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1.7 Committee Structure

Saint Mary's College of California

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1.7 COMMITTEE STRUCTURE

1.7.1 BOARD OF TRUSTEES COMMITTEES

The Standing Committees of the Board of Trustees are:

- Executive Committee
- Academic Affairs and Enrollment Committee
- Advancement Committee
- Audit Committee
- Finance Committee
- Governance Committee
- Investment Committee
- Mission and Identity Committee

- Student Life Committee

1.7.1.1 Executive Committee

Duties: Except as limited by laws, the Executive Committee shall exercise the full power of the Board in the event of emergency or exigent circumstance(s), as determined by a majority of the members of the Executive Committee in consultation with or at the request of the President. Additionally, the Executive Committee shall:

- review and consider the legal position of the Corporation and take any legal action deemed necessary on behalf of and/or in the interest of the Corporation;
- grant honorary degrees;
- approve, implement, and determine appropriate duties for all standing Board committees;
- advise the Chairperson of the Board on timing for the three (3) regular annual meetings and special meetings, as well as for the Annual Meetings for the Board of Regents;
- make recommendations to the Board of Trustees about:
 - presidential review and executive compensation;
 - changes to the Faculty Handbook that have the effect of creating or changing College policies.
- perform other such duties as may be delegated to it by the Board of Trustees.

Membership: The Executive Committee shall be composed of the following members of the Board of Trustees: the Chairperson of the Board, the Chairperson of each standing committee, the College President, and the Board Secretary, the Brother Visitor and the past Chairperson(s) of the Board while still serving as a Trustee. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee.

1.7.1.2 Academic Affairs and Enrollment Committee

Duties: Assuring the vitality of the mission of the College in the area of academic affairs, the Academic Affairs and Enrollment Committee shall make recommendations to the Board of Trustees about:

- WASC Senior College and University Commission recommendations or those of any other accreditation body which affects College programs;
- Substantive changes in the academic policies and educational programs of the College;
- Rank and Tenure, sabbatical leave, or other employment policies for College faculty, including changes in the Faculty Handbook;
- Candidates proposed for degree conferral.
- Enrollment quality and experience.

Membership: The Academic Affairs and Enrollment Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President.

1.7.1.3 Advancement Committee

Duties: Assuring the vitality of the mission of the College in the area of advancement, the Advancement Committee shall foster and promote the fund raising operations of the College and make recommendations to the Board of Trustees about:

- the core development volunteer group for the College;
- advice and counsel on matters pertaining to development, public relations of the College as those relations concern Advancement Committee responsibilities, alumni, etc.
- establishment of an appropriate goal for the Advancement office and progress toward that goal;
- long-term objectives for the College's Advancement program.

Additionally, within the fund raising policies and priorities recommended by the President of the College and approved by the Board of Trustees, the Advancement Committee shall:

- periodically review the fund raising results, both annual and capital, to assure adherence to fund raising policies and priorities;
- suggest action if fund raising objectives are not met;
- recommend fund raising counsel;
- as appropriate, provide a report to the Finance Committee of the Board of Trustees at scheduled meeting of the Finance Committee and to the full Board of Trustees at least annually.

Membership: The Advancement Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President.

1.7.1.4 Audit Committee

Duties: Assuring the vitality of the mission of the College in the area of audit, the Audit Committee shall act as the independent supervisor of the Corporation's financial and accounting practices and shall:

- conduct the annual review of the independent audit report of the Corporation by:
 - a) selecting, without further review by the Board of Trustees or any other committee, the independent certified public accountants who shall provide auditing services;
 - b) reviewing the work and effectiveness of the independent auditors;
 - c) passing an Audit Committee resolution adopting the annual report.
- recommend action based on the findings of the independent auditors to the internal business and audit staff of the Corporation;
- conduct an annual review of compliance procedures and methodologies employed by the College relating to the rules and regulations of the National Collegiate Athletic Association and the West Coast Conference, as applicable;
- receive and evaluate recommendations from the Board of Regents of the College within the Audit Committee's area of concern;
- make recommendations of matters within the Audit Committee's area of concern to the Finance Committee;
- establish an Audit Committee Charter; and
- other duties as assigned by the Board of Trustees.

Membership: The Audit Committee shall consist of at least five (5) members, which shall include: The Finance Committee Chairperson and four (4) other members, at least one of whom, in addition to the Chairperson of the Finance Committee, must be a member of the Finance Committee, and all of whom shall be members of the Board of Trustees, appointed by the Chairperson of the Board. To be eligible to serve on the Audit Committee, the candidate and/or member must hold no salaried position in the

Corporation. The Vice President for Finance and Administration and, if the Vice President for Finance and Administration so desires, an associate(s) of the Vice President for Finance and Administration, shall attend Audit Committee meetings if such attendance is requested by the Audit Committee Chairperson, but the Vice President for Finance and Administration and his or her associate, if any, shall not vote on any matter.

1.7.1.5 Finance Committee

Duties: Assuring the vitality of the mission of the College in the area of financial oversight, the Finance Committee shall review budgets and all other matters relating to the fiscal and general business management of the Corporation with the exception of those matters delegated by the Board of Trustees to the President or to other committees. In particular, the Finance Committee shall make its recommendations to the Board of Trustees about:

- tuition, room and board fees, and other major charges payable by the students attending the College;
- preliminary and final budgets, as well as appropriate long-range financial plans related enrollment plans, tuition waiver policies and financial aid policies;
- faculty, administrative and staff salary scales and ranges, upon recommendation from the President;
- financial aid allocations;
- plant management and construction issues including:
 - the adequacy and condition of capital assets
 - policies related to the Corporation's physical assets
 - new structures and the rehabilitation or removal of older structures as dictated by general Board policies
 - plant financing
 - the adequacy of levels of funding for plan maintenance.

Membership: The Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one primary staff person, the Vice President for Finance and Administration and any other officer of the College as designated by the Board, in consultation with the President. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.6 Governance Committee

Duties: Assuring the vitality of the mission of the College in the area of governance, the Governance Committee shall make recommendations to the Board of Trustees about:

- The desired Board profile and processes undertaken to ensure that profile is achieved
- Potential candidates for election to serve as Trustees, Chair, and Secretary of the Board
- Orientation and education programs for Trustees concerning their Board responsibilities
- Self-assessment of the Board
- Assessment of individual Trustee performance and re-nomination of Trustees
- Outstanding service and individuals who should be considered for emeritus status
- Governance policies for Trustee review and approval, including but not limited to, amendments to the Bylaws
- Appointment of the Brother Participants

- Assume such additional duties as may from time to time be assigned by the Board of Trustees.

Membership: The Governance Committee shall consist of the Chairperson of the Board, the immediate past Chairperson of the Board, the President, the Brother Visitor, and other who are appointed by the Chairperson of the Board of Trustees. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee.

1.7.1.7 Investment Committee

Duties: Assuring the vitality of the mission of the College in the area of investment management, the Investment Committee shall, working in consultation with any Special Subcommittees, supervise the Corporation's investment portfolios including but not limited to the Corporation's endowment portfolio(s). Within the framework of the policies and the established investment objectives, approved by the Board of Trustees, the Investment Committee shall:

- recommend investment objectives;
- retain qualified investment managers;
- monitor investment results to assure compliance with investment objectives;
- take appropriate action if investment objectives are not met; and
- report at least annually to the Board of Trustees.

Membership: The Investment Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees.

1.7.1.8 Mission and Identity Committee

Duties: Assuring the vitality of the mission of the College in the area of mission and identity, the Mission and Identity Committee shall make recommendations to the Board of Trustees about the following:

- Periodically evaluating the life of the College in light of the Mission Statement
- Periodically reviewing the College's Mission Statement for possible modification
- The College's strategic plan and its reports for the appropriate inclusion and progress of mission-related goals
- Progress on promoting the College through a variety of communication mediums in ways that are aligned with the institutional mission
- Support to the College's branding and marketing strategy to reflect current market conditions that are consistent with the mission of the College
- Providing orientation resources and support for programs that educate Trustees about the College's mission and identity.

Membership. The Mission and Identity Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President. At the request of the Committee, or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned by the Chairperson of the Board, in consultation with the President.

1.7.1.9 Student Life Committee

Duties: Assuring the vitality of the mission of the College in the area of student life, the Student Life Committee shall make recommendations to the Board of Trustees about:

- students' interests in the Board's policy-making activities;
- adequate resources, programs and direction for student affairs;
- student development issues;
- intercollegiate athletics and campus recreation;
- housing;
- quality of student experience;
- regulatory and statutory requirements relevant to student life.

Membership: The Student Life Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board in consultation with the President.

1.7.2 INSTITUTIONAL COUNCILS AND COMMITTEES

1.7.2.1 President's Cabinet

The President's Cabinet, comprised of the President and nine senior members of the College, meets on a regular basis to discuss and make decisions about campus issues and initiatives, policies and procedures, and other items of importance to the College.

Membership:

- President
- Provost and Vice President for Academic Affairs
- Vice President for Finance and Administration
- Vice President for Advancement
- Vice President for Mission
- Vice Provost for Enrollment and College Communication
- Vice Provost for Student Life
- Vice Provost for Academic Affairs
- Director of Athletics and Recreation
- Executive Assistant to the President

1.7.2.2 College Committee on Inclusive Excellence

Role: The Committee on Inclusive Excellence will review, recommend, and facilitate the implementation of policies, programs, and practices that advance inclusive excellence at Saint Mary's College.

