

POLICY 1.2.2 UNIVERSITY AND FACULTY COMMITTEES

Attachment A University Committees

University Committees

University Committees are chartered by policies found in the Policies and Procedures Manual maintained on the various University Policies.

I. Academic Council (See Policy 1.3.4)

A. Membership

1. Vice President of Academic Affairs Chair (P)
2. All School Deans (P)
3. University Registrar (P)
4. One Campus Executive Director/Dean representing all External Campuses (2 yr)
5. Director of Libraries (P)
6. One Faculty member from the External Campuses (2 yr terms staggered with Plainview faculty member)
7. One Faculty member from the Plainview Campuses (2 yr terms, staggered with the external faculty member)
8. Director of the Honors Council (P)
9. President of the Faculty Senate (P)
10. Director of Virtual Campus (P)
11. Director of BAS/BCM Records and Associate Registrar (P)
12. Vice President of External Campuses (P)

B. Duties and Responsibilities

1. review committee and as a forum to ensure that both faculty and administration are involved in undergraduate educational program and policy review. The Council is specifically charged with

II. Admissions Committee (See Policy 9.2.1)

A. Membership

1. Executive Director of Admissions and Recruiting (P)
2. Director of Admissions Chair (P)
3. University Registrar (P)
4. Director of BAS/BCM Records and Associate Registrar (P)
5. Director of Academic Achievement Program (P)
6. Representative from the Student Development Office appointed by the Committee on Committees (1 yr)
7. Five faculty (2 yr terms, staggered)
8. Vice President of Enrollment Management (P)

B. Duties and Responsibilities - The Admission Committee is responsible for admitting or declining to admit all undergraduate students who fail to meet minimum standards as established in the University catalog. It has the authority to vary from the policies in individual cases on adequate grounds.

III. Athletics Committee

A. Membership

1. Vice President of Enrollment Management (P)
2. Director of Admissions (P)
3. Director of Academic Achievement Program (P)
4. Coordinator of Academic Support Services (P)
5. Coordinator of Tutorial Service (P)
6. University Registrar (P)
7. School Dean (2)
8. 4 full-time Plainview Campus faculty (2 yr terms, staggered, rotated equally among Plainview Campus schools)
9. 4 varsity head coaches (2 yr terms, staggered)
10. Director of Intercollegiate Athletics (P)
11. Committee Chair
 - a. Chair will rotate annually between varsity head coach and faculty member
 - b. New chair selected shall be a previous member of the committee

B. Duties and Responsibilities

1. Monitor and make recommendations concerning the interface between academics and athletics on the Plainview Campus, including but not limited to:
 - a. the effective integration of academic and athletic schedules (courses, labs, performances, practice schedules, game schedules, etc.)
 - b. the academic retention and support of student athletes
 - c. enhancing communication between academics, athletics, and the university community
2. The committee shall meet at least once per long semester prior to the finalization of subsequent semester schedule

IV. BAS/BCM Review Committee

A. Membership

1. Deans of the schools that have majors in the BAS chair is selected from these deans based on a rotating schedule and serves one year as chair; the school dean who is to rotate into the chair position the next calendar year will serve as secretary for the committee for the current year. (P)
 - School of Education
 - School of Business
 - School of Behavioral & Social Sciences
 - School of Religion and Philosophy
 - School of Mathematics & Sciences
2. Four campus executive director/deans selected by the campus executive directors/deans (4 yr terms, staggered)
3. Director of BAS/BCM Records and Associate Registrar (P)

4. Three at-large Faculty from schools which have majors in the BAS (2 yr terms, staggered)
5. Director of the Virtual Campus (P)
6. Learning Resource Center External Campus Coordinator (P)
7. University Registrar (P)
8. Vice President of External Campuses (P)
9. Vice President of Academic Affairs (P)

B. Duties and Responsibilities

1. To review and make recommendations for the implementation of policies specifically related to the BAS degree
2. Annual review and approval of guidelines specific to the BAS program.

