

**ROCHESTER INSTITUTE OF TECHNOLOGY
ACADEMIC SENATE**

**PROPOSED STANDING COMMITTEE CHARGES
AY 2007**

Approved by the Academic Senate 9/20/2007

Academic Affairs Committee

The Academic Affairs Committee shall be the academic policy committee of the Senate and shall formulate and review all matters related to academic and educational policies and procedures. The Committee shall also serve as liaison with appropriate administrators and administrative bodies of the university. The Academic Affairs Committee shall consist of eight collegial representatives, each to be elected by his or her college, one member of the educational development faculty elected by that group, three members at large elected by the Academic Senate, and the Provost or his or her delegate (ex officio, voting).

1. Review the Add/Drop Policy and propose a revision if necessary.
 - Consider concerns about impact of W-grades on teaching performance
 - Consider if Add and Drop deadlines dates should be different
 - Review the status of registration checking for student completion of prerequisites before enabling self-registration for courses.
2. Review the length of time which restrictions on course registration are enforced and propose a revision to enable more efficient registration of all students.
3. Review the Honors Program with its Director, David Mathiason and propose revisions if necessary.
4. Review policy D 4.0 regarding allowable reasons for class absences. If necessary propose revised wording to this policy to clarify that athletes should be allowed to miss class and criteria that must be met by the athletes.

Academic Support

The Academic Support Committee shall monitor and review the academic services, computer services, cultural programs, and museum and library services of the university. Members from the Committee shall also serve as liaison for the Senate with appropriate administrative officers, committees, and councils of the university, and shall act in conjunction with the Academic Affairs Committee in the formulation of policies and proposals to be submitted to the Academic Senate. The Academic Support Committee shall consist of eight members, each to be elected by his or her collegial faculty, one member of the educational development faculty elected by that group, three members at large elected by the Academic Senate, and Provost or his or her delegate (ex-officio, voting).

1. Review functionality of the degree audit system and make a critique of the current feature set and make suggestions for change in necessary, e.g. electronic change of grade; the addition of and electronic screening for completed prerequisites for course registration
2. Investigate the ability of sharing NTID resources for other students in need e.g. students with disabilities; students who have ESL and propose the implementation of changes if within legal parameters
3. Propose a change to the current exam schedule and the time-line for notification of the schedule.
4. In consultation with Director of the Library, assess RIT library services and make recommendations, as necessary, for specific resources needed to bring RIT's libraries into line with comparable institutions.

Campus Environment Committee

The Campus Environment Committee shall monitor the physical state of the university as it influences the academic mission and report to the Senate on deficiencies and proposed initiatives. The Campus Environment Committee shall consist of eight members, each to be elected by his or her collegial faculty, one member of the educational development faculty elected by that group, three members at large elected by the Academic Senate, and the Vice President of Finance and Administration or his or her delegate (ex-officio, voting).

1. Investigate the requirements and financial implications for RIT buildings to be LEED certified and provide an instructional presentation on LEED certification to the Senate.
2. Determine if a wildlife ~~management~~ protection program is in place given the increased construction and propose a program if one does not exist.
3. Compile existing energy initiatives and if necessary propose additional initiatives along with methods for implementation
4. Establish and maintain an ongoing review of the College Town project.

Faculty Affairs

The Faculty Affairs Committee shall be responsible for policy recommendations concerning faculty tenure, rank, welfare, leave, and professional conduct; and shall review all policies and procedures concerning the extended part-time and adjunct faculty of the university. The Faculty Affairs Committee shall consist of eight members, each to be elected by his or her collegial faculty, one member of the educational development faculty elected by that group, one Dean elected by the Deans Council, three members at large elected by the Academic Senate, and the Provost or his or her delegate (ex-officio, voting).

1. Review Policy E.5, Policies on Tenure, determine if current practice follows the policy and propose any necessary revisions to the wording to the policy. Specific issues to address include:
 - a. Evaluate the feasibility of making the granting of tenure and promotion to associate professorships simultaneously an RIT policy rather than an individual college policy. Note that this currently has the support of the Provost and President.
 - b. Evaluate to what extent there should be uniformity across colleges on tenure policies.
 - c. Evaluate the effectiveness of existing grievance procedures where the granting of tenure and promotion is not in accord with Institute policy.
2. Review Policies E.5 and E.6, and if necessary propose a revision of wording to clarify the distinction between professional and Institute service
3. Develop and propose a mechanism for promotion within the rank of Research Faculty
 - a. Specify standards for rank as associate and full.
4. Develop a policy regarding an acceptable cost for works published on LULU and are required purchases for students. Specifically, where an author has self-published a text, to develop a policy to allow that author a reasonable royalty on top of the book production costs, especially if the author is teaching the class.
5. Consider parameters for employee security and regularization for our 300 plus contingent faculty. This faculty most often works with 1st and 2nd year students and is key to student success and retention. (See Provost report on current status) Namely,
 - a. Consider whether or to what degree long-term adjuncts with noteworthy teaching accomplishments should receive additional consideration in terms of resources, training, internal hiring (as tenure-track), and benefits.
 - b. Identify obstacles to improving adjunct treatment.

