

## **CHAPTER SEVENTEEN**

### **OTHER MAJOR COMMITTEES OF THE UNIVERSITY**

The Committees given in this Chapter represent the other major Committees of the University in which members of the Ordinary Faculty play significant roles.

Most meetings of University Committees are open to visitors with an interest in the activities of the Committee. An individual interested in the operation of any Committee is encouraged to contact the Chairperson of the Committee for more complete details.

Wherever an individual is listed by administrative title, that person holds the position *ex officio*. It is presumed that all members of a Committee have voting and proxy assigning privileges, unless it is specifically prohibited.

A committee member who has a conflict of interest in a subject matter under the jurisdiction of a committee shall recuse himself/herself or may be recused by the Committee Chair from voting, and voting shall be by secret ballot.

Faculty and staff members serving on college or university committees, especially those tied directly to Academic Affairs, are expected to represent the views of their constituents in discussion and voting, and submit brief written reports on relevant committee business and initiatives directly to their respective college Dean, chairs and directors at least once each semester.

Updated text – Policy updated by BOT on May 20, 2011

## **ASSOCIATE DEANS' COUNCIL**

**Chairperson:** Associate Deans rotate as Chairperson

**Secretary:** A member selected by the Council

**Voting Members:**

1. The Associate Deans of the five colleges

**Non-Voting Member:**

1. Director of Admissions
2. Director of Administrative Services, Office of Student Records

**Terms:**

1. All members of the Council serve *ex officio*

**Scope:**

1. This Committee shall serve primarily as a forum for the exchange of information among the Colleges and between the Associate Deans and other units of the University.
2. It shall seek to devise potential solutions to common problems involving such areas as student records, calendars, and timely review of policies and procedures which impact upon the academic life of students enrolled at Loyola University New Orleans.
3. It shall strive wherever possible to establish uniformity among College practices and policies regarding such matters as academic suspension/dismissal, probation, and Deans' lists.
4. It shall seek to provide policy input to appropriate University committees.
5. It shall work with Student Affairs, the Director of Administrative Services in the Office of Student Records, and the Director of Admissions and Enrollment Management in the development and planning for registration, advising, and orientation activities.
6. It shall meet on a regular basis and at the call of the Chairperson.
7. It shall report to the Administrative Council.

Updated text approved by BOT May 20, 2011

## **BIEVER GUEST LECTURES COMMITTEE**

**Chairperson:** A member of the Ordinary Faculty appointed by the Provost and Vice President for Academic Affairs

**Secretary:** A member selected by the Committee

### **Voting Members:**

1. Chairperson of the Committee
2. Six members of the Ordinary Faculty appointed by the Provost and Vice President for Academic Affairs with the advice of the Chairperson.

### **Non-Voting Members:**

1. Director of the Danna Center and Student Activities

### **Terms:**

1. All voting members serve renewable, three-year staggered terms.

### **Scope:**

1. This Committee is responsible for the annual Biever Memorial Lectures held on the campus. It is also responsible for the funding of modest requests for College or departmental speakers where the request is judged to be sufficiently meritorious.
2. The Chairperson is to act as budget head for the Committee account.
3. Top priority is to be given to speakers who will have the most universal appeal and whose presence will enhance the intellectual and creative atmosphere of the University.
4. On a strictly voluntary basis, the Committee shall encourage collaboration of all other University groups with an interest in attracting outside speakers.
5. As far as possible the Committee shall coordinate Loyola University New Orleans's lectures with those scheduled at other universities to avoid major conflicts.
6. It shall meet at the call of the Chairperson.
7. It shall report to the Provost and Vice President for Academic Affairs.

## ENROLLMENT MANAGEMENT COMMITTEE

Chairperson: Vice President of Enrollment Management

### Voting Members:

1. Two ordinary faculty appointed by the Senate
2. Two ordinary faculty appointed by the Provost
3. One SGA representative
4. Student Affairs representative
5. Finance representative
6. Institutional Advancement representative
7. Associate Dean representative appointed by the Associate Deans' Council

### Non-Voting Members:

1. Chairperson of the committee
2. Director of the Office of Scholarships and Financial Aid
3. Director of Admissions
4. Retention and Student Success Coordinator

### Terms:

1. Faculty members serve staggered three year terms.
2. The student representative serves a renewable one year term.
3. Associate Dean serves staggered two year terms.
4. Other members serve indefinite terms.