V. Bachelor of General Studies Review Committee

A. Membership

1. Vice President of Academic Affairs (P)
2. Deans of schools that have concentrations in the BGS. The chair is selected from these deans based on a rotating schedule and serves one year as chair. The school dean who is to rotate into the chair position the next academic year will serve as secretary for the committee for the current year. (Permanent)
 - School of Behavioral and Social Sciences
 - School of Business
 - School of Education
 - School of Fine Arts
 - School of Mathematics and Sciences
3. University Registrar (P)
4. Three at-large faculty from schools which have concentrations in the BGS (2 year terms, staggered)

B. Duties and Responsibilities

1. To review and make recommendations for the implementation of policies specifically related to the BGS degree.
2. Annual evaluation of the effectiveness of the BGS degree program including the degree specific general education core; major core including GRAD 4300, 4301, and 4302; and concentrations.

VI. Benefits Committee

A. Membership

1. Vice President of Academic Affairs (P)
2. Chief Financial Officer (P)
3. Executive Director of Property Management (P)
4. One non-Business Office Staff member (2 yr term)
5. Seven faculty from different schools representing a wide range of demographic diversity (2 yr term, staggered)
6. Director of Human Resources and Wellness Manager (P)
7. Coordinator of Benefits (P)
8. Director of Health Services (P)
9. University President (P)
10. Vice President of External Campuses (P)
11. Vice President of Enrollment Management (P)
12. Executive Director of Strategic Initiatives (P)
13. Committee Chair
 - a. Chair selected from the seven faculty above
 - b. New chairs selected shall be a previous member of the committee

B. Duties and Responsibilities

1. Review the benefits provided by the University and recommend changes;
2. Monitor the health insurance program and make recommendations pertaining to the program and the insurance carrier;

A. Membership

1. University President (P)
2. Vice President of Academic Affairs (P)
3. One faculty member from the School of Religion and Philosophy (P)
4. Two full-time Plainview campus faculty members, one may be the chair (2 yr. term, staggered)
5. Two full-time Plainview campus staff members (2 yr. term, staggered)
6. Two full-time external campus faculty members, one may be the chair (2 yr. term, staggered)
7. Two full-time external campus staff members (2 yr. term, staggered)
8. Two students from external campuses (1 yr. term, from campuses of the faculty and staff committee members)
9. Two students from Plainview campus, with minimum junior classification (2 yr. term, staggered; recommended by the Plainview committee members)

B. Duties and Responsibilities The Diversity Awareness and Education Committee exists to make Wayland, through its mission, the planet and the people through the following actions:

1. ensure that appropriate diversity among the faculty, staff, administration and students of Wayland is embraced as a core value at the university;
2. oversee the continued progress of increasing diversity awareness, education, and employment opportunities within the Wayland system;
3. serve as the point of origin and coordination of events in an effort to coincide with EACH of the following Diversity Awareness/History months during each academic year, on the Plainview campus and other campuses as feasible including: chapel programs, film screenings, round table discussions, panel discussions, faculty/staff/student or outside speakers, late night study breaks, and/or other campus activities
 - x September 15-October 15: Hispanic American History Month
 - x February: Black History Month
 - x
 - x May: Asian Heritage Month

X. **Enrollment Management Committee**

A. Membership

1. Vice President of Enrollment Management, Chair (P)
2. Two faculty members (2 yr terms, staggered)
3. Vice President of Academic Affairs (P)
4. Vice President of External Campuses (P)
5. Vice President of Institutional Advancement (P)
6. University Registrar (P)
7. Executive Director of Admissions and Recruitment (P)
8. Director of Admissions (P)
9. Coordinator of Student Activities (P)
10. Director of Financial Aid (P)
11. A representative from the Business Office (2 yr terms)
12. Director of Institutional

XI. **Graduate Council** (See Policy 1.3.5)

A. Membership - The membership of the Graduate Council shall be reviewed annually to insure that the primary responsibility for the quality and oversight of all educational programs rests with the faculty.

