

Title: #III-3A. Roles of Work Groups, Councils and Committees**Date: May 4, 2020** (replaces version dated July 14, 2017)

Introduction

The following compilation of college-wide work groups, councils and committees reflects a collaborative structure for providing shared governance in the accomplishment of the WVU at Parkersburg mission. Some, but not all, committees are described more fully in the context of separate, related policies or procedures. In such cases, references to governing policies or procedures are included.

Academic Advisory Committees

Appointed by: Provost

Composition: 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)
Provost or designee

Function: 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 and Student Affairs Council

Appointed by: Provost

Composition: Provost (Chair)
Vice Provost of Student Affairs
Associate Provost of Academic Affairs
Academic Division Chairs
Executive Director, Workforce & Economic Development
Director of the Center for Instructional Innovation
Librarian

Registrar
Financial Aid Director
Faculty Senate Chair
Curriculum Committee Chair
Outcomes Assessment Committee Chair
Jackson County Center representative
Marketing representative

Function: The Academic and Student Affairs Council develops effective and focused credit, non-credit, and co-curricular education programs for the institution. It develops appropriate goals and establishes cooperative and coordinated efforts to accomplish these goals. It also collaborates with the Provost on management and coordination of the operational functions of the academic and student affairs functions of the institution.

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 and student support needs;
4. make policy recommendations related to Academic and Student Affairs;
5. propose and monitor budgets for the credit, non-credit, and co-curricular programs and services;
6. determine faculty and staff development needs for Academic and Student Affairs;
7. review and make recommendations for academic advising and student support and resource functions;
8. propose and/or review new and existing Academic and Student Affairs initiatives;
9. review and provide recommendations for curriculum changes.

Administrative Council

Appointed by: President

Composition: All positions at the level of executive director or higher, excluding vice presidents
One faculty representative designated by Faculty Senate
One academic division chair designated by the Provost

Function: The Administrative Council is a shared governance body which will meet monthly. Chaired by the Associate Provost, it is made up of all administrators at the level of executive director or above who do not hold the rank of vice president. One primary function includes providing an additional venue in which senior administrators who are not members of the college's executive committee of vice presidents will have an opportunity to meet regularly with the President in the absence of the Vice Presidents, to foster open communication. The additional primary function is to provide

calendar updates of upcoming events to ensure consistency in scheduling, collaboration, and more universal knowledge about events scheduled on both campuses.

College Curriculum Committee

Appointed by: Provost

Composition: One faculty representative representing an academic division (Chair)
Associate Provost for Academic Affairs (Co-Chair)
At least one faculty representative from each academic division
Adjunct faculty representative
Registrar
Technology representative
Student representative
Vice Provost for Student Affairs
Academic & Student Affairs Office Administrator
Additional at-large representatives as appointed by the Provost

Function: The Curriculum Committee oversees and facilitates the institutional curriculum process to ensure campus wide involvement, transparency, and communication to all stakeholders through various means, including maintaining and updating all information sources such as the College Catalog and website. The Curriculum Committee reviews and approves specific proposals and curricula changes from the course to the program level including new course approval, new program approval, program and course deletion, annual program review, graduation requirements, and associated academic policy. The Curriculum Committee serves a dual role with the Outcomes Assessment Committee in the development and maintenance of curriculum and assessment. Curriculum Committee members will attend Outcomes Assessment Committee meetings as necessary in order to facilitate the dual role. The Curriculum Committee meets at least monthly from August to May and as necessary. Goals for the academic year shall be set at the August meeting in consultation with the Provost.

College Faculty Evaluation Committee

Appointed by: Provost

Composition: Associate Provost of Academic Affairs (Chair)
One faculty representative from each academic division*

*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 Provost. No faculty member

should serve on both a division and college committee and no chairperson should serve on the college committee.

Function: 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 Provost in accordance with WVU at Parkersburg's Policies and Procedures for Annual Faculty Evaluation, Promotion and Tenure ([#IV-8](#)).

Disciplinary Hearing Board

Appointed by: President

Composition: Two administrative representatives chosen by the President
Three student representatives nominated by Student Government Assoc.
Three faculty representatives nominated by Faculty Senate
Three staff representatives nominated by Staff Council

Function: 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 Provost. 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.

Early College Coordinating Team

Appointed by: Provost

Composition: Provost
Vice President for Institutional Advancement
Vice Provost of Student Affairs
Associate Provost of Academic Affairs
Professional Advising Center representative
Admissions Assistant representative
Business Office representative
Academic and Student Affairs Office Administrator

Function: The Early College Coordinating Team establishes the goals and initiatives of the WVU Parkersburg Early College program and assesses the success of the program. The Coordinating Team works with all functions of the institution to ensure its success, especially in coordinating between the high school partnerships, course scheduling, admissions, advising, and business office processes. The Coordinating Team endeavors to increase the conversion rate of Early College students to full-time regular students.

