

Faculty, University and Advisory Committees

Faculty Committees
University Committees
Advisory Committees
Faculty Committees
University Committees
Advisory Committees

To carry out the work of the University, three categories of committees exist: faculty committees, university committees, and advisory committees. In some ways, all of the committees overlap in that they deal with issues of concern within the University. Faculty committees are primarily initiated by the Faculty Executive Committee; university committees are initiated by and accountable both to the Faculty Executive Committee and to senior administrators; advisory committees are primarily called into being by senior administrators to assist them with their work.

Table of Contents:

Faculty Committees

1. Faculty Executive Committee (FEC)
 2. Appointment, Rank and Tenure Committee (ART)
 3. Educational Policies and Planning Committee (EPPC)
 4. Faculty Affairs and Development Committee (FADC)
 5. Teaching and Learning Committee
 6. Academic Standards Committee
 7. Graduate and Professional Education Committee (GPEC)
 8. Grievance Committee
 9. Athletic Policies Committee
- In addition, the faculty may from time to time establish other faculty or ad hoc committees as needs arise.

University Committees

1. Budget Committee
 2. Student Life Committee
 3. All University Student Hearing Board
 4. Artist and Speakers Committee
 5. Honorary Degree Committee
 6. Institutional Review Board (IRB)
 7. Information Technology Advisory Committee (ITAC)
 8. Enrollment Committee
 9. Institutional Animal Care and Use Committee (IACUC)
 10. Educational Effectiveness Committee
- In addition, administrators and faculty may from time to time establish other university or ad hoc committees as needs arise

Advisory Committees

1. Academic Council
 2. Graduate Council
 3. Sustainability Committee
 4. Documentation Review Committee for Students with Disabilities
 5. President's Award for Teaching Excellence Committee (PATEC)
- In addition, the President or Vice President for Academic Affairs may from time to time establish other advisory or ad hoc committees as needs arise.

Faculty Committees

1) Faculty Executive Committee (FEC)

a) Purpose:

- i) To coordinate the business of the faculty;
- ii) To review current programs;
- iii) To improve existing University policies by initiating, coordinating and stimulating committee activity and by directing proposals to the faculty or to other University committees.

b) Responsibilities:

- i) Consider and review proposals from committees or individuals:
 - (1) refer proposals to the faculty for a vote when required;
 - (2) forward proposals to appropriate administrative officers;
 - (3) return proposals to the author(s), asking that they be resubmitted after clarification.
- ii) Set the agenda for faculty meetings and provide appropriate agenda information and reminders of time and place;
- iii) Receive and preserve minutes and annual reports from all committees;
- iv) Nominate people for faculty and university committees, including committee chairs, and conduct elections for committees as prescribed in the faculty handbook;
- v) Nominate coordinators for programs as needed;
- vi) Conduct elections for faculty Convocators at the September faculty meeting;
- vii) Appoint and review status of ad hoc committees and task forces that involve faculty members;
- viii) Appoint faculty marshals;
- ix) Act as the Faculty Handbook Revision Committee.

c) Membership:

The committee consists of seven voting members:

- i) The faculty chair, vice chair and secretary and two other faculty members elected at large;
- ii) The Vice President for Academic Affairs;
- iii) The President;
- iv) The vice chair shall serve as chair of the FEC; the faculty chair shall serve as the vice chair of the FEC; and the faculty secretary shall serve as the secretary of the FEC;
- v) The term of office is two years;
- vi) The two at-large members are elected at the April faculty meeting in odd-numbered years;
- vii) The faculty officers are elected at the April faculty meeting in the even-numbered years. As openings occur, the FEC will submit a slate of at least two names for each office that is open.

2) Appointment, Rank and Tenure Committee (ART)

a) Purpose:

To maintain and strengthen the academic vitality and professional standards of the faculty;

- i) To maintain the highest standards regarding equal opportunity regulations and policies.

b) Responsibilities:

- i) Communicate and implement the policies regarding faculty as they are designated in various sections of the faculty handbook;

- ii) Represent the faculty in visits with prospective faculty candidates;
- iii) Advise the President and the Vice President for Academic Affairs concerning appointment, promotion in rank, grants of tenure, grants of sabbaticals and leaves, renewal and non-renewal of contracts, and extensions of service for all teaching faculty (half-time or more);
- iv) Advise the chair of the Board of Regents concerning the appointment and annual evaluation review of the President and the Vice President for Academic Affairs of the University;
- v) Participate in the review of all teaching faculty.

c) Membership:

The committee consists of six members elected from the tenured faculty for a three-year term, four of whom must hold the rank of full professor. Members of ART shall not be considered for promotion while they serve on the committee.

d) Election Procedure:

Each April, the FEC presents the slate of those faculty it determines are eligible to run for this committee. Any faculty member who will be on sabbatical or other leave during the three-year term, or who is serving a term on the FEC will be excluded from the slate.

