

HENDERSON STATE UNIVERSITY



UNIVERSITY COMMITTEE HANDBOOK

2017-2018

Updated December 14, 2017

Shared Governance Committee
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UNIVERSITY COMMITTEE HANDBOOK

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GUIDELINES FOR COMMITTEES

Introduction

Committees are integral to the shared governance of Henderson State University. The following guidelines are intended to assist committee chairs and administrative personnel in managing the business of committees, including in conducting effective meetings and creating concise yet accurate records of committee actions. Adherence to these guidelines will help ensure that records of committee actions are easily retrievable both for university use and to facilitate compliance with the Arkansas Freedom of Information Act.

Committee Charges and Committee Rules and Procedures

The initial charge for each committee will be provided by the Administration, Faculty Senate, Staff Senate, or developed through the shared governance process. The initial charge will outline the responsibilities of the committee. All committees shall develop written committee rules and procedures through which its charge can be accomplished.

Committee Meetings and Records

Standing Committees should meet at least once each year. Special purpose or temporary committees, such as ad hoc committees or taskforces, should meet as often as necessary to accomplish their charge and should follow the same general procedures as permanent or standing committees.

Committee meetings should be conducted and minutes kept in accordance with the latest edition of *Robert's Rules of Order*. Chairs of all committees shall maintain either a hard copy or an electronic file of minutes. In addition, the minutes, once approved by committee, shall be made available to the campus community through the MyHenderson section of www.hsu.edu. Minutes shall be converted to PDF format and uploaded to the committee's section of the "Shared Governance" portal on MyHenderson. For written instructions on how to convert documents to PDF format and to upload documents, please refer to the document titled, "Document Management in MyHenderson" which is available on MyHenderson, in the "Shared Governance" portal under "Committee Management Information" (the direct link is: http://fac.hsu.edu/wwwfiles/Document_Management_in_MyHenderson.pdf). Brief video tutorials on how to convert documents to PDF format and to upload documents are also available in the same section.

The decisions of committees shall be public. However, to allow for the free exchange of opinions and ideas, the members of committees shall keep the deliberations and discussions of the committee confidential.

Committee Reports and Reporting Procedure

Each committee reports to a supervisory body or individual, such as the Faculty Senate, president, a dean or vice president, or the Shared Governance Committee. The committee shall provide reports to the supervisory body or individual.

Final and interim reports of ad hoc committees should be forwarded, if requested, to the committees' supervisory body or individual, the Faculty Senate President, and the Staff Senate President.

Committees shall make their reports available to the campus community through the MyHenderson section of www.hsu.edu. Reports shall be converted to PDF format and uploaded to the committee's section of the "Shared Governance" portal on MyHenderson. For written instructions on how to convert documents to PDF format and to upload documents, please refer to the document titled, "Document Management in MyHenderson" which is available on MyHenderson, in the "Shared Governance" portal under "Committee Management Information" (the direct link is: http://fac.hsu.edu/wwwfiles/Document_Management_in_MyHenderson.pdf). Brief video tutorials on how to convert documents to PDF format and to upload documents are also available in the same section.

Responsibilities and Roles of the Chair

The role of the committee chair includes:

Procedural responsibilities:

- A) Preside at meetings;
- B) Ensure adherence to committee rules and procedures;
- C) Maintain a position of impartiality;
- D) Preserve an objective and impersonal approach;
- E) Function as the official spokesperson of the committee.

Administrative responsibilities:

- A) Notify the members of your committee of their appointment by e-mail at the beginning of the committee's year;
- B) Convene the committee-at least one a year and as needed to fulfill the committee charge;
- C) Draft an agenda for each meeting;
- D) Form subcommittees and delegate responsibilities as needed to fulfill the committee's charge;
- E) Maintain a file that includes:
 - a. a statement of the charge of the committee;
 - b. the approved minutes of each committee meeting;
 - c. an up-to-date roster of committee members;
 - d. and documents, correspondence, data and other information that might be of continuing value to the committee.
- F) Forward the chair's file to the new committee chair when a new chair is appointed.
- G) Notify the Shared Governance Committee of vacancies that occur during terms of appointment.
- H) If the chair believes that a committee member has repeatedly failed to meet his or her obligations to attend and/or contribute to the committee's work, the chair may request that the Shared Governance Committee remove that committee member and appoint another employee to serve.

Voting by Chair

The chair can vote as any other member when the vote is by ballot or whenever his or her vote will affect the result including to break a tie vote or cause a tie vote. The chair is entitled to one vote.

Responsibilities and Roles of Committee Members

Committee members are expected to attend each committee meeting. If a committee member is not able to attend a committee meeting, he or she shall notify the committee chair. This notification should be made in advance of the meeting, if possible.

Taking Minutes - Recommended Practices

The minutes are the official record of the decisions of a committee. It is important to ensure that all items presented and discussed, along with any associated actions taken, are documented in the minutes. For examples of minutes, please see the minutes of the Shared Governance Committee meetings, which are available in "Shared Governance" portal on MyHenderson, on the right side, under "Minutes" (the direct link is

http://myhenderson.hsu.edu/ICS/Shared_Governance/Shared_Governance.jnz?portlet=Handouts_2015-10-08T13-46-27-598.)

- A) Minutes should be concise; however, at a minimum they should include:
 - The name of the committee or group holding the meeting
 - The date of the meeting
 - The place of meeting
 - The kind of meeting, "regular" or "special"
 - The names of those present, including guests, and any absences
 - Whether the minutes of the previous meeting were read and approved, or approved as corrected
 - Clear identification and attachment of any documents presented and/or discussed.
- B) The meeting and its minutes should follow the order on the approved agenda, unless the committee duly votes to modify the order of business.

- C) The minutes should reflect adherence to the requirement that any items requiring action, such as motions and amendments, are moved upon, seconded and approved by vote, including effective dates of approved items, if appropriate.
- D) Officer and Committee reports should be recorded as any other items, with information kept precise and major points of interest identified.
- E) The minutes should include only information pertinent to the topic under discussion. (It is not necessary to include every word, nor is it necessary to identify by name each speaker who comments. Use good judgment based on the item under discussion.)
 - Minutes should contain mainly a record of what was done at the meeting, not what was said by the members.
 - Record the points made, not the people who made them (examples: “Discussion included perceptions by students that...”; or, “In the discussion, the following points were raised...”; or “Members favored the proposal for the following reasons...”).
- F) There are two exceptions to the foregoing rule:
 1. Contributions may be attributed to a specific person if that person expressly requests it, and the committee agrees that it should be part of the minutes, and
 2. When recording presentations, reports, or other scheduled items, it is acceptable to record the names of individuals acting in their professional capacities (e.g., John Green, Director of Campus Beautification, presented a report on “Re-designing Flower Beds for Maximum Color Impact”).
- G) When recording discussions focus on ideas, arguments, and facts considered in reaching the decision. Ideally, the minutes should allow a reader to understand both the rationale for the committee’s decisions and its rejection of alternatives.
- H) Timely submission of minutes ensures that all parties are provided with information and actions taken as soon as possible; therefore, it is recommended that minutes are prepared and submitted for approval within one week of a meeting’s conclusion. This timeframe helps ensure dissemination of the most complete information, and will also allow time to confirm information on items for which there may be questions.
- I) After a draft of the minutes is complete, it should be distributed to the committee for review. This helps ensure that all items presented and actions taken are documented properly.
- J) Once it is circulated to them, members of the committee are responsible for ensuring the accuracy of the minutes and, if necessary, should request any amendments to the minutes prior to their formal approval at the next scheduled meeting of the committee. All agreed amendments must be formally recorded as part of the resolution to approve the previous minutes.

Distribution of Approved Minutes

Once approved by the respective committee, minutes should be posted to the committee’s section of the “Shared Governance” page on MyHenderson.

Electronic Business

Members of committees should make every effort to meet in person or simultaneously via audio- or video-conferencing. Those committees meeting via email should, at a minimum, follow the steps below:

- A. The Committee Chair should notify all members of the issue being discussed.
- B. For an e-mail message to be part of a meeting, it must be sent to all committee members via “Reply All.” Other messages may be sent for caucusing or other off-line discussion, but these are not officially part of the meeting.
- C. If an e-mail vote is to be conducted, a ballot should be sent to the voting membership.
 - It should state exactly what is to be voted on and contain a clearly designated place for the member to mark a vote.
 - The subject line should contain the term "BALLOT".
 - The ballot should provide a reasonable deadline for voting.

- D. Minutes should include actions taken by the committee and should be emailed to the full committee.

Ex-officio membership

An ex-officio member of a committee is a person who is a member of the committee by virtue of his or her position held at the institution rather than by election. For instance, the Director of Human Resources holds an officio position on the Fringe Benefits Committee. The term does not refer to voting rights, and unless specified in the committee's rules and procedures, an ex-officio member does not vote. When an ex-officio member ceases to hold the office that entitles him/her to membership, his/her membership on the committee terminates automatically.

Membership term

The committee description may specify the length of term for committee members. When the length of term is not specified for a university-wide committee, the term shall be two years.

(Approved by the Shared Governance Committee on September 9, 2016.)

SAMPLE WRITTEN COMMITTEE RULES AND PROCEDURES

The name of this committee is:

The purpose of this committee is to:

This committee reports to [President, Vice President, Faculty Senate, Staff Senate]

This committee's year begins on [January 1/July 1] and ends on [December 31/June 30] of each year.

A term of service for this committee shall be [one/two/three] years. [Members may serve a/n unlimited number of terms/a maximum of x terms.] [After sitting out one/two years, a former member who had served the maximum number of terms is eligible for service on this committee.]

The officer[s] of this committee are: chair [and secretary.]

The chair of this committee is [appointed by the President/elected from the membership of the committee.] [If the chair is elected] At the first meeting of the committee's year, the committee shall select a chair. The chair of this committee shall serve for a term of [one/two committee year/s]. The chair may serve [an unlimited number of terms if elected/up to a maximum of X years/after one/two year/s of sitting out, a former chair who had served the maximum number of terms is eligible for election to that office.]

The chair [secretary] is responsible for maintaining an up-to-date roster of committee members.

At the first meeting of the committee's year, the committee shall elect a secretary.

In order for the committee to transact business, a quorum must be present. A quorum for this committee shall constitute half of the duly appointed members of this committee provided not fewer than two members are present.

Vacancies on this committee will be filled by [the President/Senate] [upon recommendation of the committee/SGC.] If a vacancy occurs on this committee, notify the Shared Governance Committee at sgc@hsu.edu.

SAMPLE ORDER OF MEETINGS

- Call to Order and verify that a quorum is present
- Program or presentation by non-committee individual
- Reading and Approval of the Minutes of the previous meeting (requires a motion, second, and vote)
- Report of Chair and then other Officers
- Reports of Standing Committees
- Reports of Special Committees
- Other Reports
- Unfinished Business (including reports of actions taken)
- New Business
- Announcements
- Adjournment (requires a motion, second, and vote)

UNIVERSITY COMMITTEES 2017- 2018

ADMISSIONS AND ADJUSTMENTS - UNDERGRADUATE AND GRADUATE

The Admissions and Adjustments committee hears student admission appeals for:

1. new students;
2. transfer students; and
3. suspended students.

