

XAVIER UNIVERSITY
2018-2019

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KEY

All University Committees are advisory.

Key

- (f-0X)** Faculty recommended to the President by the Faculty Committee for a three-year term unless otherwise specified as (f-0X-1 or 2).
- (f-e-0X)** These faculty positions are elected by the Faculty Assembly for a three-year term unless otherwise specified as (f-e-0X-1 or 2).
- (f-e-c-0X)** These positions are filled by faculty from the Faculty Assembly elected from the departments within the college.
- (f-e-d-0X)** These faculty positions are elected by full-time members of their department for a three-year term unless otherwise specified as (f-e-d-0X-1,2).
- (f-p)** Faculty recommended to the President by the Provost and Chief Academic Officer.
- (ap)** University personnel appointed by the President for a three-year term.
- (c-p)** Community representatives recommended to the President by the Provost and Chief Academic Officer.
- (p-f/st/st)** Faculty, administrators (exempt staff) or support staff (non-exempt staff) recommended to the President by the Provost for special one-year appointment.
- (st)** Exempt and Non-exempt personnel recommended to the President by the Staff Advisory Committee for a three-year term unless otherwise specified as (st-0X, 3).
- (s)** Students recommended to the President by the Student Government for a one- year term.
- (gs)** Graduate student recommended to the President by the Provost and Chief Academic Officer for a one-year term.
- (a)** Xavier Alumni or University Friends recommended to the President by the Executive Director of the Alumni Association.
- (x)** Ex officio members

1. ACADEMIC PLANNING COMMITTEE

Charge:

The Academic Planning Committee has as its purpose the continued maintenance, 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:

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

Chair:

The chair will be 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 three colleges.

Reporting:

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

Current Membership:

Dr. Lynda Kilbourne, WCB (f-17,3) – **Chair**
Dr. Mee-Shew Cheung, WCB (f-17,2)
Dr. Hema Krishnan, WCB (f-18,3)
Dr. Haider Raad, CAS (f-17,3)
Dr. James Wood, CAS (f-18,3)
Dr. Esmeralda Nastase, CAS (f-18,3)
Dr. Debora Kuchey, CPS (f-18,3)
Dr. Jennifer Gibson, CPS (f-17,2)
Dr. Victoria Zascavage, CPS (f-18,3)
Dr. Melissa Bauman, Provost and CAO (x) *non-voting*
Dr. Richard Mullins (x) *non-voting*
Dr. Thilini Ariyachandra (x) *non-voting*

Representing

WCB
WCB
WCB
CAS
CAS
CAS
CAS
CPS
CPS
CPS
Provost & CAO
Faculty Committee Chair
Academic Program Health

2. ACADEMIC PROGRAM HEALTH (APH) COMMITTEE

Charge:

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

Membership:

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

Reporting:

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

Current Membership:

Dr. Thilini Ariyachandra (WCB) – **Chair**

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

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

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

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

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

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

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

Dr. Debbie VanKuiken (x) *non-voting*

Mr. Ryan Hart (x) *non-voting*

Representing

Faculty Director

CAS

CAS

CAS

CPS & graduate program

CPS

WCB

WCB & graduate program

Faculty Committee Chair

Institutional Research

3. ADMISSION COMMITTEE

Charge:

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

Membership:

The membership consists of five (5) faculty members representing the three (3) colleges, the Dean of Admission, the Director of Financial Aid, the Director of TRiO (x), two (2) students recommended by Student Government, Faculty Director of Academic Advising, Director of Student Success, an Associate Dean from one of the three (3) colleges recommended by CAO, one (1) Administrator from the Division of Student Affairs recommended by the Associate Provost and Chief Student Affairs Officer and one (1) Administrator from any department, recommended jointly by the Provost and the VP for Enrollment Management & Student Success. The co-chairs are the Dean of Admission and a faculty member elected by the committee.

Reporting:

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

Current Membership:

Ms. Lauren Parcell, (x) – **Co-chair**

Dr. Doug Olberding (CPS) (f-e-16,3) – **Faculty Co-chair**

Dr. David Gerberry (CAS) (f-e-16,3)

Dr. Ann Ray (f-e-18,3) (CAS)

Ms. Hema Krishnan (f-e-18,3) (WCB)

Dr. Mark Sena (f-e-18,3) (WCB)

Dr. Michele Matherly (x), Associate Dean, WCB

Dr. Jim Snodgrass (x)

Mr. Daniel McSpadden (x)

Ms. Kelley Bellin

Ms. Sandy Chan

Ms. Donna Salak

Mackenzie Ferguson (s) – 2018-2019

Bryan Crigger (s) – 2018-2019

Representing

Undergraduate Admission

CPS

CAS

at large

WCB

at large

Associate Dean (any college)

Academic Advising

TRiO Director

Director, Student Success

Student Affairs

Financial Aid

SGA

SGA

4. BOARD OF GRADUATE STUDIES

Charge:

The Board of Graduate Studies:

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

Membership:

Membership consists of six (6) tenured or tenure-track faculty members (two from each college elected by the Faculty Assembly), the deans (or their representatives) of the three colleges and the graduate school, one (1) graduate student recommended by the Provost and Chief Academic Officer, the University Registrar (ex officio, non-voting), and the Provost and Chief Academic Officer (ex officio, non-voting). The Chair will be elected from the faculty members by the committee.

