UNIVERSITY ACADEMIC SENATE BYLAWS: STANDING COMMITTEES

SG 1.02

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Approved By:

- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY

SG 1.02 Standing Committees of the UAS

The following committees report to the UAS via the ECS (BOT 3.1.4):

- Academic Policies and Standards Committee (APSC, 1.02.a)
- Affiliate Faculty Advisory Committee (AFAC, 1.02.l)
- Equity and Inclusion Committee (EIC, 1.02.b)
- Faculty Facilities Planning Advisory Committee (FFPAC, 1.02.c)
- Faculty Personnel Policy Committee (FPPC, 1.02.d)
- Faculty Salary and Budget Committee (FSBC, 1.02.e)
- General Education Committee (GEC, 1.02.f)
- Graduate Council (GC, 1.02.g)
- Online Education and Microcredential Council (OEMC, 1.02.k)
- Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC, 1.02.h)
- University Assessment Committee (UAC, 1.02.i)
- University Curriculum Committee (UCC, 1.02.j)

Standing Committee meeting times shall be consistent over an academic year and be published on the faculty governance website. Any changes to the set meeting times must be made in a timely manner and agreed to by the committee members in consultation with ECS.

The elected Chair of each committee is responsible for publishing an agenda at least 4 class days before the scheduled meeting. Minutes of each meeting, with a roster of those in attendance, shall be published after approval by the membership of the committee. The Chair

of each committee will also send the agenda and approved minutes to the Faculty Governance assistant to be made available in the secure area of the Faculty Governance website.

A member who is unable to attend a meeting of the Standing Committees of the UAS should send an alternate so long as the alternate comes from the represented College or the University Libraries and Art Museum and no contrary rules are adopted by the represented group itself. In the case of a prolonged absence involving several meetings, the represented College or University Libraries and Art Museum should designate the alternate.

POLICY STATEMENT

a. Academic Policies and Standards Committee (APSC):

i. Faculty Membership: Faculty membership of the APSC consists of four faculty members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, and one from the University Libraries and Art Museum. One additional faculty member elected by and from the UAS. The term of office is two years beginning at the end of the winter semester; terms are staggered.

ii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.

iii. Administrative Membership: Provost or designee *ex officio*, non-voting.

iv. Responsibilities: To study, review, and make pertinent recommendations on academic policies and procedures including admission, retention and dismissal, repeat grades, withdrawal, academic calendar, and suspension of library privileges. The scope of study and review of the Academic Policies and Standards Committee is limited by the published “purposes” of other standing committees of the University Academic Senate.

v, Leadership and Succession Planning

a. The committee Chair shall put the election of a Chair and Vice Chair for the following academic year on the agenda for a meeting near the end of the academic year.

b. Prior to the meeting, the Chair shall solicit nominations for the two positions. Nominations must be accepted by the nominee. Self-nominations are accepted. Nominations may be made at the meeting prior to the election.

c. The vote for Chair shall be held first. Each member present at the meeting shall

vote for one of the nominees. The nominee with the most votes wins the election. In the event of a tie, the winner shall be selected randomly from the nominees with the most votes. Nominees who lose the Chair election have the option of being nominated for the subsequent vote for Vice Chair, which shall be done with the same procedure.

d. If there are no nominees for either position, then that position will be filled by a person selected randomly from a pool of eligible candidates that includes all current members. (NB: Not just those at the meeting) who are returning to the committee for the following year and have not served as the committee Chair (previously or currently). If this pool yields no eligible candidates, the pool shall be expanded to include all of next year's committee members, excluding the current Chair

e. The Vice Chair will prepare to take over the Chair position as necessary.

b. Equity and Inclusion Committee (EIC):

i. Faculty Membership: Faculty membership of the Equity and Inclusion Committee consists of four members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of office is three years beginning at the end of the winter semester. Terms are staggered.

ii. Student Membership: One or two undergraduate and/or graduate student representatives appointed by the Student Senate, Graduate Student Association or I&E/AALT.

iii. Staff Membership:

One representative from the AP Committee (selected by the AP Committee membership)