### Scope:

1. The committee is charged to review the Universities scholarship and financial aid policies, and to receive comments from other members of the community regarding them. The committee helps lead the oversight of student retention and the progression of key indicators. The committee also helps oversee the awarding of scholarships. The committee will advise the vice president for enrollment management in admissions standards, especially as they relate to specific undergraduate and graduate (non-law) programs. In rare cases, the committee will render admissions decisions.
2. The committee shall meet at the call of the chairperson.
3. It shall report to the Provost through the chairperson.

Updated Text- Reconfigured Committee – name change & protocol revision by BOT on May 20, 2011

## **GRADUATE FELLOWSHIPS COMMITTEE**

**Chairperson:** A member of the Ordinary Faculty appointed by the Provost and Vice President for Academic Affairs

**Secretary:** A member selected by the Committee

**Voting Members:**

1. Chairperson of the Committee
2. Four members of the Ordinary Faculty appointed by the Provost and Vice President for Academic Affairs

**Terms:**

1. All appointments are for indefinite terms

**Scope:**

1. This Committee is responsible for the coordination of student applications for the various graduate fellowship programs such as the Truman Fellowships, Rhodes Scholarships, etc.
2. It shall publicize such programs at the appropriate times, disseminate information concerning them, and encourage faculty recommendations and student applications.
3. It shall act as a review and selection board for applicants, and shall assist the nominees with their applications to the various programs.
4. It shall also act as a clearinghouse for information on various faculty fellowships, and it shall assist faculty applicants in any way it can. Research grant applications by faculty members are handled by the Director of Grants and Research.
5. It shall meet upon call of the Chairperson.
6. It shall report to the Provost and Vice President for Academic Affairs.

## **INTERNATIONALIZATION REVIEW AND ADVISORY COMMITTEE**

**Chairperson:** A member of faculty appointed to committee

**Secretary:** Director of Center for International Education

### **Voting Members:**

1. Five members of the Ordinary Faculty one from each of the Colleges appointed by the Deans of the respective Colleges following consultation with the Director of the Center for International Education
2. Representative from University Mission and Ministry
3. Director of Risk Management
4. Director of Admissions
5. Director of Center for International Education

**Terms:** Three year staggered terms for college representatives and staff not designated by position.

### **Scope:**

1. This committee will review and assess the university's efforts in internationalization.
2. It serves as an advisory board for all internationalization activities at Loyola.
3. It is responsible for all policies and procedures for study abroad as well as reviewing new study abroad programs and other international academic and service initiatives of the university.
4. It reviews curriculum and/or risk management issues regarding study abroad, exchange programs, and other international academic and service initiatives of the university.
5. It recommends affiliations with other study abroad programs and institutions.
6. It coordinates and evaluates program review with the colleges.
7. It shall meet a minimum of once a semester.

**New Committee – Approved by BOT on May 20, 2011**

## **STANDING COMMITTEE ON ONLINE EDUCATION**

Chairperson: Appointed by Committee

Secretary: Appointed by Chairperson

### Voting Members:

1. Representative from College of Humanities and Natural Sciences
2. Representative from College of Social Sciences
3. Representative from College of Business
4. Representative from College of Music and Fine Arts
5. Representative from College of Law
6. Representative from University Library
7. Representative from Units with Approved Online Programs (1 member)
8. Curriculum Developer, University Library (ex officio)
9. Director of Online Education (ex officio)<sup>1</sup>
10. Vice Provost for Information Technology (ex officio)
11. Associate Vice President of Business and Finance (ex officio)
12. Representative from Professional & Continuing Studies (ex officio)

### Terms:

Members are appointed by the Provost, in consultation with each respective Dean, to three-year terms, (staggered and renewable), on recommendation of the vice presidents/deans, based on division/college protocols. Appointed members shall have previous experience with online programs or courses. Members from units offering online programs serve for one-year appointments on a rotating basis.

