

Summary of Changes and Rationale

The following revisions bring the *Handbook* in line with existing practices:

1. *Membership*: All committees reviewed and updated membership information as appropriate.
2. *Election of Officers*: Committees will elect officers prior to the first day of class in the fall instead of prior to May graduation.
3. *Agendas and Minutes*: Committees will submit agendas and minutes only *upon the request* of the Faculty Senate or appointing authority, as appropriate.
4. *Faculty Grievance Committee and Faculty Hearing Committee*: The number of representatives from each college has been changed from 2 to 3 in accordance with *Handbook* revisions approved by the Senate and Provost in 2009.

The following revisions address specific concerns:

1. *Definition of Ex Officio*: An *ex officio* member of a committee is a member who has a seat on the committee by right of holding another office. Examples of such offices include Provost, Vice Provost, Dean, University Registrar, Director of Graduate Studies, etc. Therefore it is redundant to specify that the Provost, Dean, etc. is an *ex officio* member of a committee. These redundancies have been removed from the *Handbook*.
2. *Voting Eligibility*: Section 3, a, 4 clarifies voting eligibility and applies to the entire section on Academic Standing Committees.
3. *Academic Affairs Committee*: The current members have petitioned to dissolve the AAC on the grounds that the Office of Student Success has assumed their primary responsibilities.
4. *Academic Technology Advisory Committee*: The committee added the phrase “prior to implementation” to 5, b (... responsibility for reviewing and recommending academic policies regarding technology usage and support to the Provost **prior to implementation**). This change will allow the committee to assume a more proactive role regarding the implementation of new technologies.
5. *Graduate Programs Council and Graduate Committees*: The GPC will elect its subcommittee members internally rather than via the general faculty elections in the spring, which is consistent with the current practice in other standing committees.

3. a. Standing Committees of the University

Introduction: This introduction pertains to the academic affairs committees (following).

1) All members of the Instructional faculty are eligible for membership on these committees, with the following exceptions:

a) no member may serve on more than one of the following standing committees at the same time: Curriculum, Degrees, Faculty Review, Liberal Learning Council; and

b) no more than one member of each academic department may serve on any committee with elected membership at the same time.

c) In each case where there is no Faculty Senate member elected or appointed to an academic affairs committee, a member of the Faculty Senate shall be appointed by the President of the Faculty Senate to serve a one-year term as an *ex officio*, ~~non-voting~~ member of that committee to assure liaison between the two bodies.

2) The term of office for all elected and appointed committee members shall be two years, with a limit of two consecutive terms. The deadline for elections to all standing committees shall be March 31st, with each term of office beginning immediately after commencement. ~~Each spring, after the election of new committee members and prior to spring commencement,~~ ~~Prior to the first day of class in the fall semester~~ the incumbent officer(s) of each committee with elected membership shall convene the membership of the following year's committee for the purpose of electing (an) officer(s). The incumbent officer(s) shall officiate this meeting and shall distribute notices of the meeting and minutes as for regular meetings. Only the members of the following year's committee are eligible to vote in this meeting. The appointing authority will appoint the chair of appointed committees prior to the end of the academic year and the appointed committees will elect the vice chair annually at the first meeting of the new elected year. If such an election has not been held prior to September 1 of the year in question, the appointing authority will appoint the committee vice chair as soon as feasible thereafter.

3) ~~Upon request,~~ ~~T~~ the chairs of appointed committees will provide to the official(s) who has (have) appointed the committee copies of each agenda in advance of all meetings and a report of the results of the meeting. ~~Upon request,~~ ~~A~~ all Academic and Faculty Affairs Committees with elected membership will provide the Provost with a copy of the agenda in advance of the meeting and a report of the results of the meeting. All copies and reports must be in electronic format.

