

UNIVERSITY ACADEMIC SENATE BYLAWS: STANDING COMMITTEES

SG 1.02

Date of Last Update:

May 12, 2020

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. 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 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 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. 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. Administration 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.

b. Equity and Inclusion Committee (EIC): *(Established August 2017)*

- 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. The term of office is three years beginning at the end of the winter semester. Terms are staggered.
- ii. Student Membership: One undergraduate and one graduate student representative appointed by the Student Senate.
- iii. Staff Membership:
 - One representative from the AP Committee (elected by the membership)
 - One representative from the PSS Union (elected by the membership)
- iv. Administrative Membership (*ex officio*):
 - Vice President for Inclusion and Equity (or designee)
 - Provost (or designee)
 - Vice President for Enrollment Development (or designee)
 - Associate Vice President for Human Resources (or designee)
 - Director of Pew Faculty and Learning Center (or designee)
 - Dean of Students (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 engaging social justice and diversity issues on campus, including but not limited to:

- a) Advising UAS on policies and practices to recruit, support and retain a diverse faculty, staff and student body (e.g., reviewing the Affirmative Action Plan on an annual basis).
- b) Organizing and running events to promote awareness of the importance of social justice and campus diversity (e.g., the Teach-in).
- c) Identifying faculty for the various university awards related to diversity.
- d) Fostering faculty involvement in student recruitment and retention efforts (e.g., working with pipeline, bridge, student support, and curricular programs)
- e) Serving as a liaison with the Division of Inclusion and Equity and Student Senate Diversity Affairs Committee.

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, one from each of the remaining colleges, and one from the University Libraries. 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. Administration Membership: One Facilities Planning 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. Responsibilities: The role of this Advisory Committee is to provide recommendations to Facilities Planning on planning, remodeling, and building academic facilities at Grand Valley, with the goal of providing an optimal teaching and learning environment. Specific responsibilities include:
 - a) Serve as a liaison between the Grand Valley academic community and Facilities Planning. In particular, inform and advise Facilities Planning on factors that affect teaching and learning; most importantly (but not limited to), classroom design.
 - b) Regularly review and identify problems with current teaching spaces, share this information with Facilities Services, and monitor the response.

- c) Maintain a collaborative relationship with the building project committees in order to facilitate faculty input into decision-making.
- d) Regularly review current GVSU design standards and make recommendations to Facilities Planning so that architectural and furniture standards that the university provides to new building design teams are in line with best practices as they relate to teaching (e.g. Universal Design Standards), new trends in education, and that they address as much as possible any concern voiced by faculty.
- e) In partnership with FTLCAC, make recommendations for more effective use of existing classroom technologies and appropriate use of existing classroom spaces.
- f) Make recommendations to the appropriate bodies to ensure that all academic buildings and interior spaces are highly accessible.

d. Faculty Personnel Policy Committee (FPPC): *(as revised 10/30/15 by UAS)*

- i. Faculty Membership: Faculty membership of the FPPC consists of four faculty members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries. 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. Administration Membership: The Assistant Vice President for Human Resources and the Assistant/Associate Vice President for Academic Affairs shall serve as *ex officio*, non-voting members.
- iii. 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. FPPC will elect a new chairperson by the end of the winter semester. The Chair of FPPC will attend the ECS meeting where the annual charges to the FPPC are finalized.

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 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. 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. The vote for chair occurs at the beginning of the Winter semester of the year in which the prospective chair is selected to serve.
- ii. Student Membership: One undergraduate and one graduate student representative

selected by the Student Senate for a one-year term.

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

f. General Education Committee (GEC) [as revised 05/03/2018 UAS]

- i. Faculty Membership: Faculty membership of the GEC consists of nine members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries. 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 *anex officio*, non-voting member.
- ii. Student Membership: One student representative selected by and from the Student Senate for a term of one year.
- iii. Administration Membership: The Provost or designee *ex officio*, non-voting
- iv. 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 review and act upon courses proposed for the General Education Program;
 - c) 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);

d) to propose to UAS major changes to the General Education Program;

e) 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.

f) 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, Community and Public Service, Education, Liberal Arts and Sciences, Engineering and Computing, Health Professions, Nursing, Interdisciplinary Studies), plus two representatives from the University Libraries. 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. Administration 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 Learning Center Advisory Committee (FTLCAC) (as revised by UAS 4/3/15)

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. The term of office is three years beginning at the end of the winter semester. Terms are staggered.

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

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

iv. 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 of 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 3/2/18)

i. Faculty Membership: Faculty membership of the UAC consists of eleven faculty members from CLAS; two each from the Seidman College of Business, the College of Community and Public Service, the College of Education, the Padnos College of Engineering and Computing, and the College of Health Professions; and one each from the Kirkhof College of nursing, the Brooks College of Interdisciplinary Studies, and the University Libraries. Academic and service unit representatives serve three-year staggered terms beginning at the end of the winter semester.

ii. Service unit Membership: Service unit membership of the UAC consists of six representatives with at least one representative from each of two areas: Advising and Student Services. Representatives will be appointed by the Provost. Service unit 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. Responsibilities: The UAC is responsible for:

a) Providing leadership and support to university constituents as they design and implement the five to six year self-study report and every two year student learning outcome assessment plan/report with strategic plan updates based on best practices.

b) Reviewing and providing feedback on assessment plans, reports, and self-studies submitted by all academic programs and most service units *

c) Providing instructions for reporting formats and schedules.

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

e) Conducting user training on the on-line system for reporting Assessment reviews/plans and Self-Study updates/reports.

f) Maintaining and updating the UAC website, Blackboard site, submission links as needed, and Assessment Report and Self-study (ARSS) automated timeline and notification system (4 month and 2 month notifications).

* Service unit representatives are appointed to serve as the primary reviewer of reports submitted by service units.

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. 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. Administration Membership: One representative from the Graduate Council (GC) *ex officio*, non-voting and the Provost or designee *ex officio*, non-voting.

iv. 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.

v. In addition to reporting to the ECS, the UCC may make recommendations directly to individual academic units.

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 3-5 University faculty members with expertise in online pedagogy (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. The term of membership is three years. All faculty are voting members of the Council.

- ii. Student Membership: One graduate student representative selected by the Student Senate for a term of one year. The student representative is a voting member of the Council.
- iii. Administration Membership: The Provost or designee *ex officio*, the Director of FTLC, and the Associate Director of eLearning and Emerging Technologies, one representative from each of the Center for Adult and Continuing Studies (CACCS), Registrar's Office, budget officer in the Office of the Provost, and Institutional Marketing -- all non-voting members. A Vice Chair is selected from among this group primarily to coordinate back-end implementation issues related to approved microcredential proposals.
- iv. Responsibilities: The OEMC's responsibilities will include, but are not limited to the following:
 - a) review curricular proposals involving online and hybrid offerings;
 - b) review microcredential proposals;
 - 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 (e.g., GC Curriculum and Program Review subcommittee, UCC, FSBC, etc.);
 - d) answer questions about delivery -- online, hybrid, short-semester, "on-demand", or "self-paced" delivery of content;
 - e) manage forms in the online curriculum system pertaining to microcredentials and distance education, as needed;
 - f) recommend curricular and pedagogical quality standards consistent with traditional course offerings;
 - g) recommend faculty and staff professional development standards for distance delivered education;
 - h) review and report on the quality of online/hybrid curricular and microcredential offerings as part of an end-of-year report.

DEFINITIONS

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