Academic and University Committees of
XAVIER UNIVERSITY
2022-2023

TABLE OF CONTENTS
ACADEMIC COMMITTEES (p. 8-25)
UNIVERSITY COMMITTEES (p. 26-47)

TITLE   **PAGE NO.**

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. Summary Table of Representative Membership

The table below summarize the placement process and faculty make-up of Academic and University Committees. Note: college curriculum committees, the Institutional Review Board, and Staff Advisory Committee are not listed given their membership processes and structures.

Academic Committees		CAS	CN	CPS	WCB	AL	NA
1. Academic Health	AFC	1	1	1	1	3(2R)	2
2. Academic Planning	AFC	2	2	2	2	1	3
3. Board of Graduate Studies	E	1	1	1	1	3	
4. Board of Undergraduate Studies	E	1	1	1	1	2	
9. Core Curriculum Assessment	9NE/1E	3(2R)	2	2	2	1	1
10. Core Curriculum	E(TR)	2	2	2	2	1	
11. Ethics/Religion and Society (E/RS)	NE(TR)	3(3R)	1	1	1	3	2
12. Faculty	E(TT)	2(1R)	2(1R)	2(1R)	2(1R)	1(R)	
13. Faculty Development	E(TT)	1	1	1	1	1	
14. Faculty Hearing	4NE/1AP(TR)	1	1	1	1	1	
16. Library	E(NL)	1	1	1	1		2
17. University Rank and Tenure	NE(RP)	3(2R)	1	2	2		
18. First-Year Seminar	?	3				2	
University Committees		CAS	CN	CPS	WCB	AL	
1. Admission, Fin. Aid, and SS	AP	1	1	1	1	1	
2. Athletic Advisory Board	AP					3	
3. Benefits	AP(3TT)					5(3R)	
4. Brand and Marketing Network	AP	1	1	1	1		
5. Campus Safety	AP	1	1	1	1		
6. Commencement	AP					3(1R)	
7. Grievance	AP					2	
8. Parking	AP					3	
10. University Calendar	AP					2	
11. Univ. Comm. on Public Honors	AP(TT)					1	1
12. Univ. Harassment Hearing Board	AFC(TT)					6	
13. Univ. Pl. and Res. Council (UPRC)	AP(TR)	1	1	1	1		
13a. UPRC Standing Subcommittee on Space	AP	1	1	1	1		
14. Xavier Technology Committee (XTC)	E	1	1	1	1	4	

Key for Summary Table of Representative Membership:

AL –At large.   In general, no more than 1 at-large position can come from any given college. Exceptions: E/RS (but see restriction), Parking, Commencement, University Harassment Hearing Board, XTC

NA – Named appointments designated by position a faculty member holds

AFC – Appointed by Faculty Committee

AP – Appointed by the President

E – Elected

NE – Nominated and Elected

(TT) – Must be tenure/tenure-track. If a number appears in front, it specifies the minimum number of members that must be tenure/tenure-track.

(RP) – Must hold rank of professor

(TR) – Term restrictions

(NL) – non-librarian faculty members (Applies only to Library committee for which names appointments are librarian faculty)

(#R) – number of seats that are restricted to a specified sub-unit

III. 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==, 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 Associate 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.

IV. Summary Table of Chairs/ Co-Chairs

Academic Committees	Led by Chair, Co-Chairs?	Chair/Co-Chair Selection Method	Current Chair/ Co-Chairs (22-23)
1. Academic Health	C	"One of the committee's faculty members is elected annually to serve as the committee chair."	Tim Miller
2. Academic Planning	C	"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."	James Loveland f-22 & Michelle Brady spr-23
3. Board of Graduate Studies	C	"The Chair is elected from the faculty members by the committee."	Paul O'Hara
4. Board of Undergraduate Studies	C	"The chair is elected from the elected faculty members by the committee to serve for a calendar year."	Deborah Knapp
5. College of Arts and Sciences Curriculum Committee	C	"The chair is elected by the committee members."	Martin Madar
6. College of Nursing Curriculum Committee	CC	"An Associate Dean from the CN (not currently serving as Chair of the Assessment Committee) shall serve as an ex officio Chair."	Brenda Wiles, Chair Angie Phillips, Co-Chair
7. College of Professional Sciences Curriculum Committee	C	"The chair is elected by the committee members."	Sheri Huckleberry
8. Williams College of Business Curriculum Committee	C	"The chair is elected by the committee members."	Amy Van Horn
9. Core Curriculum Assessment	CC	"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."	Megan Nieto, Chair Mina Lee, Co-Chair
10. Core Curriculum	C	"The chair is elected by the committee members."	Niamh O'Leary
11. Ethics/Religion and Society (ER/S)	C	"The Director of E/RS (ex officio, non-voting) serves as the chair and is appointed by the Provost and Chief Academic Officer."	James Helmer
12. Faculty	C	"The Committee elects its own Chair."	Gabe Gottlieb
13. Faculty Development	C	"The chair is a tenured faculty member and is elected by the committee."	David Houghton
14. Faculty Hearing	C	"Each year, the members of the committee elect a Chair from their number."	Brian Balyeat
15. Institutional Review Board	C/VC	"The Chair and Vice-Chair are appointed according to federal guidelines. … 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."	Tammy Sonnentag, Chair Morell Mullins, Vice-Chair
16. Library	C	"The chair is elected by the committee."	Lisa Niehaus
17. University Rank and Tenure	CC	"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."	Dave Knutson, Co-Chair Rachel Chrastil, Co-Chair
18. First-Year Seminar	C	"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."	Randy Browne
University Committees			
1. Admission, Fin. Aid, and SS	CC	"The co-chairs are a senior administrator from the	Kelly Prokwyka, Co-