Committee members must have been employed by the university for at least 12 months.

Undergraduate:

PERSONNEL: Registrar, ex officio chair who votes in case of a tie; one member, ex officio, from the retention program; one faculty member representing the School of Business; one faculty member representing the Teachers College, Henderson; and three faculty members representing Ellis College - one from each of the areas of Fine Arts, Liberal Arts, and Natural Sciences and Mathematics - with at least one member from minority faculty. Faculty will stagger years of service.

Role	Committee Member	Term Expires
Registrar, Chair	Elwyn Martin	ex officio
Advising Center	Pam Ligon	ex officio
Faculty member-Ellis College, Fine Arts	David Stoddard	2018
Faculty member-Ellis College, Liberal Arts	Greg Gibson	2019
Faculty member-Ellis C., Nat. Sci., Math, Nursing	Michael Lloyd	2019
Faculty member-Business	Mike Watters	2019
Faculty member-Teachers College	TaLisha Givan	2018

Graduate:

PERSONNEL: Registrar, ex officio chair who votes in case of a tie; one faculty member representing the School of Business; two faculty members representing the Teachers College, Henderson; and one faculty member representing Ellis College. At last one member will be selected from minority faculty, and years of services will be staggered.

Role	Committee Member	Term Expires
Registrar, Chair	Elwyn Martin	ex officio
Faculty member – Business	Edward Akoto	2019
Faculty member-Teachers College	Judy Harrison	2019
Faculty member-Teachers College	Eric Jett	2018
Faculty member-Ellis College	Matt Bowman	2019

ASSESSMENT TEAM

The Assessment Team shall examine assessment programs developed by the various departments, colleges/schools, and administrative and staff areas. The Committee monitors and evaluates the programs to ensure consistency within the University and adherence to principles established for the

assessment of overall student academic achievement through specific assessment of the various academic and administrative components of the university.

The Director of Assessment and the Faculty Assessment Coordinator are the co-chairs of the Assessment Team. They will recommend replacement members for the Assessment Team and present them to the Assessment Team for approval. Once approved by the Assessment Team, the recommendations will then be forwarded to the appropriate dean or vice president for review. Subsequent to review by the dean or vice president, the recommendations will be forwarded to the Shared Governance Committee. Assessment Team membership will consist of one faculty member with expertise and/or interest in student learning assessment from each of the following areas:

Academic:

- Ellis College of Arts and Sciences:
 - Math, Science, and Nursing
 - Liberal Arts
 - Fine Arts
 - At-large representative

Library:

- School of Business
- Teachers College, Henderson

The Assessment Team membership will also consist of an administrative member with expertise and/or interest in program assessment from each of the following areas:

Administrative (Non-academic):

- Academic Affairs
- Finance and Administration
- Student Affairs
- University Advancement
- Athletics

The Associate Deans from Ellis College of Arts and Sciences, School of Business, and Teachers College, Henderson, and the chair of the General Education Committee, are also members of the Assessment Team. The Team will have one undergraduate student and one graduate student representative. The Provost/VPAA and Research Associate will serve as Ex Officio members of the Assessment Team. All Assessment Team members will serve as liaisons between the Assessment Team and the area(s) they represent.

The Faculty Assessment Coordinator will work under the direction of the Director of Assessment, and in conjunction with the Assessment Team. The coordinator will help to ensure compliance of academic programs with University assessment policies, provide assistance to individual programs for assessment-related needs, and address assessment issues pertaining to accreditation standards. The Faculty Assessment Coordinator will co-chair the Assessment Team, along with the Director of Assessment. The Faculty Assessment Coordinator shall serve as a non-rotating member of the Assessment Team on a five-year term and is subject to renewal at the mutual discretion of the Faculty Assessment Coordinator, the Director of Assessment, and the Provost/VPAA. This position may be compensated either by a course reduction or a stipend.

Role	Committee Member	Term Expires
Director of Assessment	Wrenette Tedder, Co-Chair	Ex officio
Faculty Assessment Coordinator	Brett Serviss, Co-Chair	Ex officio
Faculty member-Library	David Sesser	2018

Faculty member-School of Business	Lonnie Jackson	2018
Faculty member-Ellis College, at large	Shari Valentine	2018
Faculty member-Ellis College, Fine Arts	Emily Gerhold	2018
Faculty member-Ellis College, Math, Science, and Nursing	Shannon Clardy	2019
Faculty member-Ellis College, Liberal Arts	Beth Ann Maxfield	2018
Faculty member-Teachers College	Judith Jenkins	2019
Administrative Staff-Academic Affairs	Chanda Hooten	2019
Administrative Staff-Athletics	Lenette Jones	2018
Administrative Staff-Finance and Administration	Scott Freeman	2017
Administrative Staff-Student Affairs	Sheryl Strother	2019?
Administrative Staff-University Advancement	[vacant]	2019
Associate Dean-Ellis College	[vacant]	Ex officio
Associate Dean-Teachers College	Gary Smithey	Ex officio
Associate Dean-School of Business	Nathan Campbell	Ex officio
Chair, General Education Committee	Angela Boswell	Ex officio
Research Associate	Ginger Otwell	Ex officio
Provost and Vice President for Academic Affairs	Steve Adkison	Ex officio
Graduate student	[to be determined]	Ex officio
Undergraduate student	Will Blair, pending acceptance	Ex officio

ATHLETICS ADVISORY COMMITTEE

The purpose of the Athletics Advisory Committee is to advise the Director of Athletics on matters involving the university's intercollegiate athletics program; to monitor and promote intercollegiate athletic competition as an integral and constructive part of the educational, student life, and public service functions of the university.

The Athletics Advisory Committee advises the Director of Athletics on issues which affect the academic and personal welfare of student athletes; involve budgetary matters; affect the long-range development and enhancement of varsity intercollegiate athletics; involve campus and community perceptions of the student athlete, the university's varsity intercollegiate athletics program, and the Department of Intercollegiate Athletics;

The Athletics Advisory Committee is empowered to study issues, review materials, and make recommendations to the Director of Athletics regarding: policies pertaining to the conduct of intercollegiate athletics, including recommendations concerning the formulation, modification, and implementation of such policies; institutional policies and standards (current or proposed) which may have impact upon student-athletes as a group, or upon the varsity intercollegiate athletics program; athletic facilities and athletic facility use; or such other matters as the Director of Athletics may refer to the committee for recommendation, or may be identified by the committee; participate in staff searches in the Department of Athletics as deemed appropriate by the Director; to receive on behalf of (and about) the university information regarding student-athletics and athletic programs and to recommend any appropriate institutional response.

PERSONNEL: Faculty Representative to the Great American Conference (GAC), ex officio; Athletic Director, ex officio; Vice President for Finance & Administration, ex officio; Representative from Student Affairs; 4 faculty representatives; one male student who is not a student-athlete; and one female student

who is not a student-athlete. Chair shall be elected from faculty members other than the Faculty Representative to the Great American Conference.

Role	Committee Member	Term Expires
Faculty Representative to the GAC	Patrick Wempe	Ex officio
Director of Athletics	Shawn Jones	Ex officio
Vice President of Finance & Administration	Brett Powell	Ex officio
Student Affairs Representative	Amanda Baker	2019
Faculty	John Thomasson	2019
Faculty	Marc Miller	2019
Faculty	Debbie Francis	2018
Faculty	[Vacant]	2019
Student, female who is not an intercollegiate athlete	Joanna Baker	June 30, 2018
Student, male who is not an intercollegiate athlete	Ben Colbert	June 30, 2018

ATHLETICS COMPLIANCE COMMITTEE

The purpose of the Athletics Compliance Committee is to help the university develop and maintain a quality intercollegiate athletics program consistent with the mission of the department of athletics as well as that of the university. It also serves to fulfill the shared compliance responsibilities mandated by the NCAA. In this capacity, the Athletics Compliance Committee assures that all efforts are made to provide maximum opportunity and assistance for each student-athlete to obtain a quality education and receive a degree; reviews and recommends policies relating to admission, retention, and academic progress of student-athletes; assists in the integration of intercollegiate athletics with other programs; and, in general, in consultation with the Director of Athletics for Compliance, reviews and recommends policies relating to the operation of the intercollegiate athletics compliance program.

The Athletics Compliance Committee is also charged with

- Promoting an understanding of NCAA rules and regulations governing the intercollegiate athletics program among faculty, administration, staff, alumni, and other members of the campus community.
- Annually reviewing the Athletics Department Policies and Procedures Manual for conformity with NCAA rules and regulations.
- Annually monitoring efforts by the Athletics Department to ensure representation of women and minorities as student-athletes, coaches, and staff in the Athletics Department.
- Receiving and reviewing from the Athletic Director or Compliance Director prompt reports on any alleged rules violations, investigations, or annual audits being carried on by the Athletics Department, member and affiliate conferences, NCAA, or other external agency.
- Reviewing procedures for providing student-release-hearing opportunities.

PERSONNEL: Faculty Representative to the Great American Conference will serve as committee chair; Athletic Director, ex officio; General Counsel, ex officio; Representative from Office of Financial Aid; Representative from the Office of Admissions; Representative from the Office of the Registrar; Representative from the Bookstore; Representative from Residence Life.

Patrick Wempe, chair; Shawn Jones, ex officio; Elaine Kneebone, ex officio; Pam Shuffield; Jennifer Wright; Carmella Dickerson; Stephanie Ward; Amanda Baker

BACHELOR OF INTEGRATED STUDIES (BIS) COMMITTEE

The BIS Committee is charged with overseeing the administration of the BIS Degree Program. It meets to review degree requirements, approve students for the program, and review capstone projects.

The Director chairs the committee. In addition, there are three (3) Ellis College members, one faculty member from each Teachers College Henderson and School of Business, a library representative, and the Coordinator of Athletic Academic Success (or equivalent position) from Athletics as an ex officio non-voting member. Committee assignments are for two (2) year terms. Nominations for membership are made from within the committee and approved by the President.

David Evans, director and chair; Lenette Jones, ex officio; [School of Business-vacant]; Patrick Wempe (2017); Steve Carter (2017); Phillip Schroeder (2017); Brett Serviss (2017); David Sesser (2017)

BEHAVIORAL INTERVENTION TEAM

The Behavioral Intervention Team (BIT) serves as the centralized coordinated body for discussion and action regarding students exhibiting behaviors that indicate distress, cause a disturbance in the community, and/or present a danger to oneself or others. Committed to proactive, early intervention, the BIT supports students directly and through consultation with campus partners. When necessary, the BIT also assesses risk of harm to the university community and coordinates appropriate action to ensure the safety of individual students and the university at large.

PERSONNEL: Dean of Students; Director of Residence Life, Director of University Health and Counseling Center, Chief of Police, faculty representative(s), and staff representatives(s). (The BIT personnel may be revised to include additional members during 2017-2018.)

