

Academic and University Committees of  
**XAVIER UNIVERSITY**  
 2024-2025

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## I. Key for Committee Member Lists

- (f-0X)** Faculty recommended to the President by the Faculty Committee for a three-year term unless otherwise specified as (f-0X-1 or 2).
- (f-e-0X)** These faculty positions are elected by the Faculty Assembly for a three-year term unless otherwise specified as (f-e-0X-1 or 2).
- (f-e-c-0X)** These positions are filled by faculty from the Faculty Assembly elected from the departments within the college.
- (f-e-d-0X)** These faculty positions are elected by full-time members of their department for a three-year term unless otherwise specified as (f-e-d-0X-1,2).
- (f-p)** Faculty recommended to the President by the Provost and Chief Academic Officer.
- (ap)** University personnel appointed by the President for a three-year term.
- (c-p)** Community representatives recommended to the President by the Provost and Chief Academic Officer.
- (p-f/ste/st)** Faculty, administrators (exempt staff) or support staff (non-exempt staff) recommended to the President by the Provost for special one-year appointment.
- (st)** Exempt and Non-exempt personnel recommended to the President by the Staff Advisory Committee for a three-year term unless otherwise specified as (st-0X, 3).
- (s)** Students recommended to the President by the Student Government for a one- year term.
- (gs)** Graduate student recommended to the President by the Provost and Chief Academic Officer for a one-year term.
- (a)** Xavier Alumni or University Friends recommended to the President by the Executive Director of the Alumni Association.
- (x)** Ex officio members
- Faculty** Without a modifying adjective, “Faculty” refers to any member of the Faculty Assembly, including Participating Faculty and Librarians.
- AL** An “at-large” committee member is a member of any college (though membership on the committee is still subject to specified cap restrictions).
- T** Committee member is a temporary replacement for individual X (whose name immediately proceeds and is placed in parentheses)
- P** Committee member is a permanent replacement for individual X (whose name immediately proceeds and is placed in parentheses)

## II. General Responsibilities of Committees

### A. Placement on Committees

There are five primary mechanisms by which faculty are placed on Academic and University Committees (excluding College Curriculum Committees, whose faculty memberships are governed by each respective college):

- 1. Elected** – Faculty Committee will seek nominations from eligible faculty via an e-mail announcement to the Faculty Assembly. Self-nominations are acceptable, and all nominees must confirm their willingness to serve in accordance to any specific requirements of the committee in order to be included on the ballot. All eligible and willing nominees will be included on the ballot, which will then be sent to the appropriate voting body (e.g., all members of the Faculty Assembly, Principal Faculty of the Faculty Assembly)
- 2. Nominated and Elected** – For some committee seats (e.g. ER/S and R&T) faculty members must be nominated by a specified body (as detailed in the Membership section). All nominees must confirm their willingness to serve in accordance to any specific requirements of the committee in order to be included on the ballot. All eligible and willing nominees will be included on the ballot, which will then be sent to the appropriate voting body (e.g., entire Faculty Assembly, Principal Faculty of the Faculty Assembly)
- 3. Appointed by Faculty Committee in consultation with Deans and the Provost** – Faculty Committee will seek nominations from eligible faculty via an e-mail announcement to the Faculty Assembly. Self-nominations are acceptable, and all nominees must confirm their willingness to serve in accordance to any specific requirements of the committee in order to be considered. The appointed member will then be selected by Faculty Committee in consultation with the Deans and the Provost. This consultation includes forwarding the selected names to the Deans and Provost and soliciting feedback. As long as Faculty Committee feels there are no reasonable objections to the names put forward, the nominees will go forward as appointed members.
- 4. Appointed by the President** – with the exception of the Xavier Technology Committee, faculty are appointed to University Committees by the President on the recommendation of Faculty Committee. In these cases, the committee will seek nominations from eligible faculty via an e-mail announcement to the Faculty Assembly. Self-nominations are acceptable, and all nominees must confirm their willingness to serve in accordance to any specific requirements of the committee in order to be considered. Faculty Committee will forward two names to the President, in order of its preference.  
  
Faculty are appointed by the President to IRB after being recommended by the Associate Provost for Academic Excellence, the Deans, and the Faculty Committee. As these appointments are not limited to three-year terms, Faculty Committee will seek guidance from the Chair of IRB when such a recommendation is needed.
- 5. Named appointments** – several committees designate membership to specific titled positions (e.g., Faculty Committee Chair, Director of ER/S, etc.). Similarly, one (1) member of the CCAC is self-appointed by the Core Curriculum Committee (CCC) from its current membership.

### B. Replacement of Members

With the exception of Faculty Hearing Committee, for which the process is specified in the Faculty Handbook, when a faculty member has to step off an Academic or University committee, either permanently or temporarily, Faculty Committee will always seek to find a replacement who meets the membership criteria of the open position. If the replacement term is longer than an academic year, Faculty Committee will fill the position using the same process used to fill the corresponding three-year (full) term. If the replacement term is one academic year or less, Faculty Committee will follow one of the following processes:

For positions that are

- Elected - FC will select the individual, and with the candidate's approval, appoint them to the position for the necessary duration.
- Nominated and Elected - FC will allow the nominating body to select the individual, and with the candidate's approval, appoint them to the position for the necessary duration.
- Appointed by Faculty Committee in Consultation with Deans and the Provost - FC will select the individual, seek approval from the Deans and the Provost, and then, with the candidate's approval, appoint them to the position for the necessary duration.
- Appointed by the President - FC will fill the position using the same process used to fill the corresponding three-year (full) term.

In all cases, a replacement term will not extend beyond the term of the original appointment, thereby ensuring that committee rotations do not get out of synch. A replacement member (whether temporary or permanent) is marked as either T or P, and the replacement individual's name follows the original committee member's name (now placed in parentheses). This notation also helps ensure that planned staggering of terms remains in place.

Recipients of faculty-development leaves are released from regular committee assignments for the period of the release time. However, Faculty Committee will honor the request of a recipient to remain on an Academic or University Committee, so long as they can demonstrate that they will be able to meet their obligations to that committee and their sabbatical.

With the exception of the Rank and Tenure Committee, in the event that a College does not have an eligible faculty member who is willing to serve on an Academic committee, Faculty Committee will seek to put forth a slate of candidates, ideally including individuals who could enhance the diversity of the committee, for election for the remainder of the academic year by the Faculty Assembly. The seat reverts back to the original College the following year, and the faculty member elected to that position will serve out the remainder of the original term so as to ensure that the staggering of terms is not affected.

In the event that a College does not have an eligible faculty member who is willing to serve on a University Committee, Faculty Committee will seek guidance from the Provost as to how to fill the open seat.

### **C. Minutes, Year-End Reports, and Chair/Co-Chair Selections**

Each committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost. In addition, each committee is required to select a chair/co-chair as is indicated on its respective page, and include that information on its end-of-year report. An incoming member to the committee cannot serve as chair/co-chair to that committee.

### **D. Staggered Terms**

For those committees that rely on staggered terms for membership, it is crucial for the ongoing effectiveness of the committee that original staggered terms be maintained. This feature is vital for ensuring a breadth of committee-member experience as well as representation from across colleges (when applicable). Special attention should be paid especially when a replacement member is introduced to a committee.

### **E. Liaisons on Committees**

In the event that a committee reports to a specified entity (e.g., Provost, Faculty Committee), the chair / faculty co-chair / vice-chair will typically serve as the liaison for that committee.

### **F. Advisory Role**

All University Committees are advisory.

## 1. ACADEMIC HEALTH COMMITTEE

**Charge:** The Academic Health Committee is charged with:

1. Developing, maintaining and overseeing the University's Academic Health Dashboard.
2. Assisting users (faculty, administration, and others) with interpreting and using the Academic Health Dashboard.
3. Communicating with users (faculty, administration, and others) regarding the development, maintenance, oversight and use of the Academic Health Dashboard.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

**Membership:**

Membership consists of seven (7) faculty members, with one (1) faculty representing each college, plus three (3) at-large members (at least two (2) of which represent graduate programs); no college will provide more than three members on the committee at one time. These faculty members are appointed by the Faculty Committee in consultation with the Deans and the Provost for a three-year term. One of these faculty members is elected annually to serve as the committee chair.

Membership also includes as non-voting members:

- a. the chair of Faculty Committee
- b. a liaison to Institutional Research

Membership may also include as a non-voting member the immediate past chair of the Academic Health Committee.

The committee reserves the right to invite others to meetings on an *ad hoc* or ongoing basis.

**Reporting:**

The Committee reports to the Faculty Committee and the Provost and Chief Academic Officer.

**Current Membership:**

Dr. Tim Miller (WCB) (f-22,3) - **Chair**

Dr. Eileen Alexander (CPS) (f-22,3)  
Dr. Thilini Ariyachandra (WCB) (f-22,3)  
Ms. Michelle Eckert (CN) (f-22,3)  
Dr. Heidrun Schmitzer (CAS) (f-22,3)

Dr. Anna Miller for Dr. Martin Madar while on Sabbatical (CAS) (f-23,3)  
Dr. Adekunle Okunoye (WCB) (f-23,3)

Dr. Kate Loveland (x) *non-voting*  
Dr. Leslie Rasmussen (x) *non-voting*  
Craig This (x) *non-voting*

**Representing**

WCB

CPS  
WCB  
CN  
CAS

AL & graduate program  
AL

Faculty Committee Co-Chair  
Faculty Committee Co-Chair  
Liaison, Institutional Research

## 2. ACADEMIC PLANNING COMMITTEE

### Charge:

The Academic Planning Committee has as its purpose the continued maintenance of, accountability for, and oversight of the University's Academic Plan. The Committee will collect updates from relevant parts of the University and monitor progress toward goals, resulting in an annual report. As internal and external environments change, the Committee will, in consultation with faculty and administration, recommend to the Provost revisions to the Academic Plan. To ensure transparency and open dialog with faculty, the committee's annual report will be shared with the campus community and a forum may be scheduled in alignment with the budgeting process. This committee is not charged with writing the next Academic Plan.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

Membership consists of nine (9) faculty members with equal representation from each of the four (4) colleges and one at large. These faculty members are appointed by Faculty Committee in consultation with Deans and the Provost for a three-year term. The tenth (10<sup>th</sup>) member is the Chair of Faculty Committee as an *ex-officio, non-voting* member. The eleventh member (11<sup>th</sup>) is the Provost or a Provost designate as an *ex-officio, non-voting* member. The twelfth member (12<sup>th</sup>) is a representative of Academic Health as an *ex-officio, non-voting* member. A member of the Staff may also serve as an *ex-officio, non-voting* member.

### Chair:

The chair is elected by the membership at the first meeting of the Spring semester. Except in rare circumstances, the chair of the committee will rotate through the four colleges.

### Reporting:

The committee reports in an advisory capacity to the Faculty Committee and the Faculty, the Provost and Chief Academic Officer, the Chief Financial Officer and the University Planning and Resources Committee.

