

**AUSTIN PEAY STATE UNIVERSITY**

**STANDING COMMITTEES  
ADVISORY COMMITTEES  
COUNCILS**

**August 2009**

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# PREFACE

## **Standing Committees**

Standing committees are appointed annually by the president of the university after consultation with the faculty senate president and staff council president or their designees. The faculty senate and staff council may poll their members and provide recommended members of specific committees based on membership composition as designated in the following pages. The president of the university appoints the chair of each standing committee.

The president may, after consultation with the faculty senate president and staff council president, take the following actions at the beginning of any academic year:

1. Temporarily suspend appointment based on previous inactivity
2. Permanently discontinue a standing committee based on inactivity or other appropriate reason
3. Add a new standing committee
4. Combine committees to avoid duplication and to increase efficiency
5. Change the composition of a committee

The purpose of the standing committees is to assist the conduct of university proceedings in designated areas.

Actions and recommendations of the committees are subject to review and approval of the appropriate vice president and/or president as noted in the following pages.

## **Advisory Committees**

Advisory committees are appointed by the president for 1-3 year terms for selected academic programs, centers, and other appropriate areas. The dean of the respective area is responsible for recommending members after consultation with the director of each program.

The president may, after consultation with the vice president and appropriate dean, take the following actions at the beginning of any academic year:

1. Temporarily suspend appointment based on previous inactivity
2. Permanently discontinue an advisory committee based on inactivity or other appropriate reason
3. Add a new advisory committee
4. Change the composition of a committee

The purpose of advisory committees is to provide advice and counsel on areas such as program curriculum, mission, activities, placement of graduates, etc.

Actions and recommendations of the committee are subject to review and approval of the appropriate vice president and/or president as noted in the following pages.

## **Councils**

Councils are appointed annually by the president of the university after consultation with the appropriate vice president or other appropriate campus governing body. Composition of the councils and designation of president or chair of each are listed on the following pages.

Councils are permanent governance bodies and can be changed only by mutual agreement of the president and the respective council's voting membership.

The purpose of the councils is to make governance recommendations to the president of the university and to provide a representative forum for discussion of issues which are of concern to the respective groups.

## **Meeting Agendas, Minutes and Annual Reports**

All standing committees, advisory committees, and councils will maintain agendas and minutes of all meetings. In addition, each will submit to the president an annual report electronically on the designated form (see p. v) by June 30 of each year.

## Standing Committee Annual Report

**Name of Committee or Council:**

**Chair:**

**Meeting Dates in Current Year:**

**Major Actions or Accomplishments:**

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## **ACADEMIC HONORS AND AWARDS COMMITTEE**

**Membership: 7 faculty (2 from college of professional programs and social sciences and the library; 2 faculty from college of arts and letters; 2 faculty from college of science and mathematics; 1 faculty from AP Center @ Ft. Campbell), and 2 ex officio (assistant vice president of academic affairs, secretary in academic affairs).**

The committee has the responsibility for planning the Academic Honors and Awards Day activities related to the students. In addition, this committee will determine what honors and awards will be given, and it will develop and implement the program for these events. The committee will consult with the president and assist the president and provost in the implementation of these programs.

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## **ADMISSION STANDARDS COMMITTEE**

**Membership: 2 faculty, director of admissions, representative from enrollment management and academic support, registrar, director of student financial aid, and associate vice president for student affairs.**

The committee has the responsibility to review applications of students who do not meet the stated admission requirements for the university. The committee may waive certain aspects of the admission requirements and admit no more than 10% of all accepted students. The committee will review the progress of these students and will recommend full admission status when they have satisfactorily completed the stipulations for conditionally admitted students. The appellate source for further consideration after the University Admissions and Standards Committee is the Dean of Enrollment Management or such other person as the president may designate. The committee will meet at least once at the beginning of each semester and may meet other times as needed. The Director of Admissions will serve as chair of the committee.

The committee will periodically review APSU admission standards and make recommendations for changes as appropriate.

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## **AFFIRMATIVE ACTION COMMITTEE**

**Membership: 2 faculty, 2 staff, 1 student. The affirmative action director will chair the committee.**

The committee has the responsibility for reviewing University policies relative to affirmative action. The affirmative action plan of the university will be reviewed by this committee.

