

COLLEGE OF HUMAN SCIENCES
Draft COMMITTEE STRUCTURE AND RESPONSIBILITIES
 5-3-05

COMMITTEE ON DIVERSITY, EQUITY, AND COMMUNITY

RESPONSIBILITIES:

Suggest and promote strategies to improve equity per ISU's Equal Opportunity and Diversity policies. Work with the College's Recruitment and Retention Committee on issues related to recruitment and retention of students of color and other marginalized populations.

Review policies and procedures within the College to ensure equal opportunity to all students, faculty, and staff, and make recommendations to improve policies and procedures when necessary.

Assure that diversity learning is incorporated throughout the curricula in the College.

Analyze and disseminate yearly data on the representation of diverse students, faculty, and staff within the College.

Assure the evaluation of the climate of inclusion within the College and recommend improvements.

Determine strategies to educate the entire College community on diversity and equity issues and cultivate understanding and respect for inclusion as it effects the daily interactions of individuals in the classroom and workplace.

Create and maintain the College diversity web site.

Submit an annual report to the College.

MEMBERSHIP & TERM OF SERVICE:

1 representative per department (both faculty and staff are eligible), 3 years

Multicultural Liaison Officer, must serve

Associate Dean, ex-officio

1 undergraduate student, 2 years

1 graduate student, 2 years

Chair: the Dean will appoint one of the faculty or staff on the committee to serve as the chair.

ISSUES FOR DISCUSSION

Committee on Committees 4-22-05

Change "assure" to encourage

Change learning to instruction

Contribute to the CHS website

Delete "submit annual report".

Suggest guidelines for reporting for all CHS committees in general as part of introduction.

INTERNATIONAL COMMITTEE

RESPONSIBILITIES:

Members serve as liaisons to their departments to promote understanding of global interdependence through international programming and activities involving education, research, and extension directed at student education and faculty development and recognition.

Collect and disseminate information about global/international programs and opportunities.

Examine global/international programs within the college and make recommendations addressing requirements to the Dean and/or appropriate agencies.

Recommend awards of college-level international funds.

MEMBERSHIP & TERM OF SERVICE:

3 Years (initially 1, 2 and 3 year terms will be divided equally among the 6 department representatives to attempt to stagger the appointments and provide better continuity within the committee)

1 faculty representative per department, 1 representative of the University Teacher Education Program.

College international program coordinator (will represent CHS at Council on International Programs and Study Abroad and Exchange Advisory Committee)

1 student representative

1 international student

Committee will select its chair (rotating, 1 yr term)

ISSUES FOR DISCUSSION

Committee on Committees 4-22-05

None noted

ACADEMIC ADVISING COMMITTEE

RESPONSIBILITIES:

Communication and dissemination of information related to UG student advising. The committee will discuss and make recommendations on current and pending policies/procedures which affect UG students.

The committee is to facilitate information exchange among advisers and the Classification Office, to department and college administrators and to the university through UAAC.

The committee will meet a minimum of four times per semester.

MEMBERSHIP & TERM OF SERVICE:

Voting members: one rep from each department within HS(AESHM, C&I, FSHN, HDFs, HHP)), Classification Officer, Advising Coordinator, Multicultural Liaison Officer, one student rep from CHS Student Council.

Ex-officio members: Assoc. Dean, Recruitment/Retention, Career Services and International Programs coordinators. Meetings are open to all advisers within CHS.

Chair: Advising Coordinator. The chair will also serve on UAAC (or designate another member).

Secretary: rotated among dept reps for yearly term. Responsible for minutes to be provided to all college advisers in a timely manner.

Dept reps will serve for two (2) years and will be appointed by the department chair they serve.

ISSUES FOR DISCUSSION

Committee on Committees 4-22-05

Voting members include 1 representative (faculty or advisor) from each department...

COMPUTATION ADVISORY COMMITTEE (CHS-CAC)

RESPONSIBILITIES:

Review, evaluate and recommend proposals from the College of Human Sciences for University CAC consideration. Distribute all CAC funds to departments based on enrollment and student credit hours. Review departmental reporting of expenditures of CAC funds. Members serve as a link between the College and University computer-related committees, as well as between the College and individual departmental committees, with equal faculty/student representation.

MEMBERSHIP & TERM OF SERVICE:

1 student representative from each academic department

1 faculty member from each academic department*

1 faculty chair (non-voting; 3-year term)

1 College computer support specialist (ex-officio)

Faculty members may only vote if student representative is present.

*Chair will serve a 3 year term; other members' terms of service will be based on their department's governance document policies.

ISSUES FOR DISCUSSION

Committee on Committees 4-22-05

Memo from the FCS Computer Resource Committee and COE Educational Computing Committee, 4-14-05: In addition to the CHS-CAC committee, we would recommend that a new committee be established to address broad issues of information technology and computing within the new college. This new committee would not require the level of student involvement necessary for the allocation of CAC funds. Instead, it would address issues related to management of computer labs, provision of technical support within the college, and general policies related to computing needs in a broad sense (not just those for student instruction). We believe this committee will provide an efficient and effective means to address the broad technology needs and issues within the new college.