At the April meeting, the FEC conducts an election of two faculty members to serve three-year terms on the ART Committee. The slate of candidates consists of those ranked members of the faculty who have tenure. At any one time, at least four members of the committee must hold the rank of full professor.

Each ranked faculty member shall cast a vote for the number of candidates equal to the number of positions to be filled on the committee. Normally, this will be two, but the number may be more or less in the event that an unexpired term must be filled.

There will be at least three ballots.

i) The first ballot determines, from the list of ranked, tenured faculty, the 12 individuals who receive the most votes. Those names constitute the slate for the second ballot. In the event of a tie, more than 12 names may be included;

ii) The second ballot determines the six individuals who receive the most votes. In the event of a tie, more than six names may be included;

iii) The third ballot determines the number of individuals needed to fill the vacancies on the committee. The individuals with the most votes shall be elected.

When an election is held to select one new member for the ART Committee, the first ballot shall determine from the list of ranked tenure faculty the six individuals who receive the most votes. Those six individuals become the slate of candidates for the second ballot. In the event of a tie, more than six names may be included. The second ballot shall determine the three individuals who receive the most votes. In the event of a tie, more than three names may be included. The individual with the most votes on the third ballot shall be elected to fill a partial term or full term as necessary.

3) Educational Policies and Planning Committee (EPPC)

a) Purpose:

- i) To implement the educational goals of the University undergraduate programs with a prime focus on academic planning;
- ii) To determine policies regarding general degree requirements, courses, credits, and other matters pertaining to the academic achievements of students that are not the responsibility of the Academic Standards Committee or the Graduate and Professional Education Committee.

b) Responsibilities:

- i) Review and recommend changes in the educational aims and objectives of the University in light of changes in society, higher education, the faculty, and the student body;
- ii) Establish and review guidelines and procedures for granting academic credit for courses;
- iii) Conduct program reviews of all departments;
- iv) Review and act on proposals regarding undergraduate curricular programs, course proposals, and degree requirements (including ADEP);
- v) Review and act on all proposed cooperative programs with other institutions;
- vi) Review and act on all proposals regarding international programs;
- vii) Review and evaluate the activity of ISS in relationship to the overall academic program.

c) Membership:

The full committee consists of 8 members:

- i) The chair, elected for a three-year term by the faculty at the April faculty meeting;
- ii) Three faculty members nominated by the FEC and approved by the faculty who also serve as chairs of the three subcommittees: Undergraduate, General Education, and International Studies;
- iii) Two faculty members nominated by the FEC and approved by the faculty who are not members of the EPPC subcommittees;
- iv) The Dean of the College of Arts and Sciences is an ex-officio member and the Registrar is an advisory member;
- v) Faculty members of this committee must represent a variety of schools and divisions within the University, and serve a three-year term. The three EPPC subcommittees (Undergraduate, General Education, and International Studies) consist of:

1. Three faculty members on each subcommittee each of the Undergraduate, General Education, and International Studies subcommittees (including the subcommittee chair) nominated by the FEC and approved by the faculty;
2. The General Education subcommittee includes two advisory members: the Associate Provost for Academic Services and Registrar, and the Director of Assessment
3. The International Studies subcommittee includes the Director of Study Abroad Programs as an ex-officio member

4) Faculty Affairs and Development Committee (FADC)

a) Purpose:

To represent the interests of the faculty regarding workloads, working conditions, salaries, fringe benefits, rules governing promotion and tenure, professional development, and other matters pertaining to faculty welfare.

b) Responsibilities:

- i) Initiate, recommend and evaluate proposals regarding faculty concerns relative to personnel policies, including work loads and working conditions, salaries and fringe benefits, and rules governing promotion and tenure;
- ii) Assist and encourage the full-time faculty to engage in scholarly activity and creative work related to their disciplines;
- iii) Coordinate and allocate Hewlett and other grant funds.

c) Membership:

The committee consists of five members:

- i) The chair is elected directly by the faculty for a three-year term at an April faculty meeting. The chair serves a concurrent term on the University Budget Committee;
- ii) Four other faculty members are elected in a separate election in May, using the same process prescribed for the election of ART members;
- iii) Members of this committee must have been full-time members of the faculty for a minimum of three years and are elected for two-year terms, two in odd-numbered years and two in even-numbered years.

