

TEXAS A&M UNIVERSITY-KINGSVILLE

COUNCIL AND COMMITTEE
HANDBOOK

2016-2017

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Texas A&M University-Kingsville
COUNCIL AND COMMITTEE HANDBOOK

To facilitate informed decision-making at the various administrative levels of the university, Texas A&M University-Kingsville provides for a broad-based system of faculty, staff, and student input through a system of university-wide councils and committees. The system includes administrative councils and university committees who report to the appropriate administrator.

The principal functions of the councils and committees in general are: (1) to recommend operating procedures and practices; and when specified (2) to adjudicate variances to the operating procedures and practices. Further specification of the functions of each body is provided elsewhere in this document.

Appointments of members of the faculty and staff to university committees will be for terms of three years and will be arranged so that approximately one-third of the appointees' terms will terminate each year. After completing a term of service, a faculty or staff member is not generally eligible for reappointment to the same committee for the following year. Appointments of student members will be for a term of one year with students eligible to succeed themselves. Administrative councils are, for the most part, continuing groups with either an appointed or elected membership.

Persons serving on the university committees are recommended by the Faculty Senate, Staff Council, Deans, Council of Chairs, Vice Presidents, and/or Student Government Association. Faculty members recommended by the Faculty Senate are nominated by the Executive Committee of the Faculty Senate after the Senate has announced vacancies and invited applications. Appointments are made by the appropriate administrator. Student members to serve on committees are nominated by the President of the Student Government Association and are appointed by the appropriate administrator. The Staff Council nominates members of the staff to serve on appropriate committees. Selections are made on the basis of the individual's interest, the needs of the committee, and maintenance of an equitable distribution of faculty and professional staff members on the various committees. In instances of resignations or other kinds of terminations, the designated administrator shall appoint new members to fill vacancies and complete the terms of the replaced persons. The annual period of service for committees is from September 1 to August 31. Chairs for certain committees will be designated; other committees will elect their chairs annually.

A quorum of more than 50 percent of the voting members is required for any committee to conduct business. Committees will meet at the call of their chair or on petition of more than 25 percent of the members. Each committee shall keep minutes and distribute them promptly to all members, with an official copy to be filed with the appropriate administrator prior to August 31 of each year. The annual report of the university committees will be filed with the President of the Faculty Senate. Annual reports should be succinct, but comprehensive, and should give prominence to any recommended revisions in policies, practices, and procedures.

SUMMARY: REPORTING LINES

Committees are advisory and make their recommendations to the appropriate administrator as summarized in the following lists:

PRESIDENT

Council for Assessment and Planning (CAP)
Emeritus Rank Committee
Faculty Grievance Committee
Intercollegiate Athletics Committee
President's Executive Council
University Appeals Committee
University Budget Council
University Space Committee
University Sustainability Committee

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Academic Deans' Council
Calendar Committee
Classroom Utilization Committee
Council of Chairs
Faculty Development Leave Committee
Honorary Degrees Committee
Regents Professor Service Award Committee
Appeals Advisory Committee
Appeals Hearing Committee
University Library Committee
University Undergraduate Curriculum Committee

SENIOR VICE PRESIDENT FOR FISCAL AND STUDENT AFFAIRS

Behavioral Intervention Team
Campus Clery Act Committee
Campus Construction and Planning Committee
Campus Safety Committee
Emergency Management Team
Faculty and Staff Traffic Appeals and Advisory Board
Fiscal and Student Affairs' Division Leadership Council
Judicial Appeals Board
Student Publications/Media Committee
University Community and Campus Interfaith Committee
University Parking Committee

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

Admission Committee
Enrollment Management Directors' Council
Priority Registration Committee
Recruitment Committee
Scholarship Committee

ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Academic Affairs Directors' Council
Academic Assessment Committee
Center for Teaching Effectiveness (CTE) Advisory Board
General Education Committee
International Studies and Programs Advisory Committee
Nomination Committee for Chancellor's Academy of Teacher Educators
Service Learning Advisory Committee
Study Abroad Scholarship Committee
Undergraduate Program Review Committee
Quality Enhancement Plan (QEP) Advisory Committee
Writing Intensive Course Committee

ASSOCIATE VICE PRESIDENT FOR INFORMATION TECHNOLOGY/CIO

Banner Users Group
Distance Learning Advisory Committee
Information Technology Managers and Users Committee (ITMU)
Student Technology Advisory Committee
University Technology Advisory Committee (UTAC)

ASSOCIATE VICE PRESIDENT FOR RESEARCH AND GRADUATE STUDIES

Graduate Council
Institutional Animal Care and Use Committee
Institutional Biosafety Board
Institutional Review Board for the Protection of Human Subjects
Research Council
TAMU-K Council for Undergraduate Research (TCUR)

ASSOCIATE VICE PRESIDENT FOR STUDENT SUCCESS

Freshman Convocation Committee
Transitional Education Committee
University Common Read Committee
First Year Experience Committee
Center for Student Success Advisory Board

DEAN OF THE COLLEGE OF ARTS AND SCIENCES

BAAS Advisory Committee

DEAN OF THE COLLEGE OF EDUCATION AND HUMAN PERFORMANCE

Teacher Education Council

DEAN OF THE HONORS COLLEGE

Honors College Council

DEAN OF STUDENTS

Asian Heritage Awareness Committee

Black Heritage/Awareness Celebration Committee

Hispanic Heritage Committee

University Disciplinary Committee

Women's Enrichment and Advisory Committee

DIRECTOR OF COMPLIANCE

Americans with Disabilities Act (ADA) Compliance Committee

Title IX Compliance Committee

University Compliance Committee

FACULTY SENATE PRESIDENT

Administrator Evaluation Committee

Annual Faculty Lecture Committee

Faculty Benefits Committee

Committee on Committees

Election Committee

Executive Committee & Ethics Committee

Piper Award Committee

Resolutions & By-Laws Committee & Faculty Handbook Committee

Faculty Evaluation Committee

FOUNDATION

Alumni Awards Committee

COUNCILS AND COMMITTEES REPORTING TO THE PRESIDENT

COUNCIL FOR ASSESSMENT AND PLANNING (CAP)

- Chaired by: Appointed by the President
- Membership: Membership is composed of members of the faculty and staff who are appointed by the President. Members will serve three-year terms. The Associate Vice President for Academic Affairs and Assessment Coordinator serve as an *ex-officio* members of the Council.
- Function: The central role of the Council for Assessment and Planning (CAP) is to monitor the assessment activities of the university as described in the Institutional Effectiveness Plan (IEP). The council periodically reviews and updates the University IEP and assesses the University strategic plan. In addition, the council assists academic departments and colleges and administrative units in developing, updating, monitoring, and linking assessment to planning activities.

COUNCIL FOR ASSESSMENT AND PLANNING (CAP) 2016-2017 Membership	
Dr. Kim McCuistion, Co-Chair (3)	Mr. Tony Kreitzer (2)
Ms. Miao Zhuang, Co-Chair (2)	Ms. Joanne Macias (2)
Dr. Steve Bain (3)	Dr. Jody Marin (2)
Dr. Ruth Chatelain-Jardon (3)	Ms. Millie Slaughter (1)
Dr. Farzad Deyhim (3)	Mr. Crispin Trevino (2)
Mr. James Glusing (2)	Dr. Duane Gardiner, <i>ex officio</i>
Ms. Alvinette Jefferson (2)	Ms. Cadi Lusk, <i>ex officio</i>

EMERITUS RANK COMMITTEE

- Chaired by: To be elected
- Membership: The committee is composed of representatives from the following degree-granting colleges: Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, College of Arts and Sciences (one from arts and one from sciences), College of Business Administration, College of Education and Human Performance, and Frank H. Dotterweich College of Engineering.
- Function: The committee shall meet before November 1. They shall call for nominations from the general faculty for emeritus rank. The committee is

authorized to designate the format and type of supportive information the members desire in order to make its decision.

The committee shall publicize the call for nominations through appropriate publications and written announcements to the faculty. Nominations shall close at the end of the last working day of the following January. At the discretion of the committee, more time may be allowed for additional supportive materials to be submitted.

A majority favorable vote of the committee shall be required for recommendation to the President.

The committee shall forward its recommendations, along with brief narrative summaries of the accomplishments of the individuals nominated, to the President by March 15. After review by the President, the nominations will be forwarded to the Board of Regents of The Texas A&M University System for approval.

EMERITUS RANK COMMITTEE 2016-2017 Membership	

FACULTY GRIEVANCE COMMITTEE (Information from Faculty Handbook)

- Chaired by: Elected from committee membership
- Membership: Ad hoc, selected by the President
- Function: The purpose of the Faculty Grievance Committee shall be to insure swift and impartial consideration of grievances between faculty members, and faculty members against department chairs, university administrators, and supervisors. The Committee shall investigate all faculty grievances which are brought to its attention through written petition, with the exception of sexual harassment, discrimination, faculty dismissals, non-reappointments, and terminal appointments.

INTERCOLLEGIATE ATHLETICS COMMITTEE

- Chaired by: The University’s NCCA Faculty Athletics Representative (FAR)
- Membership: The committee is composed of seven (7) faculty representatives, two (2) students, the Faculty Athletics Representative (FAR), the Associate

Registrar, Executive Director of Student Financial Assistance, Assistant Athletics Director-Academic and Compliance/SWA, and, *ex officio*, the Vice President for Intercollegiate Athletics and Campus Recreation and Coordinator of Student-Athlete Services.

Function:

The Intercollegiate Athletic Committee is focused on the growth, success, and maintenance of intercollegiate athletic programs at Texas A&M University-Kingsville that benefit students, student-athletes and community, demonstrate NCAA II Best Practices, and support the strategic goals of the University. The IAC is charged with promoting an understanding of intercollegiate athletics among the University faculty and providing external evaluation of the department's NCAA II compliance program and procedures, student-athlete academic performance, and student-athlete well-being. To carry out its general purposes, the IAC advises and make recommendations to the President in the following broad categories:

- To advocate commitment to student-athlete welfare (e.g. Student-Athlete Advisory Committee initiatives and concerns, travel departure policy; missed class time policy);
- To promote an understanding of the Department of Athletics' mission among all members of the University community;
- To serve as an external evaluator by providing an annual review of the University's compliance policies (e.g. compliance policies and procedures, grievance procedures related to release to transfer and athletics aid renewal);
- To provide advisory support for the establishment, maintenance, and interpretation of Department of Athletics' policies and University policies as they pertain to intercollegiate athletics;
- To conduct the NCAA Institutional Self-Study (ISSG);
- To provide feedback on Federal, State, NCAA or Lone Star Conference (LSC) policies, procedures or regulations that affect student-athletes and the operation of intercollegiate athletics;
- To recommend policies relating to the use and/or maintenance of facilities normally under the supervision of the department of athletics;
- To review policies and initiatives regarding the competitive level of intercollegiate athletics at Texas A&M University-Kingsville.
- To provide near- and long-term feedback on sport program expansion and strategic planning.

In addition to making recommendations in the general categories described above, the committee will respond to requests for recommendations on matters involving intercollegiate athletics from the President of the University, the Vice President for Intercollegiate Athletics and Campus Recreation, or the Faculty Athletics Representative.