Voting:

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

Reporting:

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

Current Membership:

Dr. Jen Gibson (CPS) (f-e-16,3) – **Chair**

Dr. Michael Chikeleze (CPS) (f-e-18,1)

Dr. James Helmer (CAS) (f-e-18,3)

Dr. Tim Brownlee (CAS) (f-e-18,3)

Dr. Rashmi Assudani (WCB) (f-e-16,3)

Dr. Paul Fiorelli (WCB) (f-e-17,3)

Dr. Steven Herbert (x), Associate Provost for Academic Affairs

Dr. Paul Gore (x), Dean,

Dr. Dennis Long (x), Associate Dean

Dr. Tom Hayes (x), Dean

Dr. Michele Matherly (x), Associate Dean

Dr. David Mengel (x), Dean,

Dr. Andrea Wawrzusin,

Dr. Melissa Baumann,

Ms. Bailey Niekamp (gs) – 2017-2018

Representing

CPS

CPS

CAS

CAS

WCB

WCB

Dean of the Graduate School (non-voting)

Dean, CPS

Dean, CPS

Dean, WCB

Dean, WCB

Dean, CAS

University Registrar, (x) (non-voting)

Provost & CAO (x) (non-voting)

Graduate Student Association

Staff to the Committee

Mr. Roger Bosse, Assistant Dean of the Graduate School

Graduate School

5. BOARD OF UNDERGRADUATE STUDIES

Charge:

The Board of Undergraduate Studies:

1. 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:

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

	<u>Representing</u>
Dr. Niamh O'Leary, (CAS) (f-e-16,3) – Chair , Spring 2018-Fall 2018	CAS
Dr. Supaporn Kradtap (CAS) (f-e-18,3)	CAS
Dr. Doug Olberding (CPS) (f-e-17,3)	CPS
Dr. Dalia Diab, (CPS) (f-e-16,3)	CPS
Dr. David Hyland (WCB) (f-e-18,3)	WCB
Dr. Amit Sen (WCB) (f-e-17,3)	WCB
Dr. Paul Gore (x), Dean, College of Professional Sciences	Dean, CPS
Dr. Dennis Long (x), Associate Dean (<i>usually represents CPS dean</i>)	Dean, CPS
Dr. Tom Hayes (x), Dean, Williams College of Business	Dean, WCB
Dr. Michele Matherly (x), Associate Dean (<i>usually represents WCB dean</i>)	Dean, WCB
Dr. David Mengel (x), Dean, College of Arts and Sciences	Dean, CAS
Dr. Gary Lewandowski (x), Associate Dean (<i>usually represents CAS dean</i>)	Dean, CAS
Dr. Andrea Wawrzusin, University Registrar (x) (non-voting)	Registrar
Dr. Melissa Baumann, Provost & Chief Academic Officer (x) (non-voting)	Provost & CAO
Ms. Maggie Morse (s) (WCB) – 2018-2019	SGA
Ms. Nikki Giesel (s) (CPS) – 2018-2019	SGA
Ms. Ryan Kambich (s) (CAS) – 2018-2019	SGA

6. COLLEGE OF ARTS AND SCIENCES CURRICULUM COMMITTEE

Charge:

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

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

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

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

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

Membership:

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

Voting:

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

Reporting:

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

Current Membership:

Dr. Carla Gerberry (Physics/**Math**/CSCI) (f-e-c-16,3) – **Chair** 2018-2019

Dr. Barbara Hopkins, (Biology/**Chemistry**) (f-e-c-18,3)

Dr. Michael Sweeney, (**Philosophy**/Theology) (f-e-c-17,3)

Dr. Christine Anderson, (Political Science/Sociology/**History**) (f-e-c-18,3)

Ms. Anne Ryckbost, Librarian (x) (18,2)

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

Dr. Randy Patnode, (**CommArts**/Music & Theater/Arts) (f-e-c-17,3)

Dr. Gary Lewandowski, Associate Dean, CAS

7. COLLEGE OF PROFESSIONAL SCIENCES CURRICULUM COMMITTEE

Charge:

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

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

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

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

Membership:

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

Voting:

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

Reporting:

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

Current Membership:

Leah Dunn, OT, (f-e-c-16,3) – **Co-Chair**
Butch Losey, Counseling, (f-e-c-16,3) – **Co-Chair**
Donna Endicott, Rad Tech, (f-e-c-18,3)
Stephanie Donauer, Health Services Administration, (f-e-c-16,3)
Karl Stukenberg, Psychology, (f-e-c-17,3)
Kelly Bohnhoff, Nursing, (f-e-c-16,3)
Cheryl Jonson, Criminal Justice, (f-e-c-16,3)
Ahlam Lee, Leadership Studies and HRD, (f-e-c-17,3)
Marty Weaver, Military Science (f-e-c-17,3)
Elisabeth Macrum, Sports Studies (f-e-c-17,3)
Jaylene Schaefer, Social Work, (f-e-c-18,3)
Winston Vaughan, School of Education (f-e-c-17,3)
Margaret Groeschen (x), Librarian
Dennis Long (x), Associate Dean, CPS
Paul Gore (x), Dean, CPS

