

3.0 COMMITTEES

Committees are organized to facilitate the work of the University. These committees represent the faculty and advise the administration with respect to the development and implementation of academic and administrative policies and procedures as well as provide formal communication between the various constituencies of the university. Any faculty member may make recommendations, volunteer for committee appointments or nominate themselves or others for elected committee positions.

The committees are recommending bodies and report to various administrative offices or other committees as explained below in the committee descriptions. Further information on committee structure and function may be found in the Faculty Senate Constitution and Bylaws.

3.1 Committee Procedural Rules

All committees shall conduct business in conformity with the procedures stipulated in the most current edition of Robert's Rules of Order.

3.2 Responsibilities of Committee Chairperson

Each committee chair is responsible for preparing an agenda for each meeting, appointing a vice chair as needed, assigning specific duties to each member as required to achieve the goals and objectives of the committee, and ensuring that a record of committee proceedings in the form of official minutes are kept. The minutes should include a record of which members were present and absent. Complete, official minutes of each committee are to be kept in a binder by the chair of the committee with a copy sent to the individual(s) to which the committee reports.

3.3 Standing Faculty Committees of the University

3.3.1 Faculty Senate Executive Committee

Reports to: President of the University

Responsibilities:

1. The Executive Committee will serve as an advisory body to the President and the administration of Life University. The members of the Executive Committee will also constitute an advisory committee of the faculty, which the President and administration will consult.
2. The Executive Committee will review all proposals, recommendations, resolutions, motions, etc. presented from the Faculty Senate Committees. The members of the Executive Committee will either return them to the originating committee with comments for further review or approve and forward them to the President and Provost.
3. The Executive Committee will set the agenda for the general faculty meetings at the end of each quarter.

Membership:

The Executive Committee will consist of the following:

The Faculty Senate President, who will serve as chairperson,
 The Vice-President,
 The Secretary/Treasurer
 The Chair of the Faculty Affairs Committee, and
 Two (2) elected members from each college.

Meets: Once a month or as called by the chair

3.3.2 Faculty Affairs Committee

Reports to: The Executive Committee of the Faculty Senate

Responsibilities:

1. Review and recommend policies related to the faculty
2. Recommend changes to the Faculty Handbook
3. Make recommendations regarding Faculty Evaluations
4. Review and make recommendations concerning faculty grievances which have not been resolved satisfactorily at the Dean's level

Membership:

1. The Chair is elected by committee members and must have served at least one full year on the FAC prior to being elected. The Chair may serve no more than two years consecutively. However, after a year, a former Chair may be re-elected to the Chair.
2. Six (6) Faculty Members
 - Three (3) from the College of Arts and Sciences
 - Two (2) from the Undergraduate Program
 - One (1) from the Sports Health Science graduate faculty
 - Three (3) from the College of Chiropractic faculty
 - Two (2) Classroom faculty
 - One (1) Clinic faculty
 - One (1) representative from a non-teaching student-service area (such as the Learning Resource Center or Student Success Center)
 - One (1) administrator, appointed by the Provost, as a liaison. This person is a non-voting member and cannot serve as Chair.

The five academic representatives and the representative from the clinics will be elected by a vote of the faculty members in their respective areas. The representative from a non-teaching student-service area may be a volunteer or appointed by the Faculty Senate Executive Committee. These elections will occur at the start of the Fall quarter or when necessitated by a vacancy on the committee. Individuals may serve on the FAC for a maximum of five (5) consecutive years.

Meets: Monthly or as called by Chair

3.3.3 Rank and Tenure Committee

Reports to: The President via the Faculty Senate Executive Committee.

Responsibilities: To make recommendations to the administration on those items pertaining to faculty rank, structure, and tenure.

Membership:

1. Chair to be chosen by the committee
2. One (1) representative from each division of the College of Chiropractic
3. One (1) representative from each department of the College of Arts and Sciences
4. Director of Human Resources (non-voting and not eligible to be chair.)

