

**Minnesota State University Moorhead  
Campus Committee List  
(revised 11-9-2018)**

**19A Peer Review Committee**

**Type:** College Specific

**Advisory to:** College Dean

**Description:** The College Peer Review Committee (PRC) provides recommendations to the Dean with regard to the award of IFO 19A professional development funds. The committee reviews proposals from faculty for research, professional development, or assistance with seeking terminal degrees, and make recommendations for funding. The Dean may also make recommendations that differ from the PRC. Both recommendations are forwarded to the Provost and Sr. Vice President for Academic Affairs. 19A Committees shall also make recommendations regarding any available competitive reassigned time and other competitive awards to faculty for research or development.

**Membership:** Each academic department is entitled to one member on the college PRC. If a department has more than one program and more than twenty (20) FTE faculty, the department may select two members as long as they are from different programs within the department. All members must be MSU Faculty Association members. All members are selected for one academic year at a time. Annually, each committee elects a chair. Members may serve up to four consecutive one-year terms but must then step down for at least a year. The Dean is an ex officio and non-voting member of the PRC. Additional information on the role of these committees in the curricular review process is available from the Faculty Association and from Academic Affairs.

**Academic Appeals Committee**

**Type:** University

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** Reviews student appeals for exemptions from academic requirements and makes a decision in each case. Due to matters of confidentiality, committee meetings are closed.

**Membership:** Registrar (chair), 1 Registrar Office, 1 Financial Aid Office, 1 Care Team Member, 3 Faculty, 2 students.

**Advising Committee**

**Type:** University

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** Makes recommendations on improving advising procedures to the Provost and Sr. Vice President for Academic Affairs.

**Membership:** Director of Academic Support Center (chair), 1 Admissions Office, 1 Financial Aid Office, 1 Registrar Office, 3 Faculty, 2 MSUAASF, 3 Students.

**Bookstore Committee**

**Type:** Advisory

**Advisory to:** Vice President for Finance and Administration

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

**Membership:** University Bookstore Supervisor (ex officio, chair), 2 faculty, 1 MSUAASF, 1 Enrollment Management and Student Affairs, 2 students.

### **Calendar Committee**

**Type:** University

**Advisory to:** President

**Description:** Develop and recommend the University calendar to the President, including the calendar for summer session. Consults with students, staff, Provost's Council, and the Faculty Senate in the calendar's development.

**Membership:** 1 Registrar Office (chair, with faculty co-chair elected biennially by the committee), 1 Financial Aid Office, 1 First Year Program representative, 1 Dean, 1 faculty representative from each college and 1 faculty from another administrative unit, 1 AFSCME, 2 MSUAASF, 1 student.

### **CAMC Recruiting Committee**

**Type:** College

**Advisory to:** Dean of CAMC

**Description** of the Committee Charge: Develop and implement a comprehensive recruiting plan for the College of Arts, Media and Communication

Responsibilities may include, but are not limited to, the following:

1. Meet at least once a month
2. Coordinate outreach activities among departments
3. Develop on-campus recruiting events
4. Collect data and administer appropriate assessments
5. Create and implement a communication plan
6. Develop appropriate marketing and promotional materials for recruiting

**Membership:**

1. CAMC Dean (*ex officio* and non-voting)
2. At least one representative from the Office of Admissions
3. Student Relations Coordinator for CAMC
4. At least one representative from each department in the CAMC

### **CAMC Publicity and Engagement Committee**

**Type:** College

**Advisory to:** Dean of CAMC

**Description** of the Committee Charge: Develop and implement a comprehensive marketing plan for the College of Arts, Media and Communication

Responsibilities may include, but are not limited to, the following:

1. Meet at least once a month
2. Coordinate all performances/events among departments
3. Coordinate all marketing/outreach activities among departments
4. Collect data and administer appropriate assessments
5. Develop and implement appropriate community engagement activities
6. Develop and implement appropriate audience development activities

**Membership:**

1. CAMC Dean (*ex officio* and non-voting)
2. At least one representative from the MSUM Alumni Foundation
3. Managing Director of the Center for the Arts
4. Assistant to the Dean of CAMC
5. Student Relations Coordinator for CAMC
6. At least one representative from University Marketing & Communications
7. At least one representative from each department in the CAMC

### **Center for Geospatial Studies Steering**

**Committee Type:** Steering

**Reports to:** Provost and Sr. Vice President for Academic Affairs

**Description:** The Center for Geospatial Studies Steering Committee will be responsible for the strategic direction of the Center, oversight of the budget, and advice and support on curricular and other departmentally based activities related to the Center.

**Membership:** Membership includes 2 Deans (CSHE and CHSS), 2 faculty from Anthropology and Earth Science, 1 faculty from Bioscience, 5 additional faculty members with an interest and expertise in geospatial studies and 2 students.

