POLICY FOR COMMITTEE STRUCTURE

The committee structure at Minnesota State University Moorhead is designed to provide the use of expertise in planning and decision making. By serving on committees, members contribute to recommendations that assist in carrying out the mission of the University.

I. Definitions

A. Committee. A committee is a group of people with a defined membership appointed annually (or as otherwise noted) to provide expertise and recommendations in a prescribed area of ongoing University activity.

1. University Committee. A committee that is appointed to consider areas and activities that have the potential to affect the University community as a whole. University committees have a defined membership established by the administration in consultation with relevant bargaining units and Student Senate as appropriate. Members of bargaining units and Student Senate are appointed by their respective bodies.

2. Programmatic Committee. A committee that is appointed to consider curricular issues of programs that are approved through the established institutional process and for which two or more departments share equivalent responsibility for offering the requisite coursework. Programmatic Committees advise the dean and their recommendations will be shared with the departments involved in the program. Recommendations by Programmatic Committees do not replace departmental recommendations on curricular issues.

3. Academic Departmental Committee. A committee appointed by the department to consider issues internal to the department. Academic departmental committee reports do not constitute departmental recommendations until formally endorsed by the department as a whole.
4. Student Affairs Committee. A committee, on which the majority of voting members are students, that considers areas and activities of primary importance to students and makes recommendations to the President or his/her designee concerning the same. Except for bargaining unit representatives, committee members are appointed by the Student Senate pending the approval of the University President.

5. College Specific Committees (e.g., College Curriculum Committees and 19A Peer Review Committees). Deans must restrict appointments to MSUM Faculty Association members and must inform the Faculty Senate of the appointments; this information must include official departmental minutes recording election of member(s) to the college specific committees. By a majority vote of all members of the Faculty Senate, the Faculty Association may withdraw such a designation and assume responsibility for appointing members.

6. Compliance Committees. A committee that is created and operates under federal, state or other external guidelines to ensure compliance with external regulations, including federal law.

7. Ex Officio. Members appointed to committees in an ex officio capacity represent their own special expertise and will not serve as representatives of their bargaining units.

B. Task Force. A task force is a group of people appointed to make recommendations to the President about an institutional concern. A task force has an ending date. A task force with faculty membership continues after that ending date only with the mutual consent of the President and the Faculty Association.
II. Appointment

A. All committees are appointed in compliance with existing collective bargaining agreements and established University procedures. The administration reserves the right to appoint administrative members (or their designees) based on position or expertise.

B. To insure continuity, the term for most non-student, non-departmental committee appointments shall be January 1 through December 31, two-year terms beginning at the start of spring semester in even-numbered years. The exceptions are:

   1) the Institutional Review Board (IRB) has three-year revolving terms for faculty,

   2) the University Planning and Budget Committee has three-year staggered terms for faculty,

   3) the 19A and college Curriculum Committees have one-year terms, and

   4) the Academic Affairs Budget Advisory Committee (AABAC) has three-year staggered terms beginning at the start of fall semesters.

C. University committees have a defined membership established by the administration in consultation with relevant bargaining units and Student Senate as appropriate. Members of bargaining units and Student Senate are appointed by their respective bodies.

D. Programmatic Committees are composed of representatives from the departments that offer the requisite coursework for the program. Faculty are appointed by the Faculty Association.

E. Academic Departmental Committees are appointed through procedures democratically agreed upon by the department. (See IIA. above)

F. Student Affairs Committees: Student members are appointed by the Student Senate except where noted. Membership may include faculty and/or staff as well as administrators responsible for the area of consideration or their designees. Faculty are appointed in a manner consistent with the MnSCU/IFO Master Agreement. Chairs of Student Affairs Committees will be elected by membership of the Student Affairs Committees unless otherwise noted in the committee make-up.

G. Task Forces: Non-faculty members are appointed by the President after
appropriate consultation with the relevant collective bargaining units. Except for those appointed non-voting and ex officio for reasons of special expertise and by mutual agreement between the Faculty Association and the President, faculty are appointed by the Faculty Association.

H. Student members on committees are chosen by the Student Senate. Students will be appointed in the spring/fall (awaiting a recommendation from the Student Senate) and serve for the duration of the academic year.

I. Committee members from classified staff are selected by the relevant bargaining unit.
III. Authority - Responsibility

A. All committees and task forces are advisory to the President or his/her designee and are responsible for reporting their actions and recommendations to the Faculty Senate, Student Senate, or other representative body.

B. Minutes of all committee meetings should be filed with the President’s Executive Assistant and posted to the University website. Minutes will include a list of all committee members, indicating presence or absence at the meeting.

C. The committee chair shall file an annual report with the President or his/her designee and the presidents of the relevant associations and the Student Senate by May 1. A complete set of minutes should be attached to the annual report and sent to MSU Moorhead archives.

IV. Procedures

A. The first committee meeting of each academic year should include an orientation for all new members that reviews such items as committee structure, mission, goals, and how the committee will choose to operate and organize itself throughout the academic year (including attendance expectations). If appropriate, the committee will elect a chair and/or co-chair.

B. Committee chairs will be sensitive to the issues of student’s roles and responsibilities within the committee; soliciting information such as class schedules/work schedules from individual students that will allow the maximum opportunity for involvement in the committee.

C. When organizing meetings and distributing information, Committee Chairs will be mindful that Student Senate is not in operation over breaks or in the summer. This issue is particularly important when the student association is to be consulted in the activities and decision making of any university action.

D. Committee recommendations and attendance must be recorded in minutes to which all members of the campus community have access.

E. Committee chairs are responsible for setting agendas, scheduling meetings, and overseeing the preparation and distribution of minutes of meetings. Except in matters of extreme urgency, all committee members will receive advance notice of meetings and of meeting agendas. All committee members have a right to add relevant items to the agenda and to speak for
and against proposals that fall within the committee charge. The presiding chair determines whether there is time available for discussion by visitors.
College Specific Committees

19A Peer Review Committees

Membership: Each academic department is entitled to one member on the college PRC. If a department has more than one program and more than twenty (20) FTE faculty, the department may select two members as long as they are from different programs within the department. When a vacancy exists, the department selects their representative and provides the name of that person to the Dean. All members must be MSU Faculty Association members. All members are selected for one academic year at a time. Members may serve up to four consecutive one-year terms but must then step down for at least a year. The Dean is an ex officio and non-voting member of the PRC so that he or she can hear and join in the discussion. In the spring of each year, each college PRC shall elect, from among its current membership, a chairperson to serve the following year. Such person shall serve as chairperson for that year, whether or not they are reselected as a member by their department.

