

Committee Descriptions

Miami Hamilton Senate Committees

(revised August 2007)

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Admission, Advising, Retention, and Learning Assistance Committee

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, a student representative, the Associate Dean for Academic Affairs, a representative of the Office of Learning Assistance, a representative of the Office of Admissions, a representative of the Office of Records and Registration and a representative of the Office of Advising and Retention.

Academic Concerns Committee

Charge:

The Academic Concerns Committee will advise the Hamilton Senate, the Office of the Dean 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 the initiation of new programs, changes in the focus of existing programs, the relationship among MUH programs and programs on the other Miami campuses and the relationship among MUH programs and those offered at other colleges and universities in the region. In addition, the Academic Concerns Committee will concern itself with grading standards, office hours, curriculum changes, curriculum development, course scheduling, and the library.

The Academic Concerns Committee shall establish subcommittees (each with at least one representative on the Academic Concerns Committee) to meet the following needs and functions:

- Administration of the Academic Excellence Fund: to establish guidelines for awarding Academic Excellence Funds, review requests for these funds, and recommend a prioritized list of recipients to the Dean;
- Administration of Scholarships: to 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.
- Student Scholar Symposium: to solicit nominations from faculty and select student scholars who will participate in campus wide symposium each year and to organize and publicize the symposium within the campus community.
- Honors program: to aid in the recruitment of students and courses for the MUH honors program and to ensure consistent quality and consistency in this program; also to act as a liaison to Honors programs on other campuses.
- Hamilton student petitions: to review academic petitions submitted by Hamilton Campus students and make recommendations to the Director of Academic Advising and Retention who participates in the all university Interdivisional Committee.

Membership:

The Committee shall consist of representatives from diverse disciplines at a minimum to include two faculty members of the Senate from Arts and Science, three faculty members of the Senate representing the other schools, one student, and one member of the unclassified staff. In addition representatives of the Library, the Office of Multicultural Services and the Associate Dean for Academic Affairs will serve as ex-officio, non-voting members.

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.

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. An annual report of the activities of the Committee will be presented to the Hamilton Senate.

Elections:

For all campus –wide elections and elections for representatives of the Hamilton campus Senate, the Committee on Committees will seek nominees, prepare and make ballots available to all eligible voters, receive and tally completed ballots, and announce results.

The following elections are governed by this charge:

- Committee on Committees
- Dean’s Consultation Board
- Campus representatives to University Senate
- Campus representative to the All-University Committee for the Evaluation of Administrators
- Senate representative to all key administrative Hamilton Campus search committees. This will include the search committees the search committees for the Regional Campus Dean, any Assistant or Associate Deans as well as Directors of all campus offices.

Senate Committees:

- The Committee on Committees will assign members to the non-elected committees of the Hamilton Senate.
- Ex-Officio, non-voting members can be appointed by the Campus Dean.
- The Committee will work with the Campus Dean and his staff to assign tasks to the appropriate committees to address one-time concerns with ad hoc committees as appropriate and to implement additions to the charges of the committees.
- The Committee will collect Annual Reports from all campus committees and make those reports available to the campus community.
- The Committee will also keep 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 work with the Secretary of Hamilton Campus Senate to maintain and revise, when necessary, 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 and a quorum statement for Senate committees
- The role of ex-officio members of the various committees
- A quorum statement for Hamilton Senate
- Statements of eligibility for voters and candidates for the various elections conducted by the Committee

Executive Board:

The committee, in consultation with the Regional Campus Dean or his/her designate, 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 unclassified staff and the faculty representative from outside of the College of Arts and Science will be elected in odd-numbered years, and one at-large member and the representative from the College of Arts and Science 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.

Committee for Administrative Matters

Charge:

The Committee for Administrative Matters shall serve as liaison between the faculty/staff and the budget process and changes in human resource policies (e.g. benefits, hiring protocols, etc.). The committee shall suggest fiscal priorities that reflect the needs and concerns of the faculty/staff and help to educate the campus community about the budget process. The committee will review and provide feedback on any proposed shifts in benefits and hiring procedures. The committee is responsible for regular communication with the faculty and staff about these issues.

The committee shall serve on an “as needed” basis to ensure that administrative policies and procedures are being followed and/or to improve those policy and procedures. The need may be determined by the Campus Dean or by the Committee on Committees.

Membership:

The committee shall consist of five (5) members of the Senate. Effort will be made to ensure that at least one member has experience in business affairs. The Assistant/Associate Dean responsible for budget and personnel issues shall serve as an ex-officio, non-voting member.

Campus Concerns Committee

Charge:

The Campus Concerns Committee will provide leadership in identifying and proposing solutions for issues of general concern to the campus and the campus community. 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 students. The Committee must be proactive in communicating with all constituencies across the campus.