8. WILLIAMS COLLEGE OF BUSINESS CURRICULUM COMMITTEE

Charge:

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

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

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

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

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

Membership:

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

Voting:

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

Reporting:

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

Current Membership:

Dr. Jamie Pawlukiewicz, Finance (f-e-c-15,3) – **Chair** (*continuing until Mia Rivolta sabattical return Spring 19*)

Dr. Mia Rivolta, Finance (f-e-c 18,3) (*beginning Spring 19*)

Dr. Adekunle Okunoye, Management Information Systems (f-e-c-17,3) *completing term of Debbie Tesch*

Dr. Christian Mastilak, Accountancy (f-e-c-16,3)

Dr. Carol Rankin, Economics (f-e-c-18,3)

Dr. Kate Loveland, Marketing (f-e-c-18,3)

Dr. Lifang Wu, Management & Entrepreneurship (f-e-c-16,3)

Dr. David Zoogah, at-large member (f-e-c-16,3)

Ms. Patty Greco, Librarian (x-18,3)

Dr. Michele Matherly, Associate Dean, Williams College of Business (x)

9. CORE CURRICULUM ASSESSMENT COMMITTEE (CCAC)

Charge:

On an ongoing basis the CCAC will:

1. 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:

The CCAC membership will be elected by Faculty Assembly ballot as follows:

- 4 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 open positions (from any college) and 1 appointed from the current membership of the Core Curriculum Committee.

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

Voting (within the committee): Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

Reporting:

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

Current Membership:

Dr. Dottie Engle (CAS) – (f-e-17,3) – **Co-Chair**

Dr. Heidrun Schmitzer (CAS) – (f-e-17,3) – **Co-Chair**

Dr. Adam Clark (CAS) – (f-e-18,3)

Dr. Max Buot (CAS) – (f-e-18,3)

Dr. Bruce Erikson (CAS) – (f-e,18,3)

Dr. Laura Youderian (WCB) – (f-e-16,3)

Dr. Adekunle Okunoye (WCB) – (f-e-18,3)

Dr. Julie Kugler-Ackley (CPS) (f-e-18,3)

Dr. Jaylene Schaefer (CPS) – (f-e-17,3)

Dr. Esmeralda Nastase (CCC representative) – 2018-2019

Representing

CAS

any college

CAS

CAS

any college

WCB *completing term of T. Ariychandra*

WCB

CPS

CPS

Core Curriculum Committee

Staff to the Committee:

Dr. Dennis Long, CPS, Associate Dean

Dr. Gary Lewandowski, 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, and overseeing its assessment.

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:

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

Members will serve 3 year terms, with a one-year interim before one is eligible for re-election. Members appointed as replacements can immediately stand for election for a full 3 year term. The terms will be staggered to maintain continuity within and across colleges over time. This will ensure that each college always has 3 members.

Voting (within the committee):

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

Reporting: Core Curriculum Committee reports to the Board of Undergraduate Studies.

Current Membership:

Danny Otero (CAS) – (f-e-16,3) – **Co-Chair**
Paul O'Hara (CAS) – (f-e-16,3) – **Co-Chair**
Esmeralda Nastase (CAS) – (f-e-18,3)
Tim Miller (WCB)
David Yi (WCB) – (f-e-17,3)
David Zoogah (WCB) – (f-e-17,3)
Betsy List (CPS) – (f-18,1)
Karl Stukenberg (CPS) – (f-16,3)
Teresa Young(CPS) – (f-16,3)

Representing

CAS (*on sabbatical beginning Spring 19*)
CAS
CAS
WCB (*filled open position; completes term Spring 19*)
WCB
WCB
CPS
CPS
CPS

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

Charge:

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

Membership:

The Ethics/Religion and Society (E/RS) Committee is composed of nine (9) faculty members: one (1) each from the Departments of Philosophy, Theology and English. The candidates are nominated by the full-time members of their respective departments and elected by a vote of the faculty assembly. The remaining six (6) members consist of two (2) each from the College of Professional Sciences and the Williams College of Business and two (2) chosen at-large nominated by the Faculty Committee and elected by vote of the Faculty Assembly. Terms of office are three years. No elected member is allowed to serve consecutive terms. The E/RS Endowed Chair and the Directors of the Center for Business Ethics and Social Responsibility are *ex officio*, non-voting members. The Directors of E/RS (*ex officio*, non-voting) will serve as the chairs and are appointed by the Provost and Chief Academic Officer.

