

# **WILLIAM CAREY UNIVERSITY**

## **PROCEDURES FOR THE OPERATION OF UNIVERSITY COUNCILS AND COMMITTEES**

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## *Councils and Committees*

William Carey University has established councils and committees to provide a means for all stakeholders to have input into the operation of the university. In keeping with the standards of the Southern Association of Colleges and Schools, the Board of Trustees is responsible for promulgating policies to govern the university. Furthermore, the Board of Trustees elects university administrators to operate the university within the parameters established by board policy. All decisions are subject to review by the trustees. The trustees recognize the wealth of expertise and experience represented by all employees and welcome their input into decision making. The councils and committees are established to provide an avenue for all segments of the university community to offer recommendations and suggestions to the administration for consideration.

### *Councils*

William Carey University has two councils: the academic council and the administrative council. The vice president for academic affairs appoints the academic council, and the president appoints the administrative council. Members of both councils serve on an annual basis, and membership is composed of administrators, faculty, and staff.

#### *Academic Council*

The academic council meets at the call of the vice president for academic affairs (VPAA) who serves as its chair. Academic council members include the VPAA, the dean for academic programs for Gulfport Campus, the graduate dean, the faculty senate president, the chair of the undergraduate curriculum committee, the chair of the graduate committee, deans of each school of instruction, pre-nursing director for New Orleans campus, director of libraries, and registrar. The functions of the academic council include:

1. To develop, approve, and submit to the president for board approval policy for all academic related matters.
2. To publish all academic catalogs.
3. To review all academic programs, ensuring all programs' fulfillment of the university's mission and sound educational practice.
4. To review, recommend, and approve the undergraduate curriculum committee's actions on the addition of new undergraduate academic programs or the deletion of undergraduate academic programs, including core curriculum modifications.
5. To review, recommend, and approve the graduate committee's actions on the addition of all new graduate academic programs or the deletion of graduate programs.
6. To recommend undergraduate and graduate program additions or deletions to the faculty assembly or graduate faculty assembly
7. To review benefits for faculty.

### ***Administrative Council***

The administrative council meets at the call of the president who serves as its chair. The administrative council is responsible to the president. The administrative council members include the president, vice presidents, the faculty senate president, and others named by the president. The functions of the administrative council include:

1. To serve as the responsible body that interprets the mission of the university.
2. To provide leadership and direction to the institution in its development and implementation of operating procedures.
3. To function as a coordinating body for the university's operations.
4. To advise the president concerning the internal operations of the university.
5. To review benefits provided by the university to faculty, staff, and administration.
6. To identify the university's role in relation to the Mississippi Baptist Convention, the local communities that the university serves, and the university's alumni.

## **Guidelines for Standing Committees**

### ***Membership and Organization***

1. The committee on committees annually determines the membership of the committees, with the approval of the president.
2. Each committee will have a chair, usually appointed by the committee on committees in consultation with administrative heads of the various committee concentrations and the president.
3. Each committee will have a secretary appointed by the chair.
4. Chairs will usually serve for a term of one to two years.
5. Each committee will include, as appropriate to its purpose, administrators, faculty, staff, and, in some cases, student members.
6. Upon notification by the committee on committees, the SGA executive officers appoint student members to those committees that include student members. Student appointees should be made no later than the first week of the fall trimester.
7. Each committee will report to a designated administrator.

### ***Meetings***

1. The chair and the designated administrator will collaboratively decide on meeting dates and times.
2. The chair is responsible for announcing dates, times, agenda, and places of regular and called meetings.
3. The committee meeting date and time will be publicized to all committee members as far in advance as possible, but in no case less than 24 hours in advance, not considering weekends and holidays (one full working day).
4. If time permits, the chair will request RSVP from committee members to assure a quorum and effective use of committee members' time.
5. Whenever possible, scheduled meetings should be listed on the university's calendar via the calendar and events committee.

### ***Operating Procedures***

1. The chair will appoint a secretary to take minutes of all meetings and circulate them to members and to the designated administrator. Minutes will also be sent to the President as *ex officio*.
2. A written set of committee operating procedures should be kept up to date and be in the hands of all committee members, the committee on committees, the VPAA, the VPIA, the VPCR, the VPSS and president, and should be available to any faculty member upon request.
3. A committee's recommendations are to be forwarded to the designated administrator for implementation or action by other bodies in the approval process. For instance, academic recommendations are forwarded to the VPAA and, as necessary will next be presented to the academic council, faculty assembly or graduate faculty assembly, and the board of trustees.
4. If a recommendation is controversial or if it involves changing long standing procedures or policies, it is advisable to have it presented at one faculty assembly meeting and debated at the next.
5. Each committee will prepare and submit an annual report to the committee on committees by April 30; copies will be forwarded to the president, the VPAA, and the VPSS. The annual report should include the following: a) a statement as to the number of meetings held during the academic year, b) which members were present, c) a summary of actions taken by the committee, and d) recommendations concerning the functions of the committee.
6. Committee actions are subject to review by the president.

