

University Committees Descriptions

Academic Advising Council

The Academic Advising Council provides recommendations related to academic advising. The charge is broad and includes the following specific areas: (1) initial academic advising of all new students prior to their first academic term of enrollment; (2) ongoing academic advising and mentoring of students through graduation; (3) rules and processes related to initial and ongoing advising; (4) software tools used in academic advising; and (4) training of faculty and staff involved in academic advising. The Council is appointed by the Provost and Executive Vice President for Academic Affairs.

Academic Assessment Committee

The Academic Assessment Committee provides support for academic deans, department heads, division chairs, committee chairs and faculty in their efforts to develop assessment programs for their administrative units, the general education/core curriculum, academic major programs and other programs that impact student learning. Also, the Committee has the following responsibilities:

- Conduct an annual audit of assessment reports for compliance and quality and provide feedback to those preparing reports.
- Identify and develop assessment tools and make those available to colleagues
- Plan and prepare workshops and assessment development opportunities.
- Evaluate external assessment tools and make recommendations for campus adoption.
- Evaluate external requirements in the area of assessment and make recommendations for campus compliance.
- Perform other activities pertaining to academic assessment as requested.

Membership in the Academic Assessment Committee consists of:

- Five academic department heads (one from each college). These faculty will represent their fellow department heads and serve as a liaison to their fellow department heads and the college dean for the development of administrative assessment plans and reports
- Five faculty, one from each college, and who currently serve as the assessment coordinator for that college. These faculty will serve as liaisons to college faculty for the development of academic program assessment plans and reports for student learning outcomes. The college assessment coordinator and the department head liaison for the college may not be from the same academic department. Each College Assessment Coordinator will receive ¼ released time over 9 months for this role.
- A member of the Core Curriculum committee will serve on the Academic Assessment Committee as the liaison for assessment of the core curriculum/general education.
- A representative from the non-academic units in Academic Affairs (library, Center for Instructional Innovation, Honors, International Education, Military Science, TIAER, Graduate Studies, Research & Grants). The Director of Academic Assessment will chair the committee and will receive 50 percent released time over 12 months for this role.
- The Assistant Vice President for Curriculum and Assessment (ex-officio).

Academic Computer Services Committee

The Academic Computer Services Committee is charged with evaluating needs presented to the committee and making recommendations on the priority of hardware and software expenses for all instructional technology in university classrooms and computer labs. Committee recommendations concerning replacement priorities and operational policies will be made directly to the Provost and Executive Vice President for Academic Affairs. The chair is responsible for reporting committee recommendations as well as accomplishments to the Provost. The membership will consist of three faculty members from each college, a staff representative from Student Life, and a student representative. A representative from the Center for Instructional Innovation (CII) and Information Resources will serve as ex-officio members. Membership is reevaluated as lab requirements in the various colleges change. Deans of the colleges are consulted when changes are considered.

Academic Council

The Academic Council is composed of the Provost and Executive Vice President for Academic Affairs, the Vice President for Student Life, the Vice President for Finance and Administration, the Vice President for Institutional Advancement, Vice President for Enrollment and Information Management, the Registrar, the Librarian, academic deans, heads of academic departments and divisions, the President of the Faculty Senate, and a representative of the Student Government Association. The Academic Council considers matters of major importance to the faculty, students, curriculum, and academic standards. Subject to the approval of the President, the Academic Council has jurisdiction over matters of academic policy and procedure. The Academic Council establishes requirements for admission to or continuance in the University, sets standards and guides of conduct for faculty and students, and defines policies and general regulations in the interest of students' welfare and the excellence of instructional offerings. The Academic Council meets monthly. The Provost may call a special meeting at any time or if requested to do so by a two-thirds vote of the Faculty Senate.

Academic Standards Committee

Because the University is both legally and morally responsible for the quality of its graduates, the Committee on Academic Standards has as its central purpose the establishment and maintenance of standards and requirements in keeping with accepted norms for institutions of higher education. To accomplish these goals the committee evaluates existing standards and proposes adjustments as needed. The committee develops procedures for the initiation and execution of changes or appeals concerning academic standards. The primary concerns of the committee are admission standards, probation policies, certification procedures, counseling policies, and exit standards for both undergraduate and graduate students. The committee actively solicits input from students, faculty, and administrators. It is appointed by and presents its recommendations to the Provost.

