

**UNIVERSITY COMMITTEES AND
UNIVERSITY ADMINISTRATIVE COUNCILS
Process for Appointments - August 2008**

UNIVERSITY COMMITTEES

The Provost, in coordination with the Speaker of the Faculty Senate, will ensure that the University Committees are appointed with the appropriately designated members and that committee membership is made known to the University community.

The Executive Vice President for Finance and Administration, in coordination with the Staff Advisory Council, will solicit staff nominations for appropriate University committees.

Administrative membership will be determined based on the primary function of the committee. The Provost will place administrative appointments on the agenda for the President's Cabinet. Unless otherwise specified, the President will formally appoint the committee members annually.

The Faculty Senate, the Staff Advisory Council, the administration, or the committee membership itself can refer relevant agenda items to University Committees. By a designated date in the spring, each committee should report to the University on the progress that the committee made on its agenda items, including any recommendations that these committees might have. These recommendations will be an element of the summer planning undertaken by the University.

Committee Membership Selection Time Line

By April 1, the Faculty Senate, in consultation with the colleges, recommends faculty representatives to committees. The Senate sends the nominations to the Provost who forwards them to the President. The Staff Advisory Council recommends staff members to the Executive Vice President for Finance and Administration who will coordinate and forward them to the President.

By July 15, President's Cabinet reviews administrative nominations, which have been placed on the agenda by the Provost. These nominations are then submitted to the President.

By August 1, the President (or other designated party) formally appoints committee members for the following year.

During the summer, the Provost's office produces information that lists councils and committees, identifies their members, indicates when members' terms end, and lists faculty conveners of committees. The information is distributed to faculty and staff at the first University meeting of the academic year, or through other appropriate means.

By April 1 of the following spring, each committee sends a report to the Faculty Senate, Staff Advisory Council and the appropriate University administrator on the progress that the committee made on its agenda items, including any recommendations that those committees might have.

This governance structure became operational in fall 1999.

Membership Rotation

In the first year of operation, committee chairs will ensure staggered terms of the committee members by drawing lots from among the members who are not serving ex-officio, to determine who will serve one-year, two-year and three-year terms. Thereafter, members will be appointed to three-year terms. One-third of the non ex-officio membership will rotate off the committee each year.

UNIVERSITY ADMINISTRATIVE COUNCILS

University Councils are those bodies formed by a member of President's Cabinet to deal with ongoing administrative functions or broad University functions. The majority of the membership of University Councils will be administrative. Each council should have its membership specified and distributed to the University community. Councils should not duplicate the work of University Committees, except where the work is being considered simultaneously by several bodies to get perspectives from different constituencies.

Responsible Parties: Each member of President's Cabinet is responsible for distributing the membership list of the University Councils, which she/he chairs. To be consistent with the University Committees, this material should be distributed at the Faculty/Staff meeting at the opening of the academic year. The Provost will coordinate this distribution.

EVALUATION OF UNIVERSITY COMMITTEE/COUNCIL GOVERNANCE STRUCTURE

The Provost will coordinate the evaluation of the University Committee/Council Governance Structure. The process will involve periodic review of the membership and functions of each committee and council in the University committee/council structure. Amendments to specific committee memberships should be forwarded to the appropriate University administrator in the committee's April 1 report.

**List of University Administrative Councils,
Representative Bodies, and University Committees
August 2008**

PRESIDENTIAL AND VICE PRESIDENTIAL COUNCILS/COMMITTEES

Members are appointed by appropriate administrator or by position.

President's Cabinet

See Section 1.3.2 of the Faculty Handbook for information on the President's Cabinet.

Provost's Council

See Section 1.3.3 of the Faculty Handbook for information on the Provost's Council.

College Deans' Council

See Section 1.3.4 of the Faculty Handbook for information on the College Deans' Council.

Academic Council

Purpose or Function: The Academic Council meets quarterly. The group discusses pressing university issues that are related to the academic program. The Academic Council is a vehicle for bringing issues to the Provost's attention that can be designated to the appropriate academic or administrative group for review and consideration.

Membership: Provost's Council, direct reports to Provost's Council, including academic department chairs and assistant deans, Assistant to the Provost, and the Deputy Speaker of the Faculty Senate.

Chair: Provost and Vice President for Academic Affairs

Finance and Administration Council

Purpose or Function: The Finance and Administration Council consists of all the leaders in the areas responsible to the Executive Vice President for Finance and Administration. The Council reviews issues relating to facilities, custodial services, campus grounds, police, security, fiscal services, comptroller, bursar, purchasing, University services, bookstore, dining services, vending, auxiliaries, media and computing services, affirmative action and employee relations, human resources, telecommunications, travel, mail, central stores, and other support services. The Council serves as a supporting unit of the students, faculty, and staff needs of the University.

Membership: Executive Vice President for Finance and Administration, Associate Vice President for Finance and Administration, Assistant Vice President for Technology, Director of Human Resources, Director of Physical Plant, Police Chief, Director of Equal Opportunity and Employee Relations, Director of University Services, and a representative of the South Texas Institute for the Arts.

Chair: Executive Vice President for Finance and Administration

Student Affairs Council

Purpose or Function: Advises the Vice President for Student Affairs in matters pertaining to the overall operations of the Division of Student Affairs.

Membership: Vice President for Student Affairs, Assistant Vice President and Dean of Students, Assistant Dean of Students, Division of Student Affairs Business Coordinator, Director of Camden Miramar, all Directors reporting to Student Affairs, and others who may be appointed by the Vice President for Student Affairs.

Chair: Vice President for Student Affairs

Institutional Advancement Council

Purpose or Function: The Institutional Advancement Council assists in building external support to the University.

Membership: Vice President for Institutional Advancement, Assistant Vice President for Marketing and Communications, Assistant Vice President for Development, Director of Alumni Affairs, and others who may be appointed by the Vice President for Institutional Advancement.