Rather than establish a new committee, could a CAC subcommittee make funding decisions?

Would the new committee membership be the same as the CAC?

Student should vote on CAC funding. Should students have votes on other issues?

CURRICULUM COMMITTEE

RESPONSIBILITIES:

Implement policies and procedures established by the Faculty Senate Curriculum Committee.

Review departmental program and course changes and recommend action on those changes to the college faculty.

Recommend college wide curriculum standards and policies and procedures relative to curricula matters.

Initiate discussion on curricula issues and programs needs.

Review all programs seeking approval and licensure.

Review ISU catalog materials relevant to CHS.

MEMBERSHIP & TERM OF SERVICE:

Curriculum committee chairperson

One representative from each department

One additional member from the department of the Chair of the Curriculum Committee

One undergraduate student

One graduate student

Classification Coordinator (ex officio)

Dean's Office representative (ex officio)

University Teacher Education representative (ex officio)

Faculty representative to University Graduate Curriculum Committee (ex officio)

Committee chairperson is appointed by the CHS Dean for a two-year term with extensions as deemed appropriate by the Dean. Chairperson should have at least 1 year prior experience on the committee and not be chairing his/her department's curriculum committee.

Student representatives are appointed by CHS Student Council.

Term of service as determined by departments, except for Committee Chairperson.

The total curriculum offerings of the College of Human Sciences will be approved by all CHS faculty, faculty, defined as the general faculty in the ISU Faculty Handbook .

ISSUES FOR DISCUSSION

Committee on Committees 4-22-05

Should dept. curriculum committee chairs be on CHS Curriculum Committee?

Should students be *ex officio*?

RECRUITMENT COMMITTEE

RESPONSIBILITIES:

The College of Human Sciences has established a Recruitment Committee to coordinate college and department efforts as well as to synchronize those efforts with Admissions Office activities for the purpose of:

increasing visibility of college curricula and programs to both on campus and off campus populations, including traditional and non-traditional students and families, high school teachers and counselors and community college students and counselors;

providing high quality customer service, from initial contact with prospective students and their families to enrollment and through orientation;

creating a well developed contact flow and yield enhancement program; and

encouraging campus visits to tour facilities and to meet Human Sciences students, faculty and staff, which in turn will develop strong and lasting relationships resulting in additional enrollment and higher retention of students.

MEMBERSHIP & TERM OF SERVICE:

Term of service: One year

One student ambassador

Term of service: Three years

One representative per department (HHP, C&I, AESHM, HDFS, FSHN)

One teacher education staff member

Continuous appointment of Recruitment Coordinator, chair, and Minority Coordinator

Classification Coordinator

Advising Coordinator

ISSUES FOR DISCUSSION

Committee on Committees 4-22-05

Suggest name be Undergraduate Student Recruitment Committee

Specify how the student ambassador is selected

“Teacher education staff member” be representative from Educational Student Services

Add representative from Learning Community coordinators

RESEARCH ADVISORY COMMITTEE

The College of Human Sciences Research Policy Committee advises the Dean, Associate Dean for Research, and the Director of RISE on matters related to research in the College. While this generally applies to research by faculty, staff, and graduate students, undergraduate research is included. In particular the Committee should address issues such as:

- Increasing research scholarship in the College of Human Science
- Increasing external funding in the College of Human Science
- Providing professional development opportunities for faculty, staff, and students in the area of contract and grant proposal writing.
- Promoting research opportunities for undergraduates, especially Honors students
- Making recommendations for appropriate research resources for faculty, staff and students.
- Providing recommendations for policies and procedures for Graduate Education in the College of Human Sciences to the graduate faculty and Executive Committee of the College of Human Sciences

MEMBERSHIP & TERM OF SERVICE:

Term: 3 years

Structure:

Associate Dean for Research and Graduate Studies

DOGE from each department

2 non-tenured/tenure-track faculty (one each from the previous College of Education and College of Family and Consumer Sciences)

Representative from RISE, ex-officio

ISSUES FOR DISCUSSION

Committee on Committees 4-22-05

Should the DOGEs be the departmental representatives?

Should Center directors be involved in this committee?

A representative from this committee to the Faculty Senate Research Advisory Committee should be specified.

AWARDS COMMITTEE**RESPONSIBILITIES:**

Recommend college-level faculty, staff and student awards to the Dean. Nominate CHS faculty, staff and students for university awards.

MEMBERSHIP & TERM OF SERVICE:

One representative per department, 3 year term (renewable); initially stagger terms among department representatives (2 @ 1 y, 2 @ 2 y, 2 @ 3 y)

1 undergraduate student member, 1 year term (renewable)

1 graduate student member, 1 year term (renewable)

Representative(s) from Dean's office (e.g., Assoc. Dean, Communications Specialist, ex officio)

Chair to be appointed for a 1 year term (or longer; term may be renewed) by the Dean from among committee members.