Description: Each College shall have a 19A Peer Review Committee established by the President under Article 19, Section A, Subd. 3, to provide recommendations for the award of 19A funds and ensure faculty participation in the process. The Peer Review Committee (PRC) provides recommendations to the Dean with regard to the award of 19A funds. The purpose of the committee is to accept and review proposals from faculty for research, professional development, or assistance with seeking terminal degrees. The secondary purpose is to aid faculty in developing skills at proposal preparation and, to this end, the PRC may offer to pre-review proposals and provide suggestions. The Dean may also make recommendations that differ from the PRC. Both recommendations are forwarded to the Provost & Vice President for Academic Affairs. If the committee feels it appropriate, they may propose to carry over some of the funds for a future round. 19A Committees shall also make recommendations regarding competitive reassigned time and other competitive awards to faculty for research or development.

College Curriculum Committees

Membership: Each academic department is entitled to one member on the college Curriculum Committee. If a department has more than one program and more than twenty (20) FTE faculty, the department may select two members as long as they are from different programs within the department. When a vacancy exists, the department selects their representative and provides the name of that person to the Dean. In the case of University College, membership is open to any faculty member with a teaching assignment of twelve credits or more in University College during the academic year. All members must be MSU Faculty Association members. All members are selected for one academic year at a time. Members may
serve up to four consecutive one-year terms but must then step down for at least a year. The Dean is an ex officio and non-voting member of the committee so that he or she can hear and join in the discussion. In the spring of each year, each college Curriculum Committee shall elect from among its current membership, a chairperson to serve the following year. Such person shall serve as chairperson for that year, whether or not they are reselected as a member by their department.

**Student membership:** Two students per committee (non-voting)

**Reports to:** Faculty Senate and Academic Affairs Council

**Description:** Each college shall have a Curriculum Committee, which receives and reviews recommendations from departments within the college concerning all proposed curriculum changes in the college, and makes recommendations to the Faculty Senate about them. When an academic program has an advisory Programmatic Committee, the recommendation of that committee is additional to, and does not substitute for, recommendations from relevant departments and college Curriculum Committees. Curriculum changes for courses and programs that involve departments in more than one college will be reviewed by each college’s Curriculum Committee. Recommendations are forwarded to Faculty Senate for review; all recommendations are subject to Faculty Association/Administration meet and confer. Recommendations of Curriculum Committees are moved to a consent agenda of the Faculty Senate, where they can be moved to the main agenda by senate members. The Dean may also make recommendations that differ from the College Committee; both recommendations are forwarded to the Faculty Senate and the Provost & Vice President for Academic Affairs.

Curriculum changes include changes to degrees (e.g., majors, minors, concentrations, and certificates).

Curriculum changes include creation of/designations of/changes to courses, such as:
1. New course proposals;
2. Change of course number, course title, course description;
3. Reduction of course credits;
4. Increase of course credits if such change will not increase the total required credits in any major or minor;
5. Dropping of a course;
6. All workshops, titles and catalogue descriptions of Topics courses. If a specific topic is to be offered for the third time it must be submitted as a new course proposal;
7. Recommendations concerning designations of courses for general education and Minnesota Transfer Curriculum credit.
8. Recommendations concerning designation of courses as writing intensive.
9. Course level change if the criteria stated in the "Policy on Course Level" are met.
10. Cross-listing of courses.

Changes to graduation requirements, including general education and similar requirements that affect all students, are policy changes, not curriculum changes.
Prior consultation on significant changes:
Significant curriculum changes (e.g., new degree programs or changes that require new resources, such as placing an academic program online) should be proposed and sent forward for prior comment from the college Curriculum Committee(s), the Faculty Senate, and AABAC. This process should occur before completing curriculum change forms. The proposal should take the form of a memorandum that provides sufficient information for analysis and recommendation in relation to academic and university strategic planning, including an explanation of budgetary implications.
Programmatic Committees

Definition: A committee that is appointed to make recommendations on curricular issues of programs that are approved through the established institutional process and for which two or more departments share equivalent responsibility for offering the requisite coursework. Recommendations constitute advice to the dean and will be shared with the departments involved in the program. The Faculty Association appoints faculty to all committees in which faculty are to be represented. Where the committee chair is a faculty member, the chair shall ensure that accurate minutes are taken and that the minutes shall be forwarded to the MSUM Faculty Association President for sharing with the Faculty Senate. Where the committee chair is not a faculty member, the faculty members of the committee shall choose a liaison from among themselves who shall fulfill those duties. It shall be the responsibility of the chair/liaison to communicate relevant concerns and recommendations of the Senate to the committee for their consideration.

Biochemistry & Biotechnology
Reports To: Dean, College of Social & Natural Sciences
Membership: Appointed upon the recommendation of the President or his/her designee in consultation with the Faculty Association.
Description: Makes recommendations to the Dean regarding curriculum and resource requirements of the Biology/Chemistry Double Major: Biochemistry and Biotechnology Emphasis, the Biotechnology Industry Certificate, the Biochemistry and Biotechnology Incubator, BioBusiness Programs, related educational partnerships and future directions of these programs. Recommendations constitute advice to the Dean and will be shared with the departments involved in the program.

Eurospring
Reports To: Dean, College of Arts & Humanities
Membership: 1 dean (Chairperson), 6 faculty (at least one from each academic college), 1 student with Eurospring experience.
Description: Makes recommendations on the functioning of the MSUM Eurospring Program and its content, including recommendations for the recruitment of and qualifications of the programmatic academic advisor and participating students. Recommendations constitute advice to the Dean and will be shared with the departments involved in the program.

Honors Program
Reports To: Provost & Vice President of Academic Affairs
Membership: Honors Program Director (Ex Officio and non-voting), Dean (unless designee as person reported to), 6 faculty (at least 1 from each academic college), and 2 students. Chair elected annually by the committee.
Description: Makes recommendations to the Provost & Vice President for Academic Affairs regarding Honors Program curriculum and admission
requirements, appointing Honors Program director, mentoring Honors students, resource requirements, and program evaluation.