INTERCOLLEGIATE ATHLETICS COMMITTEE 2016-2017 Membership	
	Mr. Scott Gines, <i>ex officio</i>
	Ms. Hanna Lentz, <i>ex officio</i>

PRESIDENT’S EXECUTIVE COUNCIL

- Chaired by: President
- Membership: President, Provost, Vice Presidents, and others as designated by the President.
- Function: Advise the President on a broad range of administrative matters.

PRESIDENT’S EXECUTIVE COUNCIL 2016-2017 Membership	
Dr. Steven Tallant, Chair	Mr. Raajkumar Kurapati
Dr. Heidi Anderson	Dr. Terisa Riley
Mr. Scott Gines	Mr. Brad Walker
Mr. Randy Hughes	Ms. Cheryl Cain

UNIVERSITY APPEALS COMMITTEE

- Chaired by: Committee member selected from among committee members by secret ballot
- Membership: The University Appeals Committee will be composed of persons of Full professorial rank, with a member from each tenure-granting college who has not served during that year on a promotion committee. The committee is appointed by the Faculty Senate.
- Function: Negative recommendations by the departmental promotion committee,

chair, dean, college promotion and tenure committee, or Provost may be appealed to the University Appeals Committee. The committee will review the appeal, make a recommendation to the President of the University, notify the candidate of its action and place a summary report in the candidate's promotion file.

UNIVERSITY APPEALS COMMITTEE 2016-2017 Membership	

UNIVERSITY BUDGET COUNCIL

Chaired by: Senior Vice President for Fiscal and Student Affairs

Membership: Membership is composed of top university leaders including the Vice Presidents, Associate Vice Presidents, Deans, Chief of Staff, Director of the Library, Director of Planning and Assessment, and representatives of the Faculty Senate (to include Senate President, President-elect, Secretary and one additional senator chosen by Faculty Senate President), the Staff Council, and the Student Government Association. The University President and the Director of Budgets will serve as *ex-officio* members of the council.

Function: The University Budget Council is ultimately responsible for reviewing and making recommendations to the University President about allocations of the university's financial resources. The UBC will ensure that the university budget is used to support university priorities as outlined in Institutional Effectiveness Plan requests as well as the University Strategic Plan.

UNIVERSITY BUDGET COUNCIL 2016-2017 Membership	

UNIVERSITY SPACE COMMITTEE

Chaired by: Appointed by President from committee membership

Membership: Members of the committee are the Associate Vice President for Academic Affairs, the Associate Director of Facilities Planning and Assessment, the Associate Vice President for Support Services, the Director of Planning and Assessment, the Director of Enterprise Applications, the Academic Deans, the Associate Director of the MSUB, the Registrar, the Associate Chief Information Officer, three at-large faculty representatives appointed by the Faculty Senate for two-year terms, one student representative appointed by the Student Government Association, and one Staff Council representative appointed by the Staff Council. The Vice Presidents will serve as *ex-officio* members and may attend at will.

Function: The committee will make recommendations to the President’s Cabinet on space usage, assignment and new space development. The committee members should be familiar with higher education space standards, the campus facilities inventory, and current assignment of space. The committee will review requests for additional space, reassignment of space, and longer-term projections of space need and make appropriate recommendations, keeping in consideration costs of altering facilities and longer-term plans for campus spaces. This committee should also work in conjunction with the committee reviewing classroom and class lab utilization each fall. The committee will recommend for or against specific space use or occupancy requests. In considering a request for space, the committee will consider the alignment between the request and the university’s strategic plan. Also, the committee will recommend changes to current space use and occupancy for the purpose of optimizing the university’s building resources. While generally deferring to the space inventories presently assigned within each division, the committee may recommend interdivisional changes to space use and occupancy. Requests must be made, and approval granted, for any vacant space which is not currently occupied by any division or college. Divisions are not allowed to

various divisions; one faculty representative from each of the following colleges selected by the deans: Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, College of Arts and Science, College of Business Administration, College of Education and Human Performance, and the Frank H. Dotterweich College of Engineering; and two student representatives.

Function: The committee will develop and update a definition of campus sustainability, a mission statement, and a sustainability action plan. It will recommend procedures and practices that promote sustainability on campus and evaluate existing and proposed sustainability initiatives.

UNIVERSITY SUSTAINABILITY COMMITTEE 2016-2017 Membership	
Ms. Kelli-Mae Goddard-Sobers, Chair	Dr. Mohammad Alam
Mr. Crispin A. Trevino	Mr. Robert O. Paulson
Faculty member from College of Business Administration	Mr. Robert C. Pena
Mr. Ruben J. Cantu	Mr. Josiah J. Pullam
Representative from Research & Sponsored Programs	Mr. John Camiscioni
Dr. Jesus S. De La Rosa	Representative from Fiscal Affairs
Dr. Mary Gonzalez	Mr. Forrest S. Smith
Dr. Nirmal Goswami	Mr. Ralph Stephens
Dr. Mary Green	Mr. Christopher Vera
Mr. Randy Hughes	Dr. Christine Reiser Robbins
Ms. Laura Knippers	Karen B. Royal
Ms. Elizabeth Laurence	Mr. David Barrera
Dr. Kuo-Jen Liao	Ms. Christina M. Williams

COUNCILS AND COMMITTEES REPORTING TO THE PROVOST AND VICE
PRESIDENT FOR ACADEMIC AFFAIRS

ACADEMIC DEANS' COUNCIL

Chaired by: Provost and Vice President for Academic Affairs

Membership: The council is composed of the Provost and Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, the Associate Vice President for Research and Graduate Studies, the Associate Vice President for Student Success, the Associate Vice President for Student Access, the academic deans (Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education and Human Performance, Frank H. Dotterweich College of Engineering, and Honors College,), the Library Director, the Director of Planning and Assessment, the Registrar, the Dean of Students, and the President of the Faculty Senate.

Function: The council advises the Provost and Vice President for Academic Affairs and/or the President on any matters of policy or procedure affecting the academic affairs programs of the university. As academic leaders of individual colleges, deans are responsible for initiating items for consideration and for keeping faculty informed, through departmental chairs and program directors, of policy and procedural issues.

ACADEMIC DEANS' COUNCIL 2016-2017 Membership	
Dr. Heidi Anderson, Chair	Dr. Kim McCuiston
Dr. Mohammad Alam	Dr. Shad Nelson
Ms. Kirsten Compary	Dr. Allen Rasmussen
Dr. Natalya Delcoure	Dr. Alberto Ruiz
Dr. Duane Gardiner	Mr. Bruce Schueneman
Dr. Mary Gonzalez	Ms. Mildred Slaughter
Dr. Dolores Guerrero	Ms. Miao Zhuang
Dr. Nancy KingSanders	

CALENDAR COMMITTEE

Chaired by: Elected by committee

Membership: The committee is composed of five faculty members (one from each academic college) recommended by the Faculty Senate, one dean appointed by the Provost, one staff member recommended by the Staff Council, one representative from Finance and Administration, one representative from Student Affairs, one representative from Academic Affairs, two student representatives, and, *ex officio*, the Assistant to the Provost, the Bursar, and the Registrar.

Function: This committee recommends to the Provost the holiday schedule and the academic calendar.

CALENDAR COMMITTEE 2016-2017 Membership	
Mr. David Barrera, student, (1)	Dr. Christine Reiser-Robbins (2)
Dr. Michelle Duran (1)	Dr. Alberto Ruiz (1)
Dr. Zonia Garcia-Obregon (1)	Dr. Priti Verma (1)
Ms. Paula Holmes (1)	Ms. Christina Williams, student (1)
Ms. Belinda Hughes (1)	Ms. Norma Flores, <i>ex officio</i>
Dr. Kuo-Jen Liao (1)	Mr. Carlos Martinez, <i>ex officio</i>
Mr. Abel Morales (2)	Ms. Mildred Slaughter, <i>ex officio</i>
Dr. Sandra Rideout-Hanzak (3)	

CLASSROOM UTILIZATION COMMITTEE

Chaired by: To be selected by the Committee

Membership: The committee is composed of the Executive Director of Planning and Assessment, Director of Enterprise Information Systems, Associate Vice President for Academic Affairs, Registrar, Utilities Engineer, and Assistant Director of Facilities Planning and Construction Administration.

Function: The committee is to advise the Provost on all matters regarding classroom and lab efficiency and the optimization of the University’s Space Usage Efficiency Score.

CLASSROOM UTILIZATION COMMITTEE 2016-2017 Membership	

COUNCIL OF CHAIRS

Chaired by: Provost

Membership: Appointed chairs or acting chairs of each academic department in the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, the College of Arts and Sciences, the College of Business Administration, the College of Education and Human Performance, and the Frank H. Dotterweich College of Engineering. The Associate Vice President for Academic Affairs and the Associate Vice President for Student Success serve as administrative liaisons to the Council.

Function: Serves as an advisory council to the administration and has the responsibility of providing, in conjunction with the administration, professional development activities in all matters pertaining to the position of academic department chair.

COUNCIL OF CHAIRS 2016-2017 Membership
All appointed chairs and acting chairs of the academic departments

FACULTY DEVELOPMENT LEAVE COMMITTEE

Chaired by: Elected by committee

Membership: The committee will consist of one representative from each academic college, plus two additional representatives from the College of Arts and Sciences. Representatives will be elected each fall by the respective colleges.

Function: The Provost will appoint the committee each fall. The committee will gather applications from college deans. These applications will include the recommendations of the members of the applicant’s department, his or her department chair and his or her college dean. The committee will review the applications and deliberate according to the TAMU-Kingsville Rule 12.99.01.K1 Faculty Development Leave. Recommendations and rankings from this committee will be forwarded to the Provost who forwards the committee’s recommendation along with his or her own recommendation to the President. All steps in the review process must be completed by November 15 of each year.

FACULTY DEVELOPMENT LEAVE COMMITTEE 2016-2017 Membership	
Dr. Steve Bain (2)	Dr. Anders Greenspan (1)
Dr. Dana Byrd (3)	Dr. Farzin Hedari (1)
Dr. Leonard Brennan (1)	Dr. Paul Holt (3)
Dr. Nirmal Goswami (1)	

HONORARY DEGREES COMMITTEE

Chaired by: To be elected

Membership: The committee is composed of six tenured faculty members with distinguished records and scholarship and publication, serving staggered three-year terms. Each year one member shall be appointed by the Executive Committee of the Faculty Senate and one by the President for a three-year term beginning June 1. The Provost and Vice President for Academic Affairs or his/her representative shall serve as an *ex-officio*, non-voting member of the committee.