Administrative Review Committee

The Administrative Review Committee is composed of the five academic deans, with the Provost and Executive Vice President for Academic Affairs serving as nonvoting chairman. This committee evaluates and ranks candidates for tenure or promotion and recommends to the Provost and Executive Vice President for Academic Affairs that each candidate's request for tenure or promotion be approved or disapproved.

Athletic Council

The Athletic Council serves as an advisory body and reports directly to the President. The responsibilities of the Athletic Council include reviewing programs and program goals, the success of athletic programs, and athletic operating budgets submitted annually by the Athletics Director; approving letter award winners as recommended by the head coaches through the Athletics Director, and various athletic department policies; and assisting with fund raising campaigns, public relations efforts, or other activities integral to a successful athletic program. The Athletic Council, appointed by the President of the University, is composed of the NCAA faculty representative and members of the faculty, staff, administration, alumni, and student body. The President appoints the chair of the council. Ex officio members of the council include the Athletic Director, Senior Women's Administrator, and Athletics Compliance Officer. Members will serve 3 year terms with staggered rotation of terms. Members are eligible to be reappointed upon expiration of their term.

Budget Advisory Council

The Budget Advisory Council (BAC) serves as an advisory body to the President and Executive Leadership Cabinet. The purpose of the BAC is to aid in aligning the budget with the university mission, goals, and annual priorities; to assure that the process used to develop the budget is inclusive and transparent; to educate the campus community on fiscal matters and decisions required in balancing an annual budget; and to recommend an annual budget to the Executive Leadership Team. Other important tasks related to budget development may be asked of the Council depending on the unique fiscal climate of the State, System and university. Members of the BAC are appointed by the President of the University and are representative of the program functions and personnel of the university. Membership is limited to no more than 15 faculty, staff and administrators. A representative from the President's Office will serve as an ex officio member. Terms will normally be for three years (with staggered rotation of terms). Members are eligible to be reappointed upon expiration of their term.

Center for Instructional Innovation Advisory Council

The Center for Instructional Innovation (CII) Advisory Council considers issues relating to online and blended instruction, classroom and lab technologies, and faculty development and training for the University, and, when appropriate, offers recommendations to the Provost. In discharging its responsibilities and consistent with A&M System policy, the Council confines its advisory function to matters of institutional procedure and practice rather than policy. Council reviews and recommendations may be sought regarding the identification of instructional technology and distance education issues/needs of faculty and students at Tarleton, identification of current and emerging instructional technologies to be investigated and piloted or academic use, development of procedures or insuring compliance with University and System policies, identification of faculty training and development needs related to instructional technology and teaching excellence; and direction or institutional initiatives and resources needed or providing high-quality instructional technology and supporter teaching and learning at Tarleton. Membership is comprised of one faculty representative from each college and each off-campus location (Fort Worth, Waco, etc.), and one student representative, totaling nine members. The Council is chaired by the Director of the Center for Instructional Innovation, with the Associate Vice President for Assessment, Curriculum and Outreach serving as ex-officio. Membership on the Council will last at least two academic years. Members are eligible to be reappointed upon expiration of their term. The Council will meet three times annually.

Clery Act Compliance Committee

The committee is charged with ensuring total Clery Act compliance by conducting an annual review of all university cases prior to submitting Tarleton crime statistics data to the U.S. Department of Education. The committee will also review the crime statistics annual report prior to the information being posted on Tarleton's website and published in printed form. The Clery Act Compliance Committee is made up of one representative from Academic Affairs; Finance and Administration; Enrollment and Information Management; Institutional Advancement; and Student Life. The Director of University Police will also serve as a member of the committee. One of the division representatives will be selected by the President to chair the committee.

College Review Committees for Promotion and Tenure

Each undergraduate college has a College Review Committee for Promotion and Tenure, which evaluates candidates for promotion or tenure. Each College Review Committee is composed of elected and appointed tenured senior faculty members, with the dean of the college serving as a nonvoting member. The committee elects a chair, who is responsible for all record keeping and communications. The dean is eligible to serve as chair. The elected members will be chosen at large by the faculty of the college, with the election administered by the office of the dean. All tenure-track faculty with 50 percent or greater teaching appointments are eligible to vote. Normally only professors are eligible to serve; however, in the event that there are fewer than two eligible professors in a given department, all tenured associate professors in the department will also be eligible for consideration. If a candidate is being considered whose department has no representative on the committee, the department head will appoint a nonvoting representative to the committee. The representative must be a tenured member of the regular faculty. He or she may be of any rank. The department head is eligible to serve as the nonvoting representative. If a faculty member applies for promotion while serving as a member of the committee, that individual must temporarily step down from membership on the committee while his/her application and the applications of all other persons applying for promotion are being considered. During this period, the department head can appoint a substitute representative, who would be entitled to vote. The substitute representative must be a tenured member of the regular faculty.