Chair: Vice President for Institutional Advancement

Momentum 2015 Steering Committee

Purpose or Function: The *Momentum 2015* Steering Committee is a group charged by the President to oversee the university strategic planning process, which delineates the progression of the university from 2005 to 2015. The Steering Committee ensures that the strategic planning process adheres to the university goal of attracting and graduating students of high potential, who are representative of the demographics of the State of Texas and the institutional principle of recruiting, retaining, and supporting a diverse, highly qualified student body, faculty, and staff. The Steering Committee will monitor the progress that the institution is making toward achieving the University Imperatives and will hear annual reports from relevant university committees/councils including but not limited to planning authority, program expansion, accreditation, master planning, and institutional effectiveness.

Membership: President's Cabinet members, Associate Vice President for Research and Scholarly Activity and Dean of Graduate Studies, Associate Vice President for Enrollment Management, Assistant Vice President for Development, College Deans' Council, Faculty Senate Speaker, Staff Advisory Council President, TAMUS representative, alumni representative, student representative, and community representative.

Chair: Appointed by the President

University Council

Purpose or Function: The University Council is a group representing all the major constituencies of the institution. The group will be assembled at the discretion of the President to receive information on significant university issues.

Membership: President's Cabinet members, Provost's Council members, Finance and Administration Council members, Institutional Advancement Council members, Athletic Director, Director of South Texas Institute for the Arts, Assistant VP/Dean of Students and Student Affairs designees, Faculty Senate Speaker and Deputy Speaker, Faculty Senate Budget Committee Chair, Staff Advisory Council President and Vice President, Student Government President and Vice President, three Regents Professors, Director of Harte Research Institute (HRI), and others so designated by the President.

Chair: President

ADMINISTRATIVE COUNCILS

Members are appointed by appropriate administrator or by position.

Academic Advising Council

Purpose or Function: The Academic Advising Council will clarify the role of academic advising in the A&M-CC educational environment. The council will also explore issues, strategies, and resources related to the evaluation and improvement of academic advising at the University.

Membership: Two faculty members from each of the colleges, one representative of the college professional advisors selected by the professional advisors, the Director of the Academic Advising Transition Center, and one representative from Enrollment Management.

Chair: Faculty member appointed by the Provost

Academic Chairs' Council

Purpose or Function: The University Academic Department Chairs' Council, in cooperation with the Office of the Provost and Vice President for Academic Affairs, initiates recommendations concerning issues of interest to the Chairs, advises on issues relevant to academic functions across campus, provides a forum for discussing any University program and serves as a body which provides counsel concerning the general academic direction of the University. The Academic Chairs' Council (ACC) will meet monthly.

Membership: The Council consists of all University Academic Department Chairs, with the Provost as an ex officio member. The University President will be invited once a year to address issues of mutual interest.

Chair: The head of the ACC will hold the title of Chair and will serve for a period of one year. The Chair will be selected by the ACC members at the end of each academic year to serve for a one-year period. The Chair will come from a different college every year on a rotation basis. The Chair will meet monthly with the Provost to discuss the results of the ACC meeting and the agenda for the next meeting. The Chair will serve on the Provost's Council.

Alumni Relations Council

Purpose or Function: The Alumni Relations Council will engage the leadership and support of alumni in the mission of the University. The Council oversees the development of programs and activities of mutual benefit to the University and its alumni.

Membership: Institutional Advancement staff supporting alumni relations, members of the executive committee of the national board, the student foundation president, and a representative of Intercollegiate Athletics.

Chair: Director of Alumni Relations or designee

BAS Council

Purpose or Function: The BAS Council assists the Advisor/Coordinator of the BAS Program in matters of policy, planning, admissions, student support, and recruitment. The Council will meet monthly.

Membership: Members are appointed by the Dean of the College of Liberal Arts in consultation with the Advisor/Coordinator. Membership is composed of one representative each from Del Mar College and Community Outreach; the two Associate Deans of the colleges of CLA and S&T; two faculty members from the colleges of S&T and CLA; and one faculty member from the College of Education.

Chair: Advisor/Coordinator of the BAS Program

Campus Beautification Council

Purpose or function: This council is responsible for approving or disapproving of sculptures/paintings, etc. to be permanently displayed on campus. It will also work with outside architect firms on landscaping and color of paint on buildings. The council helps coordinate the appearance of the campus.

Membership: The council includes the Vice President for Institutional Advancement, the Executive Vice President for Finance and Administration, the Associate Vice President for Finance and Administration, the Manager of Grounds, the Manager of Maintenance, and two faculty members, including a Professor of Art.

Chair: Vice President for Institutional Advancement

Chancellor's Student Advisory Board

Function: The Chancellor's Student Advisory Board promotes interests beneficial to students and acts as the official voice of students to the system leadership and to the public at large concerning system-wide issues and considers matters of policy and their implementation.

Membership: The University's representatives to the Board include two students: the President of Student Government and one student appointed by the President of the University. The President will also appoint an alternate to serve in the event of an absence of a representative. The alternate will take the place of the representative the following year.

Community Outreach Council

Purpose or function: This Council serves as a body to bring the University and the community together to identify community needs and to develop resources and projects to address those needs.

Membership: Community representatives, faculty, staff, and students nominated by Outreach staff for their interest or involvement in civic engagement. All directors on staff of Outreach, and one representative from each of the following: Bell Library, each college upon recommendation of the dean, Staff Advisory Council, Enrollment Management, and other departments as appropriate.

Chair: Dean of Community Outreach

Development Council

Purpose or Function: Coordinates donor development functions, sets criteria of naming opportunities, and is responsible for the reporting of external grants and gifts.

Membership: Vice President for Institutional Advancement, Provost and VP for Academic Affairs, Assistant Vice President for Development, Director of Development, Director of Foundation and Donor Relations, Director of Advancement Services, Dean of Graduate Studies and Associate VP for Research and Scholarly Activity, Dean of Community Outreach, all College Deans, and the Director of Intercollegiate Athletics.