Function: The purposes of honorary degrees awarded by Texas A&M University-Kingsville are to recognize excellence in the fields of agriculture, humanities and the arts, the sciences and pharmacy, education, engineering, business, philanthropy and social services, which exemplify the mission and scope of Texas A&M University-Kingsville; to honor meritorious and outstanding service to Texas A&M University-Kingsville, the State of Texas, the United States, or to humanity at large; or to recognize persons whose lives serve as examples of Texas A&M University-Kingsville’s aspirations for its students. (Please refer to Texas A&M University System Policy 11.07 – Granting of Honorary Degrees)

HONORARY DEGREES COMMITTEE 2016-2017 Membership	
Dr. Dean Ferguson (1), Chair	Dr. Reza Nekovei (2)
Dr. Mohammed Faruqi (3)	Dr. Michael Tewes (2)
Dr. Jack Bradley (3)	Dr. Duane Gardiner, <i>ex officio</i>
Dr. Thomas Krueger (1)	

REGENTS PROFESSOR SERVICE AWARD COMMITTEE

- Chaired by: Most recent recipient of Regents Professor Award
- Membership: The committee is comprised of a total of seven members: the four most recent recipients of the Regents Professor Award and three other faculty members who are tenured, full professors nominated by the Executive Committee of the Faculty Senate. The committee will include at least one representative from the following undergraduate colleges: the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education and Human Performance, and the Frank H. Dotterweich College of Engineering.
- Function: To solicit nominations from faculty, students, and administrators, determine most worthy candidates, make a selection, and provide the name of the nominee for the Regents Professor Award to the Provost who, in turn, provides that information with his/her recommendation to the President. Upon favorable review by the President, the name of the candidate will be sent to the Chancellor for consideration. The Board of Regents has responsibility for final approval/disapproval of nominations for the award. A nominee must be clearly and indisputably outstanding, and the university is under no obligation to submit a nomination every year.

REGENTS PROFESSOR SERVICE AWARD COMMITTEE
NAMED IN THE SPRING OF EACH YEAR.

APPEALS ADVISORY COMMITTEE

- Chaired by: Committee member elected from among committee membership
- Membership: Chosen in accordance with University rule 12.01.99.K1. Membership is ad hoc, with a new committee formed for each individual appeal.
- Function: To determine whether or not the allegations establish a prima facie case.

APPEALS HEARING COMMITTEE

- Chaired by: Committee member elected from among committee membership
- Membership: Chosen in accordance with University rule 12.01.99.K1. Membership is ad hoc, with a new committee formed for each individual appeal.

Function: The Committee conducts a formal hearing, and formulates findings and recommendations, in accordance with University rule 12.01.99.K1.

UNIVERSITY LIBRARY COMMITTEE

Chaired by: Elected from committee membership by the committee

Membership: The committee is composed of one faculty representative from each of the following colleges: Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education and Human Performance, and Frank H. Dotterweich College of Engineering, all nominated by the Faculty Senate, one faculty representative for graduate programs, two undergraduate students and one graduate student, and, *ex officio*, the Library Director.

Function: The committee reviews library needs in view of the university’s academic programs and advises the Library Director on matters of general library policy, development of library resources, and determining the best methods to integrate the library program with other academic activities. It acts as an intermediary where needed between library users, library staff, and the administration.

UNIVERSITY LIBRARY COMMITTEE 2016-2017 Membership	
Diana Bustamante, student (1)	Sarjina Niraula, student (1)
Dr. Lee Clapp (1)	Dr. Syed Omar (3)
Dr. Norma Guzman (2)	Dr. Greta Schuster (2)
Dr. Maria Iyescas (3)	Enzo Soza, student (1)
Dr. Jingo Liu (1)	Mr. Bruce Schueneman, <i>ex officio</i>

UNIVERSITY UNDERGRADUATE CURRICULUM COMMITTEE

Chaired by: Appointed from committee membership by the Provost

Membership: The college curriculum committee chair from each academic college, one additional faculty member for each academic college appointed by the President of the Faculty Senate after consultation with the appropriate Dean, and an *ex officio* representative from Academic Advising, the Registrar’s Office, and from the Provost’s Office.

Faculty committee members are appointed for two years, unless they continue to serve for a longer period as college committee chair.

Function: The primary charge of this committee is to consider all new courses and new programs and modifications of existing courses and programs that are presented by the five undergraduate colleges. Also, the committee is to keep the university community apprised as to its deadlines for proposals.

UNIVERSITY UNDERGRADUATE CURRICULUM COMMITTEE 2016-2017 Membership	
Dr. Kathleen Rees, Chair (1)	Dr. Seung Bong Ko (1)
Dr. Francisco Aguiniga (1)	*Dr. Marie Lassmann (1)
Dr. Jesus Carmona (1)	*Dr. Tanner Machado (1)
*Dr. John Cicala (1)	Dr. Monica Ratcliff (2)
*Dr. Cathy Downs (1)	Ms. Veronica Garcia, <i>ex officio</i>
Dr. Kai Jin (2)	Ms. Melissa Guajardo, <i>ex officio</i>
Dr. Joseph Jones (2)	Ms. Millie Slaughter, <i>ex officio</i>

COUNCILS AND COMMITTEES REPORTING TO THE SENIOR VICE PRESIDENT FOR FISCAL AND STUDENT AFFAIRS

Ex-officio and *ad-hoc* members are not required to attend and do not vote. *Ad-hoc* members attend for specific cases or incidents. *Ex-officio* members may attend at any time from interest.

BEHAVIORAL INTERVENTION TEAM (Formerly the Critical Incidents Awareness Committee)

Chaired by: The Dean of Students

Membership: The team consists of the Dean of Students, the Associate Dean of Students, the University Chief of Police, the Director of University Housing and Residence Life, the Director of Human Resources/Payroll, the Director of the Student Health and Wellness Center, the Vice President for Intercollegiate Athletics and Campus Recreation, and the Associate Vice President for Academic Affairs. Other staff may be utilized to assist and provide expertise to the team as needed.

Function: The team is an interdisciplinary committee of university officials that meets to discuss incidents or behaviors that are of concern and to ensure a systematic university response. Its functions are: 1) serve as the eyes and ears of the University by referring students who are exhibiting behaviors indicative of high risk in their respective areas across campus for review; 2) assess situations involving student(s) who pose a potential risk of harm to persons or property in the university community or are a substantial disruption to the educational process in accordance with policies stated in the Student Code of Conduct; 3) consult with the administration, faculty, staff and other students affected by the inappropriate behaviors of a student to ascertain the facts of the situation; review cases/incidents that may occur on a certain location of the campus to discern if there is a pattern or connection with incidents occurring in other parts of the campus; 4) develop a specific strategy to manage the situation with regard to the safety and rights of others and to minimize the disruption to the campus community; 5) coordinate the university response and follow up consistent with university policy, established protocols and state and federal laws. Following a situation, the team will meet to debrief, evaluate the outcome and make recommendations to the appropriate university officials.

The team meets once a month, but if necessary more times, depending on a “need” basis. University Police reports and incidents referred to the Dean of Students by other entities on campus are reviewed. The team works closely with the university’s Emergency Management Team. The team advises the Vice President for Student Affairs on critical incidents and will make recommendations to the Vice President and other university officials regarding the immediate suspension of certain individuals who may be deemed dangerous to themselves or others on campus.

BEHAVIORAL INTERVENTION TEAM 2016-2017 Membership	

CAMPUS CLERY ACT COMMITTEE

Chaired by: Director of Public Safety and Chief of Police

Membership: The committee is comprised of the Chief of Police, the Dean of Students, the Director of University Housing and Residence Life, the Associate Dean of Students, the Associate Vice President for Academic Affairs, the Compliance Officer, and the Director of the Wellness Center.

Function: The committee is formulated to review data which is Clery Act reportable, to create and submit our annual Clery Act report, and to communicate about the report in accordance with the law. The committee will attend trainings as appropriate and work to educate the community about the law.

CAMPUS CLERY ACT COMMITTEE 2016-2017 Membership	

CAMPUS CONSTRUCTION AND PLANNING COMMITTEE

Chaired by: Senior Vice President for Fiscal and Student Affairs

Membership: The committee is composed of the University President, the Provost, the Vice Presidents, the Chief of Staff, the Associate Vice President for

Information Technology/CIO, the Associate Vice President for Support Services, the Associate Director of Facilities Planning and Construction, the Comptroller, the Director of Physical Plant, and the Director of Budgets.

Function: The committee is to formulate and address each of the major topics listed below: 1) a three-year action plan for major repair and renovation for existing buildings and facilities; 2) a view for the future that addresses critical academic needs resulting from enrollment growth, changes in program mix, new programs, laboratory space, etc.; 3) infrastructure needs such as streets, sidewalks, parking lots, expansion of the computer network, etc.; 4) landscaping, signage, and campus beautification issues; and, 5) a comprehensive review of our auxiliary facilities to include residence halls, student union building, athletic facilities, intramural, and recreational facilities. The committee may also address other issues not specifically identified above, but it is important to cover the five topics above completely and thoroughly. In light of these priorities, the committee reviews all proposed construction and landscaping projects and recommends actions including identification of funding source. The committee also develops a yearly plan for minor R&R projects, roofing and other projects funded from HEAF, auxiliary, or other funds. An annual project list will be developed as part of the budget cycle.

CAMPUS CONSTRUCTION AND PLANNING COMMITTEE 2016-2017 Membership	

CAMPUS SAFETY COMMITTEE

Chaired by: Executive Director, Enterprise Risk Management

Membership: The committee is composed of the Executive Director, Enterprise Risk Management, who appoints eight members comprised of two academic, four administrative, and two service organizations within the university. The Associate Vice President, Support Services, the Executive Director of Human Resources/Payroll, the Environmental Health and Safety Manager, and the EHS Coordinator are permanent *ex-officio* members.

Function: The committee will advise and make recommendation to the administration on safety practices on campus. The function of the committee is to:

- Review and monitor accident, incident, and hazard reports;
- Provide accident/incident, hazard investigation as needed;
- Review, development, communication, and enforcement of safety and emergency procedures including general protection and construction related safety exposure;
- Conduct periodic hazard inspections;
- Track occupational health and safety regulations and implement as required.

CAMPUS SAFETY COMMITTEE 2016-2017 Membership	

EMERGENCY MANAGEMENT TEAM

Chaired by: Senior Vice President for Fiscal and Student Affairs

Membership: The committee is comprised of the following personnel: Senior Vice President for Fiscal and Student Affairs, Dean of Students, the Associate Dean of Students, Associate Vice President for Academic Affairs, Director of University Housing and Residence Life, Director of Marketing and Communications, Director for Risk Management, Chief of University Police, Associate Vice President for Information Technology, Associate Director of Computing and Information Services, Director of the Physical Plant, the Associate Vice President for Support Services, and, *ad hoc*, NAS, Kingsville, and Kleberg County representatives.

Function: Edit campus Crisis Management Plan; prepare campus response in anticipation of major campus crises; initiate campus information and training in preparation for campus crises; and prepare mock disasters to assess campus response and readiness.

EMERGENCY MANAGEMENT TEAM 2016-2017 Membership	

FACULTY AND STAFF TRAFFIC APPEALS AND ADVISORY BOARD

Chaired by: Director, Student Affairs Auxiliary Services

Membership: The board is composed of the Director of Student Affairs Auxiliary Services, two faculty, and two staff. The minimum attendance for the Faculty and Staff Traffic Appeals and Advisory Board hearings will be two representatives from the faculty and staff and the chair. The chair will only vote on an appeals decision in the event of a tie.