Meets: Once per quarter or as called by the chair

3.3.4 Faculty Development Committee

Reports to: Faculty Senate Executive Committee

Responsibilities:

1. Assess the needs of the university in terms of developing a comprehensive faculty development program.
2. Cultivate and assist in administration of a faculty development program to meet the needs of the faculty.
3. Make recommendations to provide training programs and incentives for faculty to continue their professional development.
4. Facilitate faculty development activities.

Membership:

1. Two (2) representatives from each college, including one from College of Chiropractic Clinic Faculty
2. One (1) representative from the Learning Resource Center
3. One (1) representative from the Provost's office
4. Chair selected by the committee
5. Ex officio- representative from the Deans' of the College of Chiropractic and College of Arts and Sciences.

Meets: At least once per quarter or as called by the Chair

3.3.5 Credentialing Committee

Reports: The Provost

Responsibilities: Qualifies all faculty applicants for employment. They must meet criteria based on the subject matter to be taught and their field of expertise. This is done with

1. All new faculty hires
2. Any new classes added to the faculty members schedule after hire.
3. Any transfers from one department to another.

Membership:

1. Chair appointed by Provost
2. Two (2) representative of the College of Arts and Sciences
3. Two (2) representatives of the College of Chiropractic

Meets: As needed

3.3.6 Institutional Review Board

Reports to: Director of OSRSA

Responsibilities: The Institutional Review Board is to protect human and animal research subjects and to comply with federal guidelines for experimental subject protection. Life University is in compliance with the Department of Health and Human Services via a Federalwide Assurance for the Protection of Human Subjects. This document, along with consent forms used for prospective human subjects, is available through the Director of OSRSA.

Membership:

1. A minimum of seven members of varying backgrounds. Board members must not all be of the same profession. There must be at least one board member who is not employed by or affiliated with Life University.
2. Board members shall not receive compensation for services rendered. Out-of-pocket expenses, evidenced by written receipt, will be reimbursed.

Selection Process:

One member shall be selected by each of the following:

1. Director of the Office of Sponsored Research and Scholarly Activity
2. Division Chair of Basic Sciences
3. Division Chair of Clinical Sciences
4. Dean College of Chiropractic
5. Dean College of Arts and Sciences

All candidates are then to be reviewed by the Director of the Office of Sponsored Research and Scholarly Activity and recommended for appointment to the Provost. The names of the appointed members and any change in membership are to be forwarded to the Department of Health and Human Services.

Each board member shall serve a term of one year. Vacancies, if any, are to be recommended by the Director of the Office of Sponsored Research for appointment by the Provost.

Meets: As called by the chair

3.3.7 Academic Technology Committee

Reports to: The Provost

Responsibilities:

1. Recommends policy pertaining to allocation and use of information technology resources.
2. Review, and recommend allocation of funds to be used by departments for information technology resources.
3. Evaluate Information Technology Resource needs through survey of students, faculty, and staff.
4. Evaluate Information Technology Resource needs in seven specific areas:
 - Analysis-planning-budgeting-assessment cycle
 - Standardize Hardware
 - Standardize Software
 - Personnel issues
 - Facilities
 - Training - Courseware development
 - Courseware tools to delivery of curriculum on-line
5. Review, evaluate and strengthen technology resources.

Membership:

1. Two (2) representatives from each college
2. One (1) representative from OIT
3. One (1) representative from Learning Resource Center
4. One (1) representative from Provost's office
5. One (1) representative from the staff
6. One (1) student representative as chosen by the Student Council
7. Chair elected by committee

Meets: Quarterly or as called by chair

3.4 Standing Faculty Committees of the College of Arts and Sciences

3.4.1 Undergraduate Admissions Committee

Reports to: Dean of the College of Arts and Sciences

Responsibilities:

1. Recommend admissions policy consistent with the appropriate accrediting agencies.
2. Review policy and recommend changes if needed.