### **Center for Entrepreneurial Studies Steering Committee**

**Type:** Steering

**Reports to:** Provost and Sr. Vice President for Academic Affairs

**Description:** The Steering Committee will be responsible for the strategic direction of the Center, including making recommendations about the budget and curriculum requirements and organizing programming related to the Center's mission.

**Membership:** 2 Deans (CAMC and CBI), 1 School of Communications and Journalism faculty, 1 School of Business faculty, 1 Department of Social Work, Counseling, Student Affairs faculty, 3 faculty at large with interest and expertise in social innovation and entrepreneurship, and 2 students.

### **Club Sports Advisory**

**Committee Type:** Advisory

**Advisory to:** Vice President for Enrollment Management and Student Affairs

**Description:** Conducts assessments of all Club Sports policies and practices.

**Membership:** Director of Intramural and Club Sports (chair), 1 Club Sport Graduate Assistant, 1 Club Sport Staff Representative, 1 representative from each recognized club sport.

### **Comstock Union**

**Committee Type:** Advisory

**Advisory to:** Vice President for Enrollment Management & Student Affairs

**Description:** Makes recommendations regarding operations of the Comstock Memorial Union.

**Membership:** Director of Student Union and Activities (chair, ex officio), 1 student from student programming space, 1 student senator, 1 Student Union and Activities student employee, 2 students at large.

### **Dragon Leadership Program Advisory**

**Board Type:** Advisory

**Reports to:** Provost and Sr. Vice President for Academic Affairs

**Description:** Makes recommendations to the Provost and Senior Vice President for Academic Affairs regarding the Dragon Leadership Program, including its outcomes, curriculum, and administrative procedure. Members serve as leadership advisors to students in the program and review annual portfolio submissions.

**Membership:** Rotating chair, Assistant Director of Leadership and Organizations, Vice President for Enrollment Management and Student Affairs, 1 Career Development Center, Dragon Leadership Program Advisor, 1 Housing and Residential Life, 1 Dean, Athletic Director or appointee, Assistant Director of Activities and Greek Life, 4 Faculty, 1 MSUAASF, 1 student.

### **Facility, Grounds, and Safety**

**Committee Type:** University

**Reports to:** President

**Description:** Makes recommendations to the administration regarding the policies, use, modification, and planning of MSU Moorhead's facilities and grounds (including parking areas) with particular regard for mitigating risk. Ensures regulatory compliance with OSHA, ADA, and other applicable laws and codes, and recommends measures required to rectify deficiencies. Reviews incident, near miss, and property damage reports and alleged hazardous working conditions. Recommends appropriate plans,

programs, procedures and training to promote safety and security of individuals and university property, environmental health, occupational safety and emergency management. Convenes a subcommittee to review and approve or deny appeals regarding parking violations issued by the University.

**Membership:** Vice President for Finance & Administration (chair), Vice President for Enrollment Management & Student Affairs, Physical Plant Manager, AVP Academic Affairs, Athletic Director, CIO, CHRO, Public Safety Director, Safety Administrator, Disability Resources Coordinator, Grounds Supervisor, 1 EMS super user, 1 Housing, 3 faculty, 1 MSUAASF, 1 MAPE, 2 AFSCME (1 clerical or technical unit and 1 craft, maintenance, & labor or service unit), 3 students. Of this membership, *the Parking Appeals Subcommittee* shall consist of: 1 faculty, 1 MSUAASF, 1 MAPE, 1 AFSCME, 1 student.

### **Faculty Development**

**Committee Type:** University

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** Makes recommendations concerning continuing professional growth in the faculty. Makes recommendations on the planning and implementation of the University Professional Development Day. **Membership:** Faculty Development Coordinator, 1 dean, 1 faculty representative from each college, 1 library faculty, 1 MSUAASF, 1 representative from Instructional Technology.

### **Financial Aid & Academic Suspension Appeals**

**Committee Type:** Student Affairs

**Advisory to:** President

**Description:** Reviews student appeals regarding eligibility to receive financial aid, and makes decisions regarding early reinstatement from academic suspension, making recommendations for further action when deemed appropriate. Due to matters of confidentiality, committee meetings are closed.

**Membership:** Coordinator of Academic Intervention (chair), 1 Business Services, 1 Registrar Office, 1 Financial Aid Office, 3 faculty, 2 MSUAASF, 2 students.

### **First Year Experience Programmatic**

**Committee Type:** Programmatic

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** Provides input on course description, class objectives and content outline, based on annual assessment data to the University Studies Department. Makes recommendations on staffing and scheduling.

**Membership:** 1 University Studies Faculty (co-chair), First Year Program Director (co-chair), 1 Academic Affairs, 1 Registrar Office, 1 Academic Support Center, 5 faculty, 1 MSUUASF, 2 students.