Role:	Committee Member:	Term Expires:
Dean of Students	Eric Flowers	ex officio
Director of Residence Life	Nicole Laird	ex officio
Director of University Health and Counseling Center	Deborah Collins	ex officio
Chief of Police	Johnny Campbell	ex officio
Faculty Representative	Fred Worth	2019
Faculty Representative	Mike Kelly	2019
Faculty Representative	Rochelle Moss	2019
Faculty Representative	Renae Clark	2019
Staff Representative	Kimberly Stecker	2019

CATASTROPHIC LEAVE COMMITTEE

The Catastrophic Leave Committee shall review the applications of employees requesting leave time from the catastrophic leave bank using the criteria set forth in the catastrophic leave policy and make recommendations on approval or disapproval to the President through the Director of Human Resources

PERSONNEL: Director of Human Resources, Chair; one staff member each from the Academic Affairs, Fiscal/Administration, President’s areas and, Student Affairs.

Role	Committee Member	Term Expires
Director of Human Resources	[vacant]	ex officio
Staff member-Academic Affairs	Chanda Hooten	2019
Staff member-Finance and Administration	Christy Winston	2019
Staff member-President’s Area	Syleshia House	2019
Staff member-University Advancement	Yvonne Saul	2019
Staff member-Student Affairs	Kris Dunn	2018

CLERY ACT COMPLIANCE

The Clery Act Compliance Committee serves to strengthen compliance with the Clery Act and related provisions of the Higher Education Opportunity Act. These laws require providing accurate, complete, and timely information for campus crime and security information and fire safety including timely warning and emergency notifications to the campus community. Committee goals are assisting with the education of employees and students of the Act's requirements, gathering and reporting information, and supporting training to mitigate compliance risks. This committee is not required by law but serves to strengthen compliance with Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; 20 U.S.C., Section 1092[f], as amended.

PERSONNEL: General Counsel and Chief Compliance Officer; Chief of Police, Executive Director of Marketing and Communications, Director of Human Resources, Title IX Coordinator, Academic Affairs Representative, Finance and Administration Representative, Dean of Students Representative, and Residence Life Representative, faculty representative(s) and staff representative(s).

Role:	Committee Member:	Term Expires:
General Counsel and Chief Compliance Officer	Elaine Kneebone	ex officio
Chief of Police	Johnny Campbell	ex officio
Executive Director of Marketing	[vacant]	ex officio
Director of Human Resources	[vacant]	ex officio
Title IX Coordinator	Allison Vetter	ex officio
Academic Affairs Representative		
Finance and Administration Representative		
Dean of Students Representative		
Residence Life Representative		
Faculty Representative	Andy Almand	
Faculty Representative	Beth Maxfield	
Faculty Representative	Ivan Birch	
Staff Representative	Randy McCauley	
Staff Representative	Casey Jackson	

COMMITTEE ON COMMITTEES

Beginning in the 2015-2016 academic year, the Shared Governance Oversight Committee will function as the university's Committee on Committees, where retention of existing standing university committees, discontinuation of existing committees, and recommendations for new committees or changes in membership, representation, or committee function are reviewed by the Shared Governance Oversight Committee. Please see "Shared Governance Committee" within this handbook.

CONVOCATIONS

The Convocations Committee shall plan, arrange, and implement details of commencement activities and other appropriate programs.

PERSONNEL: Provost, Chair; one member each from the Development & Alumni, Marketing & Communication, Registrar, Aramark (Plant Operations & Maintenance/Custodial/Grounds), University Police, Music Department Chair, three at-large faculty members, and two students.

Role	Committee Member	Term Expires
Provost	Steve Adkison, Chair	ex officio
Staff member-Development/Alumni	[vacant]	ex officio
Staff member-Marketing & Communications	Steve Fellers	ex officio
Physical Plant Operations/Custodial Grounds	Len Nicosia, Aramark	ex officio
University Police Department	Johnny Campbell	ex officio
Chair, Department of Music	Bill Higgins	ex officio
Faculty	Connie Phelps	2019
Faculty	Debbie Francis	2019
Faculty	Doug Gilpin	2019
Student	Charles Holland	June 30, 2017
Student	Mikayla Douglas	June 30, 2017

ENROLLMENT MANAGEMENT

The focus and mission of the Enrollment Management Committee are:

1. To monitor Henderson State University's enrollment trends;
2. To develop a comprehensive campus-wide enrollment management strategy, to include issues of desired student levels, freshman advising and financial aid; and,
3. To coordinate and facilitate the implementation of the overall University Enrollment plan.

PERSONNEL: Provost, ex officio chair; Dean, Ellis College of Arts and Sciences, ex officio; Dean, Graduate School, ex officio; Dean, School of Business, ex officio; Dean, Teachers College, Henderson, ex officio; Registrar, ex officio; Assistant Vice President for Student Affairs/Dean of Students, ex officio; Associate Dean of Students, ex officio; Associate Dean of Academic Affairs, ex officio; Director of Admissions, ex officio; Director of Financial Aid, ex officio; Director of Honors College, ex officio; Director of Public Relations, ex officio; Director of Residence Life, ex officio; Institutional Research Associate, ex officio; Assistant Controller, ex officio; one faculty representative from each of the following five areas; Fine Arts, Liberal Arts, and Natural Science / Mathematics of the Ellis College; School of Business; Teachers College, Henderson; two students (one first-time freshman or transfer student and one upperclassman) appointed by Vice President of Student Affairs upon recommendation by SGA.

Role	Committee Member	Term Expires
Provost	Steve Adkison, Chair	Ex officio
Dean, Ellis College	Angela Boswell	Ex officio
Dean, Graduate School	Kenneth Taylor	Ex officio
Dean, Business	Marc Miller	Ex officio
Dean, Teachers College	Celya Taylor	Ex officio
Registrar	Elwyn Martin	Ex officio
Asst. VP, Student Affairs/ Dean of Students	Eric Flowers	Ex officio
Associate Dean of Students	Veronika Salazar	Ex officio
Associate Dean of Academic Affairs	Pam Ligon	Ex officio
Associate Provost for Enrollment Services & Admissions	Brandie Benton	Ex officio
Director of Financial Aid	Alexandra Tubbs	Ex officio

Director of Honors College	David Thomson	Ex officio
Director of Marketing and Communications	[vacant]	Ex officio
Director of Residence Life	Nikkie Laird	Ex officio
Institutional Research Associate	Ginger Otwell	Ex officio
Assistant Controller	[to be determined]	Ex officio
Faculty-Teachers College	Matthew Sutherlin	2018
Faculty-Ellis, Fine Arts	Andrew Kreckmann	2018
Faculty-Business & Library	Kelli Hernandez	2019
Faculty-Ellis, Nat. Sci., Math, Nursing	Lori Smith	2019
Faculty-Ellis, Liberal Arts	Darrel Farmer	2018
Student-first time freshman or transfer student	[vacant*]	
Student-upperclassman	[vacant*]	

* **Appointed by Vice President of Student Affairs upon recommendation by SGA.**

FACULTY DEVELOPMENT AND RESEARCH

Faculty Development and Research is covered by three separate committees, one each established by the Ellis College, the School of Business, and Teachers College. These committees will study and make recommendations to the Dean concerning proposals for faculty growth, development and research. The duties of each committee shall be:

- 1) To discuss and review the general parameters of faculty growth, development and research;
- 2) To establish faculty development and research grant application guidelines and procedures;
- 3) To review grant applications received; and
- 4) To make recommendations to the Dean for consideration as to the awarding of grants.

Each dean shall establish a committee that is fairly representative of the various departments or areas within the college or school, specifically including a representative from each area or discipline from which an application is received. The committees may be of varying size but shall have a sufficient number of members to insure representation of the faculty within the college or school.

Ellis College: The duties listed above fall under the responsibility of the Ellis College Planning and Advisory Council (ECPAC). Associate Dean, chair; and one faculty member selected by each of the departments. Departments may select alternates to attend in the absence of the primary member. All members will serve two-year terms and must remain off the committee for two years before they may be selected to serve again.

Angela Boswell, chair; Rafael Bejarano (2019), Ivan Birch (2018), Sally Crain (2018), Jim Duke (2018), Darrel Farmer (2018), Emily Gerhold (2019), Matthew Gross (2019), Hee-Kyung Juhn (2019), Katherine Nina-McCoy (2019), Margarita Peraza-Rugeley (2019), Bradley Rowland (2018), Matthew Schoultz (2018)

School of Business: Associate Dean, chair; Director of Aviation; and one faculty member from each of the strategic groups (ACC & BIS; MGT & MKT; ECO, FIN & GBU). The Associate Dean and Director of Aviation will serve continuously. Faculty committee members from the three strategic groups will serve two year terms and may be re-elected for one additional two-year term before having to rotate off the committee for one two-year term before being eligible again. Faculty members elected in the fall of 2010 will begin the two year terms.

Nathan Campbell, Chair; Troy Hogue; Ajay Aggarwal; Edward Akoto; and David Rodriguez

Teachers College, Henderson: Each department chair in Teachers College, Henderson will select a faculty member from his/her department.

[The personnel will be inserted once updated information is received.]

FACULTY HEARING

A Faculty Hearing Committee shall be established and continuously maintained. It shall be constituted by electing three full-time faculty members representing the School of Business; three full-time faculty members representing the School of Education; nine full-time faculty members representing Ellis College—three from each of the areas of Fine Arts, Liberal Arts, and Natural Sciences and Mathematics; by the faculty of the respective academic areas. The Procedures Committee of the Faculty Senate is responsible for conducting the election and reporting the membership annually to the Vice President for Academic Affairs and to the Chair of the Committee on Committees by April 15. The members of the committee will serve three (3) year terms, with one member from each area being elected annually. The Committee shall be authorized to hear the types of cases specified herein, as well as any grievance initiated by either the administration or a faculty member unspecified as belonging to the domain of other procedures outlined in *The Faculty Handbook*. The Committee shall be empowered to hear the grievance, including all relevant documentation and testimony advanced, and make recommendation to the President. The Committee may include, as part of a given recommendation, the desire that such committee opinions, with appropriate documentation, be communicated to the Board of Trustees.

The President, and where the President sees fit, the Board of Trustees, shall communicate decisions to the Committee bearing on the Committee's previous consideration of the case. The Committee shall in turn inform the faculty member of the administration's decision.

The Committee shall, as a matter of philosophy and practice, serve as a redress review organ for all personnel matters not otherwise specified in these statements, and shall serve as a liaison between the faculty and administration. Explicit in "redress" is the requirement that the faculty make a wholehearted effort to follow normal channels before bringing grievances to the Committee.

PERSONNEL: Three full-time faculty members representing the School of Business; three full-time faculty members representing the Teachers College; nine full-time faculty members representing Ellis College—three from each of the areas of Fine Arts, Liberal Arts, and Natural Sciences and Mathematics, determined by election administered through the faculty senate. The Faculty Senate shall select the Chair from the faculty elected for the upcoming academic year before the close of the preceding academic year.