3. Monitor admissions procedures.
4. Review all applicants to ensure eligibility.
5. Make recommendations relative to the acceptance/denial of applicants for admission.
6. Review and make recommendations regarding items referred to the committee by the Administration.

Membership:

1. Chair elected by members
2. One (1) admissions office representative (non-voting member)
3. One (1) academic faculty representative from each department within the College of Arts and Sciences.
4. One administrative faculty member
5. A representative from Student Success Center or the Registrar's office by invitation (non-voting status)
6. Ex-Officio – Provost and Dean of College of Arts and Sciences.

Meets: As needed to support the Admissions office, or as called by the Chair, but never less than bimonthly.

3.4.2 Graduate Admissions Committee

Reports to: Dean of the College of Arts and Sciences

Responsibilities:

1. Recommend admissions policy consistent with the appropriate accrediting agencies.
2. Review and implement established policy.
3. Monitor admissions procedures.
4. Review all applicants to ensure eligibility and to make recommendations to the Dean, College of Arts and Sciences.
5. Review and act on recommendations of the Director of Admissions relative to the admission of students.
6. Review and make recommendations regarding items referred to the committee by the Administration.

Membership:

1. Chair elected by committee
2. One (1) Admissions office representative (Non-voting member)
3. Three (3) academic faculty representatives including two from graduate faculty.
4. One (1) representative from Registrar's office
5. Department Head of Sport Health Science
6. Ex-Officio - Provost, Dean of College of Arts and Sciences

Meets: As needed to support the Office of New Student Development, or as called by the Chair, but never less than bimonthly.

3.4.3 Undergraduate Curriculum Committee

Reports to: Dean of the College of Arts and Sciences

Specific Responsibility: Review, evaluate and strengthen curriculum

Responsibilities:

1. Recommend policy pertaining to curriculum development and the curriculum.
2. Maintain appropriate accrediting standards relative to curriculum.
3. Identify needs in the areas of curriculum.
4. Facilitate curriculum development.
5. Review, evaluate, and strengthen curriculum.

Membership:

1. Chair appointed by the Dean of the College of Arts and Sciences
2. One (1) faculty representative from each department of the College of Arts and Science teaching undergraduate classes
3. Representative from the Registrar's Office
4. A student representative, undergraduate and non-voting
5. Ex-officio, Provost and Dean of the College of Arts and Sciences

Meets: Bimonthly or as called by Chair.

3.4.4 Graduate Curriculum Committee

Reports to: Dean, College of Arts and Sciences.

Responsibilities:

1. Recommend policy pertaining to curriculum development and the curriculum.
2. Review appropriate accrediting agencies' standards as applicable, and maintains compliance.
3. Identify needs in the areas of curriculum.
4. Facilitate curriculum development.
5. Review, evaluate, and strengthen curriculum.

Membership:

1. Chair selected by committee
2. Department Head of all departments offering graduate-level work
3. Representative from the Registrar's Office
4. Three faculty representatives at least two graduate faculty; the third holding a minimum of a Master's degree
5. A student representative doing graduate work
6. Ex Officio, Provost and Dean of the College of Arts and Sciences

Meets: May meet monthly or as called by the chair

3.4.5 Graduate Faculty Committee

Reports to: The Provost

Responsibilities:

1. Make recommendations for Graduate Faculty membership including:
 - a. The formulation of policies and procedures
 - b. Determination of individual faculty eligibility.
2. Review and recommend new graduate programs.
3. Foster the development of research university-wide.
4. Serve as an advisory panel for all graduate programs.

Membership:

1. Chair appointed by the Provost
2. Three (3) Representatives from the College of Chiropractic
3. Three (3) Representatives from the College of Arts and Sciences
4. Ex-Officio: Provost.

