# **Standing Committees**

# **Summary**

An explanation of the standing committees and the function of each at Columbus State University.

# Purpose

To provide guidance to the faculty on the operation of each standing committee at Columbus State University.

# Policy

# **Elected Committees**

# **Curriculum Committees**

Curriculum committees at the college and university levels address all matters dealing with major and minor requirements, new courses, new degree and certificate programs, the core curriculum, and program development. Departments may also form curriculum committees charged with submitting recommendations to their respective college committees. All proposals for new degree programs must be consistent with the Columbus State University mission and must follow the procedures described by the <u>University System Office of Academic programs</u>.

# A. College Curriculum Committees

Each college's curriculum committee holds primary responsibility for submitting recommendations to the dean with respect to actions on new courses in the discipline, major and minor program requirements, and new degree programs. The college curriculum committee forwards its recommendations on proposed revisions to the University Curriculum Committee.

Each college's curriculum committee should be composed of the following:

- 1. at least one elected representative from each department, or from each major program without a departmental structure
- 2. two additional at-large members, one elected by the faculty, the other appointed by the dean. The dean conducts the election of the at-large member prior to the first meeting of the committee in the fall semester and following the election of the departmental representatives.
- 3. one or more student representatives if possible. The college committee determines the manner of appointing its student representatives.
- 4. a committee chair—either the dean or the dean's designee. The chair is a nonvoting member of the committee. The dean, in consultation with the college faculty, determines the terms of office of the college committee.

#### B. University Curriculum Committee

The University Curriculum Committee's responsibilities are the following:

- 1. review and make recommendations to the provost on all requests to create new undergraduate and graduate courses, modify existing courses, delete courses, and reactivate courses
- 2. review and recommend policies governing general university requirements
- 3. review and make recommendations on all new undergraduate and graduate degree, certificate, and minor program proposals
- 4. notify the university's SACS liaison if any curricular initiative requires a report to SACS because it constitutes what SACS considers a <u>substantive change</u>.

The University Curriculum Committee should be composed of the following:

- 1. the dean (or the dean's designee ) of each college and of the library
- 2. an additional faculty representative of each college elected by the faculty of the college
- 3. one faculty member elected from Interdisciplinary Program Council

The process for making curricular change is the following:

- 1. Departments—or in some cases, members of upper administration—originate requests for revision, including new course proposals, online using the appropriate <u>curriculum database</u> after first determining if the request impacts other programs or courses and contacting the chair overseeing them.
- 2. College curriculum committees review department requests and forward their recommendations to the dean.
- 3. The dean, giving full consideration to department and college curriculum committee recommendations and to the possible resource requirements of curriculum modifications, approves or denies requests and sends approved requests to the University Curriculum Committee.
- 4. The University Curriculum Committee, giving full consideration to department and college curriculum committee recommendations, makes recommendations to the provost.
- 5. The provost, giving full consideration to the recommendations of the department, college, and University Curriculum committees, makes recommendations to the president.
- 6. The president, giving full consideration to the recommendations of the department, college, and University Curriculum committees and of the provost, approves or denies requests for curriculum change.
- 7. In the case of curriculum changes involving new programs, the president submits his recommendations to the Board of Regents.

The <u>UCC's bylaws</u> provide more detail on the curricular change process.

#### Academic Standards Committee

The University Academic Standards Committee considers and makes recommendations to the provost on student petitions for exceptions to general university requirements including the following:

- total hours required
- grade changes over one year old
- WF grades
- minimum grade point average
- residency requirement
- the legislative requirements
- the information literacy requirement
- awarding transfer credit for courses taken at non-regionally accredited institutions.

The following guidelines apply to the Academic Standards Committee's operations:

- 1. Substitution of specific courses in Areas A through E and the wellness requirement require the recommendation of the department chair of the course for which substitution is requested and the approval of the dean of the college to which that department belongs.
- 2. Requests regarding Area B ITDS seminars should be submitted to the associate provost for undergraduate education.
- 3. Courses without an alphabetic prefix or subject content or other course substitutions should be referred to the chair of the Academic Standards Committee.
- 4. The committee also considers and makes recommendations on other matters pertaining to academic standards submitted through the chair by individual faculty members, department and/or college faculties, academic administrators, or others.