### **Gender Equity in Athletics**

**Committee Type:** Compliance

**Advisory to:** President

**Description:** The Gender Equity in Athletics Committee will be charged with the development of the MSUM Title IX Athletics policy and the development of the MSUM Gender Equity Plan for Athletics, which would include 1) the issue(s) of concern and/or the current status, 2) the goal for improvement in specific areas, 3) the timeline for accomplishment, and 4) the individual(s) responsible for accomplishing the goal. The Committee will be charged to annually reassess and modify the Gender Equity Plan for Athletics in conjunction with evaluating data on all subjects of Title IX compliance. The Committee will also evaluate petitions for varsity status and evaluate revisions to the Title IX Athletics policy.

**Membership:** Title IX Coordinator (chair), Vice President for Finance and Administration or designee, Vice President for Enrollment Management & Student Affairs or designee, Associate Athletic Director, Athletics Senior Woman Administrator, Faculty Athletics Representative (IFO, ex-officio, voting member), Assistant Director of Recreation: Competitive Sports, Alumni Foundation employee, 2 varsity

coaches, Physical Plant Manager, 1 male sport & 1 female sport (IFO, ex-officio, voting member), 1 Faculty member (IFO), 2 Intercollegiate Advisory Committee student members, Intramural/club sport student participant, and 1 student at large.

### **Global Education**

**Committee Type:** Programmatic

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** The Global Education Committee works to foster an environment of global welcome and respect on our campus. To this end, the Committee encourages campus-wide and community support for global education initiatives, and collaborates with departments across campus to provide programming and communication related to global education efforts. Supporting students who wish to study abroad and supporting international students and scholars are special areas of focus. The Global Education Committee also reviews and oversees the Eurospring curriculum and supports students applying for Fulbright awards.

**Membership:** Associate Vice President for Academic Affairs, 1 dean, 6 faculty (1 from each college and 1 library faculty), Director of Study Abroad, Director of International Student Services, Director of TESL Program, and 2 students (one student who has studied abroad; one international student).

### **Graduate Council**

**Type:** University

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** Makes recommendations on the scope, direction and integrity of the University's Graduate Programs; recommends policies, procedures, courses and curriculum changes to the Faculty Senate; and makes recommendations regarding membership on the graduate faculty.

**Membership:** Director of Graduate Studies (chair), 1 Graduate Faculty per Master's Program, 2 Additional Graduate Faculty Appointees, 2 Graduate students appointed by Student Senate.

### **Hendrix Health and Gerdin Wellness**

**Committee Type:** Student Affairs

**Advisory to:** Vice President for Enrollment Management & Student Affairs

**Description:** Makes recommendations on matters regarding health and wellness services and operations.

**Membership:** Director of Hendrix Health & Wellness (chair), 1 Student Senator, 3 Student Wellness Educators, 3 Student Wellness Employees, 1 Student Athlete, 3 Students At Large, and 1 faculty.

### **Higher Learning Commission Coordinating**

**Committee Type:** University

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** Makes recommendations concerning the University's compliance with HLC criteria for accreditation and assists the Provost and Sr. Vice President for Academic Affairs in University planning to maintain HLC accredited status, including recommendations and assistance relevant to HLC-mandated institutional self-study.

**Membership:** 1 Dean or Academic Affairs Representative (co-chair with faculty co-chair elected biennially by the committee), 2 Additional Academic Affairs Representatives, 2 Student Affairs Representatives, 2 Enrollment Management Representatives, 1 faculty representative from each college, 3 Faculty Appointees (at large - not more than 2 per college), 3 Students

### **Honors Programmatic**

**Committee Type:** Programmatic

**Description:** Makes recommendations regarding Honors Program curriculum and admission requirements, appointing Honors Program director, mentoring Honors students, resource

requirements, and program evaluation.

**Reports to:** Provost and Sr. Vice President for Academic Affairs Chair: Elected annually by committee

**Membership:** Honors Program Director (chair), 1 Academic Affairs, 6 faculty (1 from each college and 1 library faculty), and 2 students.

### **Housing & Residential Life**

**Committee Type:** Advisory

**Advisory to:** Vice President for Enrollment Management & Student Affairs

**Description:** Makes recommendations regarding operations of Housing & Residential Life. Specific functions of the committee or a subcommittee include making recommendations about the services provided by the institution's contracted food service vendor. Works collaboratively with the Residence Hall Association (RHA) regarding residential dining services (Kise Commons) and the Comstock Union Committee (CUC) for all retail and catered services. A subcommittee, comprised of representatives from designated campus departments (Housing and Residential Life, Business Services, Scholarship and Financial Aid, Health and Wellness, and International Student Services, and an IFO representative) will also make recommendations regarding Housing and Residential contract release request appeals as well as First-Year Live-On Campus exemption request appeals.