Primary activities:

- articulate and promote the educational imperative for inclusive excellence;
- advise and review the development of institutional, unit, and school diversity and inclusion goals;
- develop and support strategies that improve the recruitment and retention of underrepresented students, staff, and faculty;
- sponsor and coordinate opportunities for the development of cultural competence; and,
- support initiatives that advance the knowledge, practice, and recognition of inclusive excellence.

Membership:

- Chief Diversity Office – CoChair
- Provost - CoChair
- Vice President for Finance and Administration

- Vice Provost for Enrollment and College Communication
- Vice President for Mission
- Vice President for Advancement
- Vice Provost for Student Life
- Associate Vice President of Human Resources
- Chair of Staff Council or designee
- Chair of Academic Senate
- Assistant Vice Provost for Student Success
- Brother representative, appointed by Cummins Institute
- Dean of Students
- Director of Athletics
- Director of Intercultural Center
- Student representative, Intercultural Center
- Faculty member, School of Economics and Business Administration, appointed by Committee on Committees
- Faculty member, Kalmanovitz School of Education, appointed by Committee on Committees
- Faculty member, School of Liberal Arts, appointed by Committee on Committees
- Faculty member, School of Science, appointed by Committee on Committees
- Representative of the Associated Students of Saint Mary's College

Meetings: The Co-Chairs of the Committee call meetings as needed.

1.7.2.3

Sustainability Committee

Role: The Sustainability Committee provides useful information to the President and Cabinet to inform decision-making that meets the environmental, social and economic needs of present generations without compromising the ability of future generations to meet their own needs.

Specifically, the Committee shall:

- Function as the primary conduit of, and clearing house for, information regarding environmental stewardship and sustainability issues on campus.
- Develop, recommend and/or sponsor educational programs that promote environmental awareness and sustainability as both an institutional and individual responsibility.
- Review and monitor those operations on campus that directly affect the College's use of resources.
- Conduct annual assessments of the College's sustainability efforts and prepare a report for the President and Cabinet.
- Update and maintain the College's sustainability vision statement
- Develop rolling multi-year action plans to promote greater awareness of sustainability, to increase campus sustainability over time, and to inform annual operating and capital budget processes.

Membership: Each member of the Committee has a continuing, individual charge to serve as the steward of the campus community as a whole. The Committee shall have a chair and vice chair appointed by the President for one-year terms from among its members. Committee members shall serve one-year terms and shall include:

- Alumni Representative appointed by the Vice President for Advancement
- Associated Students of Saint Mary's College President or Designee
- Campus Facilities Planning Committee Chair or Designee

- Chief Technology Officer or Designee
- Christian Brother Representative appointed by the President
- Council of Deans Representative appointed by the Provost
- Director of Facilities Services or Designee
- Faculty Representative from each School appointed by the Chair of the Committee on Committees
- Food Service Director or Designee
- Staff Council Chair or Designee
- Vice Provost for Enrollment and College Communication or Designee
- Vice Provost for Student Life or Designee
- Other Members of the Campus or External Communities at the discretion of the President

1.7.2.4 Institutional Effectiveness Committee

Role: The Institutional Effectiveness Committee aims to ensure the use of research-based planning and assessment as well as systematic and continuous review of the College's programs and services, to measurably demonstrate that the College is fulfilling its mission.

The Institutional Effectiveness Committee is charged with the following:

- Organize and provide assessment of the strategic objectives.
- Organize work related to WASC Senior College and University Commission accreditation.
- Oversee the administrative departmental review process.
- Facilitate the Strategic Initiative Fund request process and prepare recommendations for the President's Cabinet.
- Communicate regularly to College community regarding strategic planning and accreditation.

Membership:

- Vice Provost for Academic Affairs (chair)
- Provost
- Vice President for Finance and Administration
- Vice President for Advancement
- Vice President for Mission
- Vice Provost for Enrollment and College Communication
- Vice Provost for Student Life
- Executive Assistant to the President
- Chair of the Academic Senate, or designee
- Staff Council representative
- Chief Diversity Officer
- Director of Athletics and Recreational Sports
- Chief Technology Officer

1.7.2.5 Title IX Committee

Role: The Title IX Committee is advisory to the President and is dedicated to the promotion of the rights of students, staff and faculty to live, work and study in a safe and healthy environment free from sexual discrimination, including sexual and gender-based assault and harassment. The Committee is charged with fostering an institution-wide commitment to cultural change by taking a community approach to building a partnership between students, staff and faculty to help create a campus environment that promotes

respect, equality, civility, healthy relationships, and healthy sexuality. The Committee reviews and makes recommendations about campus policies, programs and initiatives related to Title IX and Clery Act compliance, maintains and updates the Title IX resources page of the College website and develops and provides campus-wide training related to Title IX compliance.

Membership:

- Associate Vice President for Human Resources/Title IX Coordinator (Chair)
- Dean of Students (Deputy Title IX Coordinator)
- Senior Associate Athletic Director/Senior Woman Administrator (Deputy Title IX Coordinator)
- Director of Employee Relations, Compensation & HR Consultation (Deputy Title IX Coordinator)
- Director of Public Safety
- Director of Community Life
- Director of Sexual Assault Prevention
- Faculty Member
- Vice President for Finance and Administration
- General Counsel (ex officio)

The Committee is divided into four subcommittees:

1. Policy and Procedure
2. Training and Education
3. Marketing; Toolkit and Website Management
4. Reporting

Students (graduate and undergraduate) as well as other campus representatives may be invited by the Chair to serve on subcommittees.

1.7.3 ACADEMIC AFFAIRS COUNCILS AND COMMITTEES

1.7.3.1 Provost's Academic Council of Deans

Role: The Provost's Academic Council of Deans serves as a forum for new ideas and initiatives and aid in maintaining coherence and momentum for the initiatives that are developed. The Council provides vision, focus, and guidance to the Provost, and implements academic programming and support. In particular, the Council advises the Provost regarding matters pertaining to their various offices and programs, especially regarding long-range planning, budget priorities, and strategic initiatives.

Council of Deans Membership:

- Provost (Chair)
- Chair of the Academic Senate
- Past Chair of the Academic Senate (fall) and Vice Chair of Academic Senate (spring)
- Chief Technology Officer
- Chief Diversity Officer
- Vice Provost for Academic Affairs
- Dean for Library and Academic Resources
- Dean of the School of Economics and Business Administration
- Dean of the School of Science
- Dean of the School of Liberal Arts
- Dean of the School of Science

- Dean of the Core
- The Provost may augment the memberships as appropriate.

The Provost's Academic Council of Deans meets twice a month.

1.7.3.2 *No longer exists*

1.7.3.3 *No longer exists*

1.7.3.4 Rank and Tenure Committee

Role: The Rank and Tenure Committee makes recommendations to the President on tenure and promotion, and makes recommendations to the Provost on reappointment subsequent to interim reviews. (see section 2.6.2 Procedures for Promotion and Tenure)

Membership:

- one tenured representative each from the School of Liberal Arts, Science, Economics and Business Administration, and Education, elected for a three-year term, one or two elected each year so that the terms are staggered;
- five tenured members-at-large, elected for three-year staggered terms;
- a chairperson (with vote), elected from the above nine regularly elected members; the chair will retain the representation for which he/she was elected, i.e., School or member-at-large.
- Provost (ex-officio, non-voting)

Each member of the Rank and Tenure Committee receives one reassigned time each academic year of service. This reassigned time should not exempt committee members from honoring teaching commitments to January Term and Collegiate Seminar, as well as advising assignments.

The elections for the members-at-large shall be conducted as follows:

In the nominating balloting, each faculty member nominates up to four people. The final ballot consists of the four faculty receiving the most votes on the nominating ballot. On the electing ballot, each faculty member votes for one. The person receiving the highest number of votes becomes a member-at-large on the Committee.

If any person serving on the Committee (School representative or at-large member) is required to leave the Committee permanently within the first two months of the Committee's sessions, a replacement election must be held.

If any member serving on the Committee (School representative or at-large member) becomes ineligible to serve due to sabbatical or leave of absence, or is to be considered for a Rank and Tenure review during a year when that member would have been on the Rank and Tenure Committee, a replacement election must be held.

Faculty Qualified for Election:

1. All tenured faculty (i.e., who appear on the Rank and Tenure roster with tenure) whose duties are primarily instructional (i.e., who do not teach less than 55%, or in the case of chairs and directors of graduate or professional studies academic units, whose instructional duties are not less than 2/6) and who have attained the rank of Associate Professor are eligible for membership-at-large.
2. For representatives of a School, to the qualifications in 1 are added: Members must be from the School electing them unless no one from the School is eligible; if a faculty member holds appointment in two Schools, he/she must choose the School of eligibility.

3. Members of the faculty are ineligible for election if they would be on sabbatical leave, or leave of absence, or being considered for Rank and Tenure review during the first year of service.
4. Any faculty member currently serving on the Rank and Tenure Committee is eligible for election as chair of the Committee for the following year. A faculty member is elected chair for a term of one year, and may be re-elected, up to a total of three consecutive terms.

If a member whose term is ending is elected chair, his/her term of service on the Committee will be extended by one year or as long as he/she is elected chair by the Committee. He/she will retain the representation for which he/she was originally elected to the Committee.

Faculty Who May Vote: All faculty who appear on the Rank and Tenure roster may vote for appropriate members as specified:

- a. All may vote to nominate and elect members-at-large;
- b. Only those holding appointment in the School may vote to nominate two candidates for the School representatives (if a faculty member holds appointment in more than one School, he/she must decide in which School voting will take place);
- c. All may vote in the final round to elect the representatives from each of the Schools.

