

XAVIER UNIVERSITY 2017-2018

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KEY

All University Committees are advisory.

Key

- (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/st/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

1. ACADEMIC PLANNING COMMITTEE

Charge:

The Academic Planning Committee has as its purpose the continued maintenance, implementation and oversight of the University's Academic Plan. To ensure transparency and open dialog with faculty, a yearly forum will be scheduled in alignment with the budgeting process to discuss the ongoing efforts of the committee.

Membership:

The membership will consist of nine (9) principal faculty members with equal representation from each of the three (3) colleges. These faculty members will be appointed by Faculty Committee in consultation with Deans and the Provost for a three-year term. The tenth (10th) member will be the Chair of Faculty Committee as an *ex-officio, non-voting* member. The eleventh member (11th) will be the Provost or a Provost designate as an *ex-officio, non-voting* member. The twelfth member (12th) will be a representative of Academic Program Health as an *ex-officio, non-voting* member. A member of the Staff may also serve as an *ex-officio, non-voting* member.

Reporting:

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

Current Membership:

Representing

| | |
|-------------------------------------------------------|-------------------------|
| Richard Mullins CAS (f-17,2) | CAS |
| Haider Raad, CAS (f-17,3) | CAS |
| Kristen Renzi, CAS (f-17,1) | CAS |
| Laney Bender-Slack, CPS (f-17,1) | CPS |
| Kathy Hart, CPS (f-17,2) | CPS |
| Doug Olberding, CPS (f-17,3) | CPS |
| Mee-Shew Cheung, WCB (f-17,2) | WCB |
| Cam Cockrell, WCB (f-17,1) | WCB |
| Lynda Kilbourne , WCB (f-17,3) | WCB |
| Melissa Bauman, Provost and CAO (x) <i>non-voting</i> | Provost & CAO |
| Debbie VanKuiken (x) <i>non-voting</i> | Faculty Committee Chair |
| (x) <i>non-voting</i> | Academic Program Health |

2. ACADEMIC PROGRAM HEALTH (APH) COMMITTEE

Charge:

The Academic Program Health (APH) Committee is charged with the responsibility for continued maintenance, accountability, and oversight of the University's academic program health.

Membership:

The membership will consist of seven (7) principal faculty members with two (2) faculty representing each of the three (3) colleges, with at least two (2) faculty related to a graduate program, and a faculty director who will also serve as the chair. These faculty members will be appointed by the Faculty Committee in consultation with the Deans and the Provost for a three-year term.

Reporting:

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

Current Membership:

Thilini Ariychandra (WCB), Chair

Liz Johnson (CAS), (f-17,3)

Stephen Yandell (CAS), (f-16,3)

Jennifer Robbins (CAS), (f-16,3)

Cindy Dulaney (CPS), (f-17,3)

Lisa Jutte (CPS), (f-16,3)

Christian Mastilak (WCB), (f-17,3)

David Yi (WCB), (f-16-3)

Debbie VanKuiken (x) *non-voting*

Representing

Faculty Director

CAS

CAS

CAS

CPS & graduate program

CPS

WCB

WCB & graduate program

Faculty Committee Chair

3. ADMISSION COMMITTEE

updates in process

Charge:

The Admission Committee has as its purpose the development and review of admission criteria and admission policies. The Admission Committee, or a subgroup thereof, consults on admission decisions regarding student applicants who do not meet the University's automatic acceptance criteria.

Membership:

The membership consists of five (5) faculty members representing the three (3) colleges, the Dean of Undergraduate Admission and Financial Aid, two (2) students recommended by Student Government, Director of Academic Advising, an Associate Dean from one of the three (3) colleges recommended by CAO, and one (1) Administrator from the Division of Student Enrichment recommended by the Assistant Provost for Student Enrichment, and one administrator recommended by the Provost. The co-chairs are the Dean of UG Admission & Financial Aid and a faculty member elected by the committee.

Reporting:

The Committee serves in an advisory capacity to the Provost and Chief Academic Officer.

Current Membership:

Ms. Lauren Parcell, (x), Co-Chair,
Faculty co-chair, TBD
Dr. David Gerberry (CAS) (f-e-16,3)
Dr. Shannon Byrne (f-e-15,3) (CAS)
Ms. Joyce Allen (f-e-15,3) (WCB)
Dr. Doug Olberding (CPS) (f-e-16,3)
Dr. Lisa Jutte (f-e-15,3) (CPS)
Ms. Cassandra Jones (x)
Dr. Michele Matherly (x), Associate Dean, WCB
Mr. Aaron Meis (x), Vice President, Enrollment Management
Dr. Daniel McSpadden (x)
Dr. Jim Snodgrass (x)
Tim Morse (s) – 2017-2018
Sara E. Meuche (s) – 2017-2018

Representing

Undergraduate Admission & Financial Aid

CAS
CAS
WCB
CPS
CPS
Student Enrichment
Associate Dean (any college)
Administrator
TRiO
Academic Advising
SGA
SGA

4. 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.

Membership:

Membership consists of six (6) tenured or tenure-track faculty members (two from each college elected by the Faculty Assembly), the deans (or their representatives) of the three 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 will be 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 an appointed 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:

Dr. Jennifer Robbins (CAS) (f-e-15,3), Chair (2017-2018)
Dr. Victoria Zascavage (CPS) (f-e-15,3)
Dr. Jen Gibson (CPS) (f-e-16,3)
Dr. Hem Raj Joshi (CAS) (f-e-15,3)
Dr. Rashmi Assudani (WCB) (f-e-16,3)
Dr. Paul Fiorelli (WCB) (f-e-17,3)
Dr. Steven Herbert (x), Associate Provost for Academic Affairs
Dr. Paul Gore (x), Dean,
Dr. Dennis Long (x), Associate Dean
Dr. Tom Hayes (x), Dean
Dr. Michele Matherly (x), Associate Dean
Dr. David Mengel (x), Dean,
Dr. Andrea Wawrzusin,
Dr. Melissa Baumann,
Leanue Bolo, (gs) – 2015-2016

Representing

CAS
CPS
CPS
CAS
WCB
WCB
Dean of the Graduate School (non-voting)
Dean, CPS
Dean, CPS
Dean, WCB
Dean, WCB
Dean, CAS
University Registrar, (x) (non-voting)
Provost & CAO (x) (non-voting)
Graduate Student Association

Staff to the Committee

Mr. Roger Bosse, Assistant Dean of the Graduate School

Graduate School

5. BOARD OF UNDERGRADUATE STUDIES

Charge:

The Board of Undergraduate Studies:

1. Monitors the implementation of the University Core and is responsible for overseeing faculty votes on proposed changes to the University Core.
2. Assists in overseeing the assessment of student academic achievement in the University Core and special academic programs such as E Pluribus Unum, Scholars and HAB.
3. 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 or program curriculum committees. (Programs are defined in the University Catalog.)
4. Ensures 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.
5. Makes certain that undergraduate courses, majors, minors and programs support the Mission of the University.
6. 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.
7. Initiates revisions and recommends improvements to the Undergraduate University Catalog.
8. Reviews and makes recommendations on issues concerning the scheduling of the Undergraduate Academic Calendar.