The director of affirmative action has the responsibility for monitoring all affirmative action activities; however, individual members of the committee may bring to the attention of the director of affirmative action any questions related to the affirmative action policy or any problems related to affirmative action so that the director of affirmative action appropriately administers this policy.

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## **ATHLETIC COMMITTEE**

**Membership: 6 faculty, 3 administrative/professional staff, and 2 ex officio (director of athletics and assistant director of athletics—SWA)**

The committee has the responsibility for reviewing policies and monitoring the athletic program of the university. The athletic director may bring various issues to the committee relative to the athletic program to ask for its assistance in a number of areas. Among the areas for which the athletic committee has traditionally provided guidance are the establishment of ticket

prices for athletic events, and the monitoring of university and athletic department activities relative to NCAA standards. At such times as coaches or administrators in the athletic program are replaced, individual members of the athletic committee will be asked to serve on screening committees.

Other members of the committee will be asked to participate in the interview process and to make recommendations directly to the athletic director or the president relative to an appointment. Matters of concern relative to the athletic program should be identified by committee members and brought to the attention of the athletic director and the chair of the committee.

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### **CAMPUS SAFETY AND ROADS COMMITTEE**

**Membership: 3 faculty, 4 staff, 5 students and 2 ex officio (director of physical plant and director of public safety)**

The committee has the responsibility to review campus safety and police policy and procedures, related campus safety statistics, and matters concerning the campus emergency preparedness plan. The committee will also provide recommendations to the director of public safety and the director of the physical plant on matters of traffic flow, roads, lighting and parking.

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### **COMMENCEMENT COMMITTEE**

**Membership: Executive assistant to the president (chair), registrar, university marshal, provost or designee, coordinator of athletic facilities, custodial supervisor, chief of public safety, director of marketing and public relations, ROTC representative, director of university advancement, department of communications representative, department of music representative, director of university facilities, SGA president, executive secretary to the president, academic affairs executive aide.**

The committee has the responsibility for assisting the president and provost in the planning and implementation of commencement exercises at the university.

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### **COMMITTEE FOR PERSONS WITH DISABILITIES**

**Membership: 5 faculty, 2 staff, 2 students (1 of whom is served by the office of disability services), and 6 ex officio (disabilities director, physical plant director, housing director, affirmative action director and vice president for legal affairs and strategic planning, director of facilities planning)**

The committee has the responsibility for developing policies related to the services and activities for handicapped students, faculty and staff on campus. In addition, the committee should monitor questions relative to procedures and access, and make recommendations directly to the president concerning these matters.

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### **COMMUNITY ACTIVITIES COMMITTEE**

**Membership: 6 faculty, 6 staff, and 2 students, Executive Director of Community and Business Relations will serve as permanent chair.**

The committee has the responsibility for planning activities that will bring the university community together in a common effort beneficial to the community in which we live. The committee shall encourage participation from staff, faculty and students. Recommendations regarding community service activities should be directed to the committee chair.

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## **DIVERSITY COMMITTEE**

**Membership: 6 faculty, 2 students, director of Hispanic cultural center, director of African American cultural center, coordinator of international education, director of admissions, affirmative action director (ex officio), provost (ex officio)**

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The committee is responsible for developing strategies to attract and retain a diverse student body and to recruit, retain, advance, recognize, and promote a diverse faculty and staff. The committee should also develop strategies to encourage interaction among the university's diverse groups to enrich the educational experience and to prepare leaders to live and work in a competitive global community. Finally, the committee should seek to provide guidance to the university community regarding ways of incorporating diversity in substantive and significant ways into teaching, learning and research.

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## **ENVIRONMENTAL AFFAIRS COMMITTEE**

**Membership: 11 faculty, 2 staff**

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The committee is responsible for developing procedures and necessary activities to ensure Austin Peay State University complies with applicable environmental requirements, including Environmental Protection Agency (EPA), Tennessee Department of Environment and Conservation (TDEC), and Department of Transportation (DOT) regulations. The Environmental Affairs Committee will perform compliance reviews, conduct training, and provide assistance to departments on campus in implementing best management practices.

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## **FACULTY AND STAFF GRIEVANCE COMMITTEE**

**Membership: 11 faculty, 10 staff**

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In the event a grievance is submitted to the president, three members of the committee and an alternate will be appointed as a Grievance Panel to hear the grievance. The majority of members must be from a peer group. The president will appoint the panel chair. Details relative to procedures and responsibilities can be found in APSU Policy 5:027 and Tennessee Board of Regents Guideline P-110. Ordinarily, a member will serve a three-year term.

