

## **Approved as revised 9/8/2011**

**All charges were approved by the Academic Senate 9/8/2011 except the Student Affairs Committee charges, which are to be crafted at the first SAC meeting and approved by the Academic Senate once charges have been crafted.**

### **Proposed Committee Charges for AY2011**

#### **Academic Affairs (Doug Meadows, Convener; Bob Barbato, Executive Committee)**

- Course and Teacher Evaluation System: Review recent feedback, review and assess models, and recommend a consistent, university wide form and process;
- Review the Provost's proposal for the Cross-Disciplinary Collaboratory and report to Senate.
- Review the Provost's proposal for revising the honors program and report to Senate.
- Review, update and present for Senate's consideration the following policies: Admission (D2.0), Registration (D3.0), Grades (D5.0), Graduation requirements (D12.0), and Academic Advising (D9.0).
- Review the current convocation protocol. Specifically whether or not announcing honors level is appropriate (over and above publishing it in the program) and whether or not standard Latin nomenclature should be used to identify honors categories (*cum laude*, *summa cum laude*, *magna cum laude*). Additional should study abroad still be announced.
- Review data from Provost's office on numbers and uses of adjuncts across programs and colleges; assess their implications with regard to academic quality and integrity;
- Determine whether or not a deadline and statute of limitations should be established for grade disputes. Recommend policy changes where appropriate.

#### **Academic Support (Kathleen Lamkin-Kennard, Convener; Andy Phelps, Executive Committee)**

- Recommend how best to ensure ISO/ITS is effectively connected to Academic affairs. Consider the establishment of a standing committee of the Institute on such matters, under the purview of the Provost, with appropriate representation from the Senate.
- Consider present and future support needs for blended and online learning.
- Consider impact of semester conversion on academic advising and the potential benefit of moving toward development of permanent advising staff.
- Assess the present state of the Wallace center and the extent to which it is meeting our academic needs.

#### **Campus Environment (Karl Korfmacher, Convener; Tim Engstrom, Executive Committee)**

- Report on and provide recommendations to the Senate resulting from last year's charge.
- Review the recent Low-Emission Vehicle (LEV) Parking Strategy, parking lot alterations, and other environmental initiatives in consultation with FMS. Develop and report to Senate strategies and policy modifications that reflect more comprehensive and intentional efforts to reflect and positively impact the RIT environment.
- Consider making RIT a smoke-free environment.
- Consider additional ways RIT can improve its sustainability efforts across campus, including systemic involvement of RIT's new director of Sustainability.

### **Faculty Affairs (Kristen-Waterstram-Rich, Convener; Paul Tymann, Executive Committee)**

- Review the current status of the changes made to E5.0 and E6.0. In particular ensure that the Senate's recommendations for policy changes for promotion from associate to full professor and for the new rank of university professor have been documented correctly.
- Review proposed motion regarding participation and representation of lecturers in the governance system.
- Review Senate Charter (B2.0), specifically regarding the beginning and ending of terms of elected representatives, and representational formula for college (and other) representation on Senate standing committees (5.2).
- Revise Faculty Employment Policies (E.4) to align with the changes in Policy on Faculty Rank (E6.0).
- Review Grievance policy (E24.0) paying particular attention to who is eligible to file a grievance. The term "Faculty" may be too narrow a definition for those employed for academic purposes (E24.1).
- Review the role of HR in faculty hiring and ensure consistency of HR and faculty process regarding policy and process.
- Review, update and present for Senate's approval the following policies: Visiting Scholar Policy (E9.0), Faculty Professional Leave (E18.0), Faculty Personal Leave (E17.0), and Transfer of Tenure-Track Faculty (E21.0).

### **General Education (George Zion, Chair; Paul Tymann, Executive Committee)**

- Update Senate on progress regarding charge to review decisions, processes, criteria and guidelines for determining when a course is included in the Gen Ed curriculum.
- Develop a proposal for First Year Seminar
- Develop procedures and criteria for the definition of immersion courses.
- Update the Senate on the General Education transition plan.