The Academic Standards Committee should be composed of the following:

- 1. an elected representative from each college
- 2. the dean of each college or the dean's designee

Faculty members should be elected at the end of the spring semester and serve for a period of three years with the option of re-election. Since one of the purposes of the multiple-year terms is to promote continuity, if it becomes necessary to replace a faculty member, the newly elected faculty member should serve a term of three years unless such service would cause four faculty members to be elected within the same year, in which case the newly elected faculty member should serve two years.

At the last meeting of each spring term a faculty member should be elected by the committee to serve as chair for the forthcoming year, commencing with the summer term. The chair is a voting member of the Committee. Petitions are forwarded to the chair, who is responsible for forwarding petitions to the appropriate dean for preliminary consideration. The chair is also responsible for calling meetings and forwarding the recommendations of the committee to the provost.

The provost makes the final decision on petitions and forwards copies to the appropriate parties. The provost or the provost's designee is responsible for maintaining a record of all petitions.

# **Comprehensive Program Review Committee**

At Columbus State University, as at all other institutions in the University System of Georgia, comprehensive program review strives to improve instructional programs by periodically reviewing their strengths and weaknesses and establishing a set of priorities for their enhancement. The CPR Committee bases its recommendations on information gathered during a seven-year cyclical review process. CPR represents one part of an overall institutional effectiveness plan that also includes strategic planning, assessment of student learning outcomes, and assessment of outcomes in administrative areas.

The Comprehensive Program Review Committee is responsible for overseeing the program review process, receiving reports from departments and program reviewers examining individual programs, and making recommendations based on these reports.

The Comprehensive Program Review Committee should be composed of the following:

- 1. two tenured faculty members from each college elected by the faculty of the college
- 2. the director of Institutional Research and Effectiveness as an ex officio member and disseminator of information to be used in the program review process

Comprehensive Program Review Committee members should refrain from participating in reviews pertaining to programs in which they hold rank or are budgeted.

# SENATE COMMITTEES

#### Academic Advising Committee

The Academic Advising Committee is responsible for the following:

- 1. identifying issues and making recommendations regarding matters related to academic advising
- 2. supporting professional development activities related to academic advising.
- 3. reviewing the online academic advising handbook at least once a year and making recommendations for updates or changes as necessary

The Academic Advising Committee should be composed of the following:

- 1. six faculty members
- 2. the director of the Center for Academic Advising and the university registrar as ex officio members

#### **Administrator Evaluations Committee**

The Administrator Evaluations Committee reviews the current questions and scoring system, presents any changes to the Faculty Senate, and executes the evaluation process in the spring term.

The Administrator Evaluations Committee should be composed of the following:

- 1. three faculty members
- 2. one dean or department chair as an ex-officio member

# **Admissions Policy Committee**

The Admissions Policy Committee reviews admissions policy and recommends changes.

The Admissions Policy Committee should be composed of the following:

- 1. seven faculty members (at least one from each college) serving two-year terms
- 2. two students
- 3. the director of Enrollment Services and the associate provost for enrollment management as ex officio members

# **Distance Learning Committee**

The Distance Learning Committee is responsible for the following:

- 1. promoting the use of distance learning technologies
- 2. addressing issues and concerns related to distance learning
- 3. participating in decision-making and planning pertaining to distance learning

The Distance Learning Committee should be composed of the following:

- 1. eight faculty and/or staff members who currently teach or have previously taught online courses
- 2. the dean of libraries and the associate provost for graduate education, distance learning, and international affairs as ex officio members

# **Diversity Programs & Services Advisory Committee**

The Diversity Programs and Services Advisory Committee is responsible for the following:

- 1. serving in an advisory role for programs for minority students, especially African-American students under the auspices of the Minority Advising Program (MAP), which was established by the Board of Regents in 1983 to enhance the academic welfare of African-American students in the University System of Georgia
- 2. analyzing the effectiveness of all programs with respect to the retention rate for minority students
- 3. addressing diversity issues on campus through faculty/student workshops and forums and through program development

The Diversity Programs and Services Advisory Committee should be composed of the following:

- 1. ten faculty members including at least two from each college and one from the library
- 2. two students
- 3. the assistant dean of students and the CSU MAP coordinator as ex officio members

# Faculty Development Committee

Faculty Development Committee assists faculty in becoming more effective teachers and scholars.

The Committee's specific responsibilities include the following:

- 1. reviewing proposals submitted by faculty members seeking development monies from the university and making recommendations to the provost
- 2. reviewing applications for sabbatical time submitted by faculty members and making recommendation to the provost.

Faculty Development Committee should be composed of the following:

- 1. two faculty members from each college and one from the library serving two-year terms
- 2. one alternate from each college
- 3. the director of the Center for International Education and the director of Sponsored Programs as ex officio members

# Faculty Handbook Advisory Committee

The Faculty Handbook Advisory Committee is responsible for the following:

- 1. reviewing proposals and requests for amendments to the Faculty Handbook and making recommendations to the Faculty Governance Committee
- 2. conducting annual reviews of the Faculty Handbook and initiating necessary amendments

The Faculty Handbook Advisory Committee should conduct its business during the course of an annual cycle: a fall deadline for proposals and requests, an early spring deadline for recommendations, a late spring deadline for execution of amendments.

The Faculty Handbook Advisory Committee should be composed of the following:

- 1. two faculty members from each college and one from the library
- 2. the associate provost for academic affairs as an ex officio member

#### **General Education Committee**

The General Education Committee assists the Office of the Provost in developing standards for the core curriculum (Areas A-E) to meet the General Education Learning Outcomes listed in the University Catalog. The General Education Committee also assists the Provost's Office in carrying out policies issued by the Board of Regents regarding the core curriculum.

The General Education Committee should be composed of the following:

- 1. twelve faculty with at least two members from each college and one from the library
- 2. the director of institutional effectiveness, the director of the Testing Center, the associate provost for undergraduate education, and the SACS liaison as ex officio members

# **Honors Education Committee**

The Honors Education Committee oversees and supports the Honors Program and consists of the Scholarship and Programming Subcommittees.

The subcommittees and their roles are as follows:

1. The task of the Scholarship Subcommittee shall be to select the recipients of full tuition scholarships provided by the Columbus State University Foundation. Scholarships are awarded to graduating high school seniors based on the following criteria:

- Institutional grade point average (minimum of 3.5)
- SAT scores (minimum combined score on math and critical reading of 1,200)
- Extracurricular activities
- Community involvement

The Scholarship Subcommittee also selects the recipients of undergraduate scholarships awarded to active honors program students who have completed 45 credit hours, nine of which are in the honors program, for tuition and academic pursuits during their junior and senior year. Scholarship may be up to \$1250 per semester, renewable for four semesters.

2. The task of the Programming Subcommittee shall be to make recommendations on the policies and procedures governing the Honors Program.

All subcommittee recommendations shall proceed to the full-committee. Attendance shall constitute a quorum.

The Honors Education Committee should be composed of the following:

1. ten faculty including two from each college, one from the library, and one atlarge, each serving a four-year term

- 2. a committee chair and a vice chair elected by the committee from the members listed above (the chair may serve up to a two-year term; the vice chair assumes the role of chair)
- 3. the director of the Honors Program, the assistant director of the Honors Program, two honors students, the vice president for university advancement, a representative from Undergraduate Recruitment, a representative from Financial Aid, a representative from Honors Alumnus, and a representative from Tower Society as ex officio members

