

SUNY COBLESKILL CAMPUS COMMITTEES: 2014-2015

*Committees that include students

1. PRESIDENT

1.1. Administrative Council

1.1.1. Purpose: To advise and make recommendations to the President in matters relating to administrative functions and to serve as a liaison between the president and the unit offices for consultation and communication. Specifically, the Administrative Council will assist in matters related to the development and evaluation of processes and services; utilization management; staff recruitment selection and evaluation; procedural standards and regulations; and short- and long-range planning and budgeting.

1.1.2. Membership: VP of Operations, Director of Student Success, Dean of Business and Liberal Arts & Sciences, Dean of the Library, Chief Enrollment Officer, Assistant VP for Student Affairs, Director of Facilities Management, Director of EOP, Director of Admissions, Director of Financial Aid, ITS representative, Registrar representative, Information Literacy representative, UPD Chief, Director of Communications & Marketing, HR Operations Manager, Director of CAS, Farm Coordinator, Advancement Finance Associate, Director of PACE, Assistant Director of CASE, and 1st Year Experience Coordinator

1.2. Biodigester Advisory Council

1.2.1. Purpose: To advise the President in all aspects of the NYS Bioenergy Learning Collaborative project, including site, design, construction, logistics of operating the biodigesters, and integration of the biodigester into the curriculum.

1.2.2. Membership: President, Provost, Dean of Agriculture & Natural Resources, Government Relations representative, Chair of Agricultural Engineering, Director of CEST, Renewable Energy Professor, CEST Research Engineer, Farm Coordinator, Principal Investigator – Gasification Research, Facilities Program Coordinator, and Plant Utilities Engineer

1.3. Chancellor's Award Committees (in conjunction w/Governance)*

- Chancellor's Award for Excellence in Classified Service
- Chancellor's Award for Excellence in Professional Service
- Chancellor's Award for Excellence in Teaching, Librarianship & Distinguished Teaching

1.3.1. Purpose: To annually coordinate the nomination of eligible faculty and staff (according to SUNY criteria) for Chancellor's Awards, prepare nomination packets, submit nominations to the campus President, and send approved nominations to SUNY within specified time frame.

1.3.2. Membership: Chair (designated by the faculty governance organization), faculty and student representation, and a member designated by the President to work in *ex officio* capacity

1.4. Cobleskill Auxiliary Service Board of Directors*

1.4.1. Purpose: To guide the operation of SUNY Cobleskill Auxiliary Services, Inc. (CAS), a not-for-profit corporation committed to delivering quality services at competitive prices to the SUNY Cobleskill campus community.

1.4.2. Membership: Five faculty elected by the Faculty Senate; College President; 4 administrators appointed by the president; five students including student government members, and other appointed full-time students

1.5. Economic Development Advisory Council

1.5.1. Purpose: To advise the College President about ways the College can be meaningfully involved in economic development for the region.

- 1.5.2. Membership:** President, Provost, Dean of Agriculture & Natural Resources, VP of Operations, the Chief Advancement Officer, START-UP NY liaison, Government Relations representative, and members of Faculty and Facilities Offices
- 1.6. Honorary Degree Committee***
- 1.6.1. Purpose:** To solicit recommendations for honorary doctorates, annually prepare nominations of eligible recipients, and submit recommendation to the College President for approval and submission to SUNY.
- 1.6.2. Membership:** 2 faculty members, one from each School; 1 faculty emeritus; Chief Advancement Officer; Provost; students (Per SUNY guidelines, the committee is empanelled by the President)
- 1.7. President's Council**
- 1.7.1. Purpose:** To facilitate discussion of key campus issues and to improve campus communications
- 1.7.2. Membership:** President, Cabinet Members, Deans, Directors, Chief Enrollment Officer, HR Operations Manager, Director of CAS, UPD Chief, Institutional Research representative, Assessment representative, Presiding Officer and Secretary of the Faculty, Registrar, and Events Coordinator
- 1.8. Sustainability Advisory Board**
- 1.8.1. Purpose:** To support and promote sustainability while being sensitive to the needs of the environment.
- 1.8.2. Membership:** Faculty from Agricultural & Food Management, Animal & Plant Sciences, Liberal Studies, Fisheries/Wildlife/Environmental Science, (and others as interested); CEST representative, Environmental Health & Safety Officer, Director of Facilities Management, Residence Hall Director, Farm Coordinator, and CAS representative

2. PROVOST

2.1. Assessment Committee

2.1.1. Purpose: To ensure continual assessment of institutional effectiveness; to oversee and provide support for all areas of the College in developing and assessing outcomes.

