

# **RADFORD UNIVERSITY**

**Review of**

## **INTERNAL GOVERNANCE COMMITTEES AND COUNCILS**

**Summer 2009**

**Assembled by  
Steve Lerch  
Vice Provost for Academic Enhancement**

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## I. Background

Shortly after her arrival at Radford University in June 2005, President Kyle moved oversight responsibility for RU's Internal Governance system from her office, where it was previously managed by the Executive Assistant to the President, to the Office of the Vice President for Academic Affairs (later, the Provost). The Vice Provost for Academic Enhancement was assigned responsibility for ensuring that faculty, staff, and students were assigned to committees and notified of those assignments. However, a critical aspect of the functioning of internal governance was overlooked: namely, the monitoring of the work of IG committees and councils through a review of their annual reports.

While these reports were supposed to have been completed annually by every IG committee and council, none have been requested, submitted, received, or analyzed since 2005. (In truth, many committees and councils had not submitted the reports for many years prior to President Kyle's arrival.) This has made it difficult to monitor the effectiveness of the IG system and led to the perception—which, sans evidence, is impossible to confirm or refute—that internal governance at RU is not working as it should: that committees have not been meeting and are not fulfilling their functions, that key constituencies are not being heard as important decisions have been made, *etc.*

In response to these perceptions, the Faculty Senate passed a motion at its final meeting of the 2008-2009 academic year asking that President Kyle produce a report by October 1, 2009 on the status of shared governance at Radford University . . .

. . . which shall include but not be limited to:

1. A report on the frequency of meetings and participation of committee members for the Academic Year 2008-2009;
2. A report on the actions and accomplishments of each committee for the academic year 2008-2009;
3. A report of the goals and objectives of each committee for the academic year 2009-2010.

Since, as noted above, IG no longer falls under the purview of the President, the Office of the Provost put together a brief survey to obtain information from IG committees and councils. The survey, which asked for information both about 2008-2009 activities and about the committee's/council's role in IG, was sent by Provost Stanton to committee chairs on May 19, 2009. A follow-up reminder was sent to non-respondents on June 30, 2009. Responses were received from the vast majority of IG committees and councils; there are probably good reasons (discussed below) for most of the non-responsive committees and councils.

The report that follows compiles the information received by the Vice Provost for Academic Enhancement. It is organized as follows:

- Section II cites the current IG document's "procedures and guidelines" statement; *i.e.*, it describes the way that IG at Radford University is *supposed* to work.
- Section III is the compilation of reports we received. To put the report from each committee/council in context, each report is preceded by the statement in the current IG document that describes the committee's function, membership composition, and designated administrator. Reports are organized as listed under the designated administrators indicated in the 2003-2004 IG document. Where appropriate, comments note changes in reporting lines that have occurred since then.

- Section IV offers a brief summary of the Vice Provost's review of the materials that were received. This summary reflects one person's unsolicited review of the committee and council reports; it is by no means intended to be definitive, but it may be of some help as the University decides upon "next steps" in the creation of a new system of shared governance.

Most committees and councils submitted minutes of 2008-2009 meetings. They are not included in this document, but they are available upon request.

## II. Procedures and Guidelines for University Committees and Councils

**A. Membership** — When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president. All appointments to university committees and councils are submitted to the President's office by July 15. Persons who serve by virtue of position may appoint a designee. Designated representatives may serve as voting members. All university committees and councils should convene by October 1 with exception of noted committees that are convened only when business needs to be addressed.

**B. Term of Appointment** — The term of appointment to university committees and councils is two years staggered (unless otherwise indicated) for all non-student members to ensure continuity. The term of appointment for students is one year. Members may be reappointed. If a substitute is appointed to complete the term of any committee member, the substitute's term shall expire at the end of the original term.

**C. Designated Administrators** — The President, a member of the President's Cabinet or his/her designee serves as the designated administrator for each university committee and council. Designated administrators are responsible for facilitating the business of the committees and councils, convening or designating a convener for the first meeting of the committee, serving as a resource for the committee or council, and facilitating the approval of proposals. The designated administrator may choose to attend any of the committee/council meetings for which the administrator is responsible (except when appeals or grievances are being considered that may later be considered by the designated administrator). In most cases the designated administrator is a non-voting member unless otherwise noted in the committee composition description.

**D. Officers** – Unless otherwise indicated, the chairs of university committees and councils are elected annually by the members of the committee or council by the second meeting of the committee/council. The chair identifies a vice chair and a recording secretary and notifies the Executive Assistant to the President of their selection as chair.

**E. Committees/Councils Internal Policies** — University Councils and Committees that have or develop internal policies for carrying out the responsibilities of the council/committee will submit those documents and any subsequent revisions to the appropriate designated administrators for review and approval. A copy of these documents is to be filed with the designated administrator or designee.

**F. Path of Proposals** — The sponsor of the proposal is responsible for submitting the proposal to the appropriate University committee/council or senate for discussion and action. If the proposal is approved, the chair of that committee/ council/senate will determine if the approval of another committee/council/designated administrator is required or desirable and, if so, will submit the proposal to that authority along with any comments received from senates. The submitter of the proposal will be notified of referral to another committee or council and the final decision. Although authority for the approval of proposals is delegated to the lowest appropriate level, certain proposals may require approval at several levels up to and including the Board of Visitors.

As proposals are being considered, each of the senates and University committees/councils is expected to insure that ample opportunity is provided for the appropriate senate(s) to review and take action if needed on any proposals that are of significance to those members of the University community who are represented by one or more of the four senates or as required in this document. Generally, this obligation can be accomplished as follows: **Committee/council members who are appointed by the respective senates should accept responsibility for identifying those issues that are of potential interest to their constituents and for facilitating communication between their senate and the University committee/council.** All recommendations/proposals that require the approval of another committee, council, senate, designated administrator[s], President's Cabinet, President, Board of Visitors shall be made in memo form to the appropriate designated administrator and bodies. **Note:** These steps must occur in a timely fashion. If no decision has been rendered from the appropriate approval authority within 20 class days, the proposal may be submitted to the next level of authority by the sponsor of the proposal.

**Pertinent Form** — This form is distributed by the Executive Assistant to the President.

**Internal Governance Annual Report and Recommendation/Proposal Form** — This form, distributed by February 15 each year, is to be used on an annual basis by every University committee and council. The annual report and any recommendations/proposals for changes to the Internal Governance document are to be included on this form and submitted to the designated administrator by March 15. Following their review, the designated administrator will submit these forms to the Executive Assistant to the President by April 15.

**G. Parliamentary Authority** — *Robert's Rules of Order Newly Revised* governs all proceedings of the internal governance committees and councils.

**H. Attendance** — All members are expected to attend meetings of their respective committee/council. The appointing senate/official will be notified by the committee/council chair or secretary if their representatives are not attending meetings. At this time, the appointing senate/official will be asked to appoint someone who can and will attend regularly.

**I. Meetings** — Except when personnel matters are being considered, all meetings of the councils or committees, subject only to space limitations, are open to faculty, students, and staff of the University. Observers may request permission of a council or committee to testify or participate in debate. A quorum shall be based on a majority of the voting membership of the committee/council, excluding any membership positions that are vacant after October 1<sup>st</sup>.

**J. Minutes** — Each University committee/council will distribute the minutes to the members of the committee/council and the appropriate administrators. Hard copies of the minutes and supporting documents will be filed in the official committee file (maintained by the designated administrator or designee). These documents will be maintained for the current and previous academic year at a minimum.

**K. Internal Governance Structure Revisions** — Proposed changes to the established internal governance structure and university committees /councils including the establishment of new committees are to be submitted to the University Executive Council through the designated administrator. A proposal to change the function or membership of a committee must come from the committee or be submitted to the committee for comment. In case of varying recommendations see the University Executive Council function on page 13. When developing proposed changes, the originator(s) should consult the appropriate Cabinet Officer. All proposed changes to committees /councils should to be submitted by the designated administrator to the University Executive Council by April 15 along with that committee's or council's Annual Report.

The University Executive Council is responsible for the review and approval of proposed changes in the membership composition and function and the coordination of all University committees and councils, except those reporting to the senates. The actions of the University Executive Council are subject to the approval of the President's Cabinet.

**L. Confidential Discussions and Documents** – University councils and committees will not withhold any documents or records of discussions (except those protected by federal and state law) from any constituency group. Virginia Code 2.1 – 342.01 section A paragraph 6 allows the working papers and correspondences of the chief executive officer of any public institution to be kept confidential for deliberative and personal uses. In accordance with the principles of the internal governance system, when working papers and correspondences are submitted to university councils and committees they will be treated as public documents.

### III. Standing Internal Governance University Committees and Councils

#### A. Committees and Councils Reporting to the Office of the President or Designated Administrators

##### Convocation and Commencement Committee

**Function:** Schedules and plans university convocations (held during the opening of the fall semester, on Founder's Day and others that may be scheduled), commencements, and related activities. The committee will submit recommendations concerning the selection of speakers for convocations and commencement programs to the President. Substantive proposed actions by this committee require the opportunity for comments from the SGA and Faculty Senate prior to submission of a final report to the President's Cabinet.

**Membership Composition:** Executive Assistant to the President (nonvoting); one Undergraduate College Dean; one Academic College Graduation Coordinator; Assistant Vice President for Communications; Registrar; Alumni Director; Graduate College Dean; one alumnus appointed by President of Alumni Association; Senior Class Advisor; two teaching faculty; and two students (Graduate Student Senator and Senior Class Senator/President). Additional persons may be included as non-voting members as needed to conduct the committees business. These persons may include the Director of University Bands, Choral Music Director, Director of the Dedmon Center, Heth Student Center Assistant Director for Programming, Assistant Vice President for Facilities or a designated representative. Because of the size of this committee, the committee may organize its membership in such a manner as to be efficient in carrying out its responsibilities.

**Designated Administrator:** Executive Assistant to the President

#### Internal Governance Committee Report 2008-2009

Name of Committee or Council: ***Convocation & Commencement***

Responsible Administrator: ***Special Assistant to President***

Report Submitted by: ***Jo Ann Kiernan***

Date: ***5/22/09***

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

***Approximately every 2 weeks for the two month leading up to Commencement plus a recap meeting after the event.***



2. Did the majority of the members of the committee attend and participate in most meetings?

**Yes.**

3. What recommendations for action were made by the committee this year?

***The Committee's prime function is planning Commencement. There were no recommendations for action outside of the usual minor changes that occur each year.***

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

***See previous response.***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***In view of the difficulties with some parts of the Commencement Rain Plan, the committee recommends review and revision of the plan prior to next year's ceremony.***

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***The Committee's work is evidenced in the Commencement events themselves.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***I don't believe it could be merged.***

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***Due to nature and scope of mounting an event like Commencement, many departments are, of necessity, involved. I would say the optimal number is about 15 individuals.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***Representation for the following is essential:***

***Students, Faculty, Registrar, Facilities Operations, TV/Radio Communications, Student Activities, Alumni Relations, Graduation Coordinator, University Relations, and Recreational Facilities.***

***Other departments whose participation is necessary but need not be represented at every meeting are the President's Office, RUPD, Emergency Preparedness, University Services, and the Disability Resources Office.***

10. The RU Internal Governance Document indicates that "When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president."

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***I consider it appropriate.***

### **Diversity and Equity Action Committee**

**Function:** Recommends and reviews policy and procedures concerning equity issues. Serves as advisory group to the President's Cabinet and the University's Equal Opportunity Official on diversity and equity issues. Develops and recommends strategies for recruitment and retention of underrepresented groups (students, faculty, and staff). Develops and recommends strategies and reviews issues related to students, faculty and staff with disabilities. Proposed actions from this committee require the opportunity for comment from all the senates prior to submission of a final report to the President's Cabinet.

**Membership Composition:** Two teaching faculty; Executive Director of Human Resources; Admissions Representative, Social Equity Officer (non-voting), Director of Multicultural and International Student Services, Coordinator of Disability Resource Office, one college Dean; one Staff Senate representative; and three students. All attributes of the University's statement of non-discrimination will be addressed in the formation of this committee. Additional persons may be appointed as non-voting members as needed to conduct the committee's business.

**Designated Administrator:** Social Equity Officer

### **Internal Governance Committee Report 2008-2009**

*No report was submitted for this committee. The Diversity and Equity Action Committee has not met for a number of years. The designated administrator is the University's Social Equity Officer, and RU no longer employs anyone with that title.*

### **Enrollment Management Committee**

**Function:** The Enrollment Management Committee conducts studies and analyzes data on demographic trends; sets enrollment targets for new freshmen, transfers, graduate students, summer and off-campus enrollments; and reviews the recruitment and marketing plans for appropriateness to the specified goals. This committee has the authority to recommend the management strategies for the reports to SCHEV.

**Membership Composition:** Vice President for Academic Affairs, Vice President for Business and Governmental Affairs, Vice President for Student Affairs, Vice President for Planning and Research, Vice President for University Advancement, Associate Vice President for Academic Programs, Director of Admissions, Dean of the College of Graduate and Extended Education, one teaching faculty (non-voting), and one student (non-voting). Additional persons may be included as non-voting members as needed to conduct the committee's business. These members will report regularly to the President.

**Designated Administrator:** President

### **Internal Governance Committee Report 2008-2009**

*No report was submitted for this committee. It met once during the 2008-2009 year and will undoubtedly need to be reconfigured, given the arrival of the new Vice Provost for Enrollment Planning and Management.*

## Intercollegiate Athletics Committee

**Function:** Recommends and reviews policies concerning intercollegiate athletics; recommends the addition and elimination of intercollegiate athletic sports. Proposed actions from this committee require the opportunity for comment from the SGA and Faculty Senate.

**Membership Composition:** Director of Intercollegiate Athletics (nonvoting); Assistant Athletic Director for Compliance; three teaching faculty (to include the NCAA faculty representative); two students (one female and one male); Business Affairs representative, University Advancement representative; Social Equity Officer; and Staff Senate representative. Additional persons may be included as non-voting members as needed to conduct the committee's business.

**Designated Administrator:** President

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Intercollegiate Athletics Committee*

Responsible Administrator: *Special Assistant to the President*

Report Submitted by: *Betty Dore*

Date: *May 20, 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*We try to meet monthly. There was no meeting in March, 2009, because of all the work being done for the Men's BB Conference games.*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes*

3. What recommendations for action were made by the committee this year?

*Several discussions regarding upgrading of facilities for student athletes*

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

*Goal 2.5*

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***Not as yet. This is usually the topic of discussion for the first meeting in the fall.***

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***Our function is to recommend and review policies concerning intercollegiate athletics and recommend the addition and elimination of intercollegiate athletic sports. This is being accomplished by this committee.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***No***

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***The size of the committee at this point represents all those constituencies that need to be involved.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, ex officio members, or participants in other capacities, please comment.

***Athletic Director, NCAA Compliance Coordinator, NCAA Faculty Representative, Faculty, Finance and Administration Representative, University Advancement Representative, Staff Senate Representative, SGA (Male and Female)***

10. The RU Internal Governance Document indicates that "When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president."

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***I would suggest the Faculty Senate Executive Committee consult with the NCAA Faculty Athletic Representative when appointing faculty members to this committee.***

## Planning and Budget Advisory Committee

**Function:** Solicits input and feedback from the University senates and other constituencies regarding the university's strategic plan, action plans and budgets. Reviews the past year's accomplishments, challenges, opportunities (prepared by the President's Cabinet), and current trends (prepared by the Director of Institutional Research). Reviews annual strategic action plans (prepared by the President's Cabinet). Evaluates resource needs and makes allocation recommendations. Distributes information to the University community regarding the outcome of the planning and budgeting process. Assesses the effectiveness of university planning and budgeting.

**Membership Composition:** Executive Director of Institutional Research, Planning & Assessment; two students; three division representatives (one each, appointed by the Vice President for Academic Affairs, Student Affairs, and University Advancement); the Director of Admissions; six teaching faculty (preferably one from each undergraduate college); University Space Committee Chair; the Assistant Vice President for Finance; Faculty Senate Resource Allocation Committee Chair (RAC); and the Associate Vice President for Facilities. Additional persons may be included as non-voting members as needed to conduct the committee's business.