Membership:

The membership consists of six (6) tenured or tenure-track faculty members (two from each college elected by the Faculty Assembly), the deans (or their representatives) of the three colleges, three (3) students recommended by Student Government (one from each college), University Registrar (ex officio, non-voting), and the Provost and Chief Academic Officer (ex officio, non-voting). The chair will be elected from the faculty members by the committee to serve for a calendar year.

Voting:

Approval of a proposal requires a quorum 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 through an appointed liaison. Also, the Board of Undergraduate Studies should respond to the Curriculum and/or Program Committees that have submitted undergraduate course, major, minor or program descriptions for review as described above in the charge section.

Current Membership:

| | <u>Representing</u> |
|------------------------------------------------------------------------|---------------------|
| Dr. Thomas Strunk (CAS) (f-e-15,3) Chair, Spring 2017-Fall 2017 | CAS |
| Dr. Doug Olberding (CPS) (f-e-17,3) | CPS |
| Dr. Dalia Diab, (CPS) (f-e-16,3) | CPS |
| Dr. Niamh O'Leary, (CAS) (f-e-16,3) | CAS |
| Dr. Brian Balyeat (WCB) (f-e-15,3) | WCB |
| Dr. Amit Sen (WCB) (f-e-17,3) | WCB |
| Dr. Paul Gore (x), Dean, College of Professional Sciences | Dean, CPS |
| Dr. Dennis Long (x), Associate Dean | Dean, CPS |
| Dr. Tom Hayes (x), Dean, Williams College of Business | Dean, WCB |
| Dr. Michele Matherly (x), Associate Dean | Dean, WCB |
| Dr. David Mengel (x), Dean, College of Arts and Sciences | Dean, CAS |
| Dr. Rachel Chrastil (x), Associate Dean | Dean, CAS |
| Dr. Andrea Wawrzusin, University Registrar (x) (non-voting) | Registrar |
| Dr. Melissa Baumann, Provost & Chief Academic Officer (x) (non-voting) | Provost & CAO |
| Ms. Emma Kruppenacher (s) (WCB) – 2017-2018 | SGA |
| Mr. Jacqueline Fox (s) (CPS) – 2017-2018 | SGA |
| Ms. Ryan Kambich (s) (CAS) – 2017-2018 | SGA |

6. 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.

Membership:

The membership is composed 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 will be 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. Mollie McIntosh, (**Biology/Chemistry**) (f-e-c-15,3) – Chair 2017-2018

Dr. Adam Clark, (**Philosophy/Theology**) (f-e-c-14,3)

Dr. Mollie McIntosh, (**Biology/Chemistry**) (f-e-c-15,3)

Dr. Bin Yu, (**Political Science/Sociology/History**) (f-e-c-15,3)

Mr. James Green, Librarian (x) (15, 2)

Dr. Heidrun Schmitzer (**Physics/Math/CSC**) (f-e-c-13,3) will serve during Fall 2016

Dr. Carla Gerberry (**Physics/Math/CSCI**) (f-e-c-16,3)

Dr. Carol Winkelmann (**Classics/Modern Lang/English**) (f-e-c-16,3)

Mr. Stephen Skiles, (**CommArts/Music & Theater/Arts**) (f-e-c-14,3), Chair 2016-2017

Dr. Gary Lewandowski, Associate Dean, CAS

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.

Membership:

The membership is composed 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 will be 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:

Donna Endicott, Rad Tech, (f-e-c-15,3) – Co-Chair (2017-2018)

John (Jack) Barrett, Psychology, (f-e-c-16,3)

Kelly Bohnhoff, Nursing, (f-e-c-16,3)

Stephanie Donauer, Health Services Administration, (f-e-c-16,3) – Co-Chair (2017-2018)

Leah Dunn, OT, (f-e-c-16,3)

Cheryl Jonson, Criminal Justice, (f-e-c-16,3)

Ahlam Lee, Leadership Studies and HRD, (f-e-c-17,3)

Major Nathan Lewis, Military Science (f-e-c-15,3)

Butch Losey, Counseling, (f-e-c-16,3)

Elisabeth Macrum, Sports Studies (f-e-c-17,3)

Jaylene Schaefer, Social Work, (f-e-c-15,3)

Winston Vaughan, School of Education (f-e-c-17,3)

Margaret Groeschen (x), Librarian

Dennis Long (x), Associate Dean, CPS

Paul Gore (x), Dean, CPS

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.

Membership:

The membership is composed 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 will be 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. Jamie Pawlukiewicz, Finance (f-e-c-15,3), Chair
Dr. Debbie Tesch, Management Information Systems (f-e-c-15,3)
Dr. Christian Mastilak, Accountancy (f-e-c-16,3)
Dr. Carol Rankin, Economics (f-e-c-16,3)
Dr. Mee-Shew Cheung, Marketing (f-e-c-15,3)
Dr. Lifang Wu, Management & Entrepreneurship (f-e-c-15,3) *completing term of Jim Turner*
Dr. David Zoogah, at-large member (f-e-c-16,3)
Ms. Patty Greco, Librarian (x-15,3)
Dr. Michele Matherly, Associate Dean, Williams College of Business (x)

9. CORE CURRICULUM ASSESSMENT COMMITTEE (CCAC)

Charge:

On an ongoing basis the CCAC will:

1. develop metrics (direct and indirect) to assess core goals and SLOs;
2. assess the extent to which student work achieves the core goals and SLOs;
3. make recommendations to the Core Curriculum Committee (CCC) based on assessment data to inform student learning;
4. manage the assessment process (e.g. populate Task Forces, collect artifacts, review survey data);
5. communicate regularly with the CCC to ensure assessment practices are being used in a meaningful way to improve student learning in the core;
6. submit an annual report for each area of the core assessed to the faculty CCC and Associate Provost for Academic Affairs summarizing the information captured by assessment and proposing action (if any is required) for improving student learning; this may include budgetary and/or policy recommendations;
7. invite guests, as needed, to attend meetings to provide information and perspectives.