Function: The board hears appeals from faculty and staff members concerning campus traffic and parking citations. The board acts as a forum to receive, review, and recommend campus traffic safety and parking improvements. It places recommendations in a sequence of reviews necessary to promote coordination, understanding, and campus safety for the university community.

FACULTY & STAFF TRAFFIC APPEALS & ADVISORY BOARD 2016-2017 Membership	

FISCAL AND STUDENT AFFAIRS' DIVISION LEADERSHIP COUNCIL

Chaired by: Senior Vice President for Fiscal and Student Affairs

Membership: The council is composed of the Senior Vice President for Fiscal and Student Affairs, the Associate Vice President for Support Services, the Dean of Students, the Associate Dean of Students, the Director and the Associate Director of University Housing and Residence Life, the Director of the Student Health and Wellness Center, the Associate Vice President

for Fiscal Affairs and Comptroller, the Director of Purchasing, the Bursar, the Executive Director of Human Resources/Payroll, the Director of Risk Management, and the Chief of Police/Director of Public Safety.

Function: The council advises the Senior Vice President for Fiscal and Student Affairs on matters of policy or procedure affecting the operation with any unit within the finance, administration, and student affairs' areas. As administrators of the various units within the division, council members are responsible for initiating items of concern and for keeping their staff members informed of policy and procedural developments. The council also reviews all campus policies and practices with a view towards improving the efficiency of operations and the general improvement of service within the division.

FISCAL AND STUDENT AFFAIRS' DIVISION LEADERSHIP COUNCIL 2016-2017 Membership	

JUDICIAL APPEALS BOARD

Chaired by: The chair for board appeals and grievances is appointed from committee membership by the Senior Vice President for Fiscal and Student Affairs

Membership: The board is composed of one faculty representative from each of the academic colleges; two representatives from the Division of Student Affairs; and three students. The required meeting quorum is six members, consisting of at least two students. The Senior Vice President for Fiscal and Student Affairs serves as *ex-officio* member. Final decisions of this board are communicated through the chair, which is appointed by the Senior Vice President for Fiscal and Student Affairs.

Function: The board hears student appeals of proposed disciplinary actions associated with academic student misconduct charges and appeals of decisions made as a result of student grievances brought against a student, student group, faculty, staff, or university administrator.

In the case of hearing student appeals of proposed disciplinary actions associated with academic student misconduct charges, it is the responsibility of the board to make a reasonable determination of the validity of charges against the student and to express its judgment regarding the appropriateness of the proposed sanctions. The student may choose an advisor to accompany, but not represent, him or her. An attorney is not allowed. The Assistant Dean of Students may be willing to serve as an advisor to the student(s) making the appeal. In cases involving suspension or expulsion the decision of this board may be appealed to the Provost.

In the case of student grievances appeals, except in specific areas of dispute covered by other explicit policy (e.g., discrimination, sexual harassment), it is the responsibility of the board to make a reasonable determination of the validity of the student’s charges and to express its judgment regarding appropriate resolution of the problem. The student may choose an advisor to accompany, but not represent, him or her. An attorney is not allowed. The Assistant Dean of Students may be willing to serve as an advisor to the student(s) filing the grievance.

The Judicial Appeals Board is expected to consult with The Texas A&M University System Counsel, through the Senior Vice President for Fiscal and Student Affairs, to assure that its procedures are legally sound and fair to all parties.

JUDICIAL APPEAL BOARD 2016-2017 Membership	

STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE

Chaired by: Senior Vice President for Student Affairs, Enrollment Management, and University Administration

Membership: The committee is composed of the Senior Vice President for Student Affairs, Enrollment Management, and University Administration, the Executive Director of Admissions, the Director of Communications for Admissions, the Executive Director of Financial Aid, the Associate Vice

President for Student Success, the Associate Vice President for Research and Graduate Studies, the Associate Vice President for Student Access, the Director of Distance Learning and Instruction Technology, the Director of Budget and Payroll, Deans and Department Chairs from each college (1 each), the Associate Vice President for Marketing and Communications, the Vice President for Intercollegiate Athletics, the Director of Academic Advising, one representative from Faculty Senate, one representative from Staff Council, and one representative from Student Government Association.

Function: To develop, review, and assess progress towards strategic enrollment management goals and objectives related to the size, quality and diversity of the student body; recruitment; and retention and persistence to graduation.

STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE 2016-2017 Membership	

STUDENT PUBLICATIONS/MEDIA COMMITTEE

Chaired by: Faculty Sponsor of the South Texan and the Dean of Students

Membership: The committee is composed of three students (two who are not holding paid positions on a student publication or media staff and the President of the Student Government Association), one representative from the Communications faculty, one representative from the Fiscal and Student Affairs’ division, one representative from Marketing and Communications, and two other faculty members.

Function: The committee develops and recommends editorial policy and advises in the appointment of editors/managers; hears complaints and acts as an appeals body on problems of an editorial or advertising nature and proposed business contract regarding these publications and advises the Vice President regarding the role, scope, and status of specific student publications/media.

STUDENT PUBLICATIONS/MEDIA COMMITTEE 2016-2017 Membership	

UNIVERSITY COMMUNITY AND CAMPUS INTERFAITH COMMITTEE

- Chaired by: Appointed from committee membership by the Senior Vice President for Fiscal and Student Affairs
- Membership: The committee is composed of one faculty member from any college, two staff members, two Kingsville community pastors, and two students.
- Function: The purpose of the committee is to enhance relations between campus ministries and the university.

UNIVERSITY COMMUNITY AND CAMPUS INTERFAITH COMMITTEE 2016-2017 Membership	

UNIVERSITY PARKING COMMITTEE

- Chaired by: Director, Student Affairs Auxiliary Services
- Membership: Two faculty, two staff, and two students from the Divisions of Fiscal and Student Affairs, Academic Affairs, and the University Police Department, Planning and Construction, and Physical Plant.
- Function: To periodically review the current parking plans and to propose alternative strategies for needed adjustments and refinements in serving the current demographics of the university.

UNIVERSITY PARKING COMMITTEE 2016-2017 Membership	

COUNCILS AND COMMITTEES REPORTING TO THE VICE PRESIDENT FOR
ENROLLMENT MANAGEMENT

ADMISSION COMMITTEE

Chaired by: Elected by committee

Membership: The committee is composed of voting and non-voting members. Each academic college may have two faculty appointees except for the College of Arts and Sciences which may have four voting members. Faculty members are appointed by the Dean of the college. Only faculty members are voting members. Other non-voting members of the committee are the Director of Admission, the Vice President for Enrollment Management, and the Associate Vice President for Student Success.

Function: This committee may approve undergraduate students for alternative admission to the university if they do not meet normal admission policy. The committee may do so by recommending the alternative admission criteria and/or by reviewing an individual student’s admission file and recommending to the Director of Admission an offer of admittance or denial.

ADMISSION COMMITTEE 2016-2017 Membership	

ENROLLMENT MANAGEMENT DIRECTORS’ COUNCIL

Chaired by: Vice President for Enrollment Management

Membership: The council is composed of the Vice President for Enrollment Management, the Director of Financial Aid, the Registrar, the Director of Admission, the Director of the Communications Center, the Manager of Javelina Enrollment Services Center, the Coordinator for Undergraduate Scholarships, and CRM System DBA and Administrator.

Function: The council is designed to improve communication between the enrollment management departments in an effort to increase satisfaction and improve services to students, faculty, and staff. The council reviews departmental policies and procedures and looks for ways to streamline the various processes involved in the recruitment and retention of students.

ENROLLMENT MANAGEMENT DIRECTORS' COUNCIL 2016-2017 Membership	

PRIORITY REGISTRATION COMMITTEE

Chaired by: Vice President for Enrollment Management or Designee (Registrar)

Membership: The committee is composed of one representative from each academic college nominated by the Dean, one student representative selected by the Student Government Association and the Registrar who shall chair the committee. The Registrar shall be a non-voting member.

Function: The committee will meet once a year during the Spring Semester in order to make priority registration recommendations to the President for the following academic year. The committee will review new applications from groups of students requesting priority registration and will review previously approved groups every two years to see if the group meets the established guidelines for being granted priority registration. Recommendations will be forwarded to the President for approval or disapproval.

PRIORITY REGISTRATION COMMITTEE 2016-2017 Membership	

RECRUITMENT COMMITTEE

Chaired by: Vice President for Enrollment Management

Membership: The committee is comprised of academic and support staff from all areas of the University based on position held. Members of the committee are the Associate Vice President for Research and Graduate Studies, the Assistant Dean of the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, the Assistant Dean of the College of Arts and Sciences, the Assistant Dean of the College of Business Administration, the Assistant Dean of the College of Education and Human Performance, the Assistant Dean of the Frank H. Dotterweich College of Engineering, the Director of Admission, the Associate Director of Admission, the Director of Financial Aid, the Director of the Enrollment Management Communications Center, the Director of Marketing and Communications, and the Coordinator of Donor Relations and Stewardship.

Function: The committee serves as an advisory committee on recruitment for the Vice President for Enrollment Management. The committee is charged with assisting the Vice President for Enrollment Management in developing and implementing a comprehensive recruitment plan for the University. The committee makes recommendations to the President on matters related to recruitment through the Vice President for Enrollment Management.

RECRUITMENT COMMITTEE 2016-2017 Membership	

SCHOLARSHIP COMMITTEE

Chaired by: Vice President for Enrollment Management or Designee

Membership: The committee is comprised of academic and support staff from all areas of the University based on position held. Members of the committee are the Associate Vice President for Research and Graduate Studies, the Assistant Dean of the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, the Assistant Dean

of the College of Arts and Sciences, the Assistant Dean of the College of Business Administration, the Assistant Dean of the College of Education and Human Performance, the Assistant Dean of the Frank H. Dotterweich College of Engineering, the Director of Admission, the Associate Director of Admission, the Director of Financial Aid, the Director of the Enrollment Management Communications Center, the Director of Marketing and Communications, and the Coordinator of Donor Relations and Stewardship. The committee also has two non-voting members. One appointed by the Director of Financial Aid and one member appointed by the Associate Vice President for Finance and Comptroller.

Function:

The committee is an advisory committee with responsibility for reviewing scholarship policies and procedures currently in place and recommending appropriate changes, developing guidelines for establishing new scholarships, and suggesting procedures to assure compliance with the scholarship audit recommendations. The committee will also serve as the selection committee for all scholarships that require a local selection committee in which none has been specified. The chair may appoint *ad-hoc* committee members as necessary with the approval of the committee.

SCHOLARSHIP COMMITTEE 2016-2017 Membership	

COUNCILS AND COMMITTEES REPORTING TO THE ASSOCIATE VICE PRESIDENT
FOR ACADEMIC AFFAIRS

ACADEMIC AFFAIRS DIRECTORS' COUNCIL

- Chaired by: Associate Vice President for Academic Affairs
- Membership: The council is composed of the Associate Vice President for Academic Affairs, the Director of Continuing Education, the Director of International Studies and Programs, the Director of the Center for Teaching Effectiveness, the Executive Director of Career Services, the Director of the Writing Center, and the Director of Planning and Assessment.
- Function: The council advises the Associate Vice President for Academic Affairs and/or the Provost and Vice President for Academic Affairs and the President on any matters involving the operation of the various offices which affect the academic programs of the university.