The number of elected members will be based on total full-time faculty equivalents (FTFE) in the college, with one member for each ten FTFE, up to a maximum of eight elected members. Only faculty at the rank of instructor or above will be included in the FTFE total, and the result of the calculation to compute the number of committee members will be increased to the next whole number if the decimal part of the result is 0.50 or larger, subject to the limitation that there will be no more than eight elected members on the committee of any college. One committee member will be appointed by the President. Department heads are not eligible to serve, and no more than two elected committee members can be from the same department. The members, including those appointed, will serve staggered three-year terms.

Commencement Committee

The Commencement Committee is an advisory/working committee responsible for all graduation ceremonial arrangements, including music, staging, seating, programs and procession of faculty. The committee consists primarily of faculty and staff who help organize the graduation exercise. The chair of the committee is appointed by and reports to the President of the University.

Committee on Academic Freedom, Responsibility, and Tenure

The Committee on Academic Freedom, Responsibility, and Tenure reports to the President. It is composed of nine members with three members elected each year in the Spring to a three-year term beginning in September, and it fulfills the role of the "hearing committee," as described in paragraph 7.2 of The Texas A&M University System Policy on Academic Freedom, Responsibility, and Tenure.

Members of the committee are elected from a slate composed of tenured teaching faculty. The University Provost's office publishes the ballot indicating the departmental limitations. The election is held electronically through the Office of Institutional Research. No department can have more than two members, and no member can serve on both this committee and the University Grievance Committee. Faculty members whose three-year terms are ending are eligible for re-election.

Faculty members who are full-time employees with the rank of instructor and above are eligible to vote for members of the committee. Each eligible faculty member may vote for no more than three individuals listed on the ballot sent out by the President's office. From the results of this vote, a new ballot will be developed with the names of the six faculty members who received the most votes. In the event of a tie for sixth place, the ballot will include the names of the faculty members involved in the tie. Each eligible faculty member will be allowed to vote for no more than three individuals on the second ballot, and the three faculty members receiving the highest number of votes in this election are members of the Committee on Academic Freedom, Responsibility, and Tenure. The next individual in sequence of votes will be the alternate, to serve if service on a hearing is inappropriate or impossible for an elected member.

Near the beginning of each academic year, the Provost and Executive Vice President for Academic Affairs will convene the Committee on Academic Freedom, Responsibility, and Tenure to assist the committee in selecting officers for the year (a chair, vice chair, and secretary).

Convocations Committee

The Commencement Committee is an advisory/working committee responsible for the Freshmen Convocation ceremonial arrangements, including music, staging, seating, and programs, procession of students and faculty, and candle-lighting ceremony. The committee consists primarily of faculty and staff who help organize the convocation ceremony. The chair of the committee reports to the Vice President for Student Life.

Council of Deans

The Council of Deans serves primarily as a means of communication between the Provost and Executive Vice President for Academic Affairs and the deans to keep them informed on the status of various programs and to discuss academic issues. Made up of the academic deans, the council gives advice to the Provost and Executive Vice President for Academic Affairs on various academic matters.

Educator Preparation Council

The Educator Preparation Council recommends policy concerning all aspects of educator preparation to the Academic Council. Furthermore, it is the body that determines admission of students to the Teacher Education Program and to student teaching. It is composed of one faculty member from each academic department that supports an educator certification program. The length of member service is determined by each department head with a representative on the council. The Director of the alternative certification program (TMATE), the Dean of Enrollment Management, and the Graduate Dean also serve on the Educator Preparation Council. The Certification Officer, Director of Field Experiences, and Coordinator of Testing, Certification and Program Accountability serve as ex officio members. The President of the student organization, Tarleton Professional Educators, serves as a student representative. The Dean of the College of Education or his/her designee typically chairs the Educator Preparation Council. The Educator Preparation Council serves as the appellate body for those students who have been denied admission to the teacher education program or to student teaching.