Membership:

The CCAC membership will be elected by Faculty Assembly ballot as follows: 2 faculty from CAS, 2 from CPS, and 2 from WCB, 2 open positions (from any college) and 1 appointed from the current membership of the Core Curriculum Committee. Members will be elected to rotating 3-year terms by the Assembly, with nominations for a college's seats made by members of the respective college.

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:

Heidrun Schmitzer (CAS) – (f-e-17,3)
Supaporn Kradtap (CAS) – (f-e,15,3)
Dottie Engle (CAS) – (f-e-17,3)
Kandi Stinson (CAS) – (f-e-15,3)
Thilini Ariyachandra (WCB) – (f-e-16,3)
Christian Mastilak (WCB) – (f-e-15,3)
Cindy Dulaney (CPS) (f-e-15,3)
Jaylene Schaefer (CPS) – (f-e-17,3)
Lynda Kilbourne (CCC representative) – 2016-2017

Representing

any college
any college
CAS
CAS
WCB
WCB
CPS
CPS
Core Curriculum Committee

Staff to the Committee:

Dennis Long, CPS, Associate Dean
Gary Lewandowski, CAS Associate Dean
Michele Matherly, WCB Associate Dean

10. CORE CURRICULUM COMMITTEE (CCC)

Initial charge:

To revise the University Undergraduate Core incorporating feedback from the 2013 Faculty Retreat, the New Core Learning Outcomes Committee, and the Core Curriculum Assessment Committee. The revision is to be completed for review by April 12, 2014.

On-going charge:

To be responsible for the assessment process to ensure the core is continually achieving our learning objectives for students, and making suggestions for changing the core as necessary to ensure it meets these objectives over time.

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.

Membership:

Each college will have 3 representatives to the committee, who are tenured members of the Principal Faculty, elected by written ballot of the Principal Faculty. Nominations for this committee will be made to the Chair of the Faculty Committee by the Principal Faculty within one week of the call for nominations. All nominees must have agreed to run for election to this committee prior to submitting their names to the Faculty Committee. Self-nominations are acceptable.

Members will serve 3 year terms, with a one-year interim before one is eligible for re-election. For the initial formation of the CCC, the terms will be staggered to establish continuity over time. Staggered terms will be determined by lot within each college's representatives, so that each college will have one member serving one year, one member serving two years, and one member serving three years in the first cycle. This will insure that each college always has 3 members.

Voting (within the committee):

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

Reporting:

Current Membership:

Tim Brownlee (CAS) – (f-e-15,3) Co-Chair
Co-Chair
Danny Otero (CAS) –(f-e-16,3)
Paul O'Hara (CAS) – (f-e-16,3)
Lynda Kilbourne (WCB) – (f-e-15,3)
David Yi (WCB) – (f-e-17,3)
David Zoogah (WCB) – (f-e-17,3)
Debora Kuchey (CPS) – (f-15,3)
Karl Stukenberg (CPS) – (f-16,3)
Teresa Young(CPS) – (f-16,3)

Representing

CAS
CAS
WCB
WCB
WCB
CPS
CPS
CPS

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

Charge:

The Committee has responsibility for granting E/RS standing to and revoking E/RS standing from courses approved by the appropriate College Curriculum Committee and the Board of Undergraduate Studies. 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.

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 two (2) each from the College of Professional Sciences and the Williams College of Business and two (2) chosen at-large 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 Directors of the Center for Business Ethics and Social Responsibility are *ex officio*, non-voting members. The Directors of E/RS (*ex officio*, non-voting) will serve as the chairs and are appointed by the Provost and Chief Academic Officer.

Reporting:

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

Current Membership:

Dr. Gabe Gottlieb, Director of E/RS, Chair (x) (non-voting)
Dr. Dan Dwyer, Philosophy (f-e-17,3)
Dr. Adam Clark (Theology) (f-e-15,3)
Dr. Carol Winkelmann, English (f-e-16,3)
Dr. James Helmer, (CAS), at-large (f-e-17,3)
Dr. Thomas Strunk (CAS), at-large (f-e-15,3)
Dr. Amit Sen (Economics) (f-e-16,3)
Dr. Hema Krishnan (Mgmt/Entre) (f-e-15,3)
Dr. Betsy List (Nursing) (f-e-16,3)
Dr. Joshua Shanklin – (CPS) (f-e-17,3)
Dr. Paul Fiorelli, Dir. of Xavier Center for Bus. Ethics & Social Resp. (x) (non-voting)

Representing

E/RS, Endowed Chair
Philosophy
Theology
English
at large
at large
WCB
WCB
CPS
CPS

12. THE FACULTY COMMITTEE

Charge:

The Faculty Committee, elected annually by the faculty, 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.

Membership:

The Faculty Committee consists of nine (9) tenured or tenure-track faculty members elected by the faculty so as to provide two and no more than four members from any college. Their terms of office are three years. The Committee elects its own Chair.

Reporting:

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

Current Membership:

Dr. Debra VanKuiken, (CPS) (f-e-16,3) – Chair, 2017-2018
Dr. Tina Davlin-Pater (CPS) (f-e-15,3)
Dr. Lisa Jutte (CPS) – at large (f-e-15,3)
Dr. Rick Mullins, (CAS) (f-e-16,3)
Dr. Ben Chamberlain, (CAS) (f-e-16,3)
Dr. Julia O’Hara (CAS) (f-e-15,3)
Dr. Amy Whipple (CAS) (f-e-17,3)
Ms. Joyce Allen (WCB) (f-e-17,3)
Dr. Thilini Ariyachandra (WCB) (f-e-16,3)

Representing

CPS any college
CPS
CPS
CAS
CAS
CAS
CAS
CAS
WCB
WCB

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.

Membership:

The Committee consists of five (5) tenured or tenure-track faculty members of the Faculty Assembly (at least one from each college) elected by the Faculty Assembly. 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 Academic Affairs reports to the Provost and Chief Academic Officer. A selected liaison reports to the Faculty Committee.

Current Membership:

| | <u>Representing</u> |
|---------------------------------------------------------------|---------------------|
| Chair (2017-18) | |
| Dr. Hem Raj Joshi (CAS), (f-e-16,3) at large | CAS |
| Dr. Supaporn Kradtap (CAS) – (f-e-17,3) | CAS |
| Dr. Tim Quinn (CAS) – at large (f-15,3) | CAS |
| Dr. Leslie Prosak-Beres (CPS), (f-e-16,3) | CPS |
| Dr. Tim Kruse (WCB) (f-e-16,3) | WCB |
| Dr. Mee-Shew Cheung (WCB) (f-e-16,3) at large | WCB |
| Dr. Steve Herbert, Associate Provost for Academic Affairs (x) | |

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.