ACADEMIC AFFAIRS DIRECTORS' COUNCIL 2016-2017 Membership	
Dr. Duane Gardiner, Chair	Dr. Peter Li
Dr. Steven Corbett	Ms. Miao Zhuang
Mr. Christian Ferris	Ms. Marilu Salazar
Dr. Jaya Goswami	

ACADEMIC ASSESSMENT COMMITTEE

- Chaired by: Appointed by the Associate Vice President for Academic Affairs
- Membership: Faculty or full- or part-time administrators with faculty status, selected and appointed by the Provost. The Associate Vice President for Academic Affairs and Assessment Coordinator will serve as *ex-officio*.
- Function: The committee evaluates Student Learning Outcomes (SLOs) and the SLO assessment processes for all academic programs.

ACADEMIC ASSESSMENT COMMITTEE 2016-2017 Membership	
Dr. Michelle Garcia, Chair	Dr. Susan Roberson
Dr. Ravi Agarwal	Mr. Bret Vanness
Dr. Breanna Bailey	Dr. Duane Gardiner, <i>ex officio</i>
Dr. Jesus Carmona	Ms. Cadi Lusk, <i>ex officio</i>

ACADEMIC ASSESSMENT COMMITTEE 2016-2017 Membership Cont.	
Dr. LaVonne Fedynich	

CENTER FOR TEACHING EFFECTIVENESS (CTE) ADVISORY BOARD

Chaired by: Director of Center for Teaching Effectiveness

Membership: One representative from the following academic colleges: Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences; College of Business Administration, College of Education and Human Performance; and the Frank H. Dotterweich College of Engineering; and two representatives from the College of Arts and Sciences for staggered 3-year terms, appointed by the Faculty Senate.

Function: Advise the Director of the Center for Teaching Effectiveness on developing and recommending policies, procedures and new initiatives, evaluating teaching award candidates, and coordinating conferences.

CENTER FOR TEACHING EFFECTIVENESS (CTE) ADVISORY BOARD 2016-2017 Membership	
Dr. Jaya Goswami, Chair	Dr. Greta Schuster (1)
Dr. Sajid Bashir (1)	Dr. Jack Shorter (3)
Dr. Marion Blake (3)	Dr. Dazhi Sun (2)
Dr. Mike Desiderio (1)	

GENERAL EDUCATION COMMITTEE

Chaired by: Designated from the committee membership by the Associate Vice President for Academic Affairs

Membership: The committee is composed of twelve faculty members including eleven recommended by the academic deans – two faculty members from each of the following colleges: Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, College of Business Administration, College of Education and Human Performance, and Frank H. Dotterweich College of Engineering, and three from the College of Arts and Sciences. The twelfth committee member is recommended by the Faculty Senate. Committee members will serve staggered terms of three years. The Associate Vice President for Academic Affairs and the Assessment Coordinator sit on this committee in an *ex-officio* capacity.

Function: The committee monitors compliance with the university’s general education requirements, evaluates the programs’ effectiveness, and is responsible for preparing Texas Higher Education Coordinating Board reports. The committee also advises the Associate Vice President for Academic Affairs on any matters involving the core curriculum which affect the academic programs of the university.

GENERAL EDUCATION COMMITTEE 2016-2017 Membership	
Dr. Kim Jones, Chair (2)	Dr. Monica Ratcliff (1)
Dr. Ruth Chatelain-Jardon (2)	Mr. Harmeet Singh (3)
Dr. Armando Garza (3)	Dr. Jackie Thomas (3)
Dr. Jeff Glick (1)	Dr. Marsha Tucker (3)
Dr. Tanner Machado (1)	Dr. Randall Williams (2)
Dr. Michael Muzheve (3)	Dr. Duane Gardiner, <i>ex officio</i>
Dr. Larry Peel (2)	Ms. Cadi Lusk, <i>ex officio</i>

INTERNATIONAL STUDIES AND PROGRAMS ADVISORY COMMITTEE

Chaired by: Director of International Studies and Programs

Membership: The committee is composed of one faculty member from each of the following colleges: Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, College of Business Administration, College of Education and Human Performance, and the Frank H. Dotterweich College of Engineering; and two faculty members from the College of Arts and Sciences. All faculty members are appointed by the Associate Vice President for Academic Affairs, in consultation with the academic deans. At least two international students serve on the committee, appointed by the Director of International Studies and Programs.

Function: The committee advises and consults with the Director on all aspects of International Studies and Programs and internationalization of the University.

INTERNATIONAL STUDIES AND PROGRAMS ADVISORY COMMITTEE 2016-2017 Membership	

NOMINATION COMMITTEE FOR CHANCELLOR’S ACADEMY OF TEACHER EDUCATORS

- Chaired by: Selected from committee membership
- Membership: Deans or department heads from the following colleges: two from the College of Education and Human Performance; two from the College of Arts and Sciences; and one from the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences recommended to the Provost by the Dean of each College listed above.
- Function: The purpose of the Chancellor’s Academy of Teacher Educators of The Texas A&M University System is to honor faculty members who have significantly impacted the preparation of teachers in the field of education. The committee will review the criteria materials, interview the candidates, and forward at least two names to the President through the Provost.

NOMINATION COMMITTEE FOR THE CHANCELLOR’S ACADEMY OF TEACHER EDUCATORS 2016-2017 Membership	
Dr. Randall Williams, Chair	Dr. Michael Muzheve
Dr. Jack Bradley	Dr. Jaqueline Thomas
Dr. Karen S. Bradley	

QUALITY ENHANCEMENT PLAN (QEP) ADVISORY COMMITTEE

- Chaired by: Appointed by the Associate Vice President for Academic Affairs (AVPAA) from committee members
- Membership: Ten members (plus one *ex officio* member) are invited to serve by the Associate Vice President for Academic Affairs, selected from faculty and staff, at least one per college, having expressed interest in the QEP and improving student writing proficiency. Also, the Student Government Association (SGA) will appoint one student member. The QEP Director will serve as the *ex officio* member. Terms are for one year, but may be repeated indefinitely.
- Function: The Committee reports to the AVPAA, and advises the QEP Director and the AVPAA regarding the function of the Writing Center, its budget and staff, and other items as deemed appropriate by the committee or as requested by the QEP Director or AVPAA. The Committee will be expected to respond to assessment practices and findings and to recommend any changes/improvements indicated by assessment findings.

QUALITY ENHANCEMENT PLAN (QEP) ADVISORY COMMITTEE 2016-2017 Membership	
Dr. Susan Roberson, Chair	Ms. Sue Nichols
Ms. Antonia Alvarez	Dr. Genevieve Scalan
Dr. Marion Blake	Dr. Jacqueline Thomas
Dr. Daniel Burt	Dr. Randall Williams
Dr. David Hicks	Mr. David Barrera (student)
Dr. Jaya Goswami	Dr. Steven Corbett (<i>ex officio</i>)

SERVICE LEARNING ADVISORY COMMITTEE

Chaired by: Appointed by the Provost and Vice President for Academic Affairs from committee membership

Membership: The committee is composed of one faculty member from each of the academic colleges: Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education and Human Performance, and the Frank H. Dotterweich College of Engineering, who are selected by the deans; one administrator from the Division of Fiscal Affairs and one administrator from the Division of Student Affairs, selected by the vice president of that division; one representative from the Faculty Senate selected by the President of the Faculty Senate, all serving staggered two-year terms; and one student appointed by the Student Government Association to serve a one-year term. The Associate Vice President for Academic Affairs and the Director of the Service Learning Program will serve as *ex officio* to the committee.

Function: The committee’s primary purpose is to advise the Service Learning Director on such matters as the suitability of service learning/civic engagement course proposals from prospective instructors and changes to operating procedures as indicated by program outcomes or by changes in the operating environment. The committee may be called upon to recommend goals, objectives, or practices of the University’s service learning initiatives.

SERVICE LEARNING ADVISORY COMMITTEE 2016-2017 Membership	
Dr. Jim Glusing, Chair (1)	Dr. Cheryl McNair (1)
Dr. Nadia Hasan (2)	Ms. Cecilia Munoz, student (1)
Dr. Rusty Karst (1)	Dr. Timothy Oblad

SERVICE LEARNING ADVISORY COMMITTEE 2016-2017 Membership Cont.	
Dr. Rajan Lamichane (2)	

STUDY ABROAD SCHOLARSHIP COMMITTEE

- Chaired by: Director of International Studies and Programs
- Membership: At least three faculty members from any college appointed by the Associate Vice President for Academic Affairs and three students, one being a graduate student, appointed by the President of the Student Government Association.
- Function: The committee meets once per semester, reviews all application data anonymously, and ranks applicants to receive the scholarships. The number of scholarships awarded varies, depending on the funding available for any particular semester.

INTERNATIONAL EXCHANGE EDUCATIONAL FUND (IEEF) SCHOLARSHIP AWARDS COMMITTEE 2016-2017 Membership	
Dr. Peter Li, Chair	Kaley Dodd, student (1)
Dr. Jieming Chen (3)	James Bay, student (1)
Dr. Sandra Rideout-Hanzak (1)	Al Muntaser Alaskari, student (1)
Dr. Hans Schumann (1)	

UNDERGRADUATE PROGRAM REVIEW COMMITTEE

- Chaired by: Appointed by the Provost
- Membership: The committee is composed of two representatives from each of the academic colleges who are selected by the deans and one representative from each of the academic colleges selected by the Faculty Senate, all serving staggered terms. One chair (from a program not being reviewed) selected by the Council of Chairs and one dean (with no programs currently being reviewed) selected by the Provost will each serve a one-year term.
- Function: The role of the committee is to provide a systematic and consistent evaluation of approximately 20% of the academic majors offered by TAMU-K each year. Recommendations of the committee focus on the parameters established in the programmatic review guidelines, but may

encompass other criteria. These recommendations, when necessary, should assist programs with majors in achieving stated missions and outcome measures. The committee will also follow up on the previous year's committee report to be sure all recommendations are being addressed.

UNDERGRADUATE PROGRAM REVIEW COMMITTEE 2016-2017 Membership	
Mr. Corey Ranson, Chair (2)	Dr. Michael Knight (3)
Dr. Emil Badici (3)	Dr. Kim McCuiston (1)
Dr. Matthew Bliss (2)	Dr. Joachim Reinhuber (2)
Dr. Lenny Brennan (1)	Dr. David Ruppert (2)
Dr. Ruth Chatelain-Jardon (2)	Dr. Genevieve Scalan (1)
Dr. April Conkey (3)	Dr. Ashraf Yassen (1)
Dr. Kristopher Garza (1)	Dr. Muhittin Yilmaz (2)
Dr. Norma Guzman (1)	Dr. Chongwei Xiao (1)
Dr. Lionel Hewitt (1)	

WRITING INTENSIVE COURSE COMMITTEE

- Chaired by: Appointed by the Associate Vice President for Academic Affairs (AVPAA)
- Membership: One committee member is appointed from each academic college following recommendations from college deans. Members are appointed to two-year terms but may elect to serve for longer period.
- Function: The committee addresses issues related to Writing Intensive (WI) courses. The committee approves newly proposed WI courses in collaboration with the University Undergraduate Curriculum Committee. Also the committee monitors delivery, scheduling, and overall effectiveness of WI courses. The committee advises the AVPAA. The committee collaborates with the Undergraduate Writing Center in a mutually beneficial relationship in which each unit advises the other for the purpose of continuous quality improvement regarding concerns and suggestions related to WI courses.