Chair: Vice President for Institutional Advancement

Disabilities Advisory Council

Purpose or Function: The Disability Advisory Council shall serve in an advisory role to the office of Disability Services. The Council will identify and make recommendations on how to increase disability awareness, accessibility to campus, and collaborative efforts within the university to better serve the needs of students with disabilities. Council members may address a variety of issues including safety concerns on campus; adaptive technology needs; awareness trainings for faculty, staff and administration; physical modifications on campus to improve accessibility; universal design and other ways to increase information technology and classroom

accessibility; accessibility to student services; policy and program needs; funding initiatives; and identification of the systemic, physical and attitudinal barriers which our students with disabilities may encounter on campus.

Membership: Membership will include the ADA Compliance officer and representatives from Disability Services (*ex-officio*), Division of Student Affairs (2 representatives), Faculty (2 representatives), the student body (2 representatives), Division of Academic Affairs (2 representatives), Division of Finance and Administration (2 representatives) and a local community agency serving those with disabilities.

Chair: The Chair will be elected by the voting members of the Advisory Council membership.

Enrollment Management Council

Purpose or Function: The Council develops a Strategic Enrollment Management Plan for the University. The plan will provide guidance and direction with respect to recruiting and retention efforts.

Membership: The Council, appointed by the Provost, is composed of administrators who are presently involved in the recruitment and retention efforts of the University as well as members of the faculty and student body. Membership includes the Associate VP for Enrollment Management; the Graduate Dean; three representatives from the Office of Admissions and Records; three representatives from Student Affairs; representatives from the Student Financial Assistance Office, the Tutoring and Learning Center, the Academic Advising Transition Center, and Title V; two Student Government representatives; and two representatives of the Faculty Senate.

Chair: Associate VP for Enrollment Management

Environmental Advisory Council

Purpose or Function: The Environmental Advisory Council is a standing committee that reports to the Executive Vice President for Finance and Administration and is responsible for coordinating institutional stewardship of the environment through developing environmental policy and overseeing the implementation and effectiveness of the university's environmental management system (EMS). The Council serves as a campus-wide planning and advisory forum to identify, assess, and rank environmental concerns, coordinated institutional responses to these priority concerns, assess the effectiveness of actions and programs designed to resolve or manage these issues, and communicate performance to the CEO and to the campus community.

Membership: The Council shall be appointed by the Chief Financial Officer and the Provost and shall consist of members representing a cross-section of the university community, including administration, faculty, staff, and students, including at least one person from the Environmental, Health and Safety Department. Appointed members should be prepared to serve two-year terms, but the Council shall have authority to modify this through its bylaws.

Chair: Appointed by Executive Vice President for Finance and Administration

Ethics Council

Purpose or Function: The Council provides consultation to members of the University community concerning ethical issues. It may attempt to resolve ethical disputes informally when requested by advisees to do so. Advisees who wish to file grievances will be referred by the Council to the appropriate persons or committees.

Membership: The Director of Human Resources, Director of EO/ER and one faculty member and one college dean appointed by the President.

Chair: Appointed by the President

Graduate Council

Purpose: To consider all matters relating to graduate programs at Texas A&M University-Corpus Christi and to recommend practices and policies that enhance the quality of A&M-CC graduate programs.

Function: The Graduate Council serves as the advisory body to the Graduate Dean. The Graduate Council reviews and evaluates the admissions policies and processes, curriculum and program requirements, academic standards, grading policies and practices, academic advising, orientation, faculty qualifications and productivity, library and learning resources, computer and laboratory facilities and other issues relating specifically to graduate education at the University. The Council assists the Graduate Dean in reviewing the content of the Graduate Catalog.

This Council also reviews new graduate programs being considered by the University once the college initiating the proposal has approved them. Once approved by the Council, the proposal will continue through the regular approval process (i.e., the Faculty Senate, the Provost's Council, and the President.)

The Graduate Council also considers strategic directions that the University should pursue regarding graduate education and assists in the formulation of marketing, scholarship, recruiting, and program development objectives needed to achieve the institution's graduate education goals.

By April 1 of each year, the Graduate Council will submit its formal recommendations regarding graduate education to the College Deans' Council and the Faculty Senate for consideration.

Membership: The Dean of Graduate Studies and Associate Vice President for Research and Scholarly Activity, three graduate faculty members from each college who are elected by the graduate faculty of the college, the Associate Dean for Graduate Studies, and one representative elected by the Faculty Senate. A professional librarian serves as a non-voting member of the Council.

Chair: Elected by Graduate Council

Honors Council

Purpose or Function: The Honors Council assists the director of the Honors Program in matters of policy, planning, admissions, student support, and recruitment. Standing subcommittees of the Council are: admissions, scholarships, co-curricular/extra-curricular activities, curriculum, and assessment.

Membership: Members are appointed by the academic vice president in consultation with the honors director. Membership is composed of five faculty representatives (one from each college who preferably teach in the program) two student representatives, a representative from Bell Library, Student Affairs, Community Outreach, the Core Curriculum, Office of Development, Admissions and Records, and the wider community (this is a future position). Faculty are appointed for two-year renewable terms. The student representatives are nominated by election of the honors student organization and are appointed to a renewable one-year term.

Chair: Director of the Honors Program

Housing Management Council

Purpose or Function: The Housing Management Council serves as a liaison between the University and Camden Property Trust. The Council reviews the annual budget, selection of the manager, and the policies and operating procedures governing the assigned occupants.

Membership: Three representatives of Camden Properties and three representatives from the University. TAMU-CC and Camden may appoint an alternate for each member appointed who shall have all the power of a committee member in the event of an absence or an inability to serve.

Chair: The Chair is to be elected by the membership.