5) Teaching and Learning Committee

a) Purpose:

To support the faculty of CLU and promote its pursuit of educational excellence in the areas of teaching and learning within the onsite and virtual classroom.

b) Responsibilities:

- i) Serve as an interdisciplinary forum for the open exchange of educational trends and issues promotion quality in teaching;
- ii) Maintain a TLC website that offers resources and information to assist faculty in the application and implementation of innovative classroom and online teaching strategies
- iii) Plan CLU's Winter Faculty Retreat;
- iv) Serve as a resource for Professional Development Day;
- v) Organize teaching-oriented sessions for the Fall Faculty Retreat as requested by FADC

c) Membership:

The committee consists of faculty and staff members representing a variety of schools, disciplines and offices within the University that bear directly on issues concerning excellence in teaching, nominated by the FEC and approved by the faculty.

6) Academic Standards Committee

a) Purpose:

To formulate and recommend guidelines or policies regarding academic standards and regulations and to address questions relating to the overall learning environment of the University.

b) Responsibilities:

- i) Review and recommend rules regarding academic standing and other matters pertaining to student performance;
- ii) Evaluate and recommend policies concerning academic probation and academic dismissal;
- iii) Establish a petitions subcommittee to decide borderline and appeal cases concerning exceptions to graduation requirements;
- iv) Appoint annually, before the fall semester, an adviser to the Scholastic Honor Society of the University;
- v) Receive nominations for academic honors and awards and recommend actions;
- vi) Evaluate and review policies for granting student awards;
- vii) Provide faculty with statistical information concerning academic qualifications for various grants, scholarships and financial aid.

c) Membership:

The committee consists of nine voting members and one advisory member:

- i) Six faculty members, including the chair, are nominated by the FEC and approved by the faculty for a three-year term. The four divisions of the College of Arts and Sciences, the Graduate School of Education and the School of Management are represented;
- ii) Three students are elected or appointed by the ASCLU;
- iii) The Registrar serves as an advisory member.

7) Graduate and Professional Education Committee (GPEC)

a) Purpose:

- i) To participate in the academic planning and review of CLU's graduate and professional education programs;
- ii) To monitor and oversee the quality and character of CLU's graduate and continuing education programs;
- iii) To serve as the locus for faculty advocacy and oversight of graduate faculty teaching and research, including the development of graduate academic standards;
- iv) To develop policies regarding graduate degree requirements, course credits, and other matters that pertain to student advancement.

b) Responsibilities:

- i) To review all proposals for new programs, revisions or discontinuation of existing programs;
- ii) To review all proposals for new courses, course modifications, or discontinuation of courses;
- iii) To review all proposals pertaining to academic aspects of program administration and delivery;
- iv) To establish policies and procedures for the review and evaluation program curricula and courses, including academic standards, academic honesty and degree requirements;
- v) To advise the Vice President for Academic Affairs and the Graduate Council concerning matters that pertain to strategic goals and policies with regards to academic affairs in graduate and professional education.

c) Membership:

The committee consists of five voting members and two nonvoting advisory members:

i) Five faculty members, including the chair, are nominated by the FEC and approved by the faculty. Each School of the University containing graduate programs must be represented by a minimum of one voting member;

ii) The Registrar

iii) The Director of Education Educational Effectiveness and Institutional Research

Voting members are selected to staggered three-year terms. If necessary, the committee may form subcommittees. Subcommittees may involve ad hoc members appointed by the chair of the committee. The chair represents the committee at Graduate Council, and appoints chairs of the subcommittees from regular membership of the committee and the subcommittee chair may appoint the remaining subcommittee members.