				Chair Marcie Lensges, Faculty Co-Chair
			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."	
2. Athletic Advisory Board	C		"The Chair [is] a faculty member appointed to an open term by the President in consultation with the Faculty Committee."	Brent Richardson
3. Benefits	CC		"The faculty and staff co-chairs are elected by the committee."	Kristen Renzi, Co-Chair Doug Riga, Co-Chair
4. Brand and Marketing Network	C		"The Network is led by the Office of Marketing & Communications and chaired by the Offices' Assistant Vice President."	Doug Ruschman
5. Campus Safety	CC		"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."	Robert Warfel, Co-Chair Jagan Jacob, Co-Chair
6. Commencement	CC		Provost/CAO is chair & co-chair	Rachel Chrastil, Chair Leah Busam Klenowski, Co-Chair
7. Grievance	C		"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."	Vacant
8. Parking	CC		"The Committee is co-chaired by the Director of Auxiliary Services and a faculty member elected by the committee."	Bill Moran, Co-Chair Patrick Filanowski, Co-Chair
9. Staff Advisory Committee	C		"The Staff Advisory Committee elects its own Chair to an 18-month term."	Alison Morgan
10. University Calendar	C		"The Provost designates the Chair."	Andrea Wawrzusin
11. Univ. Comm. on Public Honors	CC		"The Committee is co-chaired by the Provost and Chief Academic Officer or designee and a faculty member elected by the committee."	Rachel Chrastil, Co-Chair Debora Kuchey, Co-Chair
12. Univ. Harassment Hearing Board	C		"The Hearing Board selects a Chairperson from among its members."	Vacant
13. Univ. Pl. and Res. Council (UPRC)	CC		VPFA and Provost serve as co-chairs	Vacant, VPFA & Rachel Chrastil, Provost
13a. UPRC Standing Subcommittee on Space	*		*	*
14. Xavier Technology Committee (XTC)	CC		"The Associate Provost and CIO and a faculty member elected by the committee serve as co-chairs."	Vacant, Co-Chair Holly Kaminski, Co-Chair

*Will require a change to the Constitution as membership specified in Faculty Handbook is at odds with new college structure.

ACADEMIC COMMITTEES
XAVIER UNIVERSITY

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.

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:	**Representing**
Dr. Tim Miller (WCB) (f-22,3) - **Chair**	WCB
Dr. Thilini Ariyachandra (WCB) (f-22,3)	WCB
Dr. Heidrun Schmitzer (CAS) (f-22,3)	CAS
Dr. Michelle Eckert (CN) (f-22,3)	CN
Dr. Eileen Alexander (CPS) (f-22,3)	CPS
Dr. Suparna Chatterjee (CAS) (f-20,3)	AL
Dr. Jae Hoon Choi (WCB) (f-22,1)	AL & graduate program
Vacant (college) (f-22,3) this?	AL & graduate program – which current member fits
Dr. Gabe Gottlieb (x) *non-voting*	Faculty Committee Chair
Vacant (x) *non-voting*	Liaison, Institutional Research
Dr. Mark Sena, WCB *non-voting*	Immediate Past Chair

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

2.   ACADEMIC PLANNING COMMITTEE

Charge:
The Academic Planning Committee has as its purpose the continued maintenance, enforcement and oversight of the University's Academic Plan. The Committee will monitor progress toward goals and revise the plan as internal and external environments change. 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. Revisions to the Academic Plan will be made in consultation with faculty and administration over a period of three years.

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 (10th) member is the Chair of Faculty Committee as an *ex-officio, non-voting* member. The eleventh member (11th) is the Provost or a Provost designate as an *ex-officio, non-voting* member. The twelfth member (12th) 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:	**Representing**
Dr. James Loveland (WCB) (f-22,3) – **Chair,** (f-2022)	WCB
Dr. Michelle Brady (CAS) (f-21,2) - **Chair** (spr-2023)	CAS
Dr. Thillini Ariachandra (WCB) (f-21,3)	WCB
Dr. Heidrun Schmitzer (CAS) (f-21,3)	CAS
Dr. Joan Tunningley (CPS) (f-21,2)	CPS
Dr. Timothy Miller (WCB) (f-21,3)	WCB
Dr. Terri Enslein (CN) (f-22,3)	CN
Dr. Sandy Harris (CN) (f-20,3)	CN
Dr. Karl Stukenberg (CPS) (f-22,3)	CPS
Vacant (college) (f-22,3)	AL – which current member fits this?
Dr. Gabe Gottlieb (x) *non-voting*	Faculty Committee Chair
Dr. Rachel Chrastil, Provost and CAO (x) *non-voting*	Provost & CAO
Dr. Tim Miller (x) *non-voting*	Academic Health

Updated members' names are maintained by Provost.

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

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.

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:	Representing
Dr. Paul O'Hara (CAS) (f-e-21,3) - **Chair**	AL
Dr. Mollie McIntosh (CAS) (f-e-21,3)	CAS
Mr. Collin Dadocky (CN) (f-e-22,3)	CN
Dr. Tammy Sonnentag (CPS) (f-e-22,3)	AL
Dr. Leah Dunn (CPS) (f-e-22,3)	CPS
Dr. Richie Liu (WCB) (f-e-22,3)	WCB
Dr. Tina Davlin-Pater (CPS) (f-e-20,3)	AL
Dr. Russell Lacey (x), Assoc. Provost & Dean	Associate Provost & Dean, Graduate School
Dr. Cynthia Geer (x), Dean	Dean, CPS
Dr. Dennis Long (x), Associate Dean	Dean, CPS
Dr. Tom Hayes (x), Dean	Dean, WCB
Dr. Michele Matherly (x), Associate Dean	Dean, WCB
Dr. David Mengel (x), Dean	Dean, CAS
Dr. Dena Morton (x), Associate Dean	Dean, CAS
Dr. Dr. Brenda Wiles, Associate Dean	Associate Dean, CN
Dr. Andrea Wawrzusin (x, non-voting)	University Registrar
Dr. Rashmi Assudani, Assoc. Prov. Academic Affairs (x, non-voting)	Accreditation Liaison Officer
Vacant (gs)	Graduate Student Association

Staff to the Committee

Mr. Jason Dickman, Assistant Dean of the Graduate School	Graduate School

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

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.

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:	Representing
Dr. Deborah Knapp (CN) (f-e-20,3) - **Chair**	CN
Dr. Kristen Renzi (CAS) (f-e-22,3)	CAS
Dr. Christian End, (CPS) (f-e-22,3)	CPS
Dr. Thilini Ariyachandra (WCB) (f-e-21,3)	WCB
Dr. Julie Cagle (WCB) (f-e-21,3)	AL
Dr. Julie Kugler-Ackley (CPS) (f-e-20,3)	AL
Dr. Cynthia Geer (x), Dean, College of Professional Sciences	Dean, CPS
Dr. Dennis Long (x), Associate Dean (*usually represents CPS dean*)	Dean, CPS
Dr. Tom Hayes (x), Dean, Williams College of Business	Dean, WCB
Dr. Michele Matherly (x), Associate Dean (*usually represents WCB dean*)	Dean, WCB
Dr. David Mengel (x), Dean, College of Arts and Sciences	Dean, CAS
Dr. Richard Polt (x), Associate Dean (*usually represents CAS dean*)	Dean, CAS
Dr. Brenda Wiles, Associate Dean, College of Nursing(x)	Assocaite Dean, CN
Dr. Andrea Wawrzusin, University Registrar (x) (non-voting)	Registrar
Dr. Rashmi Assudani, Associate Provost for Academic Affairs (x) (non-voting)	Accreditation Liaison Officer
Ms. Isha Patel (s) (2022-2023)	SGA
Ms. Megan McDonell (s) (2022-2023)	SGA
Vacant (s) (2022-2023)	SGA
Vacant (s) (2022-2023)	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.