# **Information Technology Utilization Committee**

The Information Technology Utilization Committee is an advisory committee representative of the larger university community. The purpose of the committee is to guide UITS in the strategic priorities of IT projects on campus, provide feedback on ways to improve IT services and adoption of IT on campus as well as to promote IT services to the campus constituents for the greater success of all university users. The Information Technology Utilization Committee should be composed minimally of

The Information Technology Utilization Committee should be composed minimally of the following:

- 1. six faculty members, including one from each college and one from the library
- 2. six staff members, including one from each college and one from the library
- 3. two students
- 4. Chief Information Officer, UITS, and Executive Director of Operations & Infrastructure, UITS, as ex-officio members

#### **International Education Committee**

The International Education Committee is responsible for the following:

- 1. considering all matters related to international education, including study abroad programs, student and faculty exchanges, international curriculum and program development, faculty development opportunities and event planning
- 2. providing members for and receiving reports from the International Scholarship Committee, which allocates student scholarships for study abroad
- 3. providing members for and receiving reports from the Latin American Studies Committee, which supervises the Latin American Studies Program including the Latin American minor and annual Amos Eminent Scholar

The International Education and Exchange Committee should be composed of the following:

- 1. three faculty members from each college and one from the library
- 2. one student
- 3. the vice president for university advancement, the vice president for student affairs and enrollment management, the director of the Center for International Education, the director of academic information, the international student

admissions officer, the international student and scholar coordinator, and the Mildred Miller Fort Foundation trustee as ex officio members

#### Library Committee

The Library Committee is responsible for the following:

- 1. serving as a liaison between the library and the faculty.
- 2. serving as an advisory panel to the library
- 3. providing a formal mechanism for faculty and students to have input concerning library policies and procedures

The Library Committee should be composed of the following:

- 1. ten faculty members including at least two from each college and one from the library
- 2. two students
- 3. the dean of libraries as an ex officio member

# National Scholarship Committee

The National Scholarship Committee is responsible for:

- 1. Publicizing all national scholarship, fellowships and academic awards competitions to the eligible students.
- 2. Administering internal competitions to identify student candidates for at-large national competitions.
- 3. Mentoring students as they prepare applications for national recognition.

The Committee should be comprised of the following:

- 1. Seven faculty members, at least one from each college, with staggering four year terms.
- 2. A representative from the Honors College, Registrar's Office, Career Center as ex officio members.

#### **Readmission Appeals Committee**

The Readmission Appeals Committee considers appeals for readmission from students who have been excluded and makes recommendations to the director of admissions.

The Readmission Appeals Committee should be composed of the following:

- 1. nine faculty members serving three-year terms
- 2. Registrar as an ex officio member

# **Retention, Progression, and Graduation Committee**

The Retention, Progression, and Graduation Committee is responsible for the following:

- 1. serving as a liaison between the Center for Academic Advising and all departments of the university in order to maintain a consistent student retention effort
- 2. monitoring the effectiveness of the institution's student retention efforts

The Retention, Progression, and Graduation Committee should be composed of the following:

- 1. seven faculty members including at least one from each college and one from the library
- 2. the dean of Enrollment Services
- 3. the director of the Center for Academic Advising
- 4. the coordinator of the Turner College of Business and Computer Science Advising Center
- 5. the coordinator of the College of Education and Health Professions Advising Center
- 6. one counselor from the Counseling Center
- 7. the director of institutional effectiveness
- 8. two students

# **Student Course Evaluation Committee**

The Student Course Evaluation Committee is responsible for the following:

- 1. maintaining and updating the evaluation instrument(s) used to administer student evaluation of courses
- 2. evaluating and modifying the process for the student evaluation of courses

The Student Course Evaluation Committee should be composed of the following:

- 1. ten faculty members including at least one from each college and one from the library
- 2. the provost
- 3. the director of the Social Research Center as an ex officio member

#### Student Research and Creative Endeavors Committee

The Student Research and Creative Endeavors Committee is responsible for the following:

- 1. recommending Student Research and Creative Endeavors (SRACE) grant awards
- 2. serving in an advisory role in the effort to increase and enhance student opportunities to engage in research and creative activities

