Title: #III-3A. Roles of Work Groups, Councils and Committees

Date: July 14, 2017 (replaces version dated July 30, 2010)

Elected Constituent Groups

FACULTY SENATE OF THE FACULTY ASSEMBLY

Composition: Elected representatives from the Faculty Assembly

Functions: The Faculty Senate serves as the communications link with the Faculty Assembly. It functions as a communications source in an advisory capacity to the Vice President, Academic Affairs and President in matters relating to faculty welfare and function. (Refer to Answer Book #III-6, "Constitution and By-Laws of West Virginia University at Parkersburg Faculty Assembly.")

STAFF COUNCIL OF STAFF ASSEMBLY

Composition: Elected members of the Staff Assembly

Functions: The Staff Council serves as the communications link with the Staff Assembly. It functions as a communication source in an advisory capacity to the President in matters of staff welfare. (Refer to Answer Book #III-5, "Constitution and By-Laws of WVUP Staff Assembly.")

STUDENT GOVERNMENT ASSOCIATION

Composition: Elected or appointed members from the Student Body

Functions: Student Government Association serves as the communications link with the student body. It functions as a communications source in an advisory capacity to the Vice President, Student Services and President for matters relating to educational policy and student life. (Refer to Answer Book #III-7, "Constitution and By-Laws of the Student Government Association of West Virginia University at Parkersburg.")


**Appointed by the President**

**DISCIPLINARY HEARING BOARD**

Composition: Appointed annually:

- Two administrative representatives chosen by the President
- Three student representatives nominated by the Student Government Association
- Three faculty representatives nominated by Faculty Senate
- Three staff representatives nominated by Staff Council

Functions: The Disciplinary Hearing Board is established to hear student disciplinary complaints which could result in probation, suspension, or expulsion, or to consider cases when the student wishes to appeal the disciplinary action of the Vice President, Student Services. Each proceeding before the Board is heard by a hearing panel consisting of five members. The panel is selected and hearings conducted according to Board of Governors Policy D-46, Code of Student Conduct.

**FACILITIES MASTER PLAN REVIEW COMMITTEE**

Composition: Appointed annually:

- Director, Facilities and Grounds (Chair)
- Vice President, Finance & Administration
- Vice President, Academic Affairs
- Vice President, Student Services
- Executive Director, Workforce and Economic Development
- Chief Information Officer or designee
- One representative of Jackson County Center
- One faculty representative selected by Faculty Senate
- One adjunct faculty representative
- One Student Services director selected by Vice President, Student Services
- One academic division chair selected by Vice President, Academic Affairs
- One classified staff representative selected by Staff Council
- One student representative selected by the Student Government Assoc.

Functions: The Facilities Master Plan Review Committee reviews short- and long-term facility needs, and makes recommendations to the President on facility modifications and/or development.
HONORARY DEGREE SCREENING COMMITTEE

Composition: Appointed annually:

Vice President for Academic Affairs (chair)
Division Chair
Faculty Senate Chair
Additional faculty representative
One staff representative
President, Student Government Association
One alumni representative

Functions: The Honorary Degree Screening Committee accepts and screens nominations for honorary degrees in accordance with guidelines set forth in campus policy #V-14, “Guidelines for the Granting of Honorary Degrees at West Virginia University at Parkersburg.”

PRESIDENT’S CABINET

Composition: President
Vice President, Academic Affairs
Dean, Academic Affairs
Dean, Jackson County Center
Executive Director, Workforce and Economic Development
Vice President, Student Services
Executive Director, Enrollment
Vice President, Finance and Administration
Director, Business Services
Director, Facilities and Grounds
Chief Information Officer
Director, Human Resources
Vice President, Institutional Advancement
Director, WVU at Parkersburg Foundation
Director, Marketing & Communications
Special Assistant to the President for Policy and Social Justice
Executive Assistant to the President

Functions: The President’s Cabinet is the President’s work group which meets periodically for the purposes of information-sharing, problem-solving, coordination of work, and providing advice to the President.

SAFETY COMMITTEE

Composition: Appointed annually:

Director, Facilities and Grounds (co-chairs with a faculty or staff representative)
Vice President, Finance & Administration
Campus Police Officer, Lead
Director, Student Support Services
Chair, STEM Division  
Academic Lab Manager  
Wellness Coordinator  
Vice President, Academic Affairs  
Director, Marketing & Communications  
Vice President, Student Services  
One representative for the Early Learning Center designated by Director, Business Services  
One representative designated by Chief Information Officer  
One representative designated by Dean, Jackson County Center  
One student representative nominated by SGA  
One adjunct faculty member  
Additional faculty or staff with expertise or interest in safety issues

Functions: Oversees and coordinates safety, environmental health and research activities. Monitors and ensures compliance with state and federal regulations and policies. Reviews the Safety Plan and recommends revisions to President.