Election Procedures: Faculty Positions Other Than Chair

1. The Rank and Tenure elections will take place during the Fall semester, with terms beginning the following academic year. After ensuring that sabbatical proposals have been reviewed by the Provost and President, the Office of Academic Affairs commences distribution of ballots no later than the first week of November. The elections will take place in the following election order:
 - a. Representatives of the School;
 - b. Members-at-large;
 - c. Replacement members.
2. Balloting is conducted during one "school week" (five school days in the undergraduate calendar); ballots must be received by the prescribed date and time to be valid.
3. The initial ballot is a nominating ballot and contains the names of all faculty eligible for the position. Two nominations must be made for the ballot to be valid. The two nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot). For the member-at-large position four nominations must be made for the ballot to be valid. The four nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot).
4. The election ballot contains the names of the nominees. The nominee receiving the largest number of votes is elected.

Election Procedures: Chairperson

On or before February 1, the current faculty members of the Rank and Tenure Committee meet to hold an election for the position of chair of the Committee for the following academic year. (see section 1.7.3.2. *Faculty Qualified for Election*, subsection 4.)

- a. At that meeting all current faculty members of the Committee who have actively served during that term must be present.
- b. Current members may be nominated by any other current member of the Committee. A nomination must be declined or accepted at that time.
- c. Nominations are closed when no other eligible members are nominated and accepted.
- d. The faculty members present vote until there is a winner with one vote more than 50% of those cast.

Duties of the Chairperson

- to set the calendar for and agendas of the meetings of the Rank and Tenure Committee;
- to chair the meetings;
- to facilitate the Committee's preparation of letters about faculty under review and sign them;
- to request of the Provost that the appropriate logistical steps be taken by the Office of Academic Affairs so that files are properly prepared, complete, and available for the entire Committee when needed;
- together with the chair of the Academic Senate, to resolve questions concerning the Committee's election procedures, within the guidelines already established by the Academic Senate;
- to be available to the Provost at set times (between May and July) for joint consultation (at the request of the latter) with faculty who have received letters from the Committee.

Role of the Provost: Because the Provost makes his/her own separate recommendation in the Rank and Tenure process, the role of the Provost on the Rank and Tenure Committee is advisory. The Provost's presence as an ex-officio non-voting member is important in order for the Provost to hear faculty deliberations of a case and to be a resource to the Committee.

Meetings: The sessions of the Rank and Tenure Committee are called by the chair of that Committee. They are not open to the public. The President of the College has the privilege to attend meetings without vote.

1.7.3.4.1 Student Rank and Tenure Committee

Role: The Student Rank and Tenure Committee is advisory to the Rank and Tenure Committee regarding tenure and promotion of tenure-track faculty teaching traditional students in undergraduate courses. It is charged with supplying the Rank and Tenure Committee with formal written recommendations on these candidates.

Membership:

- chairperson appointed by the Student Body President
- five to six student members appointed by the Student Executive Council

Meetings: Meets as often as necessary, depending on the number of personnel to be reviewed.

1.7.3.5 Library Committee

Role: The Library Committee serves as an advisory resource to the Dean for Library and Academic Resources. The chairperson of the Library Committee serves as a liaison between the Dean for Library and Academic Resources and the Academic Senate. The

chairperson of the Library Committee reports to the Academic Senate on the following issues:

1. Relations between the professional library staff and other segments of the College;
2. Library resources, acquisitions and collection development;
3. The Library's strategic and financial planning;
4. Library services in support of the College's mission and in support of faculty's teaching, scholarly and creative work, and student learning.

Membership: The Committee consists of seven members:

- four tenure-track faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz Schools of Education, appointed by the Chair of the Committee on Committees, in consultation with the Deans of the respective Schools, for two-year renewable terms, appointments to be staggered
- one staff member appointed by the chair of the SMC Staff Council, for a two-year term
- one graduate student
- one undergraduate student, appointed by the Student Body President, ASSMC, for a one-year term
- Dean for Library and Academic Resources as an ex-officio member

Meetings: The Library Committee meets twice per academic year. Additional meetings may be called by the chairperson, the chairperson of the Academic Senate or at the request of a majority of the Committee. The Committee elects its own chairperson from among its sitting faculty members. The chairperson, in consultation with the Dean for Library and Academic Resources, prepares the agenda for Committee meetings.

1.7.3.6 Committee on Academic Appeals

Role: A faculty/student committee that hears appeals from undergraduate students regarding decisions concerning academic regulations and standards affecting them individually. A standing committee, it is convened and chaired by the Vice Provost for Academic Affairs, at the request of the student:

1. To hear appeals regarding decisions of the Dean of the School or of the Dean of the Core or of the Registrar (and approved by the Dean of the School or by the Dean of the Core) concerning courses, standards, academic regulations and requirements for graduation;
2. To hear appeals regarding grades given by instructors.

Membership: The Committee consists of up to ten members:

- Vice Provost for Academic Affairs (ex officio and nonvoting)
- three tenure-track faculty members appointed by the Chair of the Committee on Committees;
- three tenure-track alternates (but also including Christian Brothers currently teaching at the College), one each from the Schools of Liberal Arts, Science, and Economics and Business Administration, appointed by the Chair of the Committee on Committees;
- four students appointed by the Associated Students of Saint Mary's College President for one-year, renewable terms and confirmed by the Executive Council of that group.

Procedures:

1. When the student expects to appeal a decision by the Dean of his/her School and/or the Dean of the Core and/or the Registrar, or to appeal a grade given by an instructor (see 1 and 2 above), the student must file a notification to that effect with the Vice Provost for Academic Affairs within one month from the beginning of the next long term. (For procedures in the case of a charge of academic dishonesty, see section 3.1.1 Academic Honesty Policy.)
2. The student is normally expected first to take his/her appeal to the instructor or administrator involved. If the student is not satisfied with the outcome, he/she should next take the appeal to the department chairperson or to the appropriate academic administrator.
3. If the matter is not resolved in step 2, the student will file a written statement of appeal with the Vice Provost for Academic Affairs. The Vice Provost will notify the appropriate instructor, department chairperson, and the School Dean or the Dean of the Core, as appropriate, that an appeal has been filed.
4. If the student decides not to pursue the appeal, he/she must advise the Vice Provost for Academic Affairs that the notification and/or statement of appeal be withdrawn.
5. The appeal must be brought to the Committee on Academic Appeals before one long term has elapsed since the term in which the cause for appeal occurred.
6. The Committee will not consider an appeal until and unless all the above avenues of informal resolution have been pursued.
7. The Vice Provost for Academic Affairs serves as the nonvoting Chair for each appeal hearing. Representatives of the two principals (a faculty member chosen by the student—a Christian Brother on staff may also serve this role—and a tenure-track faculty member chosen by the other principal, or in the case of an appeal of a decision by the Registrar's Office, a representative of that office not involved in the original decision) will present to the Committee the respective arguments of the two principals whom they represent. The two principals do not attend the meeting unless requested to do so by the Committee.
8. Minutes of the proceedings will be taken and kept on file in the Office of Academic Affairs. All proceedings and correspondence, and the minutes are confidential and will not be maintained in the student's permanent academic record.
9. In hearing an appeal, the Committee has authority to:
 - a. set time limits on presentation by representatives of the two principals;
 - b. request written statements from the principals, if necessary;
 - c. determine if the principals are to appear before it;
 - d. consider during its deliberations all documents and any records considered by the initiating instructor or administrator; oral and/or written argument of both principals; additional evidence the Committee deems appropriate.
10. The Committee, upon reaching a majority decision, has the authority in the individual case to instruct the Registrar to waive an academic regulation or requirement, make an exception to an academic standard, or to change a grade.
11. The Vice Provost for Academic Affairs gives written notification of the Committee's decisions to the principals.

1.7.3.7 International Programs Coordinating Committee

Role: The International Programs Coordinating Committee coordinates, develops and recommends policies for all international studies undertaken by students at Saint Mary's College as well as abroad. The Committee provides leadership in international education, assuring that such activities are pursued in a coherent manner with attention to their being supported with appropriate resources in a fiscally responsible manner. It reports annually to the Academic Senate and Vice Provost for Academic Affairs.

Membership:

- Director of the Center for International Programs (chairperson)
- Associate Director for the Center for International Programs International Student Coordinator, Center for International Programs
- Associate Vice President for Finance and Administration and Controller
- Associate Dean of Global Programs in the School of Economic and Business Administration or designee
- Assistant Dean of Students, or designee
- Dean of Admissions or designee
- Registrar
- four tenure-track faculty members appointed by the Chair of the Committees on Committees, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Kalmanovitz Schools of Education for three-year staggered terms, renewable.

The Committee reports to the Vice Provost for Academic Affairs, who may appoint up to two additional members.

1.7.3.8 Human Research Institutional Review Board

Role: The Human Research Institutional Review Board regularly notifies the College community at-large concerning the responsibilities of faculty, student or staff researchers whose projects involve biological and/or behavioral research using human subjects, in order to ensure that the procedures followed safeguard the rights and welfare of research subjects and comply with federal regulations.

All faculty members of the Committee are tenure track or salaried adjunct faculty with suggestions for appointment made by the Deans of their Schools and formal appointment made by the Institutional Official (IO), the Associate Provost for Faculty Affairs. They are appointed for renewable three-year terms, which must be staggered.