2.1.2. Membership: Assessment Coordinator (Chair); one staff member from each of the following areas: Registrar, IR, ITS, UPD, Residential Life, Facilities, Business Office/Financial Aid; one faculty member from each academic department; Provost/VPAA

2.2. Applied Learning Alliance

2.2.1. Purpose: To provide guidance to the Provost with regard to defining, tracking, and assessing applied learning opportunities on campus.

2.2.2. Membership: Director of Student Success Center and Provost/VPAA (Co-Chairs); Academic Deans; Assistant Director of Student Success Center; Study Abroad Coordinator; Director, Center of Community Engagement; one staff member from Communications and Marketing; one staff member from Library; one staff member from PACE (Workforce Development); one faculty member from each academic department

2.3. Internship Task Force

2.3.1. Purpose: To provide oversight for the development of policies and procedures related to internship development, tracking, supervision, and assessment; to regularly review and update (as needed) internship forms and the Internship Handbook.

2.3.2. Membership: Assistant Director of Student Success Center (Chair); one staff member from Registrar's office (currently Assistant Registrar); six faculty members; Executive Director of International Education

2.4. Online Task Force

2.4.1. Purpose: To provide guidance on the development and/or modification of policies and procedures related to the creation and delivery of online courses and programs.

2.4.2. Membership: Dean, School of Business and Liberal Arts & Sciences (Chair); faculty selected from among those currently teaching online courses (currently 1-math, 1-early childhood, 1-business, 2-IT); and the Director of Online Program Support

3. ADVANCEMENT

3.1. Alumni Awards

- 3.1.1. **Purpose:** To identify alumni through a nomination process that meets the criteria of the various categories of recognition based on professional accomplishments and connections to campus.
- 3.1.2. **Membership:** Representation from the Alumni Association, faculty and at least one alumnus that does not currently serve on the Alumni Association. The final nominations are reviewed with the College President.

3.2. Centennial Committee*

- 3.2.1. **Purpose:** To identify and coordinate activities for the Centennial.
- 3.2.2. **Membership:** Representation from Alumni, Advancement, Communications, Facilities, Events, Faculty, Residential Life, Student Activities, and President's Office

3.3. Commencement/Speaker*

- 3.3.1. **Purpose:** To identify potential commencement speakers and make recommendations to the Provost and College President.
- 3.3.2. **Membership:** Representatives from Advancement, students, Faculty and Provost

3.4. Homecoming *

- 3.4.1. **Purpose:** To facilitate, implement, promote and communicate the events of Homecoming Weekend.
- 3.4.2. **Membership:** Faculty, staff, alumni and students from departments across campus, Student Success, Alumni Board, Foundation Board, PACE, Athletics, Student Affairs and Admissions

3.5. Scholarship

- 3.5.1. **Purpose:** To identify eligible students and make scholarship awards to incoming students (early spring) and to returning students (May); to make fall awards with unexpended funds.
- 3.5.2. **Membership:** Staff from Advancement, Admissions, Financial Aid, Business Office, EOP, Faculty and College Foundation

3.6. Summer Housing

- 3.6.1. **Purpose:** To identify requests, issues, concerns, processes, maintenance and logistics for summer on-campus housing, including Alumni Commons.
- 3.6.2. **Membership:** Representatives from Advancement, Events, Residential Life, and Facilities

4. BUSINESS/FINANCE

4.1. Internal Control Steering Committee Scholarship Committee

4.1.1. Purpose: To provide oversight and guidance of the campus's internal control program including risk assessment, testing of high risk areas, corrective action plans, training, reporting and recommendations for improvements.

