UNIVERSITY COMMITTEES

SG 1.03

Date of Last Update:
October 26, 2025

Approved By:

- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY STATEMENT

University committees include committees of the University Academic Senate (see SG 1.03.A), University Governance Committees (1.03.B), and Administrative University Committees (1.03.C).

For the committees with an elected Chair, the Chair 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 elected 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.

PROCEDURES

SG 1.03 Operative Rules for University Committees

A. Committees of the University Academic Senate

The Bylaws for the University Academic Senate (UAS) and, the Executive Committee of the Senate (ECS) are located in SG 1.01.

The Bylaws for the following standing committees of the University Academic Senate are located in SG 1.02:

Academic Policies and Standards Committee (APSC); Affiliate Faculty Advisory Committee (AFAC); Equity and Inclusion Committee (EIC); Faculty Facilities Planning Advisory Committee (FFPAC); Faculty Personnel Policy Committee (FPPC); Faculty Salary and Budget Committee

(FSBC); Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC); General Education Committee (GEC); Graduate Council (GC); Online Education & Microcredential Council (OEMC); University Assessment Committee (UAC); University Curriculum Committee (UCC)

B. University Governance Committees:

- Academic Technology Advisory Committee (1.03.B.1)
- Campus Life Committee (1.03.B.3)
- Centers Evaluation Committee (1.03.B.14)
- Faculty Grievance Panel (1.03.B.4)
- International Education Committee (1.03.B.5)
- LIFT Management Committee (1.03.B.6)
- New Program/New Academic Unit Council (1.03.B.13)
- Outstanding Service Awards Committee (1.03.B.7)
- Research and Development Committee (1.03.B.8)
- Undergraduate Research Council (1.03.B.9)
- University Libraries and Art Museum Advisory Committee (1.03.B.10)
- University Personnel Review Committee (1.03.B.11)
- Writing Skills Committee (1.03.B.12)

1. Academic Technology Advisory Committee

i. Faculty Membership: Faculty membership of the ATAC 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. 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 selected by the Student Senate for a one-year term.

iii. Administrative Membership: Associate Vice President for Academic Affairs, non-voting; one representative from the Registrar ex officio, non-voting; Director of eLearning Technologies ex officio, non-voting; Director of Academic Research Computing ex officio, non-voting; and an Associate/Assistant Vice President for Information Technology ex officio, non-voting.

iv. Responsibilities: To support the academic mission of the University in its use of technologies and related services impacting teaching, learning, research, and scholarship, including:

a) Serve as a liaison between the Grand Valley academic community and Information

Technology (IT). In particular, inform and advise IT on factors that affect teaching, learning, and scholarship and communicate technology issues and initiatives to the academic community. b) Regularly review and identify problems with current IT solutions as they relate to faculty, share this information with IT, and monitor the response. c) Provide input and feedback on decision-making related to policies, guidelines, and standards regarding the use of technologies by faculty and students. d) Regularly review current GVSU IT initiatives and provide strategic planning input related to emerging technologies, new trends in education, and associated resource and support needs. e) In partnership with the Faculty Teaching and Learning Center Advisory Committee (FTLCAC) and the Faculty Facilities Planning Advisory Committee (FFPAC), make recommendations regarding funding priorities to the Office of the Provost and IT for more effective use of existing classroom technologies and appropriate use of existing classroom spaces. f) Either the Chair, Vice Chair, or a representative chosen by the committee shall also be a member of the University Technology Council (UTC) and report to ATAC on UTC business and report to UTC on ATAC business.

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.