4) Voting Eligibility

a) All elected and appointed instructional, administrative and professional faculty members are voting members unless specified otherwise.

b) All *ex-officio* members of academic standing committees and their designees are non-voting unless specified otherwise.

c) All appointed community members are non-voting unless specified otherwise.

d) All student representatives are non-voting members unless specified otherwise.

b. Academic Affairs Committees

1) The Academic Advising Committee (AAC) shall consist of three faculty members elected by the Instructional Faculty (one from College of Arts and Humanities, College of Natural and Behavioral Sciences and College of Social Sciences); one faculty member appointed by the Provost; one student recommended by the Student Assembly and appointed by the Dean of Students; **the Executive Assistant to the President for Student Success, the Director of First and Second Year Student Success or designee (ex officio);** the Associate Provost (ex officio); and the Registrar or designee (ex officio.)

The committee:

- a) Reports to the Provost;
- b) Coordinates in an advisory capacity with the **Student Success Coordinating Committee**, and makes recommendations concerning the academic advising of students to the Faculty Senate and/or Provost as appropriate. In particular the committee:
 - (1) makes recommendations and develops initiatives to clarify, assess and continually improve the advising process;
 - (2) makes recommendations regarding faculty advisor training; and
 - (3) ensures that the academic advising system effectively serves students at different academic levels and in various situations.

2) 1) The Academic Technology Advisory Committee (ATAC) shall consist of six faculty members (two from Arts and Humanities, two from Natural and Behavioral Sciences, two from Social Sciences) elected by the faculty of each area; the University Librarian; one **student** representative appointed by the Dean of Students; **and** the Chief Information Officer; **and at-will representatives from Academic Computing (non-voting).**

The committee:

- a) works with the Director of Information Technology Services and his or her associates in a consultative and advisory capacity regarding:
 - (1) all academic technology services, usage and support policies, and needs;
 - (2) the technological impacts of changes in academic requirements;
 - (3) the academic impact of changes in technologies and support;
 - (4) the development of long-range and strategic academic technology and support plans;
 - (5) prioritization and allocation of resources, including budgets, for providing academic technologies and support.
- b) Serves as that body within the university with responsibility for reviewing and recommending academic policies regarding technology usage and support to the Provost **prior to implementation;**
- c) Monitors and reviews implementation of academic technology policies, initiatives, and support;
- d) Serves as a liaison between faculty, Information Technology Services, and students; and,
- e) Reports to the Faculty Senate and the Provost concerning all of the above as appropriate.

3) 2) The Administrative and Professional Faculty Peer Review Committee (APFPRC) shall consist of five members of the administrative and professional faculty of the University appointed by the Provost.

The committee:

- a) reports to the Provost;
- b) recommends to the Provost standards, criteria, and procedures for matters pertaining to academic

rank for the administrative and professional faculty of the University; and
c) reviews recommendations from the various administrative jurisdictions of the University concerning candidacies for promotion in academic rank on the part of administrative and professional faculty, and makes recommendations to the Provost as to the disposition of such candidacies.

4) 3) The Council on Health Professions Preparation (CHPP) shall consist of the Director of Pre-Health Programs (**voting**), faculty members from varied disciplines appointed by the Provost, the Dean of Admissions **{or designee}** (**voting**), **the Director of Career Planning** **{or designee}** (**voting**), **and** at least two health practitioners (**voting**). The

Council members:

- a) act as liaisons between pre-health students and the Director of Pre-health Programs (DPP);
- b) provide advice and guidance to the DPP with respect to the Pre-med & Pre-health Program;
- c) participate in the evaluation of all pre-med/pre-health students who request a “Committee Letter” for their application to professional schools or programs;
- d) establish the criteria for selection and continuation in all health-career related programs at CNU, such as the Pre-med Scholars Program (PSP), the Riverside Scholars Program, and the BS-MD CNU-EVMS Joint Program.