4.1.2. Membership: Representatives from the Business Office, Student Life, Academics, Facilities, and ITS; the committee is chaired by the Internal Control Officer

5. OPERATIONS

5.1. Campus Beautification (Task Force)*

5.1.1. Purpose: To discuss and plan projects to improve the campus outdoor environment.

5.1.2. Membership: Director of Facilities Management, Facilities Planning Coordinator, Capital Projects Manager, Grounds Manager, VP for Operations, VP for Student Life, UPD Chief, Provost, Plant Science faculty, and students. To meet as needed.

5.2. Customer Service

5.2.1. Purpose: To exchange information that will allow front line staff to provide better service to students and families.

5.2.2. Membership: HR Operations Manager, volunteers from the clerical staff

5.3. CSEA Labor Management

5.3.1. Purpose: To discuss issues of mutual concern between the CSEA (including the President and other labor representatives) and management (staff from HR and Facilities plus the VP for Operations).

5.3.2. Membership: Director of Employee Relations, HR Operations Manager, VP for Operations, Director of Facilities Management, Assistant Director of Facilities Management, Maintenance Supervisor, Grounds Manager, CSEA President, and CSEA members selected by the CSEA President

5.4. EAP Committee

5.4.1. Purpose: To work with the Employee Assistance Program Referral Coordinator and Human Resources so as to plan program activities and initiatives and to ensure that services meet the needs of campus employees and their families.

5.4.2. Membership: Director of Employee Relations, EAP coordinator self-nominated/invited faculty, staff, classified, management representing a cross section of the campus community

5.5. Energy Consortium

5.5.1. Purpose: To discuss and plan strategies and projects to reduce and manage energy consumption.

5.5.2. Membership: Director of Facilities Management, Energy Manager, Refrigeration Mechanic, Electricians, Plant Utilities Engineer 2, Heating Plant staff

5.6. Electronically Stored Information (ESI) Committee (AKA the E-Discovery Response Team)

5.6.1. Purpose: To monitor campus compliance with e-discovery requirements and assessing, implementing, and monitoring e-discovery processes; a SUNY mandated committee.

5.6.2. Membership: HR Operations Manager (Records Retention Officer), Chief Information Officer, UPD Chief, VP for Operations, Foil Officer (Director of Communications), Assistant Director of Facilities Management, Director of Employee Relations, SUNY Counsel

5.7. Records Retention

5.7.1. Purpose: To ensure compliance with SUNY and NYS Records Retention policies.

5.7.2. Membership: HR Operations Manager (Records Retention Officer), Director of Admissions, Provost's Secretary, Chief Advancement Officer, Director of Athletics, Coordinator of Events and Conferences, Co-Directors of the Wellness Center, Director of Student Success Center, Assistant to the President, Director of Financial Aid, Assistant Vice President for Student Life, Director of Student Accounts, Registrar, VP for Business and Finance, Director of Facilities Management, Assistant Director of Facilities Management, Chief Information Officer, Dean of the Library, Controller, Director of Communications, Assistant Director of CASE

5.8. SWAT

5.8.1. Purpose: To coordinate and improve use of Banner on campus.

5.8.2. Membership: Chief Information Officer, Banner programmers, representatives from key offices that use Banner: HR, Residence Life, Records and Registration, Financial Aid, Student Accounts, etc.

5.9. UUP Individual Development Awards

5.9.1. Purpose: To make decisions regarding applications from UUP represented faculty and staff for individual development funds; this committee is chartered under the collective bargaining agreement with UUP.

5.9.2. Membership: Members elected/selected by the Union to represent labor and members selected to represent management, including the HR Operations Manager

5.10. UUP Labor Management

5.10.1. Purpose: To discuss issues of mutual concern between UUP labor and College management.

5.10.2. Membership: UUP Chapter President, Vice President, Secretary, Treasurer, Membership Chair, PT Concerns Rep and others as appointed by labor, Director of Employee Relations, HR Operations Manager, VP for Operations, President; the campus President is required by contract to attend one meeting per semester

6. STUDENT AFFAIRS

6.1. Alumni Commons Post Construction Work Committee

6.1.1. Purpose: To review post construction issues during warranty period to identify concerns, review fiscal implications and financials, overview of policies and procedures, discuss student satisfaction and to ensure organizational and maintenance structure is effective to guarantee long term project success.