2. The **Affiliate Faculty Advisory Committee (AFAC)**, formerly a University Governance Committee, is redesignated as a Standing Committee of the UAS: see SG 1.02.I. *(Approved by BOT [11/3/2023])*

3. **Campus Life Committee** (Replaced the Student Life Committee)

Faculty (elected by and from): 3 from the College of Liberal Arts & Sciences and 1 from each of the other Colleges and University Libraries and Art Museum
Students: 3 Undergraduate and 1 Graduate, appointed by the Vice President for Student Affairs
Associate Vice President for Student Affairs and Dean of Students
Assistant Vice President for Student Affairs

ii. Term: Faculty (3 year staggered); Students (1 year); Administrator (indefinite).

iii. Purpose: An advisory body to the Vice President for Student Affairs regarding strategic planning of: co-curricular learning opportunities (i.e., educational, social, recreational, etc.) to actively engage students in the life of the university; support services that assist students to be successful in their academic and personal lives; and management of various environments at the university (e.g. living centers, apartments, dining areas, Kirkhof Center, Recreation Center, etc.).

iv. Reporting: To the Vice President for Student Affairs; Provost and Executive Vice President for Academic Affairs; and University Senate

v. Meetings: Twice each fall and winter semester held on the first Monday in October, December, February and April.

4. **Faculty Grievance Panel**

i. Membership: Faculty (elected by and from): six (6) from the College of Liberal Arts and Sciences and Seidman College of Business, three (3) from Padnos College of Engineering and College of Computing; two (2) each from the remaining colleges and one from the University Libraries and Art Museum.

ii. Term: 3 years, staggered.

iii. Purpose: To review and make recommendations about a grievance at the request of any aggrieved appointee (see Board of Trustees' Policies BOT 4.2.16 -4.2.17 for other details).

iv. Reporting: To the President

v. Meetings: Only meets when needed to address a grievance. (Election is for a pool of candidates to be selected by drawing to form the committee when needed, as per the Board of Trustees' PoliciesBOT 4.2.16 -4.2.17)

5. **International Education Committee**

i. Membership:

Chair, elected from Membership

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences, one from each of the remaining colleges and the University Libraries and Art Museum.

Two students: 1 selected by the Student Senate and 1 selected by the International Student Association (confirmed by the Student Senate).

One Area Studies Program Faculty Member, selected by the programs

One Modern Languages and Literatures Faculty Member, selected by the department

One Study Abroad Program Director, selected by the Provost

Assistant/Associate Vice President for Academic Affairs *(ex officio)*

Director of International Education *(ex officio)*

ii. Term: 3 years, staggered.

iii. Purpose: To review, authorize, evaluate, and recommend modifications to all international programs administered by the Padnos International Center; to recommend priorities, new initiatives, policies, and procedures for the Padnos International Center programs, including campus curricular and co-curricular activities; to advocate for international students, study abroad, faculty research and exchange, and community integration, within the university and West Michigan; and to ensure integrity and academic excellence in all international initiatives undertaken abroad by GVSU.

iv. Reporting: To the Provost and Academic Senate

v. Meetings: Three to four times each fall and winter semester

6. **LIFT Management Committee**

i. Membership:

Assistant/Associate Vice President for Academic Affairs (*ex officio*)

Director, Pew Faculty Teaching & Learning Center *(ex officio*)

FTLC Advisory Committee liaison to LIFT-MC *(ex officio)*

Six Faculty (appointed by UAS)

Three with relevant scholarly expertise in qualitative or quantitative analysis of data

Three other with relevant expertise

Student representative appointed by Student Senate

ii. Term: Faculty representatives -- 3 years, staggered.

iii. Leadership: The LIFT Management Committee has two co-chairs.

a) Term of service is one year. Co-chairs may serve more than one term.

b) At least one co-chair may not be in their final year of service to the committee.

c) Co-chairs for the following academic year will be selected by consensus at the end of each academic year.

iv. Purpose: The LIFT Management Committee is a standing committee charged with overseeing the implementation and analysis of the LIFT System, including

a) Evaluating and approving or denying requests by Units to modify formative or open-ended items on the LIFT forms.
b) Perform a yearly evaluation of the reliability and statistical performance of the summative and CEI items. Specifically, monitoring for evidence of fairness for various faculty groups.
c) Review the format of the LIFT summary reports provided for faculty members. Suggest changes as needed.
d) Work with the Office of the Provost to monitor the response rates and work with units to meet established baselines.

i. Reporting: To the Provost and Academic Senate.

vi. Meetings: Every two weeks (or as needed) each fall and winter semester.