8) Graduate and Professional Student Affairs Committee (GAPSA)

a) Purpose

i) To serve as the locus for oversight of graduate student affairs

ii) To strengthen student-faculty relations and the academic and social well-being of students within the graduate community of the university

b) Responsibilities

i) Identify and consider student-related concerns and issues of student life where appropriate, and act as a liaison in bringing these concerns to the faculty;

ii) Support activities that promote academic opportunities for graduate and professional students within the University as well as oversee the selection of commencement speakers;

iii) Encourage discussion of issues that foster the continued growth and development of alumni of graduate programs within the University

iv) Advise the Vice President for Academic Affairs and the Graduate Council concerning matters that pertain to strategic goals and policies with regards to student affairs in graduate and professional education

c) Membership

The committee consists of five voting members and two nonvoting advisory members:

i) Five faculty members, including the chair, are nominated by the FEC and approved by the faculty. Each School of the University containing graduate programs must be represented by a minimum of one voting member;

ii) The Vice President for Student Affairs or his/her designate

iii) A Graduate Student Representative

Voting members are selected to staggered three-year terms. If necessary, the committee may form subcommittees. Subcommittees may involve ad hoc members appointed by the chair of the committee. The chair represents the committee at Graduate Council, and appoints chairs of the subcommittees from regular membership of the committee and the subcommittee chair may appoint the remaining subcommittee members.

9) Grievance Committee

a) Purpose:

i) To protect academic due process, academic freedom, and tenure;

ii) To handle complaints and grievances (as defined in this faculty handbook) alleged by any faculty member or group of faculty members.

b) Responsibilities:

i) Follow procedures regarding complaints of alleged or unfair conduct by other faculty members, including actions regarding workload, teaching assignments, annual evaluation, unprofessional conduct or other disputes among faculty members;

ii) Follow procedures regarding grievances alleged by a faculty member or a group of faculty regarding a claimed breach, misinterpretation or misapplication of University policy or procedure set forth in the faculty handbook, or claimed infringement by a department, school, or through administrative actions involving compensation, appointment, reappointment, sabbatical, promotion, tenure, dismissal, suspension, reassignment, termination, academic freedom or discrimination.

c) Membership:

The committee consists of five members and two alternate members:

- i) Five faculty members must be tenured and cannot be members of the ART Committee. They are nominated by the FEC and approved by the faculty for three-year terms;
- ii) Two alternates replace disqualified members identified by the grievant(s) because of the conflicts of interest. The alternates are nominated by the FEC and approved by the faculty for three-year terms;
- iii) A chair is elected by the five-member committee.

10) **Athletic Policies Committee**

a) **Purpose:**

To represent faculty interests in the athletic programs of the University.

b) **Responsibilities**

- i) Recommend policy to the faculty and administration concerning scheduling, eligibility rules, affiliations, and post-session competition;
- ii) Oversee scheduling of athletic events;
- iii) Review the athletic budget annually and make budgetary recommendations to the EPPC and Budget Committees;
- iv) Receive a report from the Registrar regarding academic disqualifications and act on it according to the policies and procedures set forth by the University and the SCAC conference.

c) **Membership:**

The committee consists of six voting members and two advisory members:

- i) The faculty athletic representative, nominated by the FEC and approved by the faculty for a three-year term;
- ii) Three faculty members nominated by the FEC and approved by the faculty to staggered three-year terms;
- iii) Two student athletes selected by the Director of Athletics;
- iv) The Director of Athletics and the senior woman administrator serve as advisory members.

11) **Subject Matter Committee**

a) **Purpose**

- i) To oversee and to maintain the Subject Matter Programs (including Liberal Studies, Math, Social Science, Exercise Science, English, and any other subject discipline who may qualify for subject matter) at California Lutheran University.
- ii) To oversee the process of moving from the undergraduate program to the Teacher Preparation Program to make certain that the transition is as seamless as possible for California Lutheran University prospective teachers.

b) **Responsibilities**

- i) Provide ongoing support for the Subject Matter Programs by coordinating with various officials and departments within the university
- ii) Conduct formal reviews and assessments of the Subject Matter Programs to ensure prospective teachers are able to gain subject matter competence as required by the California Commission on Teacher Credentialing (CCTC)
- iii) Recommend new courses offerings, modifications to the current courses within the major, or modifications to the program
- iv) Ensure that proposed general education courses that fulfill requirements for Subject Matter Programs are aligned with the necessary requirements of the Standards of Quality and Effectiveness of Subject Matter Requirements for the Multiple or Single Subject Teaching Credential.
- v) Review the Liberal Studies Program to ensure that subject matter requirements and general education requirements (Core 21) are woven together in such a way as to enable prospective elementary teachers to graduate in a timely manner.
- vi) Shepherd proposed changes through the system to ensure the highest quality of education for prospective teachers

c) **Membership**

The core committee, listed below, includes representation from a cross section of the academic and administrative units of the campus. The committee will break into task groups for particular projects. Membership may be expanded for ad hoc projects.