Meets: Quarterly or as called by chair

3.5 Standing Faculty Committees of the College of Chiropractic

3.5.1 Admissions Committee - College of Chiropractic

Reports to: Dean of the College of Chiropractic

Responsibilities:

1. Recommend admissions policy consistent with the appropriate accrediting agencies' standards.
2. Review, implement and monitor established policy.
3. Review all applicants to ensure eligibility and to make recommendations to the Dean of the College of Chiropractic.
4. Review and act on recommendations of the Director of New Student Enrollment relative to the admission of students.
5. Review and make recommendations regarding items referred to the committee by the Administration.

Membership:

1. Chair appointed by the Dean
2. Director of New Student Enrollment (ineligible to chair committee)
3. One (1) transcript analyst (non-voting)
4. One (1) representative from Student Life
5. Three (3) College of Chiropractic didactic faculty representatives
6. One (1) administrative faculty member
7. One (1) representative from the Registrar's Office
8. Ex-Officio: Provost and Dean of the College of Chiropractic

Meets: As needed to support the Admissions office, or as called by the Chair, but never less than bimonthly.

3.5.2 Curriculum Committee - College of Chiropractic

Reports to: The College of Chiropractic Assessment Council

Responsibilities:

1. Recommend policy pertaining to Curriculum Development and the curriculum to the Assessment Council.
2. Recommend policy pertaining to instructional development and instruction to the Assessment Council.
3. Identify needs in the areas of curriculum and instruction.
4. Facilitate curriculum development.
5. Review and evaluate curriculum.
6. Review CCE and SACS standards as applicable to curriculum.
7. Evaluate instruction, instructional support system and instructional environment.
8. Articulate with Assessment Council regarding strategies for improving instruction.

Membership:

1. Chair (non-administrator) appointed by the Dean
2. Six (6) faculty for the College of Chiropractic, three (3) from the clinic and three (3) from the classroom
3. One (1) student representative chosen by the Student Council
4. One (1) member from the College of Arts and Sciences
5. Ex Officio: Provost and Dean of the College of Chiropractic

Meets: Monthly or as necessary, but not less than three times per quarter.

3.5.3 Scheduling Committee

Reports to: The Provost through the Dean of the College of Chiropractic

Responsibilities: Prepare all schedules for the College of Chiropractic including lecture rooms, lab rooms and class schedules.

Membership:

1. Chair as appointed by the Dean of the College of Chiropractic
2. One representative from each division in the College of Chiropractic
3. One representative from the College of Arts and Sciences
4. Additional representation as required by the chair

Meets: Once a week

3.5.4 OSCE Committee

Reports: The College of Chiropractic Assessment Council

Responsibilities:

1. Development and implement examinations that test the student's knowledge, skills, and attitude relative to their position within the academic program
2. Develop testing protocols, evaluate testing process, train and develop patients and examiners
3. Develop question pool for quality and quantity
4. Analyze testing, grades, and process for recommendations to the Assessment Council
5. Assess outcomes and disseminate information to the Assessment Council and appropriate areas within the College of Chiropractic

Membership:

1. Chair (non-administrator) appointed by the Dean
2. Six (6) faculty of the College of Chiropractic, three (3) from the clinic and three (3) from the classroom.
3. One (1) member from the College of Arts and Sciences

Meets: As needed to create a successful experience for all participants, but not less than weekly.

3.5.5 Policies and Procedures Committee

Reports to: The College of Chiropractic Assessment Council

Responsibilities: Review current clinic and classroom policies, procedures, forms and manuals. The policies and Procedures Committee makes recommendations for improvements and implementation process.

Membership:

1. Chair appointed by the Dean College of Chiropractic (non-administrator)
2. Three (3) clinic faculty doctors
3. Three (3) didactic faculty representatives
4. One (1) staff member
5. One (1) representative from the College or Arts and Sciences

Meets: Monthly or as called by chair, but not less than three (3) times per quarter.

3.6 Ad Hoc Committees or Task Forces

From time to time it will be necessary to form temporary, task specific ad hoc committees or task forces to accomplish the business of the sponsoring committee. They may or may not be formed entirely by members of the sponsoring committee, but will be chaired by a member of the sponsoring committee. In addition the Administration or Faculty Senate may form and charge ad hoc committees for a specific purpose or duty outside of the existing committees.