FACULTY AND STAFF HONORS AND AWARDS COMMITTEE**RESPONSIBILITIES:**

It is recommended that there be one College awards committee. The committee would have responsibility for faculty, staff, and alumni awards; this would include University, College, and Alumni Association awards. This committee would not have responsibility for student awards. The committee recommends that nominations for the Wallace E. Barron All-University Senior Award, an Alumni Association award, go through the College Student Council.

Determine new/continuing awards in the College of Human Sciences, including the recognition for the award (monetary, plaque, certificate, etc.)

Solicit nominations from departments for alumni, faculty and staff awards.

Review and select nominees for University faculty and staff awards and Alumni Association awards.

Select recipients of College of Human Sciences faculty, staff and alumni awards.

Consult with department committee representatives in development of nomination folders.

MEMBERSHIP & TERM OF SERVICE:

(total = 11)

Chair: Appointed by the dean and limited to persons other than those representing their departments on the committee

1 Representative from each of 6 departments

1 Associate Dean, ex officio

1 Director of Alumni Relations, ex officio

1 P&S staff member (Assistant to the Dean), ex officio member

1 Communication Specialist, ex officio member

ISSUES FOR DISCUSSION NOTE: 2 reports of Awards Committee?***Committee on Committees 4-22-05***

Suggest name be Faculty and Staff Awards Committee

Suggest student awards be included in Undergraduate Scholarships Committee

Deleted "renewable" from terms

Specify means for selection of student members

UNDERGRADUATE SCHOLARSHIPS COMMITTEE

RESPONSIBILITIES:

Determine college-level undergraduate scholarship awards; establish and review scholarship criteria and application process.

MEMBERSHIP & TERM OF SERVICE:

One representative per undergraduate department, 3 year term (renewable); initially stagger terms among department representatives (2 @ 1 y, 2 @ 2 y, 2 @ 3 y)

Representative(s) from Dean's office (e.g., Assoc. Dean, Fiscal Officer, Assistant to the Dean, Development Officer, ex officio)

Chair to be appointed by the Dean for a 1 year term (or longer; term may be renewed).

ISSUES FOR DISCUSSION

Committee on Committees 4-22-05

Suggest name be Student Undergraduate Awards and Scholarships Committee

Delete "renewable" from terms.

HONORS PROGRAM COMMITTEE

RESPONSIBILITIES:

Assess and recommend policies and procedures related to CHS Honors Program.

Promote an awareness of the Honors Program within the College of Human Sciences.

Admit qualified students into the Honors Program.

Approve individual Honors Programs of study and Honors projects.

Stimulate the development of special educational experiences for honors students.

MEMBERSHIP & TERM OF SERVICE:

One representative per department, 3 year term (renewable); initially stagger terms among department representatives (2 @ 1 y, 2 @ 2 y, 2 @ 3 y)

1 undergraduate student member of Honors Program, 1 year term (renewable)

Assoc. Dean for Undergraduate Programs (ex officio)

Classification Officer (ex officio)

Chair to be appointed by the Dean for a 1 year term, from among committee members. Chair serves as CHS representative to the University Honors Program Committee.

ISSUES FOR DISCUSSION

Committee on Committees 4-22-05

None noted.

ACADEMIC STANDARDS AND ADMISSIONS COMMITTEE

RESPONSIBILITIES:

Review and update academic policies of the college and the university, including special admission and/or graduation policies.

Take action on petitions for extenuating circumstances, appeals and reinstatements.

Monitor academic standing and progress of students:

- admitted with high school "unmets"
- on academic probation
- reinstated

MEMBERSHIP & TERM OF SERVICE:

1 faculty member from each department in the College of Human Sciences, to serve for a three-year appointment

1 advisor from each department (ex-officio)

Classification officer (ex-officio)

The chair shall be appointed by the Dean and will serve on the Faculty Senate Academic Standards Committee

RETENTION COMMITTEE (proposed)

RESPONSIBILITIES:

The College of Human Sciences has established a Retention Committee which will coordinate college and department efforts to retain students from entry to graduation. The committee will review and make recommendations regarding:

the development of an assessment system to identify concerns at time of entry

tracking of student progress

intrusive advising opportunities

establish intervention program for temporary enrollment students

improving student awareness of campus academic success resources

establishing goals for college retention and graduation rates

with the intent to develop a comprehensive retention plan. Where appropriate the Retention Committee will interface with the Advising Committee and the Recruitment Committee to accomplish these goals.

MEMBERSHIP & TERM OF SERVICE:

Term of service two years:

One advisor from each program area

One student council representative

Continuous appointment:

Classification coordinator

Retention coordinator, chair

Minority coordinator

Advising coordinator

CAREER SERVICES ADVISORY (proposed)**RESPONSIBILITIES:****MEMBERSHIP & TERM OF SERVICE:**

Career Services will have an advisory group

1 rep from each dept

1 student rep

Advising Coordinator ex officio

OUTCOMES ASSESSMENT:**RESPONSIBILITIES:****MEMBERSHIP & TERM OF SERVICE:*****ISSUES FOR DISCUSSION***

Committee on Committees 4-22-05

A committee at the college-level should be organized and be separate from the Curriculum Committee.