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

- Gather information and ideas from various constituencies across the campus regarding issues and improvements, and brainstorm ideas for campus improvement within the committee
- Explore solutions to campus concerns as they arise, and act as a conduit through which information can be delegated to the appropriate campus body
- Promote an environment that encourages the Hamilton Campus to be an active and vibrant community
- Support development and enhancement of the campus atmosphere through involvement in appropriate activities and programs, both co-curricular and extracurricular
- Be available for special projects at the discretion of the Campus Dean

Membership:

The Campus Concerns Committee will consist of at least four Senate members and at least one student member. Participation of a member of the classified staff is welcomed. It is also recommended that representatives of the offices of Student Services, Physical Facilities and Public Relations and Marketing serve as ex-officio, non-voting members.

Campus Dean's Consultation Board

Charge:

The Campus Dean's Consultation board is the liaison between the faculty and the Campus Dean. 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 Campus Dean to exchange ideas, questions, and/or specific proposals.

Membership:

The Board consists of **six eligible members of the Hamilton faculty**. All full-time faculty (including tenured, tenure-track, and visiting faculty) who teach at least half time at Hamilton and who are not chairs or coordinators are eligible. The Senior Associate Campus Dean is an ex-officio member.

The Campus Dean's Consultation Board will annually elect its own chair.

Elections:

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.

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 Campus Dean'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.

Meetings and Reports:

Typically, the Dean's Consultation Board will meet at least four times each semester. There will be at least two meetings per semester of the Board with the Campus Dean. The Board will take primary responsibility for setting the agenda for one of the joint meetings and the Campus Dean will take primary responsibility for setting the agenda for the other. The Board and/or the Campus Dean can add agenda items to any meeting and either party can call additional meetings. The Chair will schedule the times when the Board meets without the Campus Dean; these meetings will normally be included in the academic calendar.

Meetings of the Board without the Campus Dean 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 Board will make an effort to hold these meetings on various days/times in order to allow the greatest number of faculty members to participate. These meetings will generate topics for meetings with the Campus Dean and for Faculty Assemblies.

The Campus Dean's Consultation Board will prepare an annual report of activities to be submitted to the Committee on Committees.

Diversity Committee

Charge:

The Diversity Committee will advise the Senate, the Office of the Campus Dean, 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 Campus Dean 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 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 at least two students, one classified staff member, one unclassified staff member, and three members of the faculty. Representatives of the Office of Multicultural Services and the Disability Services Coordinator will serve 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.

Faculty Concerns Committee

Charge:

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

- Faculty teaching - to insure the availability of ways and means to improve teaching effectiveness and to promote multiple measures of teaching effectiveness.
- Seminars and retreats - to insure that seminars or retreats are available for the Hamilton faculty on a regular basis.
- Mentoring program - to assist in the mentoring of junior faculty. This would complement, rather than replace, any departmental mentoring programs.
- Faculty scholarship, research, and grants - to encourage and promote scholarship among faculty, including research and grant application activities.
- Faculty service – to encourage service to the campus community and to interpret for faculty the benefits of doing so.
- Faculty welfare - to serve as a forum about concerns of the faculty, individually and collectively. The concerns should be discussed and directed to the appropriate individuals, as necessary.
- Faculty awards - to insure the selection process proceeds as scheduled for all MUH such awards and to encourage and support the nomination of MUH faculty for University-wide and Divisional awards.
- Serve as a sounding board for new initiatives, either university-wide or specific to MUH, that may impact faculty teaching or scholarship

Membership:

The Faculty Concerns Committee shall consist of five to eight members of the Hamilton Senate, at least two from Arts and Science, and two from the other schools. It is recommended that the Special Assistant to the Dean for Scholarship and Research be a permanent member of this committee and that the Assistant/Associate Regional Campus Dean for Academic Affairs be an ex-officio, non-voting member.

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, Student disciplinary issues and procedures, and Proposals for additional programs and services. The Student Concerns Committee will also insure the selection process proceeds as scheduled for all MUH student awards and encourage and support the nomination of MUH students for university-wide, divisional and campus awards.

The student concerns Committee will also play a major role in **advising the Office of Student Services**. 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. This committee will also communicate regularly with the Child Care Advisory Committee.

Membership:

The Student Concerns Committee shall consist of four members of the Hamilton Senate, and four (4) representatives of the student body including a student active in athletics and a student (typically a parent with children in child care) to serve as a liaison with the Child Care Advisory Council. It is recommended that the Director of Student Services and the Coordinator of Student Activities be an ex-officio, non-voting members.