WRITING INTENSIVE COURSE COMMITTEE 2016-2017 Membership	
Dr. Jaya Goswami, Chair (1)	Dr. Susan Roberson (1)
Dr. Breanna Bailey (1)	Dr. Hans Schumann (1)
Dr. Steven Lukefahr (1)	Dr. Steven Corbett (<i>ex officio</i>)

COUNCILS AND COMMITTEES REPORTING TO THE ASSOCIATE VICE PRESIDENT
FOR INFORMATION TECHNOLOGY/CIO

BANNER USERS GROUP

Chaired by: Registrar

Membership: One voting representative from each of the following areas, with representatives from the functional areas being at the Assistant Director’s level or higher: Undergraduate Admissions Office, Graduate Admissions Office, Business Office, Registrar’s Office, Student Financial Aid Office, and iTech. Additional non-voting members from other areas of the University may serve on the Banner Users Group on an as-needed basis for advisory purposes.

Function: The Banner Users Group is charged with overseeing the implementation and maintenance of the Banner System. Oversight includes the following: approving enhancements to existing processes and procedures in the use of the Banner System; approving, coordinating, and testing upgrades to the Banner System; reviewing and recommending the acquisition of new modules and software systems that integrate with the Banner System; coordinating all improvements or enhancements that directly impact the Banner System by using an industry standard approach to project management; providing appropriate training for users.

BANNER USERS GROUP	
2016-2017 Membership	

DISTANCE LEARNING ADVISORY COMMITTEE

Chaired by: Director of Distance Learning and Instructional Technology or his/her designee

Membership: The committee is composed of one faculty representative from each of the following colleges: the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, the College of Arts and Sciences, the College of Business Administration, the College of Education and Human Performance, and the Frank H. Dotterweich College of Engineering; one representative from the Library; and one

representative appointed by the President of the Faculty Senate. The Associate Vice President for Information Technology/CIO or his/her designee serves as an *ex-officio* member of the committee.

Function: The committee is responsible for research, development, and recommendations of various educational technologies, policies, and procedures for Distance Learning and Instructional Technology.

DISTANCE LEARNING ADVISORY COMMITTEE 2016-2017 Membership	

INFORMATION TECHNOLOGY MANAGERS AND USERS COMMITTEE

Chaired by: Associate Vice President for Information Technology/CIO

Membership: The committee is comprised of representatives from the following departments/units: Admissions Office, Registrar’s Office, Financial Aid, College of Graduate Studies, Institutional Research, Fiscal and Student Affairs, Distance Learning and Instructional Technology, and iTech.

Function: The Information Technology Managers and Users Committee (ITMU) is a part of the university IT governance structure and serves as an advisory body to the Associate Vice President for Information Technology/CIO and other IT administrative and staff personnel. The ITMU meets weekly to provide integrated and coordinated involvement of stakeholder groups with regard to the use of technology and will offer the framework for which a continuous dialogue can exist between the members. The involvement of the various business lines in the review, prioritization and discussion of technology investments, procedures, and plans is a requirement for effective and efficient use of technology. Oversight includes the following: review and advise on projects, priorities, and timing of projects; make recommendations regarding technology equipment and initiatives; facilitate communication regarding the use of technology; coordinate and disseminate information on upgrades of central computing systems; coordinate upgrades and activities; serve as a forum for the exchange of ideas among constituents.

INFORMATION TECHNOLOGY MANAGERS AND USERS COMMITTEE 2016-2017 Membership	

STUDENT TECHNOLOGY ADVISORY COMMITTEE

Chaired by: Associate Vice President for Information Technology/CIO

Membership: The membership will include a representative for Student Government Association, Residence Life, two undergraduate students, one graduate student, and one student living off-campus. One of the student members must also serve as liaison to the University Technology Advisory Committee.

Function: The Student Technology Advisory Committee is a part of the University IT governance structure and serves as an advisory body to the Associate Vice President for Information Technology/CIO and other IT administrative and staff personnel on technology issues and interests of the University student body. The committee provides a communication mechanism between iTech and students and provides a forum for student input.

Possible items for the committee to review include adoption of new campus technologies, information dissemination to students, recommending technologies and support services that are student-friendly and student-focused to fulfill the academic mission of the University.

The committee will meet at least twice per full-length semester, with new membership appointed annually in the fall by the Vice President for Student Affairs.

STUDENT TECHNOLOGY ADVISORY COMMITTEE 2016-2017 Membership	
Mr. Bob Paulson, Chair	Students: 6

UNIVERSITY TECHNOLOGY ADVISORY COMMITTEE (UTAC)

Chaired by: Associate Vice President for Information Technology/CIO

Membership: The committee is comprised of representatives from the following colleges/departments/units: a representative for each College recommended by the Dean; Dean of Students Office, Admissions Office, Registrar's Office, Financial Aid, Fiscal and Student Affairs, Strategic Sourcing, Distance Learning, Marketing and Communications, Student Government, Library, Faculty Senate, and iTech Directors. Approximately one-third of the membership is appointed each year by the Associate Vice President for Information Technology/CIO in consultation with the appropriate Vice Presidents after receiving recommendations from deans, directors, and Faculty Senate. Each member serves for three years unless appointed to replace a vacated position.

Function: The University Technology Advisory Committee (UTAC) is a part of the University IT governance structure and serves as an advisory body to the Associate Vice President for Information Technology/CIO. The committee assists with such tasks as IT strategic planning, reviewing information technology (IT) policies, communicating IT policies, procedures and activities, and evaluating the relative priority of various IT-related projects throughout the university. The UTAC has a strategic, university-wide computing emphasis. The committee meets monthly during the fall and spring semesters. Summer meetings and more frequent meetings may be scheduled if there are items that require action by the committee.

The UTAC charge includes the following responsibilities: 1) advise the Associate Vice President for Information Technology/CIO on issues of computing, enterprise and academic software, telecommunications, and other information technology; 2) update IT Strategic Plan; develop annual IT tactical plans based upon the IT Strategic Plan; 3) recommend policies, procedures and standards concerning information technology systems, security, software, hardware, and related matters; 4) recommend priorities for annual budgets and for allocation of funds; 5) make recommendations regarding technology equipment and initiatives; 6) review and advise on major projects and services utilizing technology; recommend priorities for projects and services; 7) facilitate university-wide communication regarding the use of technology; 8) serve as a forum for the exchange of ideas among constituents.

COUNCILS AND COMMITTEES REPORTING TO THE ASSOCIATE VICE PRESIDENT
FOR RESEARCH AND GRADUATE STUDIES

GRADUATE COUNCIL

Chaired by: Associate Vice President for Research and Graduate Studies

Membership: The council is composed of the Dean and Associate Dean of the College of Graduate Studies and three representatives from each of the following undergraduate colleges: the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, the College of Arts and Sciences, the College of Business Administration, the College of Education and Human Performance, and the Frank H. Dotterweich College of Engineering (one representative appointed by the dean of each college and two representatives elected by the graduate faculty of each college).

Function: The council is responsible for developing and recommending policies and procedures concerning graduate studies such as: criteria for admission and retention, courses for graduate credit, proposals relating to new and existing programs, membership in the graduate faculty, evaluation of the quality of graduate education, and verification that students have met requirements for graduate degrees.

GRADUATE COUNCIL 2016-2017 Membership	
Dr. G. Allen Rasmussen, Chair	Dr. Marybeth Green
Dr. Karen S. Bradley	Dr. Barbara Oates
Dr. Leonard Brennan	Dr. David Ramirez
Dr. Mauro Castro	Dr. Greta Schuster
Dr. Rajab Chaloo	Dr. Alan Seitel
Dr. Lee Clapp	Dr. Sarjinder Singh
Dr. Ruth Chatelain-Jardon	Dr. Linda Chaloo, <i>ex officio</i>
Dr. LaVonne Fedynich	

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

Chaired by: Appointed by the Associate Vice President for Research and Graduate Studies from committee membership

Membership: The committee is composed of at least five faculty members representing academic departments utilizing warm-blooded animals for research and/or

teaching, at least one nonscientific teaching faculty, a veterinarian, and at least one person from the community.

Function: The committee recommends policies and procedures concerning the use, care, housing, and disposal of warm-blooded experimental animals held or used for research, teaching, or other activities; reviews and approves animal use protocols submitted by faculty members; periodically inspects the animal facilities; and files appropriate reports.

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE 2016-2017 Membership	

INSTITUTIONAL BIOSAFETY BOARD

Chaired by: Appointed by the Associate Vice President for Research and Graduate Studies

Membership: The board is composed of a minimum of five members with expertise in research involving biosafety or recombinant DNA, a plant expert, a community individual and others as appointed by the Associate Vice President for Research and Graduate Studies.

Function: The board reviews all research that may contain hazardous material, equipment, protocols, chemicals or any element posing a health threat to faculty, students and staff. In addition, the board must review all research involving recombinant DNA. The board is responsible for all university activities, research, equipment, animal or process which might have safety considerations.

INSTITUTIONAL BIOSAFETY BOARD 2016-2017 Membership	

INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS

Chaired by: Appointed by the Associate Vice President for Research and Graduate Studies

Membership: The board is composed of nine faculty members from departments that do research using human subjects, at least one person from the community, and one student. The Associate Vice President for Research and Graduate Studies, the Associate Dean of Graduate Studies, and the Executive Director of Research and Sponsored Programs serve as *ex-officio* members of the Board.

Function: The board develops standards, reviews proposed projects to insure compliance with university policy related to provisions for health, welfare, privacy, dignity and human concerns in research (physical, mental, and social) involving human subjects and files appropriate reports.

INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS – IRB #1 2016-2017 Membership	

INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS – IRB #2 2016-2017 Membership	

RESEARCH COUNCIL

Chaired by: Appointed from the council membership by the Associate Vice President for Research and Graduate Studies

Membership: The council is composed of individuals recommended by the deans of the academic colleges who have a history of successful extramural funding within the past two years. Membership includes, as appropriate, two representatives from the College of Arts and Sciences (one each from the arts/humanities and the sciences), the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, the College of Business Administration, the College of Education and Human Performance, and the Frank H. Dotterweich College of Engineering; one member from the College of Business Administration; and one member recommended by the President of the Faculty Senate. The Executive Director of Research and Sponsored Programs sits as an *ex-officio*, a non-voting member of this council.

Function: This council recommends policies that encourage research at the institution and facilitates an environment that effectively supports the efforts of the research community. The council screens research proposals and makes recommendations for the allocation of funds for university-wide competitive seed grants.