Emilie Beltzer, Chair (2019)
[Ellis, Nat. Sci. & Math] (2020)
[TCH] (2020)
Alan Blaylock (2018)
Bradley Rowland (2019)

[Ellis, Fine Arts] (2020)
[School of Business] (2020)
Megan Hickerson (2018)
Christine McDowell (2018)
Natalie Scrimshire (2019)

[Ellis, Liberal Arts] (2020)
Hee-Kyung Juhn (2018)
Brett Serviss (2018)
Darrel Farmer (2019)
John Thomasson (2019)

ALTERNATES:

Laura Storm (2019)
[School of Business] (2020)
Aneeq Ahmad (2018)
Patrick Wempe (2018)
Judith Jenkins (2019)

[Ellis, Liberal Arts] (2020)
[TCH] (2020)
Barbara Landrum (2018)
Greg Gibson (2019)
Eunice Akoto (2019)

[Ellis, Nat. Sci. & Math] (2020)
Jana Jones (2018)
Edward Akoto (2018)
Duane Jackson (2019)

FELONY REVIEW

If the university becomes aware that a current student or an applicant has been arrested for, charged with, or convicted of a felony, the university reserves the right to place a current student on interim

suspension from campus or to place an applicant’s application on hold, pending further review. The Felony Review Committee is charged with reviewing applications for undergraduate admission, graduate school admission, readmission, and campus residential housing when the university becomes aware of an applicant’s criminal conviction. The review committee may also be called upon by the university to review situations in which a current student is arrested for, charged with, or convicted of a felony that may amount to “serious acts of misbehavior which may be detrimental to the university community” under the Code of Conduct.

Personnel: Dean of Students, non-voting, ex-officio chair; Chief of Police, ex-officio voting member; General Counsel, non-voting, ex-officio member; representative of Academic Affairs; representative of Counseling Center; representative of Residence Life; representative of Undergraduate Admissions; and representative of the Graduate School.

Role	Committee Member	Term Expires
Dean of Students, Chair	Eric Flowers	ex-officio
Chief of Police	Johnny Campbell	ex-officio-voting
General Counsel	Elaine Kneebone	ex-officio
Academic Affairs representative		
Counseling Center representative		
Residence Life representative		
Undergraduate Admissions representative		
Graduate School representative		
Faculty (at large)		
Faculty (at large), Alternate		

FRINGE BENEFITS

The Fringe Benefits committee shall serve in an advisory capacity to the President on issues related to the fringe benefits of the employees of the University. This Committee shall receive recommendations from Faculty and/or Staff Senates. The chair person is appointed by the Committee on Committees.

PERSONNEL: Director of Human Resources, ex officio; one representative from the Office of Finance and Administration; an administrator (an Associate Dean or higher); three faculty members who holds no administrative role above chair or director, representing each college; three at-large faculty members; and five staff members.

Role	Committee Member	Term Expires
Administrator	Nathan Campbell, Chair	2019
Faculty-TCH	Judith Jenkins	2019
Faculty-Ellis	Claudia Beach	2018
Faculty-Business	Lisa Massey	2018
Faculty-At Large	David Rodriguez	2019
Faculty-At Large	Ivan Birch	2019
Faculty-At Large	Vince Dunlap	2019
Staff	Sheri Phillips	2018
Staff	Martha Bryant	2019
Staff	Yvette Bragg	2018

Staff	Lisa Buck	2019
Staff	Brian Bagwell	2018
Representative of F & A	Karen Spradlin	2019
Director of Human Resources, ex officio	[vacant]	ex officio

GENERAL EDUCATION COMMITTEE

The committee shall oversee and assess Henderson's program of general education, the Liberal Arts Core (LAC), to ensure that it is effective in meeting the needs of students and is consistent with the goals of the university. In addition, the committee shall oversee and assess the Non-Western Cultures program, and shall work with the Provost to oversee and assess the university Writing Across The Curriculum program. The Committee shall make recommendations to the UAC pertaining to any changes or revisions of the LAC and the WAC and NWC programs as a result of routine curricular management, including program assessment and review, as well as changes in state-level statutes or regulations.

PERSONNEL: The Associate Dean of Ellis College serves as the sitting chair of the committee, as the Academic Affairs representative appointed by the Provost. Two faculty members representing the School of Business; two faculty members representing the Teachers College; six faculty members representing the Ellis College - two from each of the areas of Fine Arts, Liberal Arts, and Natural Sciences and Mathematics; the Assessment Team co-chairs (Director of Assessment & Faculty Assessment Coordinator, both ex-officio), and two students.

Role	Committee Member	Term Expires
Faculty-Business	Kelly Hernandez	2018
Faculty-Business	Ajay Aggarwal	2019
Faculty-Teachers College	Mark Mosser	2019
Faculty-Teachers College	Patrick Wempe	2018
Faculty-Ellis, Fine Arts	Margo Duvall	2018
Faculty-Ellis, Fine Arts	Steven Knight	2019
Faculty-Ellis, Nat. Sci., Math, Nursing	Fred Worth	2018
Faculty-Ellis, Nat. Sci., Math, Nursing	Cynthia Fuller	2019
Faculty-Ellis, Liberal Arts	Maryjane Dunn	2018
Faculty-Ellis, Liberal Arts	Shari Valentine	2019
Faculty Assessment Coordinator	Brett Serviss	Ex officio
Director of Assessment	Wrenette Tedder	Ex officio
Ellis Assoc. Dean.	Angela Boswell, Ex Officio Chair	Ex officio
Student	Mikayla Douglas	2017
Student	Ki'Asia Johnson	2017

GRADUATE COUNCIL

The Graduate Council recommends policies for the operation and improvement of the Graduate School. The Graduate Council acts as the higher body of the graduate faculty for final recommendations and proposals to the Vice President for Academic Affairs and, through that office, to the President and the Board of Trustees.

The Graduate Council is responsible for such matters as approving new graduate courses; approving the graduate faculty; recommending additions, deletions, and changes in the various graduate programs and

degree requirements; and recommending the assignment and awarding of graduate assistantships. Also, the Council approves applications for candidacy and for graduation and serves as an appeal board for special student requests.

PERSONNEL: The Graduate Dean serves as committee chair; the Vice President for Academic Affairs, ex officio without voting privileges; one graduate faculty member *elected from School of Business*; three graduate faculty members *elected from the Teachers College*; one graduate faculty member *elected from Ellis College*; one representative *elected by faculty senate*; and two graduate students (one from Teachers College and one alternating from MLA and MBA) appointed by the Graduate Dean.

Kenneth Taylor, chair; Stephen Adkison, ex officio; Lonnie Jackson (2017); John Thomasson (2017); Don Benton (2017); Charmaine Caldwell (2017); Suzanne Tartamella (2019); Peggy Woodall (2017); [Teachers College graduate student to be determined]; Phillip Lightsey.

GRANTS MANAGEMENT

The Grants management Committee will review and make recommendations to the President on all grant applications. This examination will include the scope and goals of the proposed project, fit within the mission and goals of the university, compliance with all program guidelines, required equipment and technology and the proposed budget. At the outset, grant applicant writers should contact the Office of the Provost for university grant guidelines and procedures. The author of the grant will work with the committee in examining and making any necessary alterations to the grant proposal.

PERSONNEL: Provost, chair; vice president of submitting area; dean/director of submitting area; controller; grants accountant; and the author of the grant proposal.

Stephen Adkison, ex officio chair; Lecia Franklin; Lauren Avery; other representative(s) as described.

HEALTH

The Health committee monitors, evaluates, and supports all health related activities. The Committee recommends to the Vice President for Student Affairs and:

1. Monitors general health concerns reported by the nurses or other Health committee members;
2. Reviews general University health policies and makes pertinent recommendations;
3. Reviews and recommends insurance options for students;
4. Supports the efforts of the SGA Health Committee and other groups concerned with campus health needs;
5. Ensures that a drug/alcohol awareness program for students is implemented by the University.

PERSONNEL: Student Health Director, ex officio chair; one representative from Student Affairs; one faculty member from the School of Business, Teachers College and each division of Ellis College; and two students.

Role	Committee Member	Term Expires
Director, Student Health & Counseling Center	Deborah Collins, Chair	Ex officio
Representative of Student Affairs	Verónikha Salazar	2018
Faculty-Business	[vacant]	2018
Faculty-Teachers College	Lynn Stanley	2019
Faculty-Ellis, Fine Arts	Aaron Calvert	2018
Faculty-Ellis, Nat. Sci., Math, Nursing	Katharine-Nina McCoy	2019

Faculty-Ellis, Liberal Arts	Margarita Peraza-Rugeley	2018
Student	[vacant]	2017
Student	[vacant]	2017

HONORS COLLEGE

The Honors College committee shall coordinate the university-wide honors activities; including interdisciplinary colloquia, honors courses, and independent study, and makes recommendations to the Office of Academic Affairs.

Members are elected by the Honors College faculty. Student members are selected by the Director of the Honors College.

PERSONNEL: Director of Honors College, Chair; all members of the honors faculty with their committee terms coinciding with their corresponding terms on the honors faculty; and three honors students.

David Thomson, Chair; Eunice Akoto (2019); Maryjane Dunn (2017); David Sesser (2017); James Engman (2019); Lewis Kanyiba (2019); Jamie Lipton (2018); Brad Rowland (2018); Drew Smith (2019); Lacy Wolfe (2019); Clinton Atchley (2018); Lloyd Moyo (2017); Logan Fisk; Ashton Eckerstorfer; Emily Whitley.

INFRASTRUCTURE COMMITTEE

The Infrastructure Committee will assist in the establishment of infrastructure priorities for the University and will recommend to the President means of accomplishing said priorities.

Personnel:

- VP of Finance and Administration (Committee Chair)
- Aramark Facility Manager
- Director of Computer & Communication Services
- Instructional Technology representative
- Chair of Workplace Safety Committee
- Deans Council representative
- Chairs Council representative
- Staff Senate representative
- Faculty Senate representative
- SGA Representative

WORKPLACE SAFETY SUBCOMMITTEE OF THE INFRASTRUCTURE COMMITTEE

[Subcommittee charge is under development.]

Personnel:

- Chemical Hygiene Officer
- Teachers College, Henderson representative (faculty or staff)
- Ellis College representative (faculty or staff)
- School of Business representative (faculty or staff)
- Faculty Senate representative
- Staff Senate representative
- SGA Representative
- Aramark Facility Manager (ex officio)
- Safety Manager-Director of Human Resources (ex officio)
- VP of Finance & Administration (ex officio)

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

The Institutional Animal Care and Use Committee (IACUC) oversees and evaluates all aspects of animal care and use programs and facilities to ensure ethical use and well-being of animals used for research or teaching. The IACUC is a self-regulating entity that is mandated by the Animal Welfare Act and its amendments and the Health Research Extension Act. The IACUC also ensures the public of the university's conformance to all legal and ethical standards regarding the use of animals in research and teaching.

According to Institutional Care and Use Committee Guidebook 2nd Edition (2002) published by the Office of Laboratory Animal Welfare (OLAW), the IACUC composition, appointed by the CEO, should have a chair, veterinarian, scientist, nonscientist, and a nonaffiliated member.

Role	Committee Member	Term expires
Scientist	Tommy Finley, Chair	To be determined
Scientist	Aneeq Ahmad	To be determined
Scientist	Rafael Bejarano	To be determined
Scientist	Renn Tumlison	To be determined
Nonscientist	Jennifer Zarzosa	To be determined
Veterinarian	Christopher Nelson	To be determined
Nonaffiliated member	To be determined	To be determined

INSTITUTIONAL REVIEW BOARD

The purpose of the Institutional Review Board (IRB) is to protect the rights and health of human subjects used in research investigations while promoting free inquiry and research at this university and to assure compliance with governmental regulations as specified by the Office for Human Research Protections (OHRP) of the U.S. Department of Health and Human Services and the Committee for the Protection of Human Subjects (CPHS) of the Office of Statewide Health Planning and Development. Primary concerns of the IRB are that risks of human subject research are minimized for subjects and are reasonable when compared to benefits, participant selection is equitable, privacy and confidentiality are protected, participants are adequately informed of what their participation will entail (e.g. risks and benefits) including written and signed informed consent in most cases, and a plan for monitoring research is developed.