### Current Membership:

(Dr. Terri Enslein) Dr. Catherine Frank (CN) (t-f-22,3) **Co-Chair**  
Dr. James Loveland (f-22,3)  
Dr. Karl Stukenberg (CPS) (f-22,3)

### Representing

CN  
WCB  
CPS

Dr. Ben Chamberlain (CAS) (f-23,3)  
Dr. Deborah Knapp (CN) (f-23,3) **Co-Chair**  
Dr. Yolander Hurst (CPS) (f-23,3)

CAS  
CN  
CPS

Dr. Timothy Brownlee(CAS) (f-24,3)  
Dr. Gwen White (WCB) (f-24,3)  
Dr. Lifang Wu (WCB) (f-24,3)

CAS  
AL  
WCB

Dr. Kate Loveland (x) *non-voting*  
Dr. Rachel Chrastil, Provost and CAO (x) *non-voting*  
Dr. Tim Miller (x) *non-voting*

Faculty Committee Co-Chair  
Provost & CAO  
Academic Health Chair

### 3. BOARD OF GRADUATE STUDIES

#### Charge:

The Board of Graduate Studies:

1. Works towards resolving redundancies across colleges involving:
  - new graduate courses or revisions to existing graduate courses that are approved by the college curriculum committees.
  - new graduate programs or revisions to existing graduate programs that are approved by the college curriculum committees. (Graduate programs are defined in the University Catalog.)
2. Ensures that resources exist to accommodate the requirements of new graduate courses and programs or revisions to existing graduate courses and programs when the requirements draw upon resources in other colleges.
3. Makes certain that graduate courses or programs support the Mission of the University.
4. Implements and decides upon revisions to the graduate University Grading Policies, such as university grading designations and standards for graduation.
5. Initiates revisions and recommends improvements to the Graduate University Catalog.
6. Reviews and makes recommendations on issues concerning the scheduling of the Graduate Academic Calendar.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

#### Membership:

Membership consists of seven (7) faculty members elected by the Faculty Assembly (one from each college plus three at-large members, with no more than two members representing the same college), the deans (or their representatives) of the four colleges and the graduate school, one (1) graduate student recommended by the Provost and Chief Academic Officer, the University Registrar (ex officio, non-voting), and the Provost and Chief Academic Officer (ex officio, non-voting). The Chair is elected from the faculty members by the committee.

#### Voting:

Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

#### Reporting:

The Board of Graduate Studies reports to the Provost and Chief Academic Officer and to the Faculty Committee through the liaison. Also, the Board of Graduate Studies has the responsibility to respond to the Curriculum and/or Program Committees that have submitted graduate course or program descriptions for review as described above in the charge section.

#### Current Membership:

Mr. Collin Dadosky (CN) (f-e-22,3) **Co-Chair**  
Dr. Leah Dunn (CPS) (f-e-22,3) **Co-Chair**  
Dr. Richie Liu (WCB) (f-e-22,3)  
Dr. Tammy Sonnentag (CPS) (f-e-22,3)

Dr. David Hyland (WCB) (f-e-23,3)

Dr. Deanna Jenkins (CN) (f-e-24,3)  
Dr. Marcus Meshner (CAS) (f-e-24,3)

Dr. Russell Lacey (x), Assoc. Provost & Dean  
Dr. Amy Overman (x), Dean  
Dr. Lisa Jutte (x), Associate Dean (*usually represents Dean*)  
Dr. Marco Pagani (x), Dean  
Dr. Thomas Lebesmuehlbacher (x), Associate Dean (*usually represents Dean*)  
Dr. Florenz Plassman (x), Dean  
Dr. Stephen Yandell (x), Associate Dean  
Dr. Terri Enslein, Associate Dean  
Dr. Andrea Wawrzusin (x, non-voting)  
Dr. Mary Kochlefl, Assoc. Prov. Academic Excellence (x, non-voting)  
Kevin Kayongo (*gs*)

#### Representing

CN  
CPS  
WCB  
AL

AL

AL  
CAS

Associate Provost & Dean, Graduate School  
Dean, CPS  
Associate Dean, CPS  
Dean, WCB  
Associate Dean, WCB  
Dean, CAS  
Associate Dean, CAS  
Associate Dean, CN  
University Registrar  
Accreditation Liaison Officer  
Graduate Student Association

#### Staff to the Committee

Mr. Jason Dickman, Assistant Dean of the Graduate School

Graduate School

## 4. BOARD OF UNDERGRADUATE STUDIES

### Charge:

The Board of Undergraduate Studies:

1. Provides oversight of the entire undergraduate curriculum.
2. Works towards resolving redundancies across colleges involving:
  - new undergraduate courses or revisions to existing undergraduate courses that are approved by the college curriculum committees.
  - new undergraduate majors and minors or revisions to existing undergraduate majors and minors that are approved by the college curriculum committees. (Majors and minors are defined in the University Catalog.)
  - new undergraduate programs or revisions to existing undergraduate programs that are approved by the college curriculum committees. (Programs are defined in the University Catalog.)
3. Verifies that resources exist to accommodate the requirements of new undergraduate courses, majors, minors and programs or revisions to existing undergraduate courses, majors, minors and programs when the requirements draw upon resources in other colleges.
4. Makes certain that undergraduate courses, majors, minors and programs align with the Mission of the University.
5. Initiates and recommends improvements to undergraduate University Grading Policies, such as standards for Honors, standards for the Dean's List, university grading designations, and standards for graduation.
6. Initiates revisions and recommends improvements to the Undergraduate University Catalog.
7. Reviews and makes recommendations on issues concerning the scheduling of the Undergraduate Academic Calendar.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

Membership consists of six (6) faculty members elected by the Faculty Assembly (one from each college plus two at-large members, with no more than two members representing the same college), the deans (or their representatives) of the four colleges, four (4) students recommended by Student Government (one from each college), appropriate representatives from the University Registrar (ex officio, non-voting), and the Provost and Chief Academic Officer (ex officio, non-voting). The chair is elected from the elected faculty members by the committee to serve for a calendar year.

### Voting:

Approval of a proposal requires a quorum, which is 7 voting members in attendance, and a simple majority vote of affirmation from those in attendance.

### Reporting:

The Board of Undergraduate Studies reports to the Provost and Chief Academic Officer and to the Faculty Committee. Also, the Board of Undergraduate Studies should respond to the Curriculum Committees that have submitted undergraduate course, major, minor or program descriptions for review as described above in the charge section.

### Current Membership:

Dr. Kristen Renzi (CAS) (f-e-22,3)

Dr. Tammy Zilliox (T-a-24,1)

Dr. Debra Knapp (CN) (f-e-23,3)

Dr. Ashley Hinck (CAS) (f-e-23,3), **Chair**

Dr. Ed Kosack (WCB) (f-e-24,3)

Dr. Dustin Thorn (CPS) (f-e-24,3)

Dr. Amy Overman (x), Dean, College of Professional Sciences

Dr. Lisa Jutte (x), Associate Dean (*usually represents CPS dean*)

Dr. Marco Pagani (x), Dean, Williams College of Business

Dr. Thomas Lebesmuehlbacher (x), Associate Dean (*usually represents WCB dean*)

Dr. Florenz Plassmann (x), Dean

Dr. Brenda Wiles, Associate Dean, College of Nursing(x)

Dr. Andrea Wawrzusin, University Registrar (x) (non-voting)

Dr. Mary Kochlefl, Associate Provost for Academic Excellence (x) (non-voting)

### Representing

CAS

CPS

CN

AL

WCB

AL

Dean, CPS

Dean, CPS

Dean, WCB

Dean, WCB

Dean, CAS

Associate Dean, CN

Registrar

Accreditation Liaison Officer

Ms. Ella Newton (s) (CAS) (2024-2025)

Ms. Grace Geigle (s) (CN) (2024-2025)

Ms. Kelly Witwer (s) (CPS) (2024-2025)

Ms. Audrey Elwood (s) (WCB) (2024-2025)

SGA

SGA

SGA

SGA



## 5. COLLEGE OF ARTS AND SCIENCES CURRICULUM COMMITTEE

### **Charge:**

The purpose of the committee is to review proposals for new courses, majors, minors, or programs or revisions to existing courses, majors, minors or programs (majors, minors, and programs are defined in the Xavier University Catalog). The proposals must have been approved by a department or program from within the college, or from a group of 4 or more university faculty. The review considers the following:

- Evidence of a clearly articulated objective that supports the mission of the department or program from which it originated as well as the mission of the college.
- Evidence of a clearly articulated means of assessing student performance.
- A delivery system and requirements that are consistent with existing college resources or for which there is a reasonable prospect of procuring such resources.
- The proposed offerings are not redundant with existing offerings within the college. In the case of redundancy, the college curriculum committee arbitrates a solution.
- Evidence of clearly articulated learning experiences and the appropriateness of the associated amount of credit.

In the review process, approval may be granted and the proposal forwarded to either the Board of Undergraduate Studies (if the proposal concerns an undergraduate curriculum issue) or the board of Graduate Studies (in the event that the proposal concerns a graduate issue). The proposal may be denied if a majority of the members of the college curriculum committee finds the proposal at odds with any of the considerations listed above. In the case of denial, the proposal is to be returned to the department or program from which it originated with a written explanation for the denial.

Assists the dean of the college in overseeing the assessment of student academic achievement in majors, minors, and programs housed within the college.

Decides upon departmental or program interpretations of grading policies that conform to the general guidelines established in the University Grading Policies.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### **Membership:**

Membership consists of faculty from the Faculty Assembly elected from the departments within the college, the dean or the dean's designee (ex officio, non-voting), as well as a librarian (recommended by the Library Director) who serves ex officio and is a non-voting member. The chair is elected by the committee members.

### **Voting:**

Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

### **Reporting:**

The committee responds to the departments, program and faculty who submitted proposals and forwards its approval to the Board of Graduate Studies or to the Board of Undergraduate Studies when appropriate.

### **Current Membership:**

Dr. Liz Johnson (Mathematics/Physics/**Computer Science**) (f-e-c-22,3) **Chair**

Dr. Jeff Gerding (Classics & Modern Languages/**English**) (f-e-c-22,3)

Ms. Megan Kickbush, Librarian (x) (22, 3)

Dr. James Wood (**Philosophy**/Theology) (F-E-C-23,3)

Dr. Wendy Maxian (**Communication**/Art/Music & Theater) (f-e-c-23,3)

Dr. Stephen Mills (Chemistry) (f-e-c-24,3)

Dr. Joohee Suh (History) (f-e-c-24,3)

Dr. Stephen Yandell (Assoc. Dean) (CAS) – Dean's office liaison

## 6. COLLEGE OF NURSING CURRICULUM COMMITTEE

### Charge:

The purpose of the committee is to review proposals for new courses, majors, minors, or programs including revisions to existing courses, majors, minors or programs (majors, minors, and programs are defined in the Xavier University Catalog). The proposals must have been approved by a program committee from within the college, or from a group of 4 or more College of Nursing faculty. In addition, the committee will review, evaluate, and vote on recommendations from all program committees regarding policies, procedures, implementation strategies, course sequence, and course revisions.

Review of proposed items considers:

1. Evidence of a clearly articulated objective that supports the mission of the department or program from which it originated as well as the mission of the college.
2. Evidence of a clearly articulated means of assessing student performance.
3. A delivery system and requirements that are consistent with existing college resources or for which there is a reasonable prospect of procuring such resources.
4. The proposed offerings are not redundant with existing offerings within the college. In the case of redundancy, the college Curriculum Committee arbitrates a solution.
5. Evidence of clearly articulated learning experiences and the appropriateness of the associated amount of credit.
6. Evidence of assistance in meeting CCNE standards and OBN rules/regulations.

The proposal may be denied if a majority of the members of the college Curriculum Committee finds the proposal at odds with any of the considerations listed above. In the case of denial, the proposal is to be returned to the program or faculty from which it originated with a written explanation for the denial.