RESEARCH COUNCIL 2016-2017 Membership	

TAMU-K COUNCIL FOR UNDERGRADUATE RESEARCH (TCUR)

Chaired by: Appointed by the Associate Vice President for Research and Graduate Studies

Membership: One representatives appointed by the Dean of each of the five undergraduate colleges: the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, Arts and Sciences, Business Administration, Education and Human Performance, and the Frank H. Dotterweich College of Engineering; five representatives from

the undergraduate colleges appointed by the Associate Vice President for Research & Graduate Studies from faculty members who are actively engaged in supporting undergraduate research. Two undergraduate student members will be appointed (one appointed by the Honors College Dean and one undergraduate student representative selected by Student Government Association).

Function:

The TAMU-K Council for Undergraduate Research (TCUR) shall be the body responsible for facilitating the development of undergraduate research, and for recommending policy standards, criteria, regulations, and procedures for undergraduate research in accordance with policies of TCUR. TCUR will work with the administration through the Office of the Associate Vice President for Research & Graduate Studies to effect appropriate actions to promote undergraduate research at the University.

TAMU-K COUNCIL FOR UNDERGRADUATE RESEARCH (TCUR) 2016-2017 Membership	

COUNCILS AND COMMITTEES REPORTING TO THE ASSOCIATE VICE PRESIDENT
FOR STUDENT SUCCESS

FRESHMAN CONVOCATION COMMITTEE

Chaired by: Associate Vice President for Student Success

Membership: The committee is composed of one member from each of the academic colleges, appointed by the dean of each college, one representative appointed by the Associate Vice President for Student Success, two members from the Division of Student Affairs appointed by the Senior Vice President for Fiscal and Student Affairs, three students (two students from the student body appointed by the Dean of Students and one student appointed by the Student Government Association), President of the Student Government Association, and, *ex-officio* members, the Band Director, the Marketing and Communications Representative, and the Director of Academic Advising.

Function: The mission of Freshman Convocation is to welcome students and to foster a sense of community, culture, pride and tradition in Texas A&M University-Kingsville. Held each fall semester, this program promotes an understanding of the role of higher education in life-long learning, it formally introduces first-year students to faculty and staff and introduces important campus traditions to new students such as the *Javelina Ring* and *Alma Mater*.

FRESHMAN CONVOCATION COMMITTEE 2016-2017 Membership	

TRANSITIONAL EDUCATION COMMITTEE

Chaired by: Associate Vice President for Student Success

Membership: The committee is composed of the coordinator for Texas Success Initiative, the coordinator for Transitional Math, the coordinator for Transitional Integrated Reading and Writing, a representative from the College of Education and Human Performance, the Director of Academic Support Resources, and three additional transitional faculty members appointed by the Associate Vice President for Student Success.

Function: The purpose of the Transitional Education Committee is to: preserve and make possible educational opportunities for each postsecondary learner; To develop in each learner the skills and attitudes necessary for the attainment of academic, career, and life goals; To ensure proper placement by assessing each learner’s level of preparedness for college coursework; To maintain academic standards by enabling learners to acquire competencies needed for success in mainstream college courses; To enhance the retention of students; To promote the continued development and application of cognitive and affective learning theory; To promote Learner-Centered Activities; To develop ESL Transitional course options for non-English speakers; To revise the Transitional Education Plan.

TRANSITIONAL EDUCATION COMMITTEE 2016-2017 Membership	

UNIVERSITY COMMON READ COMMITTEE

Chaired by: Associate Vice President for Student Success

Membership: The committee is composed of faculty from each college, appointed by the Dean of each college, Javelina Read Program Coordinator, the Associate Director of Admissions, a community member from Kleberg Library, student representation, staff representation, and professional academic advisors appointed by the Associate Vice President for Student Success.

Function: **Javelina Read** is a program for incoming freshmen, but is also promoted throughout the campus, curriculum, and community. Each year a new book is selected by the Javelina Common Read Committee, which is comprised of faculty, staff, students, and community members. Once selected, the book is widely distributed throughout the campus and community for community building. Additionally, the goals of the common read program are: to serve as a community builder between faculty, staff, administrators, community of Kingsville, and students; promote culture of reading which will help students with success in their classes and will have long-term benefits for the student; engage students in their classes and help them to identify with other students; promote diversity, depending on book and author selection; to help with transition for first year students; and to connect liberal arts education with student's major.

UNIVERSITY COMMON READ COMMITTEE 2016-2017 Membership	

FIRST YEAR EXPERIENCE COMMITTEE

Chaired by: Associate Vice President for Student Success

Membership: The committee is composed of faculty from each college, appointed by the Dean of each college, Director of the Academic, Director of Advising, Coordinator of the First year Seminar, Freshman Interest Group Coordinator, Coordinator of Academic Career Literacy, AVID (Advancement Via Individual Determination) Coordinator, Director of Student Activities, Student representation, Residence Life, and Enrollment Management representation.

Function: **The First Year Experience** is a program for incoming freshmen to ensure a successful transition from high school to college. The various components of the First Year Experience encompass: Professional Academic Advising, First Year Seminar Course, Pathways Academic

Assistance Center, Graduation Pathways Success Center, Javelina Read Program, Javelina Camp, Academic Career Literacy, Supplemental Instruction, Freshman Interest Groups and Living Learning Communities. The goals of the First Year Experience are: support freshmen to have a seamless transition to TAMUK and ensure their success. The First Year Experience will provide information to students about all of the resources that are available at TAMUK as well as provide strategies for freshmen to develop critical thinking skills.

FIRST YEAR EXPERIENCE COMMITTEE 2016-2017 Membership	

CENTER FOR STUDENT SUCCESS ADVISORY BOARD

Chaired by: Associate Vice President for Student Success

Membership: The advisory board is composed of representation from each college, appointed by the Dean of each college, Representation from Student Affairs, Fiscal Affairs, Enrollment Management, Students, as well as ex officio representation from the Center for Student Success to include the Associate Vice President for Student Success, Director of Academic Support Resources, Coordinator of Advising, Advisors, Coordinator of the First Year Seminar, and Freshman Interest Group Coordinator.

Function: The Center for Student Success Advisory Board is a body that provides strategic advice regarding Center for Student Success Initiatives to improve freshman retention, improve all undergraduate students’ time to degree, improve overall graduation rate, and overall student success

COUNCILS AND COMMITTEES REPORTING TO THE DEAN OF THE COLLEGE OF
ARTS AND SCIENCES

BAAS ADVISORY COMMITTEE

Chaired by: Appointed from the committee membership by the Dean of Arts and Sciences

Membership: The committee is composed of the undergraduate degree advisor for the BAAS program and one faculty representative from each of the following undergraduate colleges: Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education and Human Performance, and Frank H. Dotterweich College of Engineering, recommended by the Faculty Senate. The appointees will serve staggered terms of three years.

Function: The committee reviews and approves requests for establishing new emphasis areas and requests for professional development course combinations not previously approved. The committee also reviews and approves requests for work experience credit. Substantive changes to the BAAS Program must be approved by the BAAS Advisory Committee. Depending on the nature of the changes, they may also have to be approved by the University Undergraduate Curriculum Committee.

BAAS ADVISORY COMMITTEE 2016-2017 Membership	
Dr. Lucy Camacho (1), Chair	Dr. Brian Menaker (3)
Dr. Alicia Cavazos-Garza (3)	Ms. Anna Trevino, Advisor
Dr. Manuel Flores (3)	

COUNCILS AND COMMITTEES REPORTING TO THE DEAN OF THE COLLEGE OF
EDUCATION AND HUMAN PERFORMANCE

TEACHER EDUCATION COUNCIL

Chaired by: Dean, College of Education and Human Performance

Membership: The council is appointed by the Dean, College of Education and Human Performance; thirteen representatives from areas of teaching fields and specializations, including one from the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, six from the College of Arts and Sciences, one from the College of Business Administration, and five from the College of Education and Human Performance; the Certification Officer; and two students (one graduate and one undergraduate).

Function: The council is vested with the responsibility of providing a forum for “interaction and consultation among faculty in those areas involved with teacher preparation;” and soliciting recommendations on improving the quality of teacher preparation at the university.

TEACHER EDUCATION COUNCIL 2016-2017 Membership	

COUNCILS AND COMMITTEES REPORTING TO THE DEAN OF THE HONORS COLLEGE

HONORS COLLEGE COUNCIL

Chaired by: Dean of the Honors College

Membership: The Honors College Council will consist of the Dean of the Honors College, one member of each of the other colleges of the University, two members of the faculty appointed by the Dean, one representative of freshman and sophomore Honors students, one representative of junior and senior Honors students, and President of the Honors College Student Council. The faculty representing the colleges of the University will be faculty having experience teaching in the college. They will be selected either by appointment or by election, as determined by the dean of that college, and will serve for a period of three years. Student representatives will be selected by the Dean of the Honors College and will serve for one year.

Function: Serve in an advisory role to the Dean on the administration of the College and have primary responsibility for decisions relating to curricula, methods of instruction and other aspects of student life that relate to the educational process.

HONORS COLLEGE COUNCIL	
2016-2017 Membership	

COUNCILS AND COMMITTEES REPORTING TO THE DEAN OF STUDENTS

Ex-officio and *ad-hoc* members are not required to attend and do not vote. *Ad-hoc* members attend for specific cases or incidents. *Ex-officio* members may attend at any time from interest.

ASIAN HERITAGE AWARENESS COMMITTEE

- Chaired by:** Appointed from the committee membership by the Dean of Students
- Membership:** The committee is composed of a minimum of two faculty members from any college, at least two staff members, two community members, four students, and the Assistant Dean of Students as *ex officio*.
- Function:** Plan Asian awareness celebrations with emphasis on the contributions and rich culture of Asian Americans and representative countries.

ASIAN HERITAGE AWARENESS COMMITTEE 2016-2017 Membership	

BLACK HERITAGE/AWARENESS CELEBRATION COMMITTEE

- Chaired by:** Appointed from the committee membership by the Dean of Students
- Membership:** The committee is composed of a minimum of two faculty members from any college, at least two staff members, two community members, four students, and the Assistant Dean of Students as *ex officio*.
- Function:** Plan Black awareness celebrations with emphasis on the contributions and rich culture of African Americans.

BLACK HERITAGE/AWARENESS CELEBRATION COMMITTEE 2016-2017 Membership	

HISPANIC HERITAGE COMMITTEE

Chaired by: Appointed from committee membership by the Dean of Students

Membership: The committee is composed of a minimum of two faculty members from any college, at least two staff members, two community members, four students, and the Assistant Dean of Students as an *ex officio*.

Function: Plan Hispanic awareness celebrations emphasizing the contributions and rich culture of Hispanics.

HISPANIC HERITAGE COMMITTEE 2016-2017 Membership	

UNIVERSITY DISCIPLINARY COMMITTEE

Chaired by: Appointed from the committee membership by the Dean of Students

Membership: The UDC’s composition includes three staff members: two representatives from the Division of Student Affairs and one at-large from the University, two faculty (from any college), and two students. The Dean of Students serves as an *ex-officio* member. Final decisions of this body are communicated through the chair.