Employee Benefits Committee

The Employee Benefits Committee acts as a liaison between University employees and the administration on matters of employee welfare, including proposed and actual state of Texas, The Texas A&M University System, and Tarleton State University rulings concerning employee benefits. General areas of interest include, but are not restricted to, insurance, retirement, leave, and vacation policies. This committee reports to the Vice President for Finance and Administration and is composed of members of the faculty, staff, and administration. Also, Tarleton's SEBAC (System Employee Benefits Advisory Committee) representative serves on this committee. A Human Resources Department representative serves as chair. The director of Human Resources serves as ex officio. Committee service is for three years, with one-third of the membership rotating off every year. Members are eligible to be reappointed upon expiration of their term.

Environmental Advisory Council

This council was established by the President as a campus-wide council in response to *System Policy 24.04 Environment*. The purpose of the Council is (1) to promote an understanding of natural resource conservation and environmental health through formal and informal education of students, faculty, staff, and the surrounding community; (2) to encourage research to monitor and reduce the size of an individual's and an organization's environmental footprint and to maintain and restore natural system processes; (3) to serve as an institutional model of environmental excellence through compliance with regulations and continually strive to minimize adverse impacts on and improve the functioning of local and global ecological systems; and (4) to serve as a resource to other University committees. The Environmental Advisory Council is chaired by the Director of Risk Management and Safety and reports to the Vice President for Finance and Administration.

Executive Leadership Cabinet

The Executive Leadership Cabinet serves as a means of communication between the President and the executive team to keep members informed on issues of importance and to discuss matters related to the operation of the University. Membership includes the Provost and Executive Vice President for Academic Affairs, Vice President for Institutional Advancement, Vice President for Student Life, Vice President for Finance and Administration, and the Executive Assistant to the President. The Cabinet meets at least once a month to ensure smooth operation and coordination of campus projects and activities among the divisions of the University and the Office of the President.

Faculty Development Committee

The Faculty Development Committee is responsible for the administration of funds to be allocated to individuals, faculty groups, or departments for activities or projects that enhance faculty development. The committee encourages proposals from all faculty, including department heads, and provides up to \$2,000 in matching funds for activities that relate to the enhancement of teaching or professional skills. Generally, the committee will expect the applicant to provide information with regard to sources of matching funds. In special cases, such as programs that benefit large numbers of faculty, matching funds may not be required. The committee reviews proposals for faculty development activities and provides grants based on the merits of the proposed projects. Faculty who receive support are requested to submit a report following the faculty development activity describing the benefits gained from the experience. The Committee is composed of two faculty from each college, and the Faculty Senate President. The Director of the Center for Instructional Innovation serves as an ex officio member. Committee members serve for three-year terms, with member terms being staggered such that all members' terms do not end simultaneously. The committee reports to the President through the Provost and Executive Vice President for Academic Affairs. [

Faculty Senate

The Faculty Senate is composed of full-time teaching personnel of rank of instructor or higher, other than heads of departments, and one professional librarian. Each academic department has one representative on the Faculty Senate. The representatives are elected by their departmental colleagues excluding the head of the department. In the case of a department having only one eligible member, such member is automatically the department representative. Members of the Faculty Senate serve three-year terms and cannot succeed themselves. The Faculty Senate elects its officers (president, president-elect, secretary/treasurer, parliamentarian, and past president) from among its membership. The election of Faculty Senate members and officers is held in May, and they take office the following September.

The Faculty Senate is the principal means of liaison between the faculty and the administration and is concerned with all matters pertaining to the faculty in general. It reports to the Provost and Executive Vice President for Academic Affairs, the Academic Council, and the President. The President of the Senate serves as the Faculty Senate representative to the Academic Council.

Any faculty member who desires to bring a matter before the Faculty Senate for consideration and action may do so through the departmental representative. If the departmental representative does not agree to bring the issue to the Faculty Senate, the faculty member will be permitted to do so himself/herself at any regular meeting of the Senate. Such faculty member will be permitted to participate in the discussion of the matter but will not be permitted to vote. Regular meetings of the Faculty Senate are held monthly. The President of the Senate may call a meeting at any time he/she deems it advisable, provided at least one

day's notice is given. The Senate President shall call a meeting of the Faculty Senate if he/she receives a petition to do so that is signed by at least ten faculty members.

Graduate Council

The Graduate Council, working with academic administration, is responsible for providing leadership to the University in the development and improvement of all phases of the graduate program. The primary responsibilities of the Graduate Council are: to serve in an advisory capacity to the Dean of the College of Graduate Studies; to make recommendations to the President of the University through administrative channels on academic policies affecting the graduate program; to act as a liaison between administration and the graduate faculty; and to approve graduate faculty membership.