**SOCIAL JUSTICE COMMITTEE**

Composition: Appointed annually:

- Special Assistant to the President for Policy and Social Justice (co-chairs with a faculty or staff representative )  
- Director, Student Support Services  
- Veterans Advocate  
- Human Resources Director  
- One faculty representative from each academic division (including WED)  
- Three classified staff representatives selected by Staff Council  
- Council  
- Three student representatives selected by the Student Government Association  
- Two representatives of Jackson County Center  
- Advisor and/or Student Chair, International Student Club  
- Advisor and/or Student Chair, SOGI United  
- One adjunct faculty member  
- Additional at-large representatives to assure diverse representation, as appointed

Functions: The Social Justice Committee meets as needed to assist the Social Justice Representative in the planning and implementation of activities that promote tolerance, an appreciation for diversity, and an understanding of social justice issues. See Policy A-61, Social Justice, for further details.
STAFF DEVELOPMENT COORDINATING COMMITTEE

Composition: Appointed annually:

Director, Human Resources
Chair, Classified Staff Council
Two staff representatives from Academic Affairs (one classified, one non-classified) nominated by the Vice President, Academic Affairs
One staff representative from Student Services nominated by the Vice President, Student Services
Two staff representatives from Finance and Administration (one classified, one non-classified) nominated by the Vice President, Finance and Administration
One staff representative from other administrative areas (classified or non-classified) identified by the President

Functions: In accordance with Answer Book #IV-19 the Coordinating Committee shall assist the Human Resources Director with the following activities:
1. Develop an annual Staff Development Plan which supports the college mission and goals [to be approved by the President].
2. Develop a budget request for staff development activities [to be approved by the President].

The Coordinating Committee shall be responsible for the following activities:
1. Receive and review all requests for activities except those funded by the tuition waiver program.
2. Recommend use of allocated funds.
3. Maintain equity in recommendations for use of funds.
4. Assure that the recommended activities fulfill the understandings outlined in the statement of Definitions.
5. Determine the priority and activities to be funded.
(Also see BOG Policy B-26 for additional details.)

TEXTBOOK AFFORDABILITY COMMITTEE

Composition: Appointed annually:

Dean, Academic Affairs (chair)
One representative from each academic division
Three representatives from the student body
One representative from Jackson County Center
One staff member from Financial Aid
Executive Director, Enrollment
Bookstore Manager
Director, Business Services

Functions: The Textbook Affordability Committee will meet periodically to formulate recommendations and reports pursuant to the requirements outlined in Board of Governors Policy E-48. At least annually the committee shall advise the Faculty Senate, Student Government Association, administration, and Board of
Governors on affordability issues and initiatives, textbook selection guidelines and strategies, and educational opportunities. The committee will also ensure that the bookstore operations are effectively meeting the needs of students, faculty, and staff.

**Appointed by the Vice President for Academic Affairs**

**ACADEMIC ADVISORY COMMITTEES**

**Composition:** Appointed annually:

- Representatives of the general public, businesses and industries, potential employers, and any other constituencies that are affected by the program.
- Division chair responsible for the program
- Program coordinator (if one exists)
- Vice President, Academic Affairs

**Functions:** Advise on the development of new programs, the modification of existing programs and plans to eliminate programs based upon trends and needs in the related occupation; review curricula and advise college officials on the addition of new classes, the deletion of existing classes, the modification of course objectives, and any other changes in curricula; assist in developing market surveys to determine the employability of graduates and need for the program; assist in surveys that can predict the future employment needs of business and industry. (See *Answer Book #III-8* for further details.)

**ACADEMIC APPEALS PANEL (Refer to **Policy D-47.**)**

**ACADEMIC AFFAIRS COUNCIL**

**Composition:**

- Vice President, Academic Affairs (Chair)
- Dean, Jackson County Center
- Dean, Academic Affairs
- Executive Director, Workforce and Economic Development
- Academic Division Chairs
- Online Learning Center supervisor
- Librarian
- Faculty Senate Chair

**Functions:** The Academic Council develops effective and focused credit education programs for the college. It develops appropriate goals and establishes cooperative and coordinated efforts to accomplish these goals. It also manages and coordinates the operational functions of the credit programs of the college.

