

# UNIVERSITY GOVERNANCE COMMITTEES

SG 1.03

**Date of Last Update:**

May 19, 2023

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

## POLICY STATEMENT

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 Governance Committees**

#### **A. Standing Committees of the University Academic Senate:**

The Bylaws for the University Academic Senate (UAS), the Executive Committee of the Senate (ECS) and the following standing committees of the University Academic Senate are located in SG 1.02.

1. Academic Policies and Standards Committee (APSC);
2. Equity and Inclusion Committee (EIC);
3. Faculty Facilities Planning Advisory Committee (FFPAC);
4. Faculty Personnel Policy Committee (FPPC);
5. Faculty Salary and Budget Committee (FSBC);
6. Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC);

7. General Education Committee (GEC);
8. Graduate Council (GC);
9. University Assessment Committee (UAC);
10. University Curriculum Committee (UCC); and
11. Online Education & Microcredential Council (OEMC);

**B. University Governance Committees:**

**1. Academic Technology Advisory Committee** (*Approved by UAS 01/31/16*)

i. Membership

Associate Vice President for Academic Affairs, Chair

Dean of Student Academic Success Center

Vice Provost & Dean of Academic Services and Information Technology

Registrar

Library Associate Dean, Technology & Information Services

Associate Vice President for Information Technology

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

Student representative selected by the committee

ii. Term: Academic college representatives - 3 years, staggered

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

1. Provide a forum to share experiences in the use of technology and computing needs and support.
2. Foster open communication to inform GV constituents about academic technology issues and initiatives.
3. Provide input and feedback on policies, guidelines and standards regarding the use of technologies by faculty and students.
4. Provide strategic planning input related to emerging technologies, resource and support needs.
5. Make recommendations regarding funding priorities to the Provost and Vice Provost and Dean of Academic Services and Information Technology.

iv. Reporting: To Provost or designee.

v. Meetings: Twice each fall and winter semester.

2. **Affiliate Faculty Advisory Committee (AFAC)** *(Approved by UAS 09/25/15)*

i. Membership:

Regular Faculty Membership: Regular faculty will elect the Regular faculty members of the UAFAC which consists of 1 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 2 years of continuous employment as an Affiliate faculty member. Affiliate faculty will elect the Affiliate Faculty members. Numbers of members from each College will be chosen according to the following ratio:

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

The Chair will be elected by the membership from the Affiliate faculty for a one-year term.

Administration 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 one time per month on the first Friday from 7am 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.

To serve as a liaison between the GVSU academic community and University Affiliate faculty, and inform and advise UAS on factors that affect teaching and learning as well as advise on university wide policies and procedures in regard to Affiliate faculty role, work load, etc. The Committee will clarify the roles of and/or expectations for Affiliate faculty while increasing Affiliate faculty visibility at GVSU and maintain a collaborative relationship with Regular faculty.

iv. Reporting: To the Provost, Academic Senate

v. Elections and Succession Planning: Only Affiliate faculty members may serve in the Chair

and Vice Chair positions of AFAC. Either Regular or Affiliate faculty may serve as the Secretary of AFAC. Unless otherwise agreed upon by a majority of AFAC, the Vice Chair will be promoted to the Chair position for the following academic year. A new Vice Chair and Secretary will be elected near the conclusion of each academic year. If the acting Chair is unwilling/unable to serve at the start of an academic term, the acting Vice Chair will take over immediately. If both the acting Chair and Vice Chair 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 proxy (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.

3. **Campus Life Committee** (Replaced the Student Life Committee) (*Approved by UAS 01/31/16* )

i. Membership:

3 Faculty members from the College of Liberal Arts & Sciences

1 Faculty member from each of the other Colleges and University Libraries

3 Undergraduate and 1 Graduate Students, appointed by the Vice Provost for Student Affairs & Dean of Students

Associate Vice Provost for Student Affairs

Associate Dean of Students

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

iii. Purpose: An advisory body to the Vice Provost/Dean of Students 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 Provost and Dean of Students

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

**4. Faculty Grievance Panel** (*Approved by UAS 01/31/16*)

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

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' Policies [BOT 4.2.16 -4.2.17](#) )

**5. International Education Committee** (*Approved by UAS 01/31/16*)

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.

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

Director of International Education (*ex officio*, non-voting)

ii. Term: 3 years, staggered.

iii. Purpose: To review, authorize, evaluate, and recommend modifications to all international programs administered by the Office of International Affairs; to recommend priorities, new initiatives, policies, and procedures for the Office of International Affairs 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 University Curriculum Committee

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

**6. LIFT Management Committee** (*Approved by UAS 09/27/2017*)

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** (*Approved by UAS 01/31/16*)

i. Membership:

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

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** (*Approved by UAS 01/31/16*)

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.

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 (URC)** (*Approved by UAS 01/31/16*)

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. 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 Advisory Committee** (*Approved by UAS 01/31/16*)

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.

One student representative selected by the Student Senate

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

- ii. Term: 3 years, staggered.
- iii. Purpose: To advise the university libraries on possible areas of library development as perceived by the faculty; to react to issues brought to them from the University libraries; 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 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** (*Approved by UAS 04/14/17 and Provost 05/15/17*)

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. 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** (*Approved by UAS 01/31/16*)

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.

One student selected 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 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** (*Approved by UAS 09/27/19*)

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

**C. Administrative University Committees :**

**1. Academic Review Committee** (*Approved by UAS 01/27/17*)

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) (*Approved by UAS 01/31/16*)

i. Membership:

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

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** (*approved by UAS 01/31/16*)

i. Membership:

Faculty: Six faculty representatives appointed by ECS

Six students (3 selected by Student Senate; 1 each from the Lanthorn, WCKS, GVTV staff, selected by the associated staff)

Associate Dean for Student Life (ADSL) or designee

Two Professional Community Representatives from West Michigan, selected by ADSL in consultation with faculty advisors for student media organizations

Lanthorn editor (*ex officio*, non-voting)

Lanthorn Faculty Advisor (*ex officio*, non-voting)

WCKS Station Manager (*ex officio*, non-voting)

WCKS Faculty Advisory (*ex officio*, non-voting)

GVTV Station Manager (*ex officio*, non-voting)

GVTV Faculty Advisor (*ex officio*, non-voting)

ii. Term: 3 years for faculty, two years for community members, 1 year for students.

iii. Purpose: To ensure continuity of student media at Grand Valley State University. The three major student media organizations included 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 staffing of the three student media organizations. The SMAB will establish newspaper and broadcast policies and will periodically review the newspaper, radio and television for quality and ethics. The SMAB will defend the freedom of the press for student media.

iv. Reporting: To Provost or designee.

v. Meetings: Once or twice each fall and winter semester.

4. **University Conduct Pool** (*formerly University Judiciary; Approved by UAS 01/31/16*)

i. Membership:

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

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.

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