**Designated Administrator:** President

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *University Planning and Budget Advisory Committee*

Responsible Administrator: *President Kyle*

Report Submitted by: *Joseph Wirgau*

Date: *5/21/09*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*Every other week in the spring and first half of the summer.*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes, most meetings had about 60 % of the committee present but the 60 % was different at almost every meeting.*

3. What recommendations for action were made by the committee this year?

***To recommend to BOV that tuition and fees be increased as much as possible given the economic situation.***

***Recommendations on how to allocate the federal stimulus money.***

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

***Both of the recommendations are critical to RU and 7-17.***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***Ongoing and President Kyle has informed the committee she has ideas for the Fall but has not yet shared them to the committee.***

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***The committee solicited and received input on stimulus money allocation. The committee received the budget for review and looked at trends in general assembly support per FTE in-state student compared to other commonwealth schools. My feeling is that the committee is important and serving its function.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***I do not see a logical merger with any other committee.***

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***This committee is large due to its nature and should remain so as to have as many perspectives as possible.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***All of the members are vital. It is important to have all the perspectives available.***



10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***This seems logical, the only other way would be to have elections and that seems like it would cause more problems than it would be worth.***

## University Executive Council

**Function:** Reviews, for effectiveness, the existing internal governance structure and proposals to change that structure. Approves changes to the internal governance system and university committees/councils that are designed to strengthen the effectiveness of the system and grants recognition to newly formed special interest groups and organizations, excluding student clubs and organizations and groups that report to senates subject to the approval of the President's Cabinet. Advises the President of the University and members of the President's Cabinet on any matters brought before it, especially issues on which varying recommendations may be sent forward by one or more of the senates and by one or more of the University committees. Reviews and makes recommendations concerning the university calendar. Note: The University will convene an ad hoc committee as needed to make recommendations about the long-range university calendar and any other calendar issues when the work of an ad hoc committee is needed. The University's Long Range Calendar should be maintained so that the approved calendar includes no fewer than five years and no more than ten years. When only five years remain in the approved long-range calendar, an ad hoc committee will be convened to propose a five-year extension to the university calendar. The composition of the ad hoc committee will include:

- Registrar
- One member of the Teaching Faculty
- One student
- One Staff Senate representative
- One Student Affairs representative (non-voting resource)
- One Academic Affairs representative (non-voting resource)

**Membership Composition:** The presidents from each of the senates; Executive Assistant to the President (non-voting); and one representative from each of the following divisions Student Affairs, Academic Affairs, Business Affairs; and University Advancement. Additional persons may be appointed as non-voting members as needed.

**Designated Administrator:** Executive Assistant to the President

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *University Executive Council*

Responsible Administrator: *President*

Report Submitted by: *Jo Ann Kiernan*

Date: *5/22/09*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

***Only when requested, which was twice.***

2. Did the majority of the members of the committee attend and participate in most meetings?

***Yes.***

3. What recommendations for action were made by the committee this year?

***Abolition of the Information Technology Resource Committee, and formation of a new Information Technology Advisory Committee.***

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

***n/a***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***No.***

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***Currently, the Committee convenes only when an issue is brought before it. To that end, it functions but it does not "review, for effectiveness, the existing internal governance structure..." Without some guidance or reason to do so, the committee, under the current structure, is unlikely to have enough knowledge to carry this out.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***I don't know.***

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***The current number is adequate.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***Essential: Representatives for Student Affairs, Academic Affairs, Faculty Senate, A/P Senate, Staff Senate, SGA.***

***Depending on the matter before it, other individuals may be needed to enhance the committee's knowledge of the subject.***

10. The RU Internal Governance Document indicates that "When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president."

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***It is appropriate.***

## **Administrative/Professional Faculty Grievance Committee**

**Function:** Hearing grievances regarding an employment matter directly and adversely affecting the professional well being of a member or members of the administrative/professional faculty. Non-grievable issues are specifically outlined in the Administrative and Professional Faculty Handbook. Specific grievance timelines, procedures, appeal routes, and reporting guidelines are also found in the handbook.

**Membership Composition:** The President of the University shall, on or before the beginning of each fiscal year, select 12 persons from among the administrative and professional faculty to serve as members of a grievance panel board. The members of the board will serve a two-year term. A list of current members will be maintained by the Human Resources Office. **NOTE:** The Administrative Senate will recommend three representatives from each of the following divisions: Academic Affairs, Student Affairs, Business Affairs, and University Advancement for appointment by the President.

**Designated Administrator:** President

### **Internal Governance Committee Report 2008-2009**

***No report was submitted for the Administrative/Professional Faculty Grievance Committee. This committee meets only when there are grievances to review, and none were submitted during 2008-2009.***

## Faculty Appeals Committee

**Function:** Hears appeals of recommendations or decisions related to evaluations, non-reappointment (including those resulting from post-tenure review), tenure, promotion, and termination for cause. The Committee shall report its findings and make its recommendations to the Vice President for Academic Affairs. If the appeal is of the Vice President of Academic Affairs' recommendation, the Committee shall report its findings and make its recommendations to the President of the University. If the appeal is of the President's action, the Committee shall report its findings and make its recommendations to the Board of Visitors.

**Membership Composition:** Ten elected tenured faculty members (four from Arts and Sciences, one from Business and Economics, one from Education and Human Development, one from Health and Human Services, one from Visual and Performing Arts, one from Information Science and Technology, and one elected at-large by the University faculty). One alternate from each college selected as the faculty member who is from a department other than that of the principal representative(s) and who received the next highest number of votes in the election of representatives. Members and alternates serve three-year terms.

**Designated Administrator:** President

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Faculty Appeals Committee*

Responsible Administrator: *President Kyle*

Report Submitted by: *Christine Hermann*

Date: *May 28, 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*Three times during 2008-2009*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes.*

3. What recommendations for action were made by the committee this year?

*Since it is a confidential process, we cannot state the results of the meetings here.*

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

***Goal 1.2 Create a stimulating educational climate, enabling the institution to attract and retain a distinguished and diverse faculty, administration, and support staff dedicated to excellence***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***No.***

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***The committee has received appeals of recommendations or decisions related to evaluations, non-reappointment (including those resulting from post-tenure review), tenure, promotion, and termination for cause. This committee has been doing its objective in the past few years.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***No. This committee needs to stay separate from the Faculty Grievance Committee.***

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***Nine or ten faculty split among the Colleges.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***At least one member from each College.***

10. The RU Internal Governance Document indicates that "When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are

made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***The faculty members MUST be elected by each college.***



## Faculty Grievance Committee

**Function:** Hears grievances regarding an employment matter directly and adversely affecting the professional well being of a member or members of the teaching and research faculty, which is not related to evaluation, reappointment, tenure or promotion, and which is not covered by other University policies, procedures, or regulations. The Committee shall report its findings and make its recommendations to the Vice President for Academic Affairs. If the grievance is of the Vice President for Academic Affairs' actions, the Committee shall report its findings and make its recommendations to the President of the University. If a grievance is of the President's action, the Committee shall report its findings and make its recommendations to the Board of Visitors.

**Membership Composition:** Ten elected tenured faculty members (four from Arts and Sciences, one from Business and Economics, one from Education and Human Development, one from Health and Human Services, one from Visual and Performing Arts, one from Information Science and Technology, and one elected at-large by the University Faculty). One alternate from each college selected as the faculty member who is from a department other than that of the principal representative(s) and who received the next highest number of votes in the election of representatives. Members and alternates serve three-year terms.

**Designated Administrator:** President

**NOTE:** The Faculty Handbook indicates that the President of the Faculty Senate will appoint the convener for the Faculty Appeals and Faculty Grievance Committees.

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: **Faculty Grievance Committee**

Responsible Administrator: **President**

Report Submitted by: **Dr. William Flora**

Date: **June 15, 2009**

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

***The Faculty Grievance Committee met three times during the 2008/09 academic year. Due to the confidential nature of personnel issues discussed by this committee, no meeting minutes are recorded; keeping information unavailable by FOIA request or other possible actions.***

***In past years there have been many more than two grievances filed. Therefore, for trend analysis, it would be recommended that multiple years be utilized to***

***develop a foundation for understanding annual utilization of internal governance processes.***

2. Did the majority of the members of the committee attend and participate in most meetings?

***The first meeting was the organizational meeting; not all members were present. It was followed by e-meetings to organize the position of committee chair. The subsequent two meetings were in reference to faculty grievance issues and were attended by all committee members.***

3. What recommendations for action were made by the committee this year?

***The committee responded, as outlined in the grievance procedure, to each submitted grievance. Recommendations are confidential and are reported to the grievor and forwarded to designated administrators if the issue is deemed to be within the constructs of the committee's purview.***

4. Which of the committee's recommendations do you feel are the most significant vis-à-vis the University's 7-17 Strategic Plan?

***Goal 1.2 Create a stimulating educational climate, enabling the institution to attract and retain a distinguished and diverse faculty, administration, and support staff dedicated to excellence by:***

- ***Creating a campus environment where diversity of thought and personal background are highly respected and where the campus culture values and models inclusiveness in all that we do;***

***Goal 4.5 Establish high expectations by:***

- ***Demanding excellence in all we do;***
- ***Creating an open and inclusive institutional environment that will encourage everyone within our University and extended communities to become partners in the progress of the institution; and***
- ***Making every action strategically focused and intentionally directed.***

***Each of the above goals directly relate to faculty development and satisfaction with their employment at Radford University. The Faculty Grievance Committee provides a service to faculty that directly provides an outlet for arbitration of personnel issues within the context of our community as opposed to seeking external legal intervention. This committee provides a valuable employment service, when needed, to the faculty at Radford University and is an integral part of employment satisfaction, which is directly related to the above 7-17 goals; however, faculty satisfaction with their employment and belief in the institution and its mission as it relates to teaching, research, and collaborative decision making is fundamental to employment satisfaction. Therefore, this committee aligns with the platforms of belief that support all of the 7-17goals.***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***This committee is a committee that serves the purpose of hearing specific personnel grievances and cannot predict or plan for a venue of coming grievances. Therefore, other than carrying out the duties, as described in the Internal Governance Document and the Teaching and Research Faculty Handbook, this committee serves to respond to critical issues, not to plan.***

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee is performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***The following is copied from the Radford University Internal Governance Document:***

***Faculty Grievance Committee***

***Function: Hears grievances regarding an employment matter directly and adversely affecting the professional well being of a member or members of the teaching and research faculty, which is not related to evaluation, reappointment, tenure or promotion, and which is not covered by other University policies, procedures, or regulations. The Committee shall report its findings and make its recommendations to the Vice President for Academic Affairs. If the grievance is of the Vice President for Academic Affairs's actions, the Committee shall report its findings and make its recommendations to the President of the University. If a grievance is of the President's action, the Committee shall report its findings and make its recommendations to the Board of Visitors.***

***Membership Composition: Ten elected tenured faculty members (four from Arts and Sciences, one from Business and Economics, one from Education and Human Development, one from Health and Human Services, one from Visual and Performing Arts, one from Information Science and Technology, and one elected at-large by the University Faculty). One alternate from each college selected as the faculty member who is from a department other than that of the principal representative(s) and who received the next highest number of votes in the election of representatives. Members and alternates serve three-year terms.***

***Designated Administrator: President***

***NOTE: The Faculty Handbook indicates that the President of the Faculty Senate will appoint the convener for the Faculty Appeals and Faculty Grievance Committees.***

**The following is copied from the Radford University Teaching and Research Faculty Handbook:**

### **1.9 FACULTY GRIEVANCES**

**Whenever possible, faculty members should seek to resolve their concerns or complaints through informal communication among colleagues working together in the academic community. Accordingly, a faculty member who has a concern or complaint is encouraged to take it to his or her immediate supervisor in the normal collegial spirit of problem-solving. Further, the faculty member might seek mediation through the offices of the appropriate Dean. However, such informal resolution is not always possible. Therefore, Radford University has established the following procedures to provide its teaching and research faculty a means to address and resolve grievances as fairly as possible.**

#### **1.9.1 Definition**

**For these procedures, a grievance is defined as a complaint regarding an employment matter directly and adversely affecting the professional well-being of a member or members of the teaching and research faculty, which is not related to evaluation, reappointment, tenure, or promotion, and is not covered by other University policies, procedures or regulations.**

**Radford University Teaching and Research Faculty Handbook  
Approved by the Board of Visitors, August 27, 1998: Subsequent Revisions Approved by the Board of Visitors through August 24, 2007**

**In light of the above referenced context of this committee's function and service, it is without question that the Grievance Committee is absolutely necessary to the internal governance structure of our, or any, highly functioning, university organization.**

7. Could of the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

**No, this committee functions independently and should remain that way to preserve confidence and controlled bias in trying to abrogate internal personnel disagreements in a professional environment.**

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

**Ten members, as describe by the current prescribed grouping, seems to be representative of the greater university community. However, any revisions should accommodate college restructuring so that an equitable organizational representation of the greater university is maintained.**

**It is also recommended that other university documents (sited herein) are revised to reflect appropriate university administrative titles.**

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***This committee as defined in the internal governance document and the teaching and research faculty handbook is adequate for the charge of this committee.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***Appointment to this committee is appropriate as is.***

## **B. Committees and Councils Reporting to the Vice President for Academic Affairs or Designated Administrators**

### **Academic Policies and Procedures Committee**

**Function:** Reviews and recommends policies concerning class attendance, examination, class withdrawal, grading, registration, scheduling, academic advising and other academic policies and procedures. Opportunity for comment on proposed actions from this committee should be extended to the Student Government Association, Faculty Senate and Administrative Senate prior to submission to the Vice President for Academic Affairs.

**Membership Composition:** Associate VP for Academic Enrichment (nonvoting); one dean or designee from each college; six teaching faculty (preferably one from each undergraduate college, one of whom is a member of the Faculty Senate Executive Council), two students; Registrar and one support staff from the Registrar's Office (both non-voting). Additional persons may be appointed as non-voting members as needed.

**Designated Administrator:** Vice President for Academic Affairs

### **Internal Governance Committee Report 2008-2009**

Name of Committee or Council: ***Academic Policies and Procedures***

Responsible Administrator: ***Provost***

Report Submitted by: ***Steve Lerch***

Date: ***June 2, 2009***

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

***The Academic Policies and Procedures Committee met three times this year. (This committee typically meets on an as-needed basis, when policies and procedures requiring revision are brought to the committee's attention.) We also conducted a considerable amount of business through email exchanges, enabling us to use members' time efficiently and not creating an "undue burden."***

2. Did the majority of the members of the committee attend and participate in most meetings?

***Yes. Meetings were scheduled around committee members' schedules so that virtually all were able to attend.***

3. What recommendations for action were made by the committee this year?

**The committee sent forward to the Senate the following recommendations:**

- a. **That the catalog should clarify the circumstances under which the grade of “I” (incomplete) is appropriate (and inappropriate).**
  - b. **That Radford University should adopt a plus/minus grading system, to become effective with the conversion to the Banner system in spring 2010.**
  - c. **That there should be a specific indication in the undergraduate catalog that Radford University does not make exceptions to suspension for continuing students.**
  - d. **That Radford University should shorten the amount of time students have to withdraw from individual classes from 12 to eight weeks (or the equivalent proportion of non-traditional courses).**
4. Which of the committee’s recommendations do you feel are the most significant *vis-à-vis* the University’s 7-17 Strategic Plan?

**Both recommendations “c” and “d” above are consonant with the value the University places upon academic excellence: the first of RU’s core values, as stated in 7-17.**

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

**No goals or objectives for the 2009-2010 year have yet been developed. Presumably, the committee will once again review policies and procedures that are brought to its attention for clarification, revision, or elimination. I suspect that some of these may have to do with the implementation of the Associate, but that remains to be seen.**

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The second set of questions asks for an assessment of the committee’s structure and role in RU’s internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

**This committee:**

**Reviews and recommends policies concerning class attendance, examination, class withdrawal, grading, registration, scheduling, academic advising and other academic policies and procedures. Opportunity for comment on proposed actions from this committee should be extended to the Student Government Association, Faculty Senate and Administrative Senate prior to submission to the Provost.**

***The recommendations made by the committee this year (see #3 in the section above) provide evidence that it is fulfilling its function. More evidence can be found in meeting minutes (available upon request).***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee “merger.”