### ***Ad hoc Committees***

*Ad hoc* committees are appointed by an administrator (i.e. president, VPAA, VPSS) who assigns the committee a particular task. *Ad hoc* committees operate with a chair appointed by the administrator, but *ad hoc* Committees elect their own secretary. The number of members will be determined by the appointing administrator. *Ad hoc* committees must keep and distribute minutes of its proceedings just as all other committees do as described above.

## **Committee Procedures**

***Academic Appeals Committee***      Reports to:    VPAA

The Academic Appeals Committee meets as needed and upon the call of the chair to hear undergraduate student appeals of academic decisions. The members include one faculty member from each school, and one at-large faculty member from each campus. The duties of the academic appeals committee include the following:

1. To hear student appeals of the following types:
  - a. grade appeals, to determine whether the grade should be changed.
  - b. transfer of credits.
  - c. academic standing regarding probation, suspension, or readmission.
2. To inform students in writing of the outcome of the appeal.
3. To advise other offices of any action authorized in response to the appeal.

***Academic Honor Boards***

Report to: VPAA

A separate board for each campus will be composed of at least two students, two to three faculty members, and one to two administrators. For the New Orleans campus the composition will include the dean of the School of Nursing. The duties of the academic honor board include the following:

1. To conduct academic dishonesty hearings to review allegations of academic dishonesty and to make recommendations regarding penalties.
2. To conduct student appeals hearings regarding allegations, commission, and penalties resulting from acts of academic dishonesty.
3. To make periodic reviews to identify students who have committed multiple offenses.

***Admissions Committee***

Reports to: President

The admissions committee meets upon the call of the Dean of Enrollment Management and Records, who chairs the committee. Members are appointed by the committee on committees. Membership should include, but not be limited to, faculty members from education and nursing, and 1-2 other faculty or administrative staff members. The duties of the Admission Committee include:

1. To hear the appeals of individual applicants who are denied admission.
2. To review appeals of students who seek readmission to the institution.

***Athletics Committee***

Reports to: President

The athletics committee meets at least once annually and at the call of the designated chair who is appointed by the committee on Committees. The athletic director is included in committee membership. The duties of the athletics committee are:

1. To deal with all matters pertaining to the university's athletics policies, ensuring control and oversight of the athletics program to the administration.
2. To deal with matters pertaining to policy in relation to athletic conferences.
3. To monitor compliance with recruitment, admissions, financial aid, matters of athletic eligibility.
4. In conjunction with the scholarship and financial aid committee, to deal with matters of athletic grants-in-aid and scholarships.
5. To monitor athletes' progress toward graduation.
6. To oversee athletic schedules.
7. To serve as a committee for referral of any problems that may arise out of athletics that are of such magnitude as to demand the advice and counsel of this committee.

***Calendar and Events Committee***      Reports to:      President

The calendar and events committee meets at least once annually and upon the call of the chair of the committee who is appointed by the committee on committees. Committee members are appointed by the committee on committees. The director of maintenance is included in committee membership. The duties of the Committee are:

1. To establish the academic, administrative, and student activities calendar with consultation from all appropriate areas.
2. To advise the president on matters pertaining to the academic dates including registration, graduation, and holidays.
3. To retain and schedule the University's master calendar for all events on University property, ensuring a minimum of conflicts.
4. To disseminate to the University community the dates/times of University Committee meetings.
5. To work with the Academic Council in planning and implementation of the Convocation, Commencement, and Honors Day programs on each campus site.
6. To lead in the planning and implementation of all other formal events the University hosts.
7. All decisions regarding the university calendar are the ultimate purview of the board of trustees.