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<sup>1</sup> The Sr. Vice Provost for Academic Affairs will serve on the committee until the Director is hired.

Purpose:

This committee is responsible for overseeing the implementation of online education initiatives that grow out of college and university planning. This committee is not involved in college or university curricular decisions; instead, the committee will recommend and oversee policies, resource allocations, and procedures related to online program/course development, quality standards, pedagogy, delivery, course/program assessments/reviews, and administration of all online offerings at the university.

Duties:

1. It shall approve and oversee policies for the design, production, delivery, and learning assessment of online programs and courses, credit and non-credit, undergraduate and graduate.
2. It shall approve guidelines, templates, and methods based on best practices for online education in the context of Jesuit education, including pedagogy, course design, faculty support, technical support, and delivery.
3. It shall review proposals for new online programs to ensure proposed programs meet the standards established by the university.
4. It shall develop and maintain protocols for review of online courses to ensure courses meet the standards established by the university.
5. It shall review the current status of online courses and programs (i.e., quality and range of offerings) including an evaluation of the impact of online courses/programs on traditional campus curricula, assessment of students currently supplementing their degree requirements with online courses, and future projections of online demand for courses/programs.
6. It shall review current third party vendor relationships and recommend policies for administration of online offerings, including guidelines for partnerships with external service providers, marketing, enrollment management, and accreditation compliance. In conjunction with the university attorney, review and approve agreements with external service providers, including RFPs, proposals, and contracts.
7. It shall review budgetary processes and recommend funding formulas for online program development and expansion (including consideration of faculty course load issues and faculty development needs).
8. It shall review forms and protocols for the evaluation of online courses.
9. It shall review aggregated results of online course evaluations.



10. It shall develop and review accounting metrics/headcounts/retention indicators.
11. Each member of the committee shall be responsible for routinely and regularly reporting back /providing updates on the work of the committee to his or her respective college or unit; and for continuously gathering input from that college or unit to ensure wide faculty and staff representation in the work of the committee.
12. It shall communicate to the campus community, on an ongoing basis, about national trends in online teaching and learning; pedagogical best practices; existing online programs at Loyola; and opportunities for expansion of online education at Loyola.
13. It shall report to the University Courses & Curriculum Committee and submit an annual report to the Office of the Provost.
14. It shall meet twice during the academic year and/or at the call of the Chairperson.

**New Committee Approved by BOT on March 9, 2012**

## **STANDING COMMITTEE ON STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES**

**Chairperson:** A member selected by the Committee

**Secretary:** A member selected by the Committee

### **Voting Members:**

1. Three members of the Ordinary Faculty
2. Three members of the University administration
3. Three members of the University student body

### **Terms:**

Voting members, with the representation noted, are appointed annually by the Vice President for Student Affairs. Members shall serve for one-year, renewable terms.

### **Scope:**

1. This Committee shall be responsible for the interpretation and amendment of the Student Rights, Freedoms and Responsibilities document.
2. It shall review complaints concerning alleged violations of the document.
3. It shall work with other offices of the University to insure the implementation of the spirit and content of the document.
4. It shall serve as the hearing authority for all final challenges to the content of a student's record, as required under the provisions of Public Law 93-380, as amended.
5. It shall meet at the call of the Chairperson.
6. It shall report to the President through the Vice President for Student Affairs.

## **STUDENT AFFAIRS POLICY ADVISORY COMMITTEE**

**Chairperson:** Vice President for Student Affairs

**Secretary:** A member selected by the Committee

### **Voting Members:**

1. Three members of the Ordinary Faculty elected by the University Senate for two-year staggered terms.
2. Three members of the University administration appointed by the Vice President for Student Affairs
3. Three members of the University student body appointed by the Student Government Association

### **Non-Voting Member:**

1. Chairperson of the Committee

### **Terms:**

1. Faculty members are elected for two-year staggered terms. Administrator and student members are appointed annually; appointments may be renewed.