***This committee should remain independent. Its existence is critical in allowing the University to examine and refine policies and procedures and discuss their consistent application and implementation across campus.***

***The only committee with which it might be merged is the Academic Advising Committee. However, I have chaired both of these committees for a number of years, and as noted in the report for the Academic Advising Committee, I do not believe such a merger is advisable.***

8. Assuming that this committee continues as “independent,” what do you believe is its optimal size?

***This committee has historically included each dean, a faculty member from each college, a representative from the Office of the Provost, two students, and two representatives from the Registrar’s Office, for a total of 18 members. This size makes it very difficult to coordinate meeting times. At the very least, the Provost’s representative’s duties could be assumed by one of the other administrators on the committee; one student representative and one representative from the Registrar’s Office could be eliminated as well.***

***It is my opinion (and does not necessarily reflect that of members of the committee) that the size of the committee could be cut considerably if only one representative from each college—either the dean or a faculty member—served on the committee. Terms could be staggered such that some deans and some faculty served each year. This would effectively cut the size of the committee in half. If issues arose requiring the presence of a particular dean or a faculty member from a particular college, he/she could attend as a resource person.***

***Recommendations from this committee ultimately go to the Provost for approval. He/she could ask for comment from all deans before making a final decision, so deans not serving on the committee could still have input.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, ex officio members, or participants in other capacities, please comment.

***Each college should have representation, as should the Office of the Registrar and the SGA. Others (e.g., representatives from the Academic Advising Committee) could be part of discussions if/as needed.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive



Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***This method of appointment is appropriate for this committee.***

## Academic Program Review Committee

**Function:** The Academic Program Review Committee is a review body with an obligation to complete a rigorous assessment of each academic program's Program Quality Assessment report and make continuance recommendations based on the established criteria in the Academic Program Review Guidelines. The Committee makes program development recommendations focused on the quality of the program, student engagement, and student learning. The Committee provides a copy of its recommendations, along with any suggestions for program improvement/development to the department chairperson and/or program coordinator. The Program Quality Assessment report for those programs scheduled, along with the Committee's assessment and recommendations, shall be submitted to the Vice President for Academic Affairs according to established deadlines.

**Membership Composition:** Executive Director of Institutional Research, Planning and Assessment; the President of the Faculty Senate; all the academic deans; one faculty member from each undergraduate college, two of whom must also hold graduate faculty status; one undergraduate student who will be available during summer school. Chairs, faculty, students, and other appropriate parties may be asked to attend meetings to provide additional information.

**Designated Administrator:** Vice President for Academic Affairs

**NOTE:** One-year faculty appointments to be made by the Deans.

## Internal Governance Committee Report 2008-09

Name of Committee or Council: *Academic Program Review Committee (APRC)*

Responsible Administrator: *Provost (Dr.) Wilbur W. Stanton*

Report Submitted by: *Dean (Dr.) Dennis Grady, Committee Chair*

Date: *June 12, 2009*

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1. Approximately how frequently did this committee meet?

*On October 7, Dr. Lerch initiated the first meeting of this committee for the purpose of electing a committee chair and beginning the work on revising the academic program review process. No programs were scheduled for review for AY 2008-09. The committee met on October 29<sup>th</sup> and at that time Dr. Dennis Grady was elected chair of the committee. The committee later met on November 21, 2008, December 17, 2008, and February 4, 2009 to continue its work on the program review process revision.*

*Later in February, the Provost asked the APRC to conduct expedited program reviews on programs that failed to meet certain criteria. The committee met on March 23<sup>rd</sup> and March 27<sup>th</sup> to accomplish this.*

***After the completion of the expedited program reviews, the committee met on April 17<sup>th</sup> and May 8<sup>th</sup> to continue its work on the revised academic review process.***

***A subcommittee is continuing to refine the work of the entire APRC on the process revision and hopes to have a draft completed for the entire committee sometime early this summer. The next meeting of the committee is June 26<sup>th</sup> to review a draft of the final recommendations for the Provost.***

***In addition to the regular committee meetings and subcommittee meetings, the ARPC has communicated via email to schedule meetings and discuss meeting agendas.***

2. Did the majority of the members of the committee attend and participate in most meetings?

***Yes.***

3. What recommendations for actions were made by the committee this year?

***The ARPC is continuing its work to develop a process that minimizes the hardship on programs undergoing review. Once completed and approved by the entire committee this document will be sent forward to the Provost and Faculty Senate for their approval.***

***The committee also made a number of recommendations regarding program viability when directed by the Provost to engage in expedited program review for designated programs.***

4. Which of the committee's recommendations do you feel are the most significant vis-à-vis the University's 7-17 Strategic Plan?

***One of the committee's most significant recommendations in support of the university's strategic plan is establishing a process that accomplishes the same purpose as previous program reviews but in such a way that acknowledges and awards accreditation (a major goal of 7-17) and reduces the administrative burden on academic programs. The APRC should accomplish this by mid-summer and forward its recommended process to the Provost and Faculty Senate.***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***The committee is refining the academic program review schedule for the next five years reviews. Programs that have passed accreditation will be up for review next year to provide the committee an opportunity to assess how well the new process is working.***

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. If possible provide brief evidence that the committee is performing this function.

***The APRC worked to revise the APR guidelines and process which is clearly within the defined function of this committee.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee?

***No.***

8. Assuming that this committee continues as “independent,” what do you believe is its optimal size?

***Some members thought the current size appropriate in that it is not too large but is large enough to ensure representation from all colleges while others believed it was too large to operate efficiently.***

9. For which constituencies is representation on this committee essential? If other individuals are important to functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***Each of the college Deans or Associate Deans, Institutional Research, Academic Assessment, the Faculty Senate President, and one faculty member from each college should be appointed to the committee.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; Faculty appointments are made by the Faculty Senate Executive Council, and administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternative method.

***Because the Provost is the designated Administrator for this committee, he should appoint the administrative and professional staff. However, it does seem appropriate for the Faculty Senate Executive Council to appoint faculty members and the SGA to appoint the student member. I would also suggest allowing the Graduate Student Council to appoint a member. There is one potential problem with the Faculty Senate Executive Council appointing the faculty membership---in the past, the faculty members on the committee have been from departments scheduled for program review during the next year. This exposure afforded those faculty members the opportunity to better understand the process and expectations of program review. This may be less of an issue if annual reporting is institutionalized and the program review reports themselves become more of a compilation and summary of previous annual reports.***

***An additional recommendation was to include an external reviewer familiar with the discipline for each program under review. This sort of “peer review” would add much to the reports credibility.***

## Committee on Intellectual Property

**Function:** To assist the administration in developing standards and procedures for implementing policy regarding intellectual property as stated in Section 3.4 of the Radford University Teaching and Research Faculty Handbook. And, to recommend amendments to the policy as needed.

**Membership Composition:** One administrator appointed by the Vice President for Business Affairs and the Vice President for Academic Affairs and six faculty.

**Designated Administrators:** The Vice President for Business Affairs and the Vice President for Academic Affairs

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Intellectual Property Committee*

Responsible Administrator: *Provost*

Report Submitted by: *Dennis Grady*

Date: *June 12, 2008*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*Once*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes*

3. What recommendations for action were made by the committee this year?

*We dealt with a potential IP disclosure for a Chemistry Faculty member.*

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

*Goal 1.2 – Creating a stimulating educational climate*

*Goal 4.1 – Increase financial resources to support academic resources*

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***The committee needs to address RU's copyright policy in 09-10***

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***The committee needs to exist and its structure is adequate to fulfill its mission.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***Most universities of our type have a committee of this nature. I do not believe it could merge with any other IG committee.***

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***Five T&R faculty and one administrator is a fine size for the committee.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***Faculty who may develop intellectual property are an essential constituency for the committee. A library representative is also essential for copyright issues.***

10. The RU Internal Governance Document indicates that "When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president."

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***I feel the method of appointment is appropriate.***

## Graduate Affairs Council

**Function:** Recommends policies and procedures regarding concerning the following specific areas as they relate to graduate programs: admissions, recruitment and retention, academic standards (including advising, transfer credit; class attendance, student expectations, experiential learning experiences, etc.) student financial aid; program and curriculum development and revision; graduate faculty membership; student research and creative activity.

**Membership Composition:** One faculty member from each graduate program selected by the program faculty, Dean of College of Graduate and Extended Education; Registrar; University Librarian; and one graduate student.

**Designated Administrator:** Vice President for Academic Affairs

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Graduate Affairs Council*

Responsible Administrator: *Provost*

Report Submitted by: *Dennis Grady*

Date: *June 11, 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*Please view the following link for meeting dates and minutes.*

[http://gradcollege.asp.radford.edu/Faculty\\_Documents/dates\\_and\\_deadlines.pdf](http://gradcollege.asp.radford.edu/Faculty_Documents/dates_and_deadlines.pdf)

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes.*

3. What recommendations for action were made by the committee this year?

- *The GAC approved approximately 145 Graduate Academic Course and/or Program Proposals.*
- *It approved 108 applications for Graduate Faculty Standing.*
- *It recommended instituting plus/minus grading for graduate courses to begin in Spring 2010.*
- *It revised several dismissal policies for the Graduate College.*
- *It revised how students may change to a different graduate program.*



- *It clarified how students may change to a different specialty area within a program.*
  - *It revised how degree-seeking students who have not been enrolled in a course for over two years may be reinstated.*
  - *It revised the policy on how students may withdraw from one or more, but not all courses.*
  - *It approved a Course Completion Contract.*
  - *It approved the development of a Math Education Content Area Studies Concentration in the MS in Education Degree.*
4. Which of the committee's recommendations do you feel are the most significant vis-à-vis the University's 7-17 Strategic Plan?
- *Goal 1.1 – provide a high quality academic environment to attract high quality students*
  - *Goal 1.2 — provide a stimulating educational climate to attract a distinguished faculty*
  - *Goal 2.2 – ensure that graduate programs are rigorous and distinctive*
5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

*In addition to its responsibilities to approve graduate curricula and graduate faculty, the GAC will look at requirements for attaining graduate faculty standing and will look at policies for guiding accelerated BS to MS degree programs.*

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

*The GAC is central to the functioning of the Graduate College. Feedback from its members in 08-09 indicates that they feel it is performing its function well.*

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

*The GAC should not be combined with any other committee.*

8. Assuming that this committee continues as “independent,” what do you believe is its optimal size?

***The GAC has membership from each graduate program on campus. This structure is much the same as the US Senate as opposed to the House of Representatives. This seems to work well.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, ex officio members, or participants in other capacities, please comment.

***Voting membership by graduate program coordinators and ex-officio membership by Academic Outreach, the Registrar’s Office, the library, concentration specialists (i.e., Math Ed) and the Graduate College worked well last year.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***Graduate program coordinators are selected by their chairs/directors. This is the appropriate way for this to occur.***

## Library Committee

**Function:** Helps in the development of the Radford University library as a strong resource and research center, which will aid students and the University academic community through the review, recommendation, and implementation of policies concerning the library's operation. Proposed actions from this committee require the opportunity for comments from the SGA and the Faculty Senate prior to submission of a final report to the President's Cabinet through the Vice President for Academic Affairs.

**Membership Composition:** University Librarian; one Library professional staff, one Library support staff; six teaching faculty (preferably one from each undergraduate college, one of whom should hold graduate faculty status); one undergraduate student and one graduate student nominated by the Library staff. Additional persons may be included as non-voting members as needed to conduct the committee's business.

**Designated Administrator:** Vice President for Academic Affairs

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Library Committee*

Responsible Administrator: *University Librarian Dave Hayes*

Report Submitted by: *Dr. Suzanne Ament, Committee Chair 2008-2009*

Date: *May 28, 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*The committee met once each academic semester.*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes.*

3. What recommendations for action were made by the committee this year?

*This committee serves mainly as a conduit for information about the library to filter to the university community, and a mechanism for ideas and concerns to flow to the library through the committee members. In addition to the informational and advisory nature of the committee, it did approve changes to the library inclement weather policy. It also was concerned about the sudden removal of the Harvey Center from the Waldron building (the only true branch library on*

*campus) back to the main library. Members helped to garner participation in the faculty survey (Libqual) about the library and its services.*

4. Which of the committee's recommendations do you feel are the most significant vis-à-vis the University's 7-17 Strategic Plan?

*As the library is not specifically mentioned in the 7-17 plan, it is difficult to relate specific recommendations to that plan. Suffice it to say, however, that the library is an integral part of the university and its mission and thus its work is vital to the university community both now and in the future.*

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

*The committee generally takes its direction and agenda from the Librarian and the library administrative council at the beginning of each academic year. Library committee members are free to prioritize and select key issues or to add new issues to the committee agenda. Although the committee this year did not direct the committee next year in any specific goal, this committee is always working toward improving the library services, the library environment and the library policies to best serve the students, faculty and staff and the wider community.*

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

*This committee does fulfill the function as written. One point which has not been followed concerns the review by faculty and student senates. Generally the committee does not take actions which it makes on its own. It rather approves and comments on policies and decisions made by the university librarian and the library administrative council. The committee could in theory change, or reject recommendations but in the past few years has not done so. If controversies were to arise the review might prove useful... but as it stands now... that has not been occurring.*

*The committee members are charged with informing their constituents of the committee business and soliciting any comments.*

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***Given the vital nature of the library in the university community, and given the wide range of constituents who have interest in the library and its services, we do not recommend blending this committee with any other.***

8. Assuming that this committee continues as “independent,” what do you believe is its optimal size?

***As is, the committee functions well. We might suggest that membership be expanded to include representatives from the AP and the Staff senates.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***Certainly the university librarian should be a part of the committee. Student and faculty representatives are also crucial. Other constituencies, such as departments of the library, staff, and AP representation would also insure that all campus interests are taken into consideration.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***This method seems to work well.***

## Professional Education Committee

**Function:** Provides input into, assesses and monitors long-range planning for professional education programs; reviews all curricular changes from all Colleges that impact professional education programs; reviews and monitors student admission and retention policies; monitors student assessment programs (Praxis I and Praxis II); promotes collaboration between the University, PK-12 schools and external organizations to enhance professional education programs.

**Membership Composition:** Dean of CEHD, who serves as chair; Associate Dean of CEHD; Field Experience Programs; Coordinator of Advising & Licensure (non-voting); Teaching faculty selected by their respective College, including eight teaching faculty with at least one from each department in the College; three teaching faculty from CAAS (including one each from Humanities, Natural Sciences and Social Sciences; three other teaching faculty (including one each from COBE, CHHS, CVPA; five field-based professionals (selected by the Dean of the CEHD after consultation with appropriate chairs in the CEHD); and one undergraduate student. (Note: The dean or committee can invite a graduate student to serve as a resource.) **Note:** Since the Dean of CEHD serves as the “Head of the Unit” for NCATE purposes, he or she must have responsibility for review of all proposals related to professional education programs. Selection of the field-based members involves identifying interested and knowledgeable professionals who are willing to serve and whose administration approves of such service.