7.**Outstanding Service Awards Committee**

i. Membership:

Faculty (elected by and from): One representative from each College and one from the University Libraries and Art Museum.

Two students selected by the Student Senate

The Outstanding Service awardees from the previous year

The Provost, or designee.

ii. Term: 3 years, staggered.

iii. Purpose: To review nominees, select the awardees, and forward the names to the Provost by December 15 for awards to be made at the next Faculty Awards Convocation. The

Outstanding Service awardees serve on the committee for the academic year following their awards. The students and faculty members on the committee shall be representative of all segments of the campus community, including academic discipline, academic level, instructional level, race and sex.

iv. Reporting: To the Provost

v. Meetings: Normally, no formal meetings; business conducted electronically in the fall semester, unless the committee chair calls for a formal meeting.

8. **Research and Development Committee**

i. Membership:

Faculty (elected by and from): Seven representatives from the College of Liberal Arts and Sciences, two from Seidman College of Business, one from each of the other colleges and one from the University Libraries and Art Museum.

Executive Director, Center for Scholarly and Creative Excellence (*ex officio*, non-voting).

Provost or Provost designee (*ex officio*, non-voting)

The chair will be elected by the members of the R & D Committee for a one-year term.

ii. Term: 3 years, staggered.

iii. Purpose: To receive, review, develop, and recommend policies pertaining to research conduct & development and to advise the Executive Director of the Center for Scholarly and Creative Excellence on the activities of the Center. The committee's domain includes research conduct policies, except those for whom responsibility is explicitly assigned to the Human Research Review Committee (HRRC) and/or the Institutional Animal Care and Use Committee (IACUC) by federal regulations and/or formal commitments (e.g., the university's Federal Wide Assurance). The committee is expected to consult with other faculty and staff members who have relevant expertise in research practices and ethics. Research policy recommendations should be forwarded to ECS/UAS, which may ask other committees such as UCC, FPPC, and FSBC to review proposals whose content overlaps with or has effects on matters that are within the domains of those committees. The committee serves as the advisory board of the Center for Scholarly and Creative Excellence, making recommendations on policies, procedures, and operations of the Center, including recommendations on awarding of Grand Valley funds for research and teaching improvement projects, directly to the Executive Director.

iv. Reporting: To the Provost.

v. Meetings: Monthly during the academic year.

9. **Undergraduate Research Council**

i. Membership:

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences and one from each of the remaining colleges and University Libraries and Art Museum. The Chair of the URC will be elected by the members of the URC for a one-year term.

The Director of the Office of Undergraduate Research and Scholarship, *ex officio*, non-voting.

One student representative selected by the Student Senate.

One student selected by the Student Senate for a term of one year. The student member will meet with the committee regarding items 8.a through 8.f, but will not be involved in the evaluation of S3 proposals.

ii. Term: 3 years, staggered.

iii. Purpose: In keeping with the values and strategic plan of GVSU that students should acquire new knowledge and explore its application through research, artistic expression, and scholarly activity, and that active scholarship may include collaboration of faculty and staff with students, the role of the URC is to provide advice and recommendations on university-wide policies and programs that apply to undergraduate research and creative practice. The committee will:

a) Recommend goals and priorities for undergraduate research and creative practice at GVSU.

b) Recommend policies and programs to promote undergraduate research and creative practice at GVSU

c) Advise on faculty development needs, student needs, and other resources to enhance undergraduate research and creative practice at GVSU.

d) Promote undergraduate research and scholarly activities within the GVSU community.

e) Promote the undergraduate research and scholarly activities at GVSU to the broader community.

f) Establish policies and processes for application review for the Student Summer Scholars Program.

g) Evaluate S3 proposals and recommend proposals to be funded.

h) Assess the progress and viability of the URC.

i) Review annually the resource needs for the URC and Office of Undergraduate Research

iv. Reporting: To the Provost.

v. Meetings: Monthly during fall semester, up to once a week during winter semester.

10. **University Libraries and Art Museum Advisory Committee**

i. Membership:

Faculty (elected by and from): Four representatives 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.