5) 4) The Council of University Chairs (CUC) shall consist of the University’s department Chairs (**all voting members**). The department chair with the longest tenure at CNU shall be the Chair of the CUC, and will convene a meeting of the CUC at least once per academic year. If two or more chairs have the same tenure duration, the Faculty Senate shall conduct an election for CUC Chair among the members of the CUC. The Committee:

- a) reports to the Faculty Senate;
- b) reviews matters of academic policy and academic life at the University;
- c) makes recommendations to the Faculty senate regarding academic policy and academic life at the University.

6) 5) The Dean William Parks Colloquium Committee (WPCC) shall consist of five faculty members (at least one from Arts and Humanities, at least one from Natural and Behavioral Sciences, at least one from Social Sciences) appointed by the Provost. The committee:

- a) reports to the Provost; and
- b) organizes the Dean's Colloquium series and recommends faculty members of this and of other institutions and other professionals to be invited to present their research or study to the faculty, students, and members of the community.

7) 6) The Faculty Grievance Committee (FGC) shall consist of **six nine** tenured faculty members (**two three** from Arts and Humanities, **two three** from Natural and Behavioral Sciences, **two three** from Social Sciences) and one faculty member selected by the Senate. The FGC serves as the source of members for any Faculty Grievance Panel (FGP). All members must be tenured. A faculty member serving on the Faculty Grievance Committee (FGC) may not serve on either the Faculty Hearing Committee (FHC) or the Faculty Review Committee (FRC).

8) 7) The Faculty Hearing Committee (FHC) shall consist of **six nine** tenured faculty members (**two three**

from Arts and Humanities, ~~two~~ **three** from Natural and Behavioral Sciences, ~~two~~ **three** from Social Sciences) elected by the faculty of each area; and three tenured members selected by the Senate. A faculty member serving on the Faculty Hearing Committee (FHC), may not serve on either the Faculty Grievance Committee (FGC) or the Faculty Review Committee (FRC).

The FHC:

- a) reports to the Faculty Senate and the Provost;
- b) advises the Provost and the President on termination matters;
- c) serves as the source of members for any Dismissal Hearing Panel (DHP).

9) 8) The Faculty Mentoring Committee (FMC)

The University Faculty Mentoring Committee (FMC) shall consist of six members (two from Arts and Humanities, two from Natural and Behavioral Sciences, two from Social Sciences) elected by the faculty of each area, and one faculty member ~~selected~~ **appointed by the Faculty Senate. The committee will:**

- a) administer the Faculty Mentorship Program (FMP);**
- b) establish mentor-mentee partnerships in consultation with the deans of each college; and**
- c) develop and implement an assessment of these mentorship partnerships.**

10) 9) The Faculty Review Committee (FRC) shall consist of nine elected tenured faculty members (three from each college) and one at-large member appointed by the Provost. A faculty member serving on the Faculty Review Committee (FRC) may not serve on either the Faculty Hearing Committee (FHC) or the Faculty Grievance Committee (FGC). The committee:

- a) consults with the Provost on faculty personnel issues; and**
- b) reviews recommendations from the academic departments and the academic deans on standards for evaluation and on the matters of retention, promotion and, tenure and makes its recommendations to the provost.**

NOTE: Members of the FRC shall not participate in any review of a member of their own academic departments or of any faculty members on whose DRC peer evaluation group they have served during that academic year. FRC members are obliged not to participate in any review in which they have a conflict of interest.

11) 10) Graduate Programs Council and Graduate Committees

The Graduate Faculty of the University participates in the governance of the graduate program through a Graduate Programs Council. The Graduate Programs Council consists of the **Director of Graduate Studies (chair)**, the academic deans ~~(all non-voting)~~, **the University Registrar, the graduate program coordinators (voting)**, and six regular members of the Graduate Faculty—elected to staggered two-year terms by the regular members of the graduate **faculty**. **The** Graduate Programs Council makes the results of its deliberations known in the form of written recommendations to the Provost. These recommendations are transmitted to the Provost by the **Director of Graduate Studies** along with a written recommendation as to the disposition of each. Descriptions of the Graduate Committees follow.