**Designated Administrator:** Vice President for Academic Affairs

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Professional Education Committee*

Responsible Administrator: *VPAA (Provost)*

Report Submitted by: *Patricia Shoemaker*

Date: *5-21-09*

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The first set of questions addresses this committee’s activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*Four times face to face and once virtually (we did not take minutes). The Curriculum Subcommittee held additional meetings. This was an unusual year in that two meetings were cancelled (McGlothlin Celebration, Spring Break) and we had a tremendous number of curriculum proposals due to updating all of our programs to comply with new state and national standards and new associate requirements.*

2. Did the majority of the members of the committee attend and participate in most meetings?

***Yes. It was difficult for the SGA representative to attend.***

3. What recommendations for action were made by the committee this year?
- a. ***Recommendations for improvements to the Assessment System for Professional Education Programs.***
  - b. ***Recommendations for changes to the admission requirements:***
    - i. ***GPA raised to 2.75 for social studies and applicants must pass Praxis I and VCLA;***
    - ii. ***Students in early courses (EDUC 320 and HUMD 300) must provide evidence of taking Praxis I.***
    - iii. ***Policies and procedures regarding violations of academic integrity and student conduct policies were reviewed and updated.***
    - iv. ***Recommendations regarding criminal background checks (these recommendations were taken to the meeting of Central Office Personnel in the SWVA Professional Education Consortium and they are acting on this).***
  - c. ***Curriculum changes, including course modifications, new courses, program admission requirements, etc. for the following programs: early childhood education/early childhood special education; early childhood special education (consortium program); special education: deaf and hard of hearing; special education: visual impairment; special education high incidence disabilities (now general curriculum); special education severe disabilities (now adapted curriculum); elementary education; middle school education; secondary English, mathematics, science, and social studies; Literacy Education; M.S. in Education Curriculum and Instruction; physical and health education; music education; art education; dance education.***
4. Which of the committee's recommendations do you feel are the most significant vis-à-vis the University's 7-17 Strategic Plan?

***Because this year was the year in which we submitted all programs for state program review and approval, the recommendations from the PEC were significant and related to RU's intent to have high quality, approved and accredited programs. Recommendations regarding admission and retention encourage students to meet high expectations and increase the quality of program candidates, which is also related to the Strategic Plan. Having the Committee review and make recommendations for improving the Assessment System was intended to be the first of six self-study reviews in preparation for the joint NCATE/VA accreditation visit. This, too, is an extremely important function of this committee. Fortunately, we petitioned for a delay and in the end, NCATE decided to extend a year's delay to several institutions because of the economic downturn.***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

*Typically the goals and objectives for the academic year are set at the first meeting, since there may be new members. However, we do have regularly-recurring items of business: NCATE Self-Study working sessions on the remaining five standards; review of unit wide assessments (e.g., interns' experiences with diverse student populations; intern surveys on impact on student learning and on family involvement (two areas of comparatively weak performance that were established as areas of study).*

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.
  - a. *The PEC does provide input into, assess, and monitor long-range planning for professional education programs, and we were trying to do more of this in the committee over the past three years (and not just be another level of curriculum approval). However, this year we had to redirect energies toward the numerous curriculum changes that needed to be reviewed. Curriculum review is important, especially because we have members from a wide variety of programs across campus, which very often leads to a fresh perspective in reviewing proposals.*
  - b. *The PEC has been very actively involved in reviewing and monitoring student admission and retention policies and the results of student assessments. Again, because the committee has wide representation, it has been very helpful in reviewing and revising these policies and procedures.*
  - c. *The committee has explored ways that we could do more in promoting collaboration between the University, PK-12 schools and external organizations. The PEC established an ad hoc committee to explore partnerships and to document partnership work.*
  - d. *Because professional education programs are housed in many departments across campus, and because many departments provide the foundational and subject matter preparation for teachers, there is a need for this committee.*
7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."
  - a. *I cannot think of another committee with a similar purpose. I would not suggest this committee be combined.*
8. Assuming that this committee continues as "independent," what do you believe is its optimal size?



- a. **15-20 members to ensure good representation.**
  - b. **The membership should be updated to reflect changes in the university organization.**
9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, ex officio members, or participants in other capacities, please comment.
- a. **CEHD Dean and Associate Dean**
  - b. **Coordinator of CEHD Academic Advising and Student Success Director of CEHD Assessment (resource)**
  - c. **One teaching faculty member each from COED, STEL, ESHE.**
  - d. **Two at-large CEHD faculty members.**
  - e. **One teaching faculty member (currently) from CHHS, CVPA, and three from CAAS (one each from humanities, natural sciences, and social sciences).**
  - f. **Five field-based professionals.**
  - g. **One undergraduate student.**

**Recommendations regarding membership:**

- 1. **CEHD Dean**
  - 2. **CEHD Associate Dean**
  - 3. **Coordinator of CEHD Academic Advising and Student Success (change from non-voting to voting)**
  - 4. **Director of CEHD Assessment (resource)**
  - 5. **Director of the School of Teacher Education and Leadership.**
  - 6. **Four faculty members, one from each of the core content areas: mathematics, sciences, social studies, and English (from CHBS and CSAT);**
  - 7. **One faculty member from CVPA and one from CHHS;**
  - 8. **One faculty member from school psychology (CHBS graduate program).**
  - 9. **Four CEHD faculty members, one each from COED, ESHE, and two from STEL (one primarily graduate and one primarily undergraduate).**
  - 10. **One undergraduate and one graduate student.**
  - 11. **Two field-based representatives.**
10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

*Deans in the respective colleges could recommend faculty members for this committee. The CEHD dean would select field-based representatives based on recommendations from faculty engaged in field experiences.*

## Academic Advising Committee

**Function:** Plans, monitors, and evaluates all functions related to academic advising to include the advising of students, registration processes, QUEST, graduation check-out, degree-audit, and academic policies affecting student progress and retention. The committee makes recommendations to improve academic advising as well as policies and practices affecting students' success and progress toward graduation. Ensures that all undergraduate students receive adequate and equitable advising that is appropriately evaluated. Recommendations from the Academic Advising Committee are forwarded to the Vice President for Academic Affairs through the Academic Policies and Procedures Committee where appropriate.

**Membership Composition:** The Associate Vice President for Academic Programs; the Advising Coordinators from each undergraduate college; the Advising Coordinator of the Pre-Major Advising Center; Registrar; Assistant Registrar; Director of New Student Programs; the Assistant Director of New Student Programs responsible for Quest; a representative from the Admissions Office; one student, two teaching faculty, each from a different undergraduate college; the Director of Career Services Center (or designee), and a representative from the Adult Degree Program.

**Designated Administrator:** Vice President for Academic Affairs

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Academic Advising Committee*

Responsible Administrator: *Provost*

Report Submitted by: *Steve Lerch*

Date: *June 2, 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*During the academic year, the Academic Advising Committee met virtually every week for 60-90 minutes. Meetings are somewhat more sporadic during the summer, but the committee's summer work requires it to meet at least monthly, and usually more frequently than that.*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes. Virtually all members of the committee either attended every meeting or sent a substitute from the office they represent.*

3. What recommendations for action were made by the committee this year?

*The Academic Advising Committee tends to be an “action” committee; i.e., it rests upon the advising staff to implement policies and procedures adopted by other internal governance committees. However, the committee will occasionally make a recommendation to the Academic Policies and Procedures Committee, as it did this year in suggesting changes in the way we handle “incomplete” grades.*

4. Which of the committee’s recommendations do you feel are the most significant vis-à-vis the University’s 7-17 Strategic Plan?

*Everything the Academic Advising Committee does is consonant with 7-17’s emphasis upon attracting and retaining outstanding students to Radford University.*

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

*While no formal goals have yet been adopted, it is clear that the most important thing the committee will do in 2009-2010 will be to facilitate the launch of the new Associate. In anticipation of this, the committee has spent most of its meetings during the spring and early summer discussing advising strategies, developing and updating advising materials, and otherwise preparing for the most significant changes to the RU curriculum in decades.*

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The second set of questions asks for an assessment of the committee’s structure and role in RU’s internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***This committee:***

*Plans, monitors, and evaluates all functions related to academic advising to include the advising of students, registration processes, Quest, graduation check-out, degree-audit, and academic policies affecting student progress and retention. The committee makes recommendations to improve academic advising as well as policies and practices affecting students’ success and progress toward graduation. Ensures that all undergraduate students receive adequate and equitable advising that is appropriately evaluated. Recommendations from the Academic Advising Committee are forwarded to the Provost through the Academic Policies and Procedures Committee where appropriate.*

*The Academic Advising Committee functions exactly as described in the IG document. As noted above, this year the committee forwarded to AP&P a recommendation to change the way we deal with incompletes, and this is just one example of many recommendations that have been made during my 13-year tenure on the committee. Meeting minutes (available upon request) will verify that the committee has appropriately dispatched its other duties; the success of the advising and registration portion of Quest each year is testament to the work the members of the committee have done in preparing for it.*

*The committee falls short only in the assessment of advising, which is more effective in some colleges than in others. Without some incentive to provide good advising (like making it part of the faculty member's teaching rather than service responsibilities, and rewarding quality advising accordingly), it has been difficult to develop a systematic campus-wide approach to assess advising.*

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

*The Academic Advising Committee arguably meets more frequently and accomplishes more than any other IG committee. While not all institutions have a separate committee to handle advising—some combine it with a committee like our Academic Policies and Procedures Committee—it would be a mistake to eliminate or merge the committee, if only because its existence gives academic advising the credibility and significance it deserves.*

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

*The committee must be larger than most, because advising involves so many different constituencies. (See response to question #4, below.) Most members who serve on the committee are permanent members; for this reason, the meeting time has remained the same virtually since the committee's inception. Unfortunately, this sometimes disadvantages faculty and student representatives who are assigned to the committee on a year-to-year basis.*

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, ex officio members, or participants in other capacities, please comment.

*Each advising center must be represented, as must the Office of New Student Programs, the Office of the Registrar, the Office of Admissions, Career Services, faculty, and students. One area not formally included at the current time is Intercollegiate Athletics, although the advisor from that office attends meetings of the committee. I would recommend that that individual be formally added to the committee as a permanent member.*

*The contact list for the committee is very large, involving all offices that are even tangentially related to advising; e.g., Student Accounts and Financial Aid. Representatives from those offices are always welcome to attend. In addition,*

***this committee frequently invites guests as resource persons, depending on the topic(s) under discussion.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***All members of the Academic Advising Committee are permanent members with the exception of two faculty representatives (appointed by the Faculty Senate) and a student (appointed by the SGA). This is appropriate.***

## College Curriculum Committees

**Function:** Reviews and approves course and curriculum proposals and revisions in the major and minor academic programs in the college. All proposals and revisions approved shall be forwarded to the Undergraduate Curriculum and Catalog Review Committee and, if affecting general education, to the General Education Curricular Advisory Committee and the Curriculum Committee of the Faculty Senate; and/or if affecting graduate curriculum, to the Graduate Curriculum and Catalog Review Committee.

**Membership Composition:** College Dean (non-voting), Associate Dean and/or Assistant Dean(s) where applicable, one or two students with majors in the college, and one faculty member elected by each department in the college (and each school without departments, if applicable).

**Designated Administrator:** College Dean

### Internal Governance Committee Report 2008-2009

*As per agreement with the Faculty Senate President, College Curriculum Committees were not asked to submit reports.*

## Departmental Curriculum Committees

**Function:** Reviews and makes recommendations to the department on course and curriculum proposals and revisions in the major and minor academic programs in the department. All proposals and revisions approved shall be forwarded to the College Curriculum Committee.

**Membership Composition:** At least three faculty, all elected by the department, one upper-class student, and where appropriate, one graduate student in that department.

**Designated Administrator:** Department Chairperson

### Internal Governance Committee Report 2008-2009

*As per agreement with the Faculty Senate President, Departmental Curriculum Committees were not asked to submit reports.*

## Departmental Personnel Committees

**Function:** Recruiting and recommending the hiring of all full-time faculty for the department; recommending the granting or denial of tenure; recommending reappointment or non-reappointment of non-tenured faculty; administering student evaluations of all faculty teaching for the department; evaluating the chairperson both as a faculty member and as a chairperson; and provide for the hearing and review of student grade appeals (in accordance with the Teaching and Research Faculty Handbook).

**Membership Composition:** All tenured faculty of the department excluding the Department Chair and the Dean. If fewer than three people are tenured in the department (excluding the

department chairperson), the membership shall be augmented by one or more full-time, tenure-track faculty members in the department, sufficient to bring the committee membership to three, and elected to one-year terms in a department meeting. Failing this, the committee shall consist of all tenured and tenure-track faculty in the department, excepting the Department Chair. In the consideration of tenure decisions, if the Personnel Committee consists of fewer than three tenured faculty within the department, then a separate tenure committee shall be formed consisting of all tenured full-time Teaching and Research Faculty in the department, excluding the Department Chair, and additional committee members sufficient to form a three-person committee; additional full-time tenured faculty from other departments in the University shall be selected by the Department's full-time tenured faculty, excluding the Department Chair, but subject to the written agreement of the candidate for tenure. Additional information regarding this committee can be found in the Teaching and Research Faculty Handbook.

**Designated Administrator:** Department Chairperson

### **Internal Governance Committee Report 2008-2009**

***As per agreement with the Faculty Senate President, Departmental Personnel Committees were not asked to submit reports.***



## Faculty Awards Committee

**Function:** Develops the criteria, publishes the criteria and nomination process, and solicits nominations from faculty, staff, and students for the Donald N. Dedmon Professorial Award, and the RU Foundation Awards for Creative Scholarship and University Service. After review of the nominees' materials, the committee will recommend to the President the recipient of each award. Also solicit nominations and nominates outstanding faculty for the State Council of Higher Education Outstanding Faculty Awards Program in accord with the criteria and procedures annually established by the State Council. Submits its slate of nominees to the Vice President for Academic Affairs. Completed nominations will be submitted to the State Council of Higher Education through the offices of the Vice President for Academic Affairs and the President.

**Procedures:** Responsible for notifying the nominees and requesting that they provide any information appropriate to support their nomination. The Vice President for Academic Affairs will notify the faculty who have been nominated and request that they prepare supporting materials to be submitted to the State Council of Higher Education Outstanding Faculty Awards Selection Committee. The committee will offer advice to the nominees as they prepare supporting materials and will review the materials to ensure that they are complete.

**Membership Composition:** One faculty member from each of the undergraduate colleges who is the most recent recipient of any one of the three Radford University faculty awards (or one faculty selected by any college in which there are no award recipients); one student; one of the faculty who is the most recent recipient of the State Council of Higher Education Outstanding Faculty Award; one Radford University Foundation Board member appointed by the President associate University Foundation; and one administrator appointed by the President.

**Designated Administrator:** Vice President for Academic Affairs

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Faculty Awards Committee*

Responsible Administrator: *Provost*

Report Submitted by: *Steve Lerch*

Date: *June 2, 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*The entire Faculty Awards Committee met three times during the 2009-2010 academic year: once to plan its work; once to review faculty award nominations, and once to*

*review SCHEV Outstanding Faculty Award nomination candidates. Preliminary review of candidates' portfolios took place in subcommittee meetings.*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes. The few who were unable to attend submitted their "votes" via email.*

3. What recommendations for action were made by the committee this year?

*The committee recommended to President Kyle five individuals for faculty/staff awards and six for Outstanding Faculty Awards.*

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

*Bestowing awards upon outstanding faculty or recommending them for prestigious state-wide honors helps us retain our best faculty, which is in accord with Goal 1.2 of 7-17.*

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

*Toward the end of the year, the committee received a recommendation from the Administrative Senate that RU create an award to recognize AP faculty, who currently have few avenues to receive such recognition. The recommendation was tabled and will be taken up by the committee next year. If supported, the committee will submit a recommendation to President Kyle and the RU Foundation to bestow this award for the first time in spring 2010.*

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

*This committee:*

*Develops the criteria, publishes the criteria and nomination process, and solicits nominations from faculty, staff, and students for the Donald N. Dedmon Award for Distinguished Teaching, the RU Foundation Awards for Distinguished Creative Scholarship and Distinguished Service, and the Anna Lee Stewart Award for Contributions to Faculty Development. After review of the*

*nominees' materials, the committee will recommend to the President the recipient of each award. Also solicit nominations and nominates outstanding faculty for the State Council of Higher Education Outstanding Faculty Awards Program in accord with the criteria and procedures annually established by the State Council. Submits its slate of nominees to the Provost. Completed nominations will be submitted to the State Council of Higher Education through the offices of the Provost and the President.*

*The Faculty Awards Committee functioned exactly as described in 2008-2009.*

7. Could of the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

*There are multiple "awards" committees at RU: besides the Faculty Awards Committee, the Student Awards Committee and the Outstanding Student Worker Selection Committee are part of internal governance, and there is also a committee to select recipients of Service Awards. There may be some advantage in the creation of a "University Awards Committee" that would combine the functions of these groups; faculty, staff and students who review the portfolios of award nominees might obtain a better appreciation of each others' work.*

*However, the timing of the selection of awards recipients (i.e., all award recipients are chosen late in the spring) would militate against this sort of merger. I fear that combining these committees would render impossible the thorough and careful review of award nomination/application materials. A single committee would also have to be considerably larger so that all constituencies would be appropriately represented.*

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

*The current size is appropriate: representatives from each college (the most recent award recipient, if/as appropriate), an administrative representative, and a student. The RU Foundation Board is also supposed to be represented, but no one was assigned to the committee in 2008-2009.*

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, ex officio members, or participants in other capacities, please comment.