One representative from the PSS Union (selected by the PSS Union membership)

iv. Administrative Membership (*ex officio*):

Provost (or designee)
Vice President for People, Equity and Culture (or designee)
Vice President for Enrollment Development and College Futures (or designee)
Director of Pew Faculty Teaching and Learning Center (or designee)
Vice President for Student Affairs (or designee)

v. Responsibilities: The role of the EIC is to promote and facilitate faculty involvement in support of a healthy and equitable campus climate. The committee accomplishes its role by providing

proactive guidance on issues affecting equity on campus in alignment with the university's commitments and values, including but not limited to:

a) Advising UAS on policies and practices to recruit, support and retain a diverse faculty, staff and student body.

b) Supporting events to promote awareness of the importance of social justice and campus diversity (*e.g.*, the Teach-in).

c) Supporting faculty involvement in student recruitment and retention efforts (*e.g.*, working with pipeline, bridge, student support, and curricular programs).

d) Serving as a liaison with the Division of People, Equity and Culture and the Student Senate Advocacy Committee.

vi. Committee Organization: The committee will be organized into three subcommittees:

a) Teach-in subcommittee. This committee will support the organization of the teach-in by reviewing submitted workshop proposals, volunteering for the moderation of workshops, and promoting the Teach-In through faculty and staff contacts in the colleges, schools, and departments.

b) Reports subcommittee. Prepare final academic year report on diversity at GVSU to the ECS.

c) Website subcommittee. This committee will review, update, develop, and promote the EIC website content.

vii. Leadership Organization and Duties: The committee leadership will consist of a Chair of the committee and Chairs of the three subcommittees.

a) Duties of the Chair:

1. generate the bi-weekly agenda, collect amendments to the agenda, schedule bi-weekly meetings, and run the meetings.

2. post all organization documents on the committee's Blackboard and Teams sites, and communicate reminders of meeting schedules via email to the members.

3. as needed, set aside one-hour time slots for each subcommittee to meet during the regular meeting to work on the assigned tasks of that committee and aid each of the committees in completing their tasks.

4. draft mid-year and final reports, gain approval from the full committee, and submit to ECS (via SHORE).

5. attend and report on the work of the committee to ECS and UAS as needed.

6. accept, modify, and track the charges for each year.

7. reach out to related organizations, faculty, committees, or leadership as needed for discussion of EIC tasks, charges, or duties.

8. the outgoing chair will train the incoming Chair to undertake the duties and responsibilities of the Chair.

viii. Elections:

a) The Chair of the EIC will be selected from the voting members of the whole committee.

b) A subcommittee Chair will be selected for each of the subcommittees from the voting members of the whole committee.

c) Elections for each position will be held each April, only if more than one candidate is nominated for the position. Otherwise, the slate of nominees will be voted on as a whole by consent agenda. Each term will be for (but not be limited to) one year.

c. Faculty Facilities Planning Advisory Committee (FFPAC) *(as revised 12/01/17 by UAS)*

i. Faculty Membership: Faculty membership of the FFPAC consists of seven members from the College of Liberal Arts and Sciences, two from the Seidman College of Business, College of Education and Community Innovation, and College of Health Professions, one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of office is three years beginning at the end of the winter semester. Terms of those from colleges with two or more members are staggered.

ii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.

iii. Administrative Membership: One Facilities Planning representative *ex officio*, non-voting; one Facilities Services representative *ex officio*, non-voting; one Faculty Teaching & Learning Center representative *ex officio*, non-voting.; one Information Technology representative *ex officio*, non-voting; one representative from the Registrar's Office *ex officio*, non-voting; and one representative from the Provost's office *ex officio*, non-voting

iv. Leadership: FFPAC leadership will consist of a Chair and Vice Chair elected from the

faculty membership, with nominations/self-nominations in March and a vote in April. The Chair shall serve for one year in this role, with the option to be re-elected. The Vice Chair will become Chair following the term of their predecessor. If either party is unable to fulfill their term, an election will be held to fill the role.