HUB Advisory Council

Purpose or Function: Assists the University in developing and implementing the HUB Performance Improvement Plan. The Council assists the HUB coordinators with input, ideas, communication, and implementation of HUB programs

Membership: A representative from each vice president's area, a faculty member, a staff member, representatives from physical plant, federal programs, and the purchasing department.

Chair: The chair is appointed by the Executive Vice President for Finance & Administration

Institutional Effectiveness Council

Purpose or Function: The Council is charged with ensuring that Texas A&M University-Corpus Christi is engaging in ongoing integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that results in continuing improvement and demonstrates that the institution is effectively accomplishing its mission. The IE Council will ensure that the institution has identified expected outcomes for its educational programs and its administrative and educational support services; assesses whether it achieves these outcomes; and provides evidence of improvement based on analysis of those results. IE will be the primary body that analyzes whether the institution is operationalizing its vision, mission, and institutional principles. The IE Council monitors the progress that the institution has made toward the university goals. The Council will annually report its findings to the President.

Membership: Faculty Senate Speaker, Faculty Senate Deputy Speaker, sitting Regents Professors, Provost (non-voting), Executive Vice President for Finance and Administration (non-voting), Associate Vice President for Planning and Inst. Effectiveness, Associate Vice President for Research and Scholarly Activity, Associate Vice President for Academic Affairs, Graduate Council Chair, and a representative from Student Affairs and Institutional Advancement.

Co-Chairs: Provost and Vice President for Academic Affairs
Executive Vice President for Finance & Administration

Integrated Marketing Task Force

Purpose or Function: The Integrated Marketing Task Force brings together representatives from throughout the University to address issues, concerns, strategies and tactics involved in marketing and promoting the University to its many publics. As a working body, this task force establishes goals and objectives for the academic year in which representatives support the accomplishment of goals related to marketing the University. Representatives selected for participation have hands-on authority to make recommendations, initiate and undertake tasks, and provide organized support as needed.

Membership: Assistant Vice President of Marketing and Communications, Vice President for Institutional Advancement, College Deans' Council representative, President's Office representative, Associate Vice President for Enrollment Management, Assistant Vice President for Development, Dean of Graduate Studies and Associate Vice President for Research & Scholarly Activity, Dean of Community Outreach, Director of Athletics, Communication faculty representative, Marketing faculty member, Physical Plant Director, Student Government Association President, and Student Foundation Association.

Chair: Assistant Vice President of Marketing and Communications

Intercollegiate Athletics Council

Purpose or Function: The Intercollegiate Athletic Council will oversee the intercollegiate athletics issues and serve as the liaison group between intercollegiate athletics and the academic leadership of the institution (i.e.,

Provost's Council and Faculty Senate).

Membership: The President selects members. The voting membership consists of the following: seven faculty members; two student members; three ex-officio (voting) members (the Provost, the Vice President for Student Affairs or designee and the Executive Vice President for Finance and Administration or designee), and an alumni representative. Non-voting membership includes the following: the Associate Vice President for Finance and Administration, the Director of Recreational Sports, the Vice President for Institutional Advancement, the Associate VP for Enrollment Management, and a member at large. The number of non-voting representatives may be increased.

Chair: Appointed by the President.

Recreational Sports Advisory Board

Purpose or Function: The advisory committee serves as a liaison between the participants in the Recreational Sports program and the administrators of the program. The committee assesses and reviews present programs, policies, and rules, and makes recommendations for changes in and additions to the program.

Membership: The committee includes two faculty members recommended by the Faculty Senate, two staff representatives (generally persons who have purchased recreational sports permits), one male intramural participant, one female intramural participant, one resident hall representative, one student employee who works as a sports official or supervisor, one sports club representative, and one student selected at large by the Student Government (generally a commuting student). The Director of Recreational Sports is an ex-officio member.

Chair: Elected by the Committee

Research and Scholarly Activity Council

Purpose or Function: This Council enhances and monitors academic research activities at the University, including research administration, program oversight, and program evaluation.

Membership: One faculty representative from each college recommended by the dean, plus directors of the University's research centers, the chair of the Institutional Review Board, a representative from Comptroller's Office, a representative from the Faculty Renaissance Center Advisory Committee, a representative from the library, and the immediate winner of the Faculty Research Award. Faculty members representing their colleges serve 3-year terms.

Chair: Associate Vice President for Research & Scholarly Activity

University Center & Student Activities (UCSA) Advisory Council

Purpose of Function: The University Center & Student Activities (UCSA) Advisory Council is to evaluate and recommend UCSA policies, building operations, and services; as well as advise on issues regarding programming and advising student organizations. This council is charged with serving as the voice of the UC patrons, serving as advocates of the Center and its services, and assisting in the development of UCSA's long-range plans. This body serves in an advisory capacity to the Director regarding policy development and Center operations and services.

Membership: Voting members include one representative recommended from the following departments: Office of the Vice President for Student Affairs, Women's Center, University Services (also represents the Bookstore, Campus Dining, and Wells Fargo), TRIO/SSS, and Career Services; one representative recommended from Faculty Senate, one representative recommended from Staff Advisory Council; one representative recommended from Alumni Office; two student employees recommended by the University Center & Student Activities (UCSA); and one student (president or chair) recommended by the following student organizations: Campus Activities Board, Panhellenic Council, Student Government Association, Islander Cultural Alliance,

Interfraternity Council, and University Counsel of Student Organizations. Ex-officio Members: Director of the University Center & Student Activities, Assistant Director of the University Center & Student Activities (Facilities and Operations), Assistant Director of the University Center & Student Activities (Programming and Leadership Development), Chair-Elect.

Chair: Appointed by the Vice President of Student Affairs

University Technology Council

Purpose or Function: The purpose of the University Technology Council is to coordinate academic, administrative and student information system technology issues and recommend to the President's Cabinet the strategic direction for the University regarding technology issues. The group also will recommend to the President's Cabinet the financial allocations targeted for technology.