In the review process, any items approved at the CN curriculum level will be implemented as proposed or shall be sent to the Board of Undergraduate Studies/Board of Graduate Studies (BUGS/BOGS) when required. However, any items approved by the CN curriculum that:

- 1) represent significant programmatic changes (e.g. adding a new program, major, minor, etc.) as determined by the curriculum committee

AND

- 2) must go to BUGS/BOGS represent an exception. These items that meet both above criteria **must first** be presented at NFO for approval in order to be sent to BUGS/BOGS.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

Membership consists of full-time faculty from the College as recommended by members of FAC and approved by the Dean. The committee shall consist of, 2 undergraduate faculty, 2 ABSN faculty, 1 MIDAS (MSN Direct Entry as Second Degree) faculty, 1 FNP (Family Nurse Practitioner) faculty, 1 faculty from the remaining MSN tracks, 1 DNP (Doctor of Nursing Practice) faculty, at minimum 1 undergraduate student representative (non-voting member), at minimum 1 graduate student representative (non-voting member), 1 University librarian (non-voting, ex officio member), Assistant Dean of Student Affairs or designee (non-voting, ex officio member), the Dean of the College (non-voting, ex officio member)

An Associate Dean from the CN (not currently serving as Chair of the Assessment Committee) shall serve as an ex officio Chair. Chairs shall serve 3-year terms and may not serve consecutive terms unless otherwise determined per the Dean. The committee Secretary shall be recommended by members of FAC and approved by the Dean, serving a 1-year term.

There is an exception to the Officers this year (2022-2023) since we do not have a second Associate Dean, Brenda Wiles will chair both the Curriculum and Assessment committees.

### Voting:

Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

**Reporting:**

The committee responds to the departments, program and faculty who submitted proposals and forwards its approval to the Board of Graduate Studies or to the Board of Undergraduate Studies when appropriate.

**Current Membership:**

Dr. Terri Enslein (24,2) - **Chair**

Mr. Collin Dadosky, (22,3) BSN (BOGS rep)

Dr. Miranda Knapp, (22,3) DNP

Ms. Amy Van Styn (22,3) MIDAS

Dr. Debbie Knapp (24,1) DNP (BSN & BUGS rep)

Dr. Angie Liggett (23,3) MSN

Dr. Emily Rozek (23,3) ABSN

Dr. Beth Schultz (23,3) ABSN

Dr. Kimberly Toole (24,3) DNP (FNP Rep)

Ms. Lydia Graves, SGA (s) (2024-2025)

Mr. Jeff Grossman, Librarian (x)

Ms. Marilyn Gomez, Assistant Dean of Student Affairs or designee) (x, non-voting)

Dr. Nezam Al-Nsair, Dean of CN (x, non-voting)

## 7. COLLEGE OF PROFESSIONAL SCIENCES CURRICULUM COMMITTEE

### **Charge:**

The purpose of the committee is to review proposals for new courses, majors, minors, or programs including revisions to existing courses, majors, minors or programs (majors, minors, and programs are defined in the Xavier University Catalog). The proposals must have been approved by a department or program from within the college, or from a group of 4 or more university faculty. The review considers the following:

- Evidence of a clearly articulated objective that supports the mission of the department or program from which it originated as well as the mission of the college.
- Evidence of a clearly articulated means of assessing student performance.
- A delivery system and requirements that are consistent with existing college resources or for which there is a reasonable prospect of procuring such resources.
- The proposed offerings are not redundant with existing offerings within the college. In the case of redundancy, the college curriculum committee arbitrates a solution.
- Evidence of clearly articulated learning experiences and the appropriateness of the associated amount of credit.

In the review process, approval may be granted and the proposal forwarded to either the Board of Undergraduate Studies (if the proposal concerns an undergraduate curriculum issue) or the board of Graduate Studies (in the event that the proposal concerns a graduate issue). The proposal may be denied if a majority of the members of the college curriculum committee finds the proposal at odds with any of the considerations listed above. In the case of denial, the proposal is to be returned to the department or program from which it originated with a written explanation for the denial.

Assists the dean of the college in overseeing the assessment of student academic achievement in majors, minors, and programs housed within the college. Decides upon departmental or program interpretations of grading policies that conform to the general guidelines established in the University Grading Policies.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### **Membership:**

Membership consists of faculty from the Faculty Assembly elected from the departments within the college, the dean or the dean's designee (ex officio, non-voting), as well as a librarian who serves ex officio and is a non-voting member. The chair is elected by the committee members.

### **Voting:**

Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

### **Reporting:**

The committee responds to the departments, program and faculty who submitted proposals and forwards its approval to the Board of Graduate Studies or to the Board of Undergraduate Studies when appropriate.

### **Current Membership:**

Dr. Michelle Flaum, Counseling (f-e-c-24,3) – **Chair**

Dr. Cheryl Jonson (f-e-c-22,3) Criminal Justice

Mr. Les Stanfield (f-e-c-22,3) Military Science

Dr. Karl Stukenberg (f-e-c-23,3) Psychology

Dr. Winston Vaughn (f-e-c-23-3) Education

Dr. Jennifer Chubinski, HEAS (f-e-c-24,3)

Dr. Claire Morress, Occupational Therapy (f-e-c-24,3)

Dr. Jaylene Schaefer, Social Work (f-e-c-24,3)

Dr. Jeremy Steeves, Sport Science and Management (f-e-c-24,3)

Dr. Amy Overman (x), Dean, CPS

Dr. Lisa Jutte (x), Associate Dean, CPS

Ms. Anne Ryckbost (x), Librarian

## **8. WILLIAMS COLLEGE OF BUSINESS CURRICULUM COMMITTEE**

### **Charge:**

The purpose of the committee is to review proposals for new courses, majors, minors, or programs or revisions to existing courses, majors, minors or programs (majors, minors, and programs are defined in the Xavier University Catalog). The proposals must have been approved by a department or program from within the college, or from a group of 4 or more university faculty. The review considers the following:

- Evidence of a clearly articulated objective that supports the mission of the department or program from which it originated as well as the mission of the college.
- Evidence of a clearly articulated means of assessing student performance.
- A delivery system and requirements that are consistent with existing college resources or for which there is a reasonable prospect of procuring such resources.
- The proposed offerings are not redundant with existing offerings within the college. In the case of redundancy, the college curriculum committee arbitrates a solution.
- Evidence of clearly articulated learning experiences and the appropriateness of the associated amount of credit.

In the review process, approval may be granted and the proposal forwarded to either the Board of Undergraduate Studies (if the proposal concerns an undergraduate curriculum issue) or the board of Graduate Studies (in the event that the proposal concerns a graduate issue). The proposal may be denied if a majority of the members of the college curriculum committee finds the proposal at odds with any of the considerations listed above. In the case of denial, the proposal is to be returned to the department or program from which it originated with a written explanation for the denial.

Assists the dean of the college in overseeing the assessment of student academic achievement in majors, minors, and programs housed within the college.

Decides upon departmental or program interpretations of grading policies that conform to the general guidelines established in the University Grading Policies.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### **Membership:**

Membership consists of faculty from the Faculty Assembly elected from the departments within the college, the dean or the dean's designee (ex officio, non-voting), as well as a librarian (recommended by the Library Director) who serves ex officio and is a non-voting member. The chair is elected by the committee members.

### **Voting:**

Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

### **Reporting:**

The committee responds to the departments, program and faculty who submitted proposals and forwards its approval to the Board of Graduate Studies or to the Board of Undergraduate Studies when appropriate.

### **Current Membership:**

Dr. Tim Kruse, Finance (f-e-c-,22,3) - **Chair**

Dr. Brian Balyeat, At Large (f-e-c-22,3)

Dr. Mark Sena, Business Analytics and Information Systems (f-e-c-S22-F24)

Dr. Amy Van Horn (f-e-c-22,3) Management and Entrepreneurship

Dr. Justin Roush, Economics (f-e-c-S23-S25)

Ms. Julia Cardinal, Librarian (x-22,3) (non-voting)

Dr. Andrea Weickgenannt, Accountancy (f-e-c-23,3)

Dr. Bryan Buechner, Marketing (f-e-c-24,3)

Dr. Thomas Lebesmuehlbacher, Associate Dean, Williams College of Business (x)

## 9. CORE CURRICULUM ASSESSMENT COMMITTEE (CCAC)

### Charge:

On an ongoing basis the CCAC will:

1. oversee the development and the revision of tasks to assess core goals and SLOs in collaboration with appropriate departments or subcommittees
2. administer these assessment tasks to the student body
3. organize the collection of artifacts from the student body
4. assign these artifacts to the appropriate CCC subcommittees or task forces for scoring and overseeing this scoring process
  - a. ERS/DCR/FYS and their subcommittees: Will establish periodic task forces as requested by the Core Curriculum Assessment Committee to revise assessment tasks and rubrics, and to assist the CCAC in grading the tasks.
5. develop and revise metrics to assess core goals and SLOs
6. evaluate the extent to which student work achieves the core goals and SLOs based on the collected data
7. make recommendations to the Core Curriculum Committee (CCC) and its subcommittees based on assessment data to inform student learning
8. communicate regularly with the CCC to ensure assessment practices are being used in a meaningful way to improve student learning in the core
9. submit an annual report for each area of the core assessed to the faculty committee, the CCC and the Associate Provost for Academic Excellence summarizing the information captured by assessment and propose action (if any is required) for improving student learning; this may include budgetary and/or policy recommendations;
10. invite guests, as needed, to attend meetings to provide information and perspectives.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

Membership consists of eleven (11) faculty members, ten elected by Faculty Assembly as follows:

3 faculty from CAS, (at least 2 members must be from the arts and humanities [English, Theology, Classics and Modern Languages, History, Philosophy, Art, Music and Theater]), 2 from CPS, 2 from WCB, 2 from CN, 1 at-large position and 1 self-appointed from the current membership of the Core Curriculum Committee.

Members are elected to rotating 3-year terms by the Assembly, with nominations for a college's seats made by members of the respective college. The members elect a chair and a co-chair. The co-chair will be in the incoming chair position and should be a member whose term expires after the term of the current chair.

### Voting (within the committee):

Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

### Reporting:

The CCAC works closely with the Core Curriculum Committee; it reports to Faculty Committee and to the Associate Provost for Academic Affairs.

### **Current Membership:**

Dr. James Helmer (CAS) (f-e-22,3)

Dr. Mina Lee (WCB) (f-e-22,3)

Dr. DJ Steffenson (f-24, 1)

Dr. Tim Curl (CN) (f-24, 1)

Dr. Laura Carney (CPS) (f-24, 1)

Dr. Shannon Byrne-Cueva (f-24,1) **Co-chair**

### **Representing**

CAS & Humanities

WCB

AL

CN

CPS

Self-appointed from the current membership of the Core Curriculum Committee

Ms. Diana Boling (CN) (f-e-23,3)

CN

Dr. Ashley Hinck (CAS) (f-e-23,3)

CAS

Dr. Mollie McIntosh (CAS) (f-e,23,3)

CAS

Dr. Lifang Wu (WCB) (f-e-23,3)

WCB

*Dr. Renea Frey (CAS) (f-e-24,3) On sabbatical FY 24-25*

CAS & Humanities

**\*\*\*VACANT (CPS) (f-e-22,3)**

**CPS**

### **Staff to the Committee:**

Dr. Lisa Jutte, CPS, Associate Dean

Dr. Stephen Yandell, CAS Associate Dean

Dr. Thomas Lebesmuehlbacher, WCB Associate Dean

Dr. Terri Enslein, CN Associate Dean

## 10. CORE CURRICULUM COMMITTEE (CCC)

### Committee charge:

To ensure the University Undergraduate Core is continually achieving our learning objectives for students, and to make suggestions for changing the Core as necessary to guarantee that it meets these objectives over time. To achieve this end, the committee is responsible for facilitating the implementation of the core, overseeing its assessment, and making a recommendation to the Provost for the position of FYS Director.