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## **FACULTY HANDBOOK/POLICY COMMITTEE**

**Membership: 5 tenured faculty and 1 ex officio (assistant vice president of academic affairs). Chair will serve as ex officio member to the Faculty Senate committee appointed to review recommended policy changes.**

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The committee has the responsibility for reviewing the *Faculty Handbook* to ensure that it is maintained in an up-to-date fashion. The committee will review the *Faculty Handbook* to determine if changes have been made to assure consistency with university policies and with actions taken by the faculty. The committee will work with the provost and his or her staff to revise the *Handbook* on an annual basis so that it is available to faculty for electronic distribution at the beginning of each academic year.

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**FEE ADJUSTMENT APPEALS COMMITTEE**

**Membership: 2 faculty – 1 from main campus and 1 from Ft. Campbell campus, 2 full time students, 1 student affairs professional**

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The committee has the responsibility for considering and rendering decisions on fee adjustment appeals denied by the Dean of Enrollment Management and Academic Support Services. Students may appeal adverse decisions in writing to the committee within ten working days of the date of denial. The committee will meet four times each year—in March, May, October, and December—to consider such appeals; the committee chair will notify the appellant of the committee's decision via e-mail within five days of the date of the decision...

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**FINANCIAL AID AND SCHOLARSHIPS APPEAL BOARD COMMITTEE**

**Membership: 5 faculty, 3 staff, and 1 ex officio (director of student financial aid)**

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This appeal board hears the following appeals:

1. Those cases where students do not maintain appropriate grades to retain their scholarships. If students believe there has been an extenuating circumstance, they may appeal to the board in an effort to retain the scholarship.
2. Those cases where students, who are participating in the College Work-Study Program, appeal decisions relative to their appointments to work positions.

This committee will meet when the director of financial aid deems it is appropriate or when a student files an appeal with the director. The director of financial aid serves as a resource person.

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**GENERAL EDUCATION COMMITTEE**

**Membership: All 11 members of the committee will be appointed by the provost (in compliance with the Tennessee Board of Regents critical competencies mandate) in consultation with the dean's council and faculty senate president. The following positions will be for three years each; however, the first appointments to the committee (which began 2007-2008) will consist of one-third for two years, one-third for three years, and one-third four years. When members with initial appointments for two years and members with initial appointments for four years finish their terms of service, all further appointments will be for three years. A committee member can serve no more than two consecutive terms of service without a three-year break before serving on the committee again. Membership includes 4 faculty from the college of arts and letters, three of whom must be from written and oral communication disciplines; 2 faculty from the college of science and math, ensuring that one faculty member will be from the math department; 2 faculty from the college of behavioral and health sciences; and 1 faculty member from the Center at Fort Campbell. One of these members will be a dean from one of the three academic colleges and will serve as committee chair.**

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The committee will have responsibility for ensuring that critical competencies (written communication, oral communication, math skills, and critical thinking skills) are evaluated as per the Tennessee Board of Regents. In addition, the committee will review and vote on all changes and additions to university core courses and will advise the Academic Council for their final decision. An annual report will be provided to the provost regarding progress in meeting goals to instill in students the four critical competencies.

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## **HOMECOMING COMMITTEE**

**Membership: 1 faculty, 6 staff, Director of Alumni and Director of Student Life and Leadership will be co-chairs, SGA President, Director of Public Safety, GOC President, Director of Bands**

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The committee has the responsibility for developing the activities for homecoming each year. In addition to agreeing on a theme and disseminating information relative to the theme and proposed activities, the committee will assist the appropriate administrative personnel in the development of these activities.

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## **INQUIRY COMMITTEE ON RESEARCH AND SCHOLARSHIP MISCONDUCT**

**Membership: 1 tenured faculty member from each of the colleges of the university: Arts and Letters, Math and Science, Behavioral & Health Science, Education, Business and one from Fort Campbell programs.**

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This committee is responsible for coordinating investigations into any alleged research and scholarship misconduct. Although the committee will be notified by the chair of the Institutional Review Board of any allegations of research or scholarly misconduct, any member of the academic community can notify the committee of alleged research and scholarly misconduct. After the committee has investigated alleged misconduct, it will file a report with the provost recommending sanctions when appropriate.