**International Studies**
**Reports To:** Dean, College of Social & Natural Sciences  
**Membership:** 1 Dean (Chair), 6 faculty (at least 3 with special expertise)  
**Description:** Makes recommendations to the Dean regarding the program and resource requirement of the MSU Moorhead International Studies Program, including its curriculum, and makes recommendations on scheduling, staffing sources, and the future direction of the program. Makes recommendations about ongoing collaborations with Canadian institutions. Forwards recommendations to the Dean, who shares them with the departments involved in the program.

**Master of Liberal Arts**
**Reports To:** Dean, College of Arts & Humanities  
**Membership:** 1 Dean (Chair), 6 faculty (at least 3 with special expertise)  
**Description:** Makes recommendations to the Dean regarding the program and resource requirements of the MSU Moorhead Master of Liberal Arts Program, including its curriculum and degree requirements. Recommendations constitute advice to the Dean and will be shared with the departments involved in the program.

**Master of Public, Human Services and Health Administration Program (PHSA)**
**Reports To:** Dean, College of Social & Natural Sciences  
**Membership:** Chair: Bolduc, Steven IFO, Economics Baumann, Phillip IFO, Political Science Carney, Jeremy IFO, Social Work Peterson, Sue IFO, Social Work Phillips, Cindy IFO, Accounting  
**Description:** Advises the Dean regarding the program and resource requirements of the MSU Moorhead Master of Public, Human Services and Health Administration Program, develops and evaluates curriculum, recommends degree requirements, screens students entering the program, and oversees satisfactory degree completion. **This committee terminates at the end of spring semester 2012; current membership serves until then.**

**Social Studies**
**Reports To:** Dean, College of Arts & Humanities  
**Membership:** 1 Dean (Chair), 5 faculty with special expertise  
**Description:** Makes recommendations to the Dean regarding the program and resource requirements of the MSU Moorhead Social Studies Program, including its curriculum, and makes recommendations on scheduling, staffing courses, and the future direction of the program. Recommendations constitute advice to the Dean and will be shared with the departments involved in the program.

**Women's and Gender Studies**
Reports To: Dean, College of Arts & Humanities
Membership: 1 Dean (co-chair), Director of the Women’s Center, 2 students, 8 faculty (at least 5 with special expertise or ongoing teaching commitments in the program). 1 Faculty will co-chair, to be elected biennially by the committee.
Description: Makes recommendations to the Dean regarding the program and resource requirements of the MSU Women’s and Gender Studies Program, including its curriculum, and makes recommendations on scheduling, staffing courses, and the future direction of the program. Recommendations constitute advice to the Dean and will be shared with the departments involved in the program.
Student Affairs Committees

**Definition:** A committee, on which the majority of voting members are students, that considers areas and activities of primary importance to students and makes recommendations to the President or his/her designee concerning the same. Except for bargaining unit representatives, committee members are appointed by the Student Senate pending the approval of the University President.

Where the committee chair is a faculty member, the chair shall ensure that accurate minutes are taken and that the minutes shall be forwarded to the MSUM Faculty Association President for sharing with the Faculty Senate. Where the committee chair is not a faculty member, the faculty members of the committee shall choose a liaison from among themselves who shall fulfill those duties. It shall be the responsibility of the chair/liaison to communicate relevant concerns and recommendations of the Senate to the committee for their consideration.

**Alcohol and College Life Committee**
**Advisory To:** President
**Membership:**
Director Hendrix Health/Wellness Center or Designee-Convener, Vice President for Student Affairs or Designee (Chair), Director of Athletics or Designee, Director of Housing & Residential Life or Designee, Chemical Health Educator or Designer, Director of CMU and Activities or Designee, Director of Student Conduct and Resolution, Director of Security or Designee, Dean or University College, Student from Housing and Residential Life, Student from Greek Organization, Student from Peer Health Educators, Student Senate representative, Student Athletics representative

**Description:** Develops, implements and evaluates social norms and environmental management programs designed to reduce alcohol and other drug (AOD) misuse among students. Gathers and monitors AOD data at MSUM (e.g. Minnesota College Student Health Survey and/or other data gathering instruments). Analyzes student AOD data and its impact on academic success. Reviews and recommends AOD policy.

**Bookstore Committee**
**Advisory To:** Vice President for Student Affairs
**Membership:** University Bookstore Supervisor-Convener (ex officio Chairperson), Vice President for Student Affairs (ex officio), 2 faculty, 1 MSUAASF, 5 students, Director of Marketing (ex officio)

**Description:** This committee functions as a recommending advisory group to the University regarding operations related to the University Bookstore including, but not limited to: recommendations for product mix, use of profits, review of revenue/expenses in Bookstore, policies such as book buyback process, reservation program, recommendations related to services offered and feasibility, hours of service, staffing, programming and future planning.

**Comstock Union Committee (CUC)**
**Advisory To:** Vice President for Student Affairs
**Membership:** Director of Student Union and Activities-Convener (ex officio).
student appointed from Dragon Entertainment Group, 1 student senator appointed from Student Senate, 1 student employee appointed from Comstock Memorial Union, 4 students at large. Only 2 students from each area will be allowed to serve on this committee unless consent for more is given by the other areas. Chairperson to be elected.

**Description:** This committee functions as a recommending advisory group to the University regarding operations related to the Comstock Memorial Union, including but not limited to: budget recommendations and policies for the operation and use of Comstock Memorial Union, programming, hours of operation, staffing, products and services offered and future planning.

**Dining Services Committee**

**Advisory to:** Institutional Food Service Contract Liaison  

**Membership:** General Manager of University Food Service-Convener, 10 students, 5 appointed from Residential Life 5 appointed by Student Senate, 1 IFO, 1 MSUAASF, 1 AFSCME, Director of Housing and Residential Life (or designee), Director of Comstock Memorial Union (or designee).

**Description:** This committee functions as a recommending advisory group to the University on matters relating to the services provided by the institutions contracted food service vendor including: hours of service, product mix, value pricing, and future planning. This committee shall work collaboratively with the Residence Hall Association (RHA) regarding Kise services and the Comstock Union Committee (CUC) for all retail and catered services respectively.