Reporting:

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

Current Membership:

Dr. Gabe Gottlieb, Director of E/RS – **Chair** (x) (non-voting)
Dr. Dan Dwyer, Philosophy (f-e-17,3)
Dr. Martin Madar (Theology) (f-e-18,3)
Dr. Carol Winkelmann, English (f-e-16,3)
Dr. James Helmer, (CAS), at-large (f-e-17,3)
Dr. Jennifer Robbins (CAS), at-large (f-e-18,3)
Dr. Amit Sen (Economics) (f-e-16,3)
Dr. Alan Jin (Mgmt/Entre)) (f-e-18,3)
Dr. Betsy List (Nursing) (f-e-16,3)
Dr. Joshua Shanklin – (CPS) (f-e-17,3)
Dr. Paul Fiorelli, Dir. of Xavier Center for Bus. Ethics & Social Resp. (x) (non-voting)

Representing

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

12. THE FACULTY COMMITTEE

Charge:

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

Reporting:

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

Current Membership:

Dr. Rick Mullins, (CAS) (f-e-16,3) – **Chair** 2018-2019
Dr. Marco Fatuzzo, (CAS) – at large - (f-e-18,3)
Dr. Mack Mariani (CAS) (f-e-18,3)
Dr. Stephen Yandell (CAS) – at large (f-e-18,3)
Dr. Dalia Diab (CPS) (f-e-18,3)
Dr. Debra VanKuiken, (CPS) (f-e-16,3)
Dr. Brian Balyeat (WCB) (f-e-18,3) - at large
Ms. Joyce Allen (WCB) (f-e-17,3)
Dr. Thilini Ariyachandra (WCB) (f-e-16,3)

Representing

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

13. FACULTY DEVELOPMENT COMMITTEE

Charge:

The Faculty Development Committee:

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

Membership:

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

Reporting:

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

Current Membership:

Dr. Hem Raj Joshi (CAS), (f-e-16,3) – **Chair**
Dr. Randy Browne (CAS), (f-18,3)
Dr. Supaporn Kradtap (CAS) – (f-e-17,3)
Dr. Leslie Prosak-Beres (CPS), (f-e-16,3)
Dr. Tim Kruse (WCB) (f-e-16,3)
Dr. Mee-Shew Cheung (WCB) (f-e-16,3)
Dr. Steve Herbert, Associate Provost for Academic Affairs (x)

Representing

at large
at large
CAS
CPS
WCB
at large

14. FACULTY HEARING COMMITTEE

pending vote of Faculty Assembly

Charge:

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

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

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

Membership:

The membership consists of five (5) tenured members of the faculty. Three (3) members of this committee serve staggered three-year terms and are elected by the Principal Faculty such that each College has one member on the committee. Two (2) of the members serve staggered three-year terms and are appointed by the President. Each year, the members of the committee elect a Chair from their number.

Reporting:

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

Current Membership:

Dr. Tom Kessinger (CPS) (f-e-17,3)
Dr. Christian Mastilak (WCB) (f-16,3)
Dr. Kathleen Smythe (CAS) (f-e-16,3)
Dr. Kathy Winterman (CPS) (f-e-17,3)
Dr. Elaine Crable (WCB) (f-e-16,3)

Representing

CPS
any college
CAS
any college
WCB

15. FINANCIAL AID AND SCHOLARSHIP COMMITTEE

Charge:

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

Membership:

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

Reporting:

The Committee reports to the Provost and Chief Academic Officer.

Current Membership:

Ms. Donna Salak, Director, Financial Aid – **Chair**

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

Dr. Carol Scheerer (CPS) (f-18,3)

Dr. Hasan Faruq (WCB) (f-18,3)

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

Dr. Donna Endicott (CPS) (f-e-18,3)

Mr. Kevin Prothero, Residence Life, (ste-18,3)

Dr. Daniel McSpadden (x)

Ms. Lauren Gierla (s) – 2018-2019

Ms. Ellen Rakowski (s) – 2018-2019

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

Ms. Lauren Parcell (x)

Ms. Kris Killen, staff to committee

Representing

Enrollment Management

CAS

CPS

WCB

any college

any college

Student Affairs

TRiO

SGA

SGA

Associate Dean any college

Undergraduate Admission

Financial Aid

16. INSTITUTIONAL REVIEW BOARD

Charge:

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

Membership:

The Institutional Review Board will consist of at least seven members appointed by the President after being recommended by the Associate Provost for Academic Affairs, the Deans and the Faculty Committee. The members will represent areas of expertise from which protocols are expected to be generated. At least two members should represent the community in which Xavier is located and whose members might be recruited as individuals to cooperate in research. At least one IRB member must have expertise in Bioethics.

Reporting:

The committee reports to the Associate Provost for Academic Affairs.

Current Membership:

<u>Current Membership:</u>	<u>Representing</u>
Dr. Morell Mullins, Chair (f-p) Professor of Psychology	faculty
Dr. Joanne Estes, Vice Chair (f-p) Assistant Professor of Occupational Therapy	faculty
Dr. James Loveland, (f-p) Assistant Professor of Marketing	faculty
Dr. Charles Grossman, (f-p) Professor of Biology	faculty
Dr. Butch Losey, (f-p) (CPS – Counseling)	faculty
Dr. Linda Moore, (f-p) Professor of Nursing	faculty
Dr. Tammy Sonnentag, (f-p) (CPS – Psychology)	faculty
Mr. Ray Sinclair, (c-p)	community
Ms. Christine Shimrock (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:

[Notes: The IRB has not utilized any alternate members for at least eight years.]

17. 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) faculty members (at least one from each college) elected by the Faculty Assembly, two (2) students recommended by Student Government (SGA), two professional librarians recommended by the University Library Director, and up to two (2) additional Presidential appointments. The University Library Director is an ex officio, non-voting member. The chair is elected by the committee.