Membership: The Council's membership will have representation from the following areas: Provost, Finance & Administration, Institutional Advancement, Student Affairs, Graduate Studies, Planning and Effectiveness, Library, Enrollment Management, and a single representative of each college dean. (The head of Information Technology is an ex-officio member.) Non-ex-officio members serve three-year staggered renewable terms.

Chair: Associate Vice President for Planning and Inst. Effectiveness

Web Council

Purpose or Function: The Web Council is a collective of individuals from throughout the university appointed by the vice presidents, provost, college deans and department chairs who create and maintain Web content for the university's many units. The group is led by the University Web Coordinator who utilizes this council for input regarding changes within and adherence to university Web policies; communicates Web publishing guidelines developed to serve in brand development and management; and provides a forum for members to discuss Web technologies and processes.

Membership: University Web Coordinator, Academic Web Coordinator, and Departmental Web Coordinators.

Chair: University Web Coordinator (Web Services Manager)

Women's Center Advisory Council

Purpose or Function: In collaboration with the Director of the Women's Center, the Advisory Council will review Center priorities and policy and recommend ways to implement the Center's purpose and goals. The Council will review the budget annually for alignment with the strategic plan. It will establish committees and task groups as needed to complete the work of the Women's Center.

Membership: One faculty member from each college, selected by the dean, will serve on the Council. The Staff Advisory Council will select one administrative/managerial/professional and one support/service representative to the Women's Center Advisory Council. The Provost and Vice President for Academic Affairs, the Executive Vice President for Finance and Administration, the Vice President for Institutional Advancement, the Vice President for Student Affairs, and the Director of the Library will each designate a representative to the Council. Student Government will select six representatives, with at least one representative from each college. A community representative will be designated by the Director of the Women's Center. The Director will be an ex-officio member of the Council. Council members will serve 2-year staggered terms.

Chair: Elected by Advisory Council Membership

REPRESENTATIVE ADVISORY BODIES

Faculty Senate

See Sections 1.3.5, 1.3.5.1, and 1.3.5.2 of the Faculty Handbook for information on the Faculty Senate.

Staff Advisory Council

Purpose or Function: The Staff Advisory Council (SAC) is an elected body of non-faculty employees. As a recommending and advisory body, the council reports to the Executive Vice President for Finance and Administration and/or the President of the University. The organization functions in accordance with its constitution. The Council serves to represent all benefits-eligible employees of the University not currently represented by other bodies of representative governance (i.e., President's Cabinet and Faculty Senate).

Membership: Membership is defined in the SAC Constitution. To be eligible to serve on the Council, prospective representatives must have completed one year of regular, benefits-eligible employment at TAMU-CC prior to the commencement of their elected term of office. Council representatives are elected to two-year terms defined by fiscal year: September 1 to August 31. Representatives can serve a maximum of two consecutive terms. Following a year off the Council, former members are again eligible to run for office. Council membership will be comprised of one representative for every 30 constituents in each of 6 occupational categories with a cap of 10 representatives in any one category. One representative will be appointed by the Director of the South Texas Institute for the Arts. A designated representative of the Department of Human Resources will serve as a resource to the Council.

Presiding Officer: Staff Advisory Council President (elected annually by membership)

Student Government

Purpose or Function: The Student Government is an elected body representing the students of the University. It provides students with a voice for their concerns and a way to contribute to the decision making process of the University. Members provide a direct link between students and the administration. The Student Government often participates in and/or organizes activities and service projects.

Membership: Elected positions include President, Vice-President, Senators, and Representatives. To serve as an official, a student must be enrolled at the University and maintain a GPA of 2.5.

Presiding Officer: President of Student Government, who is elected by the student body

UNIVERSITY COMMITTEES

The Faculty Senate, in consultation with the colleges, recommends faculty representatives to University Committees. This list does not include ad hoc committees or college committees. It does not include committees composed solely of students.

Academic Standards Grievance Committee

Purpose or Function: The Academic Standards Grievance Committee is a standing committee designed to consider grade appeals and other issues related to academic standards.

Membership: The committee consists of six faculty members and two students, selected as follows. The Faculty Senate Committee on Committees will select twenty tenured and tenure-track faculty members along with the members of the Academic Affairs Committee of the Faculty Senate to form a pool of faculty representatives who are available to serve on the Academic Standards Grievance Committee, as needed, during the academic year. The Student Government will select the student members of the Academic Standards Grievance Committee. Because of the unique nature of this committee, the three-year term rule will not apply to this committee, and appointments will be for a one-year term ending on August 31. Some members may be asked to serve in the summer.

Chair: The Associate Vice President for Academic Affairs will appoint the Chair for each occasion that a grievance is referred to the Committee. The Chair will not be a representative from the College from which the appeal emanates.

Calendar Committee

Function: The Committee will analyze previous academic calendars and make recommendations for modifications to upcoming calendars, and coordinate a master university calendar so that there will be coordination of university scheduling. The Committee may appoint a subcommittee of appropriate personnel who will oversee facilities use and management issues.

Membership: The Associate VP for Enrollment Management, the Director of the Performing Arts Center, and one representative from each of the following: the Provost's Office, Institutional Advancement, Fiscal and Administrative Affairs, Student Affairs, Planning and Institutional Effectiveness, the Faculty Senate, the College Deans' Council, the Staff Advisory Council, and the University Center.

Chair: Dean, Community Outreach

Ceremonies Committee

Purpose or Function: The Committee coordinates academic ceremonies such as graduation, academic honors, dean investitures, and other academic ceremonies and makes recommendations concerning the program, speaker, processional, and general pomp and circumstance of the occasion.

Membership: Administrative Assistant to the President, the Associate Vice President for Academic Affairs, representatives from the Provost's Office and the Office of the Associate Vice President for Academic Affairs, Director of Admissions and Records, Assistant Director of Admissions, Registrar, the University Band Director, one representative selected by the Faculty Senate, and one representative from each of the following: Disability Services, Student Activities, Student Affairs, the College Deans' Council, and Physical Plant, and other relevant university units as determined by the Provost.