v. Responsibilities: The role of this Advisory Committee is to provide recommendations on maintaining, planning, remodeling, and building academic facilities at Grand Valley State University in support of effective teaching and learning. Specific responsibilities include:

a) In partnership with relevant bodies (e.g., FTLCAC, FTLC, ATAC, IT), make recommendations on the effective use of classroom technologies and the design and use of current and future teaching
spaces, including active learning classrooms. Review classroom design, architectural, and furniture standards to ensure alignment with best practices (e.g., Universal Design for Learning) and emerging
trends in teaching and learning. Serve as the primary liaison between the academic community and Facilities Planning on factors affecting teaching and learning, including classroom design.

b) Regularly assess existing academic and teaching spaces to identify facilities and instructional technology issues, communicate findings to relevant administrative and governance bodies, and
monitor institutional responses. This assessment follows a three-year cycle:

- Year 1: Develop a faculty survey and communication plan.
- Year 2: Administer and analyze the survey and share identified issues.
- Year 3: Review actions taken, conduct targeted classroom reviews, and submit a summary report.

c) Make recommendations to appropriate bodies to ensure that academic buildings and interior spaces are accessible and inclusive.

d) Regularly educate faculty and staff on processes for reporting academic space issues and requesting classroom changes, including innovative or alternative designs.

e) In partnership with FTLCAC and ATAC, make recommendations for more effective use of existing classroom technologies and appropriate use of existing classroom spaces.

d. Faculty Personnel Policy Committee (FPPC): *(as revised 02/04/22 by UAS)*

i. Faculty Membership: Faculty membership of the FPPC consists of three faculty members from the College of Liberal Arts and Sciences (CLAS), one from each of the

remaining colleges, and one from the University Libraries and Art Museum. College representatives must be tenured. The term of office for faculty members is three years beginning at the end of the winter semester. Terms are staggered.

ii. Administrative Membership: The Assistant/Associate Vice President for Human Resources or a designated representative from Human Resources and the Assistant/Associate Vice President for Academic Affairs shall serve as *ex officio*, non-voting members.

iii. Leadership: A Chair of the FPPC will be elected each year during the second to last meeting of the Winter semester. The Assistant/Associate Vice President for Academic Affairs will conduct the election.

iv. Responsibilities: The FPPC has the responsibility to review faculty personnel policy matters that extend beyond the college, as specified by the ECS, and make appropriate recommendations to the ECS. The Chair of FPPC will run meetings, facilitate the deliberations of the committee, and write personnel policy proposals. The Chair will attend the ECS and UAS meetings where the annual charges to the FPPC are finalized and the meeting where the year's work is reviewed. The Chair will also attend all ECS/UAS meetings during which an FPPC proposal will be discussed.

e. Faculty Salary and Budget Committee (FSBC): *(as revised 04 14 19 by UAS)*

i. Faculty Membership: Faculty membership of the FSBC consists of seven faculty members from the College of Liberal Arts and Sciences (CLAS), two from the Seidman College of Business, one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of office is three years beginning at the end of the winter semester. Terms of those from colleges with two or more members are staggered.

ii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.

iii. Administrative Membership: The Provost or designee and the Vice President for Finance or designee, both serve as*ex officio*, non-voting.

iv. Leadership: The Chair of FSBC for the following academic year will be elected during September each year to allow the Chair-elect to learn the functions of the position. The Provost or designee will conduct the election.

v. Responsibilities: The FSBC has four primary responsibilities:

a) To study pertinent data and make recommendations to the Senate through

the ECS on the allocation of funds within the Grand Valley budget as a whole as well as within the budgets of the administrative divisions,

b) To study pertinent data and make recommendations to the Senate through the ECS on the items of the budget, compensation or faculty job security,

c) To study pertinent data and make recommendations on proposals for the establishment of additional units/programs at Grand Valley. These recommendations will be made to the Senate through the ECS at the Prospectus stage and through UCC at the New Program Proposal stage, and

d) To provide leadership and support to faculty as Units develop their Unit Stability Report and Self-Study Report and to review and provide feedback on these reports.

The President and/or ECS may request the FSBC to study specific items and make recommendations concerning them.