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 selected liaison reports to the Faculty Committee.

Current Membership:

Dr. David Hyland (WCB) (f-e-18,3) – **Chair**
Dr. Kristen Renzi (CAS) (f-e-16,3),
Ms. Julie Kugler-Ackley (CPS) (f-e-17,3)
Dr. Marita von Weissenberg (CAS) (f-e-18,3)
Ms. Angela Irvine
Ms. Alison Morgan
Mr. Ken Gibson (x), Director, University Library
Ms. Mary Pranger (st-ap-17,3)
Ms. Beth Tracy-Kaliski (st-ap-16,3)
Ms. Kathryn Longfellow (s) – 2018-2019
Mr. Ryan Kambich (s) – 2018-2019

Representing

WCB
CAS
CPS
any college
Librarian
Librarian
(non-voting)
Presidential appointment
Presidential appointment
SGA
SGA

18. UNIVERSITY RANK AND TENURE COMMITTEE

Charge:

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

Membership:

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

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

Reporting:

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

Current Membership:

Dr. Melissa Baumann, **Chair** (x), Provost & CAO
Dr. Morrie Mullins (CPS) (f-e-18,3) – Faculty **Co-Chair**
Dr. Jim Snodgrass (CAS) (f-e-18,3)
Dr. José María Mantero (CAS) (f-e-16,3) *2017 yr. completing term of G. Lewandowski*
Dr. Jodi Wyett (CAS) (f-e-17, 3)
Dr. Brent Richardson (CPS) (f-e-16,3)
Dr. Shelly Webb (WCB) (f-e-16,3)
Dr. Elaine Crable (WCB) (f-e-17,3)

Representing

Provost & CAO (*non-voting*)
CPS
CAS - mathematics
CAS – at-large
CAS
CPS
WCB
WCB

UNIVERSITY COMMITTEES

XAVIER UNIVERSITY

1. ATHLETIC ADVISORY BOARD

Charge:

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

Membership:

The membership consists of the Chair (a faculty member appointed by the President in consultation with the Faculty Committee), two (2) faculty members recommended by Faculty Committee and one (1) administrator recommended by the Administrative Vice President, two (2) students recommended by Student Government, two (2) Xavier Alumni or University Friends recommended by the Executive Director of the Alumni Association, and one NCAA Faculty Representative. The 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:

Dr. Brent Richardson – **Chair**
Dr. Doug Olberding (CPS) (f-17,3)
Dr. Michelle Hall (f-18,3)
Ms. Vonnya Thomas (ste-18,3)
Ms. Lauren Siegfried (s) – 2018-2019
Ms. Tianna Vozar (s) – 2018-2019
Mr. Paul McCauley (a-18,3) (Alumni Representative)
Ms. Amanda Lang Wetterer (a-18,3)
Sr. Rose Ann Fleming (x)
Dr. Christian End (x) (as of 2016-2017)

Representing

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

Staff:

Mr. Greg Christopher, VP for Administration and Director of Athletics
Dr. Susan Lipnickey, Senior Women's Administrator

2. 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.

Membership:

The membership consists of five (5) faculty members recommended by the Faculty Committee and 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.

Reporting:

The committee reports to the Administrative Vice President.

Current Membership:

Dr. Richard Mullins (f-16, 3), **faculty co-chair**
Dr. Julie Cagle (f-17,3)
Dr. David Gerberry, (f-16, 3)
Dr. Michael Goldweber (f-17,3)
Dr. Aaron Szymkowiak (f-17,3)
Ms. Mary Ann Grimsley (st-15,3), **administrative co-chair**
Ms. Kim Diehl (st-16,3)
Ms. Tonya Dixon (st-17,3)
Mr. David Donnelly (st-17,3)
Ms. Margaret Groeschen (st-17,3)
Ms. Cheryl McElroy (st-16,3)
Ms. Terri Millenor (st-16,3)
Ms. Pam Sanders (st-17,3)

Representing

Faculty
Faculty
Faculty
Faculty
Faculty
Staff
Staff
Staff
Staff
Staff
Staff
Staff
Staff
Staff

Staff to Committee:

Suzanne Leiker, Director, Payroll & Disbursements
Sarah Densford, Associate Director, Total Rewards and HRIS
Teresa Hardin, Benefits Coordinator

3. CAMPUS SAFETY COMMITTEE

pending updates

Charge:

The Campus Safety Committee (CSC) is a university committee that represents the perspective of the entire university and serves as an advising and recommending body on matters of campus safety that broadly impact the campus and our campus community members. In fulfilling this charge the CSC will identify and recommend prioritized actions to enhance campus safety and to provide for continuous improvement in safety awareness and safety results. CSC members also make recommendations and act to develop and continue a culture of safety, a culture that values safety broadly and deeply at Xavier, where a safe campus for all is viewed as an important individual and collective responsibility, and where campus safety is part of what all employees and students think about and act on.

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

Membership:

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

Ex-officio members are: Vice President for Business Services and Risk Management, the Lieutenant - Clery Compliance and Safety, the Chief of Police, the Crime Prevention/Training Sergeant, and senior managers from Communications, Residence Life and Physical Plant.