*Each college should have a representative. Faculty expectations and responsibilities (especially in the area of professional contributions) differ widely across colleges, and it is helpful if a representative from each college participates in discussions about candidates' qualifications. Since students are among the most active nominators, they should be represented. A previous OFA recipient should be part of the committee, since he/she understands and has participated in the nomination/selection process for that award.*

***The least important current member of the committee is the administrative appointee, whose primary role is to coordinate and tend to the logistics of the award nomination, selection, recommendation, and notification process. It is not clear why the Foundation Board has representation on the committee (except that award stipends come from the Foundation), but the absence of a Board representative during 2008-2009 appeared to have no deleterious effect upon the work of the committee, so that position is probably not necessary.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***With the exception of the student and administrative appointees, all members of the Faculty Awards Committee serve by virtue of having won an award. This is as it should be.***

## Faculty Professional Development Leave and Research Support Committee

**Function:** Provides recommendations regarding policies and activities related to research and scholarly activities, research support, sponsored programs, and the Faculty Professional Development Leave program. Reviews applications and makes recommendations regarding Faculty Professional Development Leave.

**Membership Composition:** Dean of the College of Graduate and Extended Education; two academic deans; one tenured faculty member from each undergraduate college; a member of the Faculty Senate Executive Council; Director of Sponsored Programs and Grant Management (non-voting).

**Designated Administrator:** Vice President for Academic Affairs

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: ***Faculty Professional Development Leave and Research Support Committee***

Responsible Administrator: ***Provost***

Report Submitted by: ***Dennis Grady***

Date: ***June 22, 2009***

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

***Once***

2. Did the majority of the members of the committee attend and participate in most meetings?

***Yes***

3. What recommendations for action were made by the committee this year?

***Recommendations were made regarding approximately ten requests for professional leave.***

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

***Goal 1.1 – providing a high quality academic environment***

***Goal 1.2 – create stimulating educational climate***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

*The committee has not; however, the responsible administrator has.*

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

*The committee is only performing part of its function. It meets to review applications for professional leave and makes recommendations to the Provost. It is not meeting the need of providing overall research policy guidance that is seriously needed as the campus tries to enhance its research profile. Currently, when issues arise in the domain of Sponsored Programs, the director has no faculty venue to raise those issues and receive faculty guidance. This committee should be that venue.*

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

*No. An ad hoc "seed committee" was created in the past by the former director of Sponsored Programs to review applications for grants funded by indirect costs that should "seed" future grant applications. This seed grant committee should be folded into this IG committee.*

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

*Currently the committee is three deans (Grad Dean Chairs), six faculty appointed by academic deans, one faculty from the Exec. Committee of the Faculty Senate and the Dir. of Sponsored Programs (ex. Officio).*

*A more faculty-centric committee would have one dean as chair (probably the Grad Dean since s/he would have no stake in specific faculty receiving awards), two faculty from each college (one appointed by academic deans and one appointed by Faculty Senate), and the Director of Sponsored Programs (ex. Officio).*

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, ex officio members, or participants in other capacities, please comment.

***The constituency that is essential for this committee is faculty who are active scholars and grant seekers.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***My suggestion for an alternative method is contained in #3.***

***This should be a much more active and involved committee than it currently is. It should operate for Sponsored Programs much as the Graduate Affairs Council operates for the Graduate College. In addition to reviewing applications for professional leaves, it should be reviewing internal grant applications and policy recommendations coming from the faculty and the Office of Sponsored Programs.***

## General Education Curricular Advisory Committee

**Function:** Considers assessment reports on the effectiveness of the general education program or elements thereof, recommends curricular programmatic modifications in general education that are based on assessment results, and reviews and comments on such recommendations made by the President or Vice President for Academic Affairs. Faculty Senate should comment and approve any changes. Comments are required of the SGA.

**Membership Composition:** Nine teaching faculty members including four from Arts and Sciences (to include one from Social and Behavioral Sciences, one from the Computational Sciences, one from Humanities, and one from the Natural and Physical Sciences), and one each from the CEHD, COBE, CHHS, CIST and CVPA; one student.

**Designated Administrator:** Vice President for Academic Affairs

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: **General Education Curricular Advisory Committee**

Responsible Administrator: **Provost**

Report Submitted by: **Susan R. Van Patten**

Date: **June 15, 2009**

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

***The committee met during the summer of 2008 and every two weeks during the academic year.***

2. Did the majority of the members of the committee attend and participate in most meetings?

***Yes. We have had sporadic involvement with our student representative from the SGA.***

3. What recommendations for action were made by the committee this year?

- a. ***Motion for Faculty Senate to approve associate learning outcomes***
- b. ***Motion for Faculty Senate to approve course proposals for CORE 101, 102, 103, 201, and 202***
- c. ***Rejected motion for University Core A committee to extend implementation of associate a year to pilot test***
- d. ***Approved delaying assessment of current general education courses***



- e. *Motion for Faculty Senate to approve current courses for inclusion in the associate*
  - f. *Motion for Faculty Senate to approve core characteristics*
  - g. *Motions for Faculty Senate to approve ITEC 112, CVPA 266, and ENGL 200 for inclusion in associate*
  - h. *Motion for Faculty Senate Executive Council to approve Associate “Statement of Philosophy” and “Procedures for Adding a New or Substantially Revised Course to the Associate Program”*
4. Which of the committee’s recommendations do you feel are the most significant *vis-à-vis* the University’s 7-17 Strategic Plan?

*All actions were related to Goal 2.1 Ensure that undergraduate academic programs are rigorous and distinctive by: a) Revising, streamlining, and bringing into alignment our associate (General Education) with processes and programs at institutions nationally recognized for academic excellence and broad-based student preparation that cultivates intellectual agility and fosters ethical and social responsibility.*

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

*Yes. Procedures were developed and approved to review course proposals for inclusion in the associate. There is also the expectation of developing or approving an assessment plan for the associate.*

The second set of questions asks for an assessment of the committee’s structure and role in RU’s internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

*Prior to undertaking revision of general education, the committee reviewed and approved assessment plans for all courses in Areas 1-6. Development of new Associate aligns with the committee’s function. However, the IG document should be updated to reflect its current duties. See below.*

## **CURRENT**

### **General Education Curricular Advisory Committee**

**Function:** Considers assessment reports on the effectiveness of the general education program or elements thereof, recommends curricular programmatic modifications in general education that are based on assessment results, and reviews and comments on

such recommendations made by the President or Vice President for Academic Affairs. Faculty Senate should comment and approve any changes. Comments are required of the SGA.

**Membership Composition:** Nine teaching faculty members including four from Arts and Sciences (to include one from Social and Behavioral Sciences, one from the Computational Sciences, one from Humanities, and one from the Natural and Physical Sciences), and one each from the CEHD, COBE, CHHS, CIST and CVPA; one student.

**Designated Administrator:** Vice President for Academic Affairs

### **PROPOSED with Changes**

#### **Associate Committee**

**Function:** Considers assessment reports on the effectiveness of the **associate** program or elements thereof, recommends curricular programmatic modifications in **the associate** that are based on assessment results, and reviews and comments on such recommendations made by the President or **Provost**. Faculty Senate should comment and approve any changes. ~~Comments are required of the SGA. [Even though material was shared with the SGA, very rarely did they provide comments of any kind].~~

**Membership Composition:** Nine teaching faculty members including **one from Core Foundations (ENGL, COMS, PHIL, ITEC, or Library), two from CHBS (to include one from Social and Behavioral Sciences, ~~one from the Computational Sciences,~~ and one from Humanities, ~~and one from the Natural and Physical Sciences), two from CSAT (to include one from Mathematical Sciences and one from Natural Sciences),~~ and one each from the CEHD, COBE, CHHS, ~~CIST~~ and CVPA; one student.**

**Ex Officio (non-voting) Members:** Director for Academic Assessment and Associate Director

**Designated Administrator:** **Provost**

### **PROPOSED**

#### **Associate Committee**

**Function:** Considers assessment reports on the effectiveness of the associate program or elements thereof, recommends curricular programmatic modifications in the associate that are based on assessment results, and reviews and comments on such recommendations made by the President or Provost. Faculty Senate should comment and approve any changes.

**Membership Composition:** Nine teaching faculty members including one from Core Foundations (ENGL, COMS, PHIL, ITEC, or Library), two from CHBS (to include one from Social and Behavioral Sciences and one from Humanities), two from CSAT (to include one from Mathematical Sciences and one from Natural Sciences), and one each from the CEHD, COBE, CHHS, and CVPA; one student.

**Ex Officio (non-voting) Members:** Director for Academic Assessment and Associate Director

**Designated Administrator:** Provost

7. Could of the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee “merger.”

**No.**

8. Assuming that this committee continues as “independent,” what do you believe is its optimal size?

***Given the importance of the committee, the current size is appropriate. Representation should include one member from Core Foundations (ENGL, PHIL, COMS, ITEC, or Library).***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***See above. Non-voting membership should be given to the Director of Academic Assessment and Associate Director (assuming the position is continued).***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***There was some confusion within the committee on how members were appointed. Some were voted in by their college and some were appointed by the Faculty Senate. At least one member was appointed without knowledge of how it happened. A more standardized method would be appropriate.***

## Undergraduate Curriculum and Catalog Review Committee

**Function:** Receives proposals for changes in academic requirements and course proposals from College Curriculum Committees, reviews for duplication of existing courses; monitors changes to the academic sections of the University undergraduate catalog, including the accurate inclusion of policy developed by appropriate university bodies. Monitors catalog for compliance with accreditation requirements.

**Membership Composition:** Registrar; two undergraduate students; University Librarian (non-voting resource); one faculty member from each college curriculum committee selected by the faculty of that committee; one member of the Faculty Senate sub-committee on curriculum (non-voting).

**Designated Administrator:** Registrar

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Undergraduate Curriculum and Catalog Review Committee*

Responsible Administrator: *Registrar*

Report Submitted by: *Matthew Brunner, Associate Registrar*

Date: *6/10/2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*The UGCCRC met at least once a month from October 2008 through May 2009 for a total of 12 meetings. (See attached minutes.)*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes.*

3. What recommendations for action were made by the committee this year?

*The UGCCRC recommended to the Provost the approval of 386 curriculum and course revision proposals.*

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

***As a participant in the curricular review process, the UGCCRC helps “ensure that undergraduate programs are rigorous and distinctive” (2.1).***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***The UGCCRC as a whole has not developed any new goals or objectives for the upcoming year, but I have been working with Dr. Jeffrey Pittges to develop an electronic and automated workflow for the curricular review process in an effort to streamline and make paperless that process.***

***Additionally, I will revise the current UGCCRC coversheet and proposal form, which is out-of-date and difficult to work with.***

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The second set of questions asks for an assessment of the committee’s structure and role in RU’s internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***a. Having received and reviewed nearly 400 curriculum and course proposals, the UGCCRC clearly performed its first and primary function.***

***b. The other official functions, namely those related to catalog review, are indirectly carried out by the UGCCRC as it reviews and edits the catalog entry portions of the curriculum and course proposals. The Registrar’s Office, in conjunction with the academic affairs leadership team, directly performs the catalog review functions.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee “merger.”

***It has been suggested by a committee member that the work of the UGCCRC should and could be combined with another committee, perhaps the Associate Committee (formerly GECAC), or the Faculty Senate Curriculum Committee, but as long as these committees, and the departmental and college curriculum committees continue to focus only on substance, and leave editing and proofreading to others, this committee is necessary. The UGCCRC is the only curriculum committee that has as its primary function the editing and proofreading of curriculum and course proposals before they are sent to the Provost for approval and entered into the Undergraduate Catalog. Since that is its primary function, the UGCCRC was able to find and correct hundreds of errors in catalog entries, which were missed by at least two other committees.***

8. Assuming that this committee continues as “independent,” what do you believe is its optimal size?

**Yes.**

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***As long as the UGCCRC remains the only university-wide committee that reviews all undergraduate curriculum and course proposals, we will continue to need a representative from all college curriculum committees, a Faculty Senate Curriculum Committee representative, a Library representative, and a student representative.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

**Yes**

## **C. Committees and Councils Reporting to the Vice President for Student Affairs or Designated Administrators**

### **Co-Curricular Activities and Facilities Committee**

**Function:** To review and recommend resolutions to co-curricular activity and co-curricular activities facilities issues (i.e. student union, other co-curricular facilities, campus recreation, intramural program, RU Outdoors, sports clubs, programming, etc.) that are brought to the committee. Policy proposals will be referred to the Student Affairs Executive Committee.

**Membership Composition:** Co-Curricular Activities Representative, Business Affairs Representative, Student Affairs Representative, one teaching faculty, six students (including a representative from BAP/CAB, Greek System, multi-cultural/minority students, SGA representative, and Student Media).

**Designated Administrator:** Vice President for Student Affairs

### **Internal Governance Committee Report 2008-2009**

Name of Committee or Council: ***Co-Curricular Activities and Facilities***

Responsible Administrator: ***Dr. Norleen Pomerantz, Vice President for Student Affairs***

Report Submitted by: ***Ken Bonk***

Date: ***May 21, 2009***

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

***Once or twice per semester***

2. Did the majority of the members of the committee attend and participate in most meetings?

***Yes, on average had only one member miss a meeting.***

3. What recommendations for action were made by the committee this year?

***Recommended that another weight room be identified somewhere on campus since Dedmon was taken off line for general student use.***

***Recommended new bike rack locations.***

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

***Goal 2.3 Providing retail, dining, entertainment, and other services that today's student populations find appealing on campus...***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

**No**

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***FUNCTION: This committee reviews and recommends resolutions to co-curricular activities and co-curricular activities facilities issues (i.e. student union, other facilities, campus recreation, intramural program, RU Outdoors, sports clubs, programming, etc.) that are brought to the committee. Policy proposals will be referred to the Student Affairs Executive Committee.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***Yes. It could be merged with Buildings and Grounds or vice versa with a portion of each meeting designated for discussion on any outstanding co-curricular activities or facilities issues. Any recommendations from this discussion could still be referred to the SAEC.***

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***Four students, one faculty and one-two administrators.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***Not necessary. In the past, if participants in other capacities were needed they were invited to the next meeting to address the issues at hand.***



10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***This method is appropriate.***

## Committee on Clubs and Organizations

**Function:** Recommends, reviews, and administers policy regulating student clubs and organizations. The committee grants recognition to student clubs and organizations in accordance with the authority delegated to the committee by the Vice President for Student Affairs. Decisions regarding policy matters are referred to the Student Affairs Executive Council.

**Note:** Proposals concerning the revision of the Constitution and By-laws of the SGA, Campus Activities Board, Black Awareness Programming Board and other campus-wide student organizations are submitted directly to the VPSA for approval. The Campus Judicial Board serves as a hearing body for the review of judicial matters related to student clubs and organizations.

**Membership Composition:** Coordinator for Student Leader Resources; one teaching faculty; and two undergraduate students; Graduate Assistant to Coordinator for Student Leader Resources. Additional persons may be included as non-voting members as needed to conduct the committee's business.