**Hendrix Health and Gerdin Wellness Student Advisory Committee**

**Advisory To:** Vice President for Student Affairs  

**Membership:** Director of Hendrix Health and Counseling Centers and Gerdin Wellness Center-Convener (ex officio and Chairperson), 1 Student Senate, 3 Peer Educators, 3 Wellness Center student employees, 1 Health Center Honors Apprentice, 3 students  

**Description:** This committee functions as a recommending advisory group to the University and is recognized by the Hendrix Health Center and the Dragon Wellness Center as the student voice in matters regarding health and wellness services and programming. The Committee contributes to the development of long and short-term goals; budget reviews; and evaluation and recommendations of services, staffing, hours, programming and future planning.

**Student Activities Budget Committee (SABC)**

**Advisory To:** Vice President for Student Affairs or designee  

**Membership:** Vice President for Student Affairs, Assistant Director for Leadership and Organizations-Convener, Student Senate President, Student Senate Treasurer, Student Senate Vice President, University Business Manager (ex officio non-voting), Student Activities Business Manager (ex officio non-voting), 6 students.

**Description:** This committee functions as a recommending advisory group to the
University and annually coordinates the process for the development of student club and organization budgets, reviews requests from individual students and student organizations for funding related to student activities and makes recommendations to the University President regarding allocations. In addition, SABC recommends funding for a small number of non-student organizations each year during the budget allocation process and develops annually a recommendation for the level of funding and fee for support of SABC initiatives. Additionally, SABC monitors student club and organization balances, SABC reserves, expenditures, and income of entities that receive SABC funds.

**Student Activities Fee Review Committee (SAFRC)**

**Advisory To:** Vice President for Student Affairs-Chair  
**Membership:** Voting Members: 1 student appointed from SABC and Assistant Director for Leadership and Organizations (non-voting), 1 student appointed from Comstock Union Committee and Director of Student Union and Activities (non-voting), 2 students appointed from Health and Wellness Student Advisory Committee and Director of Health and Counseling Clinics (non-voting) and Associate Director Health and Wellness (non-voting), 1 student appointed from Athletic Advisory Board and Athletic Director (non-voting), 3 Student Senators (Student Senate President, Student Affairs Oversight Chair, and one Student Senator or one executive), University Comptroller (non-voting), and Activities Business Manager (non-voting).

**Description:** This committee functions an advisory group to the University and recommends to the President and Student Senate an amount for the combined student activity fee for the next academic year. This committees charge is to review annually information about the history of fees on the MSUM campus, compare MSUM's fees to other universities, analyze the impact of future enrollments for fee revenue estimates, and review and analyze current, past and future budgets (income and expenses) from the areas receiving an allocation of student fee money in developing a recommendation for the next academic year.

**Student Conduct Committee**

**Advisory To:** Vice President for Enrollment Management  
**Membership:** Director of Conduct and Resolution (Chair, ex officio & non-voting), six students, four IFO faculty, four MSUAASF.

**Description** This committee holds formal hearings for academic and non-academic matters and makes a recommendation of sanctions to the Vice President for Student Affairs or his/her designee, who makes the final decision with regards to the sanctions. A total of five to seven of these members serves for each hearing that comprise the student conduct panel responsible to review and recommend appropriate action.

**Student Organization Advisory Committee (SOAC)**

**Advisory To:** Director of Student Union and Activities
Membership: Assistant Director of Leadership and Organizations-Convener (ex officio, Advisor), Student Leadership Coordinator (Chairperson), Student Senate Chair of Internal and Legislative Affairs, and 6 members at large.

Description: This committee represents the needs and concerns of students involved in recognized student organizations, clubs and activities and assists in policy definition and administrative action. Monitors student organization recognition process and makes recommendations regarding student organization status. Holds hearings on violations of University rules and policy by student clubs and organizations and makes recommendations to the Assistant Director of Leadership and Organizations. Approves student organization constitutional reviews. Responsible for planning and execution of the Student Organization Awards Ceremony and recognition.

Student Technology Fee Committee
Advisory To: Vice President for Student Affairs
Membership: Vice President for Student Affairs-Convener, 1 Academic Affairs (non-voting), 1 Finance and Administration (non-voting), 1 Student Affairs (non-voting), Chief Information Officer (non-voting), 1 Information Technology (non-voting), 1 Instructional Resource (non-voting), 4 faculty (1 from each college), 3 Student Senators, 5 students.

Description: This committee functions as a recommending advisory group to the University and oversees the income and expenditures of the Student Technology Fee funds collected and annually makes recommendations to the President and Student Senate regarding the fee assessment and budget expenditures.

Sustainable Campus Initiative Committee (SCIC)
Advisory To: Vice President for Student Affairs
Membership: Sustainability Coordinator Chairperson, Vice President of Student Affairs (ex-officio, non-voting), Director of Environmental Health & Safety (ex-officio, non-voting), Director of Physical Plant (ex-officio, non-voting), 2 IFO, 2 MSUAASF, 3 Student Senators, the Student Senate Vice President), and 5 MSUM students.

Description: This committee functions as a recommending advisory group to the University to oversee the income and expenditures of the Environmental/Sustainable Campus Initiative Fee. Reviews and recommends projects and funding designed to increase environmental awareness and promote a wide variety of sustainability initiatives to support campus sustainability programs. Annually reviews the fee amount assessment and makes recommendations to the university president and Student Senate to determine an amount of fee to be assessed for the following year.

Women's Center Committee
Advisory To: Associate Vice President for Diversity and Inclusion
Membership: Women's Center Director -Convener, 1 Women’s Studies Committee faculty, 1 Counseling Center staff, 4 students.
Description: This committee functions as a recommending advisory group to advise and make recommendations to the Director of the Women’s Center regarding policies, programming, hours, staffing, funding, and to identify committee members and allies which will enhance and support the mission, vision and goals of the MSUM Women’s Center.
University Committees

**Definition:** A committee that is appointed to consider areas and activities that have the potential to affect the University community as a whole. University committees have a defined membership established by the administration in consultation with relevant bargaining units and Student Senate as appropriate. Members of bargaining units and Student Senate are appointed by their respective bodies. Where the committee chair is a faculty member, the chair shall ensure that accurate minutes are taken and that the minutes shall be forwarded to the MSUM Faculty Association President for sharing with the Faculty. Where the committee chair is not a faculty member, the faculty members of the committee shall choose a liaison from among themselves who shall fulfill those duties. It shall be the responsibility of the chair/liaison to communicate relevant concerns and recommendations of the Faculty Senate to the committee for their consideration. Student members serve similar functions vis-à-vis the Student Senate.