The Committee's responsibilities include:

1. The formulation of guidelines and policies that meet federal regulations, incorporate the ethical concerns of the entire Saint Mary's community, and reflect the particular needs of the College researchers. These guidelines and policies are to be approved by the President of the College in consultation with the President's designee and the College's General Counsel. The committee reports to the Provost or the Provost's designee.
2. In consultation with the IRB signatory, the provision of information to researchers as to the appropriate means for protecting the rights and welfare of the subject, securing the effective, free, informed consent of the subject, and fulfilling federal, local and Saint Mary's standards regarding human research.
3. The review of all proposals for human research submitted to the Committee by faculty, student or staff researchers to assure concordance with aforementioned guidelines.

The Committee receives proposals from:

- a. All faculty and staff conducting research involving human subjects, regardless of form, location, or whether or not it is funded. If other institutional review has been made, e.g., by a hospital institutional review board, a copy of that review is to accompany the proposal.
 - b. Students who carry out research projects involving human subjects. Approval of the student's protocol by the faculty member sponsoring and supervising the research is to accompany the proposal to the Committee.
4. As needed, serve as the scientific review committee for disclosures of conflicts of interest related to externally sponsored research and, on the basis of the review, recommend to the Associate Provost for Faculty Affairs steps to manage or eliminate the conflict.
 5. The maintenance of adequate records and confidentiality. The preparation of a yearly report to the Provost or the Provost's designee on the research approved.

Membership:

- two tenure-track or salaried adjunct faculty members from the School of Science
- two tenure-track or salaried adjunct faculty members from the School of Liberal Arts
- one tenure-track or salaried adjunct faculty member from the School of Economics and Business Administration.
- two tenure-track or salaried adjunct faculty members from the Kalmanovitz School of Education, preferably with one member from the Ed.D. program
- at least one member from off-campus who is not a part of the immediate family of a person who is affiliated with the institution (Code of Federal Regulations 46.107(d)), ex-officio, appointed by the President
- the Director of Institutional Research, ex-officio

The committee will consult with the College's General Counsel as needed.

Members from the School of Science, School of Liberal Arts, School of Economics and Business Administration, and the Kalmanovitz School of Education serve as liaisons/contact persons to inform and consult other faculty/students in the school.

The Human Research Institutional Review Board elects its chairperson and vice-chairperson for a renewable one-year term from among its membership of faculty members with tenure to the College. Additional participants may be invited to advise the Committee as needed (e.g. The College's Environmental Health and Safety Manager).

Meetings: The Human Research Institutional Review Board meets as frequently as necessary, typically, once every two weeks for 90 minutes during academic semesters.

1.7.3.9 Faculty Development Fund Committee

Role: The Faculty Development Fund Committee reviews applications from faculty members for awards from the Faculty Development Fund (see section 2.10.2 Faculty Development Fund Awards).

Membership:

- Director of Faculty Development (chairperson)
- four tenure-track faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz School of Education, appointed by the Deans of the Schools.

Meetings: The chairperson of the Committee calls meetings monthly to evaluate applications.

1.7.3.10 Campus Athletic and Recreational Sports Committee

The Campus Athletic and Recreational Sports Committee provides guidance for intercollegiate athletic programs of the College, as well as with the programs for sports clubs, intramural sports, and recreational activities for the general College community. It is the responsibility of the Committee to review matters pertaining to these programs and to offer recommendations to the Director of Athletics and Recreational Sports, the Provost, and/or to the President of the College.

Membership:

- Faculty Athletic Representative (appointed by the Provost), chairperson, one-year term
- two tenure-track faculty members (appointed by the Chair of the Committee on Committees), three-year terms
- two administrator/staff members (appointed by the Provost or designee), three-year terms
- four students (one man and one woman, appointed annually by the ASSMC President from the recreational sports program, and two representing, respectively, intercollegiate men's sports and intercollegiate women's sports, appointed annually by the Student-Athlete Advisory Committee from among its membership), one-year terms
- Director of Athletics and Recreational Sports
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Assistant Director of Athletics and Recreational Sports

Meetings: Meets at least three times during the academic year.

1.7.4 ACADEMIC SENATE COMMITTEES

1.7.4.1 Grievance Committee

The Grievance Committee will be constituted as follows:

Membership: The committee consists of twelve members:

- eight tenured faculty members, two each from the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz School of Education, elected by the faculty, to two-year staggered terms
- four tenured faculty members, elected at-large by the faculty, to two-year staggered terms

Vacancies of regular Committee members are filled in the next election and are filled for the amount of term remaining.

Department chairpersons are not eligible to serve on the Grievance Committee. Faculty members who sit, or who sat, in the preceding year, on the Rank and Tenure Committee, are not eligible to serve on the Grievance Committee.

A Grievance Committee member may serve on a maximum of two concurrent grievances. In an academic year in which the number of concurrent grievances filed exceeds three, the chairperson of the Academic Senate has the discretionary power to enlarge the Committee from the runners-up from the previous two election years; the Committee is to be enlarged prior to the challenge stage of the grievance proceedings.

For the hearing of each particular case, each party to the grievance can challenge two members. The Committee is then reduced to five by lot, the chairperson to be elected by the Committee.

The chairperson of the Academic Senate will insure that the Committee be operative within five school days from the request for a hearing. For Grievance Procedures, see section 2.16.

1.7.4.2 Faculty Welfare Committee

Role: The Faculty Welfare Committee represents the tenure-track faculty on appropriate committees by participating in discussion and determination of financial priorities, faculty salaries, fringe benefits, retirement benefits and by promoting and protecting faculty interest in matters concerning working conditions, such as workload, office space, administrative assistance, communications, and parking facilities. Members of the Faculty Welfare Committee will be responsible for attending the Employee Benefits Advisory Committee meetings, provide representation on the Campus Facilities Planning Committee, with the Chair of the Faculty Welfare Committee also responsible for attending the College's Budget Committee meetings and related committees/task forces established by the Provost.

The members shall be free to exercise their own individual judgment in above matters and are accountable representatives of the faculty.

Membership: The committee consists of four voting members:

- three tenured faculty members elected at large for staggered three-year terms
- one tenure-track non-tenured faculty member elected at-large for a one-year term

Once the spring election cycle is complete, the current chairperson will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee. The chairperson receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

Meetings: The Faculty Welfare Committee meets every two weeks at appropriate times as scheduled by the chairperson of the Committee. The Faculty Welfare Committee informs the Academic Senate of its proceedings regularly and/or on request. Agendas and Minutes of Open Meetings are posted on the Faculty Governance Webpage.

1.7.4.3 The Committee on Committees

Role: The Committee on Committees is a standing committee of the Academic Senate, charged with conducting faculty elections (see section 1.6.1.1 Faculty Elections). In the spring of each year, the Committee compiles and distributes a Preference Survey under the direction of the Faculty Governance Coordinator. The Committee shall assign a first and a second preference to those individuals who do not submit a Preference Survey to committees where there is the greatest need. The Committee reports regularly through the election season to the Academic Senate and maintains a year-to-year list of faculty serving in elected positions. The Committee regularly reviews committees' functions and effectiveness, reports on same to the Academic Senate, and, when warranted, recommends changes.

In order to help balance workload among the faculty, the Committee will work in conjunction with Academic Affairs to keep a database of all faculty service in order to centralize the committee appointment process and distribute the workload more equitably. The Chair of the Committees, in consultation with the members of the Committee, the deans, and chairs/members of the relevant service entities, shall appoint faculty members to positions on those committees and service entities that are not filled.

Membership: The committee consists of six members:

- vice chairperson of the Academic Senate, who serves as chairperson of the committee for one year
- four tenured faculty members, one from each School, elected for two-year, staggered terms
- the Faculty Governance Coordinator, as an ex-officio, non-voting member.

1.7.4.4 Academic Administrators Evaluation Committee

Role: The purpose of the Academic Administrators Evaluation Committee is:

1. to help administrators improve their performance by providing them with assessment information;
2. to assist the College in making informed decisions regarding the retention/release of academic administrators;
3. to identify and communicate to the College the qualities and skills that the faculty think are desirable in academic administrators. To further this purpose, the academic administrators who are being evaluated are strongly encouraged to share *their interpretation* of the evaluation data with the respective relevant faculty body(ies) under his or her jurisdiction.

The Committee is to design and conduct periodic, systematic, and confidential evaluations of academic administrators including School Deans, the Dean of the Core, the Vice Provost of Academic Affairs, the Provost, and the President in order to assess their performance in matters substantially affecting the academic life of the College. The Committee will verify that Academic Deans obtain appropriate faculty input for evaluations of Associate and Assistant Deans, Department Chairs and Program Directors. The Committee will consult with relevant supervisors to verify that they have obtained appropriate faculty input for the evaluations of non-academic Deans.

Membership: The committee consists of six members:

- Four tenure-track faculty members, one from each School, appointed by the chairperson of the Committee on Committees
- chairperson of the Academic Senate, voting, ex-officio member
- Director of Institutional Research, non-voting ex-officio

The faculty members serve for a term of two years, with terms staggered. Once the spring election cycle is complete, the current chairperson will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee.

Meetings: The chairperson of the Committee calls meetings at appropriate times.

1.7.4.5 Undergraduate Educational Policies Committee

Role: The Undergraduate Educational Policies Committee makes recommendations to the Academic Senate regarding the undergraduate curriculum of academic departments and programs. The Undergraduate Educational Policies Committee is charged with strengthening the understanding of faculty and administrators about the needs of undergraduate programs and also how curricular and other decisions in one academic area have an impact on the College as a whole.