The Graduate Council is chaired by the Dean of the College of Graduate Studies and consists of a faculty member from each department offering graduate degree programs and one graduate student representative. Graduate Council members are appointed by the dean of each college from among graduate faculty who hold full graduate faculty membership status. If there are no full members in a department, the appointment may be made from the associate membership of the department. The college determines the term of membership on the Graduate Council.

Homecoming Committee

The Homecoming Committee reports to the Vice President for Institutional Advancement and is responsible for planning and coordinating all activities held in conjunction with the annual Tarleton Homecoming. The committee includes faculty and staff members and representatives of the Tarleton Alumni Association, the Student Government Association, and the Student Programming Association.

Institutional Biosafety Committee

The IBC (Institutional Biosafety Committee) has been charged by Federal law with the planning and implementation of the campus Biosafety Program with a purpose to ensure the health and safety of all personnel working with Biohazardous agents. The IBC makes certain that research conducted at the Institution is in compliance with the NIH Guidelines for Research Involving Recombinant DNA Molecules and the Select Agent Rule, drafts campus Biosafety policies and procedures, and reviews individual research proposals for Biosafety concerns. The IBC meets on an ad hoc basis and is chaired by the Associate Vice President for Academic Affairs—Sponsored Projects.

Institutional Review Board

The Institutional Review Board (IRB) reviews and authorizes all research work involving humans and vertebrate animals. Research must be approved by the IRB before it commences. The committee is charged with ensuring that all research projects involving the use of humans or animals are in compliance with the *Use of Animal Subject Policies*, the *Animal Welfare Act (AWA)*, the *Guide for the Care and Use of Laboratory Animals*, the **Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching** and other federal regulations pertaining to the involvement of humans and animals in research. The Institutional Review Board is headed by the Associate Vice President for Academic Affairs—Sponsored Projects, and is composed of two subcommittees—Subcommittee for Human Subjects and the Subcommittee for Laboratory Animal Use. Membership is composed of full-time faculty and community volunteers with expertise related specialized areas of human and animal subjects research. Members are appointed by the University president to one year terms.

Interdisciplinary Degree Programs Committee

The Interdisciplinary Degree Programs Committee screens all potential Bachelor of Applied Arts and Science (BAAS) and Bachelor of Science in Applied Science (BS-AS) students and evaluates student credentials. Each degree plan for the BAAS and BS-AS degrees must be reviewed, screened, and approved by the committee. The Committee also reviews any proposed changes or modifications of the BAAS and BS-AS curricular structure and enforces policies. The committee is appointed by and reports to the Provost and Executive Vice President for Academic Affairs and should consist of (at a minimum) a representative(s) from each academic colleges which offers one of the named degree programs and Enrollment Management personnel. Length of committee member service is left to the discretion of the Provost/EVPAA.

International Education Advisory Council

The purpose of the International Education Advisory Council is to promote international educational exchange between Tarleton State University and international institutions of higher education; to set guidelines for the exchange of scholars, faculty, and students; to establish University policy for Study Abroad programs, academic credits, and exchange programs with similar institutions around the world; to prescribe the allocation and distribution of travel incentives or scholarships to qualified students; and to articulate University standards for the International Academic Programs office. The Council shall be composed of at least nine members appointed by the President of the University and at least two students appointed yearly by the Student Government President. Guidelines set by the Council must be approved by the Council of Deans, the Provost and Executive Vice President for Academic Affairs, and the Vice President for Finance and Administration. The Director of International Academic Programs and the Director of Risk Management and Safety will serve as an ex officio members of this committee. Members will serve 3 year terms with staggered rotation of terms. Members are eligible to be reappointed upon expiration of their term.

Library Committee

The Library Committee serves as an information link between the library and the academic departments. It considers all aspects of library services and advises the library administration and employees on maintaining and improving service. It also makes recommendations concerning changes in library policy and, if warranted, sends those recommendations through normal administrative channels for further action. The Library Committee is composed of a faculty member from each academic department, a professional librarian, three students, and the University Librarian (ex officio). The Library Committee reports to the Provost and Executive Vice President for Academic Affairs.

Reserve Officer Training Corps (ROTC) Advisory Committee

The Reserve Officer Training Corps (ROTC) Advisory Committee serves as an advisory group to the Provost and Executive Vice President for Academic Affairs and the President. This committee will assist the Provost and Executive Vice President for Academic Affairs and the U.S. Army ROTC Detachment Commander in developing new techniques or ideas that will ensure high quality recruiting, retention, training, and the continuance of historic tradition for the Texas Battalion. The University President, upon recommendation by the Provost and Executive Vice President for Academic Affairs, will appoint the committee members. The membership will consist of Tarleton faculty and staff selected based on their knowledge of ROTC and demonstrated desire to assist the ROTC Detachment Commander in the critical areas of recruiting and retention.