**Membership:** Director of Housing and Residential Life (chair), Institutional Food Service Contract Liaison, General Manager of University Food Service, 1 Business Services, 1 Scholarship and Financial Aid, 1 Health and Wellness, 1 International Student Services, 1 IFO, 1 MSUAASF, 1 AFSCME, 4 students (1 Housing, 1 Student Senate, 2 at large). The contract release and exemption committee includes designees from Housing and Residential Life, Scholarship and Financial Aid, Business Services, Hendrix Clinic and Counseling Center, International Student Services and IFO.

### **Institutional Animal Care and Use**

**(IACUC) Type:** Compliance

**Reports to:** College of Science, Health & the Environment Dean

**Description:** Reviews the facilities programs regularly, reviews and investigates public and personnel complaints, make recommendations to the Dean covering any aspect of the program must: review, approve or disapprove any proposed activities involving animals; ensure that personnel caring for and using animals are qualified through training and instruction; have a formal agreement to provide adequate veterinary care; maintain records and make available to APHIS and other federal agencies as required; and must submit an annual report to APHIS (Animals = Vertebrates).

**Membership:** Members must fulfill requirements for USDA and APHIS for membership. Composition of committee membership and qualifications of members are set by federal laws governed by the USDA and APHIS.

### **Institutional Review**

**Board Type:** Compliance

**Advisory to:** Provost and Sr. Vice President of Academic Affairs

**Description:** The IRB is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated. The IRB has the authority to approved, require modifications in, or disapproved all research activities that fall within its jurisdiction as specified by both the federal regulations and local institutional policy. Research that has been reviewed and approved by an IRB may be subject to review and disapproval by officials of the institution. However, those officials may not approve research if it has been disapproved by the IRB.

**Membership:** Graduate Director (chair), 4 Faculty (at least 1 from the sciences and 1 from a non-science discipline), 2 Students (1 undergraduate, 1 graduate), 1 external to campus with experience in research involving risk to human subjects.

### **Intercollegiate Athletics**

**Committee Type:** University

**Advisory to:** President

**Description:** Makes recommendations and acts as a liaison between Intercollegiate Athletics and the larger university community. The issues the committee deals with may include the academic performance of student athletes (including student athlete aggregate GPAs, graduation rates, and retention rates), the academic relations between student athletes and faculty across campus, academic/athletic scheduling conflicts, students athlete conduct, NCAA and/or Title IX violations, have input into the review of the Athletic Director, and any other topic relating to Intercollegiate Athletics or the Athletic Department that the committee deems relevant.

**Membership:** Faculty Athletic Representative (chair -voting member), Athletic Director (non-voting), 5 faculty, 1 academic affairs administrator, 1 Financial Aid Office, Director of the Academic Success Center, 1 Registrar Office, 1 facilities representative, 2 students (should also serve on Gender Equity Committee), 3 community members.

### **Interdisciplinary Center for Diversity and Social Justice**

**(ICDSJ) Type:** Steering

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** The Steering Committee will be responsible for the strategic direction of the Center in support of Center goals: To create a vibrant interdisciplinary space on campus for faculty, students and staff who wish to connect in order to grow diversity and social justice ideas, programs, and communities; To educate and empower students who wish to make a difference in their post-college careers by providing them with the knowledge and tools they will need to realize social justice and to change the world. The Steering Committee will be responsible for communicating and connecting with Center affiliate faculty, oversight of the Center budget, and will advise and support curricular and other department-based activities related to the Center.

**Membership:** Chief Diversity Officer, 1 Deans (CHSS), Director of the Office of Diversity and Inclusion, Director of the Center, 2 History, Languages, Critical Race and Women's Studies faculty, 1 Sociology Faculty, 2 Faculty with expertise in diversity and social justice (at least one outside of CHSS), 1 F.A. Equity Committee Liaison, and 2 students.

### **Intramural Advisory Committee**

**Type:** Student Affairs

**Advisory to:** Vice President for Enrollment Management and Student Affairs

**Description:** Conducts assessments of all Intramural policies and procedures. In addition, the IAC acts as a disciplinary council and will review any appeals for suspensions or disciplinary infractions.

**Membership:** Director of Intramural and Club Sports (chair), 2 Intramural Staff, 2 Intramural Participants, 1 Special Events Participant.

### **Judith A. Strong Endowment**

**Committee Type:** College

**Advisory to:** College of Science, Health, and the Environment Dean

**Description:** This college-specific committee will be established annually and is responsible for both the determination of the speaker for the Strong Symposium and for recipients of the Strong Scholars Research Award.

**Membership:** CSHE Dean (ex officio, non-voting), 1 Biosciences faculty, 1 Chemistry and Biochemistry faculty, 1 Physics and Astronomy faculty, 1 Biosciences student, 1 Chemistry and Biochemistry student, 1 Physics and Astronomy student.

### **L.B. Hartz Committee**

**Type:** College

**Advisory to:** College of Business and Innovation Dean

**Description:** This college-specific committee will be established annually and consist of 1 faculty representative from each department in the College of Business and Innovation. It is responsible for determination of the awarding of the annual L.B. Hartz award.