1. The Undergraduate Educational Policies Committee makes recommendations to the Academic Senate on matters of undergraduate curriculum, especially:
 - a. changes to undergraduate education requirements of existing academic departments or programs;
 - b. possible new degree and non-degree programs or majors and minors for undergraduates, or the possible discontinuance of current undergraduate degree and non-degree programs or majors and minors;
 - c. all new credit and non-credit courses proposed for addition to the undergraduate College catalogue, as well as significant changes to existing courses;

- d. after a review of academic issues, the appropriateness of all proposed undergraduate off-campus programs of study associated with Saint Mary's College, except those in the January Term;
 - e. special academic problems, including interdepartmental course offerings and the impact of one department's proposed changes on the other departments or programs. When changes to departments or programs are proposed that substantively affect the Core Curriculum, the Committee will consult with the Core Curriculum Committee before making final recommendations to the Academic Senate.
2. The Undergraduate Educational Policies Committee creates and disseminates to all faculty guidelines for the development of "experimental course offerings" by departments and Schools. These guidelines include criteria for assessment after one and no more than two offerings. All individual course approvals should be based on both the guidelines and the way in which the course serves the overall curriculum of the department or program. The Committee encourages a dialogue and collegial relationship with individual instructors and with departments and programs concerning the planning of curriculum. Individual instructors proposing courses or representatives of departments and programs may request a meeting with this Committee to discuss a proposal under consideration.
 3. The chair of the Undergraduate Educational Policies Committee considers for approval applications from the Vice Provost for Academic Affairs on the behalf of students who believe their academic needs would be better served by a distinctive program of studies. Besides fulfilling requirements for a major, an individualized major plan must satisfactorily lead the student toward the goal of liberal education which the College sees as essential for all of its graduates.
 4. Together with the Graduate and Professional Studies Educational Policies Committee, meets and reviews faculty sabbatical proposals, according to the guidelines in Sabbatical Leave (section 2.10.1).
 5. Together with the Registrar's office, department chairs, School Deans, Dean of the Core and the Vice Provost for Academic Affairs, oversee the determination of recipients of student academic awards, including selection of the De La Salle Award recipient.

Membership: This Committee is composed of nine voting members:

- Chair (tenured faculty member who has taught at least six undergraduate courses during the previous three academic years)
- Vice-Chair (tenured faculty chairperson elect, who has taught at least six undergraduate courses during the previous three academic years)
- three tenure-track faculty members who have taught at least six undergraduate courses during the previous three academic years, one elected from each of the Schools of Liberal Arts, Science, and Economics and Business Administration, elected for two-year staggered terms
- three tenure-track faculty members at large, elected for two-year, staggered terms
- Member of the Library professional staff

The Chair has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work, for as long as needed.

The Vice-Chair is elected at-large for a two-year term serving as Chair in the second year. The Chair receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

Meetings: This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

1.7.4.6 Graduate and Professional Studies Educational Policies Committee

Role: The Graduate and Professional Studies Educational Policies Committee makes recommendations to the Academic Senate regarding graduate and professional studies programs admission and matriculation policies and regulations, curriculum, academic regulations, faculty and student evaluations associated with classroom activities. The Graduate and Professional Studies Educational Policies Committee is charged with strengthening the understanding of faculty and administrators about the needs of graduate and professional studies programs and also how decisions in one area have an impact on the College as a whole.

The Graduate and Professional Studies Educational Policies Committee:

1. Reviews, recommends, and approves changes to the academic policies of the Graduate and Professional Studies handbook, such as admissions, residence requirements, and grading.
2. Makes recommendations to the Academic Senate on matters of graduate and professional studies curriculum, especially:
 - a. Approval of new programs, new concentrations within existing programs, certificates offered by graduate or professional studies programs, or significantly revised courses;
 - b. discontinuance of current programs, concentrations within existing programs, certificates offered by graduate or professional studies programs;
 - c. academic considerations such as the proper role of technology in providing academic program (distance learning, etc.) or the impact of one program's proposed changes on the other departments or programs;
 - d. how graduate and professional studies programs relate to the stated Mission of the College and its three traditions.
3. Together with the Undergraduate Educational Policies Committee, reviews faculty sabbatical proposals, according to the guidelines in Sabbatical Leave (section 2.10.1).
4. Works to identify the unique educational aspects of graduate and professional studies education at Saint Mary's College and to increase faculty understanding of them, especially in the context of shared educational goals (as expressed in the Mission statement) that define both undergraduate and graduate and professional studies education at the College.
5. Attends to the distinctive needs of graduate and professional studies students.
6. Convenes meetings of the chairs and program directors of all graduate and professional studies programs, college-wide, to advise the Committee and to aid in its work as needed.
7. Reviews academic regulations and graduation requirements, as advised by the Academic support and Achievement Programs, to insure College compliance with the Rehabilitation Act of 1973 (section 2.3.4 Section 504, Rehabilitation Act of 1973: Compliance).

Membership: The Committee is composed of five voting members:

- the Chair, who has taught at least six graduate or professional studies courses during the previous four academic years, and who is elected at large from among the tenured faculty of the College.
- three tenure-track faculty members who have taught at least six graduate or professional studies courses during the previous four academic years, one elected from each of the Schools with graduate and professional studies programs—Education, Liberal Arts, and Economics & Business Administration to serve two-year staggered terms.
- member of the Library professional staff

The Chair of this Committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

Meetings: This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

1.7.4.7 Program Review Committee

Role: The Program Review Committee is to

1. Create clear guidelines regarding content and form for a systematic review of all undergraduate, graduate and professional studies degree and non-degree programs on a six-year, rotating basis.
2. Administer that review process following these steps:
 - a. The Committee notifies each department and program of the entire six-year schedule, sending a special notice to individual programs and departments one calendar year in advance of the specified review date, with information on the guidelines and complete process;
 - b. Departments and programs are responsible for preparing a self-study, responding specifically to the guidelines created by the Committee and posted on the Academic Senate/Program Review Committee website;
 - c. This self-study is submitted simultaneously to the Committee and to the Dean of the School housing the program; the Dean sends to the Committee a brief written evaluation by the requested deadline;
 - d. The Committee meets with the program faculty to discuss the self-study and draft of the action plan and timeline, Dean's evaluation, and external reviewer report. The Committee prepares a complete written review, and sends it to the department or program under review, the Dean, the Vice Provost for Academic Affairs and the Provost. Following this step in the process, the Provost's representative, will arrange a meeting with the department or program, the Dean, and the chair or representative of the Committee in order to respond to the review;
 - e. Administrative issues, particularly budgetary, will be responded to by the Dean within twelve months of reception of the review. The program is responsible to finalize its new six-year action plan after the close of the review, and submit a copy to the Provost, Dean, Vice Provost, and Committee chair via the Office of the Academic Senate;
 - f. Subsequent reviews by the department or program must respond substantively to the previous review by the Committee, address the comments of the Dean and the Vice Provost, and note progress on the action plan;

- g. The Chair of the Committee provides an annual report to the Academic Senate at the close of the academic year, including which programs and departments were reviewed, which programs and departments are delinquent, and any other recommendations from the Committee on future guidelines and process;
 - h. Departments or programs that fail to submit a review as scheduled or submit an inadequate review may be censured by the Academic Senate at the request of this Committee, and by order of the Academic Senate, all Undergraduate Educational Policies Committee or Graduate and Professional Educational Policies Committee actions concerning that department or program may be suspended until such time as the review is submitted and accepted as satisfactory;
 - i. Programs are reviewed on a six-year cycle. The Committee has the authority as part of its evaluation to request interim reports on any issue(s) it deems need more immediate attention. Any such requests are added to the Program Review Committee master schedule of reviews, and the reports are submitted to the Dean, Vice Provost, and Committee through the Office of the Academic Senate.
3. Confirm adherence to the Credit Hour Policy (see 3.1.7 Undergraduate Credit-Hour Policy) through the program review process.

Membership: This Committee is composed of eight voting members:

- four tenure-track faculty, elected one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education, and one elected at large
- one tenure-track faculty elected at large
- one tenure-track non-tenured faculty elected at large
- Member of Library professional staff (ex-officio)
- the Director of Assessment (ex-officio)

The elected faculty members of the Committee serve two-year staggered terms.

Once the spring election cycle is complete, the current Committee Chair will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chair for the following year from among those who will then be serving on the committee.

The Chair has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

Meetings: This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

1.7.4.8 Admissions and Academic Regulations Committee

Role: After investigations and review, make recommendations for all non-professional undergraduate programs to the Academic Senate concerning:

1. goals, policies and standards, and processes for recruitment of students, admissions, and financial aid;
2. factors that affect admissions yield and retention, such as financial aid, housing, marketing, honors-at-entrance and other special programs, transfer articulation (in conjunction with the Core Curriculum Committee), new student, pre-college orientation programs;
3. academic regulations (academic credit, grading standards, appropriate number of class hours for courses and laboratories, student academic honesty policy, academic probation and disqualification) (see also section 2.3.4 Section 504, Rehabilitation Act of 1973: Compliance);

4. graduation requirements (The Core Curriculum Committee and the Undergraduate Educational Policies Committee share responsibility with the Admissions and Academic Regulations Committee regarding graduation requirements, and these committees should work together on particular issues before making their individual recommendations to the Academic Senate.);
5. standards and evaluation processes for both faculty and students in connection with academic classes;
6. standards and evaluation processes of faculty academic advising in connection with student matriculation.

With regard to student academic awards, this Committee will seek to resolve disputes concerning the process or criteria for determining award recipients, when they arise between departments, programs, and/or Schools, and the Undergraduate Educational Policies Committee.

