# Standing University Committees

Each committee has the authority to make recommendations to the appropriate Vice President for the consideration of policy changes that affect the institution. Each Vice President has the authority to accept or deny the committee’s recommendations. If a policy will affect the university budget, it must be reported and accepted by the President’s Cabinet.

* Academic Council (Undergraduate) – VP of Academic Affairs
* Admissions – VP of Student Services
* Athletic Committee – VP of Intercollegiate Athletics
* Budget and Planning Committee – VP of Business and Finance
* Commencement Committee – VP of Academic Affairs
* Financial Aid/Scholarship Committee – Vice President of Student Services
* First Year Experience – VP of Student Services
* Graduate Council – VP of Academic Affairs
* Homecoming/Feast of Ingathering – VP of Advancement
* Institutional Review and Assessment – VP of Academic Affairs
* Library Committee – VP of Academic Affairs
* Retention Committee – VP of Student Services
* Spiritual Life Committee – VP of Student Services
* Student Services Committee – VP of Student Services
* Teacher Education Committee – VP of Academic Affairs\*
* University Disciplinary Committee – VP of Student Services
* University Technology Committee – VP of Academic Affairs

\*The Teacher Education Committee reports directly to the Teacher Education Council and Dean of the School of Education/Sport Studies. Academic policy recommendations for this committee, if approved, are proposed to the Academic Council. Non-academic policy recommendations from the Teacher Education Committee must be approved by both the Chair of the Department of Education, the Dean of Education and Sport Studies before it can be recommended to the VP of Academic Affairs for official adoption as University Policy.

**STANDING COMMITTEES OF THE UNIVERSITY**

The standing committees of the University actively participate in the governance of the University as advisory and recommending bodies to the President’s Cabinet in planning the operation of the University. Membership on the standing committee is based on a combination of ex-officio status (President & VP of Academic Affairs), elected or appointed faculty members, designated administrators, and student representatives as specified by committee composition. Each standing committee elects a recording secretary to keep minutes which should be retained by the committee chair. A file copy is forwarded to each of that committee’s members, and to the President or VP of Academic Affairs as applicable. Since final authority of the University’s daily activities rests with the President, it is recognized that these committees form recommendations for facilitating the program of the University and for accomplishing the institutional goals and objectives.

The University utilizes the following Standing Committees:

Academic Council (Undergraduate)

Committee Members

Dean – Arts & Sciences - Chair

Dean – Prof. Studies & Grad. Studies

Dean – Education & Sport Studies

Dean - Adult & Online Studies

Registrar

General Education Coordinator

Junior Faculty Representative

Senior Faculty Representative

Purpose: The registrar attends as an ex-officio member for consultation as requested. This committee assists the VPAA by making recommendations for establishing guidelines for the general undergraduate admissions policies of the University as set forth in the University’s catalog. It makes recommendations regarding the addition or deletion of courses in the curriculum, grading policies, scheduling, degrees offered, library, instructional media, improvement of instruction and other matters which might improve the academic climate and involvement of faculty and students in the teaching-learning process.

Meeting Frequency:  minimum once a month

Reports to:Vice President for Academic Affairs

Admissions Committee

Committee Members

Director of Admissions - Chair

Director Enrollment Management

VP of Academic Affairs

Financial Aid Director

Admissions Counselor

Adult Studies Representative

Athletic Representative

Faculty Representative

Purpose:The Admissions Committee is formed to review undergraduate admissions policy and practice, including matters related to widening access and participation and the funds associated with such activities.  The committee also reviews undergraduate student numbers, makes recommendations accordingly to the University administration, and promotes fairness and consistency in university admissions policies.

Meeting Frequency:  minimum once a semester

Reports to:  Vice President for Student Services

Athletic Committee

Committee Members

Athletic Director - Chair

Assist. Athletic Director

Dean of Student Services

Staff Representative

Faculty Athletic Representative

Sport Management Faculty Representative

PE, Health, & Safety Faculty Representative

Faculty Representative

Purpose: The purpose of the Athletic Committee is to provide leadership in the development and administration of the varsity athletic programs. The Athletic Committee advises the President of SCU on matters relating to the development and supervision of intercollegiate athletic programs. Review and make recommendations to the President on any matters pertaining to the enforcement of and compliance with rules and regulations established by any athletic conference or national association in which the University holds membership. Review and make recommendations to the President on any pertinent matters related to the University's intercollegiate athletic program.