REAL Council

The REAL Council is responsible for management of the implementation of the Quality Enhancement Plan (QEP), Keeping it REAL.

Speaker Symposium Committee

This committee has the responsibility of planning and sponsoring special symposia that emphasize critical issues, current themes, and topics of interest. The purposes of the symposia are to bring renowned speakers to campus for presentations on timely and relevant issues and to stimulate campus dialogue pertaining to ideas. The symposia will reflect a variety of themes, including the arts, the social sciences, the sciences, technology, and the professions. These programs are designed for broad participation, including Tarleton students, faculty, and administrators and members of the Stephenville community and surrounding areas. The committee reports to the Provost and Executive Vice President for Academic Affairs. Selection of members of the Speaker Symposium Committee is based on recommendations from the Faculty Senate, the Staff Council, and the Provost and Executive Vice President for Academic Affairs. Members will serve 3 year terms with staggered rotation of terms. Members are eligible to be reappointed upon expiration of their term.

Staff Employee Recognition Committee

A Staff Employee Recognition Committee will review, rank and recommend Staff Recognition Award nominees. The committee is comprised of one representative from Academic Affairs, Athletics, Enrollment and Information Management, Finance and Administration, Institutional Advancement, and Student Life, and the award recipients from the previous year. A Human Resources Department representative will serve as an ex officio member. The vice president for each division and the athletic director will ensure a representative(s) from their respective area is appointed. The committee chair is selected from one of the members of the selection committee. Selection committee service is for three years, with one-third of the membership rotating off every year. Members are eligible to be reappointed upon expiration of their term. Award recipients serve for one year.

Staff Council

The Staff Council represents the staff of the University in all matters of general interest to staff. The Council is the principal means of communication between the staff and the administration. It is empowered to act for and on behalf of staff and expresses opinions of staff on matters laid before the Council. The Council reports independently to the President or through a vice president, designated by the President, who serves in an advisory capacity to the Council. Elected members of the Staff Council are full-time staff employees below the level of vice president. Each occupational category elects to the Council one representative for every 20 employees. These delegates serve three-year terms.

State Employee Charitable Campaign Committee (SECC)

The SECC is responsible for coordinating and implementing the campus State Employee Charitable Campaign, and serving and the Tarleton representatives for the community United Way Campaign. The committee is made up of three members (faculty and staff) who serve three year terms. Members are eligible to be reappointed upon expiration of their term.

Strategic Enrollment Management Executive Council (SEMEC)

The Executive Council is responsible for policy oversight, evaluation, assessment, planning, and advising on strategies, goals and objectives. The Executive Council's work should focus on research, analysis, marketing, recruitment, and retention. The Council reports to the President.

Student Fee Advisory Committee

The purpose and composition of this committee are mandated by law (Vernon's Statutes 54.5031). It advises the President, through the Vice President for Student Services, on the type, amount, and expenditure of student service fees.

Student Research and Creative Activities Advisory Committee

The Student Research and Creative Activities Advisory Committee consists of two faculty from each college and the dean of the College of Graduate Studies (ex officio). The role of the Advisory Committee is to represent the diverse array of disciplines across campus so that the Office of Student Research and Creative Activity can better serve the students and faculty mentors of Tarleton. Members of the Advisory Committee also evaluate the proposals submitted by students and faculty.

Title IX Compliance Committee

The purpose of the Title IX Compliance Committee is to ensure University compliance related to Title IX and to promote the University's nondiscrimination policy and programs related to all forms of discrimination. The committee reports to the President with the following membership: Director of Human Resources, Affirmative Action Office and Title IX Coordinator (Chair); Associate Athletic Director; Athletics Compliance Officer; University Compliance Officer; Assistant Vice President for Academic Affairs; Assistant Dean for Judicial Affairs, Student Life; Assistant Vice President for Marketing and Communications; University Police Chief. Membership on this committee will remain permanent based on job responsibilities within their departments and to the University.