1. Vice President of Academic Affairs Chair (P)
2. Vice President of External Campuses (P)
3. University Registrar (P)
4. Director of Libraries (P)
5. Deans of each school that routinely offers graduate courses (P)
6. Executive Director/Campus Dean from an external campus that routinely offers graduate courses (2 yr terms)
7. Two At-large faculty members (2 yr terms, staggered), at least one of whom must be from an external campus
8. Faculty Senate P

1. sustained scholarly activity in the arts, letters, sciences, or technology
2. outstanding service to humanity
3. made a noteworthy contribution or service to the denomination
4. made a noteworthy contribution or service to Wayland Baptist University

Honorary degrees awarded by the university recognize the individual and not the position or office. Honorary degrees are not awarded in absentia or posthumously. Neither are they awarded to current employees of the university, nor to current members of the Board of Trustees.

XIII. Hospitality Committee

A. Membership

1. Ten members of which at least three are faculty (2 yr terms, staggered)
2. Chair named by the Committee on Committees from the committee selected
3. Chair shall be a previous member of the committee

B. Duties and Responsibilities

1. Plans and executes social functions such as employee/spouse Christmas luncheon, faculty/staff awards luncheon, and birthday greetings to employees at all campuses.
2. Handles donations to the hospitality fund suggested minimum donation of \$10/employee per year
3. Acknowledges severe and/or extended employee illnesses by sending a card after five consecutive sick days. If employee is hospitalized, the Hospitality Committee will notify the Office of the President so that a plant or flowers can be sent.

XIV. Institutional Effectiveness

A. Membership

1. One faculty member from each academic school, (including the Director of Assessment and Effectiveness of the School of Religion and Philosophy) two of whom must be school deans (2 yr. terms, staggered)
2. Four university staff members, two of whom must be unit directors (2 yr. terms, staggered)
3. Two external campus executive directors/deans (2 yr. terms, staggered)
4. Director of Institutional Research and Effectiveness (P)
5. Chair is a faculty member and determined by the committee on committees

B. Duties and Responsibilities

- 1.
2. Recommend to the Vice President of Academic Affairs changes as necessary to the program and/or processes by March 1 of each year
3. Create greater awareness and skill in the use of institutional effectiveness methods
4. Coordinate on-campus presentations by experts in the field of institutional effectiveness for faculty and staff
5. Recommend professional development sessions regarding institutional effectiveness to the Executive Director of Strategic Initiatives.

XV. Institutional Review Board (see Policy 9.7.1 and attachment)

A. Membership

1. Vice President of Academic Affairs (P).
2. Five faculty members with research experience representing at least three schools.
3. A member who is outside the WBU community and not related to anyone in the WBU community (appointed by the Committee on Committees).
4. Unless a member of the IRB serves on a permanent basis, IRB members are appointed for two-year terms. In order to ensure continuity, three of the first IRB appointees will serve one time only for a three-year term.
5. IRB members must be sufficiently qualified through their research expertise and experience and sensitivity to such issues as community attitudes and issues related to vulnerable populations to safeguard the rights and welfare of human subjects.
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7. No IRB member may participate in the initial or continuing review of any project in which the member has a conflict of interest, except to provide information requested by the IRB.
8. The contact person for the IRB shall be the chairperson.