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. Martin Madar (Philosophy/**Theology**) (f-e-c-20,3) - **Chair**
Dr. Jeff Gerding (Classics & Modern Languages/**English**) (f-e-c-22, 3)
Dr. Brent Blair (**Biology**/Chemistry) (f-e-c-21,3)
Mr. Jonathan Gibson (Communication/**Art**/Music & Theater) (f-e-c-20,3)
Dr. Mich Nyawalo (**Race, Intersectionality, Gender, and Sociology**/Political Science/History) (f-e-21,3)
Dr. Liz Johnson (Mathematics/Physics/**Computer Science**) (f-e-22,3)
Dr. Richard Polt (Assoc. Dean) (CAS) – Dean's office liaison
Ms. Megan Kickbush, Librarian (x) (22, 3)

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

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.

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. Brenda Wiles, Associate Dean of UG Programs & Associate Professor (22-23) - **Chair**
Dr. Angie Phillips, ABSN Program Director, (Columbus) & Teaching Professor (21-23) – **Co-Chair**
Dr. Cathy Frank, Assistant Professor, (FNP Program) (22-23) – **Secretary**
Dr. Miranda Knapp, DNP Program Director & Assistant Professor (24-25)
Mr. Collin Dadosky, Senior Teaching Professor, (BSN) (BOGS rep) (24-25)
Ms. Angel Hoch, Teaching Professor (MSN) (22-23)
Dr. Debbie Knapp, Teaching Professor, (MIDAS) (BUGS rep) (22-23)
Ms. Amy McQuattie, Teaching Professor (MIDAS) (22-23)
Ms. Amy Wilson, Teaching professor (BSN) (22-23)
<mark>Vacant, SGA (s) (2022-2023)</mark>
Ms. Ari Romero, GS (gs) (2022-2023)
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)

<mark>HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING</mark>

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:
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. Sheri Huckleberry, Sports Science & Management (f-e-c-20,3) – **Chair**
Vacant, department, (f-e-c-22,3)
Vacant, department, (f-e-c-22,3)
Dr. Ahlam Lee, Psychology, (f-e-c-20,3)
LTC Mike Manchetti - Military Science (f-e-c-20,3)
Vancant department, (f-e-c-22,3)
Ms. Donna Endicott, Rad Tech, (f-e-c-21,3)
Dr. Winston Vaughan, School of Education (f-e-c-20,3)
Dr. Jaylene Schaefer, Social Work, (f-e-c-21,3)
Dr. Cynthia Geer (x), Dean, CPS
Dr. Dennis Long (x), Associate Dean, CPS
Ms. Michelle Early (x), Librarian

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

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:
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. Amy Van Horn (f-e-c-22,3) Management and Entrepreneurship - **Chair**
Dr. Mark Sena, Business Analytics and Information Systems (f-e-c-20,3)
Dr. Thomas Lebesmuehlbacher, Economics (f-e-c-20,3) Dr. Justin Roush, Economics (f-e-c-23 spring)
Dr. Justin Roush, Economics (f-e-c-23 fall, 3)
Dr. Andrea Weickgenannt, Accountancy (f-e-c-22,3)
Dr. Tim Kruse, Finance (f-e-c-P,22,2) (Dr. David Hyland, Finance, (f-e-c,21,3)
Dr. Brian Balyeat, Finance (f-e-c-22,3)
Dr. Bryan Buechner, Marketing (f-e-c-21,3)
Ms. Katy Tucker, Librarian (x-22,3) (non-voting)
Dr. Thomas Lebesmuehlbacher, Associate Dean, Williams College of Business (x)

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

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 Affairs 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.

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:	Representing
Dr. Megan Nieto (CAS) (f-e,21,2) **Chair**	CAS
Dr. Mina Lee (WCB) (f-e-22,3) **Co-Chair**	WCB
Dr. Eleni Tsalla (CAS) (f-e-21,2)	CAS
Dr. Renea Frey (CAS) (f-e-21,3)	CAS & Humanities
Dr. James Helmer (CAS) (f-e-22,3)	CAS
Dr. Leigh Anne Prugh (CPS) (f-e-21,3)	CPS
Dr. James Helmer (CPS) (f-e-22,3)	CPS
Vacant (WCB) (f-e-22,3)	WCB
Ms. Angela Liggett (CN) (f-e-20,3)	CN
Dr. Deborah Knapp (CN) (f-e-21, 3)	CN
Dr. Evan Strevell (CAS) (f-e,21,3)	AL

Staff to the Committee:
Dr. Dennis Long, CPS, Associate Dean
Dr. Richard Polt, CAS Associate Dean
Dr. Michele Matherly, WCB 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.

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:	**Representing**
Dr. Niamh O'Leary (CAS) (f-e-21,3) **–Chair**	CAS
Dr. Miti von Weissenbert (CAS) (f-e-22,3)	CAS
Dr. Amit Sen (WCB) (f-e-20,3)	WCB
Mr. Scott Beck (WCB) (f-e-22,3)	WCB
Dr. Julie Kugler-Ackley (CPS) (f-e-20,3)	CPS
Dr. Vanessa Rigaud (CPS) (f-e-21,3)	CPS
Ms. Sarah McGrath (CN) (f-e-22,3)	CN
Ms. Stacy Barnhouse (CN) (f-e-22,3)	CN
Dr. Liz Johnson (CPS) (f-e-22,3)	AL

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

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.