Facilities, Safety and Security Committee

Appointed by: President

Composition: Vice President, Facilities (co-chairs with a faculty or staff representative)
Director, Maintenance
Campus Police Officer, Lead
Provost or designee
Executive Vice President, Finance & Administration
Vice President, Institutional Advancement
Executive Director, Policy & Compliance
Executive Director, Human Resources
Executive Director, Workforce and Economic Development or designee
Executive Director, Student Support Services
Executive Director, Business Services
Academic Lab Manager
Chief Information Officer or designee
One academic division chair selected by Provost
One representative of Jackson County Center
One faculty representative selected by Faculty Senate
One adjunct faculty representative
One representative of Early Learning Center
One representative of Caperton Center
One Marketing & Communications representative
One staff representative selected by Staff Council
One student representative selected by the Student Government Association

Function: The Facilities, Safety, and Security Committee reviews short- and long-term facility needs, and makes recommendations to the President on facility modifications and/or development. The Committee will draft, advise, recommend, and review the Facilities Master Plan in consultation with the President. The Committee oversees and coordinates safety, environmental health, research activities, and security; monitors and ensures compliance with state and federal regulations and policies; reviews the Safety Plan and recommends revisions to President. The Committee should focus on workplace and environmental safety as well as security. The Committee meets at least monthly from August to May and as necessary. Goals shall be set at the May meeting for the upcoming academic year.

Faculty Senate of Faculty Assembly

Elected by: Faculty

Composition: Elected representatives from the Faculty Assembly

Function: The Faculty Senate serves as the communications link with the Faculty Assembly. It functions as a communications source in an advisory capacity to the Provost 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.")

Financial Aid/Scholarship Committee

Appointed by: Executive Vice President, Finance and Administration

Composition: Director, Student Financial Assistance (Chair)
Executive Vice President for Finance and Administration
Executive Director, WVU at Parkersburg Foundation
Associate Provost for Academic Affairs
Vice President, Enrollment Management
Three faculty members designated by the Faculty Senate

Function: 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 Executive Vice President, Finance and Administration, in financial aid matters.

Honorary Degree Screening Committee

Appointed by: President

Composition: Provost (chair)
Division Chair
Faculty Senate Chair
Additional faculty representative
One staff representative
President, Student Government Association
One alumni representative

Function: The Honorary Degree Screening Committee accepts and screens nominations for honorary degrees in accordance with guidelines set forth in *Answer Book #V-14*, "Guidelines for the Granting of Honorary Degrees at West Virginia University at Parkersburg."

Instructional Innovation Committee

Appointed by: Provost

Composition: Director, Center for Instructional Innovation (Chair)
At least one faculty representative from each academic division
Workforce & Economic Development representative
Information Technology representative
At-large representatives as appointed

Function: The charge of the Instructional Innovation Committee is to assist the Center for Instructional Innovation in carrying out its mission and to help chart its future direction. The Instructional Innovation Committee promotes the delivery of engaging learning opportunities by participating in quality reviews of online courses, developing digital lectures and program orientation and informational videos, and supporting the adoption of point-to-point and web conferencing. Participants will work to create sample multimedia resources and video and web conferencing best practices to model behavior for the larger faculty body. Expectations may include: advising the CII on developing and implementing policies and procedures; advocating for the recognition of teaching; supporting faculty development efforts in pedagogy and instructional technology; serving as mentors for other faculty by modeling the use of instructional technologies; reviewing proposals for instructional grants and programs; reviewing online courses; and advising the Director on other matters as appropriate. The Committee meets as necessary and at least monthly from August to May. Goals for the academic year shall be set at the August meeting in consultation with the Provost.

OPEN (Opening Pathways to Equity Now) Task Force

Appointed by President

Composition: Staff representative (Chair)
Student representative (Co-Chair)
Executive Director, Student Support Services (ex-officio)
Up to 10 additional students, faculty and staff, as invited and/or selected on the basis of expressions of interest.

Function: The OPEN Task Force will lead WVUP's effort to foster and nurture a culture of equity at WVU Parkersburg through the sponsorship of special programs, initiatives and activities.