Chair: Associate Vice President for Academic Affairs

Conflict of Interest Review Committee (CIRC)

Purpose or Function: The Conflict of Interest Review Committee (CIRC) is responsible for reviewing any actual or potential conflicts of interest that may arise due to a financial or other personal interest of an investigator. The Associate Vice President for Research and Scholarly Activity conducts an initial review of all financial disclosures to determine if any disclosed Significant Financial Interest could affect the design, conduct, or reporting of the proposed sponsored project. If the initial determination is made that there may be a potential conflict of interest covered by TAMUS Regulation 15.01.03 Conflict of Interest in the Design, Conduct and Reporting of Sponsored Research and Educational Activities, the investigator will be notified and the Disclosure Packet will be referred to the CIRC.

Membership: The CIRC members and chair are appointed by the Associate Vice President for Research and Scholarly Activity. The CIRC is composed of researchers representing a cross section of disciplines and a research administrator.

Chair: The chair is appointed by the Associate Vice President for Research and Scholarly Activity.

Core Curriculum Committee (FC³)

Purpose or Function: The Core Curriculum Committee focuses on issues involving the core curriculum program, such as course requirements, advising, transfer equivalency, freshman seminars, and assessment.

Membership: Voting members: two faculty representatives from each college recommended by the Faculty Senate in consultation with the dean of each college. Other members: The Provost and Vice President for Academic Affairs or designee, the co-directors of the Core Curriculum Program, a representative from the College Deans' Council, the First-year Seminar Program Coordinator, the First-Year Writing Program Coordinator, a representative from the Bell Library and the Director of Academic Advising.

Chair: Elected by the Committee

Diversity Committee

Purpose or Function: The Diversity Committee will uphold and promote the mission and goals of the University, specifically Momentum 2015. It will be responsible for suggesting and coordinating University-wide events. It will strive to create an inclusive and welcoming University Community for students, faculty and staff. Key values to be examined are engagement, exploration, our differences and similarities, and creating a climate of inclusion, empowerment, equity, access, shared responsibility, accountability and social justice for all.

The Committee will produce a final report to the President at the end of the year, highlighting the achievements and recommendations. It will be responsible for reviewing, analyzing and recommending issues, practices, and initiatives related to diversity. This committee provides students, faculty and staff with an accessible forum for understanding, developing, and analyzing both concerns and interests related to diversity. Diversity includes both the primary dimensions (e.g., race, gender, disability, age, sexual orientation) and secondary dimensions (e.g., social class, religion, marital status).

Membership: The Vice President for Student Affairs, the Director of Equal Opportunity and Employee Relations, the Associate VP for Enrollment Management, Director of Human Resources, one representative: Dean's Council, Staff Advisory Council, Institutional Advancement, and two representatives from Student Affairs, two representatives appointed by the faculty senate, three students appointed by the Student Government Association, and one community member appointed by the President.

Chair: Vice President for Student Affairs

Environmental, Health, and Safety Committee

Purpose or Function: The Environmental, Health, and Safety Committee is a standing committee reporting to the Executive Vice President for Finance and Administration. The scope of the committee is to a) work to ensure that environmental and safety considerations are integrated and embedded into University functions, processes, and activities; b) make assessments of safety needs; c) provide the organization and impetus to facilitate integration of sound environmental and safety practices; and d) develop and propose environmental and safety rules to comply with laws and policies.

Membership: The committee will consist of the Executive Vice President for Finance and Administration, Art Facilities Supervisor, Lab Facilities Supervisor, one representative to be selected by the Staff Advisory Council, one faculty member from each college to be selected by the Faculty Senate, one representative from the Centers and Institutes, a student representative to be selected by the Vice President for Student Affairs, five staff members to represent University Health Center, Housing, University Center and Student Activities, University Counseling Center, and Recreational Sports to be selected by the Vice President for Student Affairs, and a representative from each of the following: Community Outreach, Human Resources, Intercollegiate Athletics, Library, Physical Plant, and Police. The Environmental, Health, and Safety Senior Administrative Assistant is an ex-officio member and will serve as the committee secretary.

Chair: Appointed by the Executive Vice President for Finance and Administration

Faculty Hearing Committee/Advisory Committee Pool

Purpose or Function: The members of this pool will be subject to appointment by the Provost or President to hearing committees or advisory committees referenced in University Rule 12.01.99.C3, Faculty Dismissals, Administrative Leave, Non-reappointments and Terminal Appointments. Members of the pool may also be appointed by the Provost to serve on ad hoc university investigation committees to review faculty grievances covered by University Procedure 32.01.01.C1.01, Complaint and Appeal Procedure for Faculty Members.

Membership: The Faculty Senate will designate a pool of eighteen (18) tenured faculty members with representatives from each of the colleges.

Chair: Hearing committees and advisory committees appointed from the membership of this pool will select their own chairs. The chairs of ad hoc investigation committees will be selected by the Provost.

Faculty Renaissance Center (FRC) Committee

Purpose or Function: The Faculty Renaissance Center Committee is charged with developing recommendations for a focused Faculty Development Program from data based on program reviews, faculty evaluations, and other sources with the express purpose of improving student outcomes. The committee is also charged with implementing the elements of the FRC Strategic Plan.

Membership: Voting members will include two faculty members from each college selected by the Faculty Senate in consultation with the colleges, and a representative from the library. Other individuals interested in serving on the FRC Committee may participate in a non-voting capacity.

Chair: Elected by the membership

Homecoming Committee

Purpose or Function: The Committee will plan and execute annual multi-day event showcasing all elements of the University, with emphasis on bringing back to campus as many alumni as possible.

Membership: Two representatives from Student Affairs, two representatives from the alumni, one representative

selected by the Faculty Senate, and one representative from the following: Institutional Advancement, Finance and Administration, Intercollegiate Athletics, Student Government, Student Foundation, Island Ambassadors, and other interested parties.