University Calendar Committee

The University Calendar Committee is charged with developing 3-year University Calendar that supports the goals and needs of the University. This committee reports to the President through the Office of the Provost and Executive Vice President for Academic Affairs. It is composed of a chair selected from the senior faculty, two faculty members, representative from the Educator Preparation Services, one representative from each vice president's office and the President's Office, the Registrar, and a representative from the Faculty Senate, Student Government, and Staff Council. Each fall, this committee will submit the calendar for review by Student Government, Staff Council, and Faculty Senate and approval by the Academic Council.

University Committee for Disability Services

This committee provides a forum for addressing barriers that impede or policies that may discriminate against disabled students in the areas of academic performance, campus life, and cultural activities. The committee is advisory to the Director of Student Disability Services, who reports to the Dean of General Studies. Members will serve 3 year terms with staggered rotation. Members are eligible to be reappointed upon expiration of their term

University Curriculum Committee

The University Curriculum Committee is a working group that (1) develops criteria and procedures to evaluate proposed courses and curricula in terms of their contribution to the objectives and needs of the University; (2) applies these criteria and procedures to all proposed courses and curricula and forwards the results of its action to the Academic Council; ((4) studies courses and curricula in light of legislative and Coordinating Board directives and (5) generally is responsible for examining and evaluating courses and programs of study at the University. The membership of the Curriculum Committee consists of the chairperson (appointed by the Provost and Executive Vice President for Academic Affairs) and two members from each college, a faculty senate representative, and the university catalog editor. The membership term is two years. The chair is nonvoting except in case of a tie.

University Discipline Appeals Council

The University Discipline Appeals Council reviews decisions rendered by the Dean of Students in student disciplinary matters, upon written appeal of the student. Comprised of three faculty members, two staff members, and two students, the committee is bound by the parameters and procedures as noted in the Code of Student Conduct in the Student Handbook.

University Diversity Committee

The University Diversity Committee serves as an advisory body to the President and the Executive Leadership Cabinet. The committee's charge is broad and touches all areas of the campus. The University Diversity Committee is responsible for monitoring, evaluating, developing and implementing activities that support the success of university goals related to equal access and inclusiveness for students, faculty and staff. Membership will include the following key positions. Additional members may be appointed at the discretion of the President and the Executive Cabinet.

Non-rotating positions:

Associate VP, Academic Affairs – Chair
Assistant VP, Student Services
Associate VP, Marketing & Communications
Dean, Enrollment Management
Veteran's Affairs Coordinator
Director, Center for Diversity Initiatives
Director, Disability Services
Director, Human Resources
Director, International Programs
Director, Risk Management & Safety
Director, Residential Living & Learning
Director, Purchasing & HUB
Director, Student Activities
Director, University Compliance
Executive Assistant to the President
University Web Administrator

Rotating positions:

Faculty Senate President
Staff Council President
Faculty Development Committee member
Univ. Curriculum Committee member

University Evaluation and Effectiveness Committee

The University Evaluation and Effectiveness Committee is responsible for instituting overall university direction for evaluation and effectiveness including the establishment of the framework for the process such as arriving at general formats, the setting of a university evaluation/effectiveness calendar, plus other items requiring the university perspective. The Committee will pay particular attention to adherence to The Southern Association of Colleges and Schools Principles of Accreditation criteria 2.5 and 3.3.1. Each university division may establish subcommittees to assist the evaluation and effectiveness process. The Committee will consist of one representative from each university division appointed by the division vice president, one representative from Texas A&M University—Central Texas, the Office of the President, athletics, and TIAER. The Chair of the committee will be the Executive Director of Compliance, Evaluation, and Institutional Reporting and will report to the Provost.

University Facility Improvement and Construction Committee

The University Facility Improvement and Construction Committee is responsible for establishing and implementing a comprehensive plan that will meet the present and future facilities requirements for the University. The committee reviews proposals for construction projects from each operating division, establishes priorities, and forwards a list of recommended projects, along with their estimated costs, to the President through the Vice President for Finance and Administration. The committee may advise the President on matters pertaining to the future growth of the University and perform other assignments as requested by the President. Committee membership includes administrative representation for each major division of the University and selected faculty and staff.

University Planning Council

The University Planning Council is a working, advisory group to assist the President with University-wide issues concerning vision, mission, and strategic planning and management. This Council chair is appointed by the president. It is composed of representatives from throughout the campus. All areas that report to the President are represented on the Council as well as a mixture of faculty and staff. Terms of appointment to the Council are normally for 3 years with a proportion of members rotating off each year. Members are eligible to be reappointed upon expiration of their term.