**Membership:** 1 Computer Science and Information Management faculty, 1 Construction Management and Operations Management faculty, 1 School of Business faculty, 1 Accounting faculty, 3 School of Business students.

### **Liberal Arts and Sciences Curriculum Committee**

**Type:** University

**Advisory to:** Provost or VP for Academic Affairs

**Description:** Assure that courses proposed for LASC designation adequately meet LASC and MnTC goals and outcomes. Chair is responsible for setting agenda, scheduling meetings, chairing meetings, assuring that all members have access to proposals, etc.

**Membership:** Chair selected by Faculty Senate for 2-year term. One representative from each college, and one from the Unaffiliated faculty.

### **Maker Space Steering Committee**

**Type:** Steering

**Advisory to:** VP of Academic Affairs

**Description:** This committee is responsible for the establishment and ongoing sustainability of an MSUM Maker Space.

**Membership:** 5 IFO at-large, 2 staff from other bargaining units, 2 students, 1 administrator, 2 external community members

### **Online & Continuing Education Committee**

**Type:** University

**Advisory to:** VP for Academic Affairs

**Description:** Discusses and makes recommendations on issues related to 1) online learning and programming and 2) customized instruction and continuing education. Provides a collaborative forum for reviewing issues related to providing quality online education and extended learning opportunities, ensuring a supportive structure for faculty and staff who serve this population of students, policies, and budget, including strategic planning for online and extended learning.

**Committee Membership:** 1 Administrator as Co-Chair with a faculty member (identified by the committee), the Director of Online Learning, 6 IFO members – one from each academic college and one faculty member not represented by an academic college unit, 3 MAPE members, 3 MSUSAAF members, 2 AFSCME members, 1 online student, and 1 campus student

### **Pre-Health Recommendation Committee**

**Type:** College

**Advisory to:** Dean, College of Science, Health, and the Environment

**Description:** Provides an interview and evaluation process for students who plan to apply to medical school. The committee evaluates student's academic credentials and overall potential for medical school, and provides letters of recommendation based on this evaluation. May provide an evaluation and committee letter for students applying to health-related programs such as optometry, dental, physician assistant, chiropractor and physical therapy.

**Membership:** CSHE dean (ex officio, non-voting), 1 faculty from Biosciences, Chemistry and Biochemistry, Psychology, Physics and Astronomy, School of Nursing and Healthcare Leadership, 2 CSHE faculty at large, CSHE Student Relations Coordinator.

### **Scholarship Awarding Committee**

**Type:** University

**Advisory to:** Vice President for Student Affairs & Enrollment Management, and Provost and Sr.



Vice President Academic Affairs

**Description:** Reviews all scholarship applications and makes recommendations about university-wide scholarship awards. Due to matters of confidentiality committee meetings are closed.

**Membership:** 1 Dean, 8 faculty, 1 MSUAASF, 1 Office of Diversity and Inclusion, 1 MAPE, 1 AFSCME, 3 students, Alumni Foundation Controller.

### **Sexual Violence Prevention Committee**

**Advisory to:** President or designee

**Description:** The committee will focus on efforts to create a campus culture in which sexual violence—including date and acquaintance rape, sexual harassment, stalking, and other forms of sexual assault—is not tolerated. The committee will facilitate communication, help to ensure coordinated action, seek external grants to support programming, develop benchmarks for assessing the effectiveness of campus efforts, and conduct periodic assessment.

**Membership:** Title IX Coordinator (co-chair), Women's Center Coordinator (co-chair), Director of Housing and Residential Life, Director of Student Conduct and Resolution, Senior Women's Administrator of Athletics, Director of Public Safety, Director of Hendrix Clinic and Counseling Center, 1 Student Union and Activities, 1 designee from First-Year Programs, 1 Academic Affairs administrator, 1 Marketing and Publicity, 3 IFO members, 1 additional IFO position to come from either the Faculty Association Equity Committee or a member of the University Diversity and Affirmative Action committee, 1 MSUAASF member, 3 student members, and 1 community resource member, 1 member of the Faculty Association Equity Committee or a member of the Diversity and Affirmative Action committee; at least one student representative from Women and Gender Studies major; at least 25% of the committee membership represent diverse perspectives or under-represented groups (people of color, LGBT, international perspectives).

### **Strategic Enrollment Management Committee**

**Type:** University

**Advisory to:** President

**Description:** Develops a comprehensive strategic enrollment plan and annually reviews plan and evaluates progress towards goals.