The Student Research and Creative Endeavors Committee should be composed of the following:

- 1. at least ten faculty members including at least two from each college and at least one from the library
- 2. two students
- 3. the associate provost and the director of the Faculty Center for the Enhancement of Teaching and Learning as ex officio members

# **Sustainability Committee**

The Sustainability Committee is responsible for the following:

- 1. serving in an advisory role in the effort to reduce the institution's ecological footprint through the reduction of greenhouse gas emissions campus-wide
- 2. enhancing the institution's efforts at environmental stewardship
- 3. promoting the concepts of sustainability and environmental ethics in the curriculum

The Sustainability Committee should be composed of ten members of the faculty and staff including at least one faculty member from each college.

#### The Teaching and Learning Enhancement Committee

The Teaching and Learning Enhancement Committee is responsible for the following:

- 1. advising on matters specifically related to university-level faculty development in teaching, including strategic planning for the Faculty Center for the Enhancement of Teaching and Learning, long-range institutional teaching and learning programs (including faculty-related QEP programming), teaching awards and recognition, teaching evaluation processes and materials development, new faculty teaching orientation, internal teaching and learning fellowship and grant opportunities, and event planning
- 2. providing members for teaching awards selection committees and receiving reports from fellowship and grant winners

The Teaching and Learning Enhancement Committee should be composed of the following:

- 1. three faculty members from COLS
- 2. two faculty members each from COA, COEHP, and DATCOB
- 3. one faculty member from Library
- 4. one student
- 5. as ex officio members, the Associate Provost for Undergraduate Education, the Associate Provost for Graduate Education and Distance Learning, the director of the Faculty Center for the Enhancement of Teaching and Learning, the director of the Center of Online Learning, the director of the Center for International Education

#### Women's Issues Advisory Committee

The Women's Issues Advisory Committee is responsible for the following:

- 1. identifying the needs of women at Columbus State University through interaction and communication with individuals, groups, administrators, and other college committees
- 2. formulating short- and long-term objectives concerning the needs of women at CSU
- 3. serving as a resource and support group in cases of complaint involving women's issues
- 4. encouraging enforcement of existing policies affecting the salaries and wages, employment, and general welfare of women on campus
- 5. establishing task forces to develop programs and activities promoting women and women's issues on campus
- 6. maintaining good working relationships with other women's organizations in the community and promoting proactive, collaborative endeavors
- 7. submitting to the president, Faculty Senate, and affirmative action officer an annual report that reviews the status of women on campus and makes recommendations for improvement—a report that would also be made available to all department heads
- 8. sponsoring an annual report directed to all women and interested others on campus to inform them of the status of women at CSU

The Women's Issues Advisory Committee should be composed of the following:

- 1. fifteen members of the faculty and staff including at least two from each college
- 2. one undergraduate student and one graduate student
- 3. the director of Human Resources and the provost as ex officio members

# **INSTITUTIONAL COMMITTEES**

#### **Activities Committee**

The Activities Committee appropriates the student activities budget and oversees the disbursement of these funds.

The Activities Committee should be composed of the following:

- 1. one faculty member from each college
- 2. four students
- 3. the vice president of student affairs as ex officio member and chair
- 4. the assistant dean of students and the director of campus recreation as ex officio members

# Animal Care and Use Committee

The Animal Care and Use Committee, in compliance with the Animal Welfare Act (PL 89-545, et al.) and its amendments, insures that researchers do not violate Federal

guidelines for animal care and use by reviewing research protocols for studies with animals and inspecting animal holding facilities.

The Animal Care and Use Committee should be composed of the following:

- 1. six faculty members serving three-year terms, including at least one from each college and one from a science discipline who will act as chair
- 2. one student
- 3. one veterinarian and one additional member from the local community
- 4. the dean of the College of Letters and Sciences and the director of Plant Operations as ex officio members

# **Athletics Committee**

The Athletics Committee appropriates the student athletic budget and oversees the distribution of its funds.