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 (1of 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:	**Representing**
Dr. James Helmer (Theology) (f-e 21,3) – **Chair**	Theology
Dr. James Wood (Philosophy) (f-e-20,3)	Philosophy
Dr. Niamh O'Leary (English) (f-e-22,3)	CAS
Dr. Hema Krishnan (Management & Entrepreneurship) (f-e-22,3)	WCB
Dr. Laura Carney (Education) (f-e-22,3)	CPS
Dr. Kristine Suna-Koro (Theology) f-e-21,3)	CPS
Ms. Diana Boling (Nursing) (f-e-20,3)	CN
Dr. Hasan Faruq (Economics) (f-e-21,2)	AL
Dr. Julia O'Hara (History) (f-e-21,3)	AL
Dr. Margo Heydt (Social Work) (f-e-22,3)	AL
Dr. Bethany Henning, Besl Chair in ERS (x) (non-voting)	
Dr. Paul Fiorelli, Dir. of Xavier Center for Bus. Ethics & Social Resp. (x) (non-voting)	

<mark>HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING</mark>

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.

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:	Representing
Dr. Gabe Gottlieb (Philosophy, CAS) (f-e-21,2) – **Chair**	AL
Dr. Mich Nyawalo (Gender & Diversity) (f-e-22,3)	CAS
Dr. Thomas Wagner (Communication) (f-e-21,3)	CAS
Dr. Kimberly Toole (Nursing) (f-e-20,3)	CN
Dr. Jackie Clippinger (Nursing) (f-e-22,3)	CN
Dr. Debora Kuchey (Education)) (f-e-21,3)	CPS
Dr. Cam Cockrell (Accountancy) (f-e-21,3)	WCB
Dr. David Yi (Economics) (f-e-20,3)	WCB
Dr. Vanessa Rigaud (Education) (f-e-22.3)	AL

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

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

Current Membership:	Representing
Dr. David Houghton (Marketing) (f-e-21,2) – **Chair**	WCB
Dr. Marco Fatuzzo (Physics) (f-e-22,3)	CAS
Dr. Leah Dunn (Occupational Therapy) (f-e-22,3)	CPS
Dr. Edward Kosack (Economics) (f-e-22,2)	AL
Dr. Kimberly Toole (Nursing) (f-e-20,3)	CN
Dr. Rashmi Assudani (Associate Provost for Academic Affairs) (x)	APAA

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

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."

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:	Representing
Dr. Brian Balyeat (WCB) (f-ap-20,3) – **Chair**	AL
Dr. Heidrun Schmitzeri (CAS) (f-e-22,3)	CAS
Dr. Debbie VanKuiken (CN) (f-ap-22,1) (fall 2022)	CN
Dr. Kathy Winterman (CPS) (f-e-20,3)	CPS
Dr. David Hyland (WCB) (f-ap-19,3)	WCB

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

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.

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:	**Representing**
Dr. Tammy Sonnentag (f-p,20,3) Associate Professor of Psychology – **Chair**	faculty
Dr. Morell Mullins (f-p) Professor of Psychology – **Vice-Chair**	faculty
Dr. Emilie Burdett (f-p) Associate Professor of Nursing	faculty
Dr. James Loveland (f-p) Assistant Professor of Marketing	faculty
Dr. Thomas Wagner (f-p, 22,3) Associate Professor & Chair of Communication	faculty
Dr. Lisa Jutte (f-p) Associate Professor of Sports Studies	faculty
Dr. Heidrun Schmitzer (f-p) Professor of Physics	faculty
Dr. Kelly Phelps (f-p) Professor of Art	faculty
Ms. Christine Marallen (c-p; prisoner advocate, only votes on studies involving incarcerated individuals.)	community
Dr. Kathleen Hart (f-p) Professor of Psychology (child advocate, only votes on studies involving minors)	faculty

Alternate Members:
Dr. Jennifer Bradley
[**Notes**: The IRB has not utilized any alternate members since 2010. Alternate members may be recruited, specifically for the non-scientist and bioethicist roles.]

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

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 Information Technologies and Chief Information Officer participates in the evaluation of Library operations.

Membership:
Membership consists of four (4) non-librarian faculty members (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.

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. Lisa Niehaus (CN) (f-e-22,1) – **Chair**	CN
Dr. Renea Frey (CAS) (f-e-22,3)	CAS
Ms. Ruth Casada (CN) (f-e-23 spring)	CN
Dr. Jennifer Gibson (CPS) (f-e-20,3)	CPS
Dr. Suparna Chatterjee (WCB) (f-e-21,3)	WCB
Mr. Ken Gibson (x), Director, University Library	(non-voting)
Mr. Jeff Grossman	Librarian
Ms. Alison Morgan	Librarian
Mr. Ethan Nichols (s) 2022-2023	SGA
Mr. Coniah Zoogah (s) 2022-2023	SGA

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

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.

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:	**Representing**
Dr. David Knutson, (CAS) (f-e-22,1) **Co-Chair**	CAS
Dr. Rachel Chrastil, Provost & CAO (x) (non-voting) **Co-Chair**	Provost & CAO
Dr. Dottie Engle (CAS) (f-e-21,3)	CAS
Dr. David Knutson (CAS) (f-e-22,3)	CAS – non STEM
Dr. Heidrun Schmitzer (CAS) (f-e-20,3)	CAS
Vacant (CN) (f-e-19,3)	CN
Dr. Linda Schoenstedt (CPS) (f-e-21,3)	CPS
Dr. T. Michael Flick (CPS) (f-e-22,3)	CPS
Dr. Mee-Shew Cheung (WCB) (f-e-22,3)	WCB
Dr. Hema Krishnan (WCB) (f-e-20,3)	WCB

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.

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	Representing
Randy Browne (CAS) (f-22,3) – **Chair**, non-voting	CAS
Marita von Weissenberg (CAS) (f-22,2)	CAS
Madeleine Mitchell (CAS) (f-22,2)	CAS
Kelly Austin (CAS) (f-22,1)	CAS
Vacant - AL	
Vacant - AL	

UNIVERSITY COMMITTEES
XAVIER UNIVERSITY

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.