- a) Graduate Assessment and Program Review Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate **Programs Council Faculty**.

The

committee:

- (1) plans and oversees five year evaluations of all graduate programs;
- (2) conducts studies and systematic reviews of all graduate program offerings;
- (3) makes recommendations to the Graduate Programs Council and the Provost regarding continuation or discontinuation of graduate programs, related resource allocations, and curricular modifications.

b) Graduate Faculty Credentials Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate **Programs Council Faculty**. The committee:

- (1) reviews the credentials of all faculty members nominated for graduate faculty status;
- (2) recommends to the Graduate Programs Council the acceptance or rejection of the nominee to graduate faculty status;
- (3) reviews regular, probationary, and associate graduate faculty credentials for appointment as graduate faculty.

c) Graduate Curriculum and Planning Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate **Programs Council Faculty**. The committee:

- (1) reviews all graduate courses and recommends to the Graduate Programs Council their acceptance or rejection;
- (2) reviews all proposed graduate programs and recommends to the Graduate Programs Council their acceptance or rejection;
- (3) conducts long-range planning regarding new graduate courses and programs and reports periodically to the Graduate Programs Council.

d) Graduate Programs Governance and Administration Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate **Programs Council Faculty**. The committee:

- (1) revises the Graduate Faculty Membership and Governance document as directed by the Graduate Programs Council;
- (2) appoints, if it wills, a subcommittee to review and write descriptions for positions of graduate study administration, any recommendations forthcoming being brought before the Graduate Programs Council in March of each academic year;
- (3) reviews yearly the committee structure of the Graduate Programs Council to insure that all responsibilities are delegated and that the structure continues to meet the needs of the graduate program;
- (4) drafts the procedure for graduate faculty consultation regarding the selection of the **Director of Graduate Studies**.

e) Graduate Admissions, Graduate Assistantships, and Degrees Committee shall consist of three faculty members (one being a member of the Graduate Programs Council) elected by the Graduate Programs Council.

- (1) Recommend to the Graduate Programs Council standards for graduate admission**
- (2) Review appeals to denial of graduate admission and make appropriate recommendations to the Director of Graduate Studies**
- (3) Recommend to the Graduate Programs Council policies with regard to terms, criteria,**

and procedures for graduate assistantships

(4) Determine which students have completed the requirements for earned graduate degrees and recommend them to the Graduate Programs Council for certification

(5) Review student petitions regarding graduate degree requirements and make recommendations thereon to the Graduate Programs Council and the Provost

(6) Consider petitions of graduate students who have been denied course transfer or substitution credit. The Director of Graduate Studies will render a final decision on the appeal based upon this recommendation.

f) Graduate Programs Council Nominations Committee shall consist of Graduate Programs Council members whose terms are completed at the end of the academic year. The committee:

(1) provides a slate of nominations for vacant seats or for seats of members whose terms are expiring on the Graduate Programs Council and Graduate Programs Council Committees;

(2) presents the slate at the **February** meeting of the Graduate Programs Council;

(3) and submits ~~it~~ the slate of nominations for seats on the Graduate Programs Council to the Secretary of the Faculty Senate to be voted on in the spring faculty elections.

~~12)~~ 11) The Institutional Animal Care and Use Committee (IACUC) shall consist of ~~seven~~ eight voting members: (1) a committee chair, (2) a doctor of veterinary medicine, (3) a member of the community not affiliated with the University, (4) a faculty member who is a practiced scientist with experience in research involving animal subjects, (5) a faculty member whose primary concerns are non-scientific, ~~and~~ (6) and (7) two members from areas not represented on the committee, and (8) the University Counsel. All ~~seven~~ members except the University Counsel are appointed by the Vice Provost. The Committee:

a) reports to the Vice Provost;

b) reviews and approves research involving animal subjects;

c) safeguards the humane use and treatment of animal subjects in teaching and research activities conducted through the University in accordance with the mandates of the Animal Welfare Act (AWA 1966, and as subsequently amended 1970,1976,1985,1990), and other relevant federal, state, and local authorities. The committee:

(1) performs semiannual inspections of existing animal facilities and provides a report of findings to the Vice Provost;

(2) produces and submits to the Vice Provost an annual report on the maintenance of animal care and use protocols reviewed and approved by the committee as well as a summary of other committee activities during the year;

(3) files an inspection certification report as applicable, in accordance with AWA guidelines.