The Athletics Committee should be composed of the following:

- 1. five faculty members including at least one from each college
- 2. five students
- 3. the faculty NCAA representative, the athletics director, and the vice president for university advancement

# **Auxiliary Enterprises Committee**

The Auxiliary Enterprise Committee advises groups and individuals on campus involved in activities not directly related to the institution's education and research missions.

The Auxiliary Enterprise Committee should be composed of the following:

- 1. two faculty members from each college and one from the library
- 2. three students
- 3. the director of enterprise development, the vice president for business and finance, the director of residence life, and the director of sponsored programs as ex officio members

# **Budget Advisory Committee**

The Budget Advisory Committee provides insight into the funding process at Columbus State University, including Board of Regents funding formulas, to groups and individuals on campus engaged in preparing and submitting the university budget and/or in allocating funds.

The Budget Advisory Committee should be composed of the following:

1. thirteen members of the faculty and staff including at least two from each college and one from the library

2. the provost, the vice president for business and finance, the vice president for student affairs, the assistant vice president for business and finance, and the associate provost as ex officio members

# **Dean's Council**

The Dean's Council comprises the deans of the four colleges (College of the Arts, College of Letters and Sciences, College of Education and Health Professions, Turner College of Business and Computer Science) plus the dean of libraries and the provost. The Council meets weekly to discuss academic issues. Its role is to foster communication and cooperation among the deans and their respective colleges and among the deans and upper administration, to serve as a venue for the deans to discuss college-level administrative issues, and to serve as an advisory body on issues related to the university as a whole.

# **Developments and Improvements Committee**

The Developments and Improvements Committee is responsible for the following:

- 1. to analyze and make recommendations for improvement of the campus plan of streets, grounds, lighting, buildings and activity (Concerns include parking, signage, traffic flow, beautification, function, future growth, space redesign, and allocation.)
- 2. to help identify and assist in prioritizing improvements to the campus through its reports to the vice president for business and finance

The Developments and Improvements Committee should be composed of the following:

- 1. eight faculty members including at least one from each college and one from the library
- 2. three students
- 3. the vice president for student affairs, the director of plant operations, the dean of enrollment services, the director of academic information, the executive director of UITS, and the coordinator of instructional technology as ex officio members

# **Facilities and Safety Committee**

The Facilities and Safety Committee is responsible for the following:

- 1. to advise on building safety and physically challenged student and faculty issues including access, facilities, and transportation
- 2. to advise on building maintenance, including upkeep and minor improvements related to teaching, office, and general university facilities, through its reports to the vice president for business and finance

The Facilities and Safety Committee should be composed of the following:

1. twelve faculty including at least two from each college and one from the library

- 2. two students
- 3. the chief of university police, the assistant dean of students, the director of the student health center, the director of academic information, the coordinator of disability services, a plant operations representative as ex officio members

# **Graduation and Special Events Committee**

The Graduation and Special Events Committee is responsible for the following:

- 1. advising the president and provost on the physical arrangements, ceremonial aspects, seating, music, commencement speakers, program, and all other matters relating to graduation
- 2. coordinating the planning of commencement ceremonies with the Office of the Registrar and the Office of Academic Affairs
- 3. assisting the commencement marshal in carrying out his/her duties
- 4. advising the president and provost on the planning and execution of "special events," which arise very rarely and include such occasions as anniversaries, memorials, and installation of a president

The Graduation and Special Events Committee should be composed of the following:

- 1. nine members of the faculty and staff including at least one from each college and one from the library
- 2. the faculty marshal
- 3. two students
- 4. the registrar, the assistant registrar, a representative from Plant Operations, the director of public relations, a University Police officer, the manager of the Columbus State University Bookstore, a representative from the Schwob School of Music, the executive director of alumni relations, the Lumpkin Center facilities coordinator, and a representative from Student Affairs as ex officio members

#### **Honorary Degree Committee**

The Honorary Degree Committee reviews candidates for honorary degrees to insure, before submission of their nomination to the Board of Regents, that the award complies with <u>BOR Policy 3.8.4</u>.