Changes to the Core recommended by the CCC will be handled as other changes to the curriculum, being sent to the Board of Undergraduate Studies for approval or returned by BUGS to the committee for revisions. As with other changes to the curriculum, once approved by BUGS, the recommendations will be put before the Faculty for a vote of approval.

The committee's initial charge was to revise the Core incorporating feedback from the 2013 Faculty Retreat, the New Core Learning Outcomes Committee, and the Core Curriculum Assessment Committee. The revision was completed in Spring 2014.

The committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

Membership consists of nine (9) faculty members elected by the Faculty Assembly (two from each college plus one at-large member). The chair is elected by the committee members.

Members serve 3-year terms, with a one-year interim before one is eligible for re-election. Members appointed as replacements can immediately stand for election for a full 3-year term. The terms are staggered to maintain continuity within and across colleges over time.

### Voting (within the committee):

Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

### Reporting:

Core Curriculum Committee reports to the Board of Undergraduate Studies.

### Current Membership:

Ms. Stacy Barnhouse (CN) (f-e-22,3)  
Dr. Lauren Laker (f-P-23,2 – replacing Mr. Scott Beck)  
Dr. Liz Johnson (CAS) (f-e-22,3)  
Ms. Amy McQuattie-Van Styn (CN) (f-24,1)  
Dr. Haider Raad (CAS-24,1)

Dr. Hasan Faruq (WCB) (f-e-23,3)  
Dr. Jaylene Schaefer (CPS) (f-e-23,3)

Dr. Ann Ray (CAS) (f-e-24,3)     **Chair**  
Dr. Renee Zuccherro (CPS) (f-e-24,3)

### Representing

CN  
WCB  
AL  
CN  
CAS

WCB  
CPS

CAS  
CPS

## 11. ETHICS/RELIGION AND SOCIETY (E/RS) COMMITTEE

### **Charge:**

The Committee has responsibility for granting, reviewing, and revoking the E/RS standing of courses approved by the appropriate College Curriculum Committee and the Board of Undergraduate Studies. The committee will also collaborate with the CCAC and CCC to assess core curriculum SLOs specifically tied to E/RS electives. The Committee also has responsibility for recommending revisions in E/RS policies and criteria that pertain to curricular matters, when these seem desirable, to the Board of Undergraduate Studies. The Committee also advises the Directors of E/RS concerning all curricular matters that pertain to the E/RS Program and its successful implementation and integration in the University.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### **Membership:**

The Ethics/Religion and Society (E/RS) Committee is composed of nine (9) faculty members: one (1) each from the Departments of Philosophy, Theology and English. The candidates are nominated by the full-time members of their respective departments and elected by a vote of the faculty assembly. The remaining six (6) members consist of 1 from WCB, 1 from CPS, 1 from CN, and 3 at-large (1 of the at-large seats is reserved for non-CAS faculty, and 2 at-large seats have no restrictions on college), nominated by the Faculty Committee and elected by vote of the Faculty Assembly. Terms of office are three years. No elected member is allowed to serve consecutive terms. The E/RS Endowed Chair and the Director of the Center for Business Ethics and Social Responsibility are *ex officio*, non-voting members. The Director of E/RS (*ex officio*, non-voting) serves as the chair and is appointed by the Provost and Chief Academic Officer.

### **Reporting:**

The Committee reports to the Dean of the College of Arts and Sciences. A liaison reports to the Faculty Committee.

### **Current Membership:**

**Dr. James Helmer – Chair**

### **Representing**

E/RS Director

Dr. Laura Carney (Sports Science) (f-e-22,3)

CPS

Dr. Hema Krishnan (Management & Entrepreneurship) (f-e-22,3)

WCB

Dr. Niamh O’Leary (English) (f-e-22,3)

English

Dr. Kristen Renzi (English/RIGS) (f-e-23,2)

AL

Dr. Elliott Chen (Philosophy) (f-e-23,3)

Philosophy

Ms. Angela Hammond (Nursing) (f-e-23,3)

CN

Dr. Matthew Regele (MGMT/ENTR) (f-e-23,3)

AL

Dr. Kayla Wheeler (CAS) (f-e-24,3)

AL

Dr Anna Miller (Theology) (f-24,3)

Theology

Dr. John (Nick) Tackes, Besl Chair in ERS (x) (non-voting)

Dr. Paul Fiorelli, Dir. of Xavier Center for Bus. Ethics & Social Resp. (x) (non-voting)



## 12. FACULTY COMMITTEE

### Charge:

The Faculty Committee, elected annually by the faculty assembly, is the official representative body of the faculty. This committee is advisory to the Provost and Chief Academic Officer and has access to the President. The Faculty Committee charge is outlined in the Constitution of Faculty Assembly.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

The composition of the Faculty Committee shall consist of nine (9) members elected by the Faculty Assembly (two from each college plus one at-large member). The at-large member and the chair of the committee must be tenured, and at least one member from each college must be a principal faculty member. Each member of the Faculty Committee shall have a term of office of three years with a one-year interim before one is eligible for re-election. The elections to the Faculty Committee shall be carried out in a staggered fashion to ensure continuity within the Committee.

### Reporting:

The Faculty Committee reports to the Provost and Chief Academic Officer.

### Current Membership:

Dr. Jackie Clippinger (Nursing) (f-e-22,3)

Dr. Mich Nyawalo (Gender & Diversity) (f-e-22,3)

Dr. Vanessa Rigaud (Education) (f-e-22,3)

Dr. Melissa Gallo (Nursing) (f-e-23,3)

**Dr. Kate Loveland (Marketing) (f-e-23,3) – Co-chair**

**Dr. Leslie Rasmussen (Communication, CAS) (f-e-23,3) – Co-chair**

Dr. Lauren Laker (BAIS) (f-e-24,3)

Dr. Jen Robbins (Biology) (f-e-24,3)

Dr. Kathy Winterman (Education) (f-e-24,3)

### Representing

CN

CAS

AL

CN

WCB

AL

WCB

CAS

CPS

### 13. FACULTY DEVELOPMENT COMMITTEE

**Charge:**

The Faculty Development Committee:

1. Advises the Associate Provost for Academic Affairs on the policies for the developmental activities that enhance teaching and scholarly activity.
2. Reviews all applications for Faculty Development Research Grants, Summer Fellowships, Jesuit Community Fellowship, and Wheeler Awards and submits ranked proposals to the Provost and Chief Academic Officer through the Associate Provost for Academic Affairs.
3. Faculty Development Committee members applying for a Faculty Development Award (e.g. Wheeler, Summer Fellowship, or leave), must recuse themselves from ALL discussions pertaining to that award category.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

**Membership:**

The Committee consists of five (5) tenured or tenure-track faculty members elected by the Faculty Assembly (one from each college plus one at-large member). The Associate Provost for Academics is an ex-officio, non-voting member. The chair is a tenured faculty member and is elected by the committee.

**Reporting:**

The committee acts in an advisory capacity to the Associate Provost for Academic Affairs. The committee chairperson together with the Associate Provost for Strategic Initiatives reports to the Provost and Chief Academic Officer. A liaison reports to the Faculty Committee.

**Current Membership:**

Dr. Leah Dunn (Occupational Therapy) (f-e-22,3)  
Dr. Marco Fatuzzo (Physics) (f-e-22,3)

Dr. Miranda Knapp (Nursing) (f-e-23,3) - **Chair**  
Dr. Hema Krishnan (MGMT/ENTR) (f-e-23,3)

Dr. Randy Browne (History) (f-e-24,3)

Dr. Gary Lewandowski (Associate Provost for Strategic Initiatives) (x)

**Representing**

CPS  
CAS

CN  
WCB

AL

APSI

## 14. FACULTY HEARING COMMITTEE

### Charge:

The Faculty Hearing Committee will be called into session to hear appeals in the following areas:

- a) Charges of substantive violation of a faculty member's academic freedom,
- b) dismissal of a tenured faculty member,
- c) termination of an unexpired contract,
- d) termination of a tenured appointment on the grounds of financial exigency,
- e) other grievances not resolved by collegial action,
- f) a negative tenure recommendation by the University Rank and Tenure Committee,
- g) a negative promotion recommendation by the University Rank and Tenure Committee

The processes for filing a grievance and conducting a hearing are specified in the Faculty Handbook, pages 26-27.

As the Faculty Handbook notes: "If a committee member is challenged for bias in a particular case, and that challenge is sustained by a majority vote of the other members, or if a member cannot serve because of illness or for some other reason, then a replacement is made. If it is a faculty-elected member that must step down, then the replacement is elected by the remaining faculty-elected members. If it is a President-appointed member that must step down, then the replacement is appointed by the President."

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

Membership consists of five (5) tenured members of the faculty. Four members of this committee serve staggered three-year terms and are elected by the Principal Faculty following nominations from each College, such that each College has one member on the committee. One additional member is appointed by the President and serves a three-year term. Vacancies on the committee that result from resignation, retirement, or any other reason are to be filled by the same procedure. Each year, the members of the committee elect a Chair from their number. Members of this committee may not serve more than two consecutive terms. Each year, the members of the committee elect a Chair from their number.

### Reporting:

The Committee reports to the President in the manner specified in the Faculty Handbook.

### Current Membership:

Dr. David Hyland (WCB) (f-22,3)  
Dr. Heidrun Schmitzer (CAS) (f-e-22,3)

### Representing

WCB  
CAS

Dr. Hem Raj Joshi (CAS) (f-23,3)  
Dr. Debbie VanKuiken (CN) (f-23,3)  
Dr. Brent Richardson (CPS) (f-23,3)

AL  
CN  
CPS

## 15. INSTITUTIONAL REVIEW BOARD

### Charge:

The purpose of the IRB is to protect human subjects used in research and to assist faculty, students and staff in the pursuit of knowledge through research that reflects the ethical standards of Xavier University. The Institutional Review Board reviews for approval research involving human subjects. Any research project involving human subjects which is conducted by Xavier University faculty, staff or students or which takes place on the Xavier University campus is subject to review and approval by the IRB.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

The IRB is an important committee with responsibility for oversight related to federal compliance standards. As such, appointments are made based on both interest in service to the university and specific content expertise that the IRB may require, based on the discipline and expertise of the member(s) being replaced. Per federal guidelines, the Institutional Review Board will consist of at least seven members, including a Chair and a Vice-Chair. These members will be appointed by the President after being recommended by the Provost and Chief Academic Officer in conjunction with the Associate Provost for Academic Affairs, the Deans and the Faculty Committee. The Chair and Vice-Chair are appointed according to federal guidelines.

Appointments will be for three years, and will be renewable. At the end of a member's three-year term, if the individual wishes to continue as a member of the IRB, that individual will indicate this in writing to the IRB Chair, who will share this information with the other members of the Board for discussion and a vote at the next convened meeting. The Chair's and Vice Chair's appointments will be for three years as well and will be renewable using the same process as for members.

Initial appointment recommendations will be made to Faculty Committee by the IRB, to initiate the process, and will include a rationale for any prospective members receiving IRB endorsement. Such endorsement constitutes one factor that University officials will consider in making appointments. IRB members will represent areas of expertise from which protocols are expected to be generated. At least one member should represent the community in which Xavier is located and whose members might be recruited as individuals to cooperate in research. At least one IRB member must have expertise in Bioethics and all appropriate steps should be taken to ensure that the IRB's membership represents the diverse viewpoints of the University and surrounding community.