Outcomes Assessment Committee

Appointed by: Provost

Composition: One faculty representative representing an academic division (Chair)
Vice Provost for Student Affairs (Co-Chair)
At least one faculty representative from each academic division
Administrative Services representative
Center for Student Services representative
Academic and Student Support representative
One student representative
Associate Provost for Academic Affairs
Academic & Student Affairs Office Administrator
Additional at-large representatives as appointed by the Provost

Function: The Outcomes Assessment Committee develops and implements the plan for an outcomes assessment program that measures student learning, achievement, success, and attainment, including the co-curricular activities of the institution as well as academic activities. Included in the responsibilities of the Outcomes Assessment Committee are five-year academic program reviews. The Outcome Assessment Committee serves a dual role with the Curriculum Committee in the development and maintenance of curriculum and assessment. Outcomes Assessment Committee members will attend Curriculum Committee meetings as necessary in order to facilitate the dual role. The Committee meets as necessary and at least monthly from August to May. Goals for the academic year shall be set at the August meeting in consultation with the Provost.

President's Cabinet

Appointed by: President

Composition: President
Faculty Senate Chair
Staff Council President
Student Government Association President
Provost
Executive Vice President, Finance and Administration
Vice President, Institutional Advancement
Vice President, Enrollment Management
Vice President, Facilities
Executive Director, Human Resources
Executive Director, Policy and Compliance
Executive Director, Civic Engagement and Innovation
Associate Provost, Academic Affairs
Vice Provost, Student Affairs
Executive Director, Workforce and Economic Development
Executive Director, Student Support Services
Executive Director, Business Services
Chief Information Officer
Director, Financial Aid Services
Director, Records Office
Director, Library Services
Director, Online Learning
Director, Marketing and Communications
Director, Alumni Relations
Director, Maintenance
Director, Special Events and Projects
Director, Career Services
Campus Police Officer, Lead
Manager, Business Services
Project Coordinator, Sr., Institutional Advancement
Program Coordinator, Early Learning Center
Administrative Assistant Sr., President's Office

Function: 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.

Professor of the Year Selection Committee

Appointed by: Provost

Composition: Provost (Chair)
Two division chairs
Chair, Faculty Senate (or designee)
President, Student Government Association (or designee)
Two past Professors of the Year
Staff Council President (or designee)

Function: The Professor of the Year Selection Committee is convened annually by the Provost. The committee seeks nominations and chooses the faculty member of the year according to guidelines set forth in *Answer Book* [#IV-2](#).

Staff Council of Staff Assembly

Elected by: Staff

Composition: Elected members of the Staff Assembly

Function: 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

Elected by: Students

Composition: Elected or appointed members from the student body

Function: Student Government Association serves as the communications link with the student body. It functions as a communications source in an advisory capacity to the Provost 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.")

Technology Advisory Committee

- Appointed by: Executive Vice President, Finance and Administration
- Composition: Chief Information Officer (Chair)
Vice Provost for Student Affairs
Records representative
Financial Aid representative
Center for Student Services representative
Workforce and Economic Development representative
Professional Advising Center representative
Business Office representative
Information Technology representative
Recruiting/Admissions representative
Jackson County Center representative
Chair, STEM Division or designee
Director, Online Learning or designee
At least one faculty representative from each academic division
Student Government Association representative
- Function: 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; identifies opportunities to increase efficiency of all college technical operations that support recruitment, retention, admissions, business office, and financial aid process; evaluates efficiencies offered by other agencies; and makes recommendations for the use of technology funds, such as Perkins, student computer lab fees, and others. The Committee meets as necessary and at least monthly from August to May. Goals shall be set at the May meeting for the upcoming academic year.

Textbook Affordability Committee

- Appointed by: Executive Vice President, Finance and Administration
- Composition: Executive Vice President, Finance and Administration (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
Vice Provost for Student Affairs
Bookstore Manager
Director, Business Services
- Function: 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. Primary among the functions of the Committee is to research and ensure equity across course sections in the material costs for each course and to encourage the reductions wherever possible. The Committee meets as necessary and at least monthly from August to May. Goals shall be set at the May meeting for the upcoming academic year.

Threat Assessment Team

Appointed by: Provost

Composition: Executive Director of Student Support Services, Chair
Provost
Vice President, Facilities
Campus Police Officer, Lead
Executive Director, Human Resources
Executive Director, Policy and Compliance
CEO, Jackson County Center
Veterans Advocate
Faculty with relevant expertise, as assigned
External law enforcement, invited as needed

Function: 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 wellbeing of the students, faculty, staff and visitors of WVU at Parkersburg.

Committee Service

Service on committees, when appointed, is a privilege considered to be part of the assigned duties and expectations of full-time faculty and staff.

Adjunct Faculty Participation

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.

Ad Hoc Task Forces

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

Responsible Administrator: President, 304-424-8351