### **Scope:**

1. This Committee shall serve as an advisory committee to the Vice President for Student Affairs in matters relating to the welfare of the students.
2. It shall review and make recommendations on all proposals for changing student life policies.
3. It shall meet at the call of the Chairperson.
4. It shall report to the Vice President for Student Affairs.

## **UNIVERSITY BOARD OF COMMUNICATIONS**

**Chairperson:** Associate Vice President for Student Affairs

**Secretary:** A member selected by the Board of Communications

### **Voting Members:**

1. Three members of the Ordinary Faculty elected by the University Senate for two-year staggered terms.
2. Three members of the University administration appointed by the Vice President for Student Affairs, including Chairperson
3. Three members of the University student body appointed by the Student Government Association

### **Terms:**

1. Administrators and student members are appointed annually; appointments may be renewed.

### **Scope:**

1. This Board is responsible to the President for functions which include the establishment and publication of appropriate procedures for the appointment and removal of editors and broadcast managers, and for:
  - a. the promotion of and attitude of Christian responsibility among all who contribute to the communications media;
  - b. the assurance that each of the media recognizes its obligations to itself, to University standards, and to the community at large; and
  - c. the promotion of adherence to the policies contained in Article IV, Section D, of the Loyola University New Orleans policy statement on Student Rights, Freedoms and Responsibilities.
2. It shall review complaints to determine whether policies or procedures of a particular communications medium have been followed. Complaints should be addressed to the Chairperson.
3. It shall meet at the call of the Chairperson.
4. It shall report to the President through the Vice President for Student Affairs.

## **UNIVERSITY COURSES AND CURRICULUM COMMITTEE**

**Chairperson:** Provost and Vice President for Academic Affairs

**Secretary:** Assistant to the Provost and Vice President for Academic Affairs for Faculty Affairs or delegate

### **Voting Members:**

1. Chairperson of the Committee
2. Dean of the College of Arts and Sciences
3. Dean of the College of Business Administration
4. Dean of City College
5. Dean of the College of Music
6. Associate Dean of the College of Arts and Sciences

### **Non-voting Members:**

1. Director of Administrative Services
2. Secretary to the Committee
3. Observer, J. Edgar and Louise S. Monroe Library appointed by the Provost and Vice President for Academic Affairs

### **Scope:**

1. This Committee is the central organization to oversee program, course and curricular matters of the undergraduate colleges and the Graduate Division of the University.
2. It shall study and approve or disapprove all proposals for addition, elimination, or modification of program and course offerings in the undergraduate colleges and the Graduate Division.
3. It shall, if necessary, recommend modifications or changes to, or elimination of, various portions of the proposals that come before it for approval, and send them back to the college courses and curriculum committee or the Dean or the department head for revision and re-submission to the Committee.
4. It shall meet on a monthly basis during the academic year, or more often at the call of the Chairperson.
5. It shall report to the Provost and Vice President for Academic Affairs

## **UNIVERSITY HONORS ADVISORY BOARD**

**Chairperson:** Director of the University Honors Programs

**Voting Members:**

1. Chairperson of the Advisory Board
2. Three members of the Ordinary Faculty from the College of Arts and Sciences, one each representing the areas of the Social Sciences, the Arts and Humanities, and the Natural Sciences.
3. One member of the Ordinary Faculty from each of the other undergraduate colleges (3).

**Terms:**

1. The faculty members are appointed by their respective Deans, subject to the approval of the Provost and Vice President for Academic Affairs.
2. The faculty members serve three-year staggered terms.

**Scope:**

1. This Board shall make recommendations on policy for the University Honors Program and act in an advisory capacity to the Director of the Program.
2. It shall review criteria for the Honors Program, the policy statement contained in the Undergraduate Bulletin, and a "Guide to Honors Studies at Loyola".
3. It shall consider petitions from students who wish to enter the Honors Program at other than the initial point and who have been recommended by the Honors Program Director.
4. It shall review and consider the placing of Honors Students on probation and their removal from the program for failing to meet the academic and/or other requirements of the program
5. It shall meet at the call of the Chairperson.
6. It shall be responsible to the Honors Program Director who reports to the Provost and Vice President for Academic Affairs through the Dean of the College of Arts and Sciences.