Appointed members are: Three (3) faculty members, one from each college, recommended by the Faculty Committee, two (2) staff recommended by the Staff Advisory Committee (SAC) and two (2) students, one undergraduate recommended by Student Government Association and one graduate student recommended by the Graduate Student Government Association. Appointed faculty and staff members will serve a term of three (3) years with a rotation set up for the initial appointment to lag the membership. Students will serve a one-year term.

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

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

Reporting:

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

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

Current Membership:

Vacant Position (x) voting - **Chair**

Ms. Cheryl Jonson (CPS) – (f-15,3) -- Faculty **Co-Chair**

Mr. Charles Grossman (CAS) – (f-15,3)

Mr. Christian Mastilak (WCB) – (f-15,3)

Mr. Ernie Sparks (SAC) – (ste-15,3)

Mr. Rick Lopez (SAC) – (ste-15,3)

Mr. Brennan Kizer Ball (s) – 2018-2019

Ms. Amanda Quijada-Crisostomo (gs) – 2017-2018

Ms. Shawn Bryce, (x) voting

Mr. Jeff Coleman, (x) voting

Mr. Kenneth Grossman, (x) voting

Mr. Mark Hanlon, (x) voting

Ms. Lori Lambert, (x) voting

Mr. Doug Ruschman, (x) voting

Ms. Denny Singel, Staff to Committee

Representing

Public Safety/ Chief of Campus Police (x)

CPS Faculty

CAS Faculty

WCB Faculty

Staff appt

Staff appt

SGA

GSA

Crime Prevention and Training Sergeant

VP for Business Services and Risk Management

Clery Compliance and Safety

Associate Director, Physical Plant

Sr. Director, Residence Life

Executive Director, University Communications

Manager Support Services

4. COMMENCEMENT COMMITTEE

Charge:

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

Membership:

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

Reporting:

Commencement Committee reports to the Provost and Chief Academic Officer.

Current Membership:

Dr. Melissa Baumann (x), Provost & CAO, Chair
Dr. Andrea Wawrzusin (x), Registrar, co-chair
Bro. Darrell Burns (x), co-chair
Ms. Whitney Costner (x), co-chair

Dr. Elisabeth Macrum (f-16,3) Faculty, co-chair
Dr. Richard Mullins (f-16,3)
Dr. Mee-Shew Cheung (f-16,3)

Mr. Jack Fussinger (p-st)

Ms. Mackenzie Ferguson (s) – 2018-2019
Mr. Bryan Crigger (s) – 2018-2019

Mr. Doug Ruschman (x)
Vacant Position (x),
Mr. Joshua Grace (x),
Dr. Steve Herbert (x)
Mr. Dave Johnson (x),
Ms. Kelly Simmons (x)
Ms. Diana Hodge-Hill (x),
Mr. Michael Riesenbeck,
Mr. Brian Maley (x),

Representing

Provost & CAO
Registrar

Assistant Registrar

Faculty

Faculty

Faculty

Staff-Presidential appt

SGA

SGA

Assoc VP Marketing and Communications
Public Safety/Chief of Campus Police
Assistant Registrar
Assoc Provost AA and Dean Grad School
Associate Provost for Student Affairs
Director for Donor Relations
Associate Director, Building Services
Coordinator – Arena Events, Cintas Center
Executive Director Alumni Association

Ms. Bailey Niekamp (gs) – 2017-2018

Graduate Student Association

Staff:

Ms. Margaret Maybury, Psychology Department Program Coordinator
Ms. April Thomas, Graduate Program Manager

5. 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 three faculty members, one from each of the respective colleges of the University appointed by the President upon the recommendation of the Faculty Committee. One additional faculty member, preferably from Marketing, Communications, Information Resources or Computer Science, by Presidential appointment. Each Vice President, as well as the Associate Provost for Student Affairs, or their specific communications designee from their division. One representative from each enrollment centers. 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. James Loveland (ap-16, 3)	Marketing/WCB	Marketing faculty
Dr. David Houghton (ap-16, 3)	Marketing/WCB	WCB
Dr. Elisabeth Macrum (ap-16, 3)	Sports Studies	CPS
Dr. David Knutson (ap-17, 3)	Modern Languages	CAS
Mr. Roger Bosse (x),	Graduate School	Graduate Enrollment
Ms. Lauren Parcell (x),	Undergraduate Admission/	Enrollment
Ms. Rachel Biesik (x),	Physical Plant	Financial Administration
Mr. Brian Hicks (x),	Athletics	University Administration
Dr. Dave Johnson (x),	Associate Provost for Student Affairs	
Ms. Leigh Ann Fibbe (x),	Annual Fund	University Relations
Ms. Leah Busam-Klenowski (x),	Student Involvement	Student Life and Leadership
Ms. Susan Abel (x),	Capital Campaign	University Relations
Ms. Emily Shipley (x),	Director of Institutional Research	
Mr. Joe Shadle (x),	Mission and Identity	
Ms. Sarah Barchick (x),	Enrollment Communications	

Staff to Committee:

Ms. Emily Owens	Marketing & Communications
Mr. Kevin Lavelle	Marketing & Communications
Ms. Kim Costanzo	Marketing & Communications
Ms. Lisa Wright	Marketing & Communications