The Administration, Staff Council or Student Council has various committees that support their various internal functions. From time to time faculty will serve on these committees in a temporary, permanent, advisory or determinative role at the request of the respective committee chair.

3.6.1 Academic Review Committee

Reports to: Provost

Responsibilities: The committee is convened whenever a student or a group of students is charged with a violation of a University academic policy or regulation. Matters of academic probity that are not concluded through less-formal administrative channels may be brought before this committee.

Membership:

1. Chair selected based on schedule availability and prior training in handling matters of inappropriate academic behavior.
2. Three voting members selected from each area of the college
3. The faculty member bringing the charges (Non-voting, for informational purposes only)

Meets: As needed

3.6.2 Student Judiciary Committee

Reports to: The Director of Student Life

Responsibilities: The committee is convened whenever a student or a group of students is charged with a violation of a University rule or regulation. Matters of non-academic probity that are not concluded through less-formal administrative channels may be brought before this committee.

Membership:

1. Director of Student Life - Chair
2. Two (2)-faculty representatives
3. One (1)-student representative

Meets: May meet bimonthly or as called by the Chair.

3.7 Administrative Committees and Forums

The Administration or Student Council has various committees that support their various functions. Faculty may serve on these committees in a temporary, permanent, advisory or determinative role. Faculty may do so as a regular member or at the request of the respective committee chair.

3.7.1 Scholarship Committee

Reports to: Director of Enrollment Services

Responsibilities:

1. To recommend policy and procedures for the administration of internally administered scholarships.
2. To review decisions in individual cases where a problem has arisen and to make recommendation for scholarship recipients.

Membership:

1. Chair elected by membership
2. The International Student representative
3. One (1) representative from Student Accounting
4. Director of New Student Development (will not serve as chair)
5. One (1) faculty at large
6. One (1) faculty representative from each College
7. One (1) representative from Financial Aid
8. One (1) representative from Student Life

Meets: Quarterly or as called by the chair

3.7.2 Department Head Committee - College of Arts and Sciences

Reports to: Dean of College of Arts and Sciences

Responsibilities:

1. Compile comprehensive data on the College for use in the examination, clarification, and recommendation of goals and objectives of the College.
2. Assess ongoing strengths and weaknesses of the College for the purpose of planning and determining assessment outcomes.
3. Analyze all aspects of the following areas:
 - a. Quality, moral and education related activities of faculty.
 - b. Adequacy of physical and financial resources for present and future needs.
 - c. The campus climate and environment, the role of students and their perceived satisfaction or dissatisfaction with programs and service.
 - d. Standard Operating Procedures and Policies for the College.
4. Function as assessment council to address all assessment issues:
 - a. Effectiveness of educational programs.
 - b. Effectiveness of units.
 - c. Review and recommend changes to the mission and objectives of the College.
 - d. Review programs, degrees (old and new), and curriculum to evaluate their role in fulfilling the College's mission and objectives.

Membership:

1. Dean of the College of Arts and Sciences
2. Associate Deans CoAS
3. Department Chairpersons CoAS
4. Representatives from other areas of the University as needed.

Meets: Weekly or as called by the Dean.

3.7.3 College of Chiropractic Assessment Council

Reports to: Deans' Forum

Responsibilities: To review all assessment methods in use by the CoC to improve student learning and make recommendations for changes and or additions. Review and recommend faculty development activities related to assessment and student learning.

Membership:

1. Director of Quality Assurance
2. College of Chiropractic Division Chairs
3. Clinic Directors
4. Assistant to the Dean of the College of Chiropractic
5. Committee Chairs (OSCE, Curriculum, Policies and Procedures)
6. Dean of the College of Chiropractic
7. Representative to IPEC
8. Members of the committee elect the Chair from its membership

Meets: Monthly or as necessary, but not less than 3 times per quarter.