The Strategic Enrollment Management Committee is charged to:

1. Develop a comprehensive strategic enrollment plan to recruit, retain and graduate students, and generate an annual report to evaluate progress towards strategic enrollment management plan goals and share with university constituencies;
2. Review enrollment patterns, historical trend data and enrollment projections to assess internal and external factors that affect enrollment;
3. Identify and advocate for resources needed to implement the various strategies and stages of the comprehensive strategic enrollment management plan;
4. Respond to critical real time needs that impact recruitment, retention and graduation of students;
5. Provide a forum for dialogue with university constituencies related to proactive enrollment management, recruitment, retention and graduation strategies.

**Membership:** Provost and Senior Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Enrollment Management & Student Affairs (co-chair, with faculty co-chair elected biennially by the committee), Dean of Graduate Studies, Director of International Student Services, Director of Academic Support Center, Registrar, 1 Dean or Academic Affairs representative, 4 faculty, 2 students, Director of Athletics, Director of Financial Aid, Director of Admissions, Director of Housing and Residential Life, Chief Diversity Officer, Associate Vice President for Student Success, Comptroller, Vice President for University Advancement.

### **Student Activities Budget Committee**

**(SABC) Type:** Student Affairs

**Advisory to:** Student Senate

**Description:** Annually coordinates the process for the development of student organization budgets, reviews requests and monitors SABC reserves. Makes an overall budget request through the SAFRC process and makes student organization budget allocation recommendations to Student Senate.

**Membership:** Student Senate Treasurer (chair), Assistant Director of Leadership and Organizations (ex-officio, non-voting), Activities Business Manager (ex-officio, non-voting), and 9 students.

### **Student Activities Fee Review Committee**

**(SAFRC) Type:** Student Affairs

**Advisory to:** Student Senate

**Description:** Recommends to the President and Student Senate the combined student activity fee for the next academic year.

**Membership:** AVP Enrollment Management and Student Affairs (co-chair, non-voting), University Comptroller (co-chair, non-voting), 1 student from SABC, 1 student from Comstock Union Committee, 2 students from Hendrix Health and Gerdin Wellness Committee, 1 student from Athletic Advisory Board, 1 student from Sustainable Campus Committee (SCC), 1 student from Intramural Advisory Committee, 3 Student Senators and 1 Arts, Media & Communication student.

### **Student Conduct Committee**

**Type:** University

**Advisory to:** Vice President for Enrollment Management & Student Affairs

**Description:** Holds formal hearings for academic and non-academic student conduct matters, and makes recommendations regarding sanctions. For each hearing, a student conduct panel will be formed consisting of the committee chair and five to seven committee members representing each of the membership groups below.

**Membership:** Director of Conduct and Resolution (Chair, ex officio & non-voting), 6 students, 4 faculty, 4 MSUAASF.

### **Student Technology Fee Committee**

**Type:** Student Affairs

**Advisory to:** Student Senate

**Description:** Makes recommendations to the Student Senate regarding the technology fee assessment and budget allocations.

**Membership:** Chief Information Officer (chair) and 5 students.

### **Substance Abuse Prevention Committee**

**Type:** Student Affairs

**Advisory to:** President

**Description:** Develops, implements and evaluates social-norms, and environmental-management programs designed to reduce alcohol, tobacco, and other drug (ATOD) misuse among students. Monitors ATOD data at MSUM. Analyze its impact on academic success. Reviews and recommends ATOD policy.

**Membership:** Director of Hendrix Health and Wellness Center or designee (Chair), 1 Athletics, 1 Academic Affairs, Director of Student Conduct and Resolution, Director of Public Safety, Associate Director of Housing and Residential Life, 1 Student Union and Activities, Licensed Addiction Counselor, and 5 Students representing Student Senate, Greek Life, Residential Life, Athletics, and Wellness Educator.

### **Sustainable Campus Committee (SCC)**

**Type:** Student Affairs

**Advisory to:** Student Senate

**Description:** Annually review the Sustainability Fee amount and make recommendations to the Student Senate Activity Fee Review Committee (SAFRC). Review and recommend funding priorities that consistently promote stewardship and commitment to sustainability. Educate the campus community about environmental responsibility by providing resource materials and information to faculty, staff and students. Partner and collaborate in compatible ways with the greater community to help achieve the region's environmental goals.

**Membership:** Sustainability Coordinator (chair), Physical Plant Manager (ex-officio, non-voting), 1 faculty, 1 MSUAASF, 1 representative from Housing and Residential Life, and 5 students.

### **Sustainability Programmatic Steering Committee**

**Type:** Steering

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** The Steering Committee will be responsible for developing the strategic direction of the Sustainability major. This includes making recommendations about the curriculum and staffing requirements.

**Membership:** 1 dean, 1 faculty member from each of the following departments: Anthropology and Earth Science, Biosciences, Business, Construction Management & Operations Management and Physics and Astronomy, and 4 additional faculty. Chair elected annually by the committee.