One student representative selected by the Student Senate

University Libraries and Art Museum Dean (*ex officio*, non-voting)

ii. Term: 3 years, staggered.

iii. Purpose: To advise the university libraries and art museum on possible areas of library development as perceived by the faculty; to react to issues brought to them from the University Libraries and Art Museum; to serve as a communication channel; to recommend to the Academic Senate in a timely manner on major policy issues and matters of general concern as identified by the Committee.

iv. Reporting: To the university libraries and art museum dean and to the Academic Senate on matters of policy and general concern

v, Meetings: Twice each fall and winter semester.

11. **University Personnel Review Committee**

i. Membership:

Provost and/or designees (*ex officio*)

Legal Counsel (*ex officio*)

One academic Dean, appointed by the Provost (*ex officio*)

Faculty: ECS Chair and one representative, appointed by the Provost, from each College

and the University Libraries and Art Museum. Each representative shall have significant prior experience on an elected College/Library Personnel Committee.

ii. Term: For faculty and the academic Dean, 3 years, staggered.

iii. Purpose: (1) To review College/Library and Unit personnel policies and procedures for compliance with the *Faculty Handbook* and Board of Trustees Policies; (2) to make recommendations to the Provost to revise specific College/Library or Unit policies or procedures; (3) to review personnel policy revisions proposed by a Unit or College or the Library; (4) to identify areas of university faculty personnel policy that may need revision and to inform ECS of that need so the appropriate governance committee(s) can be charged; (5) to work with the charged governance committees to develop proposals for review by ECS/UAS.

iv. Reporting: To the Provost, with copies of relevant recommendations to ECS/UAS, academic Deans, and College Personnel Committee Chairs.

12. **Writing Skills Committee**

i. Membership:

Director of Writing Across the Curriculum (*ex officio*) - Chair

Director of GVSU Writing Center (*ex officio*)

Chair of First Year Writing (*ex officio*)

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences and one from each of the remaining colleges and University Libraries and Art Museum.

One student **s**elected by Student Senate

ii. Term: 3 years, staggered.

iii. Purpose: The University Writing Skills Committee exists to develop and assess goals for Writing Across the Curriculum (WAC) program through the Supplemental Writing Skills (SWS) program at GVSU. To this end, the committee enables collaboration among institutions across campus that support writing, specifically the First Year Writing Programs, the Fred Meijer Center for Writing and Michigan Authors, the University Libraries and Art Museum, and Information Technology. The work of the committee will include writing/updating the Mission, Vision, and Values statement for the SWS program; developing policies as necessary for new SWS issues (e.g., on-line SWS course guidelines); writing SWS assessment plans and advising

the WAC director on the implementation of those plans; assessing the SWS program; and reviewing and advising the self-study report. The committee will also review and evaluate for approval SWS courses proposed by units; advise the director of WAC on new faculty development activities; and sponsor workshops in teaching writing for faculty members.

iv. Reporting: To University Curriculum Committee.

v. Meetings: Monthly during the academic year

13. New Program/New Academic Unit Council

i. Membership:

UAS/ECS Chair or designee, Chair

UCC Chair

FSBC Chair

GC Chair

Appropriate Dean(s) (non-voting)

Provost and/or Provost's designee (non-voting)

ii. Term: ex officio

iii. Purpose: To review prospectuses for the establishment of new programs and proposals for the establishment of new units (SG 2.05)

iv. Reporting: To the Provost and UAS

v. Meetings: As needed

14. Centers Evaluation Committee (*Approved by UAS 03/15/24)*

i. Membership:

Vice Provost for Research Administration or Provost’s designee (ex officio)
Eight Faculty (appointed by UAS)
Three with relevant scholarly expertise in qualitative or quantitative analysis of data
Five with demonstrated ability to think strategically and broadly about university-wide issues

ii. Faculty Term: 3 years, staggered

iii. Leadership: The Centers Evaluation Committee has two co-chairs.

a) Term of service is one year. Co-chairs may serve more than one term.

b) At least one co-chair may not be in their final year of service to the committee.

c) Co-chairs for the following academic year will be selected by the committee at the end of each academic year.