~~13)~~ 12) The International Studies Advisory Committee (ISAC) shall consist of six members of the faculty (two from Arts and Humanities, two from Natural and Behavioral Science, and two from Social Sciences) appointed by the Provost; the three college deans ~~shall serve as ex officio and non-voting; the University Registrar or designee; and the Vice President for Student Services or designee; shall make a staff appointment.~~ The Committee:

a) reports to the Provost and the Vice President for Student Services;

b) advises on best practices for credit-bearing, study abroad experiences led by CNU faculty;

c) assists deans in reviewing proposals from CNU faculty for credit-bearing experiences;

- d) **makes recommendations to the deans and Student Services regarding study abroad and international student orientation;** and
- e) **offers a sounding board for proposals that enhance the internationalization of the curriculum.**

14) 13) The Honors Faculty, selected by the Director with the approval of the Provost, assists in overseeing the Honors Program. Academic deans, the Director, and the Faculty Senate may recommend faculty for Honors Faculty status. The Faculty, or committees thereof, meet regularly to sustain the academic integrity of the program by:

- a) developing and reviewing the goals and expectations of the program;
- b) reviewing and approving proposed Honors seminars;
- c) selecting winners of the annual Honors Program scholarships evaluating proposals for Honors Summer Research Stipends;
- d) planning and participating in the extra-curricular activities of the program, such as lectures, presentations of study research, and ceremonies to recognize student achievement;
- e) evaluating portfolios submitted for HONR 484 contributing evaluative narratives to Honors student portfolios;
- f) implementing the Honors Program assessment plan.

15) 14) The Liberal Learning Council (LLC) shall consist of a representative elected from and by each academic department; and one student recommended by the Student Assembly and appointed by the Dean of Students. The **Associate Provost** and the **Provost** are ex officio members of the council. The chair of the council shall be a tenured faculty member. The council:

- a) reports to the UCC, the Faculty Senate, or to the Provost, as appropriate;
- b) recommends changes in the Liberal Learning Core requirements;
- c) considers courses for inclusion in the Liberal Learning Core;
- d) determines the theme for the First Year Seminar and the Common Reading;
- e) works with the Director of Assessment in assessing and evaluating the Liberal Learning Core.

16) 15) The Library Advisory Committee (LAC) shall consist of six faculty members (two from Arts and Humanities, two from Natural and Behavioral Sciences, two from Social Sciences, and one other); appointed by the Provost upon consultation with the deans; two students recommended by the Student Assembly and appointed by the Dean of Students; and the University Librarian (**non-voting**). The committee:

- a) reports to the Faculty Senate and University Librarian as appropriate;
- b) advises the University Librarian on the library budget allotted for academic departments' use;
- c) provides a liaison between the Library and the faculty and the student body; and
- d) is kept informed by the University Librarian on matters of equipment, facilities, collection, services, and library policies affecting academic programs and advises the University Librarian regarding such matters.

17) 16) The Prestigious Scholarships Committee (PSC) shall consist of the CNU Fellowships Coordinator (**voting**), the University and the faculty members serving as advisors for the major post baccalaureate scholarships and fellowships (**voting**). These include, but are not limited to, the Marshall, the Fulbright, the Rhodes, the Jack Kent Cooke, the Jacob Javits, the Barry M. Goldwater, the Harry S. Truman, the Morris K. Udall, the Hertz and the David Boren, the Gates Cambridge, the Mitchell, and the James

Madison scholarship and fellowship programs. Advisors will be contacted at the beginning of each academic year by the Fellowships Coordinator. The committee:

- a) reports to the Provost,
- b) selects and mentors students to compete for prestigious scholarships and fellowships,
- c) makes recommendations concerning scholarships and fellowships to the Provost.