3.7.4 Student Forum of the College of Chiropractic

Responsibilities: The purpose of the student forum is to provide an opportunity for students to relate their experiences and suggestions to the administration of the CoC especially regarding the effects of changes in policies and procedures within the College or University. This provides an opportunity to understand the student perspective.

Forum Composition: Six (6) current full time students in good standing (nominated by student council)

Meets: With the Assessment Council.

3.7.5 Dean's Forum - College of Chiropractic

Responsibilities:

1. Facilitate policy and procedures as they pertain to faculty, curriculum and instruction.
2. Facilitate communication among divisions, the faculty and standing committees.
3. Negotiate agreement among divisions regarding all policy and procedure proposals.
4. Make recommendations to standing committees including, but not limited to, membership.
5. Act upon request of the President or Provost
6. Make suggestions to the Provost through the chairman regarding Five-Year plan.

Membership:

Dean of the College of Chiropractic (Chair)

1. Division Chairpersons
2. Representative from Registrar's Office, as needed
3. Representative from the Student Success Center, as needed
4. Representative from Postgraduate Education, as needed

Meets: Meet weekly or as called by Chair.

3.7.6 Institutional Planning and Evaluation Committee (IPEC)

Reports to: The Director of the Office of Institutional Effectiveness, Planning and Research.

Responsibilities:

1. To evaluate recommendations from the Assessment Councils in terms of the institution's mission, goals, priorities and budget.
2. To formulate and recommend operational (one year action) and strategic (five-year action) plans to the Director of the Office of Institutional Effectiveness, Planning and Research in accordance with findings and recommendations of the Assessment Councils.
3. Develops objectives to meet operational goals.
4. At 6 month intervals, evaluates and reports on progress toward objectives.
5. Yearly report on status of operational goals and recommends updates as appropriate to the strategic plan. Reports are due in Fall (update) and Spring (yearly recommendations).

Membership:

1. Chair as elected by membership
2. Two (2) faculty from the College of Chiropractic (one clinical and one didactic)
3. Two (2) faculty from the College of Arts and Sciences
4. One (1) student from the College of Chiropractic
5. One (1) student from the College of Arts and Sciences
6. One (1) Masters level student
7. One (1) representative from Human Resources
8. One (1) representative from Institutional Effectiveness, Planning and Research
9. Budget Manager
10. One (1) representative from Enrollment Services
11. One (1) representative from Student Life
12. One (1) representative from the Office of the Provost
13. One (1) representative from OIT

Meets: Meets quarterly or as called

3.7.7 Provost's Council

Responsibilities: A forum wherein administrators of the University meet with the Provost to share information, resolve problems that cross boundaries and work to improve communication and integration among the colleges and departments.

Membership:

1. Provost
2. Dean, College of Chiropractic
3. Dean, College of Arts and Sciences
4. Director of Enrollment Services
5. Representative from Operation / Finance
6. Representative from the President's Office

7. Director of Continuing Education
8. Accreditation Supervisors
9. Faculty Senate representative
10. Director of Institutional Planning and Effectiveness
11. Director of Learning Resource Center
12. Director of Student Life
13. Director of OSRSA

Meets: May meet weekly or as called by the Provost.

3.7.8 President's Executive Leadership Forum

Responsibilities: A forum wherein all groups reporting directly to the President meet to share information, resolve any problems that cross boundaries and work to improve communication and integration among the departments.

Membership:

1. President
2. Assistant to President
3. Representatives from Development
4. Representative from the Alumni office
5. Representative from Faculty Senate
6. Representative from Finance
7. Representative from Provost's office

Meets: May meet weekly or as called by the President

3.7.9 President's Council

Responsibilities: A forum for training, problem solving, meeting to share information, resolve any problems that cross boundaries and work to improve communication and integration among the colleges and departments.

Membership:

1. Members of the Provost's Council
2. Members of the President's Executive Leadership Forum
3. Members of the Administrative Group (Operations / Finance)

Meets: May meet monthly or as called by the President