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## **INSTITUTIONAL REVIEW BOARD**

**Membership: 12 faculty, 2 ex officio (director of grants and sponsored programs, community representative).**

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The committee is responsible for implementation and enforcement of federal laws and regulations governing human research as well as APSU Policy 2:002, Research Involving Human Subjects. APSU's agreement with the U. S. Department of Health and Human Services Office of Human Subjects Protection requires that APSU policy apply to all research involving human subjects, and all other activities which, even in part, involve such research, regardless of sponsorship, if one or more of the following apply:

1. The research is sponsored by this institution; or
2. The research is conducted by or under the direction of any employee or agent of the institution in connection with his or her institutional responsibilities; or
3. The research is conducted by or under the direction of any employee or agent of this institution using any property or facility of this institution; or
4. The research involves the use of this institution's non-public information to identify or contact human research subjects or prospective subjects.

The committee reviews and approves all planned/proposed research, development, and related activities involving human subjects to ensure that applicable federal laws and regulations protecting humans who volunteer to serve as research participants. APSU policy requires all research protocols involving human subjects to be reviewed whether or not such research is considered exempt under federal regulations. No research at Austin Peay is exempt from the review and approval policies and procedures.

Members of the board are appointed for three-year renewable terms. There are no limits on reappointment.

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## **INTELLECTUAL PROPERTY AND RIGHTS COMMITTEE**

**Membership: 5 faculty -one from each college, 1 staff, and 1 ex officio (vice president for legal affairs and strategic planning)**

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The committee will be responsible for reviewing disclosures submitted by employees concerning inventions, discoveries, and copyrightable materials which are derived from work supported by or through the institution, or which involve a significant use of the institution's resources. Recommendations of the committee concerning the rights and responsibilities of all parties will be referred to the president for final determination.

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## **INTERNATIONAL COMMITTEE**

**Membership includes: faculty working with study abroad programs, representatives from the English Language Institute, and staff working with international students and programs**

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The committee will:

1. Hold monthly meetings to review and make recommendations on new study-abroad and exchange program proposals
2. Evaluate and make recommendations on existing programs
3. Serve as a campus voice for state-wide discussions on international policies and programs
4. Assist in the development of new strategic goals for the university in regards to international programs

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## **LIBRARY AND INSTITUTIONAL MEMBERSHIPS/SUBSCRIPTIONS COMMITTEE**

**Membership: 5 faculty, 2 staff (1 of whom is non-library), 2 students, and 1 ex officio (director of the library)**

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The committee has the responsibility for developing policies relative to all functions of Woodward Library. In addition to reviewing hours of service, purchasing, policies, and departmental collection plans, the committee will assist the director of the library in the review and development of any other policies relating to the library. In addition, the committee will assist the director of the library in determining the appropriate periodical subscriptions to maintain in the library.

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## **ONLINE COURSE COMMITTEE**

**Membership: 7 faculty, 2 staff (1 of whom is from information technology), 2 students, 2 ex officio (dean of extended and distance education and 1 staff from extended education).**

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The committee is responsible for developing and revising strategic objectives for online courses, degrees, certificates, and enrollment targets. The committee is also responsible for developing and implementing quality assurance plans to include (but not limited to) a review of online course content and structure PRIOR to the first time the course is offered online, testing requirements and procedures, review of student evaluations with comparisons to campus-based sections of the same classes when possible, special evaluations of online courses (in addition to student evaluations of instruction), adequacy and effectiveness of online services, monitoring to determine if withdrawals from online classes are excessive compared to withdrawals for campus-based classes.

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## **PRESIDENTIAL RESEARCH SCHOLARS COMMITTEE**

**Membership: 1 faculty representative from each college and 1 faculty representative from Ft. Campbell Center.**

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The committee is responsible for sustaining the Presidential Research Scholars Program and promoting undergraduate research at Austin Peay State University. The committee is also responsible for utilizing updated submission documents and procedures, developing a cohesive method of interdisciplinary evaluation for all proposals, evaluating proposals for regular award cycle and determining recipients, administering the funds of the Presidential Research Scholars Program and organizing an annual Research Forum to share student research.