Membership:

The membership consists of five (5) tenured members of the faculty. Three (3) members of this committee serve staggered three-year terms and are elected by the Principal Faculty such that each College has one member on the committee. Two (2) of the members serve staggered two-year terms and are appointed by the President. 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. Tom Kessinger (CPS) (f-e-17,3)
Dr. Christian Mastilak (WCB) (f-16,3)
Dr. Kathleen Smythe (CAS) (f-e-16,3)
Dr. Kathy Winterman (CPS) (f-e-17,3)
Dr. Elaine Crable (WCB) (f-e-16,3)

Representing

CPS
any college
CAS
any college
WCB

15. FINANCIAL AID AND SCHOLARSHIP COMMITTEE

updates in process

Charge:

The Financial Aid and Scholarship Committee has as its purpose the development and review of financial aid and scholarship policies and the selection of candidates to receive scholarships. The committee serves in an advisory capacity to the Director of Financial Aid.

Membership:

The membership consists of five (5) faculty representing three (3) colleges nominated by the Faculty Committee, one (1) administrator representing Student Affairs recommended by the Associate Provost for Student Affairs, and one (1) administrator representing Student Success recommended by the Assistant Provost for Student Enrichment, the Director of the TRIO Program, two (2) students recommended by Student Government, an Associate Dean of one of the Colleges recommended by the CAO, the Dean of Undergraduate Admission and Financial Aid and the Vice President for Enrollment Management. The co-chairs are the Dean of Undergraduate Admission and Financial Aid and a faculty member as elected by the Committee.

Reporting:

The Committee reports to the Provost and Chief Academic Officer.

Current Membership:

Ms. Donna Salak, Director, Financial Aid Operations, CHAIR
, Faculty Co-Chair

Dr. Dottie Engle (CAS) (f-17,3)

Dr. Kate Loveland (WCB) (f-15,3)

Dr. Jim Snodgrass, (at large) (CAS) (f-14,3) *1/3/17- completing term of R. Chrastil*

Dr. Eleni Tsalla (CAS) (f-e-17,3)

Dr. Julie Kugler-Ackley (CPS) (f-15,3)

Dr. Tara Scarborough, Student Affairs, (ste-14,3)

Ms. Kim Diehl, Student Enrichment, (ste-14,3)

Dr. Daniel McSpadden (x)

Will Breaux (s) – 2017-2018

Ellen Rakowski (s) – 2017-2018

Dr. Rachel Chrastil, Associate Dean of CAS (a-p, 16,3) *starting 1/3/2017*

Ms. Lauren Parcell (x)

Ms. Kris Killen, staff to committee

Representing

Enrollment Management

CAS

WCB

any college

any college

CPS

Student Affairs

Student Enrichment

TRiO

SGA

SGA

Associate Dean any college

Undergraduate Admission

Financial Aid

16. INSTITUTIONAL REVIEW BOARD

Charge:

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 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.

Membership:

The Institutional Review Board will consist of at least seven members 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 members will represent areas of expertise from which protocols are expected to be generated. At least two members 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.

Reporting:

The committee reports to the Provost and Chief Academic Officer.

Current Membership:

Dr. Morell Mullins, Chair (f-p) Associate Professor of Psychology
Dr. James Loveland, (f-p) Professor of Marketing
Ms. Joanne Estes, (f-p) Assistant Professor of Occupational Therapy
Dr. Charles Grossman, (f-p) Professor of Biology
Dr. Butch Losey, (f-p) (CPS – Counseling)
Dr. Linda Moore, (f-p) Associate Professor of Nursing
Dr. Heidi Park, (f-p) Assistant Professor, Theology
Dr. Tammy Sonnentag, (f-p) (CPS – Psychology)
Dr. Michael J. Colligan, (c-p)
Ms. Christine Shimrock (c-p)

Representing

faculty
faculty
faculty
faculty
faculty
faculty
faculty
faculty
community
community

Alternate Members:

Dr. Kristin Kent
Dr. Michael Meier

17. LIBRARY COMMITTEE

Charge:

The Library Committee:

1. reviews and recommends new (or revisions to existing) Library policies,
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
4. at the request of the Provost and Chief Academic Officer or the Associate Provost for Information Technologies and Chief Information Officer participates in the evaluation of Library operations.

Membership:

Membership consists of four (4) faculty members (at least one from each college) elected by the Faculty Assembly, two (2) students recommended by Student Government (SGA), two 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.

Reporting:

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

Current Membership:

| | <u>Representing</u> |
|----------------------------------------------|--------------------------|
| | , Chair 2017-18 |
| Dr. Kristen Renzi (CAS) (f-e-16,3), | CAS |
| Dr. Kate Loveland (WCB) (f-e-15,3) | WCB |
| Dr. Julie Kugler-Ackley (CPS) (f-e-17,3) | CPS |
| Ms. Mary Lisa Vertuca (CPS) (f-e-15,3) | CPS |
| Ms. Marty Ferrell | Librarian |
| Ms. Michelle Early | Librarian |
| Ms. Alison Morgan (x) | Librarian |
| Ken Gibson (x), Director, University Library | (non-voting) |
| Mary Pranger (st-ap-17,3) | Presidential appointment |
| Beth Tracy-Kaliski (st-ap-16,3) | Presidential appointment |
| Kristin Pitt (s) – 2017-2018 | SGA |
| Joseph Spirk (s) – 2017-2018 | SGA |

18. 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.

Membership:

Seven (7) tenured, full professors comprise the voting members of the University Rank and Tenure Committee with two members coming from each college, except in the case of the College of Arts and Sciences, which shall be represented by three members, 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 the chairperson and is a non-voting member. Each year the Principal Faculty elect, in a fixed rotation, one or two full professors to the University Rank and Tenure Committee for a three-year term. These staggered terms provide for election of at least one full professor from each of the three colleges.

Each college nominates two tenured, full professors for its opening. The members of the Committee are elected by all of the Principal Faculty.