***Committee on Committees***      Reports to:      President

The committee on committees is appointed by the president during the spring trimester and will complete its work prior to the close of the summer term. The committee determines the membership of standing committees for the following academic year. Committee duties are:

1. To survey the entire committee structure on a periodic basis, determining: a) which committees are no longer active or no longer serving useful functions and to recommend that these committees be abolished, and b) which new committees should be established to perform the necessary tasks of the institution.
2. To review the existing committees, their activities, and their function within the organizational structure of the institution.
3. Annually, to review the policies and procedures for councils and committees, making changes as necessary.
4. To review committee assignments of faculty with the responsibility of seeing that all faculty members are brought into the committee structure.
5. To prepare and distribute, on a periodic basis, a preference survey for the purpose of preparing committee membership lists for the subsequent year.
6. Unless already defined in the committee's description, to appoint committee chairs with the assistance of the president, and VPAA.
7. To release the committee membership list during the fall faculty workshop.
8. To fill members' unexpired terms during the academic year.
9. To present any changes in existing or new committees to the president, and VPAA for approval by the faculty assembly (which constitutes the policies and procedures committee of the whole).
10. To coordinate with the faculty assembly efforts in the following areas: (a) ensuring that *the Procedures Manual* undergoes continual review, revision, modification, updating, and implementation, (b) working with the institutional effectiveness, planning, and development committee in relating the *Procedures Manual* to the issue of institutional effectiveness, (c) working with other committees, the administration, and administrative offices, identifying new areas that require policy statements.

***Enrollment Committee***

Reports to: President

The Enrollment Committee meets at least once annually and upon the call of the chair, who is appointed by the committee on committees. Committee membership includes, but is not limited to, the Dean of Enrollment Management and Records, the Registrar, all program directors who oversee subject discipline admission (e.g., education, nursing), and a student appointee. This committee is concerned with the effectiveness of the university's policies and procedures for managing student enrollment. Its duties the following:

1. To evaluate and recommend undergraduate admission policies.
2. To recommend changes in the undergraduate admission standards.
3. To ensure a procedure whereby all of the university's admission standards are upheld in a consistent manner, coordinating admission of all students to all programs.
4. To recommend policies and procedures regarding probation, suspension, and readmission.
5. To monitor retention and completion rates.
6. To evaluate and recommend changes as needed in programs for counseling at-risk students and the placement and advising of all students.

***Graduate Committee***

Reports to: VPAA

The graduate committee—composed of graduate faculty alone—meets at least once annually and at the call of the chair of the committee, who is appointed by the VPAA. The committee is responsible to the VPAA. Included on the committee are directors and deans of graduate programs. The duties of the graduate committee are:

1. To develop university procedures for graduate work.
2. To establish and maintain the academic standards and regulations for graduate students and faculty.
3. To conduct continuous study of the graduate curriculum in its relation to the purpose of the institution and changing state requirements.
4. To review and recommend—after departmental and dean approval—to the graduate faculty all modifications of existing graduate courses, syllabi, course descriptions, and programs.
5. To review and recommend for approval to the academic council all new graduate programs or the deletion of graduate programs.
6. To design and publish the graduate catalog through the VPAA's office.
7. To recommend new policies, or revision of existing policies, to the VPAA and president for consideration by the Board of Trustees.

**Subcommittee: Graduate Academic Appeals**

The graduate academic appeals subcommittee meets as needed when called by the chair of the Graduate Committee to hear appeals from students. The committee is composed of five graduate faculty members, one each from the areas of Business, Education, Music, Nursing, and Psychology. At least three of the committee members must be present in order for the committee to take action. The chair of the Graduate Committee appoints the members and chair of the subcommittee. The functions of the committee are:

1. To consider appeals from students regarding graduate academic matters.
2. To render a response in writing to the student.
3. To inform students of their right to appeal the committee's decision to the vice president of academic affairs.



**Grants Review Committee** Reports to: Vice President for Institutional Advancement (VPJA)

The grants review committee meets upon the call of the committee chair who is appointed by the committee on committees. The VPAA is included in committee membership. The duties of the committee are:

1. To serve as a review body for all university activities involving external funding.
2. To distribute information regarding funding agencies particularly those that favor church-related institutions.
3. To recommend actions regarding all grant proposals to the president.
4. To review annually all university grants, to ensure institutional integrity.
5. To develop and revise as necessary the policy and procedure for internal review of grant proposals.

**Honors Committee** Reports to: President (Appointed by the President)

The honors Committee meets at least once annually and at the call of the chair. A student appointee participates in committee work, excepting participation in honors thesis procedures. The functions of the honors committee are:

1. In cooperation with the scholarship and financial aid Committee, to formulate guidelines for entrance into the honors program.
2. To develop and implement the honors program.
3. To approve or reject honors program theses in accordance with honors thesis procedures.

