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SUBJECT: STANDING COMMITTEES

◆ ACADEMIC AFFAIRS COMMITTEE

- ◆ Function: To certify candidates for degrees, to direct plans for graduation exercises, and to approve candidates for student honors. Recommendations of candidates for degrees go to the full faculty for approval. Other recommendations go to the Provost.
- ◆ Membership: At least two faculty members, two administrators and two students.

◆ ACADEMIC COUNCIL

- ◆ Function: To consider and make recommendations on academic matters.
- ◆ Membership: Provost, Chairperson of each Academic Division, Librarian, and the Dean of External Programs.

◆ ADMINISTRATIVE COUNCIL

- ◆ Function: This council aids in implementing policies of the Board in the areas of academics, student affairs, business and financial development, public relations, campus maintenance, alumni affairs, and whatever is necessary and proper for the efficient operation of the institution. Its decisions go directly to the President for implementation.
- ◆ Membership: President, the Administrators, one faculty representative, one staff representative, the Athletic Director and the Senior Accountant.

◆ ADMISSIONS COMMITTEE

- ◆ Function: To formulate and recommend policies for admissions; to examine qualifications for admission of students; to act on referrals of special problems as requested by the Vice President for Enrollment Services; and to serve as Appeals Committee for students requesting readmission. Recommendations go to the Vice President for Enrollment Services for implementation.
- ◆ Membership: At least four faculty members, one administrator, and two students.

◆ APPEALS COMMITTEE

- ◆ Function: To hear appeals of academic, disciplinary, financial, and any other matters designated by the President. Decisions regarding matters of appeal go directly to the President for final approval or disapproval.
- ◆ Membership: At least four faculty members, one administrator, and two students.

◆ ATHLETIC COMMITTEE

- ◆ Function: To serve as an advisory board to the Athletic Director; to support and promote the intercollegiate athletic program and intramural sports. Recommendations go to the Director of Athletics for implementations.
- ◆ Membership: Athletic Director, at least three faculty members, faculty/athletics representative, and two students.

◆ BUDGET COMMITTEE

- ◆ Function: To plan the annual operating budget of the College for recommendation to the Board of Trustees.
- ◆ Membership: The President and the Administrators.

◆ CALENDAR COMMITTEE

- ◆ Function: To determine guidelines for scheduling events on the College calendar, to schedule such events, and to resolve conflicts regarding the use of college facilities. Recommendations concerning the academic calendar must have the approval of the Provost.
- ◆ Membership: Four faculty members, one administrator, and two students.

- ◆ CHAPEL COMMITTEE
 - ◆ Function: To plan regular chapel services and to promote special religious emphases on campus. Recommendations to the Provost for implementation.
 - ◆ Membership: The Vice President for Enrollment Services, at least three faculty members and two students.
- ◆ COLLEGE TECHNOLOGY COMMITTEE (CTC)
 - ◆ Function: To review, revise and develop all policies relating to technology including a long-range technology plan. These policies will be referred to the Faculty Assembly or the President's Cabinet and then to the Administrative Council for approval. To create a COS (Community of Service) for any area deemed necessary.
 - ◆ Membership: One full-time faculty member elected by each academic division (Business, Education, External Programs, Arts and Letters, Library, Math and Science, Music, Social and Behavioral Science, Religion and Philosophy), Director of Admissions, Registrar, Director of IT, Programmer/Analyst, Webmaster, Dean of Students, Chief Financial Officer, Director of Financial Aid, Provost, CIO and one student selected by the Student Government Association (SGA). The President will designate one of the members to serve as Chair of the committee. The Chair will appoint subcommittees as needed.
- ◆ CURRICULUM COMMITTEE
 - ◆ Function: To have general oversight of all matters related to course and degree offerings, seeking to keep them contemporary with student needs. Moreover, it must review and evaluate the entire curriculum periodically. Recommendations must go to the full faculty for final approval.
 - ◆ Membership: At least seven faculty members, Provost, and two students.
- ◆ EXECUTIVE STAFF
 - ◆ Function: The Executive Staff aids in matters dealing with financial decisions or personnel matters of the College. All other decisions are referred to the Administrative Council. When the Administrative Council cannot meet, the Executive Staff deals with all matters under the jurisdiction of the Council and the Executive Staff.
 - ◆ Membership: President, the Administrators, and the Senior Accountant.
- ◆ FINANCIAL AID COMMITTEE
 - ◆ Function: To review financial aid policies of Brewton-Parker College and to make necessary recommendations to the Director of Financial Aid in matters relevant to student financial aid.
 - ◆ Membership: At least three faculty members, one administrator, and two students.
- ◆ FRINGE BENEFITS COMMITTEE
 - ◆ Function: To review constantly the entire package of employee benefits and to make recommendations to the President for any changes and enhancements.
 - ◆ Membership: At least four faculty members and three or four administrators or staff members.
- ◆ GRIEVANCE COMMITTEE
 - ◆ Function: To conduct a hearing and review all evidence of a grievance against the College from an employee or faculty member.
 - ◆ Membership: Three full-time faculty, two administrators and two staff members.
- ◆ INTERNATIONAL STUDENTS COMMITTEE
 - ◆ Function: To plan and conduct activities designated to enable international students to minimize cultural shock and to adjust to American college life as quickly as possible. Recommendations go to the Provost for final approval.
 - ◆ Membership: At least four faculty members and two students.
- ◆ LIBRARY COMMITTEE
 - ◆ Function: To plan improvements in the use, content, and availability of library materials; to serve as an advisory body in helping to evaluate and develop a sound library program; to recommend

allocations and expenditures of library funds in meeting the needs of each department. Recommendations go to the Provost for approval and implementation.

- ◆ Membership: At least five faculty members, Librarian and two students.

◆ PRESIDENT'S CABINET

- ◆ Function: To make decisions regarding the non-academic functions of the College; to disseminate information through the Cabinet to employees; and to coordinate activities between departments to avoid duplication and create a wholeness to the institutional program.
- ◆ Membership: All management-level employees of the College, the members of the Administrative Council, two faculty members named by the Faculty Assembly, and the President of the Student Government Association.

◆ PROFESSIONAL PROGRAM COMMITTEE

- ◆ Function: The Committee is charged with responsibility for admitting students into the Teacher Education Program. It continually monitors student progress and keeps pre-service teachers informed of their admission status.
- ◆ Membership: At least seven faculty members, one student, and one local practitioner.

◆ SPIRITUAL LIFE COMMITTEE

- ◆ Function: To assist the College in achieving its Christian mission by providing leadership in creating an atmosphere of Christian faith on the campus within the faculty, staff, and student body.
- ◆ Membership: The Chairperson of the Christianity Department, the Campus Minister, two members of the faculty (appointed by the Chairperson of the Faculty Assembly), and two members of the staff (appointed by the President). The Chair of the Division of Religion and Philosophy will chair the committee.

◆ STRATEGIC PLANNING COMMITTEE

- ◆ Function: To develop, implement and monitor the strategic plan of the College.
- ◆ Membership: All members of the Academic Council and the President's Cabinet.

◆ TENURE/RANK COMMITTEE

- ◆ Function: To consider requests from faculty members for promotion, receive nominations and evaluate criteria for awarding tenure, and to make recommendations concerning these promotions to the Provost, who in turn will give his recommendations to the President for final determination.
- ◆ Membership: One representative from each academic division appointed by the chair of the Faculty Assembly.

Contact for Interpretation: Provost

This policy statement supersedes all previous policy statements on this subject.