**Designated Administrator:** Director of Co-Curricular Activities

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: ***Committee on Clubs and Organizations***

Responsible Administrator: ***Ken Bonk, Assistant Vice President of Student Affairs and Director of Student Activities***

Report Submitted by: ***Heather Evans***

Date: ***Wednesday, May 27, 2009***

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

***During the 2008-2009 academic year, the Committee on Clubs and Organizations met seven times (on Wednesday mornings at 11:00 am) in Fall 2009 and nine times (on Tuesday afternoons at 1:15 pm) in Spring 2009. Hence, the committee met a total of sixteen times during the year.***

2. Did the majority of the members of the committee attend and participate in most meetings?

***Yes, the majority of the members of the committee attended and participated. However, schedule conflicts kept the graduate student representative from attending about 20% of the meetings during the Spring semester.***

3. What recommendations for action were made by the committee this year?

*Since the committee grants recognition to student clubs and organizations, the committee needs to meet on a regular basis because the requests for club/organization formation occurs weekly (and in September, almost daily). The attached information gives an overview of the committee's actions (club/organization recognition).*

4. Which of the committee's recommendations do you feel are the most significant vis-à-vis the University's 7-17 Strategic Plan?

*Operating with the purpose of reviewing and making recommendations about club/organization formation, the committee delights in the duties of meeting with potential club/organization representatives to discuss how the possible club/organization will add to the current campus environment. This year, the committee granted recognition to twenty-seven new clubs/organizations. By adding this great array of new opportunities for student involvement, the committee indeed supports the following two aspects of the 7-17 Strategic Plan:*

**Goal 1.1.1**

*Instilling in all students the thrill of inquiry, discovery, and the creation of new knowledge.*

**Goal 1.2.10**

*Create a campus environment where diversity of thought and personal background are highly respected and where the campus culture values and models inclusiveness in all that we do.*

**Clubs/Orgs Recognized or Reactivated in Fall 2008**

*Anthropology Club*

*Chess Club*

*Collegiate Middle Level Association*

*ESHE Majors Club*

*Minority Graduate Student Alliance*

*National Residence Hall Honorary*

*Orthodox Christian Fellowship*

*RA Advisory Board*

*Students for Life*

*Student Health Awareness Club*

*Tennis Club*

*Think in Pink*

*Toastmasters*

*U.S. Institute of Theatre Technology*

*Wildlife Society*

**Clubs/Orgs Recognized or Reactivated in Spring 2009**

*Appalachian Partners for the Preservation of Life and the Environment*

*Chi Sigma Iota*

*College of Science and Technology Club in the Science, Technology, Engineering, and Mathematics*

*Doctor of Psychology Student Organization*

**Global Highlander Clan**  
**Gymnastics Club**  
**Improv Club**  
**Latter-day Saint Student Association**  
**Mu Sigma Upsilon**  
**Music Entertainment Industry Student Association**  
**Pre-Med Club**  
**Students Advocating Liberal Arts**

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***No — since the committee meets weekly to grant possible recognition to newly forming clubs/organizations, the committee did not set goals for the 2009-2010 academic year. The number of meetings, recognitions, questions is solely determined on student interest and information requests.***

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***The Committee on Clubs and Organizations is an incredibly important IG committee to the university community.***

***A small portion of the committee's function should be updated:***

***Current***

***Function: Recommends, reviews, and administers policy regulating student clubs and organizations. The committee grants recognition to student clubs and organizations in accordance with the authority delegated to the committee by the Vice President for Student Affairs. Decisions regarding policy matters are referred to the Student Affairs Executive Council.***

***Note: Proposals concerning the revision of the Constitution and By-laws of the SGA, Campus Activities Board, Black Awareness Programming Board and other campus-wide student organizations are submitted directly to the VPSA for approval. The Campus Judicial Board serves as a hearing body for the review of judicial matters related to student clubs and organizations.***

***Proposed***

***The only portion of the function that needs to be updated is changing Black Awareness Programming Board to Diversity Awareness Programming.***

***The membership composition should be updated:***

***Current***

***Coordinator for Student Leader Resources; one teaching faculty; and two undergraduate students; Graduate Assistant to Coordinator for Student Leader Resources. Additional persons may be included as non-voting members as needed to conduct the committee's business.***

**Proposed**

- ***Associate Director for Student Activities and Leadership***
- ***One teaching faculty member***
- ***One undergraduate student***
- ***One graduate student***
- ***Graduate Assistant for Leadership***

**The designated administrator should be updated:**

**Current**

***Designated Administrator: Director of Co-Curricular Activities***

**Proposed**

***Designated Administrator: Assistant Vice President of Student Affairs and Director of Student Activities (Please change name to reflect title change).***

7. Could of the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***The Committee on Clubs and Organizations needs to remain an "independent" committee.***

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***The size of the Committee on Clubs and Organizations should remain as is.***

***However, the composition should be changed to include the following members:***

- ***Associate Director for Student Activities and Leadership***
- ***One teaching faculty member***
- ***One undergraduate student***
- ***One graduate student***
- ***Graduate Assistant for Leadership***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, ex officio members, or participants in other capacities, please comment.

***All of the committee members listed above are essential for well-rounded discussion about club/organization formation/recognition.***

10. The RU Internal Governance Document indicates that "When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are

made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***Yes – the method of appointment of members to this committee is appropriate. It has worked well for the committee in the past.***

## Student Affairs Executive Council

**Function:** Reviews and recommends policies and procedures concerning student life and campus experiences, including co-curricular activities, policies and procedures for the allocation and expenditure of student activity fees, student leader compensation, the Standards of Student Conduct, the campus judicial system, space utilization of Heth and the new student union, and all policies that may have an effect on campus life and/or environment for students. Members of this council should consult with their constituencies before final decisions are made by this council and recommended to the Vice President for Student Affairs. As necessary, this council will continue to act in an advisory capacity to the Vice President for Student Affairs. This council also reviews and recommends revisions to the Internal Governance Structure concerning Student Affairs and serves as the appellate body for appeals of actions taken by other committees that report to the Vice President for Student Affairs.

**Membership Composition:** Associate Vice President for Student Affairs; Assistant Vice President for Student Affairs; Dean of Students; SGA President; four other students nominated by the SGA President and approved by the SGA Senate; and one teaching faculty members. Additional persons may be included as non-voting members as needed to conduct the council's business.

**Designated Administrator:** Vice President for Student Affairs

### Internal Governance Committee Report 2008-2009

*No report was submitted for the Student Affairs Executive Council. The council was chaired by a student in 2008-2009.*

## Student Evaluation of Faculty Committee

**Function:** Reviews and recommends policies and procedures concerning student evaluation of faculty. Proposed actions from this committee require the opportunity for comments from the SGA and the Faculty Senate prior to joint submission. Proposals from this committee are to be submitted jointly to the Vice President for Student Affairs and Vice President for Academic Affairs. This committee is convened only when business needs to be addressed.

**Membership Composition:** Three teaching faculty; one student; one representative from academic affairs; one representative from student affairs.

**Co-Designated Administrators:** Vice President for Student Affairs and Vice President for Academic Affairs

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Student Evaluation of Faculty Committee*

Responsible Administrators: *Dr. Wil Stanton, Provost; Dr. Norleen Pomerantz, Vice President for Student Affairs.*

Report Submitted by: *Matt Oyos, committee chair*

Date: *June 14, 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*This committee convened on October 1, 2008, and met 10 more times, nearly every two weeks, during the fall and spring terms.*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes. All members were conscientious about attending, and it was particularly gratifying that one, or both, of the student representatives attended all meetings and made important contributions to the work of the committee.*

3. What recommendations for action were made by the committee this year?

- *The committee recommended to the Faculty Senate that the time period stated in the faculty handbook for when evaluations are to be administered during the semester be adjusted to reflect the shorter 14-week semester. The committee recommended that evaluations be administered on the eleventh and thirteenth weeks of the semester, rather than on the twelfth and fourteenth weeks, as currently stated in the handbook.*
- *The committee redesigned the format of the current student evaluation to conform to the new Class Climate processing system and to a Faculty Senate resolution regarding the alignment of numerical responses with written comments.*
- *After the first use of the Class Climate system in the fall of 2008, the committee reviewed the implementation of the new system and made suggestions for improvement.*
- *The committee completed a three-year effort to revise the questions on the instrument for the student evaluation of faculty. The committee approved a draft of the new questions in April 2009. The impending end of the semester did not allow time for consultation with the Faculty Senate and Student Government Association, which will be the committee's first order of business in the fall of 2009. The committee would also welcome the opportunity to brief Dr. Stanton and Dr.*



***Pomerantz before it makes a formal recommendation on revising the student evaluation instrument.***

4. Which of the committee's recommendations do you feel are the most significant vis-à-vis the University's 7-17 Strategic Plan?

***The committee's recommendations on the student evaluation of faculty address several components of the 7-17 plan:***

- i. The revision of the instrument for the student evaluation of faculty is relevant to Goal 1.1 with its aim to strengthen the University's commitment to providing a high quality academic environment. In particular, the student evaluation of faculty ties into "an increased emphasis on assessment findings to support program and curriculum review, modification, and/or development."***
  - ii. Also the student evaluation of faculty plays a role in Goal 1.2, particularly in providing one measure in the implementation of "establishing expectations and standards of excellence in teaching, scholarship, and service, and using these standards when evaluating faculty for promotion, tenure, and merit-based salary increases."***
  - iii. The proposed new evaluation instrument will also contribute to the realization of Goals 2.1 and 2.2. The new evaluation processing system provides faculty and administrators with more data about instructors and their classes, and a revised evaluation instrument will help measure whether or not undergraduate and graduate programs are rigorous.***
5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?
- a. The committee wants to advance the process of revising the questions on the evaluation instrument in collaboration with relevant administrators, the Faculty Senate, and the Student Government Association.***
  - b. The committee proposes to explore the issues related to the use of online evaluations. Areas to investigate would include the following: the advantages and disadvantages of online evaluations, the practices of other institutions, and the procedures required for an effective shift from paper to electronic evaluations.***

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

- a. *The Internal Governance Document states that the Student Evaluation of Faculty Committee “reviews and recommends policies and procedures concerning student evaluation of faculty.” Over the past several years the committee has performed this function by reviewing policies in the faculty handbook and recommending changes, principally on the timing of evaluations, as noted above.*
  - b. *The Student Evaluation of Faculty Committee has conducted a three-year process to revise the student evaluation instrument. This process included studying professional literature on the student evaluation of faculty, collecting and reviewing a representative sample of evaluations from other institutions, developing and administering a survey to learn the faculty perspective on evaluations, and composing a draft revised form. This latter effort involved not only considerable work by committee members, but also consultation with administrators and faculty who have expertise in developing and interpreting evaluation instruments.*
  - c. *The committee worked closely with the university’s Director of Assessment—currently a committee member—in the adoption of the Class Climate evaluation processing system. Specifically, the committee studied the advantages offered by the new system, and helped to refine the form that is presently used to collect responses from students.*
7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee “merger.”

*This committee offers the advantage of being able to focus on a discrete area. Indeed, the work involved with reviewing and recommending policies and procedures on the student evaluation of faculty can be intensive in nature, as evidenced by the experience of the past several years. The importance of student evaluations to the faculty and to the administration of the university places a premium on the careful revision of policies and procedures in this area. These considerations suggest that the Student Evaluation of Faculty Committee should remain a separate entity.*

8. Assuming that this committee continues as “independent,” what do you believe is its optimal size?
- a. *Currently the Student Evaluation of Faculty Committee consists of three teaching faculty, one student, one representative from academic affairs, and one representative from student affairs, as stated under the current Internal Governance Document. (It might be noted, however, that the appointment practice in recent years has differed from the Internal Governance Document because when appointments have been made two student representatives have been assigned. This practice has proved only beneficial to the work of the committee.)*
  - b. *The following changes to the size of the committee might be made: two student representatives, instead of the one stated in the current language of the Internal Governance Document; maintain the*

***appointment of the academic affairs representative; maintain the appointment of the student affairs representative; increase the number of faculty representatives from three to five.***

***i. Rationale: The student representatives provide a perspective that is crucial to the development of an effective evaluation form and distribution practices. The academic affairs representative provides expertise on the administering and processing of evaluations and the interpretation of results. The student affairs representative, as a non-stakeholder, so to speak, is in a position to give a more objective view of any changes to the system of evaluation. Lastly, the increase in faculty representation is recommended, as faculty are the group most affected by student evaluations, and especially considering the addition of colleges and the realignment of programs, three faculty representatives does not seem adequate to giving proper faculty representation.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, ex officio members, or participants in other capacities, please comment.

***a. Although student evaluations affect students, faculty, and the administration of the university, the faculty is the prime group that evaluations affect in a variety of ways. Evaluations are currently administered during class time, and faculty members are the ultimate recipients of the evaluation results. Evaluations have career implications for faculty, and they also represent an important tool for identifying directions for the improvement of pedagogy. As noted above, increased faculty representation is recommended so that the committee has the benefit of more faculty perspectives in its work. Specifically, it would be helpful to have representatives from areas that represent a range of instruction such as undergraduate core education, professional education programs, graduate education, and clinical and laboratory experiences.***

***b. The Director of Assessment for the university should optimally have a standing appointment to the committee since the director oversees the processing of evaluations with the Class Climate system. If such an arrangement is not possible, the director should at least be an ex-officio participant in the committee.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***a. The current method of appointment seems appropriate.***

- b. Although the rubric of this report does not address the following, it seems appropriate to recommend an additional change. According to the present Internal Governance Document, the Student Evaluation of Faculty Committee is listed as reporting to the Vice President for Student Affairs, although policy proposals emanating from the committee are referred to both the Provost and the Vice President for Student Affairs. The listing of the committee under the Vice President for Student Affairs seems to come only from the name of the committee, with the word “student,” of course, being prominent in the title. The work of the committee affects academic affairs most directly rather than student affairs, and thus the committee, if it remains independent, seems to fall most naturally under the purview of the Provost.*

## Student Media Steering Committee

**Function:** Recommends, reviews, and administers policy concerning the student media. The committee appoints and removes student media editors and business managers and approves student media budgets. Works to solve problems and resolve conflicts among the student media, between the student media and other constituencies.

**Membership Composition:** Assistant Director for Student Media (nonvoting); four representatives from the Student Media Committee (at least three of whom must be students); one faculty member; one student; and a practicing media professional from the community (not a RU faculty, staff or student) appointed by the Vice President for Student Affairs.

**Designated Administrator:** Dean of Students

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: ***Student Media Committee***

Responsible Administrator: ***Geoff White***

Report Submitted by: ***Geoff White***

Date: ***5/29/09***

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

***Four times per semester***

2. Did the majority of the members of the committee attend and participate in most meetings?

***Yes. Per the Student Media Committee's bylaws, a quorum must be present for a meeting to be held.***

3. What recommendations for action were made by the committee this year?

***Hiring of new Student Media Leaders, debating and approving payment to staff members of Student Media organizations, buying equipment for media organizations, approving budgets of Student Media organizations***

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

***Student Media, by its very nature, supports many goals of the 7-17 Strategic Plan. Among those are goals 1.1.1-3; 1.1.10 (through the use of learning outcomes), 1.2.10; 1.2.15; 2.1.5; 2.1.9; 2.3.5; 2.4.3; 3.2.1; 3.2.3; 4.2.3; and 4.5.1-2. A Student Media Leader must epitomize these values. When hiring Student Media Leaders, the committee takes these goals into account. Additionally, the committee considers many of the core values expressed in the 7-17 Plan when selecting leaders: A Student Media Leader must be ethical, be responsible with his organization's budget, show intellectual and artistic curiosity, value freedom of thought and expression, and be an active partner with the university, the surrounding community, and the region. This selection process also addresses the Radford Mission as expressed by the Board of Visitors in that it helps students discover their leadership styles and grow as leaders.***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***The Student Media Committee oversees the seven Student Media organizations. The leaders of these organizations each set their own goals with the assistance of their advisor and the Assistant Director for Student Media. (These appear in the Student Activities Annual Report.)***

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***The Internal Governance Document is out of date: The Student Media Steering Committee was disbanded several years ago, via the processes outlined at that time, since it was redundant to the Student Media Committee. The Student Media Committee performs the functions described in the Internal Governance Document, in that it appoints and removes Student Media editors and business managers, and approves Student Media budgets. Where needed, it also resolves conflicts among Student Media, though there were no conflicts that required direct intervention this year.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***No. There are no other committees that do anything similar to the Student Media Committee.***

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***As it stands, with membership comprised of the seven Student Media leaders, their advisors, the Assistant Director for Student Media, the Assistant VP of Student Affairs, and an SGA representative.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***The Student Media leaders represent each of their media organization's members, while the advisors represent the faculty and staff of Radford University. The Legislative VP of the SGA represents the SGA, which, in turn, represents the entire Radford student body. The Assistant VP of Student Affairs represents the RU administration, while the Assistant Director for Student Media provides professional and experiential insight.***

10. The RU Internal Governance Document indicates that "When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president."