**Institutional Effectiveness, Planning and Development Committee** Reports to: Vice President for Institutional Effectiveness (VPIE)

The institutional effectiveness committee meets at least twice annually and at the call of the chair. The committee includes the vice president of institutional effectiveness and planning, the vice president of academic affairs, the director and assistant director of institutional research, the director of computer services, and a student appointee. The duties of the institutional effectiveness, planning and development committee are:

1. To ensure that the institution has an ongoing planning and evaluation procedure for its short-term and long-term goals through an institutional effectiveness cycle.
2. To effect an ongoing (i.e. annual) evaluation procedure for all academic programs and units, student support functions, administrative functions, and administrators.
3. To ensure that the university is in ongoing compliance with SACS criteria related to planning and evaluation.
4. To ensure that every unit within the university is aware of institutional effectiveness as the foundation of operational procedures.
5. To recommend to the president changes that can strengthen institutional effectiveness and planning.
6. To advise and assist the director of institutional research in those areas concerned with institutional effectiveness.
7. To monitor the distribution of institutional data.

***Institutional Review Board***

Reports to: VPAA

The Institutional Review Board is composed of a faculty member from each school, with at least half of the members being graduate faculty members. The chair and committee members are appointed by the Committee on Committees. Its duties include:

1. To propose guidelines and procedures for research done by university students, staff, or faculty.
2. To review research proposals involving human and/or animal subjects.
3. To serve as a resource for faculty in planning research projects for themselves or for their students.

***International Programs Committee*** Reports to: President

The international programs committee meets at least once annually and upon the call of the chair who is appointed by the committee on committees. A student appointee participates on this committee. The duties of the committee are:

1. To monitor all academic programs that are conducted on the international level.
2. To ensure that all international programs offered at the university fulfill the university's statement of purpose.
3. To recommend to the president new programs to serve an international constituency.

***Library Committee***

Reports to: VPAA

The library committee meets at least once annually and upon the call of the chair who is appointed by the committee on committees. Library committee members include the director of libraries, faculty from every curricular area of instruction in so far as is possible, the director of physical facilities, and a student appointee. The duties of the committee are:

1. To function as an advisory committee representing the academic and student community to the director of libraries and library staff.
2. To serve as the main channel of formal communication between the library system and its patrons.
3. To convey both an awareness to the system of its patrons' concerns and needs, and an understanding to patrons of the system's capabilities and problems.
4. To assist in the implementation of student and faculty access to adequate learning resources.
5. To advise in the establishment and revision of policies for the distribution of funds budgeted for faculty acquisitions for the library system.
6. To advise in the establishment and revision of policies for material elimination of the library collection.
7. To assist in the improvement of library services.
8. To review annually all cooperative library agreements.
9. To recommend system improvements to the VPAA.

***Professional Development Committee***      Reports to:    VPAA

The professional development committee meets at least once annually and at the call of the committee chair who is appointed by the committee on committees. The committee is composed of six faculty members (one from each school of instruction). The duties of the committee are:

1. To encourage the faculty's membership and attendance at professional meetings.
2. To encourage the exchange of information across academic disciplines.
3. To encourage faculty members' research and publication.
4. To encourage visiting lecturers and professional groups.
5. To manage and allocate the annual professional development budget, including travel.
6. To assist in the securing of improved facilities for faculty and staff development.
7. To assist in the securing of equipment and supplies for faculty and staff development.
8. To recommend professional development options for the improvement of office efficiency.
9. To suggest and recommend alteration, addition, or deletion of professional development benefits for faculty and staff.

***Religious Life Committee***      Reports to:    VPCR

The religious life committee meets at least once annually and at the call of the committee chair who is appointed by the Committee on Committees. The committee is responsible to the vice president for church relations, and its members include the BSU directors, vice president for church relations, the dean of the Cooper School of Biblical Studies, the president of the BSU, and president of student ministerial association. The duties of the committee are:

1. To ensure that the planning and implementation of chapel programs on the respective learning sites take place on a regular basis.
2. To be informed of all aspects of religious life and religious programs, to evaluate all programs, including missions programs, in light of their intended purpose and objectives, and to make recommendations when appropriate.
3. To be informed of organized denominational-related activities and to assist in the planning of these events.
4. To assist with the arrangements for the William Carey Lectures and other lectures on religious topics.
5. To review procedures regarding chapel attendance and procedures concerning exemption from chapel attendance.
6. to assist with the planning of a spiritual emphasis week each year.

***Safety and Health Committee***      Reports to:    VPSS

The safety and health committee meets at least once annually and at the call of the committee chair who is appointed by the committee on committees. A student appointee participates in committee work. The duties of the safety and health committee are:

1. To track the university's provision of a healthful, safe, and secure environment for all members of the campus community.
2. To advise and assist the administrator responsible for environmental health and safety programs in the development, implementation, and yearly review and modification of a comprehensive safety plan, including OSHA and ADA requirements.
3. To aid in the regular evaluation of a comprehensive safety plan.
4. To ensure that every unit within the university is familiar with emergency evacuation procedures.

