education and Conference Services, and
 - The Office of Public Relations and Marketing
- Other programs that have an outreach component to promote the Hamilton campus and its programs.

The Committee will also report to the Senate plans of activities in these areas in order to increase the awareness of the faculty and staff of these activities and to encourage their support.

Membership

The Committee **shall consist of 5 to 7 members of the Hamilton Senate**. It is recommended that a member of the Office of Public Relations and Marketing or his/her designee be ex-officio, non-voting members, and the Director of Continuing Education and Conference Services or his/her designee be ex-officio, non-voting members.

Student Concerns Committee

Charge

The Student Concerns Committee is responsible for working cooperatively with the Office of Student Services and its director on student development issues in order to improve the quality of students' experiences at Miami Hamilton. Activities of the committee may include, but are not limited to, approving the Student Government Association budget and discussion regarding:

- Student activities,
- Student safety,
- Campus organizations,
- Student athletics,

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- Student disciplinary issues and procedures, and
- Proposals for additional programs and services.

Advising the Office of Student Services

One of the main goals of the committee shall be to act as a pathway of communication between the Hamilton Senate and the Director of Student Services. The committee shall act as a sounding board for the Director of Student Services. The committee shall also offer suggestions and ideas to the Director of Student Services. In all of these activities, the primary aim shall be to ensure the quality of students' experiences at Miami Hamilton.

Other Activities

In consultation with the Director of Student Services, the Committee will prepare and maintain a document summarizing student disciplinary policy and procedures.

One member of the Student Concerns Committee will serve as liaison to the Child Care Advisory Council.

Membership

The Student Concerns Committee **shall consist of four members of the Hamilton Senate and two (2) representatives of the student body**; it is recommended that the Director of Student Services be an ex-officio, non-voting member.

Diversity Committee

Charge

The Diversity Committee will advise the Senate, the Office of the Executive Director, and the Office of Multicultural Services on the state of diversity at Miami Hamilton and will assist these entities in the on-going assessment and promotion of diversity within the campus community and between the Hamilton Campus and its service area. The Committee will participate in the updating of the campus diversity plan and will make recommendations for change to the Executive Director and the Hamilton Senate. In addition, the Committee will help in the formulation and implementation of educational programs or activities that encourage an awareness, understanding, celebration of, and respect for, human diversity in all forms including, but not limited to, gender, class, age, culture, abilities, sexual orientation, political beliefs, and religious expression. The Committee will promote curricular developments, assist in grant

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writing, and will work with the appropriate offices in the recruiting and retention of a diverse faculty, staff, and student body.

Membership

The membership of the Diversity Committee will consist of

- Two students,
- One classified staff member,
- One unclassified staff member,
- At least three members of the faculty, and
- The Director of Multicultural Services and the Special Services Counselor as ex-officio members.

SGA will forward to the Committee on Committees the names of four students, two of whom must be members of a student organization that has diversity as a major component of its mission. This latter student position will rotate among the various organizations that meet this criteria; the Committee on Committees will determine which committee will have representation in the following year and so inform SGA each spring.