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:	Representing
Ms. Kelly Pokrywka, **Co-Chair**	Enrollment Management & Student Success
Dr. Marcie Lensges (WCB) (f-21,3), **Faculty Co-Chair**	WCB
Dr. Juan Suarez Ontaneda (CAS) (f-21,3)	CAS
Dr. Dominique Kropp (CPS) (f-22,3)	CPS
Ms. Karen Noel (CN) (f-22,3)	CN
Dr. Liz Johnson (CPS) (f-22,3)	AL
Ms. Lauren Parcell (x) Dean of Admission	Undergraduate Admission
Ms. Adrienne Montgomery, Director Student Financial Services	Enrollment Management & Student Success
Mr. Daniel McSpadden (x) Director	TRiO
Dr. Melissa Burwell (x) Dean of Retention	Retention & Student Success
Dr. Dena Morten, Associate Dean	CAS
Ms. Lori Lambert, Senior Director	Student Affairs
Ms. Diamond Brown, Associate Director	CDI

Staff to Committee:

Ms. Kris Killen, Associate Director	Student Financial Services

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

2.   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 to an open term by the President in consultation with the Faculty Committee), two (2) faculty members recommended by Faculty Committee (not from the same college) 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 Vice President for Administrative and 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:	Representing
Dr. Brent Richardson (CPS) – **Chair**	CPS
Dr Richard Mullins (CAS) (f-20,3)	CAS
Dr. Linda Schoenstedt (CAS) (f-21,3)	AL
Mr. Christopher Barbour (ste-22,3)	Administrative Staff
Ms. Martha Schueler (a-21,3)	Alumni
Vacant (a-22,3)	Alumni
Sr. Rose Ann Fleming (x)	NCAA Faculty Rep.
Dr. Christian End (x)	NCAA Faculty Rep.
Ms. Megan Osting (s) - 2022-2023	SGA
Vacant (s) - 2022-2023	SGA

Staff:
Mr. Greg Christopher, VP for Administration and Director of Athletics
Dr. Susan Cross-Lipnickey, Associate Director for Compliance and Student Athlete Welfare/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 UPRC. The UPRC then recommends levels for the next year to the President. The President's action on such recommendations establish the benefits for the next year.

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 Provost and CAO. 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 Administrative Vice President.

Current Membership:	Representing
Dr. Kristen Renzi (CAS) (f-20,3) **Co-Chair**	Faculty
Mr. Douglas Riga (ste-21,3) **Co-Chair**	Staff
Dr. Mee-Shew Cheung (WCB) (f-20,3)	Faculty
Dr. Michael Goldweber (CAS) (f-20,3)	Faculty
Mr. Scott Beck (WCB) (f-22,3)	Faculty
Mr. Jonathan Ruedisueli (CN) (f-22,3)	Faculty
Ms. Jodi Osborn, English (st-22,3)	Staff
Ms. Ysela Stefanski (st-21,3)	Staff
Ms. Megan Kickbush, Library (ste-22,3)	Staff
Mr. Jay Treft, Project Management (ste-22,3)	Staff
Ms. Donna Berns, Athletics (ste-20,3)	Staff
Ms. Beth Boland, Accounts Payable (ste-21,3)	Staff
Ms. Sharvelle Bullock-Hamilton, Registrar (st-22,3)	Staff

Staff to Committee:
Ms. Jenni Dramis, Associate Vice President & CHRO
Ms. Jill Woods, HR Generalist
Ms. Kimberly Schweinhagen, Director of Benefits, Compensation and HR Technology
Ms. Tiffany Hubert, Director, Financial Systems, (T) (Vacant, Director, Payroll & Disbursements)

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

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.

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.

Current Membership	Department	Representing
Mr. Doug Ruschman (x) – **Chair**	Marketing & Communications	
Dr. Leslie Rasmussen (CAS) (f-22,3)	Communication	CAS
Dr. Ashley Stadler Blank (WCB) (f-22,3)	Marketing/WCB	WCB
Dr. Renee Zucchero (CPS) (f-22,3)	Psychology	CPS
Dr. Amy Whipple (CAS) (f-20,3)	History	CAS
Dr. Russell Lacey (x)	Graduate School	Graduate Enrollment
Mr. Jason Dickman (x)	Graduate School	Graduate Enrollment
Ms. Kelly Pokrywka (x)	Enrollment Management	EMSS
Ms. Lauren Parcell (x)	Undergraduate Admission	EMSS
Ms. Kelly 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	
Ms. Emily Arnold	Marketing & Communications	
Mr. Rob Liesland	Marketing & Communications	
Mr. Brendan Bergan	Marketing & Communications	

<mark>HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING</mark>

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 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 SC 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 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 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, 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 Cincinnati and Norwood Police and Fire Departments generally 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 – 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 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 the DRs and Cabinet by way of the Vice President for Risk Management.
- The CSC Co-Chairs will provide a yearly report to the Cabinet, the Faculty Committee and the Staff Advisory Committee by way of the Vice President - Risk Management.

Current Membership:	Representing
Chief Robert Warfel, DPS/Chief of Police (x) voting **Co-Chair**	XUPD
Dr. Jagan Jacob (WCB) (f-22,3) **Co-Chair**	WCB Faculty
Ms. Diana Rickmon (CN) – (f-22,3)	CN Faculty
Dr. Kelly Phelps (CAS) (f-21,3)	CAS Faculty
Dr. Cheryl Jonson (CPS) (f-20,3)	CPS Faculty/Ad Hoc
Ms. Jenny Harrison (SAC) (st-22,1)	Staff Appointment, SAC
Mr. Tim Trucco (SAC) (ste-22,3)	Staff Appointment, SAC
Mr. Evan Nash (s) (2022-2023)	Student Government Association
Ms. Giovanna Marin (gs)(2022-2023)	Graduate Student Association

Ex-Officio Members:
Mr. Jeff Coleman, VP of Risk Mgmt (x) voting Risk Management
Lt. Adrian Fuller, Lieutenant, XUPD (x) voting XUPD, Clery Compliance & Safety
Mr. Austin Rowekamp, (x) voting Communications
Mr. Matt Zalman, (x) voting Assistant Director, Residence Life
Mr. Tim Trucco, (x) voting Physical Plant

Community Partners:
Mr. Jermaine Caldwell Cincinnati Fire Dept.
Mr. Steven Thomas Norwood Police Dept.
Mr. Josh Giles Norwood Fire Dept.