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***It is appropriate.***

## Financial Aid Advisory Committee

**Function:** Serves in an advisory capacity to the Office of Financial Aid and seeks to provide assistance in identifying areas of concern while promoting and increasing public awareness to the student body. Significant proposals require comment from the SGA prior to submission to the Director of Financial Aid.

**Membership Composition:** Director of Financial Aid; three students who are financial aid recipients (selected from the following categories: a new freshman, one upper-class student, and a graduate student); one teaching faculty; and one support staff or administrative/professional faculty member who supervises student workers. Additional persons may be included as nonvoting members as needed to conduct the committees business.

**Designated Administrator:** Vice President for Student Affairs

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Financial Aid Advisory*

Responsible Administrator: *Norleen Pomerantz*

Report Submitted by: *Barbara Porter*

Date: *May 25, 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*Once this year*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes*

3. What recommendations for action were made by the committee this year? The committee acted as advisory.

*Discussion took place for financial aid issues and processing with input requested.*

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?



***This supports directive one by delivering financial support for students to be able to achieve academic excellence. The committee provides input from all areas, as represented, to effectively deliver financial assistance to students.***

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

**No**

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***This committee does provide feedback regarding financial aid processes and delivery of aid. It provides a relationship with students that provides further feedback and acts as a vehicle for student input.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

**No**

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

**8**

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***Students (graduate and undergraduate), a representative from area student employment supervisors, a representative for the 2+2 programs.***

10. The RU Internal Governance Document indicates that "When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president."

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

**Yes**

## Outstanding Student Worker Selection Committee

**Function:** Responsible for reviewing and recommending nominations for this annual award funded by the Radford University Foundation based upon specific criteria. One award shall be granted to a graduate student and two awards shall be granted to undergraduate students.

**Membership Composition:** Director of Financial Aid (non-voting); one representative each from Academic Affairs, Business Affairs, and Student Affairs; the Dean of Graduate and Extended Education; the Executive Director of the University Foundation.

**Designated Administrator:** Director of Financial Aid

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Outstanding Student Worker Selection Committee*

Responsible Administrator: *Barbara Porter*

Report Submitted by: *Barbara Porter*

Date: *May 25, 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*Once this year*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes*

3. What recommendations for action were made by the committee this year?

*Recommendations for the recipients of the Outstanding Student Worker award*

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

*This supports directive one by recognizing student worker contributions to the university and thus encouraging students to become involved with staff/ faculty.*

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

No

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***The committee is making the selection for this award.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

No

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

8

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***A representative from the area of student employment supervisors and the graduate college.***

10. The RU Internal Governance Document indicates that "When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president."

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

Yes

## Scholarly Lecture Committee

**Function:** Selects, funds, and assists university departments and appropriate student organizations in the presentation of lectures of general university interest. The committee shall select, fund, and review scholarly lecture proposals and advise the sponsoring organizations.

**Membership Composition:** Associate Vice President for Academic Programs; six teaching faculty, including one representative from each undergraduate college; Associate Director for Student Activities; two students.

**Designated Administrator:** Director of Co-curricular Activities

## Internal Governance Committee Report 2008-2009

*The Scholarly Lecture Committee was dissolved about three years ago because funds for scholarly lectures come from student fees, not the E&G budget. Its duties were assumed by the Club Programming Committee (CPC), which is not an IG committee; a specific proportion of the funds the CPC receives from the Student Finance Committee is set aside annually to support scholarly lectures. The CPC, which includes student, faculty, administrative, and staff representatives, has historically allocated a greater percentage of its funds to Scholarly Lectures than the minimum that is earmarked for this purpose.. Questions about the CPA can be directed to Heather Evans at [hsmart@radford.edu](mailto:hsmart@radford.edu).*

## **Student Athlete Appeals Committee**

**Function:** Hears appeal cases from student-athletes who have had athletic grant-in-aid (student aid) reduced or canceled and transfer eligibility issues. Written procedures shall be followed that provide for consistent and fair treatment for all student athletes. There is no further appeal of this committee's decision. This committee is convened only when business needs to be addressed.

**Membership Composition:** Compliance Coordinator (non-voting); two Student Affairs representatives; Faculty Athletics Representative (nonvoting); one teaching faculty; and two non-athlete students.

**Designated Administrator:** Vice President for Student Affairs

### **Internal Governance Committee Report 2008-2009**

***No report was received from the Student Athlete Appeals Committee. Presumably, this means that there were no appeals during 2008-2009.***

## Student Awards Committee

**Function:** Reviews, recommends, and administers policy and the selection process concerning the Who's Who Program, the Outstanding Student Awards, and other campus-wide student award activities. Decisions regarding policy matters will be referred to the Student Affairs Executive Council.

**Membership Composition:** Coordinator of Student Leader Resources; two teaching faculty; two undergraduate students; and Graduate Assistant to Coordinator of Student Leader Resources.

**Designated Administrator:** Director of Co-Curricular Activities

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: ***Student Awards Committee***

Responsible Administrator: ***Ken Bonk, Assistant Vice President of Student Affairs and Director of Student Activities***

Report Submitted by: ***Heather Evans***

Date: ***Wednesday, May 27, 2009***

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

***The Student Awards Committee met formally twice as a group and individual meetings were held with each committee member to assist with application review training. Committee members had to review submitted applications outside of these meetings – a process which can take up to about 6-8 hours.***

***Student Awards Committee members assisted in selecting various university awards celebrated at the annual Student Awards Ceremony and Reception. The eighth annual Student Awards Ceremony and Reception was held on April 24, 2009, and approximately 215 student leaders, family, friends, and university administrators were in attendance. There were 13 speakers/presenters and 80 student award winners.***

2. Did the majority of the members of the committee attend and participate in most meetings?

***Yes – since the meetings were set according to member's availability, committee members were all in attendance.***

3. What recommendations for action were made by the committee this year?

*In order to review the listing of student award recipients the Student Awards Committee selected, please review the attached program from the Student Awards Ceremony and Reception. The award categories selected by the committee are highlighted in yellow.*

4. Which of the committee's recommendations do you feel are the most significant vis-à-vis the University's 7-17 Strategic Plan?

*The Student Awards Committee enables the university committee to best celebrate the accomplishments and achievements of RU students, clubs and organizations, and faculty/staff members. The dedication of these student award recipients to the campus community, academic achievements, and passion to seek excellence are assets to our RU community. Thus, the committee indeed supports the following aspect of the 7-17 Strategic Plan:*

**Goal 1.2.10**

*Creating a campus environment where diversity of thought and personal background are highly respected and where the campus culture values and models inclusiveness in all that we do*

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

*It has been recommended that the committee assess offering simply ten Outstanding Student Awards instead of the current possible thirteen recipients – thus, celebrating the accomplishments of two freshmen, two sophomores, two juniors, two seniors, and two graduate students.*

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

*The Student Awards Committee is an important IG committee to the university community.*

**The function of the committee should be updated:**

**Current**

*Function: Reviews, recommends, and administers policy and the selection process concerning the Who's Who Program, the Outstanding Student Awards, and other campus-wide student award activities. Decisions regarding policy matters will be referred to the Student Affairs Executive Council.*



**Proposed**

***Function: Reviews, recommends, and administers policy and the selection process concerning the Outstanding Student Awards, Senior Excellence, Who's Who Program, and Student Organization Awards, and other campus-wide student awards. Decisions regarding policy matters will be referred to the Student Affairs Executive Council.***

**The membership composition of the committee should be updated:**

**Current**

***Coordinator of Student Leader Resources; two teaching faculty; two undergraduate students; and Graduate Assistant to Coordinator of Student Leader Resources.***

**Proposed**

- ***Associate Director for Student Activities and Leadership***
- ***Two teaching faculty members***
- ***Two undergraduate students***
- ***One graduate student***
- ***Graduate Assistant for Leadership***

**The designated administrator of the committee should be updated:**

**Current**

***Designated Administrator: Director of Co-Curricular Activities***

**Proposed**

***Designated Administrator: Assistant Vice President of Student Affairs and Director of Student Activities (Please change name to reflect title change).***

7. **Could of the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."**

***The Student Awards Committee functions well as an "independent" committee. Although the Outstanding Student Worker Award is awarded at the Spring awards ceremony, the two committees should remain separate; for, one reviews award applications for paid student workers and the other reviews award applications for unpaid student leaders, volunteers, and advisors on campus.***

8. **Assuming that this committee continues as "independent," what do you believe is its optimal size?**

***The size of the Student Awards Committee should increase by one member (in order to add a graduate member to the committee). However, the composition should be changed to include the following members:***

- ***Associate Director for Student Activities and Leadership***
- ***Two teaching faculty members***
- ***Two undergraduate students***
- ***One graduate student***
- ***Graduate Assistant for Leadership***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***All of the committee members listed above are essential for well-rounded discussion about reviewing/selecting student award recipients.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***Yes – the method of appointment of members to this committee is appropriate.***

## **Student Health Advisory Committee**

**Function:** Serves in an advisory capacity to the Director of the Student Health Center on non-medical policy related to the operation of the Center. Hours of operation, program suggestions and feedback on the administration of the Center are all areas of discussion to the committee. Proposed actions require comment from the SGA prior to submission to the Director of the Student Health Center.

**Membership Composition:** Associate Vice President for Student Affairs (non-voting); one teaching faculty from CHHS, Director of Student Health Center (non-voting); and three students appointed by SGA.

**Designated Administrator:** Associate Vice President for Student Affairs

### **Internal Governance Committee Report 2008-2009**

***No report was submitted for the Student Health Advisory Committee. The council was chaired by a student in 2008-2009.***

## University Performance Series Committee

**Function:** Arranges and promotes the University Performance Series.

**Membership Composition:** Associate Director for Student Activities; one administrative staff member appointed by the Vice President for Student Affairs; Dean of the College of Visual and Performing Arts; one faculty member from each of the Departments of Dance, Music, and Theatre; one faculty member at-large; four students (including one major from each of the Departments of Dance, Music, Art and Theatre).

**Designated Administrator:** Dean, College of Visual and Performing Arts

### Internal Governance Committee Report 2008-2009

Name of Committee or Council: *University Performance Series Committee*

Responsible Administrator: *Dean, College of Visual & Performing Arts*

Report Submitted by: *Dr. Joe Scartelli*

Date: *June 1, 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*Two to three times per year*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes*

3. What recommendations for action were made by the committee this year?

*Codify the 2009-2010 University Performance Series calendar.*

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

*Goal 1.1 (fundraising). Goal 2.1 (campus-wide programming). University Vision: "Intellectual and artistic curiosity and creativity."*

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

***Implement the 09-10 University Performance Series and plan for the 2010-2011 year.***

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***The charge of this committee is to “arrange and promote the University Performance Series.” This is done each year although for many practical reasons, the CVPA Dean’s Office carries out the responsibilities of arranging and promoting the series each year. This is by far the most efficient way to proceed as it is the CVPA dean who negotiates and arranges for contracting each event and works with agencies to receive press information with which to schedule, publicize, and administer the business of each event.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee “merger.”

***No***

8. Assuming that this committee continues as “independent,” what do you believe is its optimal size?

***The current size has been workable.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***Essential members are faculty and students representatives from the performing arts departments (dance, music, theatre).***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

***Students appointed by the SGA have tended not to participate as much even though the committee only meets 2-3 times each academic year. Student representatives appointed directly by the departments of dance, music, and theatre might be more efficient and effective.***

## **D. Committees and Councils Reporting to the Vice President for Business and Governmental Affairs or Designated Administrators**

### **Building and Grounds Committee**

**Function:** Recommends guiding principles for planning related to campus buildings and grounds, including a determination of the types and scope of projects that are to be brought before the committee for review. Reviews priorities for capital projects. Recommends buildings and grounds to support priorities from the planning process. Recommends, according to established university guidelines, the relocation of offices, departments, and teaching spaces in order to make a more efficient and effective use of the campus. Major actions (i.e. capital project priorities, master plan) proposed by this committee require the opportunity for comment by each of the senates.

**Membership Composition:** One representative from Academic Affairs; one representative from Student Affairs; one representative from University Advancement; Associate Vice President for Facilities; Facility Coordinator; one faculty member; one student; Registrar (non-voting).

**Designated Administrator:** Vice President for Business and Governmental Affairs

### **Internal Governance Committee Report 2008-2009**

Name of Committee or Council: ***Building and Grounds***

Responsible Administrator: ***Vice President of Finance and Administration***

Report Submitted by: ***Roy Saville***

Date: ***June 8, 2009***

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

***Due to the vacancy of the Vice President of Finance and Administration (responsible administrator) position the committee was not convened and given an assignment charge for the 2008 – 09 academic year.***

2. Did the majority of the members of the committee attend and participate in most meetings?

***N/A***

3. What recommendations for action were made by the committee this year?

**N/A**

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

**N/A**

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

**N/A**

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***Suggest the committee function address building and grounds from the operation side of the house. The Capital Planning role, perhaps, would be a better fit with the Planning and Budget Committee.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***No – If separated as described above***

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***5 – 6 members***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***The current membership composition includes an Associate VP for Facilities and a Facility Coordinator. These positions currently do not exist. Would suggest adding a member from the Budget Office.***



10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

**Yes**

## Information Technology Resource Committee

**Function:** Plans for and promotes the improvement of information technology resources, including program assessment towards goals and integration of recommendations with strategic planning and budget process. Proposed actions from this committee require the opportunity for comments from all senates prior to submission of a final report to the President's Cabinet.

**Membership Composition:** Executive Director of Information Technology Resource; Director of Television, Radio and Communication Services; Network Services representative; one representative each from the Department of Computer Sciences, College of Graduate and Extended Education, Academic Enrichment, Library, Student Affairs, Business Affairs, and University Advancement; one teaching faculty from each undergraduate college, selected by the college faculty); one undergraduate student; Associate VP for Academic Administration; Assistant Vice President for Finance; System Administration & Computer Operations representative; Information Systems & Computing Services representative; Technology Assistance Center representative; Director of Teaching Resource Center; Director of Academic Computing.

**Designated Administrator:** Vice President for Business and Governmental Affairs

### Internal Governance Committee Report 2008-2009

*With the approval of the University Executive Council, the Information Technology Resource Committee, with a new designated administrator (the Vice President for Information Technology and Chief Information Officer) and a reconstituted membership replaced the Information Technology Resource Committee in 2009.*

Name of Committee or Council: *Information Technology Advisory Committee*

Responsible Administrator: *Danny Kemp*

Report Submitted by: *Ted McKosky Jr.*

Date: *1 June 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.) Committee minutes may be found on-line at: <http://cio.asp.radford.edu/itac/2009-minutes-march.aspx> (This does not include April's minutes as they will not be approved until the fall meeting)

1. Approximately how frequently did this committee meet?

*Approximately once a month since it's reboot in October of 2008.*

2. Did the majority of the members of the committee attend and participate in most meetings?

Yes

3. What recommendations for action were made by the committee this year?

*To recommend:*

- a. *the acceptance of a proposal for a new campus wide telephone system*
  - b. *the approval of a memo to be disseminated to the campus community detailing new password guidelines and instructions.*
  - c. *that passwords be changed every ninety days for sensitive systems and twelve months for non-sensitive systems.*
  - d. *that retired faculty/staff have access to all services provided except for RU Express.*
  - e. *Data Storage and Media Protection Policy*
  - f. *Information Technology Password Policy & Standards*
  - g. *Account Management Policy*
4. Which of the committee's recommendations do you feel are the most significant vis-à-vis the University's 7-17 Strategic Plan?