**Academic Affairs Budget Advisory Committee (AABAC)**

**Advisory To:** President or designee  
**Membership:** Provost (chair), five deans, six faculty members (three year terms, initially staggered). Faculty members will be selected from each of the four academic colleges and at least one member from the remaining faculty (e.g., Library, Counseling, Athletics).  
**Description:** The purpose of the Academic Affairs Budget Advisory Committee is to add both transparency and accountability to the process of considering faculty hires. In addition, the process will aid fiscal stability and allow for better fiscal planning. The committee will serve in advisory capacity to the President.

Processes  
The committee will advise on three specific processes on an annual basis. To that end, it will be important for the committee to develop an annual calendar and work plan.

First, the committee will review fixed term and adjunct use. Taking into consideration contractual limits, ongoing need, cost recovery ratios and program quality, the committee will advise on which positions can be converted to tenure stream. They will also prioritize their recommendations for such conversions.

Second, late in the spring, the committee will review all requests for probationary positions that have not previously been considered in the deliberation of fixed term and adjunct conversions. Again, such positions will be reviewed with consideration of both cost recovery ratio and program quality, including graduation rate.

In the case of faculty positions in areas with minimal or no teaching load
expectations, deliberation will focus on contractual limits, ongoing need, and program quality.

Third, in the event that the administration recommends program elimination, the committee will be provided with a rationale for the recommendation and be given the opportunity to evaluate and respond.

All newly vacated faculty positions, without regard to the reason for the vacancy, will be subject to this process. In addition, departments are invited to present requests for new positions or reinstatement of others that have been vacated for some time. No probationary hires will be made outside of this process.

Each year, the President will provide reports to the committee and to the Faculty Association on which positions are cleared for search.

**Academic Appeals Committee**
**Advisory To:** Provost & Vice President for Academic Affairs or designee  
**Membership:** Assistant Registrar (Chairperson), 1 Records Office, 1 Financial Aid, 1 Care Team member, 3 faculty, 2 students.  
**Description:** Reviews student appeals for exemptions from academic requirements and makes a decision in each case. If appealed, the decision will be reviewed by the Provost & Vice President for Academic Affairs, or his/her designee, whose decision will be final. Due to matters of confidentiality, this committee does not report to the Faculty Senate and its meetings are not open.

**Advising Committee**
**Advisory To:** Provost and Vice President for Academic Affairs or designee  
**Membership:** Director of Academic Support Center, 1 Admissions, Dean of University College, Director of Financial Aid, 1 Records, 4 faculty, 3 MSUAASF (1 from Student Affairs), 3 students.  
**Description:** Provides faculty input to the process of advising students. Makes recommendations on improving advising procedures to the Provost and Vice President for Academic Affairs. It is responsible for relaying concerns regarding advising to the Faculty Senate and for speaking to these concerns through appropriate recommendations.

**Calendar Committee**
**Advisory To:** President or designee  
**Membership:** Registrar (chair, with faculty co-chair elected biennially by the committee), Director of Financial Aid, Director of First Year Programs, 1 administrator designated by the President, Orientation and Transfer Programs Coordinator, 4 faculty (at least 1 from each academic college), 1 AFSCME, 2 MSUAASF (1 from Student Affairs), 3 students.  
**Description:** Develop and recommend the University calendar to the President. Consults with students, staff, and the Faculty Senate in the calendar's development.
Diversity & Affirmative Action Committee
Advisory To: President or designee
Membership: Associate Vice President for Diversity and Inclusion, 4 faculty (including 1 faculty member with special expertise), 1 Multicultural Affairs Coordinator, Affirmative Action Officer, ADA Coordinator, Human Resources Director, 1 Academic Affairs Dean/Director, 2 MSUAASF, 2 Students, and Diversity Chair of MSU Moorhead Student Senate.
Description: Makes recommendations on improving existing efforts and the status of the University with regard to diversity objectives; makes recommendations on updating the Racial and Ethnic Diversity Plan; and makes recommendations on a method for awarding and disbursing Diversity Events funds. When appropriate, recommends to the President that a Diversity Task Force be formed to develop the next Racial and Ethnic Diversity Plan. Makes recommendations to the President regarding affirmative action/equal opportunity matters, reports problem areas and recommends needed corrective action, and serves as a channel to communicating affirmative action/equal opportunity concerns to MSUM administration. (All recommendations of corrective action must be submitted to the Faculty Senate.) The chairperson is responsible for requesting the Office of the President for time during an academic year Administrative Council meeting to permit the Athletic Department Compliance Officer to present the Title IX in athletics annual report. Members of this committee, bargaining unit presidents, and the Faculty Athletics Representative will be invited to the Title IX report presentation.

Strategic Enrollment Planning Committee
Advisory to: President or designee
Membership: President, Provost, Vice President for Finance and Administration, Vice President for Enrollment Management (co-chair, with faculty co-chair elected biennially by the committee), Vice President for Student Affairs, Assistant Vice President for Institutional Effectiveness, Executive Director for Communications and Marketing, 1 dean, 6 faculty, 4 students, Director of Athletics, Director of Financial Aid, Director of Admissions, Director of Housing and Residential Life
Description: Meets monthly during the academic year and as necessary. Reviews and analyzes enrollment related data, recommends institutional priorities for subcommittees, prepares and recommends annual Strategic Enrollment Plan. Examples of priorities for subcommittees are improvement in freshman retention, improvement in degree progress, improvement in major declaration.

The committee will establish subcommittees which will include members of relevant bargaining units. Subcommittees will consult with University members directly involved or interested in improving a specific goal. Subcommittees meet to review pertinent institutional data, gather best practice data, discuss and determine options/strategies to improve a specific goal. Subcommittees recommend tactics to improve goal, and identify and recommend responsibility for improvements. Recommendations shall include estimates for costs/added resources.
Subcommittees may include ex officio appointments of faculty on the basis of special expertise.