6.1.2. Membership: Vice President for Student Affairs, Assistant Vice President/Director of Residential Life, Chief Advancement Office/Alumni Affairs, Director of Alumni Commons, Facilities Management Representative, Vice President for Finance, Director of Business Affairs

6.2. Athletic Hall of Fame Selection Committee

6.2.1. Purpose: To recognize alumni and former athletes who contributed significantly during their athletic careers at SUNY Cobleskill. Consideration is also given to community members, administrators and coaches who have represented the College in their professional lives.

6.2.2. Membership: Director of Athletics; Sports Information Director; a coach; two retired coaches; Director of Alumni Relations

6.3. Behavior Assessment Team

6.3.1. Purpose: To receive information regarding student behavior of concern, to assess the behavior; and to determine what intervention, if any beyond monitoring, is most appropriate.

6.3.2. Membership: 12 members of the faculty/staff: Dean of the School of Business and Liberal Arts & Sciences, Dean of the School of Agriculture and Natural Resources, Director of Academic Support Services, Coordinator of Accessibility Resources, Title IX coordinator, Assistant Director of Facilities Management, Associate Athletic Director, Director of Judicial and Veterans' Affairs, Co-Directors of the Wellness Center, and Assistant Director of Dining Services. Facilitated by the Assistant Vice President for Student Affairs/Director of Residential Life

6.4. Council for Student Activities*

6.4.1. Purpose: To provide social, recreational, and cultural programming to the student body.

6.4.2. Membership: 8 to 12 event leaders and apprentices. The event leaders are paid; Apprentices are volunteers

6.5. Cultural Arts Committee*

6.5.1. Purpose: To organize high quality, diverse cultural arts performances for the campus and local community.

6.5.2. Membership: Director of Center for Community Engagement, Director of Student Activities, students (2), faculty (2), staff (2), community partners (2)

6.6. Emergency Management Committee

6.6.1. Purpose: To insure that the campus is able to respond to and comply with Homeland Security Presidential Directive (HSPD) – in order to administer the National Incident Management System (NIMS) which provides for a consistent nationwide approach for responding agencies to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents regardless of cause, size or complexity.

6.6.2. Membership: College President, Cabinet Members, Deans and Directors, representatives from Facilities Management, Wellness Center, ITS, UPD, Business Office and other departments as deemed necessary

6.7. Intercollegiate Athletic Board*

6.7.1. Purpose: To monitor, review, and recommend policies for intercollegiate athletic programs; to assure compliance with University and NCAA policies.

- 6.7.2. Membership:** Ten voting members appointed from the faculty and administration, one of whom is the Athletic Director (2 year appointment) and six student members appointed annually; student members must be full time and have a minimum of a 2.0 GPA
- 6.8. Personal Safety Committee***
- 6.8.1. Purpose:** To advise the President per SUNY regulations on a broad range of campus safety issues including the personal safety and security of campus community members, traffic safety, occupational safety and health, fire safety, building hazards, safety in the institutional environment, and other health and safety issues.
- 6.8.2. Membership:** Two female students, two male students, one male and one female representative from Residential Life, a Wellness Center representative, a Counseling Center representative, representative from Facilities Management, UPD Chief, Environmental Health and Safety Officer, one faculty member, and one staff member
- 6.9. Residence Hall Assessment Planning Team-Committee (RHAPT)**
- 6.9.1. Purpose:** To assess and strategically plan short and long term residence hall facility master plans, renovation and building improvements as well as staffing, budgeting and operational procedure management.
- 6.9.2. Membership:** Vice President for Student Affairs, Assistant Vice President for Student Affairs (Chair), Director of Facilities Management, and Associate Director of Residential Life. Additional participants are invited to attend and participate as needed and include: Facilities Program Manager, Assistant Facilities Program Manager, Assistant Director of Facilities Management, Supervising Janitor, Assistant Director of Residential Life, Director of Business Affairs, and General Mechanic assigned to residence halls
- 6.10. Sexual Violence Prevention Committee***
- 6.10.1. Purpose:** To provide oversight for campus sexual violence awareness and education programs in order to foster a culture of respect, safety, and support on the SUNY Cobleskill Campus. The Sexual Violence Prevention Committee is a subcommittee of the Personal Safety Committee.
- 6.10.2. Membership:** Faculty, staff (specifically UPD, Judicial Affairs, Title IX, Residence Life, Wellness Center), and students. Community providers and educators will also be recruited to serve on this Committee
- 6.11. Vice President for Student Affairs Student Advisory Council***
- 6.11.1. Purpose:** To engage students in the decision making process of the College by seeking student input on college-wide initiatives, policies, procedures and practices; review of relevant student centered issues and concerns; and review of college initiatives and other need-to-know information.
- 6.11.2. Membership:** A broad and diverse array of experienced student leaders are appointed to this Council representing various clubs, organizations, student leadership positions, academic programs and membership that reflects the diversity of the student body. Membership ranges from 15 -18 students.
- 6.12. Student Affairs Faculty, Staff and Community Awards Committee**
- 6.12.1. Purpose:** To recognize faculty, staff (Non-Student Affairs) and community members who have worked collaboratively with Student Affairs to support the mission of the College and mission of the Student Affairs program.
- 6.12.2. Membership:** Vice President for Student Affairs, Assistant Vice President for Student Affairs, the Directors of Athletics, CAS, Student Life Center, Student Success Center, UPD, Counseling and Health Services, Community Engagement, Judicial/Veterans Affairs, Late Night Coby, and Cultural Diversity Committee Chair
- 6.13. Student Affairs Leadership Team (SALT)**

