

Austin Peay State University

Report from Nominations and Elections Committee on Standing Committees

April 20, 2011

Members: Karen Meisch (Biology) Chair; Lu Annette Butler (Psychology); Margaret Deitrich (Education); David Kanervo (Political Science); Tim Winters (Languages and Literature).

Charge: This committee is charged with gathering information about current standing committees and determining if the current committee's were viable, should be changed from a standing committee to an "as-needed" committee, a need for any new committees, A change to the composition or mission statement of any committees. The information gathered from this report will be presented to faculty senate and any changes or recommendations that are approved by faculty senate will be presented to President Hall as recommended changes to standing committees.

Process: An email was sent to all of the current chairs on all of the standing committees and asked to respond to the following questions:

- 1) What is the purpose of your committee?
- 2) How often do you as a committee meet?
- 3) Is there a need for your committee/can their charge's be better served by another or new committee?
- 4) Is there a need for more members or members with different backgrounds that are better suited to serve your committee?
- 5) Has your mission changed or does it need to be changed at all from what it currently is?

The responses were compiled and discussed by all of the members of the nominations and elections committee and below are the current mission statements and current committee member requirements for committees that had suggested changes or problems to be addressed. Below each mission statement for the standing committee is the problem with that committee and then the suggestions by the nominations committee to address the problem.

Admission Standards

14 Faculty, director of admissions, representative from enrollment management and academic support, registrar, director of student financial aid, and vice president for student affairs.			
Linda Kay Davis	Faculty	COAL	
John Byrd	Faculty	FTC	
Kell Black resigned 1-20-11	Faculty	Art	
Jim Vandergriff	Faculty	Computer Science	
John Moseley	Faculty	Communication	
Michael Becraft	Faculty	FTC	
Deborah Fetch	Faculty	Library	
Steve Anderson	Faculty	Business	
Jackie Vogel	Faculty	Mathematics	
Taylor Emery	Faculty	Languages and Literature	
Gail Robinson Oturu	Faculty	Music	
Lisa Vanarsdel	Faculty	Music	
Linda Thompson	Faculty	Nursing	
Eleanor Jator	Faculty	Allied Health Services	
Ryan Forsythe (Chair)	Director of Admissions	Serves as non-voting, convening chair	
Barbara Blackston	Career & Advisement Center		
Telaina Wrigley	Registrar		
Donna Price	Director, Financial Aid		
Sherryl Byrd	VP 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 a non-voting chair of the committee.

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

PROBLEM: Lack of faculty members during non-academic portions of the year can result in the lack of a quorum.

SUGGESTION: Reduce number of faculty serving on committee to 6 faculty positions or appointed designees from faculty serving on committee

Athletic Committee

6 Faculty, 3 Administrative/Professional staff, 2 ex officio (director of athletics and assistant director of athletics – SWA, Director of Affirmative Action)			
Bruce Myers	Faculty	Chair	
Don Dailey	Faculty	Biology	
Becky Glass	Faculty	HHP	
Michael Becraft	Faculty	FTC	
Don Luck	Faculty	Education	
Allyn Smith	Faculty	Physics	
Amy Deaton	Adm/Prof Staff	Admissions	
Sue Fort	Adm/Prof Staff	Housing	
Dave Loos	Athletic Director	Ex officio	
Cheryl Holt	Assistant Athletic Director	Ex officio	
David Davenport	Adm/Prof Staff		
Shelia Bryant	Director, Affirmative Action		

NCAA requires the majority of voting members to be faculty.

NCAA requires the Director of Affirmative Action to be a voting member.

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.

Commencement Committee

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 Administrative Assistant to the President, Academic Affairs Senior Administrative Assistant			
Carol Clark	Executive Asst. to the President	Chair	
Telaina Wrigley	Registrar		
Margaret Deitrich	University Marshal		
Tristan Denley	Provost		
Bud Jenkins	Coordinator of Athletic Facilities		
Henry Campbell	Custodial Supervisor		
Lantz Biles	Chief of Public Safety		
Mike Gotcher	Communications		
Bill Persinger	Director of Public Relations		
Lt. Col. Greg Lane	ROTC rep.		
Roy Gregory	Director of University Advancement		
Greg Woly nec	Music		
Andy Kean	Director of University Facilities		
Kenny Kennedy	SGA President		
Joanne Shepard	Exec. Administrative Assistant to the President		
Tammy Delvendahl	Senior Administrative Assistant for Academic Affairs		

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

PROBLEM: Would like to see personnel serving on committee not change due to nature of the committee.

SUGGESTION: Do not allow this committee to be listed as a committee faculty can request to serve on and keep current members. New members should be recommended by current members.