The Chair of FSBC will run meetings, facilitate the deliberations of the committee, and serve as lead author of documents produced by the committee. The Chair will also attend all ECS/UAS meetings during which FSBC materials are discussed. The Chair of FSBC will also serve on the University Benefits Committee and the New Program Council and may represent faculty in discussions with administration regarding university budgets.

f. General Education Committee (GEC) *[as revised 11/03/23 UAS]*

i. Faculty Membership: Faculty membership of the GEC consists of nine faculty members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of membership is three years beginning at the end of the winter semester. Terms from those colleges with two or more members are staggered. The General Education Director is an*ex officio,* non-voting member.

ii. Leadership: The GEC Faculty Chair, who manages actions in the online curriculum system on behalf of the committee and sets the agenda for meetings, is elected from the faculty membership and shall serve for one year in this role, with the option to be re-elected. If the GEC Faculty Chair is not able to fulfill their term, an election will be held to identify a new Faculty Chair from current faculty members.

iii. Student Membership: One student representative selected by and from the Student Senate for a term of one year

iv. Administrative Membership: The Provost or designee *ex officio*, non-voting.

v. Responsibilities:

a) to provide guidance and support to the university community regarding the aims, philosophy, achievements and problems of the General Education Program;

b) to provide materials to assist instructors in teaching and assessing the general education knowledge and skills goals;

c) to review and act upon courses proposed for the General Education Program;

d) to make minor revisions to the General Education Program (for example, changing the name of a category or adding, revising, or removing a student learning outcome in the category);

e) to propose to ECS/UAS major changes to the General Education Program;

f) to ensure that the General Education skill and knowledge outcomes of each General Education course are assessed every four years:

1. to review and provide formative and/or summative feedback on General Education Course Assessment Reports;

2. to report annually on student performance of the General Education knowledge and skills outcomes to faculty governance:

3. to submit a comprehensive report on student performance of the General Education knowledge and skills outcomes, and share these results with faculty governance and the broader university community every four years:

4. to propose changes to the General Education Program or make changes to the assessment process informed by the assessment data.

g) to remove a course from the General Education Program (see SG 2.01) if:

1. changes have been made to course prerequisites that were not approved by the General Education Committee;

2. the course was not appropriately and effectively assessed by the unit in a timely manner as described in the Recertification Policy posted on the General Education website.

g. Graduate Council (GC) ***(Revised at UAS 05/15/17)***

i. Faculty Membership: The Graduate Council (GC) is composed of no more than eighteen faculty members elected by the faculty: base membership includes two representatives from each college (Business, Education and Community Innovation,

Liberal Arts and Sciences, Engineering, Computing, Health Professions, Nursing, Interdisciplinary Studies), plus two representatives from the University Libraries and Art Museum. Each committee member will serve on one of two subcommittees (Policy and Standards or Curriculum and Program Review).
Subcommittees will include one member from each college and the library. Faculty from the same college will serve for staggered three-year terms. Representatives on the GC shall hold graduate faculty status.

ii. Student Membership: Two graduate student representatives from different graduate programs, selected by the Graduate Student Association. Each subcommittee will have a graduate student representative.

iii. Administrative Membership: The Dean and Associate Dean of the Graduate School serve as an ex-officio member, as representatives of the Provost. Other ex-officio members include administrative staff that have a central role in graduate education including the Office of the Registrar, Office of Admissions, and the Center for Adult and Continuing Studies designees.

iv. Responsibilities: The GC is responsible for matters related to graduate education at Grand Valley, to include (but not limited to):

a) To review and recommend actions upon new proposed graduate programs and/or revisions to current graduate programs.

1) New graduate program proposals, certificates and proposals for change to programs or certificates will be reviewed. As program matters are reviewed by the GC, the proposers may be invited to participate in the discussion and review process. Recommendations from the GC related to program matters will be transmitted via the online curriculum system.

b) To review and recommend actions upon and, as needed, initiate policies and standards related to graduate education that ensure quality, consistency, equity, and fairness, while not impinging upon the disciplinary expertise and responsibility of the program faculty. This shall include matters related to admission, program progress, and completion for post-baccalaureate students in non-degree, certificate, and degree program statuses.