- i) Director of Liberal Studies/Multiple Subject Program

- ii) Chair of Teacher Education, School of Education
- iii) Director of Student Teaching, School of Education
- iv) Four to six faculty members representing graduate and undergraduate programs (including a representative for each Subject Matter Program, usually the Program Coordinator).
- v) Dean, School of Education (ex officio)
- vi) Dean, College of Arts and Sciences (ex officio)
- vii) Registrar (ex officio)
- viii) Director, Bachelor's Degree for Professionals

University Committees

1) Budget Committee

a) Purpose:

To provide information, analysis, advice and recommendations to the President about the University's annual operating budget and multi-year budget plan.

b) Responsibilities:

- i) Assist the Chief Financial Officer in preparing the annual operating budget for presentation to the President;
- ii) Develop multi-year business plans, guided by the goals and initiatives of the University strategic plan;
- iii) Be informed about the financial condition of the University (financial ratios, revenue, expenditures, debt, tuition discounting, etc.) in comparison to peer institutions and generally accepted standards;
- iv) Be informed about practices at peer and competitor institutions as well as regional and national trends;
- v) Make discerning choices in presenting budget alternatives to the President;
- vi) Evaluate the budget process, identifying emerging trends, problems, opportunities and priorities for the next budget cycle;
- vii) Conduct specific cost, performance, reallocation or other studies at the specific request of the President.

c) Budget Memorandum:

In September, the President will give the Budget Committee a memorandum establishing the focus and parameters of its work for the year in accordance with the state of the University and the long-range strategic plan.

d) Membership:

The committee consists of eight members:

- i) The Chief Financial Officer (CFO), the Vice President for Academic Affairs or his/her designee, and three other administrators named by the President;
- ii) Three faculty members, including the faculty chair, the chair of the FADC and one other faculty member, nominated by the FEC and approved by the faculty for a three-year term;
- iii) Staff support for the committee is provided by the CFO's office;
- iv) This committee is co-chaired by the CFO and the Vice President for Academic Affairs or his/her designee.

2) Student Life Committee

a) Purpose:

To strengthen Student Affairs-Academic Affairs relations and the academic and social engagement of students within the University community.

b) Responsibilities:

- i) Identify and consider student-related concerns where appropriate, and act as a liaison in bringing these concerns to the faculty;
- ii) Support activities in collaboration with Student Life that promote academic opportunities within the University;

- iii) Encourage discussion of issues where appropriate that foster the development of community within the University;
- iv) Select student undergraduate (both TUG and Adult Degree Program) commencement speakers oversee selection of the recipient of the traditional undergraduate Professor of the Year award.

c) Membership:

The committee consists of six voting members and three or more advisory members:

- i) Four faculty members nominated by the FEC and elected by the faculty, who serve for staggered three-year terms;
- ii) Two traditional undergraduate student members, including the Senior Class Representative from the ASCLU-G Programs Board and one other student elected or appointed by ASCLU-G;
- iii) A University Pastor, the Director of the Retention, and representatives, as needed and agreed by the Committee Chair, from the Division of Student Affairs are advisory members.

3) All University Hearing Board

a) Purpose:

To determine whether a student has violated the Standards of Conduct or a University policy and to recommend sanctions and to consider an appeal by a student based on the Vice President of Student Affairs/Dean of Students' or his/her designee's determination that a student has violated the Student code or a University policy.

b) Responsibilities:

- i) Hear cases in which members of the student body and student organizations are charged with offenses that seriously affect the community;
- ii) Be familiar with and implement the procedures spelled out in the "Student Judicial System" publication from the Student Affairs Office.

c) Membership:

The committee consists of eleven members:

- i) Four faculty nominated by the FEC and approved by the faculty;
- ii) Four students appointed by the ASCLU President;
- iii) Two administrators appointed by the Vice President for Academic Affairs;
- iv) Each time that this committee is convened, it shall elect its own chair;
- v) The Vice President for Student Affairs will appoint a person to serve as a non-voting recording secretary;
- vi) The Coordinator for Residence Life serves as an advisory member.