Diversity Committee

6 faculty, 2 students, director of Hispanic cultural center, director of African American cultural center (ex officio), coordinator of international education, director of admissions, director of affirmative action (ex officio) liaison of academic affairs (ex officio)			
Moniqueka Gold	Faculty, Chair	Education	
Dwonna Goldstone	Faculty	Languages and Literature	
Roxanne Gerbrandt	Faculty	Sociology	
Uma Iyer	Faculty	Psychology	
Meagan Mann	Faculty	Chemistry	
Mingzhe Wang	Faculty	Music	
Kelvin Rutledge	Student		
Jawaun Rodgers	Student		
Miguel Ruiz-Aviles	Director of Hispanic Cultural Center		
Henderson Hill	Director of the African American Cultural Center	Ex officio	
Tina Rousselot	Coordinator of International Education		
Ryan Forsythe	Director of Admissions		
Sheila Bryant	Director of Affirmative Action	Ex-officio	
Tristan Denley	Liaison for Academic Affairs	Ex-officio	

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.

PROBLEM: Suggested to add more members from different offices.

SUGGESTION: Add an appointment of Human Resources director or assistant director to serve on this committee.

Environmental Affairs Committee

11 Faculty, 2 Staff			
Carrie Brennan	Faculty	Chemistry	
Don Dailey	Faculty	Biology	
Don Sudbrink	Faculty	Agriculture	
Susan Bryant	Faculty	Art	
Christopher Gentry	Faculty	Geosciences	
Dwayne Estes	Faculty	Biology	
Carol Baskauf	Faculty	Biology	
Michelle Rogers	Faculty	Center of Excellence in Biology	
Ken Shipley	Faculty	Art	
Meagan Mann	Faculty	Chemistry	
Lisa Sullivan	Faculty	Chemistry	
Krissy Spicer	Staff	Chair	
Monica Wirts	Staff		

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.

PROBLEM: Staff representation needs to include the two lab managers from Biology.

SUGGESTION: Remove two faculty positions down to 9 faculty and include 3 staff positions, two of which will be the lab managers from Biology.

Faculty Handbook/Policy Committee

5 Tenured Faculty and 1 ex officio (Assistant Provost). Chair will serve as ex officio member to the Faculty Senate committee appointed to review recommended policy changes.			
Mickey Wadia	Faculty	Languages & Literature, Chair	
Elaine Berg	Faculty	Library	
Sue Evans	Faculty	Ft. Campbell	
Tim Winters	Faculty	Languages & Literature	
Steve Ryan	Faculty	Languages & Literature	
Brian Johnson	Assistant VP Academic Affairs	Ex officio	

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 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

PROBLEM: Consistently having at least two members who have strong English language and technical writing skills to serve on committee.

SUGGESTION: 5 tenured faculty 2 of which have strong English language and technical writing skills.

Fee Adjustment Appeals Committee

2 Faculty – 1 from main campus and 1 from FC campus, 2 full-time students, 1 student affairs professional			
Loretta Griffey	Faculty, Chair	Ft. Campbell Center - Math	
Debbie Ellison	Faculty	Main Campus - Nursing	
Katie Smith	Student		
Andrea Snorton	Student		
Victor Felts	Representative	Student Affairs	

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 the 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.

PROBLEM: Need to include a co-chair or assistant chair from student affairs with the chair being a faculty member and add an additional faculty member as faculty schedules sometimes prohibits participation.

SUGGESTION: Add another representative from student affairs and add that a representative from student affairs serve as assistant chair and add one faculty position.

General Education Standing Committee

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 deans 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; 1 faculty from college of business; 1 faculty from college of education; 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.

Dixie Webb	Dean, COAL	Chair (2 nd of 3 years)	
Jack Diebert	Faculty COSM	(1 st of 3 years)	
Greg Zieren	Faculty COAL	(2 nd of 3 years)	
Jennifer Snyder	Faculty COAL	(1 st of 3 years)	
David Kanervo	Faculty COBHS	(1 st of 3 years)	
David Major	Faculty COAL	(4 th of 4 years)	
Vikki McCarthy	Faculty FTC	(2 nd of 3 years)	
Leonard Lindsay	Faculty COBHS	(2 nd of 3 years)	
Nell Rayburn	Faculty COSM	(4 th of 4 years)	
Joe Jerles	Faculty COE	(2 nd of 3 years)	
K. J. Kim	Faculty COB	(2 nd of 3 years)	

The committee will have the 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.

PROBLEM: Current mission statement does not include APSU learning outcome assessment.

SUGGESTION: Change wording of mission statement to

The committee will have the 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. **The committee will also address development of APSU's student learning outcomes as outlined by BRAVO (Basics, Reasoning, Awareness, Values, and Outcomes).** 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.

Space Allocation Committee

2 faculty, 1 student, the Provost, VP for Finance and Administration, (chair) director of facilities planning and projects (ex officio), 1 representative from university facilities, 1 representative from student affairs.			
Mitch Robinson	VP for Finance/Administration	Chair	
Tristan Denley	Provost		
Al Westerman	Director of Facilities/Planning	Ex officio	
Andy Kean	University Facilities		
Sherryl Byrd	VP for Student Affairs		
Alex King	Faculty	Physics	
Pam Gray	Faculty	Communications	
Jesse Austin Brewer	Student		

One member shall be assigned to record and distribute minutes of each meeting.

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](#).