### **Teacher Education Assessment Committee**

**Type:** Compliance

**Reports to:** College of Education and Human Services Dean, Teacher Preparation Committee

**Description:** Responsible for creating a culture of continual improvement of initial and advanced teacher preparation programs through ongoing collection and analysis of candidate performance data. The Director of Teacher Education has the role of assuring the necessary data is collected, analyzed, and distributed in accordance with re-accreditation guidelines, active grants, and other appropriate educational reporting agencies (e.g., Board of Teaching, Title II, etc.). Committee members will work with Director of Teacher Education to ensure ongoing data collection and dissemination as well as provide ongoing review and implementation of the teacher education assessment system for the purposes of re-accreditation and program approval.

**Membership:** 9 faculty including: 1 Director of Teacher Education/Accreditation Coordinator (ex officio), CAEP Co-coordinator, Director of International Student Services, 5 faculty with licensure expertise (1 from each college with education programs and 1 from Graduate Programs), Director of Field Experience, and edTPA Coordinator.

### **Teacher Preparation Committee**

**Type:** University

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** Makes recommendations to the Dean regarding courses, policies and practices related to teacher education. Advises on curriculum that addresses Minnesota Board of Teaching standards and mandates to ensure compliance and serves as a hearing for changes that may have implications for multiple programs.

**Membership:** 9 faculty with expertise or direct duties in teacher preparation, including at least 2 from the School of Teaching and Learning, and not more than 4 from the college of Education and Human Services, 1 dean. Chair to be elected biennially by the committee.

### **Tuition Refund Appeals Committee**

**Type:** University

**Advisory to:** Vice President for Finance and Administration

**Description:** Reviews and rules on student appeals regarding refunds of tuition. Due to matters of

confidentiality, committee meetings are closed.

**Membership:** Comptroller (Chairperson), 1 Registrar Office, 1 Financial Aid, Associate Vice President for Academic Affairs, 2 faculty and 2 students.

### **UDL/Digital Accessibility Committee (UDLDAC)**

**Type:** University Committee

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** Makes recommendations concerning strategic planning for Universal Design for Learning (UDL) and digital accessibility initiatives. Provides a collaborative forum for reviewing campus resources in regard to UDL and digital accessibility guidelines and policies.

**Membership:** Chief Information Officer(Chair), 1 administrator (non-voting), Chief Diversity Officer, Director of DRC, RASC Coordinator, Faculty Development Coordinator, 2 Instructional Technologists/Designers, 3 IFO, 1 AFSCME , 1 MSUAASF,1 MMA (Media/AV Representative), 1 MAPE, 3 students.

### **Undergraduate Admissions Appeals Committee**

**Type:** University

**Advisory to:** Vice President for Enrollment Management and Student Affairs

**Description:** Reviews and rules on appeals of individuals who did not meet admissions criteria. Due to matters of confidentiality, committee meetings are closed.

**Membership:** Director of Admissions (Co-Chair), 4 Faculty (including 1 Faculty Co-Chair), Assistant Director of Processing and Data Analytics, Director of Academic Support Center, Director of Diversity and Inclusion, 1 Registrar Office.

### **University Assessment Committee**

**Type:** University

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** Coordinates the University's academic and co-curricular assessment. The committee does not engage in personnel assessment. Reviews all departmental assessment of student learning outcomes plans and reports, and makes recommendations to the dean/director for approval and action. Conducts assessment of the Liberal Arts and Sciences Curriculum (LASC). The committee also reviews assessment procedures and makes recommendations regarding programmatic assessment.

**Membership:** Associate VP for Academic Affairs (co-chair), 1 Enrollment Management and Student Affairs representative, 1 Office of Institutional Research representative, 1 Financial Aid Office, 1 Registrar Office, 1 dean, 2 MSUAASF members, 5 faculty (1 acts as co-chair), and 2 students.

### **University Curriculum Committee**

**Type:** University

**Advisory to:** Provost or VP for Academic Affairs

**Description:** Ensure that all requisite information is available, including consultation with other units as needed. Review of courses including proposed syllabi, checking for quantity and quality in course content. Review for clarity in communication of student performance expectations and consistency with other relevant guidelines. Review of the academic integrity of the proposal. Review/confirm that any course duplication issues have been resolved. Review/confirm availability of faculty resources to offer course/program. Chair is responsible for setting agenda, scheduling meetings, assuring that all members have access to proposals, etc.

**Membership:** Chair selected by Faculty Senate for 2-year term. Two representatives from each college, including Unaffiliated faculty, confirmed by Faculty Senate, for 2-year term. Ex-officio, non-voting: Registrar and Provost or designee.

### **University Diversity Committee**

**Advisory To:** President

**Description:** Makes recommendations regarding the University Diversity Plan and provides an annual reports on progress towards meeting diversity objectives. Disburses funds to support diversity events and provides direction related to co-curricular programming for the Women's Center, Rainbow Dragon Center and the American Indian Research and Resource Center.