- 6.13.1.Purpose:** To provide leadership for the Student Affairs Division; to assess student needs and develop strategic plans, initiatives and programs via individual and cross departmental teams that result in quality student-centered services.
- 6.13.2.Membership:** Vice President for Student Affairs, Assistant Vice President for Student Affairs, the Directors of Athletics, CAS, Student Life Center, Student Success Center, University Police, Counseling and Health Services, Community Engagement, Judicial/Veterans Affairs, Late Night Coby and Cultural Diversity Committee Chair
- 6.14. Student Athletic Advisory Council (SAAC)***
- 6.14.1.Purpose:** To gather information and feedback regarding intercollegiate athletics on campus. SAAC is an NCAA mandated committee.
- 6.14.2.Membership:** Each team selects an upper classman to represent their respective sport for a total of 22 members
- 6.15. Student Excellence in Leadership Awards Committee**
- 6.15.1.Purpose:** To implement the annual Student Excellence in Leadership Awards process. This award recognizes students who have demonstrated positive leadership attributes and continually enrich the student life experience and campus community through sustained involvement in campus life through activities, clubs, organizations, service, athletics and/or student program development.
- 6.15.2.Membership:** Associate and Assistant Directors of RLO (3), Director of Student Life Center, Athletic Coaches (2), EOP Counselor, Resident Directors (2), Director of Center for Community Engagement, Vice President for Student Affairs
- 6.16. Student Government Association (SGA)***
- 6.16.1.Purpose of committee:** To be the voice for the student body by assessing and enhancing the quality of student life and by being responsible, ethical, and visible leaders who act in the best interest of their peers.
- 6.16.2.Membership:** SGA is made up of the Executive Officer Team (President, VP, Treasurer, Secretary, and Public Relations Officer) and the general membership (Representatives)
- 6.17. Student Health Advisory Committee (SHAC)***
- 6.17.1.Purpose:** To advise the Co-Directors of the Wellness Center on issues related to the mission of the Wellness Center, such as types of services, fees, accessibility, educational programs, quality assurance, and patient satisfaction.
- 6.17.2.Membership:** The Co-Directors of the Wellness Center chair the Student Health Advisory Committee. Student representation shall be as broad as possible and shall be recruited from the general student population. Membership should include upper and lower division students, and represent a variety of ethnic groups, religious affiliations, sexual orientations, and academic majors. Faculty and staff shall be recruited with similar representation and stakeholder relationships considered. Off campus colleagues, representing referral resources, will complete the committee membership
- 6.18. Student Veteran Support Team (SVST)***
- 6.18.1.Purpose:** To assess the current needs and services provided to veteran students and to make recommendations to the Administration.
- 6.18.2.Membership:** Eight – Twelve students are current members but the group is open to any student veteran who would like to participate. SVST holds annual focus group discussions with all interested veterans.
- 6.19. Wellness Education Committee***