Reporting:

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

Current Membership:

Dr. Melissa Baumann, Chair (x), Provost & CAO
, Faculty co-Chair

Dr. Gary Lewandowski (CAS) (f-e-16,3)

Dr. Marco Fatuzzo (CAS) (f-e-15,3)

Dr. Jodi Wyatt (CAS) (f-e-17, 3)

Dr. Brent Richardson (CPS) (f-e-16,3)

Dr. Susan Schmidt (CPS) (f-e-15,3)

Dr. Shelly Webb (WCB) (f-e-16,3)

Dr. Elaine Crable (WCB) (f-e-17,3)

Representing

Provost & CAO (*non-voting*)

CAS – computer science

CAS - physics

CAS

CPS

CPS

WCB

WCB

UNIVERSITY COMMITTEES XAVIER UNIVERSITY

1. ATHLETIC ADVISORY BOARD

Charge:

The Athletic Advisory Board serves as an advisor to the President through the Administrative Vice President on matters pertaining to the Department of Intercollegiate Athletics. It acts in a timely manner as: (1) a sounding board for issues and decisions; (2) a source of new ideas from outside the Athletic Department and the University; (3) a source of insight regarding the impact of decisions on student athletes, alumni and friends. It also provides regular communication to and from all constituencies it represents.

Membership:

The membership consists of the Chair (a faculty member appointed by the President in consultation with the Faculty Committee), two (2) faculty members recommended by Faculty Committee and one (1) administrator recommended by the Administrative Vice President, two (2) students recommended by Student Government, two (2) Xavier Alumni or University Friends recommended by the Executive Director of the Alumni Association, and one NCAA Faculty Representative. The Administrative Vice President, the Athletic Director and the primary administrator for women's athletics serve as staff to the committee.

Reporting:

The Committee reports to the President through the Administrative Vice President.

Current Membership:

Dr. Brent Richardson, Chair
Dr. Doug Olberding (CPS) (f-17,3)
Dr. David Randolph (f-15,3)
Ms. Sarah Brinker-Good (ste-15,3)
Ms. Isabel Roberts-Hamilton (s) – 2017-2018
Ms. Tianna Vozar (s) – 2017-2018
Mr. Paul McCauley (a-15,3) (Alumni Representative)
Ms. Amanda Lang Wetterer (a-15,3)
Sr. Rose Ann Fleming (x)
Dr. Christian End (x) (as of 2016-2017)

Representing

faculty Presidential appt
faculty
faculty
administrative staff
SGA
SGA
alumni
alumni
NCAA Faculty Rep.
NCAA Faculty Rep.

Staff:

Dr. John Kucia, Administrative Vice President
Mr. Greg Christopher, Director of Athletics
Dr. Susan Lipnickey, Senior Women's Administrator

2. BENEFITS COMMITTEE

Charge:

The University Benefits Committee has as its purpose the review of the University's fringe benefits package and proposed changes in benefits.

Membership:

The membership consists of five (5) faculty members recommended by the Faculty Committee, **four (4) exempt personnel and four (4) non-exempt** recommended by the Staff Advisory Committee to the Provost and CAO. The co-chairs are an (administrative) exempt personnel jointly appointed by the Administrative Vice President and the **Executive Vice President and CFO**, and a faculty member elected by the committee.

Reporting:

The committee reports to the Administrative Vice President and the Executive Vice President and CFO.

Current Membership:

, faculty co-chair
Dr. Julie Cagle (WCB) (f-17,3)
Dr. David Gerberry, (f-16, 3)
Dr. Michael Goldweber (CAS) (f-17,3)
Dr. Richard Mullins (f-16, 3)
Dr. Aaron Szymkowiak (CAS) (f-17,3)

Representing

Faculty
Faculty
Faculty
Faculty
Faculty
Faculty

, administrative co-chair

Ms. Kim Diehl (st-16,3)
Ms. Tonya Dixon (st-17,3)
Mr. David Donnelly (st-17,3)
Ms. Mary Ann Grimsley (st-15,3)
Ms. Margaret Groeschen (st-17-3)
Ms. Cheryl McElroy (st-16,3)
Ms. Terri Millenor (st-16,3)
Ms. Pam Sanders (st-17,3)

Staff
Staff
Staff
Staff
Staff
Staff
Staff
Staff

Staff:

Suzanne Leiker, Director, Payroll & Disbursements
Sarah Densford, Total Rewards and HRIS
Shawn Schuler, Associate VP, Financial Planning & Budgets

3. CAMPUS SAFETY COMMITTEE

Charge:

The Campus Safety Committee (CSC) 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 CSC will identify and recommend prioritized actions to enhance campus safety and to provide for continuous improvement in safety awareness and safety results. CSC members also make recommendations and act to develop and continue a culture of safety, a culture that values safety broadly and deeply at Xavier, 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 think about and act on.

The CSC recognizes that 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 Business Services and Risk Management, the Lieutenant - Clery Compliance and Safety, the Chief of Police, the Crime Prevention/Training Sergeant, and senior managers from Communications, Residence Life and Physical Plant.

Appointed members are: Three (3) faculty members, one from each college, recommended by the Faculty Committee, two (2) staff recommended by the Staff Advisory Committee (SAC) 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.

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

The SC is co-chaired by the 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 – Business Services & Risk Management who is responsible for coordinating administrative matters for the SC as well as keeping minutes of the proceedings of meetings.

Reporting:

The SC reports to the President through the Senior Vice President and CFO.

- All minutes will be approved by the SC.
- At least once a semester, the SC Co-chairs will provide a SC update to the Cabinet by way of the Senior Vice President and CFO.
- The SC Co-Chairs will provide a comprehensive, yearly report to the Cabinet, the Faculty Committee and the Staff Advisory Committee by way of the Senior Vice President and CFO.

Current Membership:

Joe Milek, Director, Chair (x) voting
Cheryl Jonson (CPS) – (f-15,3) -- Faculty Co-chair
Charles Grossman (CAS) – (f-15,3)
Christian Mastilak (WCB) – (f-15,3)
Ernie Sparks (SAC) – (ste-15,3)
Rick Lopez (SAC) – (ste-15,3)
Colin Lang (s) – 2017-2018
Rachel Helt (gs)
Shawn Bryce, (x) voting
Jeff Coleman, (x) voting
Kenneth Grossman, (x) voting
Mark Hanlon, (x) voting
Lori Lambert, (x) voting
Doug Ruschman, (x) voting
Denny Singel, Staff to Committee

Representing

Public Safety/ Chief of Campus Police (x)
CPS Faculty
CAS Faculty
WCB Faculty
Staff appt
Staff appt
SGA
GSA
Crime Prevention and Training Sergeant
VP for Business Services and Risk Management
Clery Compliance and Safety
Associate Director, Physical Plant
Sr. Director, Residence Life
Executive Director, University Communications
Manager Support Services

4. COMMENCEMENT COMMITTEE

Charge:

The Commencement Committee is responsible for planning and implementing the Commencement Exercises.