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## **RESIDENCY APPEALS COMMITTEE**

**Membership: 5 faculty, 2 staff, 2 students and 3 ex officio (dean of the college of graduate studies, director of admissions and registrar)**

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The committee has the responsibility for assisting the Office of Admissions in several ways. First, this committee must review and approve recommendations relative to changes in the admission policies. Secondly, any questions that might arise relative to the acceptability of credits from community colleges will be reviewed by this committee. Thirdly, the committee has the responsibility for determining the residency status of any student when a question arises concerning this matter.

Although the three points indicated above are prime areas of responsibilities, the committee can be used by the director of admissions to assist in the review of applications of students who may not meet the stated admissions requirements for the university. If the director of admissions calls on this committee, and the committee chooses to waive certain aspects of the requirements, it may do so.

The committee will meet at least once at the beginning of each semester and may meet other times as needed.

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## **SPACE ALLOCATION COMMITTEE**

**Membership: Provost, vice president for finance and administration (chair), director of facilities planning and projects (ex officio), 1 representative from university facilities, 1 representative from student affairs, 2 faculty, 1 student. One member shall be assigned to record and distribute minutes of each meeting.**

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All university buildings and land belong to the University as a whole and are subject to assignment and reassignment to meet the institution's overall priorities and needs. The committee is charged with the responsibility and authority for reviewing all space requests and making space assignments. The committee is chaired by the vice president for finance and administration. Decisions of the committee are subject to review by the President.

The implementations of the approved request are made after careful review of all relevant factors including: adherence to the master plan, compatibility with existing use of space, university strategic priority and cost. The committee will assure that all avenues to solve a space request within the college/division have been explored before making decisions. Once the decision has been made it will be posted on the Space Allocation Committee website.

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### **STRATEGIC PLANNING COMMITTEE**

**Membership: 4 faculty, 3 staff, 2 students (including the SGA president and 1 returning student member), provost and vice president for academic and student affairs, vice president for finance and administration, associate vice president for student affairs, vice president for legal affairs and strategic planning, executive director of public relations and marketing, executive director of university advancement, all academic deans, academic directors, faculty senate president, and athletic director (or designee). The vice president for legal affairs and strategic planning will serve as chair.**

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The committee has the responsibility for advising the president relative to the development of strategic long-range plans for the university. In addition, the committee is to assist in the development of a comprehensive planning program for the university and in monitoring the planning activities of all areas. The committee will receive data relative to planning activities and use this data in the development of goals for the university.

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### **STUDENT ACADEMIC GRIEVANCE COMMITTEE**

**Membership: 5 faculty – one from each college, 1 professional/administrative staff, 2 students, and 1 ex officio (associate vice president for student affairs).**

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The committee has the responsibility for hearing and reviewing grievances from students relative to concerns with their academic programs, grade appeals, or other areas where the students may feel grieved.

An appeal of a committee decision may be made to the provost.

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### **STUDENT ACADEMIC SUSPENSION APPEAL COMMITTEE**

**Membership: 20 faculty (including 5 from AP Center @ Fort Campbell), 4 students, and 1 ex officio (registrar)**

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The committee, which will be structured into three subcommittees with one designated for the Fort Campbell program, will address questions related to student appeals for the waiver of policies relative to suspension. At the beginning of each term, the committee will meet and make decisions relative to student requests to waive the rules of suspension. In the event a student requests an additional hearing beyond the decision of this committee, the chairs of the three subcommittees will serve as the final appeal board for the waiving of policies. In the event a student requests an additional hearing beyond the decision of this committee, the provost will serve as the final appeal for the waiving of policies.

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### **STUDENT NON-ACADEMIC GRIEVANCE COMMITTEE**

**Membership: 3 faculty, 3 staff, and 3 students**

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The purposes of the committee are to:

1. Hear student's grievances and complaints about the actions and performances of University personnel in non-academic matters
2. Determine the validity of the grievance or complaint
3. Report their findings to the appropriate supervising authority
4. Recommend action to be taken

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## **SUSTAINABLE CAMPUS FEE COMMITTEE**

**Membership: 4 voting students, 2 voting faculty members—1 appointed by the Faculty Senate and 1 appointed by the president, 1 voting staff member; associate vice president for student affairs; director of facilities planning and projects will serve as permanent chair and will be responsible for basic committee oversight. No discipline shall have more than two members serving on the committee at any time.**

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The committee has responsibility for advising the president relative to the development of on-campus sustainability initiatives in accordance with the Tennessee Board of Regents Sustainable Campus Fee Program Guidelines. The committee shall meet at least once each semester to recommend projects and funds distribution to the president. In addition, the committee shall prepare a status report for publication at the end of each fiscal year for all program activities.