Meeting Frequency:  minimum twice each semester

Reports to:  Vice President Intercollegiate Athletics

Budget/Planning Committee

Committee Members

President

Vice President for Academic Affairs

Vice President of Business and Finance

Vice President for intercollegiate Athletics

Vice President for Student Services

Academic Deans

Chief of Staff Director of Institutional Effectiveness

Faculty Senate President

Junior Representative for Student Senate

Purpose: The committee formulates and recommends to the President’s Cabinet, appropriate policies and procedures related to institutional, strategic and integrated planning, and budget management and preparation. The committee is responsible for reviewing institutional effectiveness data to guide all planning and budgeting recommendations. Specifically, the committee is responsible for recommending tentative and final budgets, strategic and master plans, and strategic resource allocation processes.

Meeting Frequency:  once a month

Reports to:  President

Commencement Committee

Committee Members

Academic Dean—Chair

Registrar

Head of Maintenance

Music Representative

Resident Director

Adult Studies/ Online Representative

Faculty Representative

Faculty Representative

Purpose:The commencement committee plans and implements commencement exercises and ceremonies annually.

Meeting Frequency:  spring semester as needed

Reports to:  Vice President for Academic Affairs

Disciplinary Committee

Committee Members

Dean of Student Services – Chair

Director of Enrollment

Faculty Representative

Student Representative

Student Representative

Resident Director

Purpose: The University Disciplinary Committee is responsible for the administration of the stated rules and regulations governing undergraduate conduct, for assessing reported violations, and, when necessary, for assigning and recommending appropriate penalties. Responsibilities include hearing 1) alleged conduct code violations, and 2) appeals requested following an informal hearing. The hearing is not a formal process such as a civil or criminal trial but an educational endeavor, which deals with alleged disruptive behavior. Discipline in a university, by the very nature of the institution is educational, for that reason, formal rules of evidence shall not apply in disciplinary hearings. The committee evaluates evidence given by the student being charged with violation(s) of stated or implied policy of SCU. After hearing the evidence, the committee will determine an appropriate course of action in accordance with the guidelines of the Student Handbook. As deemed appropriate by the Chairman of the Disciplinary Committee, Vice President and Dean of Student Affairs, as well as the student, can call witnesses into the hearing.

Meeting Frequency: as needed

Reports to:  Vice President for Student Services

Financial Aid/Scholarship Committee

Committee Members

Director of Financial Aid - Chair

Director of Admissions

Chief Financial Officer

Athletic Director

Music Department Representative

Faculty Representative

Purpose: The Financial Aid Committee establishes guidelines for the general financial aid policies of the University. This committee reviews financial aid and scholarship policies and makes recommendations to the Presidential Cabinet.

Meeting Frequency:  based on enrollment cycle

Reports to: Vice President for Student Services

First Year Experience Committee

Committee Members

Dean of Student Services – Chair

General Education Coordinator

Athletic Representative

Student Representative

Faculty Representative

Faculty Representative

Purpose:The First-Year Experience Committee is charged with coordination and enhancement of the experience of the first year for initial university students and transfer students. Responsibilities include a plan for the projected growth of the First Year Experience at SCU with specific outcomes; development of an assessment plan for all first-year activities and cohorts; and recommendations to the administration on ways to enhance and improve the student’s initial university experience.

Meeting Frequency:  minimum twice a semester

Reports to:  Vice President for Student Services

Graduate Council

Committee Members

Dean – Grad. & Professional Studies - Chair

Institutional Effectiveness Director

Faculty Representative

Faculty Representative

Faculty Representative

Purpose: The Registrar attends as an ex-officio for consultation as requested. This committee assists the VPAA by making recommendations for establishing guidelines for the general Graduate admissions policies of the University as set forth in the Graduate catalog. It makes recommendations regarding the addition or deletion of courses in the curriculum, grading policies, scheduling, degrees offered, library, instructional media, improvement of instruction and other matters which might improve the academic climate and involvement of faculty and students in the teaching-learning process.

Meeting Frequency:  minimum once a month

Reports to:  Vice President for Academic Affairs

Homecoming/Feast of Ingathering Committee

Committee Members

Director of Alumni Association - Chair

Resident Director

Admissions Representative

Admin. Assist. to the President

Athletic Director

Faculty Representative

Purpose:The committee plans and coordinates the all-university Homecoming activities including the Feast of Ingathering. The committee works in conjunction with the Alumni Association to ensure successful events that involve students, faculty/staff, alumni, and the entire SCU community.

Meeting Frequency:  fall semester as needed

Reports to:  Vice President for Advancement

Institutional Review Board and Assessment Committee

Committee Members

Institutional Effectiveness Director - Chair

Director of Online Education

Strategic Planning Representative

Chair of Education Department

Faculty Representative

Assessment Coordinator

Purpose:The IRB & Assessment Committee is charged with the obligation to oversee the annual assessment of the entire University. The committee members work to communicate their intentions of program assessment. All records will be reported to the Director of Assessment at the appoint time within each Academic year. The objective of the IRB is to protect the rights and welfare of people involved in research. This committee reviews plans for research that involves human subjects. Any research or assessment completed on or off SCU campus that involves student and/or personnel, in any way, must seek approval from the IRB. Instructions and applications may be sought through the IRB chair.