## **UNIVERSITY LIBRARY COMMITTEE**

**Chairperson:** A member of the Ordinary Faculty appointed by the Provost and Vice President for Academic Affairs.

**Secretary:** Dean of Libraries

### **Voting Members:**

1. Chairperson of the Committee
2. One member of the Ordinary Faculty from each of the three undergraduate colleges and three members from the College of Humanities and Natural Sciences ( 1 each from Humanities, Behavioral/Social Sciences and Natural Sciences) appointed by the Provost and Vice President for Academic Affairs
3. Dean of Libraries
4. One student member nominated by the Student Government Association and approved by the Provost and Vice President for Academic Affairs

### **Terms:**

1. The Chairperson serves a three-year term
2. The faculty members shall serve three-year staggered terms
3. The student member serves a renewable, one-year term

### **Scope:**

1. This Committee has the responsibility to advise the Dean of Libraries and the professional staff of the Monroe Library on matters of general policy, procedures, goals and objectives.
2. It shall act as liaison between faculty members and library personnel in order to promote better understanding of common problems.
3. It shall promote among faculty members and students more effective use of library facilities and resources.
4. It shall keep itself fully informed on library interests and priorities.
5. It shall serve in an advisory capacity to the Dean of Libraries and as liaison between the library staff and the University Senate, the Standing Council for Academic Planning, and the Provost and Vice President for Academic Affairs.
6. It shall meet on a regular basis during the academic year at the call of the Chairperson.
7. It shall report to the Provost and Vice President for Academic Affairs through the Dean of Libraries.

## **UNIVERSITY PARKING COMMITTEE**

**Chairperson:** A member appointed by the Vice President for Student Affairs

**Secretary:** A member selected by the Committee

### **Voting Members:**

1. Chairperson
2. Two members representing the Ordinary Faculty elected by the University Senate
3. Two members representing the University administration appointed by the Vice President for Student Affairs.
4. Two members representing the University staff appointed by the Vice President for Student Affairs
5. Two members representing the University student body appointed by the Student Government Association
6. One Broadway Campus representative appointed by Vice President for Student Affairs

### **Non-voting Member:**

1. Coordinator of Parking Services as advisor

### **Terms:**

1. Appointments are made annually and may be renewed
2. Faculty members elected by Senate serve two-year staggered terms

### **Scope:**

1. This Committee shall be advisory to the Vice President for Student Affairs on matters relating to the formulation of vehicle and parking policies for the University.
2. It shall review requests for special authorization to obtain parking decals.
3. It shall serve as an appeals board in matters of citations received for violations of the parking regulations
4. It shall meet on a regular basis or on the call of the Chairperson
5. It shall report to the Vice President for Student Affairs



## UNIVERSITY SPACE ALLOCATION COMMITTEE

**Chairperson:** A member elected by the committee for a renewable two-year term

**Secretary:** A nonmember appointed by the Provost and Vice President for Academic Affairs

**Voting Members:**

1. Seven members of the Ordinary Faculty: two from Arts & Sciences and one each from Business, City College, Law, Music, and the University Library. Each member shall be elected by the faculty of his or her college.
2. Four *ex officio* members: Director of Administrative Services, Office of Student Records; Director of Physical Plant; Associate Vice President for Student Affairs; and a representative for the Provost and Vice President for Academic Affairs.

**Terms:**

1. Faculty members shall serve four-year staggered terms.
2. Other members shall serve *ex officio*.

**Scope:**

1. The Committee shall review proposals for the allocation, reallocation, or change in use of existing university space and shall make recommendations on those proposals to the Provost and Vice President for Academic Affairs.
2. It shall meet at the call of the Chairperson.
3. It shall report to the Provost and Vice President for Academic Affairs.