Staff to Committee:
Mr. Greg Haigis, XUPD Asst. Chief of Police XUPD
Ms. Stefanie Lorentz XUPD Administration
Mr. Paul Fellinger Student Veterans Center
Mr. Glenn Welling Student Veterans Center

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

6. COMMENCEMENT COMMITTEE

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

Membership:
The membership consists of <mark>three (3) faculty members (with no more than one from each college and at least one representing a graduate program)</mark> 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:	Representing
Dr. Rachel Chrastil (x), Provost & CAO, **Co-Chair**	Provost & CAO rep as Chair
Dr. Leah Busam Klenowski (x), **Co-Chair**	Senior Director, Student Affairs
Dr. Rashmi Assudai (APAA) (p-st)	Associate Provost, Academic Affairs
Fr. Michelle Flaum (CPS) (f-22,1)	Faculty & Graduate Representative
Dr. Daniel Otero (CAS) (f-22,1)	Faculty
Dr. Edward Kosack (WCB) (f-22,3)	Faculty
Mr. Doug Ruschman (x)	Assoc VP, Marketing and Communications
Chief Robert Warfel (x)	Public Safety/Chief of Campus Police
Dr. Andrea Wawrzusin (x)	University Registrar
Mr. Joshua Grace (x)	Assistant Registrar
Dr. Russell Lacey (x)	Associate Provost & Dean, Graduate School
Ms. Jean Griffin (x)	Interim Assoc. Provost for Student Affairs
Ms. Kelly Simmons (x)	Director for Donor Relations
Ms. Diana Hodge-Hill (x)	Associate Director, Building Services
Mr. Andy Barry (x)	Asst Athletic Dir Business & Finance, Cintas Center
Mr. Brian Maley (x)	Executive Director Alumni Association
Ms. Camille McDonald (s) 2022-2023	Student Government Association
Ms. Megan McDonnell (s) 2022-2023	Student Government Association
Mr. Ethan Nichols (s) 2022-2023	Student Government Association
Mr. Austin Parkes (s) 2022-2023	Student Government Association
Mr. Aidan Poliseno (s) 2022-2023	Student Government Association
Ms. Anna Stratmoen (gs) 2022-2023	Graduate Student Association

Staff to Commitee:
Ms. Christy Anderson, Psychology Department Program Coordinator
Ms. April Thomas, Graduate Program Manager

<mark>HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING</mark>

7.   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.

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	Representing
Vacant (college) (f-22,3) – **Chair**	Faculty
Dr. Aaron Szymkowiak (CAS) (f-20,3)	Faculty
Dr. David Highland (WCB) (f-22,3)	Faculty
Mr. Tim Griffin (ste-p-22,3)	Staff
Mr. Michael Svhilik (ste-p-22,3)	Staff
Vacant (st-p-22,3)	Staff

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

8. 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 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 for Financial Administration and Chief Business Officer (VPFA/CBO).
The Committee is co-chaired by the Director of Auxiliary Services and a faculty member elected by the committee.

Reporting:
The Parking Committee acts in an advisory capacity to the VPFA/CBO.

Current Membership:	**Representing**
Mr. Bill Moran (x) **Co-Chair**	Administrator
Dr. Patrick Filanowski (CPS) (f-21,3) **Co-Chair**	CPS faculty
Dr. Kris Spaeth (CAS) (f-22,3)	CAS faculty
Dr. Richie Liu (WCB) (f-22,3)	WCB faculty
Vacant (CN) (f-22,3)	CN faculty
Ms. Amanda Meeker (CN) (st-22,3)	Staff
Mr. Mike Cleary (Provost) (st-22,3)	Staff
Dr. Andrea Wawrzusin (Registrar) (ste-22,3)	Admin Staff
Ms. Christine Morley (ste-21,3)	Admin Staff
Ms. Macey Windley (gs) (2022-2023)	GSA
Mr. Kevin Brown (s) (2022-2023)	SGA

Staff to the Committee (non-voting members):
Mr. Larry Prues, Associate Director Maintenance and Operations, Physical Plant
Chief Robert Warfel, Director, Public Safety/Chief of Campus Police
Mr. Brett Sanders, Assitant Athletic Director for Ticket Sales, Cintas Center

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

9. STAFF ADVISORY COMMITTEE

Charge:
The Staff Advisory 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 Advisory 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.

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 Advisory Committee seeks a diverse representation of staff from across the University. The Staff Advisory 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 Advisory Committee reports to the Office of the President.

Current Membership:

Staff in third year on Committee (ending June 2023)
Alison Morgan, Library (ste-e-19,3) – **Chair** (term July 1, 2022 – December 31, 2023)
Molly Dugan, Dean of Students Office – Past Chair (term July 2022 – December 2022)
Leslie Dulle, Recreational Sports (ste-e-20,3)
Shannon Hughes, Center for Faith and Justice (ste-e-20,3)
Dora Jefferson-Gaynor, CPS (st-e-20,3)
Talia Mason, Title IX & Interpersonal Response Office (ste-e-20,3)
Christopher Roschke, Registrar (ste-e-20,3)

Staff in second year on Committee (ending June 2024)
Karen McCabe, Office of Physical Plant (st-e-21,3)
Cara Pickett, Center for Teaching Excellence (ste-e-21,3)
Jenn Thornton, Controllers Office (st-e-21,3)

Staff in first year on Committee (ending June 2025)
Brendan Bergen, Marketing and Communications (ste-e-22,2)
Donna Berns, Athletics (st-e-22,2)
Jenny Harrison, Risk Management (ste-e-22,3)
Cheryl McElroy, Grant Services (ste-e-22,3)
Dr. Daniel McSpadden, TRiO Student Support Services (ste-e-22,3)
John (JP) Parham, Student Athlete Academic Support Services (ste-e-22,3)
Autumn Richards, Student Success Center (ste-e-22,3)

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

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

10.   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.

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 Associate Provost 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:	**Representing**
Dr. Andrea Wawrzusin (x) – **Chair**	University Registrar - (Provost & CAO rep as Chair)
Dr. Rachel Chrastil (x)	Provost and Chief Academic Officer
Dr. Rashmi Assudani (x)	Associate Provost for Academic Affairs
Mr. Aaron Meis (x)	Vice President Enrollment Mgmt & Student Success
Dr. Mia Rivolta (WCB) (f-22,3)	Faculty
Dr. Kathy Winterman (CPS) (f-22,3)	Faculty
Ms. Jody Geisen (x)	Cintas, Executive Assistant Athletics
Ms. Leah Busam (x)	Student Affairs Representative
Dr. Russell Lacey (x)	Associate Provost & Dean, Graduate School
Ms. Jean Griffin (x)	Interim Assoc. Provost for Student Affairs
Ms. Jenny Dramis (x)	Associate Vice President & Human Resources Officer
Ms. Shannon Hughes (2022-2023)	Staff Advisory Committee Representative
Ms. Julia Thomas (s) (2022-2023)	Student Government Association
Mr. Ethan Nichols (s) (2022-2023)	Student Government Association (Alternate)