~~18)~~ **17) The Institution Review Board for the Protection of Human Subjects (IRB)** shall consist of the Director of Sponsored Programs (~~non-voting~~); ~~and~~ four faculty members (one from Arts and Humanities, one from Natural and Behavioral Sciences, one from Social Sciences, one other); ~~and~~; one non-affiliated member of the community appointed by the Provost; (~~voting~~); and the University Counsel (~~ex officio~~). The Board:

- a) reports to the Provost;
- b) reviews and approves research activities which involve human subjects; and
- c) safeguards the rights and welfare of subjects at risk in activities supported under grants and contracts.

~~19)~~ **18) The Teacher Preparation Council (TPC)** shall consist of the Director of the Teacher Preparation Program (Chair, ~~voting~~), the Associate Director of the Program, two staff members from the Newport News Public Schools ~~appointed by the Superintendent of Newport News Public Schools (voting)~~, one faculty member from each academic department teaching in the graduate MAT program (~~voting~~), ~~and~~ the presidents of each of the three student education associations: SVEA, S-VATE, and MENC (~~voting~~); ~~;~~ ~~;~~ ~~;~~ the Dean of the College of Arts and Humanities; ~~;~~ the Dean of the College of Social Sciences; ~~;~~ the Dean of Natural and Behavioral Sciences; ~~;~~ and the Director of Graduate Studies ~~serve as ex-officio members~~. Faculty members are appointed by the dean in consultation with the department chairs. The committee:

- a) reports to the Director of Graduate Studies;
- b) recruits students to the Teacher Preparation Program, internally and externally;
- c) recommends scheduling of classes and awarding of scholarships for the Program;
- d) recommends standards of admission to the Program and recommends candidates for admission;
- e) recommends, implements and monitors Program changes;
- f) assesses the Program on an annual basis;
- g) ensures compliance with Virginia Board of Education licensure requirements.

~~20)~~ **19) The Undergraduate Academic Program Review Committee (PRC)** shall consist of nine faculty members (three from Arts and Humanities, three Natural and Behavior Sciences, three from Social Sciences) appointed by the Provost; ~~and the Director of Assessment and Evaluation~~. One of ~~the nine faculty members~~ ~~these individuals~~ will serve as Chair of the committee, but should have served on the PRC as a member for at least one year prior to becoming chair. ~~The Director of Assessment and Evaluation serves as an ex-officio, non-voting member~~. The committee:

- a) reports to the Provost;
- b) evaluates degree program offerings of the university for curriculum alignment and outcomes in a six-year cycle;
- c) makes recommendations to the Provost about curricular modification within individual programs based on departmental, college, and university missions.

~~21)~~ **20) The Undergraduate Academic Status Committee (UASC)** shall consist of six faculty members (two from Arts and Humanities, two from Natural and Behavioral Sciences, two from Social Sciences)

elected by the faculty of each area; ~~one faculty member selected by the Senate;~~ the Executive Assistant to the President for Student Success; **the Director of First and Second Year Success;** and the University Registrar; ~~and the Provost or the Provost's designee is ex officio member of the committee.~~
The committee:

- a) recommends to the Faculty Senate standards for undergraduate student retention, dismissal, placement on probation, reinstatement, and for all other matters relating to undergraduate academic performance;
- b) considers all appeals, pertaining to the academic status of undergraduate students and makes appropriate recommendations to the Provost; and
- c) considers the requests of undergraduate students who wish to carry overload courses and makes appropriate recommendations to the Provost.