1) Recommendations regarding policy changes or new policies or standards for graduate education will be referred to the ECS for final action.

2) To identify and monitor quality indicators of graduate education.

c) To review and recommend actions upon requests for exceptions to university

minimum standards or policies.

d) To review and recommend actions related to existing graduate programs at the time of assessment and/or program review and/or accreditation.

1) Existing graduate programs shall be reviewed by GC on a revolving and regular schedule, aligned with the UAC program review and external accreditation review (if applicable). The review will employ quality indicators developed by GC that are outside of the normal UAC purview, but incorporate appropriate program materials submitted to UAC and FSBC.

e) To advise on allocation of university financial support for graduate students.

f) To call meetings of all faculty to discuss emerging issues in and strategic planning for graduate education at Grand Valley.

v. Procedures -- Curricula and Program

a) Course proposals and requests for program exceptions from graduate policies will be sent from the College Curriculum Committees to the UCC, which will transmit such proposals and requests to the GC.

b) Curriculum proposals submitted to the GC should be as detailed and complete as possible. Requests for program exceptions should contain a complete and convincing rationale for the exception and show what other aspects of the program address the policy to which an exception is being requested. Curriculum proposals and exceptions will be reviewed and evaluated on the basis of graduate policies in place at the time of the review.

c) Curricular proposals to be considered by the GC will be referred to its Curriculum Subcommittee (GC-CC). While the GC-CC is reviewing proposals, the documents will be available for review of the entirety of the GC on the Council's web site, or general web sites of Grand Valley Faculty Governance. Proposals requiring vote of the GC to formalize the actions of the GC-CC include the following: a) all final plan documents, b) program changes with associated course proposals, c) prospectuses of all types, d) proposals denied approval by the GC-CC. Proposals approved by the GC-CC that do not fall within the categories above will be forwarded to UCC for action by the GC chair no sooner than five (5) calendar days after the GC-CC's approval.

d) At any time subsequent to the GC-CC approval and prior to the forwarding of proposals to UCC, action of the GC as a whole may be requested for documents that would not usually be reviewed by this governance body in its entirety. Any GC

member, deans, department heads or faculty of the proposing college/department, chairpersons of any other faculty governance body including the ECS/UAS, or the Provost may make these requests. Such requests shall be directed to the GC chair. Consideration of the proposal(s) referred to the GC general membership will then be scheduled for the next regular meeting of the GC.

e) Positive recommendations from the GC related to curriculum and program matters will be referred to the UCC for final action.

f) As curriculum and program matters are reviewed by the GC, the proponents of the matter will be invited to participate in the discussion and review process. If, upon review, there are concerns or problems with the request it will be referred back to the appropriate College Curriculum Committee and the initiating unit, with clarification of concerns and suggestions for revision.

g) If the item is resubmitted, and if the GC again rejects it, an appeal of the GC decision may be taken to the UCC.

h) The UCC may convene representatives of both parties to review the matter. The decision of the UCC will be final.

vi. Policies and Standards: Positive recommendations regarding policy changes or new policies and standards for graduate education will be referred to the ECS for final action.

h. Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC) *(as revised by UAS 4/3/15; as revised by UAS 5/11/23))*

i. Faculty Membership: Faculty membership of the Pew FTLCAC consists of four members from CLAS, one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of office is three years beginning at the end of the winter semester. Terms are staggered.

ii. FTLCAC's LIFT-MC Liaison: A liaison between FTLCAC and LIFT-MC may be chosen by committee members by the end of the academic year in April or, if need be, during the first meeting of the next academic year. Liaisons should not be the Chair or Vice Chair.

a) The role of LIFT-MC Liaison is to work closely between FTLCAC and LIFT-MC, such as attending LIFT-MC on a biweekly basis. The liaison will regularly update and inform FTLCAC of LIFT-MC proceedings, as well as bring back FTLCAC's feedback, concerns, and recommendations to LIFT-MC.