- 6.19.1.Purpose:** To provide quality health and wellness initiatives for students, faculty, and staff, for the purpose of fostering a culture of healthy living, elevating each community member's overall sense of health and well-being, and providing the knowledge in which to engage in a life-long commitment to healthy lifestyles, both at SUNY Cobleskill and in their personal lives. This committee is comprised of two components: Healthy Lifestyle Subcommittee, which focuses on physical, mental, emotional, spiritual, financial, and sexual health topics; and the Substance Task Force, which focuses on education and prevention efforts on a range of substance related topics.
- 6.19.2.Membership:** The Wellness Education Committee is chaired by a staff member of the Wellness Center as well as subcommittees. Members of the subcommittees are representative of students, faculty and staff as well as community providers

6.20. RLO Early Release Review Committee

- 6.20.1.Purpose:** To review requests from resident students to be released early from their campus housing obligation.
- 6.20.2.Membership:** The committee is chaired by the Associate Director of Residential Life. Membership includes three professional staff members representing Financial Aid, Business Affairs, and the Student Life Center

6.21. RLO eRezLife Work Group

- 6.21.1.Purpose:** To review permissions for all groups within the system and helps to make recommendations on changes to the eRezLife program to improve efficiency.
- 6.21.2.Membership:** The group is facilitated by the Associate Director of Residential Life. Membership includes three additional members of the Residential Life professional staff

6.22. RLO Housing Committee*

- 6.22.1.Purpose:** To develop and implement the housing sign-up process for continuing students.
- 6.22.2.Membership:** The committee is chaired by the Associate Director of Residential Life. Membership includes three additional members of the Residential Life professional staff and one Senior Resident Assistant (a student)

6.23. RLO Programing Committee*

- 6.23.1.Purpose:** To examine the various aspects associated with RA programming: Educational Programming, Community Builders, as well as events including Around the World and the Community Trick or Treat; to make recommendations to the Director of Residential Life if changes to any of these aspects are necessary; to make suggestions on tracking programming and acknowledging student staff achievement in programmatic efforts.
- 6.23.2.Membership:** The committee is chaired by an Assistant Director of Residential Life. Membership includes three additional members of the Residential Life professional staff and one Senior Resident Assistant (a student)

6.24. RLO Student Staff Committee*

- 6.24.1.Purpose:** To develop and implement a marketing plan related to the student staff positions available through the Residential Life Office (Resident Assistants, Senior Resident Assistants, Night Hosts, ECOs, Sustainability Student Assistants, and work study students). The committee develops selection criteria, organizes the selection process, fosters training experiences that help students develop into peer leaders, and engages in periodic staff training throughout employment.
- 6.24.2.Membership:** The committee is chaired by an Assistant Director of Residential Life. Membership includes two additional members of the Residential Life professional staff and one Senior Resident Assistant (a student)

7. FACULTY GOVERNANCE COMMITTEES - *Elected Standing Committees*

7.1. Academic Personnel & Policies Committee

7.1.1. Purpose:

- To make recommendations, where appropriate under the negotiating contract, to the Faculty and the President on behalf of the Faculty on issues and policies pertaining to conduct such as:
 - Professional rights, duties, obligations and responsibilities
 - Evaluation for reappointment of academic faculty
 - Professional conduct and ethics
 - Academic freedom
 - Appointment, promotion and termination of appointment
 - Sabbatical leaves of absence
 - Evaluation of reappointment, continuing appointment and promotional procedures for academic staff
 - Evaluation of substitute professional credit and waivers
- To review and evaluate faculty applications for promotion and teaching portfolio and recommendations of Deans/Department Chairs and departmental peer review on these evaluations for promotion, and the Vice President for Academic Affairs' certification of eligibility of the candidate.
- To consult with prior evaluators concerning the rationale for making recommendation choices.
- To afford a faculty member denied recommendation at any prior level of the process a hearing prior to final committee action, as well as an opportunity to meet with the committee after it has reached its decisions.
- To forward to the President, in writing, the committee's decisions to concur or not to concur with the prior recommendations within the process based on the criteria for promotion in Section VII of the *Faculty Handbook*, the written materials presented to the committee by both applicant and the evaluators, and the committee's consultative deliberations. A copy of the committee's decisions is to be sent to the Provost/Vice President for Academic Affairs.
- To meet with the President and Provost/Vice President of Academic Affairs when appropriate, and the prior evaluators to review the committee's decisions.
- To provide candidates and evaluators with information concerning the progress of the process and with a thorough explanation of the decisions that it makes. This explanation will include specific recommendations for improvement when warranted.