**Facilities and Grounds Committee**

**Advisory To:** President or designee  
**Membership:** Vice President for Finance & Administration (Chairperson), Director of Physical Plant, 1 Information Technology, ADA Coordinator, 1 Scheduling Coordinator, 4 faculty, 2 AFSCME (1 from Physical Plant), 1 MSUAASF, 1 MAPE, 1 MMA, 1 Housing, 1 Full-time Security, 3 students at large, and Campus Affairs Chair of Student Senate  
**Description:** Makes recommendations to the VP for Facilities & Administration regarding the policies, use, modification and planning of MSU Moorhead's facilities and grounds. When appropriate, recommends to the President that a Campus Master Plan Task Force be formed to develop the next campus master plan.

**Faculty Development Committee**

**Advisory To:** Provost & Vice President for Academic Affairs  
**Membership:** 1 dean (co-chair, with faculty co-chair elected biennially by the committee), 6 faculty (one per academic college and not more than 2 per college), 1 MSUAASF, Director of Instructional Technology (ex officio and non-voting).  
**Description:** Makes recommendations concerning continuing professional growth in the faculty. Makes recommendations on the planning and implementation of the University Professional Development Day. Will form a subcommittee to assist faculty and departments in curriculum development of general education courses, which may include 4 ex officio appointments of faculty on the basis of special expertise. Will form a subcommittee to assist faculty and departments in curriculum development of writing intensive courses, which may include 4 ex officio appointments of faculty on the basis of special expertise.

**Financial Aid & Suspension Appeals Committee**

**Advisory To:** President or designee  
**Membership:** Director of Academic Intervention (ex officio), Chairperson, Coordinator of International Student Affairs, 1 Business Office, 1 Financial Aid, 3 faculty, 2 MSUAASF (1 from Student Affairs), 3 students  
**Description:** Reviews and determines a student's appeal of his/her eligibility to receive financial aid. If appealed, the decision will be reviewed by the Vice President for Enrollment Management, whose decision will be final. This committee also reviews appeals of decisions made by the Director of Academic Support Programs on requests for early reinstatement from students who are on academic suspension and approves or denies the appeals in each case and makes recommendations for further action when deemed appropriate. The Vice President for Academic Affairs, or his/her designee, may review a committee decision upon written request. Due to matters of confidentiality, this committee does not report to the Faculty Senate and its meetings are not open.
Graduate Council
Advisory To: Provost and Vice President for Academic Affairs
Membership: 1 Dean (chair, with faculty co-chair elected biennially by the committee), 1 graduate faculty per Master’s program and 2 additional graduate faculty, and 2 graduate students appointed by Student Senate.
Description: Makes recommendations on the scope, direction and integrity of the University's Graduate Programs; recommends policies, procedures, courses and curriculum changes to the Faculty Senate; and makes recommendations regarding membership on the graduate faculty. Graduate Council meets on Thursday at 3:00 p.m. during the academic year (when Meet & Confer is not scheduled).

Higher Learning Commission Coordinating Committee
Advisory to: Provost and Vice President of Academic Affairs
Membership: 1 dean (co-chair with faculty co-chair elected biennially by the committee), 2 additional academic affairs, 2 student affairs, 2 enrollment management, 8 faculty (at least one from each academic college and not more than 2 per college), 3 students.
Description: Makes recommendations concerning the University’s compliance with HLC criteria for accreditation and assists the Provost in University planning to maintain HLC accredited status, including recommendations and assistance relevant to HLC-mandated institutional self-study.

Non-Instructional Budget Advisory Committee (NIBAC)
Advisory to: President
Membership: Associate VP for Finance & Administration (chair), VP for Finance & Administration, VP of Student Affairs, VP of Enrollment Management, Associate VP for Academic Affairs, Chief Information Officer (CIO), Athletic Director, 2 AFSCME (1 craft, maintenance, & labor or service units representative; 1 clerical office or technical units representative), 1 MAPE, 1 MMA, 1 MSUAASF, 1 IFO, 2 students, Human Resources Director (ex officio), University Comptroller (ex officio)
Description: The Non-Instructional Budget Advisory Committee meets monthly to consider justification for filling non-instructional positions that require ongoing funding. Consideration is given to the critical services provided by the requested position as well as steps already taken to address re-organization within the area. The committee is advisory to the President and the President makes the final decision on which positions will be filled. The committee does not review fixed term and temporary positions. The committee meets all year-round on the 3rd Thursday of the month beginning at 9:00 a.m. with the meeting ending at or before 12:00 p.m. depending on the number of position requests to be reviewed.

Parking Committee
Reports To: VP for Facilities & Administration
Membership: 1 Administrative Affairs, 2 faculty, 2 MSUAASF (1 from Housing), 1 Security, 1 Middle Management, 1 MAPE, 2 AFSCME, 1 neighborhood representative, 3 students (1 from Campus Security)
Description: Advises on policies, procedures, and fees related to parking; holds open forums; advises on the process for reviewing appeals; serves as the second
Performing Arts Committee
Advisory To: President or designee
Membership: Coordinator of Performing Arts Series (co-chair, with faculty co-chair elected biennially by the committee), 4 faculty (2 with special expertise), 1 MSUAASF, 1 MAPE, 1 AFSCME, 2 community members, 2 students
Description: Makes recommendations to the Coordinator of the Performing Arts Series about the series including selection and scheduling of the performances and integration with university teaching and learning.

Pre-Professional Committee
Advisory To: Dean, College of Social & Natural Sciences
Membership: No more than 3 faculty from each of Biosciences, Chemistry, Physics and 3 faculty (not more than 2 from the social sciences and not more than 2 from arts and humanities).
Description: Advises and assists students preparing to apply to professional, post-baccalaureate study in the fields of medicine, optometry, and dentistry. Prepares and submits a letter of recommendation for students requesting a committee letter, based on a formal, committee interview of the student.

Rituals and Recognition Committee
Advisory To: President or designee
Membership: Vice President for Student Affairs (Chairperson), 1 dean, 2 faculty, 1 MAPE, 1 MSUAASF, 1 AFSCME, 1 Human Resources, 1 MMA, 2 Students
Description: As a community, it is important that we recognize the accomplishments of our faculty and staff. Serves as a place for collaborative dialogue that facilitates coordination of annual rituals and recognition programs. Makes recommendations for a cohesive calendar of such events that will promote community. Makes recommendations to the President concerning recipients of the University’s annual excellence awards. Staffing for this committee is provided by the Executive Assistant to the President.