Chair: To be determined

Honorary Degree Committee

Purpose or Function: This Committee will review nominations for honorary degrees, which are submitted by members of the faculty, administration, or Board of Regents. In reviewing the nominations, the committee will follow the guidelines in System Policy 11.7, University Rule 11.07.99.C1, and University Procedure 11.07.00.C1.01. Recommendations approved by the committee will be forwarded to the President for further review. Honorary degrees must be approved by the Board of Regents.

Membership: Provost and Vice President for Academic Affairs, the Dean of Graduate Studies and Associate Vice President for Research and Scholarly Activity, the Speaker of the Faculty Senate, and one tenured full professor from each of the colleges. The Faculty Senate, in consultation with the colleges, recommends faculty representatives to the committee, in accordance with standard university procedures for the selection of university committees.

Chair: Appointed by the President from the faculty representation on the committee

Institutional Animal Care and Use Committee

Purpose or Function: The Institutional Animal Care and Use Committee (IACUC), as an agent for the University's obligations for humane care and use of animals, shall:

- Assure all activities involving animals meet the ethical and legal requirements for the humane care and use of animals.
- Maintain and promote an open and cooperative relationship with investigators, faculty and the greater University community.
- Educate the University community concerning the ethical and regulatory considerations for the humane care of animals.
- Review, at least every six (6) months, the University's program and all animal facilities using USDA Regulations/Guide as a basis.
- Meet all federal requirements as defined in the Animal Welfare Act, the Public Health Service Policy on the Humane Care & Use of Laboratory Animals and the Guide for the Care and Use of Laboratory Animals.

Membership: Members are appointed by the Provost and Vice President for Academic Affairs in consultation with the Chair of the Committee on Committees, Faculty Senate for staggered four-year terms. Membership must include a veterinarian, a community representative, a non-scientific representative from the University, and two scientific members from the University representing the wide diversity of activities utilizing animals on campus.

Chair: Elected for a two-year term by the Committee.

Institutional Review Board

Purpose or Function: All activities involving research with live human subjects in all fields of University activity will come under the purview of the Institutional Review Board. This committee has the primary responsibility for maintaining ethical standards of research involving human subjects at the University.

Membership: The membership of the IRB is composed of a member of the Ethics Council, two faculty members

from each college selected by the Associate Vice President for Research in consultation with the dean of the college and approved by the Faculty Senate, a representative from the Library, and two persons from the community. The committee make-up will reflect the federal guidelines on IRB membership. These guidelines require the membership to include persons of varying backgrounds to promote complete and adequate review of research activities. The members will have expertise and experience in a variety of specified areas. Also, the membership should reflect diversity, including consideration of race, gender, and cultural backgrounds and sensitivity to community attitudes. Faculty members serve for three years on an alternating basis. The community members serve two-years.

Chair: The Chairperson is elected by the membership for a two-year term, and is eligible for re-election. A vice chair will also be elected.

Inter-Institutional Program Development Committee (Texas A&M University-Corpus Christi/Del Mar College)
Purpose or Function: The committee seeks to address opportunities for collaboration, particularly as it relates to the transfer of students from Del Mar College to Texas A&M University-Corpus Christi. Meets quarterly.

Membership: Administrators and the Faculty Senate Speaker from both institutions.

Chair: Co-chaired by the vice presidents for academic affairs of both institutions.

Library Committee

Purpose or Function: The University Library Committee (ULC) provides input and guidance to the library on policy and strategic matters. The ULC is part of the infrastructure supporting library operations, programs, services and information resources. The ULC strives to represent the diversity of disciplines and cultures in the university community. Members are committed to assisting the functioning of the university library and the needs of individual colleges and programs. Tasks include the following.

- i. Provide strategic guidance and suggestions to university administration on library activities/functioning.
- ii. Provide guidance to the library administration in delivering its services to the shareholders in strategic/policy matters.
- iii. Monitor the allocation and utilization of library funds and resources to various programs and colleges.
- iv. Assist in evaluating the performance of the library in terms of the satisfaction of its stakeholders (i.e. students, faculty, staff, administration and the community).
- v. Communicate information necessary to build collections of specialized subject matter to satisfy the requirements of students and university and college accrediting bodies.
- vi. Achieve the goals for the current academic year set by the ULC in the first meeting.

Membership: ULC faculty members are nominated by deans of colleges in coordination with the speaker of the Faculty Senate and Provost, and formally appointed by the President for three-year terms. The committee consists of two representatives from each college and two students (one undergraduate and one graduate) who are appointed by the Student Government Association, and who serve one-year terms. The Director of the Bell Library serves on the committee in an ex-officio capacity. ULC membership is staggered by college, such that new members rotate onto the committee every two years. Thus, one third of the membership will rotate off the committee each year.

Chair: Elected by the committee. The committee elects a secretary/chair-elect, who serves in this capacity for one year and who then becomes chair for the next academic year.

Research Enhancement Committee

Purpose or Function: The committee is responsible for receiving and evaluating grant proposals and

recommending grant awards from Research Enhancement Program funds.

Membership: The committee consists of two representatives elected by each of the colleges to serve for two years with staggered terms.

Chair: The Associate Vice President for Research and Scholarly Activity, who serves as a non-voting member and provides administrative support to the Research Enhancement Program, chairs the committee.

Scholarship Committee

Purpose or Function: The Scholarship Committee oversees the process for awarding academic and fine arts scholarships at the University, including those awarded on the college, departmental, or program level. The committee develops and implements guidelines for the awarding of scholarships, conducts evaluations to facilitate the development of guidelines, reviews and evaluates academic and fine arts scholarships that are administered by the University and, if necessary, modifies them; selects the recipients of certain university-level academic scholarships; and hears appeals concerning the withdrawal of scholarships.