6. GRIEVANCE COMMITTEE

Charge:

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

Membership:

The membership consists of a committee of five individuals - two (2) faculty members from different colleges nominated by the 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 will be appointed by the President, or his 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

Dr. Kathy Winterman (CPS) (f-16,3)

Dr. John Sniegocki (CAS) (f-17,3)

Mr. Glen Arnold (ste-p-15,3)

Andrea Mersman (ste-p-16,3)

Mr. Michael Svihlik (ste-p-15,3)

Representing

Faculty

Faculty

Staff

Staff

Staff

7. PARKING COMMITTEE

Charge:

The Parking Committee is responsible to make recommendations for:

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

Members:

The membership consists of two (2) students (one undergraduate and one graduate) recommended by the Student Government Association and the Graduate Student Association respectively, three (3) faculty members representing each college, recommended by the Faculty Committee, two (2) 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 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:

Mr. Bill Moran (x) – **Co-Chair**

Dr. Justin Link (CAS) (f-16,3), – Faculty **Co-Chair**

Mr. Scott Beck (WCB), (f-17,3)

Dr. Ahlam Lee (CPS) (f-18,3)

Ms. Mary Beth Asbach (st-18,3)

Ms. Sidnie Reed (st-18,1)

Ms. April Robles (ste-18,1)

Dr. Daniel McSpadden (ste-18,3)

Mr. Tyler Roehr (gs) – 2018-2019

Ms. Nikki Giesel (s) – 2018-2019

Representing

Administrator

CAS faculty

WCB faculty

CPS faculty

Staff

Staff

Admin Staff

Admin Staff

GSA

SGA

Staff to the Committee (non-voting members):

Mr. John Schulte, Executive Director of Physical Plant

Vacant Position, Director, Public Safety/Chief of Campus Police

Mr. Michael Riesenbeck, Arena Events & Guest Services Coordinator, Cintas Center

8. STAFF ADVISORY COMMITTEE

Charge:

The Staff Advisory Committee will provide a forum for open communication and 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.

Reporting:

The Staff Advisory Committee reports to the Office of the President.

Current Membership:

Mr. Kevin Lavelle (ste-e, 15,3 +2) – **Chair**– term continues until 6/30/2019

Ms. Susan Abel (ste-e, 17,3) – **Chair-elect**– Chair term 7/1/19-12/31/2020

Ms. Mary Beth Dulle (st-e, 16,3)

Ms. Tina Farrell (st-e, 16,3)

Ms. Jody Jenike (ste-e, 16,3)

Mr. Mason Rick (ste-e, 16,3)

Mr. Don Reichman (st-e, 16,3)

Ms. Angela Wyss (ste-e, 16,3)

Ms. Sarah Brinker-Good (ste-e, 17,3)

Ms. Joya Dillard (st-e, 17,3)

Mr. Douglas Riga (ste-e, 17,3)

Ms. Emily Shipley (ste-e, 17,3)

Mr. David Bryant (st-e,18,3)

Ms. Molly Dugan (ste-e, 18,3)

Mr. Mike Garcia (ste-e,18,3)

Mr. Rick Lopez (ste-e, 18,3)

Ms. Danielle Reisman (st-e, 18,3)

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

9. UNIVERSITY CALENDAR COMMITTEE

Charge:

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

Membership:

The membership consists of the Provost and Chief Academic Officer or designee. The Provost will designate 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 and Dean of the Graduate School, two faculty members, a representative from the Student Government Association, and representatives from Staff Advisory Committee, the Special Events/Cintas Center, and Human Resources.

Reporting:

The committee reports to the Provost and Chief Academic Officer

Current Membership:

Dr. Andrea Wawrzusin (x) – **Chair**
Dr. Melissa Baumann (x),
Mr. Aaron Meis (x),
Dr. Heather Balyeat (f-16,3)
Dr. Julia O’Hara (f-16,3)
Ms. Marsha Burton (x),
Ms. Leah Busam (x),
Ms. Stephanie Daniels (x),
Dr. Steve Herbert (x),
Mr. Dave Johnson (x),
Ms. Connie Perme (x),
Ms. Kristen Pit (2017-2018),
Ms. Angela Wyss (2017-2018),

Representing

University Registrar - (Provost & CAO rep as Chair)
Provost and Chief Academic Officer
Vice President Enrollment Mgmt & Student Success
Faculty
Faculty
Cintas, Special Events Representative
Student Affairs Representative
Enrollment Mgmt & Student Success
Associate Provost AA & Dean of the Grad School
Associate Provost for Student Affairs
HR/Benefits
SGA
Staff Advisory Committee Representative

10. UNIVERSITY COMMITTEE ON PUBLIC HONORS

Charge:

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

Membership:

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

Reporting:

The committee reports to the President.