**Traffic Appeals Subcommittee** duties:

1. To formulate general policy related to traffic and parking, keeping in mind emergency evacuation plans and campus security issues.
2. To hear and act on traffic appeals.

***Scholarships and Financial Aid Committee***

Reports to: Dean of Enrollment Management

The scholarships and financial aid committee meets at least once annually and upon the call of the chair who is appointed by the Committee on Committees. Committee members include the director of financial aid, the director of the honors program, and a student appointee. The duties of the committee are:

1. To ensure that the process for scholarship application is clear and responsive for all prospective students.
2. To study and evaluate student applications for scholarships.
3. To recommend academic and talent (i.e. including athletic) requirements for the awarding of scholarships.
4. To relate the awarding of academic scholarships to the requirements of the academic program.
5. To work with the athletics committee regarding student athletes' financial aid and scholarships.
6. To ensure the coordination of all scholarships and student aid.
7. To approve annually the designees of the university's endowed scholarships.
8. To monitor and evaluate work study and work service programs.

***Student Life Committee***

Reports to: VPSS

The student life committee meets at least once annually and at the call of the chair who is appointed by the committee on committees. The committee membership includes the director of housing, the director of student activities, the registrar, the athletic director, the BSU director, director of student support services, the person who oversees the chapel program, and faculty, staff, and student appointees from each campus. The duties of the committee are:

1. To be informed of all aspects of student life.
2. To review and evaluate programs directed by the student development office.
3. To ensure that the social, physical, emotional, and safety needs of the students on all campuses are being met.
4. To devise methods for the retention of students.
5. To assist in the development of student orientation, counseling, and guidance.
6. To review the disciplinary policies and procedures in *The Lance*.
7. To establish guidelines for appropriate disciplinary action.
8. To work in conjunction with the student discipline appeals process as set forth in *The Lance*.

***Teacher Education Committee***

Reports to: VPAA

The teacher education committee meets at least once annually at the call of the Dean of the School of Education, who chairs the committee. The committee's membership includes representation from all major area disciplines that offer programs leading to teaching licensure. The duties of the committee are:

1. To assist in the effort to obtain and retain accreditation for teacher education. To review policies and procedures for admission and retention of teacher education candidates to ensure compliance with state regulations.
2. To review policies and procedures for student teaching to comply with state regulations.

3. To formulate procedures for the implementation of process standards mandated by state regulations.
4. To review and make recommendations to the faculty assembly, via the academic council, for curriculum changes as a result of state teacher licensure requirements.

### ***Technology Committee***

Reports to: President

The technology committee meets at least twice annually and on an as needed basis. The committee includes information technology coordinators from each campus, representatives from administrative offices, full-time faculty, and representatives from the Institutional Effectiveness, Planning, and Development Committee; ex-officio members include the president and all vice-presidents. The committee's duties are:

1. To develop, maintain, evaluate, and annually revise an information technology plan that incorporates all issues related to technology acquisition, maintenance, and capital replacement.
2. To improve on an ongoing basis the management of student records, computerized registration, and advisors' access to student records.
3. To recommend updates to the campus computer systems on an as needed basis.
4. To facilitate the timely access or distribution of student information to academic program units, the director of institutional research, and the administration.

### ***Undergraduate Curriculum Committee***

Reports to: VPAA

The undergraduate curriculum committee—composed of undergraduate faculty alone—meets at least once annually and upon the call of the chair who is appointed by the committee on committees. The duties of the committee are:

1. To conduct continuous study of the undergraduate curriculum in its relation to the purpose of the institution.
2. To study, revise, and update periodically the core requirements for all baccalaureate degrees and to recommend changes to the academic council.
3. To review and recommend—after departmental and dean approval—to the faculty assembly all modifications of existing undergraduate courses and programs.
4. To recommend to the academic council the addition of new undergraduate academic programs or the deletion of undergraduate academic programs.

### ***Writing Standards Committee***

Reports to: VPAA

The Writing Standards Committee meets at least once annually, and is composed of one faculty member from each school of instruction. The committee is appointed by the Committee on Committees on an annual basis. The duties of the committee are:

1. To provide general oversight to the University's writing intensive program.
2. To set standards for the University's writing intensive program.
3. To review and approve syllabi for upper-level writing intensive courses.