iv. Purpose: The Centers Evaluation Committee serves in an advisory capacity to the Provost on matters related to the establishment, performance, and continued viability of Academic Centers (SG 2.06) at Grand Valley State University. The committee:

a) Makes recommendations to the Provost regarding policies and procedures for establishing, reviewing, and discontinuing Academic Centers;

b) Conducts reviews of existing Academic Centers;

c) Makes recommendations to the Provost regarding proposals for establishing, reorganizing, and discontinuing Academic Centers;

d) Provides resources for best practices in Academic Center administration and management.

v. Reporting: To the Provost and Academic Senate.

vi. Meetings: Every three weeks (or as needed) each fall and winter semester.

C. Administrative University Committees:

- Academic Review Committee (1.03.C.1)
- Provost's Advisory Committee (1.03.C.2)
- Student Media Advisory Board (1.03.C.3)
- University Conduct Pool (1.03.C.4)

1. **Academic Review Committee**

i. **Membership:**

Student Success Programs, Director
Inclusion and Equity representative
Registrar or designee
Faculty: Five members appointed by the Provost

ii. Faculty term: 3 years, staggered

iii. Purpose: To preserve the integrity and appropriateness of the academic review process and policy, and to act as an appeal and review body for those students seeking exception to, or readmission following suspension/dismissal.

iv. Reporting: To Provost or designee

v. Meetings: Every other week throughout the academic year.

2. **Provost's Advisory Committee** (as needed)

i. **Membership:**

Faculty (jointly selected by the ECS and the Provost): One representative from each of the colleges and the University Libraries and Art Museum.

ii. Term: 3 years, staggered.

iii. Purpose: To provide advice concerning areas for reduction by department or program, transfer/retraining options for faculty, voluntary options, i.e., retirement, resignations, severance pay, and declarations of financial emergency and changing enrollment patterns.

iv. Reporting: To ECS/UAS.

v. Meetings: No regular meetings; only assembled in time of need.

3. **Student Media Advisory Board** (edits approved and made October 2025)

1. **Purpose** The purpose of the Student Media Advisory Board (SMAB) is to ensure the continuity of editorially independent student media at Grand Valley State University. The three major student media organizations include the student newspaper, the Grand Valley Lanthorn; the student radio station, WCKS – The Whale; and student television station GVTV – Grand Valley Television. The Student Media Advisory Board will provide for adequate and capable advisory staffing of the three student media organizations. The SMAB will establish newspaper and broadcast policies and will periodically review the newspaper, radio and television outlets for quality and ethics. The SMAB will defend the freedom of the press for all student media on campus. In addition, the SMAB will, in consultation with the Faculty Advisor and Editor/Manager of each student media outlet, create and ensure publication/broadcast of a relationship statement explaining the nature of the independent relationship between each media outlet and the University.

2. **Membership**
The SMAB shall consist of the following membership:

Seven (7) faculty representatives
Seven (7) student representatives
Two (2) professional community representatives from West Michigan
Director of the School of Communications or designate
Director of Student Life or designate

Seven (7) Ex-Officio (non-voting):

- The Editor of The Lanthorn or designate
- The Lanthorn Faculty Editorial Advisor
- The Lanthorn Faculty Business Advisor
- The Station Manager of WCKS – The Whale or designate
- The Faculty Advisor of WCKS
- The Station Manager of GVTV or designate
- The Faculty Advisor of GVTV

The SMAB has a total of 18 voting members. Ten (10) voting members of the SMAB shall constitute a quorum for transacting business.

Seven (7) faculty representatives will be appointed to terms of up to three (3) years by the decision of the Director of the School of Communications and the Director for Student Life. These appointments will be confirmed Executive Committee of the Senate (ECS). The appointment terms will be ideally staggered so that no more than three appointments will be made each year. Seven student representatives: (4 selected by the Student Senate; 1 Lanthorn staff member elected by The Lanthorn staff, 1 WCKS staff member elected by the WCKS staff, and 1 GVTV staff member elected by the GVTV staff). Student representation to the Student Media Advisory Board shall be elected annually.