### Reporting:

The Committee reports to the Provost and Chief Academic Officer.

### Current Membership:

Dr. Tammy Sonnentag (f-p,15) Associate Professor of Psychology – **Chair**  
Dr. Morell Mullins (f-p,09) Professor of Psychology – **Vice-Chair**  
Dr Beau Stephens Spring 2025 semester

### Representing

faculty  
faculty

Dr. Emilie Burdette (f-p,22) Assistant Professor of Nursing  
Dr. Kathleen Hart (f-p,95) Professor of Psychology (child advocate,  
only votes on studies involving minors)

faculty  
faculty

Dr. James Loveland (f-p,16) Associate Professor of Marketing  
Dr. Kelly Phelps (f-p,21) Professor of Art  
Dr. Brian Russ (f-p, 23), Assistant Professor of Counseling  
Dr. Heidrun Schmitzer (f-p,20) Professor of Physics  
Dr. Thomas Wagner (f-p, 22,) Professor of Communication

faculty  
faculty  
faculty  
faculty  
faculty

Dr. Kathleen MacMahon (c-p,23;community advocate)  
Ms. Christine Marallen (c-p; prisoner advocate, only votes  
on studies involving incarcerated individuals.)

community  
community

### Alternate Members:

Dr. Jennifer Bradley (f-p,23; community advocate)

## 16. LIBRARY COMMITTEE

### Charge:

The Library Committee:

1. reviews and recommends new (or revisions to existing) Library policies and goals,
2. receives and reviews periodic reports prepared by the University Library Director on its operations and makes recommendations based on these reports,
3. advises the University Library Director on budgetary matters and alignment with the University Academic Plan, and
4. at the request of the Provost and Chief Academic Officer or the Associate Provost for Academic Excellence participates in the evaluation of Library operations.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

Membership consists of four (4) non-librarian faculty members (one from each college) elected by the Faculty Assembly; Two (2) students - 1 Undergraduate student recommended by Student Government (SGA) and 1 Graduate student recommended by Graduate Student Association (GSA); Two (2) professional librarians recommended by the University Library Director; and up to Two (2) additional Presidential appointments. The University Library Director is an ex officio, non-voting member. The chair is elected by the committee.

### Voting:

Voting (within the Committee): Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance. Any item under consideration must be formally proposed and discussed at a prior meeting before a vote may take place.

### Reporting:

The committee reports to the Provost and Chief Academic Officer and a liaison reports to the Faculty Committee.

### Current Membership:

### Representing

Dr. Randy Patnode for Dr. Renea Frey (CAS) (f-e-22,3) Sabbatical Fall 2024	CAS
Ms. Ruth Casada (CN) (f-e-23,3)	CN
<b>Dr. Stacey Raj (CPS) (f-e-23,3) - Chair</b>	CPS
Mr. Paul Weber (st, ap, 23, 3)	Staff
Dr. Ed Kosack (WCB) (f-e-24,3)	WCB
Ms. Alison Morgan	Librarian
Ms. Anne Ryckbost	Librarian
Ms. Meg Calumpang (s) (2024-2025)	SGA
Mr. Luca Filigenzi (s) (2024-2025)	SGA
Pushkar Bhatia (gs) (2024-2025)	Graduate School
Mr. Ken Gibson (x), Director, University Library	(non-voting)

## 17. UNIVERSITY RANK AND TENURE COMMITTEE

### Charge:

The University Rank and Tenure Committee reviews all recommendations and applications for the promotion and tenure of faculty. The committee makes its recommendations to the President regarding promotion and tenure. A fuller description of this committee's responsibilities is in the Faculty Handbook.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

Membership consists of voting members who hold the rank of (full) Professor, with one member coming from the College of Nursing, two members coming from the Williams College of Business, two members coming from the College of Professional Sciences, and three members coming from the College of Arts and Sciences, with one or two of these members from the following departments: Biology, Chemistry, Physics, Mathematics, and Computer Science. The Provost and Chief Academic Officer is a non-voting member of the committee and serves as co-chair alongside a faculty co-chair who is voted in by the faculty of the committee.

Each year the Principal Faculty elect, in a fixed rotation, two or three full professors to the University Rank and Tenure Committee for a three-year term. These staggered terms prevent more than three new members joining the committee in a given year.

The Principal Faculty of the College will seek to nominate two full professors for each opening on the committee for that college, and members of the University Rank and Tenure Committee are elected by the Principal Faculty of the University. In the event that a college does not have an eligible faculty member who is willing to serve, the open position will remain vacant.

Note: membership on this committee includes possible winter-break-meeting obligations for all members.

### Reporting:

The University Rank and Tenure Committee reports through the Provost and Chief Academic Officer to the President.

### Current Membership:

Dr. Rachel Chrastil, Provost & CAO (x) (non-voting) **Co-Chair**

Dr. Mee-Shew Cheung (WCB) (f-e-22,3)

Dr. David Knutson (CAS) (f-e-22,3)

Dr. Kathleen Hart (CPS) (f-e-23,2 – replacing Dr. Michael Flick)

Dr. Marco Fatuzzo (CAS) (f-e-23,3)

Dr. Michele Matherly (WCB) (f-e-23,3) **Co-Chair**

Dr. Tina Davlin-Pater (CPS) (f-e-24,3)

Dr. Richard Polt (CAS) (f-e-24,3)

### Representing

Provost & CAO

WCB

CAS-non STEM

CPS

CAS

WCB

CPS

CAS

**Vacant (CN) (f-e- )**

**CN – no full professors**

**HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING**

## 18. FIRST-YEAR SEMINAR COMMITTEE

### **Charge:**

The First-Year Seminar (FYS) Committee oversees the First-Year Seminar Program and First Year Seminar (CORE 100) courses. The Committee reviews and approves proposals for new CORE 100 courses, supports faculty members from across the university who teach First-Year Seminars, and assesses the core curriculum SLOs specifically tied to FYS (Core 1b, Core 6b, and Core 3a) as well as the goals outlined for FYS courses. The Committee works with the Core Curriculum Committee and the Core Curriculum Assessment Committee to assess CORE 100 and has the primary responsibility for ensuring that CORE 100 courses are achieving their learning objectives for students. The committee also advises the Director of FYS on all matters that pertain to the FYS Program and its successful implementation and integration into the Core Curriculum and the First Year Experience.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### **Membership:**

The First-Year Seminar (FYS) Committee is composed of six (6) faculty members, including the Director of FYS. The Director (non-voting) serves as the Chair and is appointed by the Provost and Chief Academic Officer, who receives a recommendation from the Core Curriculum Committee. Five (5) faculty members are elected by a vote of the Faculty Assembly; three (3) members must be full-time faculty members in the College of Arts and Sciences and two (2) at-large members must be full-time faculty members outside the College of Arts and Sciences. A liaison reports, in a non-voting capacity, to the Core Curriculum Committee. Terms of office for all members are three years. No elected member is allowed to serve consecutive terms (there is a one-year interim before one is eligible for re-election).

### **Reporting:**

The Committee reports to the Board of Undergraduate Studies. A liaison reports to the Core Curriculum Committee as necessary but does not regularly attend Core Curriculum Committee meetings.

### **Current Membership**

Randy Browne (CAS) (f-25,3) – **Chair**, non-voting

Holly Kaminski (WCB) (F-e-23,3)

Amit Sen (WCB) (f-e-23,3)

James Wood (CAS) (f-e-23,3)

José María Mantero (CAS) (f-24,3)

Hanna Wetzel (CAS) (f-24,3)

### **Representing**

CAS

AL

AL

CAS

CAS

CAS

## **1. ADMISSION, FINANCIAL AID AND STUDENT SUCCESS COMMITTEE**

### **Charge:**

The Admission, Financial Aid and Student Success (AFSS) Committee provides a forum through which faculty can provide meaningful input into:

- Strategies and policies that impact the recruitment of new, first-year undergraduate and transfer students and the retention and graduation rates of full time continuing undergraduate students.
- Undergraduate financial aid and scholarship strategies and policies.

The committee will also:

- Review, with Enrollment Management and Student Success (EMSS) staff, the assessment of recruitment, retention and financial aid strategies and policies.
- Select candidates to receive competitive scholarships such as the Saint Francis Xavier Scholarship, the Paul L. O'Connor S.J. Scholarship, and the Thomas G. Savage S.J. Scholarship.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### **Reporting:**

The committee serves in an advisory capacity to the Provost and Chief Academic Officer and the Vice President, Chief Enrollment and Student Success Officer.

### **Standards of Confidentiality:**

In the course of performing their duties, committee members may have access to or gain knowledge of confidential information concerning the University and its enrollment and financial aid strategies. "Confidential information" is defined as information to which the public does not have general access.

Confidential information concerning the University and its strategies should be safeguarded. An appropriate EMSS staff member will grant the necessary access to this information to all members to perform their duties on the committee. This information should not be shared outside the membership of the Committee unless permission is expressly granted by both co-chairs.

### **Membership – 14 members:**

Membership consists of five (5) faculty members representing the four (4) colleges nominated by the Faculty Committee and approved by the Provost and CAO, the Dean of Admission, the Director of Student Financial Services (financial aid), the Associate Director of Student Financial Services, the Director of TRiO, the Dean of Retention, the Associate VP of EMSS, an Associate Dean from one of the four (4) colleges recommended by Provost and CAO, one (1) Administrator from the Division of Student Affairs recommended by the Associate Provost and Chief Student Affairs Officer and one (1) administrator nominated by the Chief Diversity and Inclusion Officer.

The co-chairs are a senior administrator from the Division of Enrollment Management and Student Success, selected by the VP of EMSS for a three year term, and one faculty member who is a member of the committee elected by the committee membership.

Ex officio members are the Provost and CAO, the Vice President, Chief Enrollment and Student Success Officer, and the Associate Vice President for Enrollment Management and Student Success (unless they are serving as co-chair).

In place of student membership, the co-chairs will meet once per year with the Executives of SGA to share with them appropriate committee discussions and deliberations as well as to solicit their input on strategies within the purview of the committee.

### **Subcommittees:**

The committee is made up of four (4) subcommittees;

- Subcommittee on Recruitment and Admission chaired by the Dean of Admission
- Subcommittee on Financial Aid and Scholarships chaired by the Director of Student Financial Services
- Subcommittee on Retention chaired by the Dean of Retention
- Subcommittee on Assessment chaired by an EMSS administrator on the committee



Each subcommittee is made up of no more than four (4) members (including the chair), one of which must be a faculty member. Committee members will each volunteer for one (1) subcommittee membership. All subcommittee membership appointments will be made jointly by the committee co-chairs. Subcommittees will meet on an as-needed basis.

**Frequency of Meetings:**

The committee meets once during the Fall semester, twice during the Spring semester (with one meeting dedicated to Scholarship selection) and once between May 15 and August 15. Subcommittees meet at least two times per calendar year. Note: membership on this committee includes a summer-meeting obligation for all members.

**Executive Session:**

The committee will meet in Executive Session as many times as necessary during the course of the calendar year, as determined by the co-chairs. Executive Session will include the Deans of Admission and Retention, the Director of Student Financial Services, faculty members and the ex-officio members only and any administrators deemed appropriate by these members. This meeting may be used to discuss confidential, proprietary or otherwise sensitive matters before the committee.