Members should demonstrate reasonable knowledge about clean, renewable energy practices, as well as familiarity with efficiency and conservation principles. Initiative recommendations should focus primarily on direct demonstrable campus sustainability benefits, energy efficiency and utility conservation, alternative fuels, and sustainable design.

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## **TECHNOLOGY COMMITTEE**

**Membership: 7 faculty who represent academic technology systems (4 serving two-year terms, 3 serving one-year terms); 4 staff including 1 from enrollment management and 1 from the library (2 serving two-year terms; 2 serving one-year terms); 2 students; 6 ex officio (vice president for finance and administration, assistant vice president for finance, dean of extended and distance education, director of information technology, secretary of information technology and executive director of AP Center @ Fort Campbell.) No member will serve more than two consecutive terms; however, members may be nominated for subsequent two-year terms provided that a minimum one-year break in service has occurred. The chair must have served on the committee the previous year.**

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The Technology Committee of Austin Peay State University serves as the institution's primary focus for the dissemination of information about technology and for the distribution and implementation of the means for technologically enhanced teaching and learning. The committee has the responsibility for prioritizing technology equipment requests for funding consideration and makes recommendation to the President regarding the use of the technology access fees (TAF) that are consistent with the Three-Year Technology and Five-Year Strategic plans for the University. The committee monitors TAF expenditures to ensure compliance with Tennessee Board of Regents TAF Guidelines. The committee also has responsibility for reviewing, establishing and maintaining the technology goals, objectives, strategies, and activities in the Austin Peay Five-Year Strategic Plan so that, collectively, they will lead the University to a place of technological excellence and accessibility.

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## **UNIVERSITY ANIMAL CARE AND USE COMMITTEE**

**Membership: 6 faculty (including one non-scientist), 1 student, 1 community representative, 1 vet, 2 ex officio (dean of the college of graduate studies; director of grants and sponsored programs)**

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The committee has the responsibility for ensuring that Austin Peay is in compliance with the requirements of the Federal Animal Welfare Act (7 U.S.C. 2131 et seq.) and its amendments, the PHS Policy on the Humane Care and Use of Laboratory Animals, and other Federal statutes and regulations relating to animals.

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**UNIVERSITY POLICY COMMITTEE**

**Membership: Vice President for Finance and Administration, Vice President of Legal Affairs and Strategic Planning, Vice President for Academic Affairs, Associate Vice President for Student Affairs, Faculty Senate Chair, Staff Council President and Student Government Association President.**

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The committee has the responsibility for making recommendations to the President concerning the implementation, revision, or revocation of non-academic policies.

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## ADVISORY COMMITTEES

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### **AFRICAN AMERICAN CULTURAL CENTER ADVISORY COMMITTEE**

**Membership: 3 faculty, 3 staff, 3 students, 2 community representatives, and 1 ex officio (director of the African American cultural center)**

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The advisory committee has the responsibility for:

1. advising the director of the center on the development of student retention activities
2. developing guidelines for programs in consultation with the director
3. recommending speakers for the African American Cultural Center events
4. other ideas, programs and activities relative to creating an environment conducive to the educational needs of African American students as well as the entire student body
5. advising the director of the center on outreach efforts and other projects that will increase university-wide awareness and appreciation of African American culture and heritage

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### **HISPANIC CULTURAL CENTER ADVISORY COMMITTEE**

**Membership: 3 faculty, 3 staff, 3 students, 2 community representatives. The faculty advisor will serve as chair.**

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The advisory committee has the responsibility for:

1. recommending the development of student retention activities
2. developing guidelines for programs
3. recommending speakers for the Hispanic Cultural Center events
4. other ideas, programs and activities relative to creating an environment conducive to the educational needs of Hispanic students as well as the entire student body
5. directing outreach efforts and other projects that will increase university-wide awareness and appreciation of Hispanic culture and heritage

## COUNCILS

University councils are composed of elected representatives of constituent groups and function as part of the shared governance structure of the institution. Through formal action, they provide recommendations for changes in policy, curricular and other areas. The president of the university considers their recommendations and makes final decisions on areas appropriate for shared governance.