B. Duties and Responsibilities

1. Wayland Baptist University has established the Institutional Research Review Board for the Protection of Human Subjects (IRB) to develop and implement procedures to ensure the ethical treatment of human subjects.
2. The Wayland IRB has the responsibility and authority to review, approve, disapprove or require changes to appropriate research activities involving human subjects.
3. The primary purpose of the IRB is to oversee the inclusion of human subjects and the ethics of the research process.
4. The Wayland IRB has the authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB's decisions, conditions and requirements or that has been associated with unexpected serious harm to subjects
5. Copies of

B. Duties and Responsibilities - The council shall rule on all matters referred by the dean of students. It is the intent of this policy that disciplinary matters be resolved at the lowest appropriate administrative level possible. Referral to the next higher level for ruling will be at the discretion of university officials. Students may request that rulings and sanctions be appealed through the administration as stated in the section of the Student

XVIII. Scholarship/Financial Aid Committee (See Policy 7.3.1)

A. Membership

1. Director of Financial Aid Chair (P)
2. Director of Admissions (P)
3. Coordinator of Student Financial Accounts (P)
4. Director of the Honors Program (P)
5. One Faculty member from each School (2 yr terms, staggered)

B. Duties and Responsibilities

1. Oversight responsibility and authority for any and all scholarships awarded by the university
2. Empowered to review, evaluate, and modify all scholarships awarded to students of the university and the procedures involved in the scholarship awarding process
3. Empowered to conduct any and all evaluations that will assist that body in the formulation of policy with regard to the awarding of scholarships.
4. Empowered to review, evaluate, and determine status of financial aid student suspension appeals in regard to federal, state, and university policy.

XIX. Social Media Committee (See Policy 6.2.1)

A. Membership

1. Vice President of Advancement (P)
2. Executive Director of Marketing (P)
3. Director of Communications Chair (P)
4. Director of Web Services (P)
5. Executive Director of Strategic Initiatives (P)
6. External Campus Executive Director/Dean appointed by the Vice President of External Campuses (2 yr terms, staggered)
7. External Campus full-time faculty member appointed by the Vice President of External Campuses (2 yr terms, staggered)
8. Plainview campus full-time faculty member (2 yr terms, staggered)
9. Plainview campus school dean (2 yr terms, staggered)
10. Social media expert appointed by the Director of Communications (2 yr term, staggered with athletic representative)
11. Coordinator of Student Activities (P)
12. President of Council for Student Organizations (1)
13. Athletics Representative Coordinator or Assistant Coordinator of Marketing and Media Relations appointed by the Vice President of Enrollment Management (2 yr term, staggered with social media expert)
14. Information Technology representative appointed by the Director of Information Technology (2 yr. term, staggered)

B. Duties and Responsibilities

1. Monitor and review all Wayland social media activities.
2. _____ d policies.
3. Make recommendations to administration for changes in policy and/or practice.
4. Advise the university community about best practices and emerging social media technologies.

XX. Staff Orientation and Development Committee

A. Membership Composition of the committee should include the following staff members with the three members hired within the past three years, at least two having seven or more years of experience at Wayland Baptist University, and at least one area director. The position of Executive Director of Strategic

Initiative cannot be included as a person meeting the criteria listed. Terms will be a two year term with membership staggered.

1. Executive Director of Strategic Initiative Chair (P)

6. Certification Program approval recommendations to be forwarded to the state board(s) of educator licensing
7. Advisory role for alignment of various programs with state and national requirements
8. Recommendation for teacher education candidates for certification upon satisfactory completion of the Teacher Education Program

XXII. Technology Committee

A. Membership

1. One faculty representative from each academic school, one serves as chair (2 yr terms, staggered)
2. Two at-large student representatives (1)
3. Director of Web Services (P)
4. Director of Information Technology (P)
5. Director of Virtual Campus (P)
6. Information Technology representative appointed by the Director of Information Technology (P)
7. Learning Resource Center Electronic Access Representative (P)
8. Business Office or Financial Aid Representative (2 yr terms)
9. Director of Graduate Studies (P)
10. External Campus Information Systems Services Manager (2 yr terms)
11. Vice President of External Campuses (P)
12. Executive Director of Strategic Initiatives (P)

B. Duties and Responsibilities

1. Monitors and recommends changes in technology policy and procedures related to academic and student support services.