**Current Membership:**

Ms. Lauren Parcel, **Co-Chair**

Dr. Dominique Kropp (CPS) (f-22,3)  
Ms. Karen Noel (CN) (f-22,3)  
Dr. Liz Johnson (CPS) (f-22,3)

Dr. Daleah Goodwin (CAS) (f-24,3)  
Dr. Megan Jones (WCB) (f-24,3),

Ms. Lauren Parcell (x) Dean of Admission  
Ms. Adrienne Montgomery, Director Student Financial Services  
Mr. Daniel McSpadden (x) Director  
Dr. Melissa Burwell (x) Dean of Retention  
Dr. Stephen Yandell, Associate Dean  
Ms. Lori Lambert, Senior Director  
Ms. Diamond Brown, Associate Director

**Representing**

Enrollment Management & Student Success

CPS  
CN  
AL

CAS  
WCB

Undergraduate Admission  
Enrollment Management & Student Success  
TRiO  
Retention & Student Success  
CAS  
Student Affairs  
CDI

**Staff to Committee:**

Ms. Kris Killen, Associate Director

Student Financial Services

## 2. ATHLETIC ADVISORY BOARD

### Charge:

The Athletic Advisory Board assists and advises the Vice President for Institutional Strategy and Director of Athletics in the overall institutional responsibility and control of intercollegiate athletics ensuring alignment with the values and goals of Xavier University by:

- Promoting an understanding of intercollegiate athletics among all members of the University community.
- Fostering a clear commitment to ethical behavior and academic integrity within the athletic program.
- Ensuring the commitment to the student-athletes in athletic activities.
- Providing a bridge for communication between Athletics and the faculty, as well as the broader University community.
- Acting as a sounding board for issues facing intercollegiate athletics programs and making recommendations as to how best practices could be implemented.

### Membership and Terms:

Membership: The Board consists of 13 members: The Chair (a faculty member appointed by the President), three faculty members (recommended by the Faculty Committee), one administrator (recommended by the Vice President for Institutional Strategy and Director of Athletics), four staff members (recommended by Staff Advisory Committee), one undergraduate student (recommended by Student Government), two student-athletes (recommended by SAAC), one Xavier alumni (recommended by the Executive Director of the Alumni Association). The Vice President for Institutional Strategy and Director of Athletics, the Senior Associate Athletics Director for Compliance and Student-Athlete Resources and SWA and the Faculty Athletics Representative(s) serve as ex-officio members of this Committee.

Terms: Faculty and Staff are appointed to staggered three-year terms; students are appointed to one-year terms.

### Reporting:

The Committee reports to the President through the Vice President for Institutional Strategy and Director of Athletics.

### Meetings:

The Committee traditionally meets at least once in the Fall semester (to coincide with the annual athletics meeting, if applicable) and at least once in the Spring semester.

### Current Membership:

Mr. Christopher Barbour (ste-22,3)

### Representing

Administrative Staff

Dr. Stefan Wuorinen (WCB) (f-23,3)

AL

*Vacancy from Dr. Wilber Escorcia (CAS) (f-23,1)*

AL

Dr. Ashley Stadler Blank (f-24,3) – **Chair**

WCB

Mr. Andrew Schmidt (s) (2024-2025)

SGA

Ms. Ryleigh Neill (s) (2024-2025)

SGA

Sr. Rose Ann Fleming (x)

NCAA Faculty Rep.

Dr. Christian End (x)

NCAA Faculty Rep.

Alex Burkhart (24, 3)

Alumni

### Staff:

Mr. Greg Christopher, Vice President for Institutional Strategy and Director of Athletics

Dr. Susan Cross-Lipnickey, Senior Associate Athletics Director for Compliance and Student-Athlete Resources and SWA

**HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING**

### 3. BENEFITS COMMITTEE

#### Charge:

The University Benefits Committee advises the Office of Human Resources on the University's fringe benefits package and proposed changes in benefits. As articulated in the Faculty Handbook, certain benefits are reviewed annually by the Benefits Committee which makes recommendations for modifications to the SLC. The SLC then recommends levels for the next year to the President. The President's action on such recommendations establish the benefits for the next year.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

#### Membership:

The membership consists of five (5) faculty members recommended by the Faculty Committee (with at least three (3) being tenure/tenure-track faculty) and no more than two from any one college; additionally, eight (8) staff employees recommended by the Staff Advisory Committee to the Vice President, Financial Administration & CFO. The faculty and staff co-chairs are elected by the committee.

Note: membership on this committee includes a summer-meeting obligation for all members.

#### Reporting:

The committee reports to the Vice President Finance and Administration and Chief Financial Officer.

#### Current Membership:

Scott Beck (f-22,3) **Co-Chair**

Ms. Megan Kickbush, Library (ste-22,3)

Dr. Deborah Knapp (CN) (f-24,1)

Ms. Jodi Osborn, English (st-22,3)

Mr. Anderson Reeves (st, 24.1)

Ms. MaryBeth Sullivan (st-24,1)

Mr. Jay Trefl, Project Management (ste-22,3)

Dr. Hema Krishnan (WCB) (f-23,3)

Dr. Kristine Suna-Koro (CAS) (f-23,3)

Ms. Francie Gonzalez, Auxiliary Services (st-24,3)

Ms. Ashley Henkes, Care Management Services (st-24,3)

Mr. Douglas Riga (ste-24,3) **Co-Chair**

Dr. Asley Varol (CPS) (f-24,3)

#### Representing

Faculty

Staff

Faculty

Staff

Staff

Staff

Staff

Faculty

Faculty

Staff

Staff

Staff

Faculty

#### Staff to Committee:

Ms. Robyn Dow, Vice President & Chief Human Resources Officer (CHRO)

Ms. Stephanie Bolen, Benefits & Compensation Specialist

Ms. Kimberly Schweinhagen, Director of Compensation, Benefits, & HR Technology

#### 4. BRAND AND MARKETING NETWORK

##### **Charge:**

The Brand and Marketing Network advises the Office of Marketing & Communications on communications and marketing strategies and initiatives that impact the entire university. The committee meets at least two times during the academic year to help Xavier manage its reputation, share pertinent information, integrate and align marketing efforts, and leverage mutual interests.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

##### **Membership:**

The membership consists of four faculty members, one from each of the respective colleges of the University, appointed by the President upon the recommendation of the Faculty Committee. One additional faculty member, preferably from Marketing, Communications, Information Resources or Computer Science, is included by Presidential appointment. Each Vice President is also a member, as well as the Associate Provost for Student Affairs, or their specific communications designee from their division. Additional members include one representative from each of the enrollment centers and the Director of Athletic Marketing. The Network is led by the Office of Marketing & Communications and chaired by the Offices' Assistant Vice President.

##### **Reporting:**

The Committee reports to the President. The Chair will brief the President at least two times throughout the year on the work of the Committee; however, minutes of each meeting will be taken and distributed through appropriate University channels to apprise the University on the committee's meeting.

<b>Current Membership</b>	<b>Department</b>	<b>Representing</b>
Mr. Doug Ruschman (x) – <b>Chair</b>	Marketing & Communications	
Dr. Christina Paramore (CN) (f-23,3)	Nursing	CN
Dr. Leslie Rasmussen (CAS) (f-22,3)	Communication	CAS
Dr. Ashley Stadler Blank (WCB) (f-22,3)	Marketing/WCB	WCB
Dr. Renee Zuccherro (CPS) (f-22,3)	Psychology	CPS
Dr. Russell Lacey (x)	Graduate School	Graduate Enrollment
Mr. Jason Dickman (x)	Graduate School	Graduate Enrollment
Ms. Kelly Pokrywka (x)	Office of the President	Office of the President
Scott Clyde (x)	Enrollment Management	EMSS
Ms. Lauren Parcell (x)	Undergraduate Admission	EMSS
Ms. Kiley Solomon (x)	Enrollment Communications	EMSS
Ms. Shannon Cassidy-Cox (x)	Alumni	University Relations
Ms. Susan Abel (x)	Capital Campaign	University Relations
Mr. Bill Moran (x)	Auxiliary Services	Financial Administration
Mr. Brian Hicks (x)	Athletics	University Administration
Ms. Leah Busam Klenowski (x)	Student Involvement	Student Life & Leadership
Mr. Craig This (x)	Director of Institutional Research	Academic Affairs
Mr. Joe Shadle (x)	Mission and Identity	Mission & Identity

##### **Staff to Committee:**

Ms. Kim Costanzo	Marketing & Communications
Mr. Rob Liesland	Marketing & Communications
Mr. Brendan Bergan	Marketing & Communications

## 5. CAMPUS SAFETY COMMITTEE

### Charge:

The Safety Committee (SC) is a university committee that represents the perspective of the entire university and serves as an advising and recommending body on matters of campus safety that broadly impact the campus and our campus community members.

In fulfilling this charge the SC will identify and recommend prioritized actions to enhance campus safety and to provide for continuous improvement in safety awareness and safety results. SC members also make recommendations and act to develop and continue a culture of safety, a culture that values safety broadly and extends beyond the role of XUPD, where a safe campus for all is viewed as an important individual and collective responsibility, and where campus safety is part of what all employees and students share accountability through engagement, reporting, and awareness.

The SC recognizes other groups such as: XUPD, Physical Plant, Health & Wellness, Title IX, Student Integrity, and others perform safety-related functions and will collaborate with these groups on specific issues.

### Membership:

The membership consists of *ex officio* and *appointed* members. All members have voting privileges.

*Ex-officio members are:* Vice President for Risk Management, the Director Public Safety/Chief of Police, the Lieutenant - Clery Compliance and Safety, the Lieutenant - Crime Prevention and Training, and senior managers from Marketing and Communications, Student Affairs, and Physical Plant.

*Appointed members are:* Four (4) faculty members, one from each college, recommended by the Faculty Committee, two (2) staff recommended by the Staff Advisory Committee, and two (2) students, one undergraduate recommended by Student Government Association and one graduate student recommended by the Graduate Student Government Association. Appointed faculty and staff members will serve a term of three (3) years with a rotation set up for the initial appointment to lag the membership. Students will serve a one-year term subject to renewal or reappointment should they choose to continue serving.

Representatives from the Cincinnati and Norwood Police and Fire Departments will be invited to participate in Committee meetings.

The SC is co-chaired by the Director of Public Safety/Chief of Police and a faculty member elected by SC members from among the faculty appointed to the SC. As a recommending body, generally the SC will reach agreement by consensus. The SC is staffed by the Manager, Support Services for XUPD who is responsible for coordinating administrative matters for the SC as well as keeping minutes of the proceedings of meetings.

**NOTE:** See attached table for current Committee membership.

### Reporting:

The SC reports to the President through the Vice President for Risk Management.

- All minutes will be approved by the SC.
- At least once a semester, the SC Co-chairs will provide a SC update to VP for Risk Management regarding on-going projects and focus of the SC.

The SC reports to the Xavier University Council (XUC) through the Director of Public Safety as requested on the agenda items or updates.

### Current Membership:

Chief Aaron Jones, DPS/Chief of Police (x) voting **Co-Chair**  
Dr. Jagan Jacob (WCB) (f-22,3) **Co-Chair**

### Representing

XUPD  
WCB Faculty

Ms. Diana Rickmon (CN) – (f-22,3)

CN Faculty

Dr. Stacey Raj (CPS) (f-23,3)

CPS Faculty

Dr. Kris Spaeth (CAS) (f-24,3)

CAS Faculty

Ms. Nancy Conlon (st-24,3)

Staff Appointment

Ms. Lachanna Jackson (st-24,2)

Staff Appointment

Ms. Keegan Brooks (s) (2024-2025)  
Sean James (gs)(2024-2025)

Student Government Association  
Graduate Student Association

**Ex Officio Members**

VP – Risk Management  
Director of Public Safety/Chief of Police  
XUPD Lieutenant – Clery Compliance & Safety  
XUPD Lieutenant – Crime Prevention & Training  
Communications  
Residence Life  
Physical Plant

Jeff Coleman  
Aaron Jones  
Adrian Fuller  
Lisa Crisafi  
Austin Rowekamp  
Hannah Sanders  
Tim Trucco

**Community Partners:**

Carlier Smythe  
Mr. Steven Thomas  
Mr. Josh Giles

Cincinnati Police  
Norwood Police Dept.  
Norwood Fire Dept.