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

11.   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:
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:	Representing
Dr. Rachel Chrastil, (x) – **Co-Chair**	Provost and Chief Academic Officer
Dr. Debora Kuchey (CPS) (f-22,3) - **Co-Chair**	Faculty Committee Representative
Dr. Mack Mariani (AL) (f-21,3)	Faculty
Mr. Gary Massa, (x)	Vice President for University Relations
Ms. Shannon Cassidy-Cox, (x)	Director, Alumni Relations
Ms. Camille McDonald (s) (2022-2023)	SGA
Mr. Ethan Nichols (s) (2022-2023)	SGA

Staff to Committee:
Mr. Doug Ruschman, Assoc VP, Office of Marketing and Communications
Ms. Jenny Thacker, Manager for Research

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

12.   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/

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-19,3)
Dr. Dalia Diab (CPS) (f-22,3)
Dr. David Gerberry (CAS) (f-22,3)
Ms. Julie Kugler-Ackley (CPS) (f-22,1)
Dr. Anna Miller (CAS) (f-22,1)
Dr. Edward Kosack (WCB) (f-22,3)
Ms. Laura Powell (WCB) (f-22,3)

Staff
Mr. Jason Cloutier, EMSS
Mr. Jason Dickman, Graduate School
Ms. Angie Kneflin, Student Affairs
Mr.Mack Maynard, Psychology Dept
Ms.Wendy Steinberg, APEX
Ms. Jennifer Droege, CAS
Ms. Cindy Lowman-Stieby, Accessibility and Disability Resources
Ms. Emma Albertz, Alumni Relations
Ms. Amber Yuellig, Auxiliary Services

Student Government Association (s) and Graduate Student Association (gs)
Ms. Julia Thomas (s) 2022-2023
Mr. Jared Vornhagen (s) 2022-2023
Vacant (s) 2022-2023
Ms. Annaliet Delgado-Rodriguez (gs) 2022-2023
Ms. Kyra Bevenour (gs) 2022-2023
Ms. Ellie Borders (gs) 2022-2023

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING

13.   UNIVERSITY PLANNING AND RESOURCING COUNCIL

UNIVERSITY PLANNING AND RESOURCE COUNCIL CHARTER - September 6, 2022

Statement of Purpose
The University Planning and Resource Council (UPRC) is an advisory body reporting to the President and serves as the primary conduit for faculty and staff input into financial resource allocation related to long- range financial planning and annual budgeting. The UPRC serves to ensure that faculty and staff feedback regarding strategic and operational plans and significant financial decisions is taken into consideration by the President and the Administration, and it makes recommendations and provides advice to the President regarding financial resource allocation in support of the University's strategic plan and institutional goals and objectives.

The UPRC fulfills its purpose by:
- Reviewing and providing input into the development of long-range financial plans, including a review of key assumptions and financial plans;
- Reviewing and providing input into the development of the annual budget, including a review of key assumptions and financial resource allocation;
- Reviewing and providing input into the development of capital and deferred maintenance plans, including review of recommendations regarding campus master planning and campus space utilization;
- Reviewing and providing input to the development of strategic plans, strategic goals, and annual institutional goals, and the financial resource allocation to accomplish those plans and goals;
- Providing feedback and recommendations on the above matters to the President;
- Reviewing other significant matters that have financial resource implications, and providing feedback regarding the allocation of financial resources that affect strategic goals of the university, its long-range financial plans and its annual budget, as may be required from time to time; and
- Deliberating in a confidential and collaborative manner while ensuring that the best interests of the University guide all recommendations.

As an advisory body, the UPRC recognizes that decision-making authority for financial decisions rests with the President or other members of the Administration, as outlined in the University's governing documents and as overseen by the Board of Trustees and various committees of the Board of Trustees.

Membership Categories, Membership, and Expectations and Responsibilities of Members
The following Membership Categories of the UPRC are established:
- Ex-officio Members.
- Appointed Members, which will consist of:
    - Faculty Members;
    - President's Direct Reports Member; and
    - Staff Members.

Membership in each Membership Category will be as follows:
- Ex-officio Members:
    - Vice President for Financial Administration and Chief Business Officer, co-chair
    - Provost and Chief Academic Officer, co-chair
    - Vice President for Enrollment Management and Student Success

- Appointed Members:
    - Faculty Membership will consist of one faculty member from each College, with priority given to tenured faculty members. Faculty members will be nominated by the Faculty Committee and appointed by the President after consultation with the co-chairs.
    - President's Direct Reports Membership will consist of one direct report of the President other than the ex officio members, appointed by the President
    - Staff Membership will consist of two staff members, recommended by the Staff Advisory Committee and appointed by the President after consultation with the co-chairs.

Each Appointed Member will serve a term of three (3) years. Terms are not renewable, however, an Appointed Member may be re-appointed to any number of additional three-year terms after a period of not less than one (1) year between terms.

Terms will be organized into three groups, with each group having a different starting year so as to provide for carryover and continuity of membership. During the initial terms beginning after the approval of this Charter, the terms of some members may be less than three (3) years. However, upon completion of the initial terms, all terms will be three (3) years in length.

Staff members from either Financial Administration or the Provost's office may be invited to participate in meetings in support roles, however, those staff members are not considered members of the UPRC. Other faculty or staff members may be invited to participate in meetings as non-voting attendees in order to present information or serve as subject matter experts on specific matters before the UPRC; such invitation must be reviewed and agreed to by the co-chairs prior the meeting.

All members of the UPRC are expected to place the interests of the entire University above other considerations during deliberations and when making recommendations. Secondarily, members are expected to represent the constituents they have been appointed to represent, and they are to serve as conduits of information both to and from the UPRC regarding all matters that come before the UPRC.
Membership terms begin on July 1 and end on June 30.

Meetings
The UPRC will meet at least monthly during the Academic Year (between August and May), and may meet during the summer (June and July) upon notification from the co-chairs. Additional meetings may be scheduled as workload requires at the discretion of the co-chairs. Scheduled meetings may be cancelled upon notification by the co-chairs to the members.
Meeting schedules and a related work plan will be determined annually and confirmed at the beginning of each academic semester.

Guidelines for the preparation and distribution of meeting materials will be prepared by the Financial Administration staff members in consultation with the co-chairs. Such guidelines will be periodically reviewed, updated and shared with the UPRC.

Meetings are intended to be held in person, however, meetings may be held by teleconference or web or video conference at any time at the discretion of the co-chairs. Members may also attend in-person meetings by telephone or other electronic means if they are unable to attend in person.