Membership:

The membership consists of three (3) faculty members recommended by the Faculty Committee, Provost and Chief Academic Officer or designee (Chair), Associate Provost for Academic Affairs and Dean of the Graduate School, Registrar, an Assistant Registrar, five (5) undergraduate students recommended by Student Government, one (1) graduate student recommended by the Provost and Chief Academic Officer, Director of Public Safety/Chief of Campus Police, representatives from the Office of University Communications, Executive Director of the Alumni Association, **Director of Special Events and Protocol**, Associate Provost for Student Affairs, Coordinator of Arena Events and the Associate Vice President for Facility Management (Cintas Center), and up to two (2) additional Presidential appointments.

Reporting:

Commencement Committee reports to the Provost and Chief Academic Officer.

Current Membership:

Dr. Andrea Wawrzusin (x), Registrar, Co-chair
Bro. Darrell Burns (x), Co-chair
Dr. Melissa Baumann (x), Provost and Chief Academic Officer
Dr. Richard Mullins (f-16,3)
Dr. Mee-Shew Cheung (f-16,3)
Dr. Elisabeth Macrum (f-16,3)
Mr. Jack Fussinger (p-st)

Representing

Provost & CAO
Faculty
Faculty
Faculty
Staff-Presidential appt

Talor Crawford (s) – 2017-2018

Sam Peters (s) – 2017-2018

Ms. Kim Costanzo (x)

Mr. Joe Milek (x), Director,

Ms. Whitney Costner (x),

SGA

SGA

University Communications

Public Safety/Chief of Campus Police

Assistant Registrar

Mr. Joshua Grace (x),

Dr. Steve Herbert (x)

Mr. Dave Johnson (x),

Ms. Kelly King (x)

Mr. Stacy Decker (x),

Mr. Michael Riesenbeck,

Mr. Joseph Ventura (x),

Assistant Registrar

Assoc Provost AA and Dean Grad School

Associate Provost for Student Affairs

Associate Director, Campus Services

Coordinator – Arena Events, Cintas Center

Executive Director Alumni Association

Mr. Joe Smolinske (gs) – 2014-2015

Staff:

Ms. Deb Del Valle, Video & Web Producer, University Communications

Ms. Margaret Maybury, Psychology Department Program Coordinator

5. COMMUNICATIONS AND MARKETING NETWORK

Charge:

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

Membership:

The membership consists of three 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, by Presidential appointment. Each Vice President, as well as the Associate Provost for Student Affairs, or their specific communications designee from their division. One representative from each enrollment center including Undergraduate Admission, Graduate Services and MBA. The Director of Athletic Marketing.

The council is led by the Office of University Communications and chaired by the Offices' Executive Director.

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.

| Current Membership | Department | Representing |
|---------------------------------|---------------------------------------|-----------------------------|
| Doug Ruschman, Chair, (x), | University Communications | |
| Dr. James Loveland (ap-16, 3) | Marketing/WCB | Marketing faculty |
| Dr. David Houghton (ap-16, 3) | Marketing/WCB | WCB |
| Dr. Elisabeth Macrum (ap-16, 3) | Sports Studies | CPS |
| Dr. David Knutson (ap-17, 3) | Physics | CAS |
| Roger Bosse (x), | Graduate School | Enrollment |
| Lauren Cobble (x), | Undergraduate Admission/ | Enrollment |
| Kimberly Dulin (x), | CAPS | Enrollment |
| Rachel Biesik (x), | Physical Plant | Financial Administration |
| Brian Hicks (x), | Athletics | University Administration |
| Dave Johnson (x), | Associate Provost for Student Affairs | |
| Leigh Ann Fibbe (x), | Annual Fund | University Relations |
| Leah Busam-Klenowski (x), | Student Involvement | Student Life and Leadership |
| Trinity Lamping (x), | Alumni Relations and Annual Fund/ | University Relations |
| Emily Shipley (x), | Director of Institutional Research | |
| Joe Shadle (x), | Mission and Identity | |
| Sarah Barchick (x), | MBA Graduate Admission | |
| Staff | | |
| Megan McCarty | University Communications | |
| Kevin Lavelle | University Communications | |
| Kim Costanzo | University Communications | |

6. GRIEVANCE COMMITTEE

Charge:

This Committee meets upon the request of the Assistant Vice President for Human Resources at Step IV in the Grievance Process as described in Section 3.73 of the Xavier University Policy and Procedure Manual. The committee hears complaints which a staff member may have regarding conditions of University employment.

Membership:

The membership consists of a committee of five individuals - two (2) faculty members nominated by the Faculty Committee, one (1) administrator and two (2) support staff recommended to the President by the Staff Advisory Committee. The Chair will be appointed by the President in consultation with the Chair of the Faculty Committee and the Assistant Vice President for Human Resources. The Assistant 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

Dr. Kathy Winterman (CPS) (f-16,3)
Dr. Judi Godsey (CPS) (f-15,3)
Mr. Glen Arnold (ste-p-15,3)
Andrea Mersman (ste-p-16,3)
Mr. Michael Svihlik (ste-p-15,3)

Representing

Faculty
Faculty
Staff appt
Staff appt
Admin Staff appt

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).

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, three (3) faculty members representing each college, recommended by the Faculty Committee, two (2) Administrators (exempt staff) designated by the Senior Vice President and CFO, two (2) support staff (non-exempt staff) recommended by the Senior Vice President and CFO.

The Committee is chaired by an Administrator appointed by the Senior Vice President and CFO and a faculty member elected by the committee.

Reporting:

The Parking Committee reports to the Senior Vice President and CFO.

Current Membership:

Mr. Bill Moran, Co-Chair (x)
Dr. Justin Link (CAS) (f-16,3), – Faculty co-chair
Dr. Scott Beck (WCB), (f-17,3)
Dr. Cheryl Jonson (CPS) (f-15,3)

Ms. Julie Ridge (st-15,3)
Ms. Sidnie Reed (st-15,3)
Ms. April Robles (ste-15,3)
Mr. Greg McMullen (ste-15,3)

Representing

Administrator
CAS faculty
WCB faculty
CPS faculty

Staff
Staff
Admin Staff
Admin Staff

Katie Weiskircher (gs) – 2016-2017

GSA

Lauren Dencker (s) – 2017-2018

SGA

Staff:

Mr. Jim Bergen, Project Manager for Associate Vice President for Facility Management
Mr. Joe Milek, Director, Public Safety/Chief of Campus Police
Mr. Michael Riesenbeck, Arena Events & Guest Services Coordinator, Cintas Center

8. STAFF ADVISORY COMMITTEE

Charge:

The Staff Advisory Committee will provide a forum for open communication and ongoing dialogue between exempt and non-exempt staff employees and administration on University strategic direction and initiatives. This committee will report to the Senior Executive Team (SET) through the Provost and Chief Academic Officer. The Staff Advisory Committee will recommend exempt and non-exempt staff employees for consideration by the President of the University for appointment to the University Planning and Resourcing Council. The Staff Advisory Committee will also recommend staff employees for other academic and University committees where staff have a role. These recommendations will be made to the Provost and Chief Academic Officer.