7.1.2. Membership: School representation based on a ratio of 1 representative for every 15 full time faculty; one librarian (representatives must be tenured).

7.2. Academic Policies Committee

7.2.1. Purpose:

- To review and make recommendations for attendance policies regardless of delivery system.
- To review and make recommendations for enrollment, withdrawal, and waivers, not associated with administrative function (See Part III-Academic Policies, Sec. D)
- To review and make recommendations for student responsibilities, including academic integrity and appeals processes. (See Part III-Academic Policies, Sec. E) Review and make recommendations for grades, including appeals processes and grade transactions, change of grade. (See Part III-Academic Policies, Sec. H, I)
- To review and make recommendations for academic standing which includes terms, conditions, and appeals for probation and suspension (See Part III-Academic Policies, Sec. J)
- To review and make recommendations for graduation requirements not associated with participation in the graduation ceremony. (See Part III-Academic Policies, Sec. K)
- To make recommendations concerning Academic Policies to the Provost/Vice President for Academic Affairs

7.2.2. Membership: Provost/Vice President for Academic Affairs (ex-officio, non-voting), eight teaching faculty, preferably one from each academic department, a librarian, a representative from EOP, the Registrar's Office and a student.

7.3. Curriculum Committee

7.3.1. Purpose:

- To review the educational objectives of the College and the philosophy underlying its academic programs.
- To be concerned with the overall development of existing and future curricula in respect to their fulfilling the objectives of the College and meeting the needs of both its students and society.
- To consider all proposals that would result in the substantive revision of a curriculum, specifically with respect to programs, courses or certificates.
- To make recommendations concerning the above to the Provost/Vice President for Academic Affairs.

7.3.2. Membership: Provost/Vice President for Academic Affairs (ex-officio, non-voting), one teaching faculty from each academic department and one librarian. Representatives are to be elected by their respective constituent groups.

7.4. Executive Committee

7.4.1. Purpose:

- To act as a liaison between the President and the Faculty. The College President and Provost shall be invited to attend at least four Executive Committee meetings per academic year (two per semester), with the full cabinet of President and Vice Presidents invited to attend two of the meetings (one per semester). The Presiding Officer shall be available to meet with the College President and Provost separately at least once per month during the academic year, and shall report on all non-confidential matters to the Executive Committee.
- To be concerned with matters affecting the Faculty in the conduct of their professional duties and responsibilities in accordance with the Agreement.
- To receive recommendations from individual members of the Faculty for amendments to the Constitution and By-Laws and to originate and propose to the Faculty such amendments as the Committee deems necessary or desirable.
- To receive items from members of the Faculty which they wish to have brought before the Faculty and to forward such items to the Presiding Officer for listing on the agenda of the Faculty meetings.
- To act as a committee on committees to define areas of committee responsibility in order to eliminate duplication of effort, to advise the President on the need for the establishment of any new committee structure, and to otherwise provide for effective participation of the faculty through committees in developing policies of the College.
- To oversee committee elections and appointments.
- To nominate Faculty members to fill all non-appointive offices and/or positions on non-appointive committees.
- To present at least two candidates for each office or position to be filled.
- To solicit from members of the Faculty expressions of their interest in serving on particular appointed and elected committees and to consider those interested when making nominations for elected committees. To forward to the Presiding Officer the names of those interested in appointed committees.
- To prepare ballots for all Faculty elections.
- To act on behalf of the faculty when it is not possible to call a faculty meeting (summer, semester break). At such times the Executive Committee will be expanded to include the Department Chairs (provided they are not management confidential).

7.4.2. Membership: The Committee is comprised of the Chairs of the Standing Committees and Chairs of the Appointed Standing Committees. The Presiding Officer, the Secretary, and the Faculty Senator will serve as ex-officio members. The Presiding Officer will serve as Chair of the committee.