Chairperson will be named by provost upon recommendation by IRB. Ten voting IRB members will serve five-year staggered terms. At least two faculty members will be non-scientific members. *To fill a vacancy in any of the seven college positions, the Faculty Senate will select one faculty member from a list of two nominees named by the dean of the college.* Refer to the IRB handbook for replacing members who are unable to complete their term. The IRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

PERSONNEL: Chairperson; Director of Undergraduate Research, ex officio; General Counsel, ex officio; IRB graduate assistant, ex officio; one faculty member from School of Business, two faculty members from Teachers College, 2 faculty members from Ellis College Math and Science, and 2 faculty members from Ellis College Fine Arts or Liberal Arts; two non-affiliated members.

Barbara Landrum, Chair; Terry Bateman, ex officio; Elaine Kneebone, ex officio; Ashley Childs, ex officio; Mike Watters (2020); Lewis Kanyiba (2021); Charlotte White-Wright (2019); Catherine Leach (2019); Aneeq Ahmad (2021); Jana Jones (2021); David Stoddard (2020); Beth Neel, non-affiliated member (2021); Brenda Trigg, non-affiliated member (2022)

INTERNATIONAL EDUCATION

The International Education Committee will function as a review and advisory group to the President for short and long range planning to enhance the international community on campus and achieve integration and exchange of ideas and cultures. The Committee will serve as a liaison between the University and the international student community; examine concerns and issues of the international students; act as a catalyst for globalizing Henderson State University; work with academic departments and appropriate committees to encourage the development of international courses and curricula; support the recruitment of international students and scholars; coordinate with the Office of the President to host international guests and lecturers; plan events for International Focus Week; appoint and coordinate the work of subcommittees to oversee particular aspects of university wide international emphasis, e.g. International Focus Week; and serve generally as an oversight committee for the international community.

PERSONNEL: Director of International Student Program, ex officio chair; Provost (ex officio); Vice-President for Student Affairs (ex officio); one at-large Director from Student Affairs; one faculty member from School of Business, two faculty members from Teachers College, and 4 faculty members from Ellis College (with at least one from each division) and two students (one international and one domestic student)

Role	Committee Member	Term Expires
Director of International Programs	Drew Smith, Chair	Ex officio
Provost	Steve Adkison	Ex officio
Vice President of Student Affairs	Brett Powell (Interim)	Ex officio
Director from Student Affairs	[TBD]	[TBD]
Faculty-School of Business	Eunice Akoto	2018
Faculty-Teachers College	Beth Wyatt	2019
Faculty-Teachers College	Lewis Kanyiba	2018
Faculty-Ellis, Fine Arts	Jamie Lipton	2018
Faculty-Ellis, Nat. Sci., Math, Nursing	Dever Norman	2019
Faculty-Ellis, Liberal Arts	Nydia Jeffers	2018
Faculty-Ellis, At Large	[TBD]	2017
Student, Domestic	Kayla Astner	2017
Student, International	Emily Wetzlar	2017

JUDICIAL

The Judicial committee panels serve as the hearing panels and appeals panels for university student disciplinary cases pursuant to the Code of Student Rights, Responsibilities, and Conduct. Each panel is usually comprised on one student, one faculty member and one staff member or administrator but availability of trained committee members and, in the event of cases involving privacy or other sensitive issues, the panel may not include a student. Student members must be: in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.5; be in good standing with the conduct process (having no record of misconduct) throughout the semester in which they serve on a panel; and be recommended by a faculty member or administrator.

PERSONNEL: Fourteen faculty/staff members; and eleven students.

Panel I:

Role	Member	Term Expires
Faculty	Troy Bray	2019
Faculty	Suzanne Tartamella	2018
Staff	Amanda Baker	2019
Student	Anna Grace Duggan	2018
Student	To be determined	2019

Panel II:

Role	Member	Term Expires
Faculty	TaLisha Givan	2018
Staff	Steve Fellers	2019
Staff	Scott Freeman	2018
Student	[To be determined]	2019
Student	Andrew Hinds Stanley	2018

Panel III:

Role	Member	Term Expires
Faculty	Alan Blaylock	2019
Faculty	Michelle Johnson	2019
Staff	Debbie Buck	2018
Student	[To be determined]	2019
Student	[To be determined]	2018

Alternates:

Role	Name	Term Expires
Staff	Beverly Quillin	2018
Staff	Jordan Argo	2019
Staff	Troy Mitchell	2018
Faculty	Ajay Agarwall	2018
Faculty	Charlotte Wright	2018
Student	[To be determined]	2018
Student	[To be determined]	2018
Student	Rorie McKinney	2018
Student	[To be determined]	2019

NON-ACADEMIC GRIEVANCE COMMITTEE

The Non-Academic Grievance Committee shall meet to review evidence presented in a grievance brought forth by an HSU staff member. Upon reviewing all of the evidence, the Committee will submit its findings to the Vice President over the area in which the aggrieved employee works. If not satisfied with the VP's decision, the aggrieved employee may, within three (3) working days, appeal the decision, based on the record, to the President who will review the findings and render the final decision.

PERSONNEL: The Committee will be made up of six active members and three alternates appointed by the President. Members will be selected from each of the following areas represented in the HSU Staff Senate (Academic Affairs, Finance and Administration, Student Affairs, and President's area). The President shall appoint one member as Chairperson. If one of the active members cannot or should not serve on the Committee for a particular hearing, it will be the responsibility of the chairperson to appoint one of the four alternates to fill the vacancy.

Role	Committee Member	Term Expires
Staff member-Academic Affairs	Jennifer Holbrook, Chair	2019
Staff member-Finance and Administration	Lottie Ware	2020
Staff member-President's Area	Lenette Jones	2018
Staff member-University Advancement*	Jordan Argo	2019
Staff member-Student Affairs	Belford Williams	2019
Staff-at large	Jacob Mills	2018
Alternate	[to be determined]	2018
Alternate	[vacancy]	2020
Alternate	Steve Fellers	2019

SABBATICAL LEAVE REVIEW COMMITTEE

The Sabbatical Leave Review Committee will receive applications for sabbatical leave and recommend faculty to be awarded sabbatical leave.

PERSONNEL: Vice President for Academic Affairs; and members chosen from each of the five traditional areas of the university: Natural Science and Mathematics, Liberal Arts, Fine Arts, Business, and Education. Members will be chosen for three-year terms, staggered so that some replacements are made each year.

Eligibility for this committee: Tenured, associate or full professor, and completed at least seven (7) consecutive years of service as teaching faculty.

The Committee on Committees will appoint the chair from committee members who have served for at least one academic year on this committee.

Role	Member	Term Expires
Provost	Steve Adkison	Ex officio
Tenured Faculty-Ellis, Fine Arts	Steven Becraft	2020
Tenured Faculty-Ellis, Nat. Sci., Math, Nursing	Terry David Bateman	2018
Tenured Faculty-Ellis, Liberal Arts	Steven Carter, Chair	2019
Tenured Faculty-Business	Renae Clark	2019
Tenured Faculty-Teachers College	Rochelle Moss	2020

SHARED GOVERNANCE COMMITTEE

The Shared Governance Committee (SGC) is charged with the effective management and operation of the university's shared governance process. It serves as the entry point and the exit point for all shared governance proposals and also serves as the shared governance liaison to the President. Additionally, the SGC is responsible for reviewing shared governance procedures, monitoring the performance of standing committees of the university, and ensuring that shared governance processes are followed.

The SGC oversees the processing of shared governance proposals by establishing the type of review (expedited, full, or extended), assigning tracking numbers, and routing the proposal to the appropriate committee(s). The determination of expedited, full, and extended review will be determined by considering the complexity of the issue, the urgency, and the availability of constituency groups during the summer months or periods when the university is closed for business.

A guiding principle of shared governance is that the constituency group with the most direct interest in an issue should have the most input regarding that issue. Accordingly, in the event that there is disagreement among a constituency group or groups regarding how to handle a particular issue, the SGC will consider the views of the group or groups when reviewing or acting on issues primarily affecting that group.

The SGC also functions as the university's Committee on Committees, where retention of existing standing university committees, discontinuation of existing committees, and recommendations for new committees or changes in membership, representation, or committee function are reviewed by the SGC. The SGC is also responsible for the annual review of the shared governance process. Any committee or constituent that experiences a possible violation of shared governance principles or procedures (but not specific actions, decisions, or recommendations by individual committees in the discharge of their duties) may ask the SGC to review the issue. The SGC has 21 calendar days after a direct request for review is received to make a recommendation in writing to the President. The President shall render a final decision on the recommendation and communicate that decision in writing to the chair of the SGC with explanation of support, modification, or non-support within 21 calendar days after receipt of the SGC's recommendation.

Membership of the SGC shall consist of:

- Three faculty members: President of the Faculty Senate; President-Elect of the Faculty Senate; and the immediate past President of the Faculty Senate, who shall each serve 3-year terms
- Three staff members: President of the Staff Senate and President-Elect of the Staff Senate, who shall each serve 2-year terms, and one staff member at-large, who will serve a one-year term. The at-large staff member shall be determined by the Staff Senate
- A representative of the academic deans, who shall serve a one-year term
- The deans shall rotate consecutively as representatives
- A representative of the academic department chairs, who shall serve a one-year term. The departmental chair representative shall be determined by the department chairs
- President of the Student Government Association or his or her designee, who shall serve a one-year term
- Provost as an ex officio, non-voting member
- General Counsel as an ex officio, non-voting member

Members of the SGC may be reappointed at the end of a term of service, but may not serve for more than eight consecutive years. A person may be reappointed after a break in service of at least one year. The beginning of a term of service on the SGC shall correspond to the beginning of the university's academic year.

The SGC shall elect a chair, a vice-chair, and a secretary at the beginning of each academic year from the voting members of the committee. In the event that any officer is unable to serve in that position, a

new election for that position will be held. The chair and the vice-chair of the SGC may not serve more than two consecutive years in such positions (as chair or vice-chair) without a break in service of at least one year. It is required that at least one faculty member and at least one staff member shall be elected officers of the SGC each year.

Role	Member	Term Expires
President of Faculty Senate	Megan Hickerson	Ex officio, chair
President-Elect of Faculty Senate	Malcolm Rigsby	Ex officio
Immediate past President Faculty Senate	Lea Ann Alexander	Ex officio, co-chair
President of the Staff Senate	Chanda Hooten	Ex officio
President-Elect of Staff Senate	Reo Cummings	Ex officio
Staff, At Large selected by Staff Senate	Randy McCauley	2017
Academic Deans' Representative	[To be determined]	2017
Academic Chairs' Representative	Connie Phelps	2017
SGA President or designee	Suzanne Sorrells	2018
Provost	Steve Adkison	Ex officio
General Counsel	Elaine Kneebone	Ex officio

Lea Ann Alexander, ex officio, Megan Hickerson, ex officio, Malcolm Rigsby, ex officio [three- year terms], Chair; Chanda Hooten, ex officio, Reo Cummings, (President-Elect of Staff Senate), ex officio, [two-year terms]; Randy McCauley, staff member at-large [one-year term, elected by Staff Senate]; to be determined, academic dean representative [one-year term]; Connie Phelps [one-year term]; Suzanne Sorrells, SGA representative [one-year term], Dr. Stephen Adkison, ex officio, Elaine Kneebone, ex officio.