**Staff to Committee:**

Ms. Hayley, O'Donnell  
Mr. Glenn Welling

XUPD Administration  
Student Veterans Center

## 6. GRIEVANCE COMMITTEE

### Charge:

This Committee meets upon the request of the Associate Vice President for Human Resources at Step IV in the Grievance Process as described in the Xavier University Grievance and Appeals Policy. The committee hears complaints which an employee may have regarding conditions of University employment.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

The membership consists of a committee of five individuals - two (2) tenured faculty members from different colleges recommended by Faculty Committee, and three (3) staff employees of which at least one (1) will be hourly and one (1) salaried nominated by the Staff Advisory Committee to the President. The Chair is appointed by the President, or the President's designee, in consultation with the Chair of the Faculty Committee and the Associate Vice President for Human Resources. The Associate Vice President for Human Resources serves as staff to the committee.

### Reporting:

The committee will make a recommendation to the President within one week of the hearing.

### Current Membership

Mr. Tim Griffin (ste-22,3)

Dr. David Hyland (WCB) (f-22,3)

Dr. Carla Gerberry (CAS) (f-23,3)

Mr. Michael Svihlik (ste-22,3)

Ms. Karmen Sharp (st-24,3)

### Representing

Staff

Faculty

Faculty

Staff

Staff

## 7. PARKING COMMITTEE

### Charge:

The Parking Committee is responsible to make recommendations for:

- Overall policies and procedures for the regulation of parking on campus
- Fees to be charged for parking
- Areas on or contiguous to campus on which parking spaces may be created
- Alternatives to handling parking when construction of University facilities eliminates existing parking spaces
- Procedures for ensuring that all stakeholders, students, faculty, staff and visitors (e.g. basketball premium seat holders) receive and understand clear communication regarding normal parking processes and necessary changes to those processes for special events (e.g. men's basketball games on class nights).

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Members:

The membership consists of two (2) students (one undergraduate and one graduate) recommended by the Student Government Association and the Graduate Student Association respectively, four (4) faculty members representing different colleges, recommended by the Faculty Committee, two (2) Administrative staff (exempt staff) and, two (2) hourly staff (non-exempt staff) designated by the Vice President Finance and Administration and Chief Financial Officer (VP F&A/CFO).

The Committee is co-chaired by the Associate Director of Auxiliary Services and a faculty member elected by the committee.

### Reporting:

The Parking Committee acts in an advisory capacity to the Vice President of Finance & Administration & Chief Financial Officer (VP F&A/CFO).

### Current Membership:

Ms. Jennifer Paiotti (x) **Co-Chair**

### Representing

Administrator

Mr. Mike Cleary (Provost) (st-22,3)

Staff

Dr. Richie Liu (WCB) (f-22,3) **Co-Chair**

WCB faculty

Ms. Amanda Meeker (IT) (st-22,3)

Staff

Dr. Kris Spaeth (CAS) (f-22,3)

CAS faculty

Dr. Andrea Wawrzusin (Registrar) (st-22,3)

Admin Staff

Ms. Carlene Galanopulo (CN) (f-23,3)

CN faculty

Dr. Leigh Anne Prugh (CPS) (f-24,3)

CPS faculty

Ms. Mariah Dern (st-24,3)

Staff

Mr. Keegan Brooks (s) (2024-2025)\*

SGA

Ms. Sofia Castillo (s) (2024-2025)\*

SGA

Mr. Zach Petruzzo

Graduate Student

### Staff to the Committee (non-voting members):

Mr. Jon Prabell, Director, Plant Operations, Physical Plant

Chief Aaron Jones, Director, Public Safety/Chief of Campus Police

Mr. Bob Young, Xavier University Police Department

Mr. Scott Mueller, Director for Facilities and Operations

\*Two SGA students are on the committee but SGA will only have one vote



## 8. STAFF COMMITTEE

### Charge:

The Staff Committee will provide a forum for open communication and on-going dialogue between exempt and non-exempt staff employees and administration on University strategic direction and initiatives. This committee will report to the Office of the President. The Staff Committee will recommend exempt and non-exempt staff employees for consideration by the President of the University for appointment to academic and University committees where staff have a role.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

The membership consists of at least fifteen (15) exempt and non-exempt staff employees. Five (5) members are elected each year for a three-year term. No more than three members from any area may serve at the same time. Staff Committee seeks a diverse representation of staff from across the University. The Staff Committee elects its own Chair to an 18-month term. Members eligible to run for a term as Chair must be in their first or second year on the committee. Upon completion of the term as Chair, this person will then serve up to 6 months as the Past Chair (in accordance with the [resolution unanimously passed by SAC in April 2021](#)).

### Reporting:

The Staff Committee reports to the Office of the President.

### Current Membership:

#### Staff in third year on Committee (ending June 2025)

Brendan Bergen, Marketing and Communications (ste-e-22,2) – **Chair**

Donna Berns, Athletics (st-e-22,2)

Danny Rodriguez, Physical Plant (ste-e-23,2)

Cheryl McElroy, Grant Services (ste-e-22,3)

Dr. Daniel McSpadden, TRiO Student Support Services (ste-e-22,3)

**Vacancy from John (JP) Parham, Student Athlete Academic Support Services** (ste-e-22,3)

Henry Moller, Office of the Registrar and Adult & Professional Education (ste-e-24,1)

#### Staff in second year on Committee (ending June 2026)

Mary-Kate Carpenter, Risk Management (st-e-23,3)

Sam Kwapong, Center for International Education (ste-e-23,3)

Donna Geraci, Registrar (ste-e-23,3)

Amanda Meeker, Information Technologies (st-e-23,3)

Samuel Terry, Center for Diversity and Inclusion (ste-e-23,3)

#### Staff in first year on Committee (ending June 2027)

Michelle Dietz, Financial Administration (st-e-24,3)

Erica Gehring, Academic Affairs, Office of the Graduate School (st-e-24,3)

Hannah Sanders, Student Affairs, Residence Life (st-e-24,3)

Gordon Suggs, Financial Administration, Information Technologies – Application Services (st-e-24,3)

Angie Kneflin, Student Affairs (st-e-24,3)

*Note: The committee does not address issues or concerns on matters related to terms or conditions of employment.*

## 9. UNIVERSITY CALENDAR COMMITTEE

### **Charge:**

The University Calendar Committee formulates and recommends the academic year calendar, proposes policies and processes for scheduling of University classes, academic programs and events, and works to ensure proper and timely dissemination of all University academic calendars and university academic events.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### **Membership:**

Membership consists of the Provost and Chief Academic Officer or designee. The Provost designates the Chair. Membership also includes the Administrative Vice President, the Vice President of Enrollment Management and Student Success, the Vice President for Student Affairs, the University Registrar, the Associate Provost for Academic Affairs, the Dean of the Graduate School, two faculty members recommended by Faculty Committee (from different colleges), a representative from the Student Government Association, and representatives from Staff Advisory Committee, the Special Events/Cintas Center, and Human Resources.

### **Reporting:**

The committee reports to the Provost and Chief Academic Officer.

### **Current Membership:**

Dr. Andrea Wawrzusin (x) – **Chair**

Dr. Mia Rivolta (WCB) (f-22,3)

Dr. Kathy Winterman (CPS) (f-22,3)

Ms. Cheryl McElroy (st-24,3)

Ms. Meg Calumpang (s) (2024-2025)

Ms. Jacquelyn Solis (s) (2024-2025)

Dr. Rachel Chrastil (x)

Dr. Gary Lewandowski (x)

Mr. Scott Clyde (x)

Ms. Jody Geisen (x)

Ms. Leah Busam Klenowski (x)

Dr. Russell Lacey (x)

Dr. Kimberly Moore (x)

Ms. Robyn Dow

### **Representing**

University Registrar - (Provost & CAO rep as Chair)

Faculty

Faculty

Staff Committee

Student Government Association

Student Government Association

Provost and Chief Academic Officer

Associate Provost for Strategic Initiatives

Vice President, Strategic Enrollment Management

Cintas, Executive Assistant Athletics

Student Affairs Representative

Associate Provost & Dean, Graduate School

Vice President for Student Affairs

Vice President & Chief Human Resources Officer (CHRO)

## 10. UNIVERSITY COMMITTEE ON PUBLIC HONORS

### **Charge:**

The purpose of this committee is to recommend to the President, individuals, organizations and corporations who through their lives and accomplishments exemplify the spirit, the values and the Mission of Xavier University, and therefore, are deserving of public recognition by the university.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### **Membership:**

Membership consists of the Provost and Chief Academic Officer, a representative of the Faculty Committee and one additional faculty member recommended by Faculty Committee (both of whom should be tenure/tenure-track), two (2) students (one of whom is a representative from the Junior class), Vice President for University Relations, Director for Strategic Communications, the Executive Director of the Alumni Association, and the Awards Committee Chair of the National Alumni Association, and up to two individuals (administrators/staff) recommended by the Provost. The Committee is co-chaired by the Provost and Chief Academic Officer or designee and a faculty member elected by the committee.

### **Reporting:**

The committee reports to the President.

### **Current Membership:**

Dr. Rachel Chrastil, (x) – **Co-Chair**

### **Representing**

Provost and Chief Academic Officer

Dr. Leslie Rasmussen (CPS) (f-24,2) - **Co-Chair**

Faculty Committee Representative

Dr. Deborah Kuchey (AL) (f-24,3)

Faculty

Ms. Kelly Witwer (s) (2024-2025)

SGA

Mr. Aidan Anich (s) (2024-2025)

SGA

Mr. Gary Massa (x)

Vice President for University Relations

Ms. Shannon Cassidy-Cox, (x)

Director, Alumni Relations

### **Staff to Committee:**

Mr. Doug Ruschman, Associate Vice President, Marketing and Communications

Ms. Jenny Thacker, Manager for Research



## 11. UNIVERSITY HARASSMENT HEARING BOARD

### Charge:

The University Harassment Hearing Board hears formal charges of harassment. A full description of the Harassment Code and Accountability Procedures (HCAP) is located on Xavier's website:

<https://www.xavier.edu/policy/hcap/>

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

### Membership:

The Harassment Hearing Board consists of 24 members, selected as follows:

- Six members of the Board shall be appointed by the Faculty Committee from among the University faculty (all of whom should be tenure/tenure-track).
- Twelve members of the Board shall be appointed by the Staff Advisory Committee from among the University staff employees (6 exempt employees and 6 non-exempt employees).
- Three members of the Board are appointed by SGA (Student Government Association) from the undergraduate student population, and three members of the Board are appointed by GSA (Graduate Student Association) from the graduate student population.

The typical HHB term is 3 years.