Membership: This Committee consists of four voting members:

- Four tenure-track faculty members who have taught at least six undergraduate courses during the previous three academic years, one elected from each of the Schools of Economics & Business Administration, Liberal Arts, and Science, and one elected at large

The elected faculty members of the Committee serve two-year staggered terms.

Once the spring election cycle is complete, the current Chair will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the Chair for the following year from among those who will then be serving on the committee.

The Chair has the authority to invite other members of the Saint Mary's College community (students, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work as needed.

Meetings: This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

1.7.4.9 Faculty Committee on the Bookstore

Role: The Faculty Committee on the Bookstore represents the faculty in dealings with both the administration and the Bookstore management in regard to all Bookstore matters. The Committee reports to the Academic Senate.

Membership: The committee consists of four tenure-track faculty members appointed by the chairperson of the Committee on Committees, the choice of members to be as representative as possible. The members serve terms of two years, with terms staggered. The Committee selects its own chairperson.

Meetings: The chairperson of the Committee calls meetings at appropriate times (for example, to review faculty requests and recommendations concerning the Bookstore).

1.7.4.10 Committee on Teaching and Scholarship

Role: The Committee on Teaching, Learning and Scholarship serves as an advisory group to the Director of Faculty Development in maintaining a faculty development program, such as workshops, internal grants and funds, and annual awards, that endeavors to be responsive to the needs of the faculty. Members of the Committee contribute ideas regarding faculty development, the improvement of teaching and learning, and scholarly activities, and collaborate with the Director in presenting faculty development events (e.g., lead discussion groups, facilitate workshops or engage in other activities that draw on an individual Committee

member's expertise and interest), review any disputable applications for faculty development funds and review Student Summer Research Grant Applications.

Membership:

- Director of Faculty Development, chair
- Four tenure-track faculty members, one elected from each School (two-year, staggered terms)
- Three tenure-track faculty members (one-year, renewable terms) appointed by the Director of Faculty Development in consultation with the Chair of the Committee on Committees.
- Representative from the EdTech Center (*ex-officio*)

Meetings: The Committee meets monthly throughout the academic year. Additional meetings may be called by the Chair as needed.

1.7.4.11 January Term Committee

Role: To recommend to the Dean of the Core and policies for the January Term; to review proposals for courses offered during that term, including independent study proposals; to supervise catalog publication for each January; to evaluate preregistration results for that term; to recommend policy regarding coordination with other 4-1-4 colleges; to recommend and review other activities undertaken in January; to review and evaluate each January Term at its conclusion.

Membership:

- Director of the January Term, chair
- seven tenure-track members of the faculty who have taught at least two January term courses in the previous ten years, serving staggered, three-year terms, three of whom shall be elected, respectively, one from the School of Liberal Arts, one from the School of Economics and Business Administration, and one from the School of Science, and four of whom shall be elected at large
- one non-voting, *ex officio* representative from the Office of the Registrar

1.7.4.12 Collegiate Seminar Governing Board

Role: The Collegiate Seminar Governing Board advises the Director of the Collegiate Seminar and, with or through the Director, the Dean of the Core, on all matters pertaining to the academic governance of the Collegiate Seminar.

Membership:

- the Director of the Collegiate Seminar (Chair)
- two tenure-track members from the School of Liberal Arts
- one tenure-track member from the School of Science
- one tenure-track member from the Kalmanovitz School of Education
- one tenure-track member from the School of Economics and Business Administration
- the Director of the Center for Writing Across the Curriculum or designee chosen in consultation with the Chair of the Collegiate Seminar Governing Board,
- the Collegiate Seminar's Liaison with the Critical Perspectives Program
- one faculty member representing faculty of the Integral Curriculum of Liberal Arts
- one representative of the Christian Brothers
- one salaried adjunct faculty member
- one per-course adjunct faculty member

- one student representative, appointed by the Director of the Collegiate Seminar in consultation with the President, Associated Students of Saint Mary's College

Eligibility: All elected members must have taught a minimum of three (3) Collegiate Seminar courses (including initial co-teaching assignments). Openings for election by the members of the Governing Board will be announced to, and nominations will be accepted from, the College faculty at large; only nominations from the faculty at large will constitute a ballot. The School representatives are elected on a general faculty ballot administered by the Committee on Committees. Both adjunct representatives are elected by the members of the Collegiate Seminar Governing Board. The Governing Board will schedule Board elections so as to provide appropriate continuity of membership.

Terms: All elected terms are renewable; no member may serve more than two consecutive terms; after consecutive terms, a member may be re-elected to the Board only after an interregnum equal to one term. All elected members serve three-year terms, except the representative of the part-time faculty, who serves a one-year term.

1.7.4.13 Core Curriculum Committee

Role: "Core Curriculum" signifies the foundational and essential learning expected of all undergraduate students at Saint Mary's College (as articulated in Learning Goals, Outcomes, and Rationales) and the processes by which students achieve that learning (i.e., designated courses and experiences). Under the leadership of the Chair, and with assistance from the Working Groups, the Core Curriculum Committee develops and proposes to the Academic Senate policy regarding all general education requirements, known as the Saint Mary's Core; administers, evaluates, and disseminates policy governing the Core; conducts course/experience review-for designation and designation renewal; conducts assessment of student learning; conducts assessment and development of the Core as a whole and in its elements; develops intra- and extramural presentation of the Core via catalogues, course lists, published guidelines, workshops, et al.; develops and maintains a public handbook of its decision-making protocols. When the Committee proposes changes to the Core that substantively affect undergraduate departments or programs, it will consult with the Undergraduate Educational Policies Committee before making final recommendations to the Academic Senate.

Membership:

- The Chair of the Core Curriculum Committee (chair, voting), a tenured member of the faculty who has taught at least six undergraduate courses during the previous three academic years;
- Six tenure-track members of the faculty who have taught at least six undergraduate courses during the previous three academic years (voting): two elected from the School of Liberal Arts, two from the School of Science, one from the School of Economics and Business Administration, and one from the faculty at large, for staggered, three-year terms;
- Director of Collegiate Seminar (ex officio, voting in matters of policy, but not course designation);
- Director of January Term (ex officio, voting in matters of policy, but not course designation);
- Dean of the Core (ex officio, non-voting);
- Director of Academic Advising or designee (ex officio, voting in matters of policy, but not course designation);
- Director of Educational Effectiveness (ex officio, non-voting);
- Representative from the Library, as designated by the Dean for Library and Academic Resources (ex officio, non-voting);

Chair Duties:

- As the Core Curriculum Committee's executive, the Chair facilitates the Core's day-to-day operation; the Chair receives yearly reassigned course equivalences commensurate with the office's demands.
- The Chair, on behalf of the Committee, is responsible for bringing to the Academic Senate proposals regarding matters of academic policy and curricular implementation and oversight of the Core.
- The Chair reports administratively to the Dean of the Core (e.g., impact of the Core on students, faculty, programs, and other administrative units; staffing decisions; personnel and budgetary needs; national conversations on and involvement in general education; and student petitions).

Chair Selection: The Chair is selected for a three-year term by the following process:

1. The Chair of the Academic Senate will solicit nominations and applications.
2. The elected faculty members of the Committee and the outgoing Committee Chair will conduct a confidential review of applications and forward endorsed candidates to the Dean of the Core.
3. The Dean of the Core will review the list, narrow it as necessary, and forward it to the Academic Senate.
4. Following review in closed session, the Academic Senate will appoint a Chair from this list or restart the process from Step 1.

A Chair wishing to resign before the end of his/her term must inform the Chair of the Academic Senate in writing. If the Chair position becomes vacant for any reason, the Senate Chair will initiate a new selection process. If the Chair is unable to perform his/her duties the Dean of the Core and Chair of the Academic Senate will appoint a temporary replacement with a defined schedule for the selection process of the new Chair.

Meetings: The Core Curriculum Committee is convened according to a schedule drawn up by the Chair.

1.7.4.14 Core Curriculum Working Groups

Role: Core Curriculum Working Groups function as subcommittees of the Core Curriculum Committee. The Working Groups recommend to the Core Curriculum Committee, for inclusion in the core curriculum, courses that fulfill outcomes under the Core learning goals, according to guidelines established by the Core Curriculum Committee. Working Groups are convened by the Chair of the Core Curriculum Committee, each with specific responsibilities for maintaining the integrity of the Core Learning Goals, as follows:

Group HM (Habits of Mind);

Group MS (Mathematical and Scientific Understanding);

Group AU (Artistic Understanding: Artistic Analysis and Creative Practice);

Group TU (Theological Understanding: Christian Foundations and Theological Explorations);

Group HC (Historical, Social, and Cultural Understanding);

Group CG/CE (Common Good/Community Engagement);

Group AD/GP (American Diversity/Global Perspectives).

Membership: Each Working Group consists of:

- Working Group Chair (an elected faculty member of the Core Curriculum Committee designated by the Chair of the Core Curriculum Committee);
- At least four tenure-track members of the faculty who have taught at least six undergraduate courses during the previous three academic years, recommended by the

Core Curriculum Committee and confirmed by vote of the Academic Senate on the recommendation of the Core Curriculum Committee.

Eligibility: The Core Curriculum Committee consults relevant deans and department chairs, and considers self-nominations by members of the faculty, in pursuit of a mix of disciplinary experts and interested non-experts fitted to the specific responsibilities of each Working Group.

Meetings: Working Groups will be convened when, in the judgment of the Chair of the Core Curriculum Committee and Working Group Chairs, the volume of material for review and action requires.