Scholarship and Financial Aid Advisory Committee
Advisory To: Vice President for Enrollment Management
Membership: Director of Scholarship and Financial Aid, 1 Alumni Foundation representative, Associate VP for Academic Affairs, 1 Finance and Administration, 1 MSUAASF (from Student Affairs), 3 faculty (at least one from the Scholarship Awarding Committee), Director of Admissions, Associate VP for Student Affairs for Diversity and Inclusion
Description: Makes recommendations on financial aid and scholarships procedures, policies and activities; identifies areas in need of improvement; and makes recommendations for improvement and enhancement of these services to ensure quality and fiscal sustainability.
Scholarship Awarding Committee
Advisory To: Vice President for Student Affairs and Provost & Vice President for Academic Affairs
Membership: 1 dean, 10 faculty (2 from each academic college/2 at large), 1 MSUAASF, Multicultural Affairs Coordinator, 1 MAPE, 1 AFSCME, 3 students
Description: Reviews scholarship applications and makes scholarship awards for the Freshman, Upper-class, Multicultural and Honors Apprentice Programs. Due to matters of confidentiality, this committee does not report to the Faculty Senate and its meetings are not open.

Student Academic Conference Committee
Advisory to: Provost and Vice President for Academic Affairs
Membership: 2 faculty from each academic college. Where possible, 1 each from each half of each college i.e. Business (1) and Industry (1), Social (1) and Natural Sciences, Arts (1) and Humanities (1), Education (1) and Human Services (1). 4 Non-faculty members representing the a variety of groups on campus that can provide valuable input such as the MSUM Foundation, Student Services, CMU, Office of Student Activities. 4 students - one from each college.
Description: Makes recommendations concerning the planning, organization and operation of the annual Student Academic Conference. As appropriate, makes recommendations concerning MSUM participation in any MnSCU undergraduate research conference.

Summer Session Committee
Advisory To: Provost & Vice President of Academic Affairs
Membership: Assistant VP for Academic Affairs for Institutional Effectiveness and Records (co-chair), VP for Enrollment Management, 5 college deans, 3 administrators (1 each from financial aid, admissions, and institutional effectiveness), and 6 faculty (1 of whom serves as co-chair, elected biennially by the committee). 3 students
Description: This committee will promote a summer session that grows in quality and profitability. Evaluates previous summer sessions based partially on quantitative and qualitative surveys given to a random sample of students and faculty. Makes recommendations to the Provost for future summer sessions on the number of courses offered, the schedule of classes, seminars, or workshops, and credit limits for students and faculty based on the above mentioned surveys. It will advise the President on moving to an incentive structure for both the university and the departments.

Tuition Refund Appeals Committee
Advisory To: VP for Facilities & Administration or designee
Membership: Comptroller (Chairperson), Registrar, 1 Financial Aid, Associate Vice President for Academic Affairs, 2 faculty, and 2 students.
Description: Reviews and determines student appeals regarding refunds of tuition. If appealed, the decision will be reviewed by the VP for Facilities & Administration,
whose decision will be final. Due to matters of confidentiality, this committee does not report to the Faculty Senate and its meetings are not open.

University Assessment Committee
Advisory to: Provost & Vice President for Academic Affairs
Membership: Associate VP for Academic Affairs (co-chair), Vice President for Student Affairs/designee, VP for Enrollment Management/designee, CIO or designee, Registrar/designee, Financial Aid Director/designee, 1 dean, 6 faculty, 2 MUSAASF, 1 MAPE, 1 AFSCME. 1 Faculty will co-chair, to be elected biennially by the committee, 3 students (Note: Membership must include at least one representative from UPBC and Strategic Enrollment Planning Committee)
Description: Coordinates the University’s academic and non-academic assessment. The committee does not engage in personnel assessment.
- Reviews assessment procedures for meeting accepted standards for data collection and analyses and makes recommendations for improvement.
- Makes recommendations to departments on revising and maintaining departmental/programmatic assessment plans for majors and graduate programs.
- Reviews all departmental assessment of student learning outcomes plans and reports, and makes recommendations to the dean/director for approval and action.
- Will develop a plan for general education assessment and, when adopted, is responsible for its implementation.
- Prepares and makes available an annual report on the University's progress with regard to assessing student learning outcomes and continuous improvement in curriculum and student learning.
- Will develop a plan for assessment of the performance of non-academic units of the University and, when adopted, is responsible for its implementation.

Will form subcommittees on departmental assessment (assuming the duties of the former Student Learning Outcomes Assessment Committee), general education assessment, and non-academic assessment, each of which may include 6 ex officio appointments of faculty on the basis of special expertise.
The committee meets twice monthly during the academic year.

University Planning & Budget Committee
Advisory To: President or designee
Membership: Vice President for Finance and Administration (Chairperson, ex officio, non-voting), Provost & Vice President for Academic Affairs, Vice President for Enrollment Management, Vice President for Student Affairs, Vice President for Alumni Foundation, Executive Director of Communications and Marketing, 1 dean, 1 Facilities and Administration director, 1 Student Affairs director, 1 Enrollment Management Committee member, 1 Assessment Committee member, 1 Athletics, 5 faculty, 2 AFSCME (1 clerical, 1 Physical Plant), 1 MSUAASF, 1 MAPE, 2 students, Student Senate President, President (ex officio, non-voting),
**Description:** Makes recommendations on strategic data and issues, an understanding of which is deemed critical to ensuring the University’s viability and the achievement of its mission. Shares information and coordinates efforts with the MnSCU system planning conducted by the Office of the Chancellor. Evaluates and recommends to the President the annual budget, with a view to enhancing revenue and targeting expenditures to best achieve the University’s mission and current plan. In the interest of achieving significant improvement and beneficial change, integrates strategic planning and budgeting via the annual strategic work plan initiative process. The committee meets twice monthly during the academic year. All committee recommendations will be reported to Faculty Senate for potential review at a subsequent Meet and Confer.

**University Policies Committee**

**Advisory to:** President or designee

**Membership:** Provost and Vice President for Academic Affairs (Chair), Executive Assistant to the President (ex-officio), Vice President for Student Affairs/designee, Vice President for Enrollment Management/designee, VP for Finance and Administration/designee, Director of Human Resources, Registrar/designee, Financial Aid Director/designee, 1 dean, 5 faculty, 1 MUSAASF, 1 MAPE, 1 AFSCME. Faculty members will be selected from each of the four academic colleges and one member from the remaining faculty (e.g., Library, Counseling, Athletics), 2 students, and Legislative and Internal Affairs Chair of Student Senate.