Function: The UDC adjudicates non-academic misconduct cases that are serious in nature. The Dean of Students determines the seriousness of the violation and will refer cases to this committee. It is the responsibility of the committee to make a reasonable determination of the validity of charges

against the student and to express its judgment regarding the appropriateness of the proposed sanctions. The student may choose an advisor to accompany, but not represent, him or her. The Assistant Dean of Students may be willing to serve as an advisor to the student(s) (defendants). The decision of this body may be appealed to the Vice President for Student Affairs.

UNIVERSITY DISCIPLINARY COMMITTEE 2016-2017 Membership	

WOMEN’S ENRICHMENT AND ADVISORY COMMITTEE

- Chaired by: Appointed from the committee membership by the Dean of Students
- Membership: The committee is composed of a minimum of two faculty members from any college, at least two staff members, two community members, four students, and the Assistant Dean of Students as an *ex officio*.
- Function: The committee advises the Dean of Students on the fall and spring calendar of activities, on Women’s History Month, enrichment programs, the Women’s Leadership Reception, and other related events.

WOMEN’S ENRICHMENT AND ADVISORY COMMITTEE 2016-2017 Membership	

COUNCILS AND COMMITTEES REPORTING TO THE DIRECTOR OF COMPLIANCE

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE COMMITTEE

Chaired by: Director of Compliance and a co-chair who is appointed by the Director of Compliance

Membership: Faculty, staff, and students from the Divisions of Academic and Student Affairs and the Departments of Student Health and Wellness, Risk Management, Planning and Construction, and Physical Plant, assigned by the chair and co-chair.

Function: The committee will review the university facilities and furnishings for equal access to identify deficiencies to determine adjustments, funding, and maintenance planning.

AMERICANS WITH DISABILITIES ACT COMPLIANCE COMMITTEE 2016-2017 Membership	

TITLE IX COMPLIANCE COMMITTEE

Chaired by: Director of Compliance

Membership: Membership consists of representatives from Student Life and Conduct, University Police, Housing, Student Health and Wellness, Human Resources, STEM academic areas, Athletics, faculty, International Student Services, Academic Affairs, and Graduate Studies.

Function: Reviews university implementation of Title IX directions and expectations from federal regulatory agencies. The committee then assists with making adjustments as necessary. Some members of the committee will serve as Deputy Coordinators in their areas, and will be the primary contact for Title IX issues that arise under those functions. Some, if not all, members of the committee will serve as trained investigators to conduct investigations where there are internal complaints or allegations of Title IX violations.

TITLE IX COMPLIANCE COMMITTEE 2016-2017 Membership	

UNIVERSITY COMPLIANCE COMMITTEE

Chaired by: Director of Compliance

Membership: Membership consists of the following: the Associate Vice President for Support Services, the Associate Vice President for Academic Affairs, the Associate Vice President for Information Technology, the Director of Budgets, the Director of Risk Management, the Executive Director of Human Resources, the Director of Planning and Assessment, the Assistant Athletic Director for Compliance, the Comptroller, the Chief of Police, the Director of Financial Aid, the Registrar, the Director of the Wellness Center, the Dean of Students, and the Director of Research and Sponsored Programs

Function: The committee is responsible for the development and implementation of the university compliance plan, as required by System Policy. The committee oversees and addresses university compliance issues, with regard to system, state and federal regulations.

UNIVERSITY COMPLIANCE COMMITTEE 2016-2017 Membership	

COUNCILS AND COMMITTEES REPORTING TO THE FACULTY SENATE

ADMINISTRATOR EVALUATION COMMITTEE

- Chaired by: Appointed by Faculty Senate President
- Membership: Membership consists of two representatives from each academic college and the Library appointed by Faculty Senate President.
- Function: To annually evaluate university administrators: department chairs, deans, directors of the library and iTech, assistant and associate VP's, VP's and President. In order to fulfill this charge the committee must be responsible for the validity and reliability of the survey instrument. The Committee must oversee its administration in order to ensure confidentiality. The Committee is charged with collecting the data and reporting the results to the evaluatee and to the Faculty Senate in a timely manner. Additional matters may be considered as deemed appropriate by the Committee.

ADMINISTRATOR EVALUATION COMMITTEE 2016-2017 Membership	

ANNUAL FACULTY LECTURE COMMITTEE

- Chaired by: Previous year's Annual faculty Lecturer.
- Membership: The four most recent winners and one member from each college appointed by President of Faculty Senate.
- Function: The charge to the Committee is normally twofold: (1) to plan a Spring reception and presentation of the Annual Faculty Lecture to be given by the faculty member selected in the previous spring; and (2) to solicit nominees and select an individual to deliver the Annual Faculty Lecture the following spring. In addition, an alternate is to be selected. An additional charge to this committee is to determine the feasibility of funding a stipend for the faculty lecture.

ANNUAL FACULTY LECTURE COMMITTEE 2016-2017 Membership	

FACULTY BENEFITS COMMITTEE

Chaired by: Appointed by Faculty Senate President

Membership: Membership consists of one representative from each academic college and the Library, five retired faculty, and one representative of Human Resources appointed by Faculty Senate President.

Function: To serve as a channel of communication between retired faculty and the University. The Committee also communicates changes in benefits to all faculty, both retired and active. To fulfill this charge may involve communicating with the Director of Human Resources or the institutional representative to SEBAC (System Employees’ Benefits Advisory Committee). This committee is also to make any recommendation to the Faculty Senate regarding benefits policies for both retired and active faculty.

FACULTY BENEFITS COMMITTEE 2016-2017 Membership	

COMMITTEE ON COMMITTEES

Chaired by:

Membership: Membership consists of one representative from each academic college and the Library.

Function: To select individuals for the various committees reporting to the Faculty Senate and other committees requiring individuals chosen by the Faculty Senate.

COMMITTEE ON COMMITTEES 2016-2017 Membership	
Dr. Maria Ayala-Schueneman	Dr. Dongnyoung Kim
Dr. April Conkey	Dr. Ryan Paul
Dr. Kristopher Garza	Dr. Muhittin Yilmaz

ELECTION COMMITTEE

Chaired by:

Membership:

Function: The charge to this Committee is to conduct and oversee all university elections for the Faculty Senate.

ELECTION COMMITTEE 2016-2017 Membership	
Dr. Bart Ballard	Dr. Jack Shorter
Dr. Don Jones	Dr. Pamela Wright
Dr. Lifford McLauchlan	

EXECUTIVE COMMITTEE & ETHICS COMMITTEE

Chaired by: President of Faculty Senate

Membership: President, President-Elect, Secretary, Parliamentarian, and representatives of the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences, College of Business Administration, College of Education and Human Performance, and the Frank H. Dotterweich College of Engineering, all chosen from members of the Faculty Senate by secret ballot.

Function: To provide executive leadership for Faculty Senate as the Executive Committee. This committee also serves as the Ethics Committee to consider any ethical dilemmas or questions brought before it and in this capacity reports to the University President.

EXECUTIVE & ETHICS COMMITTEE 2015-2016 Membership	
Dr. Rajab Chaloo, President	Dr. Elizabeth Janzen, A/S Rep.
Dr. Richard Miller, President-Elect	Dr. Barbara Oates, BA Rep.
Dr. Maria Ayala-Schueneman, Secretary	Dr. Melody Knight, ED Rep.

EXECUTIVE & ETHICS COMMITTEE 2015-2016 Membership Cont.	
Dr. Polly Allred, Parliamentarian	Dr. Joseph Sai, EN Rep.
Dr. Ambrose Anoruo, AG Rep.	

PIPER AWARD COMMITTEE

- Chaired by: Most recent award recipient. If none, chair is elected by committee.
- Membership: Previous recipients of the Piper Award and one faculty member from each college appointed by the President of the Faculty Senate.
- Function: To nominate a candidate to receive the Piper Foundation award for “dedication to the teaching profession and for their outstanding academic, scientific, and scholarly achievement.”

PIPER AWARD COMMITTEE 2016-2017 Membership	

RESOLUTIONS & BY-LAWS COMMITTEE & FACULY HANDBOOK COMMITTEE

- Chaired by: Chosen from members.
- Membership: Membership consists of one representative from each academic college and the Library.
- Function: To approve/develop resolutions and By-Laws for Faculty Senate; also serves as the Faculty Handbook Committee. The Committee’s charge in this capacity includes implementing changes, additions, and deletions in appropriate sections of the Faculty Handbook. The Committee is also responsible for the editing of grammar, punctuation, etc., in the Handbook. The Committee also oversees the printing of new editions of the Handbook and the printing of pages to be inserted into existing copies of the Handbook when appropriate. The Committee is also responsible for ensuring that versions of the Handbook posted at the University websites are correct and up to date. Any new editions of the Handbook and inserts should be ready by the beginning of the Fall semester, if possible. However, all changes, other than those mandated by System policy and state law, must be approved by the full Senate in a regularly scheduled

meeting. Therefore, (1) such changes should be approved in the May meeting whenever possible, or (2) changes could be printed over the summer with a cover page indicating that the Senate has not approved the changes and with the understanding that the Senate may not approve of the changes in which case the relevant sections of the Handbook would have to be reissued. The Handbook Committee does not set policy, nor is it responsible for approving additions or changes. Instead, the Committee works closely with the Executive Committee of the Faculty Senate and the Office of Academic Affairs which are responsible for providing the Handbook Committee with approved policies and procedures.

RESOLUTIONS AND BY-LAWS COMMITTEE 2016-2017 Membership	
Dr. Kathleen Rees, AG. Rep.	Dr. Patricia Huskin, ED Rep.
Dr. Alberto Rodriguez, A/S Rep.	Dr. Nuri Yilmazer, EN Rep.
Dr. Dongnyoung Kim, BA Rep.	Dr. Maria Ayala-Schueneman, Library Rep.

FACULTY EVALUATION COMMITTEE

- Chaired by: Appointment by the Faculty Senate President.
- Membership: At least two members from each academic college and the library.
- Function: To monitor the process of faculty evaluation in all its facets, including (but not limited to) the forms used for evaluation, the definition of relevant terms (such as “research” or “scholarly endeavor”), and student rating of instruction and its use in the evaluation process. This committee will recommend changes in the evaluation process to the full Senate, and will act as the Senate’s representative for reviewing requests for change from any stakeholder. All aspects of any official Student Rating of Instruction instrument, including its content, administration, and usage, is determined by this committee.

FACULTY EVALUATION COMMITTEE 2016-2017 Membership	

COUNCILS AND COMMITTEES REPORTING TO THE JAVELINA ALUMNI ASSOCIATION

ALUMNI FACULTY AWARDS COMMITTEE

Chaired by: Elected by Committee.

Membership: Five past winners of Alumni Faculty Awards chosen by President of Faculty Senate and one ex-officio member appointed by Director of Alumni Affairs.

Function: To recommend Javelina Alumni Association Faculty Distinguished Research Award and Distinguished Teaching Award nominees to University President.

ALUMNI FACULTY AWARDS COMMITTEE 2016-2017 Membership	