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### ACADEMIC COUNCIL

**Membership: 15 members—4 academic deans; 7 elected by the full-time faculty from among the tenured teaching faculty; 1 elected from current membership of the faculty senate; 2 undergraduate students, 1 graduate student. The provost/vice president for academic and student services is a permanent member and permanent chair. The registrar serves as a non-voting ex officio.**

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The council is the governance body for curricular matters at the university. It studies, deliberates, and makes recommendations regarding changes in academic programs and curricular and/or academic matters submitted to it through the usual academic offices or by faculty organizations.

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### ASSESSMENT AND RETENTION ANALYSIS COUNCIL

**Membership: 10 faculty (to include 2 from each college), 1 faculty senate representative, 1 academic dean, executive director of the AP Center @ Ft. Campbell, housing director, public relations representative, director of institutional research, 2 students (SGA president and alpha lambda delta president). The dean of enrollment management and the associate vice president for student affairs will serve as co-chairs.**

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The committee will be responsible for critiquing and supporting unit assessment efforts, reviewing competency assessment results for general education core and program areas, advising and reviewing pilot testing programs, making recommendations on changes and improvements to university assessments, and preparing an assessment report to the president on progress and plans. In order to meet university goals, the assessment committee will ensure that plans include assessing academic achievement, student learning, academic support, and campus life. This committee is advisory to the office of institutional research and the president's office in setting a priority agenda and providing guidance on assessing student success at Austin Peay State University.

The committee will submit an annual report to the Academic Council and the Institutional Effectiveness Tracking System (IETS) Oversight Team.

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### COUNCIL FOR TEACHER EDUCATION

**Membership: Membership by academic position is provided for the: Director of the School of Education; Director of School-Based Teaching Experiences; Coordinator of Graduate Education; Dean, College of Professional Programs and Social Sciences (ex officio); Dean of the Graduate School (ex officio); Provost and Vice President for Academic and Student Services (ex officio); Certification Officer (ex officio). All of these members have voting rights, except for the director, who serves as chairman of the council, and the ex officio members. In addition, a minimum of one member shall be appointed from each of the academic areas**

**involved in teacher education, one undergraduate student, and one graduate student. All members shall be appointed by the president upon recommendation from the Director of the School of Education.**

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The Council for Teacher Education shall have responsibilities for oversight of all phases of the teacher education program in the context of the existing academic governance structure. Its responsibilities include the development of policies for: recruitment; selection, admission and retention; instruction (courses, programs and delivery); evaluation; selection of staff; certification and placement. It is the designated unit of the University for all basic programs and shares the responsibility for advanced programs with the Graduate and Research Council.

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#### **FACULTY SENATE**

**Membership: One Senator per seven university faculty members (or major fraction thereof) in each of the following areas:**

**Natural Sciences  
Social Sciences  
Humanities  
Business  
Education  
Arts  
Sciences**

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The senate is the representative organization of the university faculty. It considers matters which concern the faculty as well as a wide variety of matters relating to the progress and future development of the university. The senate makes recommendations to the president, as well as to other university administrators.

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#### **GRADUATE AND RESEARCH COUNCIL**

**Membership: One faculty elected from each department offering graduate programs; two faculty from undergraduate departments involved in research interests, appointed by the provost and vice president for academic and student services; two graduate students from the colleges offering graduate curricula. Ex officio members are provost and vice president for academic and student services and the deans from the colleges offering graduate programs. The graduate dean serves as chair.**

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The council is the principal body for recommending policies and procedures related to the administration of graduate programs and to research. It provides effective deliberation by those concerned with graduate programs in regard to improvement, expansion, or modification of existing programs and development of new programs appropriate to the region served by the university. All recommendations of the Graduate and Research Council are forwarded to the Academic Council for review and recommendation to the provost and vice president for academic and student services. The research committee of the council is responsible for making recommendations to the council concerning distribution of any university funds which may be allocated for research. The oversight of sponsored research by a university faculty member shall be a responsibility of the research committee.

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**STAFF COUNCIL**

**Membership: One representative per 20 employees (or major fraction thereof) from all areas of the university to be governed by the constitution and by-laws.**

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The council is the official body through which staff may contribute to and be involved in the governance of the university. It operates in an advisory capacity and may investigate, consider and act upon any matter its members think appropriate or relevant to concerns and interests of staff members. Other matters which may be referred to it by the president or other university administrators will be appropriately considered.