b) The liaison is not expected to carry out the tasks of a regular LIFT-MC committee member, just attend meetings. Given the hours spent in meetings, the

liaison will be exempt from serving on FTLCAC Teaching Awards and Teaching Innovation Grants (TIG) sub-committees and working groups.

iii. Student Membership: One undergraduate and one graduate student selected by the Student Senate for a term of one year.

iv. Administrative Membership: The Director and Faculty Fellows of the Pew FTLC *ex officio*, non-voting. A representative from Information Technology, *ex officio*, non-voting.

v. Leadership

a. Chair position

- Responsibilities include facilitating meetings every month on a Monday, 1- 3:00 p.m.; draft agendas and write mid- and end-of-year reports; correspond with ECS/UAS, FTLC Director, and other committees over shared charges; train and mentor Vice-Chair.
- All faculty members are eligible to be Chair, though serving as Vice-Chair in the previous year is most preferable for continuity in leadership of this committee.
- The Chair serves a one-year term.
- Call for nominations will occur in February and voting will occur in March.

b. Vice-Chair position

- Responsibilities include facilitating meetings every month on a Monday, 1-3:00 p.m.; submitting and uploading agendas and minutes to Blackboard; shadowing and/or deputizing for the Chair in interactions with ECS/UAS and FTLC Director.
- All faculty members are eligible to be Vice-Chair but must have at least two-terms left in order to become Chair in the following year.
- The Vice-Chair serves a one-year term and may become Chair following the term of their predecessor.
- Call for nominations will occur in February and voting will occur in March.

vi. Responsibilities: The role of the Advisory Committee is to provide advice on policy, direction and performance of the Pew FTLC, including:

a) Serve as a liaison between the Grand Valley faculty and the Pew FTLC Staff disseminating information to faculty/units/colleges from the Pew FTLC and also providing feedback to the Pew FTLC about its programs, policies, and services.

b) Provide information about faculty development needs and advocate for professional development activities related to teaching and learning.

c) Initiate and/or respond to discussions of teaching and learning issues, referring them to appropriate bodies if necessary.

d) Every member of the FTLCAC (except for the committee chair) will serve on one of two sub-committees – either to review competitive grants or to review teaching award nominations.

e) In the case of a vacancy, serve on a search committee for Pew FTLC Administrative Staff.

i. **University Assessment Committee (UAC)** *(as revised at UAS 10/02/2020)*

i. Faculty Membership: Faculty membership of the UAC consists of eight faculty members from College of Liberal Arts and Sciences; three from the College of Education and Community Innovation; two each from the College of Health Professions and the Seidman College of Business; and one each from the Brooks College of Interdisciplinary Studies, the College of Computing, the Kirkhof College of Nursing, the Padnos College of Engineering, and the University Libraries and Art Museum. Academic unit representatives serve three-year staggered terms beginning at the end of the winter semester.

ii. Co-curricular Program Membership: Co-curricular Program membership of the UAC consists of five representatives with at least one representative from each of three areas: Student Affairs, Enrollment Development, and Academic Affairs. Representatives will be appointed by the Provost. Co-curricular Program representatives serve three-year staggered terms beginning fall semester

iii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a term of one year.

iv. Administrative Membership: The Provost or designee *ex officio*, non-voting

v. Election of the Chair: The Chair shall be elected from among the faculty representatives. The Chair shall serve for three years (July – June) or until a new Chair is elected, contingent upon their continued service as an elected representative to UAC. The vote for Chair occurs at the end of the fall semester to allow the Chair-elect to shadow the outgoing Chair before taking office. In the event the Chair's position should be vacated before the Chair's term is complete, the committee shall vote to identify an Interim Chair to serve until a new Chair can be elected.

vi. Responsibilities: The UAC is responsible for:

a) Providing leadership and support to programs, units, colleges, and co-curricular programs as programs design and implement assessment plans and reports, which will be reviewed by UAC every two years, based on best practices, and other requested

updates/reports.

b) Reviewing and providing feedback on assessment plans, reports, and other requested reports submitted by all academic programs and most co-curricular programs.