### Current Membership:

#### **Faculty**

Dr. Timothy Miller (WCB) (f-22,3) **Chair**

Dr. Dalia Diab (CPS) (f-22,3)

Dr. David Gerberry (CAS) (f-22,3)

Dr. Edward Kosack (WCB) (f-22,3)

Dr. Heidrun Schmitzer (CAS) (f-24,1)

Ms. Laura Powell (WCB) (f-22,3)

#### **Staff \***

Ms. Emma Albertz, Office of Marketing & Communications (st-22,3)

Mr. Jason Cloutier, EMSS (ste-22,3)

Mr. Jason Dickman, Graduate School (ste-22,3)

Ms. Jennifer Droege, CAS (ste-22,3)

Ms. Angie Kneflin, Student Affairs (ste-22,3)

Ms. Cindy Lowman Stieby, Accessibility and Disability Resources (ste-22,3)

Mr. Mack Maynard, Psychology Dept (ste-22,3)

Ms. Wendy Steinberg, APEX (ste-22,3)

Ms. Amber Yuellig, Auxiliary Services (st-22,3)

#### **Student Government Association (s) and Graduate Student Association (gs)**

Ms. Audrey Elwood (s) (2024-2025)

Ms. Lydia Graves (s) (2024-2025)

Ms. Clare McKinley (s) (2024-2025)

**Vacant (gs) (2023-2024)**

**Vacant (gs) (2023-2024)**

**Vacant (gs) (2023-2024)**

\*Staff are unable to fill 3 out of 12 positions due to lack of staff candidates

**HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING**

## 12. XAVIER UNIVERSITY COUNCIL (XUC)

### Statement of Purpose

The primary purpose of the Xavier University Council (“XUC”) is to provide advice and counsel to the University’s President and senior leaders on matters of institutional importance, such as: Jesuit Identity, strategic planning creation and implementation, budgeting and spending, policy development, the student experience and enhancing university culture. XUC is also charged with serving as a communications conduit between senior leadership and other faculty and staff colleagues. Moreover, the XUC membership is charged with performing these responsibilities with a broad institutional mindset, utilizing Ignatian discernment in a manner that promotes and supports the University’s mission.

### Membership and Expected Responsibilities of Members

Membership in the XUC shall consist of:

#### A. *Ex Officio* Members:

- a) University’s senior leadership and the non-administrative direct reports of those senior leaders will serve in an *ex officio* capacity. <sup>1</sup>
- b) The Chair/Co-Chairs of the Faculty Committee will serve in an *ex officio* capacity.
- c) The Chair/Co-Chairs of the Staff Committee will serve in an *ex officio* capacity.

<sup>1</sup> Typically, the senior leadership team will include holders of those non-administrative positions that report directly to the University President in some capacity.

#### B. Presidential Appointments:

- a) One faculty representative from each of the University’s colleges, with priority given to tenured faculty members, will serve in an appointed capacity. These presidential appointments will be made from a list of nominations from the Faculty Committee.
- b) Two staff representatives will serve in an appointed capacity. These presidential appointments will be made from a list of nominations from the Staff Committee.
- c) Additional Xavier colleagues may be appointed to the XUC by the President, as determined to be appropriate.

Any Faculty and Staff representatives who serve by Presidential appointment will serve a term of one (1) year, with membership terms that will run from July 1 to June 30. These appointments may be renewed at the discretion of the President.

XUC will be led by a Convener who will be designated by the President and who, ordinarily, will be a member of the University’s senior leadership. The Convener will be responsible for establishing the meeting schedule and meeting agendas. The Convener will provide notice of the meeting dates and times and will circulate or publish the meeting materials. The Convener will preside over XUC meetings, and when the President is not in attendance, the Convener will report to the President on the meeting.

### Institutional Mindset

Members of the XUC are expected to place the interests of the entire University above other considerations during deliberations and when making recommendations. In some cases, members may, secondarily, represent the constituencies of which they are a member (e.g. faculty members may represent specific concerns of faculty across the university or within a particular college, as appropriate). Depending on the matter under consideration, specific members of the XUC may be invited to recuse themselves from discussions that may introduce either a real or perceived conflict of interest.

### Communication and Confidentiality

An important function of the XUC is providing an avenue for communication between and among multiple constituencies and levels of leadership at Xavier. Members of XUC are expected to come to meetings having considered any pre-meeting materials, prepared to participate in dialogue and exchange. XUC will also facilitate communication from the University President and senior leadership with campus as a whole regarding important initiatives, policies, updates and decisions. In those instances, members are expected to further communicate that information to their functional area or to the broader constituency they represent.

However, it is anticipated that matters of a sensitive or confidential nature may occasionally come before this body. In those instances, members will be cautioned about the confidential nature of information received, and after such caution has been given, members must maintain the confidentiality of that information unless and until otherwise instructed. Members who are found to have shared confidential information inappropriately may be dismissed from the XUC and may be subject to other disciplinary action as determined under existing University policies and practices. In order for XUC to perform to its full potential, the capacity to hold confidential discussion among university leaders is critical.

### **Meetings**

The XUC will typically meet not less than five times in an academic year. Additional meetings may be scheduled as workload requires and at the discretion of the President or the Convener.

### **Advice and Input**

As an advisory body, the XUC is expected to provide advice and input to the President and the University's senior leaders. To meet that expectation, members will engage in discussion and share their opinions and perspectives at meetings. If matters arise between meetings on which it would be beneficial to have the advice and input of the XUC, the Convener may request discussion and feedback from the members via electronic mail or other means.

### **Subcommittees and Working Groups**

If the President determines a need for additional study, consideration, or work on a particular matter, the President may appoint a standing Subcommittee or an *ad hoc* Working Group to meet that need. Subcommittees and Working Groups of XUC will be charged by the President. Ordinarily, they will be chaired by a member of the University's senior leadership and may include other XUC members as well as others from across the University. Subcommittees and Working Groups will report to XUC regularly on the particular matters within their charge.

### **Annual Work Plan**

At the first meeting of an academic year, the Convener will present an annual work plan for the XUC, approved by the University's senior leadership, describing the matters intended to come before XUC for advice and counsel.

These topics may include, but are not limited to:

- Reviewing and providing advice on the development of strategic initiatives, strategic goals, and annual institutional priorities, and the financial resource allocation to accomplish those plans and goals;
- Reviewing and providing advice on other significant matters that have financial resource implications, and providing feedback regarding the allocation of financial resources that affect the strategic goals of the University, its long-range financial plans and its annual budget;
- Reviewing and providing advice on the development of the annual budget, including review of key assumptions and financial resource allocation;
- Reviewing and providing advice on the development of capital and deferred maintenance plans, including review of recommendations regarding campus master planning and campus space utilization;
- Reviewing and providing advice on enhancing Xavier's student experience;
- Reviewing and providing advice on enhancing Xavier's campus culture and employee engagement;
- Reviewing University policy and process documents and providing advice regarding revisions to existing policies or topics for new policies;
- Reviewing and providing advice in response to the work completed and recommendations made by other University Committees.

It is anticipated that additional matters are likely to arise outside of these standard elements of the annual work plan.

**This Charter will be reviewed on an annual basis and updated as required as this Council evolves.**

**XAVIER UNIVERSITY COUNCIL MEMBER LIST - 8/7/24**

**Colleen Hanycz - President**

<b>Colleen Hanycz - President</b>			hanycz@xavier.edu
First	Last	Title	
Larry	Lampe	Executive Assistant to the President	lampel2@xavier.edu
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**Ivy Banks - Vice President, Institutional Diversity and Inclusion**

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**Kevan Buck - Vice President, Financial Administration & CFO**

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First	Last	Title	
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Bob	Sheeran	Vice President, Facilities	sheeran@xavier.edu
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Vacant	Vacant	Associate vice President & Chief Human Resources Officer	

**Rachel Chrastil - Provost and Chief Academic Officer**

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First	Last	Title	
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### Greg Christopher - Vice President, Institutional Strategy & Director of Athletics

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Vacant	Vacant	Executive Director of Student Support	

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**FAC &  
SAC**

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Brendan	Bergen	SAC Chair	bergenb@xavier.edu

### 13. XAVIER TECHNOLOGY COMMITTEE (XTC)

#### Charge

The Xavier Technology Committee (XTC) provides information-gathering, analysis and recommendations on a wide range of university technologies. The XTC advises regarding broad-based planning that integrates the academic and administrative technology needs of the University. The committee provides guidance in matters of budgeting for technology to the University community. Additionally, the XTC serves as a clearing house for technology information and educates the university community on technology. The committee's deliberations are conducted and their recommendations made within the context of the University's academic & administrative needs parallel with its strategic plan. The XTC is divided up into two subcommittees; Academic Technology & Administrative Technology. The XTC receives input from the two subcommittees and is the decision-making body with respect to the charge.

The role for the Administrative Technology subcommittee includes:

1. Review strategic technology direction and plan for IT projects as it advances the business of Xavier University.
2. Review IT investment and planning for administrative technology needs
  - Prioritize of operational efficiency projects led by the Project Management Office
  - Provide oversight to data consistency across the organization provided by the Data Stewards
  - Ensure the University follows the software acquisition approval process – CIO
3. Review and recommend administrative IT policies
4. Review major projects to ensure optimal benefits
5. Provide guidance on budgeting

The role for the Academic Technology subcommittee:

1. Guide the strategic technology direction for instruction and academic research
2. Perform academic technology needs assessment
3. Review IT investment and planning for academic technology needs
4. Recommend and review major academic projects to ensure optimal benefits
5. Review and recommend IT policies for teaching, learning, and research.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

#### Membership

Membership consists of a minimum of eight (8) faculty members (at least one from each College and four at-large members), all of whom are elected by the Faculty Assembly; and eight staff member representatives from across the university including the Associate Provost and CIO for Information Technologies, the Associate Provost for Excellence, Application Services Executive Director and a student appointed by the Student Government Association (SGA).

The Associate Provost and CIO and a faculty member elected by the committee serve as co-chairs. The Associate Provost and CIO chairs the administrative technology subcommittee and the faculty co-chair of the XTC serves as the chair of the academic technology subcommittee. Members can join one or both subcommittees.

#### Reporting

The committee sends its reports to the Provost/Chief Academic Officer, the UPRC, the Faculty Committee, and the Staff Advisory Council (SAC) through a liaison.

#### Current Membership:

Ms. Sheri Thomas – **Co-Chair**

Mr. Tim Curl (CN) (f-e-23,1)

Ms. Holly Kaminski (WCB) (f-22,3)

Dr. Thilini Ariyachandra (WCB) (f-22,3) - **Co-Chair**

Dr. Lauren Angelone (CPS) (f-e-23,3)

Dr. Jeffrey Gerding (CAS) (f-e-23,3)

Dr. David Gerberry (CAS) (f-e-24,3)

Ms. Julie Hoffman (WCB) (f-e-24,3)

Dr. Lauren Laker (WCB) (f-e-24,3)

#### Representing

Associate Vice President and CIO

CN

WCB

AL

CPS

AL

CAS

AL

AL

Mr. Jake Galvan (s), (2024-2025)

SGA

Kevan Buck	Vice President, Financial Administration & CFO
Ms. Susan Abel	Associate Vice President for University Relations, Internal Operations
Dr. Mary Kochlefl	Associate Provost for Academic Excellence
Mr. Andy Barry	Assistant Athletic Director for Business and Finance
Mr. Jeff Coleman	Vice President - Risk Management
Ms. Robyn Dow	Vice President & Chief Human Resources Officer (CHRO)
Ms. Tiffany Huber	Director, Financial Systems
Mr. Dan Crespo	Associate Vice President for Provost Budget and Planning
Mr. Scott Clyde	Vice President, Strategic Enrollment Management
Mr. Doug Ruschman	Associate Vice President, Marketing and Communications
Mr. Rob Liesland	Senior Director, Marketing Technologies and Innovation, Marketing and Communications