Meeting Frequency:  monthly

Reports to:  Vice President for Academic Affairs

Library Committee

Committee Members

Director of Information Services Chair

Student Representative

Assist. Dir. of Information Services

Faculty Representative

Director of Online Studies

Purpose: The purpose of the Library Committee is to advise the Library Director with respect to the administration of the University Library, its rules and its policies, service and budget, and together present the interests of the library to the faculty.

Meeting Frequency:  minimum once a semester

Reports to: Vice President Academic Affairs

Retention Committee

Committee Members

Director Enrollment Management - Chair

Director of Admissions

VP of Academic Affairs

Financial Aid Director

Adult Studies Representative

Athletic Representative

Faculty Representative

Purpose:The Retention Committee will review, and attempt to assess the effectiveness of, current activities and strategies used within the university for student retention. The Committee will review systemic issues and related policies and procedures that may impact student persistence and engagement. In addition, the committee will maintain a record of all such retention activities and will initiate and facilitate new strategies to accomplish these goals. The purpose of the committee is to be responsible for the overall program of recruitment, admissions and the retention of students.

Meeting Frequency:  minimum twice a semester

Reports to:  Vice President for Student Services

Student Life Committees

Spiritual Life Committee

Committee Members

Dean of Student Services - Chair

Music Faculty Representative

Student Representative

Student Senate Chaplain

Theology & Missions Faculty

Theology & Missions Faculty

Faculty Representative

Purpose:The Spiritual Life Committee facilitates opportunities for students to experience Christ and to encourage one another in developing their relationship with God in the context of the SCU community. This committee organizes chapel, initiates activities/projects designed to facilitate spiritual growth, and approves alternate chapel opportunities. It is the responsibility of this committee to study and make recommendations for a positive and wholesome development of individual and group spiritual life on campus.

Meeting Frequency:  minimum twice a semester

Reports to:  Vice President for Student Services

Student Services Committee

Committee Members

Dean of Student Services - Chair

Student Representative

Resident Director

Director of Student Success Center

Staff Representative

Faculty Representative

Purpose: The Student Services Committee contributes to the improvement of student learning and the quality of the SCU educational experience as related to co-curricular programs and student support services. The committee will monitor the effectiveness of, and serve as the final locus of, dialogue in the formulation and recommendation of major policies and program initiatives that affect student life and that contribute to the satisfaction and success of SCU students. It deals with areas of concern affecting student life on campus. This committee encourages programs which promote good faculty-student relationships and student administration relationships. It makes recommendations of campus rules and regulations, changes in student life policy, student social life, editing the Student Handbook, reviewing the minutes of the Student Senate meetings, approving Student Activities, residence halls procedures, and disciplinary procedures.

Meeting Frequency: Weekly

Reports to:  Vice President for Student Services

Judiciary Committee (Sub Committee)

**COMMITTEE MEMBERS**

Two (2) Presidential Cabinet Members

A faculty member selected by the Presidential Cabinet

One student selected by the Presidential Cabinet

One student selected by the Student Senate

**MEETING FREQUENCY:**

**REPORTS TO:**

Teacher Education Committee

Committee Members

Chair of Education Department - Chair

Program Coordinator - English

Program Coordinator - History

Program Coordinator – PEHS

Program Coordinator – General Education

Dean Education

Purpose:The Teacher Education Committee is the existing body which ensures adherence to standards of state, regional and national accrediting agencies. Therefore, it assumes the responsibility to facilitate and coordinate program evaluation efforts related to teacher education across all teaching licensure areas. The Committee believes that a formal, systematic and continuous evaluation process of teacher education and licensure is critical to maintaining excellence in the preparation of teachers. All teacher preparation programs adhere to the policies and procedures outlined by the Teacher Education Committee.  The Teacher Education Committee develops, recommends, and implements curriculum policies and general administrative decisions involving the preparation of teachers.

Meeting Frequency:  monthly

Reports to:  Vice President for Academic Affairs

Technology Committee

Committee Members

Director of Information Technology - Chair

Business Department Faculty Representative

Director of Online Education

Staff Representative

Faculty Representative

Library Representative

Purpose: The Technology Committee promotes the use of technology to increase efficiency of university operations and to support teaching and enhance student learning. Responsibilities include developing and updating a university technology plan; assessing student, faculty, and administrative needs in regard to technology; providing guidance and information to administration for long range planning and budget considerations.

Meeting Frequency:  minimum twice a semester

Reports to:  Vice President for Academic Affairs

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| *Drafted on: NA* |
| *Policy Revised:* Fall 2014, Language Amended to reflect governance changes |