4) Artist and Speakers Committee

a) Purpose:

To enhance the intellectual and artistic quality of life at California Lutheran University by identifying, attracting, and presenting distinguished artists and speakers each year.

b) Responsibilities:

- i) Meet regularly throughout the year to evaluate and strategically select a program of speakers and artists;
- ii) Provide and coordinate a process to receive recommendations for events from CLU faculty, staff, administrators, and students;
- iii) Work with administrative assistant from the area, department, or program that is inviting the artist or speaker; coordinate the logistics with invited artists and speakers to maximize the impact of their presence on campus
- iv) Coordinate publicly the efforts with University Relations who will communicate with other stakeholders (e.g. Marketing, KCLLU, and Alumni Relations).
- v) Work with faculty, staff, administrators, and students throughout CLU's departments and programs to coordinate and encourage artists, programs, concerts, and speakers representing a range of disciples
- vi) Coordinate the records of expenditures, speakers, available agencies, and other information to assist future committees. Oversee all expenditures to stay within-committee budget

c) Membership:

The committee consists of seven regular voting members, three advisory members and two ex officio members

- i) Four faculty members, including the chair, are nominated by the FEC and approved by the faculty;
- ii) A student representative of the Artist and Speakers Commission of the Programs Board of ASCLUG and a student representative from the Graduate and Adult Student Council are voting members of this committee;
- iii) A representative from Student Affairs, a representative from Academic Affairs appointed by the Provost, and a representative from University Relations are advisory members with voting privileges;
- iv) The University Pastor is a voting member of this committee;
- v) The University President and Provost are ex-officio members of this committee.

5) Honorary Degree Committee

a) Purpose:

To oversee all nominations for the honorary awards and degrees granted by the University and to recommend qualified candidates for each to the faculty and Board of Regents. Awards and degrees are as follows:

- i) Doctor of Humane Letters (L.D.H.);
- ii) Doctors of Laws (L.L. D.);
- iii) Doctor of Divinity (D.D.);
- iv) Distinguished Service Award;
- v) Exemplary Medallion Award.

b) Responsibilities:

- i) Create and maintain a list of recommended candidates and awards;
- ii) Solicit recommendations for awards and honors from other members of the CLU community;
- iii) Determine the most appropriate award for each candidate;
- iv) Suggest the date and setting for each award.

c) Membership:

The committee consists of seven voting members:

- i) Two faculty members nominated by the FEC and approved by the faculty for two-year terms;
- ii) Three members of the Board of Regents (which may include the chair of the faculty);
- iii) The Vice President for Academic Affairs;
- iv) The President, who chairs the committee.

6) Institutional Review Board (IRB)

a) Purpose:

To carry out the University's policies regarding the protection of the use of human and animal subjects in research.

b) Responsibilities:

- i) Review all research proposals generated by faculty, staff, students, and outside agencies for adherence to standards of ethical research practices;
- ii) Assure that all policies and procedures specified in Section Three of the faculty handbook are applied;
- iii) Maintain strict confidentiality of the researchers and their work, and clients and subjects involved.

iv) The Chair is responsible for following the Code of Federal Regulations Title 45, Public Welfare; PART 46, Protection of Human Subjects, which can be obtained at <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm> .

c) Membership:

The committee consists of seven members nominated by the FEC and approved by the faculty in three-year, staggered terms. The members must have varying backgrounds and be sufficiently qualified through experience and expertise to review research activities commonly conducted by the institution. There should be diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. There must be at least one woman and at least one man on the committee. The membership consists of:

- i) One faculty member from the School of Management;
- ii) One faculty member from the Graduate School of Education;
- iii) One faculty member from the Graduate School of Psychology
- iv) Two faculty members from the College of Arts and Sciences, one of whom will be from the science division;
- v) One member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

7) Information Technology Advisory Committee (ITAC)

a) Purpose:

- i) To serve in an advisory capacity to the Associate Provost for Information Systems and Services (ISS);
- ii) To assist with the development of policy for the information services and resources of the University, working with the University's technology plan to plan activities and determine priorities for budgeting purposes.

b) Responsibilities:

- i) Work with ISS staff and extended groups in both the academic and administrative parts of the University to receive ideas and to disseminate information in the planning process;
- ii) Advise the Associate Provost concerning the strategic plan for information technology, making recommendations for changes and assisting ISS with the implementation of the plan;
- iii) Review and recommend changes for the upgrading of software and hardware and the general distribution and allocation of computing resources;
- iv) Review evaluations of services offered by ISS.

c) Membership:

The committee consists of 10 voting members and three advisory members:

- i) Four faculty members nominated by the FEC and approved by the faculty, two from the College of Arts and Sciences and one each from the School of Management and the School of Education;
- ii) Six appointed by the President of the University from the administrative offices (Business/Financial Aid, Registrar, Admission, Student Affairs, University Advancement, ADEP/Graduate Programs);
- iii) The Dean of the College of Arts and Sciences, the Dean of the Graduate School of Education and the Dean of the School of Management are advisory members of the committee;
- iv) The position of chair will rotate among members of the committee.