University Project Management Committee for Information Technology

The University Project Management Committee reviews major project proposals that normally involve multiple university divisions. The committee will evaluate project proposals, recommend and/or approve proposals; oversee the development/implementation of projects through completion; and serve as an escalation review body to resolve project problems. The membership is composed of representatives from the following areas: Academic Affairs; Finance and Administration; Institutional Advancement; Student Life; and Enrollment and Information Management. The chair of the committee is appointed by the President.

University Records Management Committee

The University Records Management Committee ensures active and continuing state records management in compliance with federal and state law. The Tarleton Records Management Committee is chaired by the Director of University Compliance. This committee is concerned with the application of management techniques relating to the creation, use, maintenance, and retention of university records, ensuring access to public information, and reducing costs for state records. The committee is composed of a representative from the following areas: Athletics, Business Services, Institutional Advancement, Student Life, Enrollment Management, Human Resources, Information Technology Services, Office of the Dean of the College of Graduate Studies, Office of the President, Academic Affairs, Finance and Administration, Texas Institute for Applied Environmental Research, and Purchasing.

University Research Committee

The University Research Committee has primary responsibility for recommending rules related to university research funds allocated to faculty and assisting in the selection of appropriate faculty to receive such funds. The committee is expected to encourage proposals from all faculty members interested in research; advise faculty members on the procedure for submitting proposals; review proposals; recommend which proposals should be funded and the amount of funding; transmit those recommendations through appropriate channels; and require progress reports, final reports, and copies of publications resulting from research projects. The University Research Committee makes recommendations on other research applications when directed by the Provost and Executive Vice President for Academic Affairs. The committee also acquires information on sources of research funding in disciplines of interest to Tarleton faculty and makes this information available to faculty. The committee is made up of members from each undergraduate college with at least one member also being a member of the Graduate Faculty. The committee reports to the Provost and Executive Vice President for Academic Affairs.

University Scholarship Committee

The University Scholarship Committee reports to the Vice President for Enrollment and Information Management. It administers institutional scholarships except those specifically assigned to another body; assures that the students' best interests are served in rewarding academic performance; acts as mediator in terms of available scholarships; and, when necessary, interprets the wishes and intent of benefactors. Committee members are appointed by the President. The membership of the committee includes five faculty members representing each undergraduate college and one staff member. Ex officio members are the Director of Financial Aid, Director of the Scholarship Office, the Assistant Vice President for Business Services and Controller, and the Director of Development. To maintain a level of expertise and stability on the committee, members generally serve multi-year appointments.

University Survey Committee

The University Survey Review Committee assists in the review of all administrative surveys to ensure all requirements for posting are met, and provides a forum for feedback to survey owners prior to distribution of the final "published" survey. Non-administrative research instruments must be reviewed by the Tarleton State University Institutional Review Board. Student organization surveys should be reviewed by Student Activities. University-sponsored data collection tools are available to assist in conducting research-related and administrative surveys. Data collection tools may be used for the purpose of, but not limited to, graduate student research, undergraduate student research, faculty research, staff research, administrative surveys and student organization surveys.

Web Advisory Committee

The University Web Advisory Committee is charged with the responsibility of advising Web Services concerning the content and growth of Tarleton's existing web presence. The scope of the committee includes assisting Web Services in establishing procedures and processes that will help strengthen Tarleton's web presence, approve new content for the website, and review, approve, and help prioritize new project requests for internally and externally facing content. The committee is responsible for reviewing outsourced web services project requests prior to the purchasing/procurement process to determine how the project fits into the long-term objectives of the University and its web presence. Membership of the Web Advisory Committee includes: University Web Administrator (chair) and representatives from Academic Affairs, Finance and Administration, Student Life, Institutional Advancement, and Enrollment and Information Management. The Executive Director of Information Technology Services and the Assistant Vice President for Marketing and Communications will serve as ex officio members. If a member is unable to attend a meeting, a representative should attend in their place. Length of individual member service may be up to 3 years. Members are eligible to be reappointed upon expiration of their term.

Worksite Wellness Committee

The Worksite Wellness Committee's purpose is to encourage all Tarleton employees to achieve and maintain an improved level of personal health by providing programs, services and educational opportunities that effectively promote and support healthy lifestyle choices. . The committee will consist of no less than six members and no more than 16 members. Task force members will serve two years, with a proportion of members rotating off each year. The chair of the committee will serve two consecutive years. There will be three permanent members to the committee-- the Director of the Health Center, the Recreational Sports Fitness and Wellness Coordinator, and the Director of Human Resources.