**Membership:** Chief Diversity Officer (chair), Director of Diversity and Inclusion, Director of Disability Services, Director of International Student Services, 1 Human Resources, 1 Dean, 3 IFO, Women and Gender Studies Director, 1 representative from Interdisciplinary Center for Diversity and Social Justice, Coordinator of Women's Center and Rainbow Dragon Center, Coordinator for Multicultural Affairs, Coordinator of American Indian Research and Resource Center, 2 MSUAASF, Title IX Coordinator, 1 AFSCME, 1 MAPE, and 2 Students

### **University Planning and Budget Committee**

**Type:** University

**Advisory to:** President

**Description:** Integrates strategic planning and budgeting to ensure the University's viability and achievement of its mission. Coordinates efforts with MnSCU System office planning, and recommends the annual institutional budget to the President.

**Membership:** Vice President for Finance and Administration (chair), Provost and Sr. Vice President for Academic Affairs, Vice President for Enrollment Management and Student Affairs, Vice President of University Advancement and Alumni Foundation, Chief Information Officer, Chief Human Resources Officer, Comptroller, 1 dean, Athletics Director, 1 MSUAASF, 1 MMA, 1 MAPE, 2 AFSCME, 5 faculty and 2 students.

### **University Technology Committee**

**Type:** University

**Advisory to:** Provost and Sr. Vice President for Academic Affairs

**Description:** Makes recommendations about technology implementation. Provides a collaborative forum for reviewing campus technology use, policies, and budget, including strategic planning for informational and instructional technology.

**Membership:** Chief Information Officer (chair), 5 faculty (1 with online teaching experience, 1 from Faculty Development Committee), Director of Disability Resources, 3 MSUAASF, 1 MAPE, 1 MMA, 1 AFSCME, and 2 students.

### **Veteran's Services**

**Type:** University

**Advisory to:** President or designee

**Description:** The committee will review and assess the University's current services, programs, policies and practices related to veterans and their families. Additionally, the committee will strive to insure that effective delivery of services and programs is a coordinated and comprehensive effort as identified in MSUM's Beyond the Yellow Ribbon (BYR) Campus Action Plan. The committee will identify best practices and offer recommendations and strategies for providing integrated services and programs to veteran students and their families that meet or exceed the criteria for a designated Beyond the Yellow Ribbon campus. The outcome of this committee will be to establish and sustain an internal Yellow Ribbon network uniting areas within the university community to proactively support and recognize service members and military families through creation of new programs and services and by enhancing and improving existing ones.

**Membership:** Chief Human Resources Officer, 1 Office of Financial Aid, 1 Registrar Office, 1 Veterans Resource Center, 1 Admissions Office, 1 Career Services, 1 Disability Resources, 1 Academic Support Center, 1 Business Services, 1 Counseling/Health Center, 1 Marketing, 3 Students, 1 Veterans Club Member, 2 faculty, 1 AFSCME, 1 MSUAASF, Local National Guard Representative, Veterans

Community Representative, City of Moorhead BYR Liaison.

### **William C. and Jane B. Marcil Center Steering Committee**

**Type:** Steering

**Reports to:** President and the Provost and Sr. Vice-President for Academic Affairs

**Description:** The Marcil Center Steering Committee will be responsible for the strategic direction of the Center, the oversight of the funding, and an annual review of the curricula to suggest ways to continuously improve the preparation of graduates for the evolving challenges of the workforce.

**Membership:** CEO of Forum Communications, Dean of the College of Arts, Media, and Communication, and the Dean of the College of Business and Innovation (3 co-chairs), Chairperson of the School of Communication and Journalism, 3 faculty from School of Communication and Journalism, 1 faculty from the School of Business, 1 faculty from Computer Science and Information Systems, and 2 students from School of Communication and Journalism.

### **Women's Center Committee:**

**Advisory to:** Chief Diversity

Officer

**Description:** The Women's Center Committee provides direction related to feminist co-curricular programming on campus and serves to provide recommendations about inclusive process related to campus-wide events focused on women's, gender, and/or feminist themes. The group serves as a resource for helping to shape and assess center policies and practices to enhance and support the mission, vision, and goals of the MSUM Women's Center.

**Membership:** Women's Center Director (Convener), Director of WGS, 1 faculty representative from the MSUM FA Equity Committee and/or 1 faculty representative from the Steering Committee for the Interdisciplinary Center for Diversity and Social Justice, 1 representative from the ODI, 3 students (at least WGS major).

### **Writing Intensive Committee:**

**Type:** University

**Advisory to:** Provost or VP for Academic Affairs

**Description:** Assure that courses proposed for WI designation adequately meet MSUM WI goals and outcomes. Chair is responsible for setting agenda, scheduling meetings, chairing meetings, assuring that all members have access to proposals, etc.

**Membership:** Chair is the University Writing Director. One representative from each college, including Unaffiliated faculty, confirmed by the Faculty Senate for a 2-year term.