8) Enrollment Committee

a) Purpose:

To formulate guidelines and recommend policies relating to recruitment, admission policies and retention of students at the University.

b) Responsibilities:

- i) Review and evaluate established policies relating to admission and financial aid;
- ii) Review standards for admission to the University and assist the Director of Admission in evaluation of specific cases;

- iii) Review and evaluate all exceptions to established policies regarding admission;
- iv) Coordinate with faculty and departments to encourage participation in admission-related programs.

c) Membership:

The committee consists of seven members:

- i) Four faculty members, including a chair, nominated by the FEC and approved by the faculty;
- ii) The Director of Admission, the Director of the Learning Resource Center, the Director of Student Support Services, and other members of the Admission staff as appropriate.

9) Institutional Animal Care and Use Committee (IACUC)

a) Purpose:

To administer and review the University's program for the care and use of non-human vertebrates in research and approve IACUC-related projects as needed between review sessions.

b) Responsibilities

- i) Adhere to all regulations in the Institutional Animal Care and Use Committee Guidebook outlined by the Office of Laboratory Animal Welfare (OLAW), available at <http://grants.nih.gov/grants/olaw/guidebook.pdf>.
- ii) Perform an inspection of facilities used for animal housing, care, or use at least once every six months. Inspections shall be conducted with a quorum of committee members.
- iii) Generate reports detailing any deficiencies found in the inspection and submit to the Institutional Official (IO; the University's highest ranking officer).
- iv) Review proposals involving live animals in research. The IACUC may approve, deny, or make recommendations for each proposal.
- v) Review, approve, request modification, or withdraw approval of any activities related to the use or care of animals for research purposes.
- vi) Conduct periodic reviews of IACUC-approved activities covered by OLAW Policies.

c) Membership

The IACUC consists of five members not including the IO. Membership includes the committee chair, scientist, nonaffiliated member, nonscientist, and veterinarian or other members as appointed by the IO.

- i) Alternate members: At the IO's discretion, alternate members may be appointed with a specific one-to-one designation of IACUC members and alternates. An IACUC member and his/her alternate may not count toward a quorum at the same time or act in an official member capacity at the same time. Alternate members should receive training similar or identical to training provided to regular IACUC members.
- ii) Conflict of Interest (COI): IACUC members with a potential COI should notify the Chair and may not participate in the IACUC review except to provide information. Members with a COI may not count toward a quorum and may not vote.
- iii) All members are appointed by the IO in collaboration with the Faculty Executive Committee.
- iv) Committee members shall serve two-year terms.

10) Educational Effectiveness Committee

a) Purpose:

- i) To support the culture of reflective practice for program development and review at California Lutheran University (CLU), by:
 - (1) serving as a centralized resource for educational effectiveness activities
 - (2) promoting communication about best practices for program self-evaluations
- ii) To support institution-wide evaluations and decision-making in support of integrating program review, strategic planning, accreditation, and institutional research
- iii) To gather data on the achievement of university learning outcomes

b) Responsibilities:

- i) Provide recommendations to enhance the quality of university educational effectiveness at CLU

- ii) Serve as educational effectiveness liaisons to units within CLU
- iii) Oversee the mechanics and process of academic and non-academic program reviews
- iv) Provide support for survey development, implementation and scheduling
- v) Provide educational effectiveness support for reaccreditation processes
- vi) Provide support for the Director of Educational Effectiveness and Institutional Research

c) Membership:

The core committee, listed below, includes representation from major academic, and administrative units at CLU. The committee has both an academic focus and an administrative focus and may break into task groups for particular projects. The Provost, working with the Deans, appoints administrative representatives to the committee. The CLU Faculty Executive Committee appoints faculty members to the committee. Faculty Appointments (staggered three-year term limits)

- i) Four to six faculty members representing graduate and undergraduate programs
Administrative appointments
- ii) Director of Educational Effectiveness and Institutional Research
- iii) Assessment coordinators/offices from each of the Divisions within the College of Arts and Sciences and from each School
- iv) Institutional Research Officer
- v) Up to 5 administrative appointments representing key roles in program development and review
- vi) Educational Effectiveness & Institutional Research Data Analyst/Program Review Facilitator
- vii) Representative from the Students