Current Membership:

Dr. Melissa Baumann, (x) – **Chair**
Dr. Adekunle Okunoye (f-18,3)
Dr. Julia O’Hara (f-16,2)
Mr. Gary Massa, (x)
Mr. Brian Maley, (x)
Ms. Ally Tsenekos (s) – 2018-2019
Ms. Haley Dickerson (s) – 2018-2019

Representing

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

Staff:

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

11. UNIVERSITY HARASSMENT HEARING BOARD

Charge:

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

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

Membership:

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

- Six members of the Board shall be appointed by the Faculty Committee from among the University faculty.
- Six members of the Board shall be appointed by the Staff Advisory Committee from among the University exempt staff employees.
- Six members of the Board shall be appointed by the Staff Advisory Committee from among the University non-exempt staff 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 Hearing Board selects a Chairperson from among its members.

Current Membership:

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

Dr. Kristen Renzi (f-16,3)

Dr. Liz Johnson (f-16,3)

Dr. Linda Schoenstedt (f-16,3)

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

Dr. Minerva Catral (f-16,3)

Holly Hearn (s) – 2018-2019

Haley Dickerson (s) – 2018-2019

Ellen Rakowski (s) – 2018-2019

Ms. Sarah Dean (gs) – 2016-2017

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

Ms. Kelly Kleier (gs) – 2016-2017

Molly Dugan (ste-15,3)

Laura Frazier (ste-15,3)

Shawn Schuler (ste-15,3)

Barbara Turner-Michaelson (ste-15,3)

Angela Wyss (ste-15,3)

Allen Zernich (ste-15,3)

Cindy Amshoff (st-15,3)

Renee Gosney (st-15,3)

Deborah Kostoff (st-15,3)

Donna Williams (st-16,3)

Rita Winters (st-15,3)

12. UNIVERSITY PLANNING AND RESOURCING COUNCIL

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

EX-OFFICIO

UPRC Co-chairs

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

APPOINTED - Two members of the President's Cabinet

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

Three Faculty members

College of Arts and Sciences (through 07/31/21)	Jennifer Robbins
College of Professional Sciences (through 07/31/19)	Lisa Jutte
Williams College of Business (through 07/31/20)	Kevin Devine

STAFF

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

Advisory Committee to the University Planning and Resourcing Council

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

EX-OFFICIO

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

APPOINTED - Four faculty members

Rick Mullins, Chemistry – (through 07/31/19) [Faculty Committee Chair]
Rashmi Assudani, (WCB) Management & Entrepreneurship (through 07/31/20)
Mark Meyers, (CPS) Ed Leadership (through 07/31/21)
Karim Tiro, (CAS) History – (through 7/31/19)

Professional staff representative

Kevin Lavelle, Staff Advisory Committee Chair (through 12/31/2019)

Support staff representative

Diana Hodge-Hill, Residence Life Staff Member (through 7/31/19)

Two undergraduate student representatives

Kathryn Longfellow (2018-2019)
Chris Harding (2018-2019)

Graduate student representative

Ross Cirincione (2017-2018)

13. XAVIER TECHNOLOGY COMMITTEE (XTC)

Charge

The Xavier Technology Committee (XTC) provides information-gathering, analysis and recommendations on a wide range of university technologies. The XTC advises regarding broad-based planning that integrates the academic and administrative technology needs of the University. The committee provides guidance in matters of budgeting for technology to the University community. Additionally, the XTC serves as a clearing house for technology information and educates the university community on technology. The committee's deliberations are conducted and their recommendations made within the context of the University's academic 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 oversight to data consistency across the organization provided by the Data Stewards
 - Ensure the University follows the software acquisition approval process – CIO
3. Review and recommend administrative IT policies
4. Review major projects to ensure optimal benefits
5. Provide guidance on budgeting

The role for the Academic Technology subcommittee:

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

Membership

The membership consists of a minimum of eight faculty members, at least one from each College, seven are elected by the Faculty Assembly, one is appointed; and eight staff member representatives from across the university including the Associate Provost and CIO for Information Technologies, the Associate Provost for Academic Affairs, Application Services Executive Director and a student appointed by the Student Government Association (SGA).

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

Reporting

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

Current Membership:

Mr. Jeff Edwards – **Co-Chair**
Dr. Lauren Laker (f-16,3) – Faculty **Co-Chair**
Ms. Julie Kugler-Ackley (f-e-18,3)
Ms. Blis DeVault (f-e-18,3)
Dr. Joan Tunningley (f-e-18,3) (CPS)
Mr. Bruce Erikson (f-e-18,3) (CAS)
Dr. Alan Jin (WCB) (f-17,3)
Dr. Eleni Tsalla (CAS) (f-17,3)
Mr. Mitchell Smith (s), 2018-2019
Dr. Steve Herbert
Ms. Carol Maegly
Ms. Susan Abel
Mr. Mark Brockman
Mr. Jeff Coleman
Mrs. Kelly Pokrywka
Mr. Doug Ruschman
Mr. Phil Chick
Ms. Connie Perme

Representing

Associate Provost and CIO for Information Technologies
WCB faculty
CPS faculty
CAS faculty
at-large faculty
at-large faculty
at-large faculty
at-large faculty
SGA
Associate Provost for Academic Affairs
Asst. VP, Provost Budget & Planning
Assoc. VP for University Relations, Internal Operations
Executive Director, Information Technologies
VP, Risk Management
Asst. VP, Enrollment Management
Asst. VP, Marketing & Communications
VP, Financial Administration and CBO
Assoc. VP, Human Resources