c) Providing instructions for reporting formats and schedules.

d) Determining if programs qualify for Expedited Process reporting.

e) Providing feedback to Administration in support of ongoing accreditation standards as set forth by the Higher Learning Commission.

f) Conducting user training on the on-line system for reporting Assessment reviews/plans and other requested updates/reports.

g) Maintaining and updating the UAC website, Blackboard site, submission links as needed, and online reporting and notification system.

j. University Curriculum Committee (UCC) (*As revised by UAS 04/13/18)*

i. Faculty Membership: Faculty membership of the UCC consists of seven members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of membership is two years. Terms of those from colleges with two or more members are staggered.

ii. Student Membership: One student representative selected by the Student Senate for a term of one year.

iii. Administrative Membership: One representative from the Graduate Council (GC) *ex officio*, non-voting, a member from the Registrar's office *ex officio,* non-voting, and the Provost or designee *ex officio*, non-voting.

iv. Leadership Positions: UCC leadership positions will be determined by an election in April during a regular UCC meeting. Those who desire to serve in a leadership role can self-nominate prior to the election. Positions on the UCC include:

a) UCC Chair: The UCC Chair is to be elected each year in April with the term of office beginning the Fall semester, with leadership transition occurring prior to then. Best practices suggest that the UCC Chair should be willing to serve a minimum of two years to ensure continuity in leadership of this committee.

b. UCC Vice Chair: The UCC Vice Chair is to be elected each year in April with the

term of office beginning the Fall semester. The Vice Chair acts as support to the Chair (temporary replacement when needed) and is responsible for creation of detailed minutes of UCC meetings.

c. OEMC representative from UCC: This representative is to be appointed by the UCC Chair from the UCC membership, who should meet the qualifications of OEMC membership.

v. Responsibilities: The UCC is responsible for a wide range of curriculum matters at Grand Valley; its responsibilities include, but are not limited to, the following:

a) to review and make recommendations on all degree requirements and on all new program proposals;

b) to review and make recommendations on all proposals involving academic credit;

c) to review the courses used to fulfill the General Education requirements;

d) to review the courses used to fulfill the requirements of the Honors Program;

e) to manage Sail, the online curriculum development system;

f) to meet with the chairs of College Curriculum Committees annually in order to communicate best practices and university policies regarding curricular issues;

g) to manage the UCC website content;

h) review yearly reports from the International Education Committee and the Writing Skills Committee.

vi. In addition to reporting to the ECS, the UCC may make recommendations directly to individual academic units, and copy ESC in the correspondence.

k. Online Education and Microcredential Council (OEMC)

i. Faculty Membership: Faculty membership of the Online Education and Microcredential Council consists of at least one member of UCC (appointed by the Chair of UCC), Chair (or designee) of the Graduate Curriculum and Program Review Committee, and 5-8 University faculty members with expertise in online pedagogy or microcredentials (who are appointed by the Provost, in consultation with the UAS Chair) and confirmed by UAS. The OEMC Faculty Chair, who manages actions in the online curriculum system on behalf of the committee and sets agenda for meetings, is elected from the faculty membership and shall serve for two years in this role, with the option to

be re-elected. If the OEMC Faculty Chair is not able to fulfil their two-year term, an election will be held to identify a new Faculty Chair from current OEMC faculty members. The term of membership is three years. All faculty are voting members of the Council.

ii. Student Membership: One student representative selected by the OEMC. The student representative is a voting member of the Council and serves for the academic year, with the possibility of serving in future years.

iii. Administrative Membership: The Provost or designee *ex officio*, the Director of FTLC or designee, the Director of eLearning Technologies or designee, and the Registrar or designee - all non-voting members.

iv. Responsibilities: The OEMC's responsibilities will include, but are not limited to the following:

a) support ongoing training and professional development of online and hybrid teaching;

b) review microcredential proposals, including certificates and badges;

c) review current policies and practices regarding distance delivered education and microcredentials, and make recommendations for new policies and practices, where appropriate, in collaboration with appropriate committees;

d) answer questions and provide guidance and expertise about course delivery -- online, hybrid, short-semester, "on-demand", or "self-paced" delivery of content;

e) manage forms in the online curriculum system pertaining to microcredentials;

f) recommend curricular and pedagogical quality standards for online, low-residency, and hybrid modalities, consistent with traditional, face-to-face course offerings;

g) recommend faculty and staff professional development standards for online, low-residency, and hybrid modalities;

h) review and report on the quality of online, low-residency and hybrid curricular and microcredential offerings as part of an end-of-year report.