1.7.4.15 First Year Advising Steering Committee

Role: The First Year Advising Steering Committee advises the Director of Academic Advising in a) developing the first year advising curriculum; b) creating standards and expectations for faculty members involved in first year advising; c) assessing and recommending changes to the first year advising program on an on-going basis.

Membership: Four tenure-track faculty members who have completed a minimum of one year as an advisor in the First Year Advising Cohort Program, appointed by the Chair of the Committee on Committees. The Director of Academic Advising serves as the Chair.

Terms: Faculty commit to a two-year term, which is renewable. An effort will be made to stagger members' terms.

Meetings: The First Year Advising Steering Committee is convened according to a schedule drawn up by the Chair.

1.7.4.16 Committee on Educational Technology

Role: The Committee on Educational Technology is charged with advancing the use of technology in teaching, learning, and scholarship by exploring innovative pedagogy, new learning tools, and potential improvements to academic facilities (i.e., classrooms and laboratories); supporting the use of innovative pedagogy; and advising various parties on campus on matters that impact the effective use of educational technology. The primary duties of the Committee are to:

1. Encourage and review faculty grant submissions that will provide for innovation in teaching and learning that can be enabled by educational technologies and/or facilities;
2. Identify opportunities for improvement or innovation in teaching and learning that can be enabled by educational technologies and/or facilities, and provide ongoing guidance and recommendations to the Chief Technology Officer, the EdTech Center, and the Campus Facilities Planning Committee;
3. Stay abreast of best practices and recommend policies to the Senate regarding technology matters on campus, such as policies for online/hybrid programs;
4. Assist curriculum-review committees, especially the Undergraduate Educational Policies Committee and the Graduate and Professional Educational Policies Committee, in matters regarding the intersection of technology and curriculum, e.g., through consultation regarding standards for evaluating proposals for online/hybrid courses and programs;
5. Generally support initiatives arising from the faculty that advance excellence in the use of technology in teaching, learning, and scholarship.

Membership: The Committee consists of 10 voting members:

- Four tenure-track faculty members, one elected from each school (two-year, staggered terms), one of whom is selected by the committee as chair*
- One full-time faculty member (one-year, renewable term) appointed by the Committee on Committees
- Director of Faculty Development (*ex officio*)
- Chief Technology Officer (*ex officio*)
- Director, Educational Technology (*ex officio*)
- Dean of the Library and Academic Resources (*ex officio*)
- Director, Facilities Services (*ex officio*)

*Once the spring election cycle is complete, the current chairperson will call a meeting, to be attended by all current and incoming committee members. At this meeting, this group will select the chairperson for the following year from among those who will then be serving on the committee.

Meetings: The Committee meets monthly throughout the academic year. Additional meetings may be called by the chair as needed.

1.7.5 STUDENT LIFE COMMITTEES

1.7.5.1 Disciplinary Hearing Board

Role: The Disciplinary Hearing Board determines responsibility of students for their conduct when an allegation has been made against them that they have engaged in sexual assault, non-consensual sexual contact, intimate partner violence, sexual misconduct, stalking and/or retaliation in violation of College policy. A Disciplinary Hearing Board may also convene and determine responsibility concerning individual student and/or student organization disciplinary situations involving egregious alleged violations of the Code of Student Conduct and College policies that may result in suspension or expulsion. The Disciplinary Hearing Board recommends solutions or sanctions to the Dean of Students or designee.

It is expected that the Disciplinary Hearing Board panel for each case will act ethically in their duties and responsibilities and will disqualify themselves if they believe they cannot be impartial and/or fulfill their obligation to maintain the confidentiality of the process and the dignity and privacy of the complainant, the respondent, and any witnesses before, during, and after the process consistent with applicable laws and College policy governing student privacy rights. In addition, the Dean of Students, or designee, will decide, at their sole discretion, whether a Disciplinary Hearing Board panel member can be impartial and will remove anyone whom they determine is unable to be impartial or respectful of the confidentiality of the process and the privacy of the individual(s) involved. The Dean of Students, or designee, will provide training and orientation sessions for the Disciplinary Hearing Board members at least annually.

Membership: The Disciplinary Hearing Board consists of a pool of trained faculty and staff. The Dean of Students, or designee, determines membership for each panel from faculty nominated by the Chair of the Committee on Committees, and other staff or faculty of the College as recommended to the Dean of Students, or designee. A Disciplinary Hearing Board panel is made up of three (3) members of the Disciplinary Hearing Board.

Meetings: Disciplinary Hearing Board panels are convened and meet on an as-needed basis as determined by the Dean of Students or their designee. Three (3) members of the Disciplinary Hearing Board pool will be called to sit on a Disciplinary Hearing Board panel based on availability, impartiality, and experience.

1.7.5.2 Academic Probation Review Board

Role: The Board is charged with making a decision to disqualify or put on probation an undergraduate student whose GPA is below a 2.0. The case of each student, who has an appeal on file, is discussed and reviewed. In order to come to a decision, the Board members will either build consensus or will take a vote where consensus is not feasible.

Thus, each member is to provide:

- Her/his recommendations regarding each student
- Insight into coursework and other specific knowledge regarding the school they are representing
- Advocate for a decision depending upon information

The Chair's role is to mitigate in cases that are challenging or ambiguous.

The Board will also provide any stipulations as needed as appropriate, e.g. participate in Project Success or Academic Success, Recommend change of major, meet with advisor and/or coach, contact Counseling and Psychological Services and Student Disabilities Services, etc.

Membership

- Assistant Vice Provost for Student Success, Chair
- Student Success Coordinator
- Three tenure-track faculty representatives, one from each of the Schools of Liberal Arts, Science, and Economics and Business Administration, appointed by the Chair of the Committee on Committees
- Registrar
- Dean of Students
- Student Engagement and Academic Success representative

Meetings: The Board meets upon a schedule drawn up by its Chair. Generally the meetings occur after fall and spring grades have been posted, and the Registrar has reviewed grades.

1.7.6 FINANCE COMMITTEES

1.7.6.1 Budget Committee

Role: The Budget Committee, which is advisory to the President through the Vice President for Finance and Administration, provides the means for institutional oversight through financial planning, coordination of budgets, and determining funding priorities.

Duties of the Budget Committee: The Budget Committee advises the President on budget policy and financial planning for the campus community and in these capacities will:

1. Develop and recommend an annual budget including enrollments, tuition and discount rates, room and board occupancy and rates, and other revenues as well as compensation recommendations and other expense items for approval by the President and the Board of Trustees. Review and recommend, to the President and the Board of Trustees, a capital budget consistent with strategic institutional plans.
2. Review and recommend the assumptions contained in the rolling-three-year financial plan. The plan includes assumptions regarding enrollment and tuition rates, discount rates, compensation goals and other revenues and expenses. The financial plan needs to achieve debt covenant requirements and allow the continued financial vitality of the College.
3. Make recommendations regarding the College's budgetary processes.
4. Monitor budget performance and review business plans of existing and new units/programs.

Guidelines for the Budget Committee

1. To allocate resources in the best interest of the institution and as determined by the College's strategic planning processes.
2. To coordinate efforts with the Institutional Effectiveness Committee to assure adequate resources for strategic initiatives.
3. To coordinate efforts with the Employee Benefits Advisory Committee to insure adequate resources for retaining and attracting employees.
4. To communicate with the committees of the Board of Trustees to increase mutual understanding of strategic funding priorities.

Members of the Budget Committee: Each member of the Budget Committee has a continuing, individual charge to serve as the steward of the campus community as a whole and to avoid behaving as a partisan advocate. The Committee shall have the following members:

- Make recommendations regarding the College's budgetary processes.
- Vice President for Finance and Administration – Chair
- Provost
- Vice President for Advancement
- 2 Academic Deans
- Chair and Vice-Chair of Academic Senate (or designees)
- Chair of Faculty Welfare Committee (or designee)
- Staff Council representative
- 2 Directors
- 1 Other Cabinet member
- Associate Vice President for Finance/Controller

Administrative Support for the Budget Committee: The Assistant Controller/ Budget Officer shall provide administrative support for the Budget Committee.

1.7.6.2 Technology Planning and Policy Committee

Role: The Technology Planning and Policy Committee reviews proposals and recommends initiatives consistent with the College mission, and the technology vision and strategic plan; recommends fiscal priorities to the Cabinet; and reviews, recommends, and ratifies institutional technology policies. The Technology Planning and Policy Committee responsibilities include the solicitation of input from the campus community, assessment of the effectiveness of technology operations and planning using measurable benchmarks, and communication to the campus community about technology issues, trends, plans, and decisions.

Membership: The Technology Planning and Policy Committee is co-chaired by the Provost and Chief Technology Officer. Additional members include representatives from the following areas of campus:

- Administrative Information Services
- Advancement
- Enrollment and Communications
- Facilities Services
- Faculty (up to 6 and with representation from each School, appointed by the Provost in consultation with the Academic Senate Chair)
- Finance and Administration
- Institutional Research
- Library and Academic Resources
- Office of the General Counsel
- Registrar

- Student Life
- Students (undergraduate and graduate)

1.7.6.3 Campus Facilities Planning Committee

The Campus Facilities Planning Committee, which is advisory to the President, provides the means for institutional facilities planning through the review of plans and standards for the physical development of the campus.