Membership:

The membership consists of at least fifteen (15) exempt and non-exempt staff employees. Once the Staff Advisory Committee is established, 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. The Staff Advisory Committee elects its own Chair.

Reporting:

The Staff Advisory Committee reports to the SET through the Provost and Chief Academic Officer.

Current Membership:

Greg Carpinello, **Chair** (ste-e, 14,3) term continues until 12/30/2017
Kevin Lavelle, **Chair-elect** (ste-e, 15,3) – Chair term 1/1/18-12/30/2019

Brandi Bryant (st-e,15,3)
Audrey Calloway (ste-e, 15,3)
Lauren Cobble (ste-e,15,3)
David Justice (ste-e, 15,3)
Darien Richardson (ste-e, 15,3)

Mary Beth Dulle (st-e, 16,3)
Tina Farrell (st-e, 16,3)
Jody Jenike (ste-e, 16,3)
Mason Rick (ste-e, 16,3)
Don Reichman (st-e, 16,3)
Angela Wyss (ste-e, 16,3)

Susan Abel (ste-e, 17,3)
Sarah Brinker-Good (ste-e, 17,3)
Joya Dillard (st-e, 17,3)
Douglas Riga (ste-e, 17,3)
Emily Shipley (ste-e, 17,3)

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 programs and events, and works to ensure proper and timely dissemination of all University calendars and scheduled events.

Membership:

The membership consists of the Provost and Chief Academic Officer or designee as Chair, the Administrative Vice President, the Associate Provost for Student Affairs, the Registrar, the Associate Provost for Academic Affairs and Dean of the Graduate School, two faculty members, a representative from the Student Government Association, and representatives from the Special Events/Cintas Center, Mission and Identity Office, and Human Resources.

Reporting:

The committee reports to the President.

Current Membership:

Dr. Andrea Wawrzusin, Chair, (x)
Dr. Melissa Baumann (x),
Mr. Aaron Meis (x),
Dr. Heather Balyeat (f-16,3)
Dr. Julia O'Hara (f-16,3)
Bro. Darrell Burns, S. J. (x),
Ms. Marsha Burton (x),
Ms. Leah Busam (x),
Dr. Steve Herbert (x),
Mr. Dave Johnson (x),
Dr. John F. Kucia (x),
Ms. Sarah Densford (x),
Chris Harding (s) – 2016-2017

Representing

Registrar - (Provost & CAO rep as Chair)
Provost and Chief Academic Officer
Enrollment Management
Faculty
Faculty
Mission and Identity Representative
Cintas, Special Events Representative
Student Affairs Representative
Associate Provost AA & Dean of the Grad School
Associate Provost for Student Affairs
Administrative Vice President
HR/Benefits
SGA

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.

Membership:

The membership consists of the Provost and Chief Academic Officer, a representative of the Faculty Committee and one faculty member, 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 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. Melissa Baumann, (x) (Chair)
Dr. Amy Whipple (f-15,3) (Co-Chair)
Dr. Julia O'Hara (f-16,2)
Mr. Gary Massa, (x)
Mr. Joseph Ventura, (x)
Caleb Mickler (s) – 2016-2017
Johnese Sherron (s) – 2016-2017

Representing

Provost and Chief Academic Officer
Faculty
Faculty Committee Representative
Vice President for University Relations
Director of National Alumni Association
SGA
SGA

Staff:

Mr. Doug Ruschman, Executive Director, Office of University Communications
Ms. Jenny Thacker, Manager for Research

11. THE UNIVERSITY CONDUCT BOARD

Charge:

The Board has equivalent authority to that of the Dean of Students and hears cases considered to be of the most serious nature. This Board is composed of students, faculty and administrators with sanctioning authority up to, and including dismissal from the University. The Board will make decisions based on information presented at a hearing, as well as prior student conduct violations for which the student was found responsible. Each member of this Board will receive training annually. The review of an appeal is conducted by the Associate Provost for Student Life and Leadership, or designee.

Membership:

The Hearing Board consists of eight (8) faculty members recommended to the President by the Faculty Committee, eight (8) administrators recommended by the Associate Provost for Student Affairs and ten (10) students recommended by the Student Government Association. The Chair is recommended from the current membership to the President by the Associate Provost for Student Affairs.

Quorum:

For the purpose of reviewing any case, the presence of at least six (6) members, plus the Chair, or designee, will constitute a quorum.

Reporting:

The University Conduct Board makes recommendations to the Associate Provost for Student Life and Leadership.

Current Membership:

Dr. Thilini Ariyachandra (WCB) (f-15,3)

Dr. Michelle Hall, (CPS) (f-14,3)

Dr. David Knutson (CAS) (f-16,3)

Dr. Debora Kuchey (CPS) (f-15,3)

Dr. James Wood (CAS) (f-16,3)

Dr. Esmeralda Nastase (CAS) (f-15-3)

Dr. Linda Schoenstedt (CPS) (f-13,3)

Dr. Eleni Tsalla (CAS) (f-14,3)

Mr. James Cosby (ste-14,3)

Ms. Jen Droege (ste-16,3)

Ms. Molly Dugan (ste-14,3)

Ms. Crystal Guffey (ste-14,3)

Mr. Jude Kiah (ste-16,3)

Ms. Barbara Turner Michaelson (ste-14,3)

Ms. May Lee Moua-Vue (ste-14,3)

Mr. Michael Svihlik (ste-16,3)

Arrington Blackman (s) – 2016-2017

Hayes Cheatham (s) – 2016-2017

Colin Lang (s) – 2016-2017

Connor Lang (s) – 2016-2017

Adaolisa Nnaji (s) – 2016-2017

Valerie Okpadile (s) – 2016-2017

Kion Rashidi (s) – 2016-2017

Madison Singler (s) – 2016-2017

Joshua VanDervort (s) – 2016-2017

Naomi Woodson-Levey (s) – 2016-2017

Ms. Jean Griffin, Director, Student Integrity (x)

12. UNIVERSITY HARASSMENT HEARING BOARD

Charge:

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

<http://www.xavier.edu/hr/harassmentcode.pdf>

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.
- Six members of the Board are selected from the exempt employees of the University, as defined by the Office of Human Resources, by the President or his designee
- Six members of the Board are selected from the non-exempt employees of the University, as defined by the Office of Human Resources, by the President or his designee.
- Three members of the Board are selected by SGA (Student Government Association) from the undergraduate student population, and three members of the Board are selected by GSA (Graduate Student Association) from the graduate student population.