STAFF RECOGNITION AWARD COMMITTEE

Members of the Staff Recognition Award Committee are charged with reviewing award nominations and facilitating the selection of awardees who have made significant contributions to the campus community and who demonstrate commitment to the university's mission and core values. The committee is also responsible for ordering and implementation of awards. Each committee member serves for one year. Committee members are not considered eligible recipients of the Staff Awards of Excellence for the year in which they serve on the committee.

PERSONNEL: The Staff Recognition Award Committee is comprised of 5 staff members representing each university division (Academic Affairs, Finance & Administration, President's Area, Student Affairs, and University Advancement) and the staff senate president.

Role	Member	Term Expires
Staff, Academic Affairs	Jacob Mills	2019
Staff, Finance & Administration	Pam Shuffield	2018
Staff, President's Area	Angie Bradshaw	2019
Staff, Student Affairs	Beverly Quillin	2018
Staff, University Advancement	[vacant]	2018
President of Staff Senate	Chanda Hooten	Ex-Officio

STUDENT ACADEMIC TRAVEL COMMITTEE

The SATC serves as a review committee for university funded academic travel proposals. The committee establishes guidelines, solicits applications and determines funding allocations for student travel that is focused on academics. Committee meetings are held as needed. The committee members are recommended by the appropriate deans.

PERSONNEL: Dean of Ellis College, ex officio; one at-large faculty member; one faculty member representing the School of Business; one faculty member representing the Teachers College, Henderson; and three faculty members representing Ellis College - one from each of the areas of Fine Arts, Liberal Arts, and Natural Sciences and Mathematics.

The term length for this committee will be three years. At the end of each spring semester, the Student Academic Travel Committee will elect the chair for the next year from the continuing members of the committee.

Role	Member	Term Expires
Dean, Ellis College	Angela Boswell	Ex officio
Faculty-School of Business	Lisa Massey	2018
Faculty-Teachers College	Patrick Wempe	2020
Faculty-Ellis, Fine Arts	Claudia Beach	2018
Faculty-Ellis, Nat. Sci., Math, Nursing	Dever Norman	2018
Faculty-Ellis, Liberal Arts	Matthew Bowman	2020
Faculty-At Large	Jennifer Adkison	2018

STUDENT FINANCIAL AID APPEALS COMMITTEE

The Student Financial Aid Appeals Committee, replaces the former "Student Aid/Scholarship Committee". The Student Financial Aid Appeals Committee reviews appeals for students (1) who lost federal financial aid due to failure to maintain satisfactory academic progress; (2) who lost institutional academic scholarships due to failure to meet retention criteria; and (3) whose athletic scholarships/grants were reduced, cancelled or not renewed by the Athletic Department.

The committee must maintain current working knowledge of federal financial aid regulations, institutional scholarship policies and guidelines and National Collegiate Athletic Association (NCAA) regulations. Committee decisions will be based on consistent and fair standards of practice. All decisions of the committee are final; there is no further appeals process.

Appeals will be submitted via email to the committee by the Director of Financial Aid. In order to provide timely service to students, committee decisions will be emailed to the Director of Financial Aid within two working days.

PERSONNEL: Director of Financial Aid, Assistant Director of Financial Aid, Director of University Relations and Admissions, Registrar and Associate Dean of Academic Services. A chairperson is elected from within the committee.

Alexandra Tubbs, ex officio; [vacant-TBD], ex officio; Brandie Benton, ex officio; Elwyn Martin, ex officio, Pam Ligon, ex officio

TEACHER EDUCATION COUNCIL

The Teacher Education Council (TEC) is a consolidation of the former Teacher Education Policy Council and the Teacher Education Programs Curriculum Committee.

The TEC acts as the higher body of the teacher education faculty for final recommendations and proposals to the Vice President for Academic Affairs. The TEC recommends curriculum, policies, standards and procedures for the operation and improvement of teacher education.

The TEC is responsible for such matters as approving new teacher education courses; reviewing credentials for the teacher education faculty; recommending additions, deletions and changes in the various levels and areas of teacher licensure; and recommending degree requirements. Changes in academic programs and degree requirements approved by the TEC are submitted to the UAC.

All candidates for teacher education faculty are to be recommended to the TEC by their Chairs. If the TEC determines that a candidate does not meet the required guidelines, the respective Chair may present further evidence of exceptional expertise. If the candidate is found to be unqualified on second review documentation will be referred to the Deans of The School of Education and the Ellis College of Arts and Sciences and the Vice President for Academic Affairs for final decision.

The TEC approves applications for candidacy into teacher education (sophomore level) and internship (senior level). The TEC also serves as a Grievance Committee for undergraduate teacher education candidates.

To be eligible to participate in elections for committee members and to serve on this committee one must be full-time faculty and approved for teacher education faculty.

Elections for the three Teachers College undergraduate curriculum departments (curriculum and instruction, physical education and family and consumer sciences) will be conducted within each department. Elections for the three Ellis College divisions will be conducted by the Associate Dean of the Ellis College from within each division. The superintendent, principal and teacher will be selected by the executive board of the Partners in Education (PiE). The undergraduate student will be appointed by the Dean of Teachers College, Henderson, and may be the president of the Student Arkansas Education Association. Members may be re-elected to subsequent terms. Following the initial one-year terms, subsequent terms will be for three years with staggered terms being designated by the Committee on Committees for the initially elected members.

PERSONNEL: Dean of Teachers College or designee, chair; Director of Clinical Experiences, Chair of Curriculum and Instruction, four faculty members elected from Curriculum and Instruction (one each from P-4, 4-8, 7-12 & Special Education), one faculty member elected from physical education, one faculty member elected from family & consumer sciences, one faculty member elected from fine arts, one faculty member elected from math and science, one faculty member elected from liberal arts, one public school superintendent, one public school principal, one public school teacher, and President of the HSU student chapter of AEA.

Gary Smithey, chair; TaLisha Givan, ex officio; Matthew Sutherland, ex officio; Charlotte Wright, P-4 (2017); Ronnie Monroe, 4-8 (2017); [vacant-TBD], 7-12 (2017); Glenda Hyer, Special Education (2017); [vacant, HPER/AT]; Connie Phelps, FCS; Shaun Popp, Fine Arts; Darrel Farmer, alternate (2018); Beth Maxfield, Liberal Arts; John Graves, alternate (2017); Holly Morado, Math & Science; Janice O'Donnell, alternate (2019); [vacant, superintendent (2017)]; Meredith McCormack, principal (2017); Carmen Jones, public school teacher (2017); ChaQuirra Jones, president of student chapter of AEA (2017).

TITLE IX

The Title IX (T9) Committee aims to eradicate sex- and gender-based misconduct that impacts the university community through education, training, clear policies and procedures, and serious consequences for violations of the policies. The T9 committee monitors the campus climate regarding issues of sex- and gender-based misconduct.

The President appoints members to the T9 Committee. The Title T9 Committee consists of about 15 members drawn from faculty, staff and students from Henderson State University. The Shared Governance Committee will notify faculty, staff, and students of openings on the T9 Committee and will solicit responses from individuals who are interested in serving at least annually. The Shared Governance Committee will recommend faculty, staff and students for service on the T9 Committee to the President. The President makes all final decision regarding appointments. The Chair of the T9 Committee is appointed by the President. Faculty and staff members are appointed to the T9 Committee for terms of one, two or three years. Student members are appointed to one- or two-year terms, depending on their availability and anticipated graduation dates. The T9 Chair is appointed to a three-year term. All Members are eligible for reappointment. The Chief of Police, the Department of Athletics Senior Woman Administrator and General Counsel shall serve as ex officio members.

Investigations Subcommittee: The T9 Chair will appoint an Investigations Subcommittee of at least eight T9 Committee members who are faculty or staff members who do not have a material conflict of interest. Students, Senior Woman Administrator, the Chief of Police and the General Counsel may not serve on the Investigations Subcommittee. Investigations Subcommittee members will be trained to fairly and expeditiously investigate reported violations of the university’s Policy Prohibiting Sex- and Gender-Based Discrimination, Harassment, Misconduct and Retaliation as assigned by the T9 Chair.

Sanctions Panel: If, after the conclusion of an investigation in which the T9 determines that there is evidence of reasonable grounds to believe a violation of this policy has occurred, the T9 Coordinator will convene a Sanctions Panel of three T9 Committee members who did not participate in the investigation and who do not have a material conflict of interest. The Sanctions Panel will determine the appropriate remedy and/or sanction to be imposed.

Allison Vetter, chair; Jennifer Adkison; Keith Beason; Angela Boswell; Yvette Bragg; Shannon Clardy; Greg Gibson; Paul Glover; Chris Golston; William Henshaw; Megan Hickerson; Chanda Hooten; Nydia Jeffers; Cris McGough; Jacob Mills; Erin Poe; Shaun Popp; Karen Spradlin; Beth Taggard; John Thomasson; Tricia Wempe; Lacy Wolfe; Matthew Gross; Judy Harrison; Michelle Johnson, Casey Jackson; Johnny Campbell, ex officio as Chief of Police; Lenette Jones, ex officio as Senior Women’s Administrator-Athletics; Elaine Kneebone, ex officio as General Counsel

UNDERGRADUATE RESEARCH COMMITTEE

The Undergraduate Research Committee promotes and encourages undergraduate research activities in all academic disciplines. The Committee:

1. Evaluates undergraduate research proposals;
2. Provides financial support for undergraduate research;
3. Coordinates the Arkansas Undergraduate Research Conference.

PERSONNEL: Director of Undergraduate Research, who serves as the chair, and eight faculty members.

Role	Member	Term Expires
Director of Undergraduate Research	Terry Bateman, Chair	Ex officio
Faculty	Julie Williams	2019
Faculty	Eunice Akoto	2019
Faculty	Lewis Kanyiba	2018
Faculty	Lacy Wolfe	2018
Faculty	Charlotte White-Wright	2018
Faculty	Matt Gross	2019
Faculty	Randy Duncan	2018
Faculty	Vincent Dunlap	2019

UNIVERSITY ACADEMIC COUNCIL

The University Academic Council shall recommend policy for the operation and improvement of the undergraduate program. Broad policies to include goal setting and basic principles of academic government actually are derived from sources of the faculty, including the Faculty Senate and the various academic committees to the faculty. The Council shall act as the higher body of the total faculty for final recommendations and proposals to the President and, through that office, to the Board of Trustees.

The Council is responsible for such matters as approving the general education program, monitoring the programs of credit examination, approving the graduate faculty, and recommending additions, deletions, and changes in the academic programs in degree requirements.