Membership: Two members from each college and a representative from the Library recommended by the Faculty Senate in consultation with the colleges will serve staggered three-year terms and be eligible for reappointment. Also serving are three representatives from Institutional Advancement; representatives from Financial Affairs, Enrollment Services and Admissions and Records; the Dean of Graduate Studies and Associate Vice President for Research & Scholarly Activity (or designee), a representative of the Military Science Program, and a representative of Intercollegiate Athletics. Representatives of the Office of Student Financial Assistance serve in a non-voting, ex-officio capacity.

Chair: VP for Institutional Advancement

Student-Athlete Health and Wellness Advisory Committee

Purpose or Function: The Student-Athlete Health and Wellness Advisory Committee shall serve in an advisory role to the Athletic Department. The committee will advise and initiate recommendations to increase preventative, educational, research and collaborative efforts on campus to improve the overall physical and behavioral health of the student-athlete.

Membership: Membership will include two TAMU-CC Team Physicians, the Assistant Vice President and Dean of Students (or designee), the Director of Athletic Training Education, the Head Athletic Trainer (ex-officio), and additional representative of the Athletics Training staff, and a representative from each of the following areas: the University Health Center, the University Counseling Center, the Disability Services Office and the TAMU-CC faculty. When the faculty member's term ends, a new faculty member will be recommended by the Faculty Senate in conjunction with the Head Athletic Trainer .

Chair: Chair will be elected yearly by committee members.

Student Publications Committee

Purpose or Function: The Committee will develop and monitor rules for student publications.

Membership: Voting members: One student recommended by the Student Government Association; two students recommended by the Council of Student Organizations; and three faculty members selected by the Faculty Senate, in consultation with the colleges including one faculty member from journalism, communications, or English.

Ex-Officio Members: *Island Waves* advisor, *Island Waves* editor, *Island Waves* advertising manager, senior student affairs officer, and a representative of Intercollegiate Athletics.

Chair: Appointed by the Vice President for Student Affairs

Undergraduate Admissions Committee

Purpose or Function: The Committee reviews the applications of undergraduate applicants who do not meet the University's regular admission criteria but who qualify for consideration under the Alternative Admission Procedure. Based on the review, the committee makes recommendations as to whether applicants should be admitted. In addition, the committee reviews undergraduate admissions policies and makes policy recommendations.

Membership: Includes one faculty representative from each college (recommended by the Faculty Senate, in consultation with the colleges), one academic dean representing the deans, the Associate VP for Enrollment Management, the Director of Admissions and Records, an academic support services person, an administrator representing Student Affairs, the Title V/TRIO, one graduate student, and one undergraduate student. The Office of Student Affairs chooses the student representatives.

Chair: Appointed by the committee

University Faculty Development Committee

Purpose or Function: The purpose of this committee is to solicit, receive, and review faculty proposals for development leave, and then to forward recommendations to the Provost.

Membership: The committee is comprised of 10 faculty representatives, 2 elected from each college, who will serve 2-year staggered terms.

Chair: The committee chair is elected from the membership.

University Promotion and Tenure Committee

Purpose or Function: The University Promotion and Tenure Committee shall receive the material related to tenure or promotion (curriculum vitae and recommendations from the department chair, dean, and promotion/tenure committee) from the Provost, and shall review the material concurrently with the Provost. This committee shall evaluate each candidate's materials according to the appropriate college's most recent promotion or tenure bylaws/guidelines and the University's promotion and tenure criteria. The committee shall avoid consideration of irrelevant and extraneous information. The committee may ask for additional information from candidates.

The chair, a non-voting member, may participate in the discussion of each candidate's material. After review of each candidate's material, the committee shall prepare a written assessment of the candidate's qualifications and a recommendation for each candidate. The votes for and against the recommended candidates will be recorded by the chair (without the names of those casting the votes) and sent to the Provost along with the recommendation and assessment.

The committee will also consider the complete dossier of any faculty members who are appealing negative decisions at either the dean or college promotion and tenure committee level. The committee's recommendation will be forwarded to the Provost. The voting and deliberations for the appeals process will be the same as for the recommended candidates with one exception. If the committee's recommendation to the Provost on an appeal case is not unanimous, written rationale for each of the differing views must be presented to the Provost in addition to the vote count.

This committee is advisory to the Provost and President. Even if the committee's assessment of a candidate is negative, that negative assessment will not halt the consideration of the candidate's file by the Provost and

President. According to System Regulations, the President of the University must recommend candidates to The Texas A&M University System Board of Regents for official approval of promotion and tenure bids. The committee should submit its recommendations to the Provost no later than March 5.

The above description is subject to change based on revisions in the university promotion and tenure rules

Membership: The members are elected by the respective college faculties.

Chair: Selected by the Provost and the President.

WORKING GROUPS

American Democracy Project Working Group

Purpose or Function: Implements the multi-year AASCU American Democracy – Civic Engagement Project.

Membership: Appointed by the Provost to include interested faculty members, Community Outreach staff, and other university members.

Chair: Provost's designee.

First-Year Experience Council

Purpose or Function: Implements the criteria of the American Association of State Colleges and Universities (AASCU) Institutions of Excellence in the First College Year to ensure improvement of the A&M-Corpus Christi First-Year Program and all campus activities affecting first-year students.

Membership: The Associate VP for Academic Affairs, Co-Directors of the University Core Curriculum Programs, Seminar Coordinator, academic advising representative, Director of Transition Center, core program coordinator, representatives from the Office of the Vice President for Student Affairs, faculty member(s) actively engaged in first-year instruction, representatives from Admissions and Records and the Tutoring and Learning Center, Camden (housing) representative, a sophomore student who has completed their first year at A&M-Corpus Christi a second semester first-year student who has completed one semester at A&M-Corpus Christi, and others as determined by the Committee Co-chairs and approved by the Provost.

Chair: Assistant VP for Student Affairs/Dean of Students and Co-Director, University Core Curriculum Programs.