The Hearing Board selects a Chairperson from among its members.

Current Membership:

Dr. Laney Bender-Slack (f-16,3)

Dr. Kristen Renzi (f-16,3)

Dr. Liz Johnson (f-16,3)

Dr. Linda Schoenstedt (f-16,3)

Dr. Hem Raj Joshi (f-16,3)

Dr. Minerva Catral (f-16,3)

Francie Case (s) – 2017-2018

Deja Edmond (s) – 2017-2018

Keara Richardson (s) – 2017-2018

Ms. Sarah Dean (gs) – 2016-2017

Ms. Amanda Quijada-Crisostomo (gs) – 2016-2017

Ms. Kelly Kleier (gs) – 2016-2017

Molly Dugan (ste-15,3)

Laura Frazier (ste-15,3)

Shawn Schuler (ste-15,3)

Barbara Turner-Michaelson (ste-15,3)

Angela Wyss (ste-15,3)

Allen Zernich (ste-15,3)

Cindy Amshoff (st-15,3)

Renee Gosney (st-15,3)

Patricia Haney (st-15,3)

Deborah Kostoff (st-15,3)

Donna Williams (st-16,3)

Rita Winters (st-15,3)

13. UNIVERSITY PLANNING AND RESOURCING COUNCIL

The University Planning and Resourcing Council will be made up of seven voting members as follows:

EX-OFFICIO

UPRC Co-chairs

| | |
|--------------------------------------------|-----------------|
| Provost and Chief Academic Officer | Melissa Baumann |
| VP, Financial Operations & Risk Management | Jeff Coleman |

APPOINTED - Two members of the President's Cabinet

| | |
|-------------------------------------------------------------|---------------|
| Vice President for University Relations (06/01/16-07/31/19) | Gary R. Massa |
| Administrative Vice President (08/01/2015-07/31/2017) | John F. Kucia |

Three Faculty members

| | |
|-----------------------------------------------------|---------------|
| College of Arts and Sciences (through 07/31/18) | Marco Fatuzzo |
| College of Professional Sciences (through 07/31/19) | Lisa Jutte |
| Williams College of Business (through 07/31/20) | Kevin Devine |

STAFF

| | |
|------------------------------------------------------|-----------------|
| Assistant Vice President Provost Budget and Planning | Carol J. Maegly |
| Assistant VP, Financial Planning and Budget | Shawn Schuler |

Advisory Committee to the University Planning and Resourcing Council

The UPRC will be supported by an Advisory Committee, with membership as follows

EX-OFFICIO

| | |
|------------------------------------------------|-------------------|
| Athletic Director | Greg Christopher |
| Vice President, Business Services & Risk Mgmt. | Jeff Coleman |
| Associate Provost and CIO | Jeff Edwards |
| General Counsel and Secretary to the Board | Joseph Feldhaus |
| Dean, College of Professional Sciences | Paul Gore |
| Dean, Williams College of Business | Tom Hayes |
| Associate Provost for Academic Affairs | Steve Herbert |
| Associate Provost for Student Affairs | Dave Johnson |
| Director, Strategic Communications | Kelly Leon |
| Vice President for Enrollment Management | Aaron Meis |
| Dean, College of Arts and Sciences | David Mengel |
| Director, Weekend Degree Program | Patricia Meyer |
| Assistant to the President/CMO | Debra Mooney |
| Associate Vice President for Human Resources | Connie Perme |
| Executive Director, Enrollment Management | Kelly Pokrywka |
| Assistant VP, Marketing and Communications | Doug Ruschman |
| Assistant VP, Financial Planning and Budget | Shawn Schuler |
| Vice President for Facilities | Robert M. Sheeran |
| Chief Diversity and Inclusion Officer | Janice Walker |

APPOINTED - Four faculty members

Debra VanKuiken, Nursing – (through 07/31/18) [Faculty Committee Chair]
Rashmi Assudani, (WCB) Management & Entrepreneurship (through 07/31/20)
Gail Hurst, (CPS) Criminal Justice (through 07/31/18)
Karim Tiro, (CAS) History – (through 7/31/19)

Professional staff representative

Greg Carpinello, Staff Advisory Committee Chair (through 12/31/2017)

Support staff representative

Danielle Reisman, Purchasing Staff Member (through 7/31/17)

Two undergraduate student representatives

Kiana Salazar (2016-2018)
William Howard (2016-2018)

Graduate student representative

Joe Hayden (2016-2017)

14. XAVIER TECHNOLOGY COMMITTEE (XTC)

Charge

The Xavier Technology Committee (XTC) provides information-gathering, analysis and recommendations on a wide range of educational technologies. The Xavier Technology Committee advises with regard to the 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. The committee's deliberations are conducted and their recommendations made within the context of the University's academic and administrative needs parallel with its strategic plan. The XTC is divided up into two subcommittees; Academic Technology and Administrative Technology.

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 IT policies
4. Review major projects to ensure optimal benefits
5. Provide guidance on budgeting
6. Educate the University community about technology

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. Serve as a clearing house for information
6. Review and recommend IT policies for teaching and learning

Membership

The membership consists of a minimum of eight faculty members, at least one from each College, seven are elected by the Faculty Assembly, one is appointed; and eight staff member representatives from across the university including the Associate Provost and CIO for Information Technologies, the Associate Provost for Academic Affairs, 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, and Faculty Committee through an appointed liaison.

Current Membership:

Jeff Edwards, Co-Chair
Michael Flick, (X-17,1) (Faculty Co-chair)
Jaylene Schaefer (f-e-15,3)
Blis DeVault (f-e-15,3)
Lauren Laker (f-16,3)
Gail Latta (f-15,3) (CPS)
Mark Sena (f-e-15,3) (WCB)
Alan Jin (WCB) (f-17,3)
Eleni Tsalla (CAS) (f-17,3)
Chris D'Amato (s), 2017-2018
Steve Herbert
Carol Maegly
Susan Abel
Mark Brockman
Jeff Coleman
Kelly Pokrywka
Doug Ruschman

Representing

Associate Provost and CIO for Information Technologies
at-large faculty
CPS faculty
CAS faculty
WCB faculty
at-large faculty
at-large faculty
at-large faculty
at-large faculty
SGA
Associate Provost for Academic Affairs
Asst. VP, Provost Budget & Planning
Assoc. VP for University Relations, Internal Operations
Director, Application Services, Information Technologies
Financial Administration
Enrollment Management
Operations