Two professional community representatives will be recommended by Director of the School of Communications upon consultation and recommendations from the faculty advisors of the three student media organizations. Community representatives will be appointed for a two-year term which is renewable. Community representatives will be appointed by the SMAB.

The All University Faculty Governance Structure and the All University Student Governance Structure are charged with the selection of SMAB members which are, as fully as possible, representative of a cross section of the University community.

3. A**uthority and Duties of the Board**

The SMAB shall have the authority to administer and allocate the financial resources provided from the College of Liberal Arts and Sciences (CLAS) budget. The source of this funding originates from the Student Life Fund.

The SMAB shall recommend to the Dean of the College of Liberal Arts and Sciences or designee the appointment and removal of the Lanthorn Editor, Business Manager, and the Faculty Advisors. A majority vote of the voting membership shall be required for such recommendation of the Editor, Business Manager, or the Faculty Advisors.

The SMAB shall recommend to the Dean of the College of Liberal Arts and Sciences or

designee the appointment and removal of the WCKS – The Whale General Manager, Business Manager, and Faculty Advisor. A majority vote of the voting membership shall be required for such recommendation of the General Manager, Business Manager or the Faculty Advisor.

The SMAB shall recommend to the Dean of the College of Liberal Arts and Sciences or designee the appointment and removal of the GVTV – Grand Valley Television Station Manager, Business Manager and Faculty Advisor. A majority vote of the voting membership shall be required for such recommendation of the Station Manager, Business Manager or the Faculty Advisor.

The SMAB shall elect from its voting membership a chairperson, a secretary, and other such officers as it may from time to time determine necessary. Only voting members are eligible to hold office on the SMAB.

4. **The Grand Valley Lanthorn: The Editor, Business Manager, and Faculty Advisors**
The Editor shall be responsible for assuring a balanced report of GVSU and local activities and concerns, maintaining quality journalistic practices, ensuring the paper's compliance with the Society of Professional Journalists Code of Ethics, editing the publication, maintaining the publication schedule, supervising the copy, and directing (with the staff) the editorial policy of the paper. The Editor must be a currently registered student and meet the criteria as defined by the Lanthorn constitution. The Business Manager shall be responsible for maintaining a financial record for the publication, supervising the sale of advertisements, and informing the SMAB and Editor of the financial status of the publication, quarterly. The Business Manager must be a currently registered student and meet the criteria as defined by the Lanthorn constitution. The Faculty Business Advisor shall have signature authority over The Lanthorn accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Editorial Advisor shall serve as a professional support person to maintain and/or improve the quality of the paper. The Faculty Advisors shall, based on the needs of the newspaper, hold a minimum of one (1) in-service program per semester for the newspaper staff. The Faculty Advisors shall also act as liaison between the newspaper and the University community, promoting the newspaper's interests with faculty, staff and administration. In the event of removal of the Editor, Business Manager, and/or Faculty Advisors, the Editor, Business Manager and/or Faculty Advisors must be informed of the charges against them and must be allowed to address the SMAB on their own behalf.

5. **WCKS – The Whale: Station Manager, Business Manager and Faculty Advisor**
The Station Manager shall be responsible for assuring a balanced report of GVSU activities and concerns, maintaining quality journalistic and broadcast practices, ensuring the station's compliance with established professional association guidelines, maintaining the station

programming schedule, supervising and directing (with the staff) the station policies and procedures. The General Manager must be a currently registered student and meet the criteria as defined by the Whale constitution.

The Business Manager shall be responsible for supervising the sale of advertisements. The Business Manager must be a currently registered student and meet the criteria as defined by the Whale constitution.

The Faculty Advisor shall have signature authority over WCKS accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Advisor shall serve as a professional support person to maintain and/or improve the quality of the station. The Faculty Advisor shall, based on the needs of the station, hold a minimum of one (1) in-service program per semester for the station staff. The Faculty Advisor shall also act as liaison between the station and the University community, promoting the station's interests with faculty, staff and administration.

In the event of removal of the Station Manager, Business Manager, and/or Faculty Advisor, the Station Manager, Business Manager and/or Faculty Advisor must be informed of the charges against them and must be allowed to address the SMAB on their own behalf.