PROBLEM:

SUGGESTION:

Student Academic Suspension Appeal Committee

20 Faculty, three from each college and five from AP Center @ Fort Campbell 4 Students and 1 ex officio (registrar)			
Daniel Shea	Faculty, COAL	Languages and Literature	
Cynthia McWilliams	Faculty, COAL	Languages and Literature	
Caroline Downes	Faculty, COAL	Communication	
Stephanie Hicks	Faculty, CBHS	Social Work	
Kevin Harris	Faculty, CBHS	Psychology	
Barbara Beswick	Faculty, CBHS	Social Work	
Pennye Brown	Faculty, COB	Business	
Don Nyonna	Faculty, COB	Business	
Xin Zhang	Faculty, COB	Business	
Charmaine Lowe	Faculty, COE	Education	
Merriel Neal	Faculty, COE	Education	
Jody Piro	Faculty, COE	Education	
David Cochener	Faculty, COSM	Math	
Kirk Menser	Faculty, COSM	Math	
Ron Gupton	Faculty, COSM	Math	
Abu Sarwar	Faculty	FTC, Engineering Tech	
James Prescott	Faculty	FTC, Public Management	
Taylor Emery	Faculty	FTC, Lang/Lit	
James Sanders	Faculty	FTC, Academic Support	
Chinyere Ogbonna-McGruder	Faculty	FTC, School of Technology	
Kathryn White	Student		
LilieAnna Traughber	Student		
Tyler Watson	Student		
Greg Mann	Student		
Telaina Wrigley	Registrar	Ex officio	

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.

PROBLEM: Members should not change due to a need of a sense for continuity and history of the committee’s decision making and how it functions.

SUGGESTION: Faculty and registrar serve a three year appointment.

Student Non-Academic Grievance Committee

3 Faculty, 3 Staff - one of which is a voting member from student affairs, 3 Students, Dean of Student Affairs (ex-officio)			
Stuart Bonnington	Faculty, Chair	Psychology	
Charla White-Major	Faculty	Language/Literature	
Kathy Zimmerman	Faculty	Nursing	
Greg Singleton	Dean of Student Affairs	Ex-officio	
Berrylin Martin	Staff – Student Affairs		
Joy Pigott	Staff		
Ryan Forsythe	Staff		
Jody Dorris	Student		
Trent Gaasch	Student		
Amanda Johnson	Student		

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.

PROBLEM: Does not meet often, however still may be a need for committee so do not eliminate.

SUGGESTION: Easier to just keep committee as is rather than move to as needed to make certain members are current.

Sustainable Campus Fee Committee

4 voting students, 2 voting faculty members – 1 appointed by faculty senate and 1 by the president, 1 voting staff member; student affairs representative; director of facilities planning 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.			
Joe Schiller	Faculty (2nd of 2 year)	Appointed by faculty senate	
Benita Bruster	Faculty (1 year)	Appointed by the president	
Beth Robinson	Staff	Information Technology	
Cecil Wilson	Student Affairs Representative	Ex-officio	
Krissy Spicer	Manager Environmental Health and Safety	Chair	
Suzanne Desrochers	Secretary	Ex officio	
Luke Holliday	Student	2 nd of 2 years	
Greg Jones	Student	2 nd of 2 years	
Lindsey Thomas	Student	1 year term	
Melissa Thomas	Student	1 year term	
Joe Lachina	Director of Dining Services	Ex-officio	

Students serve staggered terms: Initially 2 shall serve a two-year term and 2 shall serve a one year term. 1 faculty shall serve a two-year term and 1 faculty shall serve a one-year term.

The committee has the 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 the 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.

PROBLEM: Not enough variability.

SUGGESTION: Add 2 more faculty and 2 more staff positions.

Undergraduate Research & Creative Activities Committee

9 faculty representatives (2 from College of Science and Math, 2 from College of Arts and Letters, 2 from College of Behavioral and Health Sciences, 1 from College of Business, 1 from College of Education, 1 from the School of Technology and Public Management), Director of OUR Academic Affairs, Associate Provost of Academic Affairs (ex officio), 1 fourth term member (ex officio), excluding director and ex officio alternating faculty will serve 3 year terms.			
Rebecca Jones	Director of OUR - Academic Affairs	Chair- on voting member	
Dixie Dennis	Associate Provost of Academic Affairs	Ex officio	
Ken Shipley	4 th term member, Art	Ex officio	
Justin Oelgoetz	COSM, Physics	1 st term	
Rebecca Johansen	COSM, Biology	1 st term	
Mark DeYoung	COAL, Art	1 st term	
Marcus Hayes	COAL, Theatre/Dance	2 nd term	
Brian Hock	COBHS, Psychology	1 st term	
Lisa Lewis	COBHS, HHP	2 nd term	
Jerry Plummer	COB	2 nd term	
Sheila Pirkle	COE	1 st term	
Tom O'Connor	School of Technology & Public Mgt.	3 rd term	

The committee will be responsible for facilitating and supporting the diverse projects of the APSU Office of Undergraduate Research (OUR).

PROBLEM: Hard to find times for everyone to meet.

SUGGESTION: Keep faculty at 9 members but add that a faculty or designee may attend meetings.