The responsibilities of the council are to:
1. insure compliance and effectiveness of promotion and tenure policies;
2. develop class schedules that best serve student needs;
3. determine academic support needs;
4. determine and draft education policies needed and make recommendations for modifications of existing ones;
5. propose and monitor general budget accounts for the credit programs and services;
6. review suspension, probation and grade appeal processes and effectiveness;
7. determine faculty development needs;
8. review and make recommendations for academic advising functions.

ACADEMIC TECHNOLOGY ADVISORY COMMITTEE [Appointed annually]

Composition: Chief Information Officer (Chair)
Vice President, Academic Affairs (or designee)
Executive Director, Workforce and Economic Development (or designee)
Dean, Jackson County Center (or designee)
Chair, Science, Technology, Engineering & Math Division (or designee)
Coordinator, Center for Teaching and Technology (or designee)
Registrar
Vice President, Student Services (or designee)
Vice President, Finance & Administration (or designee)
Adjunct faculty member

Functions: In a liaison function to Information Technology, the Technology Committee develops a technology plan for the institution; evaluates and recommends equipment upgrades and replacements and software purchases for instructional use annually; recommends purchase and use of technology in classrooms and computer labs; evaluates new technologies and implementation by the institution; evaluates efficiencies offered by other agencies; and makes recommendations for the use of technology funds, such as Perkins, student computer lab fees, etc.

COLLEGE FACULTY EVALUATION COMMITTEE

Composition: The College Faculty Evaluation Committee shall not include any person who is under consideration for promotion and/or the award of tenure. A majority of those voting on tenure recommendations must be tenured faculty or faculty with multi-year term appointments. The method of selection of members is at the discretion of the Vice President, Academic Affairs. No faculty member should serve on both a division and college committee and no chairperson should serve on the college committee.

Functions: The College Faculty Evaluation Committee reviews divisional evaluations, prepares written evaluations for each case and forwards unequivocal recommendations for or against tenure and/or promotion to the Vice President, Academic Affairs in accordance with WVU at Parkersburg's Policies and Procedures for Annual Faculty Evaluation, Promotion and Tenure (#IV-8).
CURRICULUM COMMITTEE

Composition: Two-year terms (elected in Fall of even-numbered years)
- Representative, Health Sciences Division
- Representative, Business, Accounting and Public Services Division
- Representative, Library
Two-year terms (elected in Fall of odd-numbered years)
- Representative, Humanities, Fine Arts, and Social Sciences Division
- Representative, Science, Technology, engineering and Math Division
- Representative, Education Division
One-year term
- Representative, Student Body
One-semester term
- Adjunct faculty member
On-going, ex-officio
- Librarian
- Registrar
- Dean of Academic Affairs
- Academic Affairs Office Administrator

Functions: Advisory to Vice President, Academic Affairs on all matters relating to curriculum including new course approval, new program approval, program and course deletion, annual program review, graduation requirements, and associated academic policy.

FACULTY DEVELOPMENT COMMITTEE

Composition: Appointed annually:
- One Faculty representative of each academic division (including WED)
- Chair of Faculty Senate
- One adjunct faculty member

Functions: Develops, promotes, and oversees activities designed for faculty development; administers current expense budget allocated to faculty development; prepares faculty development plan each spring covering proposed activities for following year. (For further details, see Answer Book #IV-23A, “Faculty Development.”)

INTERNATIONALIZATION COMMITTEE

Composition: One representative from each academic division
- One administrator at the chair or above level
- One Student Services representative
- One JCC representative
- One student

Function: West Virginia University at Parkersburg recognizes the importance of global education, awareness, and advocacy. To further the cause of global education, the college in 2007 formed a committee on internationalizing the
The committee is advisory to the administration, but its scope includes students, faculty, and staff. The committee’s overarching responsibility is to promote global awareness through education and provide opportunities for inter-cultural interaction. Its functions are these:

1. Develop goals for campus internationalization and global awareness;
2. Ensure that related activities are in alignment with these goals;
3. Work with faculty to incorporate global/international content and perspectives into their curricula and develop, promote, and oversee opportunities for on- and off-campus international events for students, faculty, staff, and community;
4. Arrange and promote educational exchange opportunities for students and faculty, including study abroad, Fulbright participation, and the development of local and regional programs for international students.

ONLINE LEARNING CENTER ADVISORY COMMITTEE

Composition: Appointed annually:

- Online Learning Center supervisor
- Online Learning Center professional staff
- One faculty representative from each academic division
- One academic administrator at or above the chair level
- One staff representative

Functions: The Online Learning Center Advisory Committee serves in an advisory capacity to the Vice President, Academic Affairs; the Online Learning Center supervisor; and other shared governance groups for vision, policies, and implementations related to quality online learning and technology.