6. **GVTV – Grand Valley Television: Station Manager and Faculty Advisor**

The Station Manager shall be responsible for assuring a balanced report of University activities and concerns, maintaining quality journalistic and broadcast practices, ensuring the station's compliance with established professional association guidelines, maintaining the station programming schedule, supervising and directing (with the staff) the station policies and procedures. The Station Manager must be a currently registered student and meet the criteria as defined by the GVTV constitution.

The Business Manager shall be responsible for supervising the sale of advertisements. The Business Manager must be a currently registered student and meet the criteria as defined by the GVTV constitution.

The Faculty Advisor shall have signature authority over GVTV accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Advisor shall serve as a professional support person to maintain and/or improve the quality of the station. The Faculty Advisor shall, based on the needs of the station, hold a minimum of one (1) in-service program per semester for the station staff. The Faculty Advisor shall also act as liaison between the station and the university community, promoting the station's interests with faculty, staff and administration.

In the event of removal of the Station Manager, Business Manager, and/or Faculty Advisor, the

Station Manager and/or Faculty Advisor must be informed of the charges against him/her and must be allowed to address the SMAB on their own behalf.

7. **Journalistic Responsibilities**

The University supports the concept of fora through which students are able to communicate with each other as well as faculty, staff, and administration. Student media organizations should be responsible for ensuring that balanced representation of views on crucial issues is accorded to all interested parties.

It is the responsibility of the student media organizations to be governed by the canons of responsible journalism. In addition, best practices as established by the National Association of Broadcasters, the Society of Professional Journalists, and other ethical media standards for broadcast journalism and entertainment programs, shall be followed.

It is the responsibility of the student media organizations to strive to verify the accuracy of all printed and reported matters and to recognize that each publication or broadcast will be subject to the legal exigencies that may arise.

8. **Student and Advisor Expectations**

The student media organizations and therefore the students are subject to the Student Code of Conduct as well as the Registered Student Organization handbook. The faculty advisors are subject to the Student Organization Advisor Handbook as well as the Faculty Handbook.

9. **Authority of the University Board of Trustees**

The SMAB reports to the Dean of the College of Liberal Arts and Sciences or their designee, who in turn reports to the Provost and then President. Notwithstanding anything in the Operating Procedures, the University Board of Trustees has paramount authority.

10. **Rules**

Robert’s Rules of Order, Revised, shall govern all proceedings except when they are inconsistent with rules established in these guidelines.

The SMAB shall meet:

1. At regularly established times – established each semester by a majority vote of the Board at its first meeting. The board shall meet at least a minimum of once per fall and winter semester.
2. At the chairperson’s request.
3. Within one (1) week of the chairperson’s receipt of a petition requesting a meeting signed by three (3) members of the Board.

Two (2) consecutive absences of any voting member may result in removal from the SMAB.

Vacancies created by removal of SMAB members will be filled from an existing nomination list,

where possible. Where no nominees are listed, nominations will be solicited from the appropriate governance structure.

All members must be notified at least three (3) days prior to each meeting.

11. **Amendments**

Upon two-thirds vote of the Student Media Advisory Board, recommendations for amendment shall be to the Dean of the College of Liberal Arts and Sciences. Ultimate authority for approval of any amendment of the Operating Procedures is subject to approval through Shared Governance.

4. **University Conduct Pool** *(formerly University Judiciary)*

i. Membership:

Faculty (elected by and from): Four representatives from CLAS, one from each of the remaining colleges and University Libraries and Art Museum.

Four faculty appointed by the Provost or designee from the faculty at large

12 students, selected by the Student Senate

Coordinator of Campus Judiciary (*ex officio*)

12 AP staff appointed by the Provost or designee

ii. Term: 3 years.

iii. Purpose: See Article III of the Student Code.

iv. Reporting: To the Dean of Students or designee.

v. Meetings: Only meets when needed to address a conduct issue. Election is for a pool of candidates to be selected by drawing to form the committee when needed, as per the Student Code; however, all elected and appointed members are intended to undergo yearly training.