**Description:** The University Policy Committee proposes policies and procedures related to the proposal, development, review, approval, revision, and elimination of University policies. In addition, the Committee coordinates the regular policy review process, ensuring that all University policies are reviewed and communicated on a regular cycle in consultation with the appropriate stakeholders (students, faculty, and/or staff). The Committee also serves as a source of advice about the appropriate scope (departmental, divisional, University) of existing and proposed policies, as well as the appropriate review and consultation processes for proposed policies. Finally, the UPC forms subcommittees, as appropriate, to propose new or revised policies when MnSCU, state, or federal regulations and/or current circumstances warrant.

**University Technology Committee**

**Advisory to:** Chief Information Officer

**Membership:** 1 administrator (co-chair), Chief Information Officer (ex officio, non-voting), 5 faculty (including at least one from each academic college), Disability Services Coordinator, 3 MSUAASF (1 Student Affairs and 2 Enrollment Management), 1 MAPE, 1 AFSCME. 1 Faculty will co-chair, to be elected biennially by the committee, 2 students.

**Description:** Makes recommendations to the Chief Information Officer (CIO) about technology implementation that collectively affects faculty, students, and/or staff. Provides a collaborative forum for reviewing campus technology use, policies, and budget. Makes recommendations to CIO about strategic planning for
information and instructional technology.
Compliance Committees

**ADA Advisory Committee**
***Advisory To:*** President or designee  
***Membership:*** VP for Facilities & Administration (ex officio) or his/her designee (Chairperson), Chief Information Officer, Affirmative Action Officer, ADA Coordinator, Director of Disability Services, Safety Officer, Human Resources Director, 2 students, and 1 member from each of the five bargaining units.  
***Description:*** Makes recommendations to the administration regarding factors that may reduce safety or hinder access, MSU Moorhead compliance with ADA regulations, and measures required to correct deficiencies.

**Environmental Health & Safety Committee**
***Advisory To:*** VP for Facilities & Administration and Faculty Senate  
***Membership:*** Safety Administrator (Chairperson), 4 faculty - one from each academic college, 5 AFSCME, 1 Human Resources, ADA Coordinator, Director of Disability Services, Director of Hendrix Health Center, Grounds Supervisor, Physical Plant Director, Housing Director, 1 Middle Management, 1 MAPE, 3 students.  
***Description:*** Reviews incident, near miss, and property damage reports and alleged hazardous working conditions. Recommends changes to enhance the safety of MSU Moorhead employees and students while improving the quality of the workplace and educational atmosphere.

**Institutional Animal Care and Use (IACUC)**
***Reports To:*** Dean, College of Social & Natural Sciences  
***Membership:*** Members must fulfill requirements for USDA and APHIS for membership.  
***Description:*** Reviews the facilities programs regularly, reviews and investigates public and personnel complaints, make recommendations to the Dean of the College of Social & Natural Sciences covering any aspect of the program must: review, approve or disapprove any proposed activities involving animals; ensure that personnel caring for and using animals are qualified through training and instruction; have a formal agreement to provide adequate veterinary care; maintain records and make available to APHIS and other federal agencies as required; and must submit and annual report to APHIS (Animals = Vertebrates). This committee is in response to the Animal Welfare Act, public law 89-544. Membership is required by federal law.

**Institutional Review Board**
***Advisory To:*** Provost and VP of Academic Affairs  
***Membership:*** Six (6) faculty members with relevant expertise, 2 students, 1 person external to campus with experience in research involving risk to human subjects, one member in a scientific area; one member in nonscientific area.  
***Description:*** The IRB is an administrative body established to protect the rights
and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated. The IRB has the authority to approved, require modifications in, or disapproved all research activities that fall within its jurisdiction as specified by both the federal regulations and local institutional policy. Research that has been reviewed and approved by an IRB may be subject to review and disapproval by officials of the institution. However, those officials may not approve research if it has been disapproved by the IRB.

**Intercollegiate Athletics Advisory Committee**

**Advisory To:** Athletic Director, President  
**Membership:** Faculty Athletic Representative – chair, voting member, Athletic Director – ex officio, non-voting member, 8 faculty members chosen at large, 1 administrator as defined by NCAA bylaw 6.1.2.1.1, Director of Financial Aid, Director of the Academic Success Center, 2 AFSCME, 4 students, 3 community members  
**Description:** Makes recommendations to the Athletic Director, President, Athletic Department, Faculty Senate or other groups on campus and acts as a liaison between Intercollegiate Athletics and the larger university community. The issues the committee deals with may include the academic performance of student athletes (including student athlete aggregate GPAs, graduation rates, and retention rates), the academic relations between student athletes and faculty across campus, academic/athletic scheduling conflicts, student athlete conduct, NCAA and/or Title IX violations, have input into the review of the Athletic Director, and any other topic relating to Intercollegiate Athletics or the Athletic Department that the committee deems relevant.

**Radioisotope Safety Committee**

**Advisory To:** Dean, College of Social & Natural Sciences  
**Membership:** Members are users of radioisotopes and must take a prep course and fulfill requirements of the Nuclear Regulatory Commission.  
**Description:** Reviews applications to authorize personnel to use radioisotopes or devises which produce ionizing radiation and to authorize projects which propose use of the same. It is also required to do an annual review of the radiation safety program and recommend changes/improvements.

**Teacher Preparation Committee**

**Advisory To:** Dean, College of Education & Human Services  
**Membership:** 9 faculty with expertise or direct duties in teacher preparation, including at least 2 from the School of Teaching and Learning not more than 4 from the college of Ed & HS. One dean (co-chair). 1 Faculty will co-chair, to be elected biennially by the committee.  
**Description:** Makes recommendations to the Dean regarding courses, policies and practices related to teacher education. Advises on curriculum that addresses Minnesota Board of Teaching standards and mandates to ensure compliance and
serves as a hearing for changes that may have implications for multiple programs. Recommendations constitute advice to the Dean and will be shared with the departments involved in the program.

As adopted at F.A./Administration Meet and Confer 02/23/2012