A quorum will exist when at least one-half (50%) of the members of each membership category are present, either in person or by telephone, video conference, or other electronic means. Members must be present virtually or in person at meetings; sending proxies or proxy voting of any kind are not permitted. Meetings may be held without a quorum; however, no formal recommendations can be made or any other action requiring a vote can be taken; discussion will be documented in the meeting minutes and notes and will indicate that a quorum did not exist.

Meeting minutes will be prepared and distributed after each meeting, and such minutes will be scheduled for approval by voice vote at the next scheduled meeting. Minutes will be made available to the campus community after they have been approved by the UPRC. Due to the confidential nature of some matters which may come before the UPRC, minutes may be redacted before they are shared with the campus community.
In addition to the publication of minutes to the campus community, the co-chairs will communicate UPRC activities and recommendations to the President.

Voting
As an advisory body reporting to the President, the UPRC is expected to provide feedback to the President and the Administration. In fulfilling this advisory role, consensus is the desired outcome. However, in situations where consensus cannot be reached, there may be occasions where a formal vote is necessary in order to properly document the different views of any action taken by the UPRC. Any member can request a vote of any matter before the UPRC. Only Ex-officio Members and Appointed Members are permitted to vote ("Voting Members"), and no vote can be taken without a quorum.

When certain matters arise that require UPRC feedback or action in between meetings, a request for discussion, feedback or a vote of the Voting Members may be requested via electronic mail at the discretion of the co-chairs; both co-chairs must agree to solicitation of feedback or votes via electronic mail.
Space Planning and Utilization; Subcommittee on Space

The utilization of physical space on campus is ultimately determined by the President, in consultation with the Provost, the Chief Business Officer, the Vice President for Physical Plant and others on campus as may be required in the circumstances. In order to make informed decisions regarding space utilization, the UPRC is tasked with providing a forum for input regarding significant changes to space allocation and utilization on campus.

In order to ensure that all relevant factors regarding space reallocation are considered, the UPRC has created a Subcommittee on Space (SOS). Requests regarding the utilization or reallocation of space on campus will be reviewed by the SOS and the SOS will make recommendations to the UPRC to approve any requested changes to space reallocation and utilization; the UPRC will vote to affirm or reject all recommendations made by the SOS.

The SOS operates under a separate charter and follows the approved Space Management Policy in conducting its work for its work, both of which from time to time will be reviewed and affirmed by the UPRC.

Confidentiality
Matters of a sensitive or confidential nature may occasionally come before the UPRC. Each member is expected to treat all information of the UPRC other than that which has been publicly disclosed as highly confidential, and is not authorized to share such information outside of the UPRC without the expressed approval of the co-chairs. Any member of the UPRC found sharing confidential information without the expressed approval of the Ex-officio

Members may be dismissed from the UPRC and may be subject to other disciplinary action as determined under existing University policies and practices.

The work of the UPRC often requires coordination with the work of other faculty, staff and administrators who may not be members of the UPRC. The co-chairs, at their sole discretion, may discuss confidential information with faculty, staff and administrators as required to effect that work of the UPRC.

Annual Work Plan
In order to fulfill its role as an advisory committee on matters regarding institutional resource allocation, the UPRC will follow a work plan that aligns with the University's normal calendar for the determination of strategic and annual plan goals and financial plans and budgets. Such work must also align with the required Presidential and

Board of Trustees approvals of such plans. An annual work plan should be reviewed and approved by the UPRC at the beginning of each Academic Year, and will be posted for committee members throughout the year.

MEMBERSHIP
UPRC Ex-Officio Members
      Rachel Chrastil, Provost and Chief Academic Officer (x)
      Vacant, VP, Financial Administration and Chief Business Officer (x)
      Aaron Meis, VP, Enrollment Management and Student Success

Direct Report
      Ms. Rebecca Cull, General Counsel, Office of the President
Faculty
      Tim Kruse (WCB) (f-20-3; through 06/30/23)
      Adam Clark (CAS) (f-21-3; through 06/30/24)
      Pete Mallow (CPS) (f-22-3; through 06/30/25)
      Heather Moore (CN) (f-22-3; through 06/30/25)

Staff
      Susan Abel, University Relations (SAC) (07/01/21-06/30/24)
      Talia Mason, Title IX () (07/01/22-06/30/25)

<u>Staff to Committee</u>
 Carol J. Maegly, Assistant Vice President, Provost Budget and Planning
 Shawn Schuler, Associate Vice President, Financial Planning and Budget
 Melody He, Budget Analyst, Financial Planning and Budgets (Documentarian)

<mark>HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING</mark>

14.   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 and administrative needs parallel with its strategic plan. The XTC is divided up into two subcommittees; Academic Technology and 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 oversite 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.

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 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, the Faculty Committee, and the Staff Advisory Council (SAC) through a liaison.

Current Membership:	**Representing**
Mr. Mark Brockman – **Co-Chair**	Interim Chief Information Officer
Ms. Holly Kaminski (WCB) (f-21,3) – **Co-Chair**	WCB
Dr. Thilini Ariyachandra (WCB) (f-22,3)	AL
Dr. Diane Ceo-DiFrancesco (CAS) (f-e-20,3)	AL
Ms. Blis DeVault (CAS) (f-e-21,3)	CAS
Dr. Renea Frey (CAS) (f-e-21,3)	AL
Ms. Julie Kugler-Ackley (CPS) (f-21,3)	CPS
Dr. Timothy Miller (WCB) (f-e-21,3)	AL
Ms. Amy Wilson (CN) (f-e-20,3)	CN
Mr. Jake Heyser (s), (2022-2023)	SGA

Ms. Susan Abel   Assoc. VP, University Relations, Internal Operations
Dr. Rashmi Assudani   Associate Provost for Academic Affairs
Mr., Andy Barry   Asst. Athletic Director for Business and Finance
Mr. Mark Brockman   Executive Director, Information Technologies
Mr. Jeff Coleman   VP, Risk Management
Ms. Jenni Dramis   Assoc. VP & Chief Human Resources Officer
Ms. Tiffany Huber   Director, Financial Systems
Ms. Carol Maegly   Assoc. VP, Provost Budget & Planning
Mrs. Kelly Pokrywka   Asst. VP, Enrollment Management
Mr. Doug Ruschman   Asst. VP, Marketing & Communications

HIGHLIGHTED ITEMS INDICATE REPLACEMENTS OR RE-APPOINTMENTS ARE PENDING