PERSONNEL: The University Academic Council is comprised of the Vice President for Academic Affairs who serves as chair; the registrar, ex officio secretary; academic deans, ex officio; the chair of the Faculty Senate Academic Committee, ex officio; five faculty members, one from each school or division, who are elected for two-year terms; and two student members nominated by the Student Government Association (one student must be a minority). Anyone eligible to serve on the Faculty Senate other than academic deans, vice presidents, the executive assistant to the President, the registrar, and the dean of the graduate school is eligible to be elected to the University Academic Council. The division of Fine Arts, the School of Business and Teachers College will elect representatives in even year; the divisions of Liberal Arts and Natural Science and Mathematics will elect representative in odd years. *The respective academic deans will conduct the elections* and report results by March 1 to the Procedures Committee of the Faculty Senate, the Vice President for Academic Affairs and the chair of the Committee on Committees. The Registrar serves as secretary and the Provost and Vice President for Academic Affairs serves as chair.

Stephen Adkison, chair; Elwyn Martin, secretary; Celya Taylor; Angela Boswell; Kenneth Taylor; Marc Miller; Patricia Loy, ex officio; Nathan Campbell; [TCH-vacant]; Ingo Schranz; Stephanie Barron; Debra Coventry; David Stoddard, alternate; Alan Blaylock, alternate; Vincent Dunlap; Joyce Shepherd, alternate; [student-TBD]; [student, minority-TBD]

UNIVERSITY PLANNING AND BUDGET COMMITTEE

The University Planning and Budget Committee will assist in the establishment of the budgetary priorities of the University and will recommend to the President financial means of accomplishing institutional priorities. The Committee meets periodically to discuss budgetary issues. Routine meetings are conducted during the spring to prepare budgetary recommendations for the next fiscal year. The Vice President for Finance and Administration's staff will provide administrative support to the Committee.

PERSONNEL: Vice President for Finance and Administration, Chair; Provost and Vice President for Academic Affairs; Vice President for Student Affairs; Vice President for University Advancement; General Counsel; all Academic Deans; Controller; Athletic Director; Faculty Senate President; Faculty Senate Vice President; Faculty Senate Finance Committee Chair; Staff Senate President; Staff Senate President-Elect and Student Government Association President.

Brett Powell, Chair; Stephen Adkison; Jennifer Boyett; Elaine Kneebone; Kenneth Taylor; Celya Taylor; Angela Boswell; Marc Miller; Lecia Franklin; Shawn Jones; Lea Ann Alexander; Megan Hickerson; Alan Blaylock; Chanda Hooten; Reo Cummings; Suzanne Sorrells, SGA President

UNIVERSITY TECHNOLOGY COMMITTEE

The University Technology Committee (UTC) shall be the shared governance body charged with maintaining advisory oversight of Henderson's technology infrastructures under the Office of Finance and Administration, in support of our current Strategic Plan and related priorities. Chaired by the Associate Vice President & Chief Information Officer, the UTC will work closely with the Director of Instructional Technology to engage the range of campus constituencies necessary to effectively govern campus wide technology resources in support of our strategic goal of establishing and maintaining an up-to-date and

state-of-the-art technology infrastructure. The UTC shall accomplish this charge primarily through the development and maintenance of Henderson’s strategic Technology Plan. The Technology Plan will enable Henderson to accomplish the goals and actions listed under Priority Four, Strategy Two, Actions Three and Four, of the current Strategic Plan. In their operational role, the UTC will serve on an ongoing basis as the liaison between campus user communities and the offices of Computer and Communication Services and Instructional Technology.

The UTC shall be constituted as follows:

Voting members:

- EC digital/fine arts faculty (elected for a two-year term)
- EC liberal arts faculty (elected for a two-year term)
- EC math and science faculty (elected for a two-year term)
- SB faculty (elected for a two-year term)
- TCH instructional technology faculty (elected for a two-year term)
- TCH other faculty (elected for a two-year term)
- Computer Science faculty representative (appointed for three-year term)
- SB information systems faculty (appointed for a three-year term)
- Faculty Senate Executive Committee liaison (appointed annually)
- Staff Senate 1 - Administrative professional staff – representing university wide offices such as Business Office, Registrar’s Office, Financial Aid, Admissions, etc. (appointed for two-year term)
- Staff Senate 2 - Administrative assistant staff – representing the academic administrative needs of all of the administrative programs (appointed for two-year term)
- Two upper division students from different colleges/school on campus, rotating between the three. (appointed annually, can continue for a second year)
- Registrar (professional permanent member)
- Director of Academic Advising (professional permanent member)
- Disability Resource Center representative (professional permanent member)
- Online Learning Services Coordinator (professional permanent member)
- Institutional Research (professional permanent member)
- Ex-officio members:
- Associate Vice President & CIO, UTC Chair
- Director of Instructional Technology/MMLC
- Director of Huie Library

Role:	Committee Member:	Term Expires:
Ellis College – Digital/Fine Arts	Margo Duvall	2019
Ellis College – Liberal Arts	[TBD]	2019
Ellis College – Math/Science	Bradley Rowland	2019
Computer Science	Matt Schoultz	2020 (appointed)
Business	Lonnie Jackson	2019
Business (Information Systems)	Renae Clark	2020 (appointed)
Teachers College Henderson (Instructional Technology)	[TBD]	2019
Teachers College Henderson	Mike Kelly	2019
Faculty Senate	Lewis Kanyiba	2018 (appointed annually)
Staff Senate 1: University wide administrative professional staff	Randy McCauley	2019 (appointed)
Staff Senate 2: Administrative assistant staff	Brian Bagwell	2019 (appointed)
Student, upper division from different colleges/school	Dee Dee McKissick	2018: appointed annually – may serve a second year
Student, upper division from different colleges/school	Joshua Hill	2018: appointed annually – may serve a second year

Registrar	Elwyn Martin	ex officio
Academic Advising	Pam Ligon	ex officio
Disability Resource Center Rep.	Beverly Quillin	ex officio
Online Learning Services Coordinator	George Finkle	ex officio
Institutional Research	Ginger Otwell	ex officio
Associate Vice President/CIO, UTC	Al Valbuena	ex officio, chair
Director of Instructional Technology/MMLC	Jennifer Holbrook	ex officio
Director, Huie Library	Lea Ann Alexander	ex officio

Faculty and Staff Assignments 2017 - 2018

Adkison, Jennifer

Student Academic Travel Committee
Title IX

Adkison, Steve

Assessment Team, ex officio
Convocations, ex officio
Enrollment Management, ex officio chair
Graduate Council, ex officio
Grants Management, ex officio chair
International Education, ex officio
Sabbatical Leave Review, ex officio
Shared Governance, ex officio
University Academic Affairs, ex officio chair
University Planning and Budget, ex officio

Aggarwal, Ajay

Faculty Development and Research,
School of Business
General Education
Judicial Panel, alternate

Ahmad, Aneeq

Faculty Hearing, alternate
Institutional Animal Care and
Use Committee
Institutional Review Board

Akoto, Edward

Admissions and Adjustments-Graduate
Faculty Development and Research,
School of Business
Faculty Hearing, alternate

Akoto, Eunice

Faculty Hearing, School of Business,
alternate
Honors College
International Education
Undergraduate Research

Alexander, Lea Ann

Shared Governance, ex officio
University Planning and Budget, ex officio
University Technology Committee,
ex officio

Almand, Andrew

Clery Act Compliance

Argo, Jordan

Judicial Panel, alternate
Non-Academic Grievance

Atchley, Clinton

Honors College

Austin, Shelley

Health

Avery, Lauren

Grants Management

Bagwell, Brian

Fringe Benefits
University Technology Committee

Bateman, Terry

Institutional Review Board, ex officio
Sabbatical Leave Review
Undergraduate Research, ex officio

Baker, Amanda

Athletics Advisory Committee
Athletics Compliance
Judicial Panel I

Beach, Claudia

Fringe Benefits
Student Academic Travel Committee

Beason, Keith

Title IX

Becraft, Steven

Sabbatical Leave Review Committee

Bejarano, Rafael

Faculty Development and Research, (Ellis,
Liberal Arts)
Institutional Animal Care and Use
Undergraduate Research

Beltzer, Emilie

Faculty Hearing, Chair

Benton, Brandie
Enrollment Management, ex officio
Student Financial Aid Appeals, ex officio

Benton, Don
Graduate Council

Birch, Ivan
Clery Act Compliance
Faculty Development and Research,
(Ellis, Liberal Arts)
Fringe Benefits

Blaylock, Alan
Faculty Hearing
Judicial Panel III
University Academic Council, alternate
University Planning and Budget, ex officio

Boswell, Angela
Assessment Team, ex officio
Enrollment Management
Faculty Development and Research,
ex officio
General Education, ex officio chair
Student Academic Travel
Title IX
University Academic Council, ex officio
University Planning and Budget, ex officio

Bowman, Matthew
Admissions and Adjustments-Graduate
Student Academic Travel

Boyett, Jennifer
University Planning and Budget Committee,
ex officio

Bragg, Yvette
Fringe Benefits
Title IX

Bradshaw, Angie
Staff Recognition Award Committee

Bray, Troy
Judicial Panel I

Bryant, Martha
Fringe Benefits

Buck, Debbie
Judicial Panel III

Buck, Lisa
Fringe Benefits

Caldwell, Charmaine
Graduate Council

Calvert, Aaron
Health

Campbell, Johnny
Behavioral Intervention Team, ex officio
Clery Act Compliance, ex officio
Convocations, ex officio
Felony Review, ex officio voting
Title IX, ex officio

Campbell, Nathan
Assessment Team, ex officio
Faculty Development and Research,
ex officio
Fringe Benefits, Administrator, Chair
University Academic Council

Carter, Steve
Bachelor of Integrated Studies (BIS)
Sabbatical Leave Review, Chair

Clardy, Shannon
Assessment Team
Title IX

Clark, Renae
Behavioral Intervention Team
Sabbatical Leave Review
University Technology Committee

Collins, Deborah
Behavioral Intervention Team, ex officio
Health, chair

Coventry, Debra
University Academic Council

Crain, Sally
Faculty Development and Research, (Ellis
Math, Science and Nursing)

Cummings, Reo
Shared Governance, ex officio
University Planning and Budget, ex officio

Dickerson, Carmella
Athletics Compliance

Duke, Jim
Faculty Development and Research, (Ellis
Math, Science and Nursing)

Duncan, Randy
Athletic Advisory Committee
Undergraduate Research Committee

Dunlap, Vincent
Fringe Benefits
Undergraduate Research
University Academic Council, alternate

Dunn, Kris
Catastrophic Leave Committee

Dunn, Maryjane
General Education
Honors College

Duvall, Margo
General Education
University Technology Committee

Engman, James
Honors College
International Education

Evans, David
Bachelor of Integrated Studies (BIS),
Director, ex officio chair

Farmer, Darrel
Enrollment Management
Faculty Development and Research, (Ellis
Liberal Arts)
Faculty Hearing
Teacher Education Council

Fellers, Steve
Convocations, ex officio
Judicial Panel II
Non-Academic Grievance Committee,
Alternate

Finkle, George
University Technology Committee, ex officio

Finley, Tommy
Institutional Animal Care and Use,
Committee, ex officio, chair

Flowers, Eric
Behavioral Intervention Team, ex officio
Enrollment Management, ex officio
Felony Review, ex officio chair

Francis, Debbie
Athletic Advisory
Convocations

Franklin, Lecia
Grants Management, ex officio
University Planning and Budget, ex officio