I. Affiliate Faculty Advisory Committee (AFAC) (*Approved by UAS 09/25/15; designated a Standing Committee of UAS by BOT [11/3/2023]; formerly SG 1.03.B.2.)*

i. Membership:
Regular Faculty Membership: Regular faculty will elect the Regular faculty members of the AFAC, which consist of one elected member from each College

that employs Affiliate faculty. The term of office is three years beginning at the end of the winter semester.

Affiliate Faculty Membership: Affiliate faculty are eligible for membership after two years of continuous employment with Affiliate status. Affiliate faculty will elect the Affiliate faculty members of the AFAC, which consist of a number of members from each College according to the following ratio:

Affiliate Faculty in College	Members on Committee
1-20	1
21-50	2
51-100	3
101+	4

Administrative Membership: One Provost office representative ex officio, non-voting.

ii. Term: The term of office is three years beginning at the end of winter semester staggered for members from the same College. The AFAC will meet on the second Friday of each month from 7 to 9 am.

iii. Purpose: The role of this Advisory Committee is to represent the needs and perspectives of all
University Affiliate Faculty and to provide recommendations to University bodies on matters which may impact Affiliate faculty responsibilities, with the goal of providing an optimal teaching and learning environment as well as increased advocacy, visibility, retention, and development for all Affiliate faculty.

The committee serves as a liaison between the Affiliate faculty and the GVSU academic community at large. It informs and advises UAS on factors that affect teaching and learning, as well as on university-wide policies and procedures with regard to Affiliate faculty role, work load, etc. The Committee will clarify the roles of and/or expectations for Affiliate faculty while increasing the visibility of Affiliate faculty at GVSU and maintaining a collaborative relationship with Regular faculty.

iv. Elections and Succession Planning: The Chair, the Vice Chair, and the Secretary

are elected for a renewable one-year term. Only Affiliate faculty members may serve as the Chair and the Vice Chair. Either Regular or Affiliate faculty members may serve as the Secretary. The Chair, the Vice Chair, and the Secretary will be elected near the conclusion of each academic year. If the Chair-elect is unwilling/unable to serve at the start of an academic term, the Vice Chair-elect will take over immediately. If both the Chair-elect and Vice Chair-elect are unwilling/unable to serve at the start of an academic term, a special election will be held during the first meeting of the new term within AFAC to replace both positions.

vi. Duties of Leadership within AFAC: The Chair of AFAC will set up meeting dates and locations for the academic year; send out agenda and other pertinent documents before each meeting; run meetings and facilitate deliberations of the committee; and serve as the committee's representative at UAS/ECS or other university committees. The Vice Chair of AFAC will serve as the Chair (as needed) during committee meetings; serve as the Chair's alternate (as needed) at UAS/ECS or other university committees; assist the Chair in creation of pertinent documents (as needed) for deliberation by the committee. The Secretary of AFAC will take minutes during each committee meeting, finish preparation of minutes post-meeting, and forward to Chair in a timely manner.

vi. Affiliate faculty representatives on UAS and ECS (BOT 3.1.4.1; repeated from SG 1.01.4.4): The Chair of AFAC serves as the designated Affiliate faculty member of the ECS and as one of two members of the UAS. AFAC selects the second designated Affiliate faculty member of the UAS, who must have Affiliate status, from among the members of the committee; if it is unable to do so, the committee will select the UAS member from the Affiliate faculty at large, with preference given to those with experience on the committee and/or in other relevant roles.

DEFINITIONS

Quorum: A simple majority of the total voting membership of the committees shall constitute a quorum for the enactment of business.