Advisory Committees

1) Academic Council

a) Purpose:

To serve as the primary Academic Affairs planning group.

b) Responsibilities:

- i) Develop and review the academic plan;
- ii) Recommend and implement major proposals related to staffing, program, budget and structure.

c) Membership:

The committee consists of:

- i) The Vice President for Academic Affairs, who chairs the committee;
- ii) The Associate Provost for Information Systems and Services, the Assistant Provost for Graduate and Professional Education, the Assistant Provost for Advising and Assessment;
- iii) The Deans of the College of Arts and Sciences, and the Schools of Business and Education;
- iv) The Faculty Chair and chairs of the FEC, ART Committee, EPPC and FADC;
- v) The Registrar and the Director of the Adult Evening Degree Program.

2) Graduate Council

a) Purpose:

To serve as the primary planning and oversight group for graduate studies.

b) Responsibilities:

- i) Develop a coherent set of policies and practices which pertain to all graduate programs;
- ii) Ensure academic quality in the graduate programs.

c) Membership:

The committee consists of:

- i) The Assistant Provost for Graduate and Professional Education, who chairs the committee;
- ii) The Vice President for Academic Affairs;
- iii) The Deans of the College of Arts and Sciences, and the Schools of Business and Education;
- iv) The directors of the graduate programs;
- v) The Director of Enrollment Services for Graduate Studies and Adult Programs, the Registrar, and the Chair or designee of the Graduate and Professional Education Committee.

3) Sustainability Committee

a) Purpose:

To advise the Vice President for Administration and Finance concerning physical changes to the campus.

b) Responsibilities:

- i) Share ideas and review proposals for new sustainable initiatives on campus, e.g. dining service composting, solar panels, bike-share program and other trip-reduction incentives, water conservation and drought-tolerant landscaping, recycling programs, etc.;
- ii) Review plans for new academic buildings and consult with designers, architects, and Facilities staff as appropriate;
- iii) Review non-standard requests for placing sculpture, banner, or landscape elements on campus;
- iv) Advise the Cabinet on allocations for the annual renewal and replacement review;
- v) Serve as a liaison and resource for student groups that undertake sustainability-related initiatives (e.g. ASCLU-G and SAGE);
- vi) Seek and vet opportunities for sustainability-related grants, professional development, and institutional recognition;
- vii) Manage the content of CLU's sustainability website and other communications.

c) Membership:

The committee consists of sixteen members:

- i) Four faculty members nominated by the FEC and approved by the faculty (including at least one faculty member from the Environmental Science program, one faculty adviser of the SEEd Project, and one faculty member from the School of Management's Sustainability track);
- ii) The Vice President of Enrollment Management; the Associate Vice President of Operations and Planning; the Associate Provost of Information Systems and Services; the Director of Facilities and Operations; the Director of the Community Service Center; the Campus Pastor(s); the Director of Alumni and Parent Relations;
- iii) A member of the Student Life staff; two "at large" administrative and/or staff representatives; a student representative from SAGE; a student representative from ASCLU-G.

4) Documentation Review Committee for Students with Disabilities

a) Purpose:

To advise the coordinator of the program for students with disabilities about student applications for learning assistance.

b) Responsibilities:

- i) Evaluate documentation submitted by students seeking special services;
- ii) Review and approve "reasonable accommodations" for students with documented disabilities (which may include, for example, assigning note-takers, granting extended time for exams, or approving substitutions for courses to meet Core requirements);

iii) Serve as a consultant group for the coordinator of the programs for students with disabilities on matters of policy and process as the University seeks to respond to the needs of students with documented disabilities.

c) Membership:

The committee consists of three voting members and one advisory member:

i) Three faculty members appointed by the Vice President for Academic Affairs who possess qualifications for interpreting the results of psychological and psycho-educational testing;

ii) The coordinator of the program for students with disabilities serves as an advisory member.

5) Presidents' Award for Teaching Excellence Committee (PATEC)

a) Purpose:

To interview candidates nominated for the President's Award for Excellence in Teaching and to make an annual recommendation to the President.

b) Responsibilities:

i) Encourage nominations and publicize to the faculty the procedures established for qualifying for this award;

ii) Conduct class visits and review dossier materials prepared by candidates.

c) Membership:

The committee consists of five members, including the chair, nominated by the FEC and approved by the faculty.