*I don't think the recommendations accurately depict the committee's achievements and efforts in support of the 7-17 Strategic Plan. The committee's lively and wide ranging discussions do a great deal to inform and shape the opinions of the people responsible for making decisions with regard to information technology.*

*Discussions centered on the Information Technology Strategic Plan, technology training, encryption software, computer specifications, complying with state computer and data requirements, computer maintenance schedules, email providers, computer recommendations for students, faculty and staff, RU website redesign, software updates, printer/fax/copier assessment, security training, computer lab policies, and a new telephone system speak to many of the goals articulated in the Strategic Plan. Clearly the issues brought to the table address fiduciary responsibility, resources to create a supportive educational environment, providing programs with adequate facilities, providing a state-of-the-art computing system and insuring that each action is intentionally directed by Radford University's goals.*

*The working of the committee speaks to a collegial working environment, debate, freedom of thought and expression, a demand for excellence and an open environment that encourages everyone to take an active role in the future of Radford University.*

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

*To continue working towards an encryption solution, to examine the benefits of outsourcing email for students and alumni, to help plan for and promote the improvement of information technology resources on the Radford University Campus and to provide feedback to the Vice President for Information Technology and Chief Information Officer.*

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***This committee has essentially replaced the Information Technology Resource Committee and no longer reports to the Vice President for Business and Governmental Affairs. It is now called the Information Technology Advisory Committee and reports to the Vice President for Information Technology and Chief Information Officer. While some of the specific tasks have changed, I feel that the committee still performs the fundamental function of that committee by planning for and promoting the improvement of information technology resources on the Radford University campus.***

***Clearly the committee is performing this function by working with the Division of Information Technology on issues such as the Information Technology Strategic Plan, technology training, encryption software, computer specifications, complying with state computer requirements, computer maintenance schedules, email providers, software updates, printer assessment, security training, computer lab policy and a new telephone system.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

**No**

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***I have always felt that for this committee the larger the better. One of the main functions of this committee and its predecessor is to disseminate technology information. Because of this the more pieces of this complex puzzle that can be brought to the table, the better informed the other pieces will be. It is also important for the representatives from the Division of Information Technology to receive feedback from as diverse a group of users as possible.***

***The committee has always realized that when it comes to specific tasks the size of the membership is unwieldy and has been quick to create working sub committees.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***It is essential that this committee represent as broad a range of technology users and implementers as possible.***

10. The RU Internal Governance Document indicates that “When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president.”

Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

**Yes**

## **Parking and Traffic Committee**

**Function:** Recommends and reviews policy governing vehicle registration; recommends and reviews policy governing student, faculty, and staff parking regulation; establishes an Appeals Committee, oversees, implements and enforces a procedure for appeals of campus parking and traffic citations; reviews and edits the publication of *Parking and Traffic Regulations*. Proposed actions from this committee require the opportunity for comment from all the senates prior to submission of a final report to the President's Cabinet through the Vice President for Business Affairs.

**Membership Composition:** Director of University Services; one teaching faculty; two students (one boarding student, one commuting students); one support staff; one administrative and professional faculty; Director of University Police (non-voting); Manager of RU Express/Parking Services (non-voting), Conferences Services representative (non-voting); Student Affairs representative (non-voting). Additional persons may be included as non-voting members as needed to conduct the committees business.

**Designated Administrator:** Vice President for Business and Governmental Affairs

### **Internal Governance Committee Report 2008-2009**

***No report was submitted for the Parking and Traffic Committee.***

## Bookstore Advisory Committee

**Function:** Seeks to help provide the best possible service to students, faculty and staff and provide a forum for open communication between the Bookstore and all campus constituencies. Proposed actions require the opportunity for comment by the SGA and Faculty Senate prior to submission to the Director of University Services.

**Membership Composition:** Director of University Services (non-voting); two RU Bookstore employees (usually Manager and Assistant Manager); one administrative and professional faculty; one support staff; two students; two teaching faculty.

**Designated Administrator:** Director of University Services

## Internal Governance Committee Report 2008-2009

Name of Committee or Council: *Bookstore Committee*

Responsible Administrator: *Bill Dalton*

Report Submitted by: *Mary Weeks*

Date: *May 29, 2009*

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The first set of questions addresses this committee's activities during the 2008-2009 academic year. (In addition to responses to these questions, copies of meeting minutes should be attached.)

1. Approximately how frequently did this committee meet?

*Once a semester*

2. Did the majority of the members of the committee attend and participate in most meetings?

*Yes*

3. What recommendations for action were made by the committee this year?

*None*

4. Which of the committee's recommendations do you feel are the most significant *vis-à-vis* the University's 7-17 Strategic Plan?

*None*

5. Has the committee developed any goals and objectives for the 2009-2010 academic year? If so, what are they?

No

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The second set of questions asks for an assessment of the committee's structure and role in RU's internal governance system.

6. Each internal governance committee has a specific function, as described in the RU Internal Governance Document. (See <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf>). If possible, provide brief evidence that the committee performing this function. If it is doing something else, please suggest a revised statement of its function. If you feel this committee is altogether unnecessary, please indicate why.

***This committee fulfills the function outlined in the IG document. The primary focus for this committee is to provide an open forum and exchange of ideas for bookstore service to campus. We have minutes outlining the conversations and exchange of information.***

7. Could the work of this committee be combined with that of another internal governance committee, thereby eliminating one committee? If yes, please suggest a potential committee "merger."

***Since the Bookstore Committee does not have any authority, and is primarily a platform for open communication, there is only one other committee with a similar charge, the Dining Services Advisory Committee. I am not sure if the two committees would have enough common grounds in product/issues for students.***

8. Assuming that this committee continues as "independent," what do you believe is its optimal size?

***Current size is adequate.***

9. For which constituencies is representation on this committee essential? If other individuals are important to the functioning of this committee as resource persons, *ex officio* members, or participants in other capacities, please comment.

***Faculty and students are the main constituents; however, input for alumni use/purchases, parents of incoming freshmen should be considered, since they are the primary users in the summer. Currently, there is no rep for parents/alumni, this could be accomplished with the bookstore conducting interviews during the summer with the parents and possibly conversations with alumni office??***

10. The RU Internal Governance Document indicates that "When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president."



Do you feel that the method of appointment of members to this committee is appropriate? If not, please suggest an alternate method.

**Yes**

### **Dining Services Advisory Committee**

**Function:** Seeks to help provide the best possible service to students, faculty and staff and provide a forum for open communication between the Dining Services and all campus constituencies. Proposed actions require comment by the SGA prior to submission to the Director of University Services.

**Membership Composition:** Director of University Services (non-voting); two Dining Services employees (usually Director and Nutritionist); one teaching faculty; one support staff; one administrative and professional faculty; and four students.

**Designated Administrator:** Director of University Services

### **Internal Governance Committee Report 2008-2009**

*No report was submitted for the Dining Services Committee.*

### **E. Committees and Councils Reporting to the Vice President for University Advancement or Designated Administrators**

#### **Alumni Association**

**Function:** Strives to acquaint alumni, students, faculty and others with the University's ideals and objectives. Maintains a mutually beneficial relationship between alumni and the University.

**Membership Composition:** Elected officers and an appointed executive council.

**Designated Administrator:** Vice President for University Advancement

### **Internal Governance Committee Report 2008-2009**

*As per agreement with the Faculty Senate President, the Alumni Association was not asked to submit a report.*

#### **University Foundation**

**Function:** Strengthens the role of private assistance to Radford University.

**Membership Composition:** A Board of Directors composed of 24 individuals representing alumni, friends, businesses, faculty, staff and the community.

**Designated Administrator:** Vice President for University Advancement

### **Internal Governance Committee Report 2008-2009**

*As per agreement with the Faculty Senate President, the University Foundation was not asked to submit a report.*

## **F. Committees and Councils Reporting to the Vice President for Planning and Research or Designated Administrators**

### **Animal Care and Use Committee**

**Function:** Recommends policy and reviews the institution's program for humane care and use of animals for teaching or research, and inspects the institution's animal facilities, including animal study areas, at least once every six months; prepares reports of the evaluations and submits those to the Institutional Official. The ACUC insures that deficiencies are corrected. The committee reviews, and if necessary, investigates concerns involving the care and use of animals at the institution resulting from public or in-house complaints. The committee reviews, and either approves, requires modifications in (to secure approval), or withholds approval of those components of proposed activities related to the care and use of animals, and of any proposed significant changes regarding the care and use of animals in ongoing activities.

**Membership Composition:** A Doctor of Veterinary Medicine (appointed by the VP for Planning and Research); two faculty, (one from Biology and one from Psychology, at least one should be a practicing scientist experienced in research involving animals and/or having statistical expertise) recommended by the chairs of these departments; one person not affiliated with the university (appointed by the VP for Planning and Research); a representative of the Office of Sponsored Programs and Grants Management; Chairperson of Biology Department; Chairperson of the Psychology Department; one student.

**Designated Administrator:** Vice President for Planning and Research

### **Internal Governance Committee Report 2008-2009**

*The Animal Care and Use Committee is no longer an Internal Governance Committee.*

### **Institutional Review Board for the Review of Research on Human Subjects**

**Function:** Recommends and reviews policy regarding the protection of human subjects participating in research; reviews and approves or disapproves all proposals involving research on human subjects and reports all action taken to the Director of Sponsored Programs and Grant Management; monitors all research on human subjects approved by the committee; submits required reports to state and federal agencies; reports alleged violations to the appropriate College Dean and recommends sanctions for the individuals who fail to comply with established policies and procedures to the appropriate College Dean.

**Membership Composition:** One undergraduate student (excluded from membership during summer sessions if not enrolled); one graduate student (excluded from membership during summer sessions if not enrolled); seven teaching faculty (including one from each college); (Members must include both sexes, with varying backgrounds to be sufficiently qualified through the experience of its members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its

counsel and advice in safeguarding the rights and welfare of human subjects. Include at least one individual from a primarily scientific field and at least one from a primarily non-scientific field. Federal regulations require this diversity.); two individuals not otherwise affiliated with the University nor part of the immediate family of someone who is (federal regulations require at least one); Executive Director, Sponsored Programs and Grant Management; one faculty/staff member familiar with student psychological adjustment issues related to the University community (appointed by the Associate Vice President for Student Affairs).

**Designated Administrator:** Vice President for Planning and Research

## **Internal Governance Committee Report 2008-2009**

***The Institutional Review Board for the Review of Research on Human Subjects is no longer an Internal Governance Committee.***

#### IV. Summary and Commentary

A thorough review of Internal Governance at Radford University is long overdue. The materials in this report open a window upon a system of shared governance that is not irreparably broken, but which is still in need of detailed and critical review. One person's observations:

First, in the six years that have passed since the IG document was last updated, there have been numerous title changes, realignments, changes in reporting lines, *etc.* A number of these are noted in the document. However, there are many others. In no particular order, a brief list of "things that are not the same" since the last update in 2003-2004:

- Diversity and Equity Action Committee
- Vice President for Academic Affairs
- General Education Curricular Advisory Committee
- Scholarly Lecture Committee
- Vice President for Business and Governmental Affairs
- Information Technology Resource Committee
- Vice President for Planning and Research
- Executive Assistant to the President
- Founder's Day
- Assistant Vice President for Communications
- Senior Class Advisor
- Heth Student Center Assistant Director for Programming
- Assistant Vice President for Facilities
- University's Equal Opportunity Official
- Social Equity Officer
- Director of Multicultural and International Student Services
- Associate Vice President for Academic Programs
- College of Graduate and Extended Education
- Business Affairs
- University Space Committee
- Associate Vice President for Facilities
- College of Arts and Sciences
- College of Information Science and Technology
- Associate Vice President for Academic Enrichment
- Quest
- Adult Degree Program
- General Education
- Donald N. Dedmon Professorial Award
- RU Foundation Award for Creative Scholarship
- RU Foundation Award for University Service
- Coordinator for Student Leader Resources
- Facility Coordinator

Second, while there are a few exceptions, most of the current IG committees—and certainly, the majority of those that most members of the RU community would regard as "critical"—appear to be performing as described in the IG document. (Two *caveats* to this statement: not all committees and councils submitted reports, and it could be that those committees have not

been meeting their functions. Also, the reports were submitted by chairs of the committees, who may have a vested interest in maintaining them.)

Responses to the first five questions measured the extent to which IG committees and councils were active during 2008-2009. A cursory review of these responses reveals that:

1. The perception that a significant proportion of IG committees “never” meet is not supported by the reports committees submitted. To be sure, meeting schedules vary widely; committees met as frequently as weekly (the Academic Advising Committee) and as seldom as once during the year. It is probably safe to say that most met as often as necessary to take care of the business at hand. The Commencement and Convocation Committee, for example, met more frequently in the run-up to commencement than it did at other times of the year, while other committees met only on an as-needed basis.
2. Most members of IG committees attended most meetings. As one would expect, student representatives are more likely to miss meetings than other members of the committees; this reflects both the difficulty students often face in meeting multiple commitments and their occasional lack of understanding of the issues the committee is considering. Also as one would expect, the larger the committee, the more difficult it is to find a time for all members to attend meetings.
3. Most committees and councils with the authority to make recommendations accepted that responsibility during 2008-2009. Furthermore,
4. The committees (for the most part) saw those recommendations as supporting the *7-17 Strategic Plan*.
5. Most committees have not established goals for 2009-2010. Given the turnover in members on IG committees (typically, between one-third and one-half of the members are new each year), a reluctance to plan ahead is to be expected. (In a revised IG system, consideration might be given to longer terms for faculty and staff members; stability in membership may lead to the committees being better able to establish and accomplish goals.)

The second five questions asked respondents to reflect upon their committees themselves. A brief synopsis of their opinions:

1. Virtually all indicated that the committee or council was functioning exactly as it was supposed to and was an essential part of the IG system.
2. Virtually no committee mergers were suggested.
3. The current size of the committee was typically deemed appropriate, and
4. With few exceptions, the respondents felt that all key constituencies were being represented.
5. There were also few recommendations for different ways of appointing members to the IG committees and councils.

As one would expect, some committee chairs were far more thoughtful about this assignment than others. Specifically, those responding on behalf of the following committees and councils made rather detailed recommendations for revisions to their committee’s function or membership:

- Academic Policies and Procedures
- Academic Program Review
- Professional Education

- Faculty Professional Development Leave and Research Support
- General Education Curricular Advisory
- Committee on Clubs and Organizations
- Student Evaluation of Faculty

\* \* \* \* \*

The resolution by the Faculty Senate to which this report responds asked for information about the frequency of meetings and participation of committee members during 2008-2009, the actions and accomplishments of committees, and goals and objectives for 2009-2010. This report includes the requested information, and more. However, it is not immediately obvious whether the information in the report is sufficient to address the resolution's final "whereas": the "numerous verbal expressions of dissatisfaction with the effectiveness of the shared governance system in the faculty senate and public media."

If the dissatisfaction is because there has been a perception that committees have not been meeting, that key constituencies are not represented, that members are not participating; and that nothing is being accomplished, then the responses to this report would appear to indicate that that dissatisfaction is misplaced. However, if the dissatisfied are upset because they believe that the RU Internal Governance system is inefficient and cumbersome, and should be replaced by a system that is better suited to the RU of 2009; because recommendations by IG committees are not implemented; because the document currently in effect needs a thorough update; because they feel that they are serving on too many committees, or committing too much time to those on which they are serving; or for similar reasons, the information in this report alone will almost certainly be inadequate to determine whether their dissatisfaction is justified or unjustified.