### **Graduate Council (Ag Crassidis, Chair; S. Manian Ramkumar, Executive Committee)**

- Review the role of the Dean of Graduate Studies in relation to Graduate Council.
- Assess our progress toward making PhD programs, where appropriate, financially self-sustaining.
- Continue to review and recommend program conversions to semesters as they are advanced by the colleges. Provide monthly updates to Senate.
- Review policies and, where necessary, propose changes in current policies in connection with enhancing RIT's emerging graduate culture in relation to academic governance.
- Review the timing by which the SG graduate council representative is appointed.
- Continue the ongoing work of the Institute ethics committee.

**ICC (Charlie Border, Chair; Andy Phelps, Executive Committee)**

- Review the proposal for First Year seminar developed by the General Education committee.
- Continue to review and recommend conversions to semesters as they are advanced. Provide monthly updates to Senate.
- Establish criteria for development and review of minors with an eye toward consistent institute standards of academic quality.

**IETC (Tom Reichlmayr, Convener; Bob Barbato, Executive Committee)**

- Continue to evaluate the mechanisms used in the course and teacher evaluation process.
- Survey the current inventory of classrooms. Make recommendations, where necessary, as to how the classroom environment can be improved.

**IWC (David Martins, Chair; Tim Engstrom, Executive Committee)**

- Establish internal committee working procedures and an external network of communication with the General Education Committee (GEC) and the Inter-College Curriculum Committee (ICC) for the development and approval of writing-intensive courses.
- Report to the Senate progress made in designing and implementing structures of support for faculty and students in accordance with the Institute Writing Policy (D16) and, where appropriate, make recommendations for improving and integrating writing across the curriculum.
- As appropriate, assist the Institute Writing Committee with the development of the Writing Center.

**Long Range Planning (Mike Osier, Convener, Chair; Paul Tymann, Executive Committee)**

- Consider need for and representative nature of a master plan for construction on campus.

**Multidisciplinary Curriculum (Jim Myers, Convener; S. Manian Ramkumar, Executive Committee)**

- Review and recommend conversions to semesters as they are advanced. Provide monthly updates to Senate.

**Nominations (Paul Rosenberg, Convener, Chair; Tim Engstrom, Executive Committee)**

- Develop a plan for successful staffing of and support for standing committees.
- Craft a slate of nominees for the Executive Committee for elections in April.
- Nominate at-large positions in the Senate Standing Committees.
- Propose nominees for Institute Faculty Grievance Committee for Senate ratification in April.
- Maintain a list of possible faculty for appointment to committees as they arise over the course of the year.

**RABC (Charlotte Thoms, Convener, Chair; Paul Tymann, Executive Committee)**

- Report on last year's work and, where appropriate, make recommendations for Senate consideration.
- Identify and assess permanent incremental costs associated with semester conversion.
- Identify and assess the impact on the annual operating budget of incremental costs associated with new building.
- Review current benefits and the move to self-funding.
- Review Institute implementation of salary benchmarking goals, and review the feasibility of benchmarking lecturer and adjunct compensation.
- Review institute process, priorities and faculty involvement in building the budget model. Consider ways in which academic governance might play a stronger and more constructive role.

**Student Affairs (Jim Aumer, Convener, Chair; Ramkumar, Executive Committee)**

- Tabled and charges will be formed at the first SAC meeting and later approved by the Academic Senate.

**Eisenhart Committee (Jayanti Venkataraman, Chair; Paul Tymann, Executive Committee)**

- Review the kinds of teaching awards, the number of teaching awards, and the eligibility criteria for Eisenhart teaching awards. Clarify what percentage of a nominee's time needs to be devoted to teaching and what constitutes "primary responsibility" (E12.1.3.C). Update policy E12.0 as needed. Include in the discussion the new non-tenure track teaching award.