Graduate Council

The Graduate Council shall study graduate curricular proposals from an institute-wide perspective, maintain appropriate inter-college relationships with regards to curriculum, define the essential character of graduate study at the institute, continuously review and coordinate existing graduate programs, and establish policies and procedures for the administration of graduate study at the institute. It shall make proposals to the Academic Senate for graduate curriculum approval or discontinuance. The Graduate Council shall consist of eight members, each to be elected by his or her collegial faculty, three members at large elected by the Academic Senate, one academic dean selected by the Deans Council, the Dean of Graduate Studies serving as the Provost's delegate (ex-officio, voting), and the Vice President for Academic Affairs or his or her delegate (ex-officio, non-voting). Whenever a particular curriculum proposal is being considered in the Senate, the Dean(s) of the respective college(s) making the proposal shall be invited

to be present and to speak. The Council shall be presided over by the Dean of Graduate Studies.

1. Review proposed new or revised graduate programs and bring them to the Academic Senate for review and approval.
 - Ensure that proposals are received by the Graduate Council by March 15th, (first week of spring quarter).
 - Ensure that proposals are received by the Executive Committee of the Academic Senate April 24th, (6th week of spring quarter).

Inter-College Curriculum Committee

The Inter-College Curriculum Committee shall study undergraduate curricular proposals from an institute-wide perspective, maintain appropriate inter-college relationships with regards to curriculum, assure that existing undergraduate curricula are periodically reviewed, and make proposals to the Academic Senate for undergraduate curriculum approval or discontinuance. The Inter-College Curriculum Committee shall consist of eight members, each to be elected by his or her collegial faculty, one representative elected at large by the Academic Senate, one representative from the academic deans, one representative from Student Government, and the Provost or his or her delegate (ex-officio, voting). Whenever a particular curriculum proposal is being considered in the Senate, the Dean(s) of the respective college(s) making the proposal shall be invited to be present and to speak.

1. Review proposed new or revised graduate programs and bring them to the Academic Senate for review and approval

Ensure that proposals are received by the ICC by March 15th (first week of spring quarter)

Ensure that proposals are received by the Executive Committee of the Academic Senate April 24th (6th week of spring quarter)

2. Review eligibility for minors and revise if necessary
3. Review programs
4. Clarify process
5. Develop and propose a criteria, procedure and time-line for review of academic programs

Long Range Planning Committee

The Long Range Planning Committee shall prepare and review strategic planning initiatives of the university and review progress in achieving those goals. The Long Range Planning Committee shall consist of eight collegial representatives, each to be

elected by his or her college, one member of the educational development faculty elected by that group, and three members at large elected by the Academic Senate.

1. Review Agenda for Action and Strategic Plan as it pertains to faculty
2. Review RITirees program with Barry Culhane and develop method for faculty to be involved or to ensure that the program is permanentized
3. Expand on the concept of a museum on campus and explore its feasibility
4. Review RIT Emergency preparedness plan & determine faculty participation.

Resource Allocation and Budget Committee

The Resource Allocation and Budget Committee shall be the faculty committee in all matters pertaining to university budget and finances. It shall also submit to the Academic Senate for review and approval academic priorities related to external academic funding. The Committee shall be responsible for presenting an analysis of the budget and other financial matters to the Senate for its review, and the Executive Committee shall forward that review in writing, as adopted by the Senate, to the President and to the Institute Council. The Committee shall serve as liaison for the Senate with the Vice President of Finance and Administration and with other appropriate administrators and administrative policy bodies of the university. The Committee shall consist of eight tenured faculty members, each elected by his or her collegial faculty, one member of the educational development faculty elected by that group, three members at large elected by the Academic Senate, and the Vice President of Finance and Administration or his or her delegate (ex-officio, voting).

1. Define a process to reconcile the differences between RIT faculty salary reporting to the AAUP and internal RIT faculty salary reporting.
2. Develop a template for the Committee's annual report to the Senate, together with an identification of the information source for each report data element.
3. Work with Finance & Administration to develop an improved computer equipment funding process (i.e., computer cascade) that is more timely, predictable, and responsive to the needs of academic units.

Student Affairs Committee

The Student Affairs Committee shall be responsible for policy recommendations relating to academic aspects of student life and shall review other questions and policies related to the quality of student life. It shall also serve as liaison for the Senate in these matters with the appropriate administrative offices and policy committees, and where appropriate, shall submit proposals and recommendations to the Academic Senate. The Committee shall consist of eight faculty members, each to be elected by his or her collegial faculty; one member of the educational development faculty elected by that group; four student representatives, including the President of student government or his or her delegate (ex-officio, voting); and the Vice President for Student Affairs or his or her delegate (ex-officio, voting)

1. Look into ways to increase student identity, sense of community, enthusiasm, and a general sense of belonging to RIT. The benefits could include decreased student attrition and increased alumnae involvement (financial and so forth).
2. Are there too many policies without clear enough benefits that negatively impact students' residential living?
3. Interact with the following Student Government committees:
 - The Committee on Institute Technology that will address the technology needs, problems, and desires of the student body.
 - The Committee on Community Improvement and Development that will address what areas of campus and social aspects of RIT which need to be improved. This committee will also offer advice to Student Government on how we can improve student life on campus. This also relates to charge #1
 - The Committee on Institute Policies and Procedures which will examine current campus policies and offer suggestions as to how we can improve or change policies that affects students This also relates to charge #2
4. Review definition of retention metrics at RIT overall in light of the practice of giving retention credit to the department of first enrollment rather than to the graduating department.