OUTCOMES ASSESSMENT COMMITTEE

Composition: Appointed annually:

- Director of Institutional Research and Outcomes Assessment, Chairperson
- One faculty representative representing an academic division, Co-chair
- In addition to co-chair, one faculty representative from each academic division (can include division chair) selected by each division
- One adjunct faculty member
- One representative from Student Services (identified by Vice President, Student Services)
- One academic support representative (identified by Vice President, Academic Affairs)
- Two faculty members at-large selected by Faculty Senate
- One student representative (identified by the Student Government Assoc.)

Function: The Outcomes Assessment Committee develops and implements the plan for an outcomes assessment program which will measure student learning and student goal achievement. Included in the responsibilities of the
Outcomes Assessment Committee is the five-year academic program review.

PROFESSOR OF THE YEAR SELECTION COMMITTEE

Composition: Appointed annually:

Vice President, Academic Affairs
Two division chairs
Chair, Faculty Senate
President, Student Government Association
Selected past winner(s) of the Professor of the Year award

Functions: The Professor of the Year Selection Committee is convened annually by the Vice President, Academic Affairs and selects its own chair. The Committee seeks nominations and chooses the faculty member of the year according to guidelines set forth in Answer Book #IV-2.

Appointed by the Vice President for Student Services

ENROLLMENT TECHNOLOGY COMMITTEE

Composition: Appointed annually

Vice President for Student Services
Chief Information Officer
Dean of Academic Affairs
Executive Director for Enrollment Management
Registrar
Director of Financial Aid
Professional Technologists (as determined by Chief Information Officer)
Records Assistant responsible for Admissions Processing
Admissions Counselor responsible for outbound campaigns and tele-counseling
Representative from the Student Government Association
Representative from the Faculty Senate

Functions: Identifies opportunities to increase the satisfaction with and efficiency of all college technical operations that support recruitment and retention.

FINANCIAL AID/SCHOLARSHIP COMMITTEE

Composition: Appointed annually:

Director, Student Financial Assistance (Chair)
Three faculty members designated by the Faculty Assembly
Vice President for Student Services
Executive Director, WVU at Parkersburg Foundation
Vice President for Finance and Administration
Executive Director, Enrollment (ex-officio, nonvoting)

Functions: The Financial Aid/Scholarship Committee reviews and recommends policies and procedures for the awarding of WVU at Parkersburg Undergraduate Scholarships and WVU at Parkersburg Foundation scholarships; selects scholarship recipients from students screened for eligibility by the financial aid staff; and serves as an appeal board for student appeals. The Financial Aid/Scholarship Committee serves in an advisory capacity to the Vice President, Student Services in financial aid matters.

GRADUATION COMMITTEE

Composition: Appointed annually:

Registrar (Chairperson)
Associate Registrar
Executive Director, Enrollment
Vice President, Academic Affairs
Vice President, Student Services
Director, Marketing & Communications
Four faculty members designated by Faculty Senate
One student designated by the Student Government Association
Facilities set-up coordinator

Functions: The Graduation Committee arranges for the speaker, student and faculty participation, and all other arrangements for graduation.

RESIDENCY APPEALS PANEL (Refer to Answer Book #VI-8A.)

THREAT ASSESSMENT TEAM

Composition: Standing Membership:
Director of Student Support Services, Chair
Vice President, Student Services
Vice President, Finance & Administration
Executive Director, Enrollment
Campus Police Officer, Lead
Director, Facilities and Grounds/Safety Director
Psychology faculty as assigned
Director, Marketing & Communications
Director, Human Resources
Special Assistant to the President for Policy and Social Justice
Dean, Jackson County Center
Veterans Advocate
Representative of Wood County Sheriff’s Office

Functions: The Threat Assessment Team focuses on a practical, interdisciplinary and organized approach to the recognition, prevention, assessment,
management and limitation of internal and external behavior threats to the safety and well being of the students, faculty, staff and visitors of WVU at Parkersburg.

Notes:

Adjunct faculty are invited to serve on various college committees as indicated by the compositions described above. Adjunct participation is optional if the individual is available for daytime committee meetings and interested in contributing to campus governance. Such appointments shall not be interpreted as assignments for additional pay. Adjunct appointments to college committees shall be for one semester at a time and shall not imply any intention for ongoing service at WVU Parkersburg.

Ad hoc task forces may be appointed as needs becomes apparent to deal with such topics as performance appraisal, employee relations, self-study for accreditation, and advanced placement credit.

Responsible Administrator: President, 304-424-8200