The Honorary Degree Committee should be composed of the following:

- 1. one faculty member from each college and one from the library
- 2. a representative from the Office of Academic Affairs

#### **Institutional Review Board**

The Institutional Review Board (IRB) serves as the screening, reviewing and, recommending body for all research proposals and projects that involve human subjects

The Institutional Review Board should be composed of ten faculty members including at least one from each college.

# **Intellectual Property Policy Committee**

The Intellectual Property Policy Committee is responsible for the following:

- 1. advising the president on policy matters relating to intellectual property (IP)
- 2. implementing the university's stated IP policies
- 3. recommending IP policy revisions and amendments as it deems necessary
- 4. arbitrating disputes over IP
- 5. approving deviations from the stated IP policy
- 6. reviewing IP referred to the committee through the disclosure process

The intellectual Property Policy Committee should be composed of the following:

- 1. six faculty members including at least one from each college and one from the library
- 2. three staff with at least one each from the offices of the provost and the vice president for business and finance
- 3. up to one student

# **Publications Committee**

The Publications Committee is responsible for the following:

- 1. serving in a coordinating, policy-making, advisory capacity to all student publications (It is not the purpose of the Publications Committee to censor.)
- 2. maintaining the integrity and quality of existing student publications by:
  - 1. establishing policy guidelines and making necessary changes when appropriate (All policies, guidelines and changes will be reported to the president and appropriate groups.)
  - 2. serving in a judgment capacity if it becomes necessary to arbitrate questions of libel, failure of staff members to fulfill obligations and policies outlined below, or other such difficulties that might arise
  - 3. reviewing and recommending operating budgets and amendments to the Activities Committee, vice president for student affairs, and president

The Publications Committee should be composed of the following:

- 1. eight faculty members including at least one from each college and one from the library
- 2. two students
- 3. the director of public relations, the vice president for student affairs, an enrollment services associate, and the vice president for academic affairs as ex officio members

#### **Scholastic Honors Committee**

The Scholastic Honors Committee is responsible for the following:

- 1. planning and conducting the annual Honors Convocation
- 2. coordinating the selection of recipients and/or nominees for awards presented at the Honors Convocation
- 3. recommending policies and procedures to improve the recognition of academic achievement and services at the university
- 4. carrying out other tasks related to scholastic honors as assigned by the provost

The Scholastic Honors Committee should be composed of the following:

- 1. two faculty members from each college
- 2. two students
- 3. the provost's secretary as an ex officio member

#### **Student Technology Fee Committee**

The Student Technology Fee Committee is responsible for oversight of the student technology fee following these basic principles:

- 1. student technology fees should be used to support and supplement normal levels of technology spending
- 2. student technology fees should focus on technology related to either academic outcomes or instructional objectives. Distinctions should be drawn between expenditures for administrative applications or scientific and laboratory equipment, and instructional technology. Technology fee revenues should be used for the primary benefit of students.
- 3. new construction and major renovations will include technology, infrastructure, and telecommunications costs as part of the total construction project budget.

The Student Tech Fee committee should be comprised of:

- 1. five faculty members representing five colleges
- 2. Student Government Association (SGA) president and five students
- 3. the vice president of information technology, chair of TSYS School of Computer Science, and the executive director of UITS as ex officio members

#### Who's Who Committee

The Who's Who Committee recognizes juniors, seniors, and graduate students who exhibit scholarly ability, participation and leadership in academic and extracurricular activities, citizenship and service to CSU and/or to the community, and potential for future achievements.

The Who's Who Committee should be composed of the following:

- 1. five faculty members including at least one from each college
- 2. the vice president for student affairs as an ex officio member

https://faculty.columbusstate.edu/handbooks/faculty-handbook/university-governance-andorganizational-structure.php#elected-committees

# **Related USG Policy**

3.3 Curriculum

# Last Update

N/A

# **Responsible Authority**

Faculty Handbook Advisory Committee / Faculty Senate