~~22)~~ **21)** The Undergraduate Admissions Committee (UAC) shall consist of six faculty members (two from Arts and Humanities, two from Natural and Behavioral Sciences, two from Social Sciences) elected by the faculty of each area; one faculty member ~~selected~~ **appointed** by the Senate; ~~and~~ one student recommended by the Student Assembly and appointed by the Dean of Students; ~~the Provost, the Executive Assistant to the President for Student Success;~~ and the Dean of Admissions **are ex officio members of the committee.** The committee:

- a) reviews all current and proposed changes to admissions standards and makes recommendation to the Faculty Senate, on standards for undergraduate admission; and
- b) reviews a detailed annual report on the applications of admitted and denied students and makes appropriate recommendations to the Provost; and
- c) reviews current recruitment strategies and policies and recommends to the Faculty Senate new policies guiding student recruitment.

~~23)~~ **22)** The Undergraduate Curriculum Committee (UCC) shall consist of twelve faculty members (four from Arts and Humanities, four from Natural and Behavioral Sciences, four from Social Sciences) elected by the faculty of each area; one student recommended by the Student Assembly and appointed by the Dean of Students; the University Librarian or the University Librarian's designee ~~(non-voting); and~~ the Registrar or the Registrar's designee ~~(non-voting); and the Provost or the Provost's designee is an ex officio member of the committee.~~ The Chair of the committee shall be a tenured faculty member. The committee:

- a) reports to the Faculty Senate or to the Provost, as appropriate;
- b) recommends changes in the undergraduate curriculum;
- c) recommends priorities for the development of the undergraduate curriculum; and
- d) makes recommendations concerning the adoption and termination of undergraduate degree programs.

~~24)~~ **23)** The Undergraduate Degrees Committee (UDC) shall consist of six members (two from Arts and Humanities, two from Natural and Behavioral Sciences, two from Social Sciences) elected by the faculty of each area; one faculty member ~~selected~~ **appointed** by Senate; ~~and~~ the University Registrar ~~(non-voting); the Provost or the Provost's designee;~~ and the Executive Assistant to the President for Student Success **are ex officio member of the committee.** The committee:

- a) reports to the Instructional faculty and the Faculty Senate as appropriate;
- b) reports to the Instructional faculty its determination as to which students have completed the

requirements for earned undergraduate degrees and recommends their names for certification by the Instructional faculty;

c) reviews student's petitions concerning undergraduate degree requirements and makes recommendations thereon to the Provost; and

d) makes recommendations concerning undergraduate degree requirements.

~~25)~~ 24) The Undergraduate and Graduate Research Council (UGRC) shall consist of the Director of Student Research, appointed by the Provost, six faculty members (two from Arts and Humanities, two from Natural and Behavioral Sciences, two from Social Sciences) elected by the faculty of each area; ~~one faculty member selected by Senate~~ and ; the University Registrar ~~(non-voting)~~. ; T the Provost; and the Executive Assistant to the President for Student Success ~~are ex-officio member of the committee~~. The committee:

a) reports to the Instructional Faculty ~~and~~ or the Faculty Senate as appropriate;

b) reports to the Instruction faculty is determination as to which students have complete the requirements for earned undergraduate degrees and recommends their names for certification by the Instructional faculty;

c) reviews student's petitions concerning undergraduate degree requirements and makes recommendations thereon to the Provost; and

d) makes recommendations concerning undergraduate degree requirements.

~~26)~~ 25) The University Assessment and Evaluation Committee (UAEC) shall consist of the Director of Assessment and Evaluation, one representative of the student affairs staff appointed by the Vice President for Student Services, four administrative representatives appointed by the Provost, the academic deans, and four faculty members (one from Arts and Humanities, one from Natural and Behavioral Sciences, one from Social Sciences, **and one other**) appointed by the Provost (**all voting members**).

The UAEC:

a) reports to the Provost

b) monitors the overall operation of the assessment and evaluation program of the University; and

c) makes recommendations concerning changes in the assessment and evaluation program of the University; and

d) evaluates academic and administrative departments' Assessment Records.