Role: The Campus Facilities Planning Committee advises the President on the physical development of the campus and in this capacity will:

- Review and make recommendations on amendments to the approved campus master plan.
- Review and make recommendations on all other plans, policies, and standards that impact the development of the campus.
- Review and make recommendations regarding the application and impact of approved plans, policies, and standards on all proposed major campus facility projects.
- Develop and make recommendations on the annual and five-year Capital Budgets for inclusion in the annual budget process
- Develop and make recommendations on the annual and five-year Capital Budgets for inclusion in the annual budget process.

Guidelines for the Campus Facilities Planning Committee

- Make recommendations regarding plans, policies, and standards for the development of the campus that reflect and honor the College's mission and traditions.
- Make recommendations for the best use of the physical resources of the campus that further the strategic initiatives of the College.
- Make recommendations for the best use of the physical resources of the campus that preserve or enhance the College's existing architectural aesthetic.
- Make recommendations regarding the orderly, efficient, and attractive physical development of the campus giving particular attention to financial, functional, aesthetic, and sustainable considerations.

Each member of the Campus Facilities Planning Committee has a continuing, individual charge to serve as the steward of the campus community as a whole and to avoid behaving as a partisan advocate.

Membership:

- Director of Facilities Services, Chair
- Two Academic Deans appointed by the Provost
- Associated Students of Saint Mary's College Representative
- Chair of Staff Council or Designee
- Chief Technology Officer or Designee
- Christian Brother Representative
- Dean of Students
- Faculty Welfare Committee Chair or Representative
- Graduate and Professional Student Advisory Council Representative
- Provost or Designee
- Vice President for Advancement or Designee

- Vice President for Finance and Administration
- Vice Provost for Student Life or Designee

The Department of Facilities Services shall provide administrative support for the Campus Facilities Planning Committee.

1.7.6.4 Employee Benefits Advisory Committee

Employee benefits are an integral part of faculty and staff compensation, but moreover they represent our values in how we treat all members of the College community. Using Lasallian principles we must, to the best of our ability and resources, offer a program of benefits that support the unique needs of faculty and staff and their specific circumstances.

The Employee Benefits Advisory Committee is to assist and advise the Vice President for Finance and Administration in shaping and funding the employee benefit program offered by Saint Mary's College of California and to help assure that individual benefit plans are being managed in the best interests of program participants and of the College. The Saint Mary's College Employee Benefits Program includes health and welfare plans, retirement plans and other benefits plans offered by the College as well as the consideration of other employee benefits plans not yet offered by the College.

Guidelines for the Employee Benefits Advisory Committee

The Committee shall be guided in its efforts by:

1. Making recommendations that reflect and honor the College's mission and traditions.
2. Making recommendations for the best use of the fiscal and human resources that further the strategic initiatives of the College.
3. Making recommendations that are informed by the competitive plans and best practices of appropriate peer institutions.

Duties of the Employee Benefits Advisory Committee

The members shall fulfill their duties by:

1. Becoming familiar with the objectives, design and key documents for each existing benefit plan.
2. Monitoring the administration of existing benefit plans in accordance with plan documents and objectives.
3. Making recommendations to the Vice President for Finance and Administration regarding objectives, design, provider(s), administration, and employee and/or employer funding levels for benefit plans.
4. Assessing proposed new benefit plans, including the need for and potential benefits and costs.
5. Reviewing annual benefit plan audits where available and appropriate.
6. Monitoring compliance with laws and regulations and making recommendations based on legal developments.
7. Providing input on program effectiveness and acceptance by fellow faculty and staff members.
8. Acting as a communication conduit to your fellow faculty and staff members on the activities and information disseminated in Committee meetings and as agreed to in Committee meetings.

9. Balancing advocacy for your fellow faculty and staff members with stewardship for the entire campus community.

Membership: Committee members shall serve one-year terms and are encouraged to serve additional terms to assure continuity of decision-making and the development of institutional memory. The membership shall include:

- Director of Benefits, Chair
- Associate Vice President of Human Resources
- Faculty Welfare Committee Members
- Staff Council's Compensation and Benefits Committee Members (4 maximum)
- Provost or designee
- Vice President for Finance and Administration
- Assistant Controller/Budget Officer

The Committee may be assisted in its work by subcommittees. Subcommittees may be appointed by the Vice President for Finance and Administration. The Human Resources Department shall provide administrative support for the Committee. Outside consultants may also be engaged to provide other types of support to the Committee.

1.7.6.5 Retirement Benefits Committee

The Retirement Benefits Committee is established to assist and advise the Vice President for Finance and Administration in fulfilling oversight responsibilities with respect to the retirement benefit plans of Saint Mary's College of California and to help assure that the plans are being managed in the best interests of the plan participants and of the College. These plans include the Defined Contribution Retirement Plan, the Tax Deferred Annuity Plan, the Emeriti Retiree Health Plan and the Emeriti Grantor Trust.

Duties The Committee shall fulfill its duties by:

1. Becoming familiar with the objectives, design and key documents for each plan.
2. Monitoring the administration of the plans in accordance with plan documents and objectives.
3. Becoming familiar with norms and legal standards for investment policy applicable to employee plans of the type maintained by the College.
4. Developing and recommending investment policy statements appropriate to each plan's objectives and that reflect prudent diversification of investments to address the life circumstances of all participants in the plans.
5. Monitoring investment performance against the investment policy statements and against appropriate financial market indices.
6. Monitoring the broader financial market conditions within which plan(s) investments operate.
7. Monitoring investment management fees and administrative fees charged to the plans and the participant accounts, both direct and indirect, including any limitations on or costs or assessments associated with an employee's ability to transfer or exchange contributions to another provider's contract or account.
8. Making recommendations to the Vice President for Finance and Administration regarding the suitability and selection of default investment options for undirected funds when a participant does not take steps to manage his account.
9. Making recommendations to the Vice President for Finance and Administration regarding custodians, fund sponsors and trustees for the plans.
10. Reviewing the annual audits of the plans.
11. Monitoring the selection of service providers and scheduling and content of investment education for employees participating in the plans about plan information,

- investment principles and financial planning and retirement, to be consistent with Department of Labor Interpretive Bulletin 96–1 and other regulatory guidance.
12. Monitoring compliance with laws and regulations and making recommendations based on legal developments.
 13. Reviewing and making recommendations on the objectives, design and administration of the plans.
 14. Performing other duties as requested by the Vice President for Finance and Administration.

Guidelines: The Committee shall be guided in its efforts by:

1. Making recommendations that reflect and honor the College’s mission and traditions.
2. Making recommendations for the best use of the fiscal and human resources that further the strategic initiatives of the College.
3. Making recommendations that are informed by the competitive plans and best practices of appropriate peer institutions.
4. Balancing advocacy for your fellow faculty and staff members with stewardship for the entire campus community.

Membership:

- Associate Vice President for Finance/Controller, Chair
- Associate Vice President, Human Resources
- Chair of Faculty Welfare Committee or Designee
- Chair of Staff Council or Designee
- Director of Benefits
- Vice President for Finance and Administration, Chair

The Human Resources Department and retirement services consultants shall provide administrative support for the Committee.

1.7.7 MISCELLANEOUS COMMITTEES AND FACULTY REPRESENTATIVES

1.7.7.1 Joint Committee of Associated Students of Saint Mary's College, Staff Council, and the Academic Senate

Role: The Joint Committee of the Associated Students of Saint Mary’s College, Staff Council, and the Academic Senate shares information about the work of the three bodies and explores common concerns. Liaison members report regularly to their respective committees on the substance of joint committee discussions and the work of the other bodies, and propose any resolutions on the common concerns of the groups as seem warranted by their discussions.

Meetings: Meets at least twice a semester

Membership: Three students appointed by the Associated Students of Saint Mary’s College president, three staff members appointed by the Staff Council chair, and three tenure-track faculty members appointed by the Chair of the Committee on Committees.

1.7.7.2 Faculty Handbook Review Committee

Role: The *Faculty Handbook* Review Committee meets as often as needed to prepare publication of the *Faculty Handbook* (see section 1.8 Revision Procedures for the *Faculty Handbook*).

Membership:

- Faculty Handbook Coordinator (chair), annually appointed by the Academic Senate Chair, in consultation with the Committee on Committees, if necessary

- Chair, Academic Senate
- Associate Vice President for Human Resources
- General Counsel
- President
- Provost

The Faculty Handbook Coordinator may invite Senators or faculty representatives who have authored changes to the *Faculty Handbook* and members of the College community to a meeting of the Review Committee during times when the relevant section(s) will be discussed.

1.7.7.3 Faculty Representatives to the Board of Trustees

The Faculty Representatives to the Board of Trustees serve as liaisons between the faculty and the Board of Trustees. The representatives are expected to report the action and expressed attitude of the Board to the Academic Senate after each meeting of the Board of Trustees, and to report the interests and concerns of the Academic Senate and the faculty to the Board of Trustees as occasion, interest, or propriety require. The representatives have voice but no vote, and are expected to respect those matters designated as confidential by the Chairperson of the Board.

1.7.7.4 Faculty Representative to the Alumni Board of Directors

The Past Chair of the Academic Senate serves as the Faculty Representative to the Alumni Board of Directors. The representative is expected to report the action and expressed attitude of the Alumni Board of Directors to the Academic Senate, and to report the interests and concerns of the faculty to the Alumni Board of Directors, as occasion, interest, or propriety require. The representative has voice but no vote.

The representative is a member of the Alumni Faculty Relations Committee and advises the Committee on the types of activities designed to promote interaction between the faculty and the alumni, and a member of the Faculty Fellowship Fund Review Committee that selects the annual Faculty Fellowship Fund recipient. The representative is encouraged to attend yearly meetings and any other relevant activities of the Alumni Board.