7.5. Facilities & Space Committee*

7.5.1. Purpose:

- To offer advice and recommendations intended to increase the quality and effective use of all campus facilities and space by integrating the strategies of the campus 2011 Strategic Plan into the Campus Facilities Master Plan being developed by the Director of Facilities and Management.
- To assist the administration, in particular the Director of Facilities and Management and the Vice President of Administration and Finance, in the planning process for construction proposals. The proposals will be ranked according to priorities stated in the Strategic Plan and the Campus Facilities Master Plan.
- When there are planned changes to the overall appearance, functionality, or dedication of state owned buildings or land which is not incorporated as part of the Campus Facilities Master Plan, the proposed changes will be presented to the committee for its advice and/or recommendations during the development of the proposal.
- To determine that all campus projects conform to the design and aesthetic standards in the Campus Facilities Master Plan.

7.5.2. Membership: VP for Administration & Finance (ex-officio, non-voting); twelve additional members, half from the teaching faculty with equal representation from each school, two from the professional staff, two from CSEA/PBA, one from CAS, one from Educational Support Services, Director of Facilities Management, and a student.

7.6. Fiscal Affairs and Strategic Planning Committee

7.6.1. Purpose:

- To act as a liaison between the President and the Faculty on financial, strategic and budgetary matters.
- To participate in the development of procedures and to make recommendations concerning strategic planning and budgetary policies and procedures on the Cobleskill campus.
- To monitor the campus fiscal affairs and strategic plan to ensure that priorities and funding reflect the input and needs of faculty as well as administration.
- To make recommendations regarding decisions necessary because of budget modifications.
- To keep the Faculty informed of strategic and financial matters through periodic reports.
- To conduct studies, investigations, and reviews to facilitate above.

7.6.2. Membership: Vice President for Administration and Finance, Controller or designee (ex-officio, non-voting), teaching faculty preferably one from each department, three professional staff, one CSEA/PBA staff, one Advancement Office representative, a librarian and a student.

7.7. Professional Development & Training Committee

7.7.1. Purpose:

- To review applications and make awards to eligible faculty and staff who apply for financial support from the Professional Development fund.
- To periodically review the Guidelines for Awarding of Professional Development funds and revise as appropriate. Also, to advise the campus community of these updates and to provide information about other sources of funding.
- To work with campus committees and other interested groups to help with the funding of group professional development and training activities.

7.7.2. Membership: Teaching faculty, two from each school, two professional staff, one management confidential employee, two CSEA/PBA members, one information technology representative and a student.

7.8. Technology Committee*

7.8.1. Purpose:

- To provide long and short-range planning advice for implementation and policy related to

- technology issues that support the academic functions on campus.
- Monitor and make specific recommendations for that portion of the funding from the Student Technology Fee.
- Prepare and present the annual budget at the last faculty meeting of the academic year.
- Submit the annual Technology Committee Report and other reports as requested to the Executive Committee.

7.8.2. Membership: Teaching faculty, three elected from each school, preferably from different departments, a representative appointed from each of the following areas: ITS Support Staff, Director of ITS (ex officio, non-voting), Assistant Director of Technology Services, Instructional Technologies Coordinator, representative from the Business Office, Educational Support Services, Student Affairs, Library, and a student.

8. FACULTY GOVERNANCE COMMITTEES - *Appointed Committees*

8.1. Cultural Diversity Committee

8.1.1. Purpose: To promote the respect and understanding of all cultures, lifestyles, origins, abilities, orientations and beliefs in an effort to foster growth, development, and equity among all members of the community. The Committee shall serve in an advisory capacity to the Quality of Student Life Committee and Faculty Governance and the President of the college.

8.1.2. Membership: Members will be appointed for a 3-year term from those who express interest. Every effort will be made to have a committee which reflects the diversity of the campus.

8.2. Student Faculty Judiciary*

8.2.1. Purpose: To act as a Student-Faculty Judicial Board to consider cases referred to it by other campus judicial boards and cases referred to it by a member of the campus community

8.2.2. Membership: Three Boards are constituted. Each Board has five members: Chief Justice (faculty member), one (1) Faculty/Staff, one (1) Resident Director, and two (2) students.