Freeman, Scott
Assessment
Judicial Panel II

Fuller, Cynthia
General Education

Gerhold, Emily
Assessment Team
Faculty Development and Research,
(Ellis, Fine Arts)

Gibson, Gregg
Admissions and Adjustments-
Undergraduate
Faculty Hearing, alternate
Title IX
University Academic Council

Gilpin, Doug
Convocations

Givan, TaLisha
Admissions and Adjustments-
Undergraduate
Judicial Panel II
Teacher Education Council, ex officio

Glover, Paul
Title IX

Golston, Chris
Title IX

Graves, John
Teacher Education Council, alternate

Gross, Matthew
Faculty Development and Research,
(Ellis, Liberal Arts)
Title IX
Undergraduate Research

Harrison, Judy
Admissions and Adjustments-Graduate
Title IX

Henshaw, William
Title IX

Hernandez, Kelly
Enrollment Management

General Education

Hickerson, Megan

Faculty Hearing
Shared Governance, ex officio
Title IX
University Planning and Budget, ex officio

Higgins, Bill

Convocations, ex officio

Hogue, Troy

Faculty Development and Research, ex officio

Holbrook, Jennifer

Judicial Panel I
Non-Academic Grievance Committee,
Chair
University Technology Committee,
ex officio

Hooten, Chanda

Assessment Team
Catastrophic Leave Committee
Shared Governance, ex officio
Staff Recognition Award Committee,
ex officio
Title IX
University Planning and Budget, ex officio

House, Syleshia

Catastrophic Leave

Hyer, Glenda

Teacher Education Council

Jackson, Casey

Clery Act Compliance
Title IX

Jackson, Duane

Faculty Hearing, alternate

Jackson, Lonnie

Assessment Team
Graduate Council
University Technology Committee

Jeffers, Nydia

International Education
Title IX

Jenkins, Judith

Assessment Team
Faculty Hearing
Fringe Benefits

Jett, Eric

Admissions and Adjustments-Graduate

Johnson, Michelle

Judicial Panel III
Title IX

Jones, Jana

Faculty Hearing, alternate
Institutional Review Board

Jones, Lenette

Assessment Team
Bachelor of Integrated Studies (BIS),
ex officio
Non-Academic Grievance Committee
Title IX, ex officio

Jones, Shawn

Athletics Advisory Committee, ex officio
Athletics Compliance, ex officio
University Planning and Budget, ex officio

Juhn, Hee-Kyung

Faculty Development and Research,
(Ellis, Fine Arts)
Faculty Hearing

Kanyiba, Lewis

Honors College
Institutional Review Board
International Education
Undergraduate Research
University Technology Committee

Kelly, Mike

Behavioral Intervention Team
University Technology Committee

Kneebone, Elaine

Athletics Compliance, ex officio
Clery Act Compliance, ex officio
Felony Review, ex officio
Institutional Review Board, ex officio
Shared Governance, ex officio
Title IX, ex officio
University Planning and Budget, ex officio

Knight, Steven

General Education

Kreckmann, Andrew

Enrollment Management

Laird, Nikki

Enrollment Management, ex officio

Behavioral Intervention Team, ex officio

Landrum, Barbara

Faculty Hearing, alternate
Institutional Review Board, Chair

Leach, Catherine

Institutional Review Board

Ligon, Pam

Admissions and Adjustments-
Undergraduate, ex officio
Enrollment Management, ex officio
Student Financial Aid Appeals, ex officio
University Technology Committee, ex officio

Lipton, Jamie

Honors College
International Education

Lloyd, Michael

Admissions and Adjustments -
Undergraduate
Enrollment Management
Judicial Panel III

Loy, Patricia

University Academic Council, ex officio

Loy, Renee

Judicial Panel, alternate

Martin, Elwyn

Admissions and Adjustments-
Undergraduate ex officio, chair
Admissions and Adjustments-Graduate
ex officio, chair
Enrollment Management, ex officio
Student Financial Aid Appeals, ex officio
University Academic Council, ex officio
University Technology Committee, ex officio

Massey, Lisa

Fringe Benefits
Student Academic Travel

Maxfield, Beth

Assessment
Clery Act Compliance
Teacher Education Council

McCauley, Randy

Clery Act Compliance
Shared Governance
University Technology Committee

McCoy, Katharine-Nina

Faculty Development and Research,
(Ellis Math, Science and Nursing)
Health

McDowell, Christine

Faculty Hearing

McGough, Chris

Title IX

Miller, Marc

Athletics Advisory Committee
Enrollment Management, ex officio
University Academic Council, ex officio
University Planning and Budget, ex officio

Mills, Jacob

Non-Academic Grievance Committee
Staff Recognition Award Committee
Title IX

Mitchell, Troy

Judicial Panel, alternate

Monroe, Ronnie

International Education
Teacher Education Council

Morado, Holly

Judicial Panel III
Teacher Education Council

Moss, Rochelle

Behavioral Intervention Team
Sabbatical Leave Review Committee

Mosser, Mark

General Education

Moyo, Lloyd

Honors College

Norman, Dever

International Education
Student Academic Travel

O'Donnell, Janice

Teacher Education Council, alternate

Otwell, Ginger

Assessment Team, ex officio
Enrollment Management, ex officio
University Technology Committee, ex officio

Peraza-Rugeley, Margarita
 Faculty Development and Research,
 (Ellis, Liberal Arts)
 Health

Phelps, Connie
 Convocations
 Shared Governance
 Teacher Education Council

Phillips, Sheri
 Fringe Benefits

Poe, Erin
 Title IX

Popp, Shaun
 Teacher Education Council
 Title IX

Powell, Brett
 Athletic Advisory, ex officio
 International Education, ex officio (Interim)
 University Planning and Budget, ex officio

Quillin, Beverly
 Judicial Panel, alternate
 Staff Recognition Award Committee
 University Technology Committee, ex officio

Rigsby, Malcolm
 Shared Governance, ex officio

Rodriguez, David
 Faculty Development and Research,
 School of Business
 Fringe Benefits

Rowland, Bradley
 Faculty Development and Research, (Ellis
 Math, Science and Nursing)
 Faculty Hearing
 Honors College
 University Technology Committee

Salazar, Verónikha
 Enrollment Management, ex officio
 Health

Saul, Yvonne
 Catastrophic Leave

Schoultz, Matthew
 Faculty Development and Research, (Ellis
 Math, Science and Nursing)
 University Technology Committee

Schranz, Ingo
 University Academic Council

Schroeder, Phillip
 Bachelor of Integrated Studies (BIS)

Scrimshire, Natalie
 Faculty Hearing

Serviss, Brett
 Assessment Team, Co-Chair
 Bachelor of Integrated Studies (BIS)
 Faculty Hearing
 General Education

Sesser, David
 Assessment Team
 Bachelor of Integrated Studies (BIS)
 Honors College
 Judicial Panel I

Sexton, Leah
 Judicial Panel II

Shepherd, Joyce
 University Academic Council, alternate

Shuffield, Pam
 Athletics Compliance
 Staff Recognition Award Committee

Smith, Drew
 Honors College
 International Education, ex officio

Smith, Lori
 Enrollment Management

Smithey, Gary
 Assessment Team, ex officio
 Teacher Education Council, ex officio chair

Spradlin, Karen
 Fringe Benefits
 Title IX

Stanley, Lynn
 Health

Stecker, Kimberly
 Behavioral Intervention Team

Stoddard, David
 Admissions and Adjustments-
 Undergraduate
 Institutional Review Board

University Academic Council, alternate

Storm, Laura
Faculty Hearing, alternate

Strother, Sheryl
Assessment Team

Sutherlin, Matthew
Enrollment Management
Teacher Education Council, ex officio chair

Taggard, Beth
Title IX

Tartamella, Suzanne
Graduate Council
Judicial Panel I

Taylor, Celya
Enrollment Management, ex officio
University Academic Council, ex officio
University Planning and Budget, ex officio

Taylor, Kenneth
Enrollment Management, ex officio
Graduate Council, ex officio chair
University Academic Council, ex officio
University Planning and Budget, ex officio

Tedder, Wrenette
Assessment Team, ex officio co-chair
General Education, ex officio

Thomasson, John
Athletics Advisory Committee
Faculty Hearing
Graduate Council
Title IX

Thomson, David
Enrollment Management, ex officio
Honors College, ex officio chair

Tubbs, Alexandra
Enrollment Management, ex officio
Student Financial Aid Appeals, ex officio

Tumlison, Renn
Institutional Animal Care and Use

Valbuena, Al
University Technology Committee,
ex officio

Valentine, Shari
Assessment Team
General Education

Vetter, Allison
Clery Act Compliance, ex officio
Title IX, ex officio chair

Ward, Stephanie
Athletics Compliance

Ware-Hamlin, Lottie
Non-Academic Grievance Committee

Watters, Mike
Admissions and Adjustments-
Undergraduate
Institutional Review Board

Wempe, Patrick
Athletic Advisory, ex officio
Athletics Compliance, ex officio chair
Bachelor of Integrated Studies (BIS)
Faculty Hearing, alternate
General Education
Student Academic Travel

Wempe, Tricia
Title IX

Whelchel, Penny
Athletic Advisory, Chair

White-Wright, Charlotte
Institutional Review Board
Judicial Panel, alternate
Teacher Education Council
Undergraduate Research Committee

Williams, Belford
Non-Academic Grievance Committee

Williams, Julie
Undergraduate Research

Winston, Christy
Catastrophic Leave

Wolfe, Lacy
Honors College
Title IX
Undergraduate Research Committee

Woodall, Peggy
Graduate Council

Worth, Fred

Behavioral Intervention Team
General Education

Wright, Jennifer

Athletics Compliance

Zarzosa, Jennifer

Institutional Animal Care and Use
Admissions and Adjustments-
Undergraduate

HSU Student Assignments 2017 - 2018

Astner, Kayla

International Education

Baker, Joanna

Athletic Advisory Committee

Blair, Will

Assessment Team (pending acceptance)

Colbert, Ben

Athletic Advisory Committee

Douglas, Mikayla

Convocations
General Education

Duggan, Anna Grace

Judicial Panel I

Eckerstorfer, Ashton

Honors College

Fisk, Logan

Honors College

Hale, La'Tiffany

Health

Hill, Joshua

University Technology Committee

Holland, Charles

Convocations

Johnson, Ki'Asia

General Education

Jones, ChaQuirra

Teacher Education Council, ex officio
President AEA (student chapter)

McKinney, Rory

Judicial Panel, alternate

McKissick, Dee Dee

University Technology Committee

Lightsey, Philip

Graduate Counsel

Sorrells, Suzanne

Shared Governance, ex officio
SGA President
University Planning and Budget, ex officio
SGA President

Stanley, Andrew Hinds

Judicial Panel II

Weatherford, Jay

Health

Wetzlar, Emily

International Education

Whitley, Emily

Honors College

Community Assignments 2017 - 2018

Jones, Carmen - Public School Teacher
Teacher Education Council

McCormack, Meredith
Public School Principal
Teacher Education Council

Neel, Beth
Institutional Review Board

Nelson, Christopher - Veterinarian
Institutional Animal Care and Use

Nicosia, Len - Aramark
Convocations

Trigg, Brenda
Institutional Review Board