

## APPENDIX D: UNIVERSITY COMMITTEES

### ADMISSIONS COMMITTEE

Representation: 3 Faculty, 3 Students, 2 Administrators (Dean of Admissions, Vice President for Academic Affairs)

Chaired by: Faculty member

Reports to: Dean of Admissions

Purpose: The purpose of the Admissions Committee is to provide leadership for the Office of Admissions. The committee shall recommend policy, initiate studies, review matters directed to the committee by the appropriate administrative areas, provide consultation, and perform other tasks as assigned in relation to the Admissions area.

Specific areas of concern:

1. Development and maintenance of basic admission standards.
2. Development and maintenance of exceptional categories to admissions standards.
3. Development and maintenance of the procedures of the Admissions Review Committee: This committee is a decision-making agency for applicants who do not meet regular or conditional admission requirements and serves also as an appeal agency for all other applicants. It is composed of a faculty member who will serve as Chairman, selected by the Admissions Committee, the Vice President for Academic Affairs, and the Dean of Admissions. The term of office for the Chairman shall be a full calendar year, including the summer months.
4. Development of a plan of coordination of academic scholarships.
5. Recruitment of students: including development and implementation of plans to involve members of the University community in recruitment activities.

## ATHLETICS COUNCIL

Representation: 5 Faculty (at least 2 women), 4 Students (2 men and 2 women), 3 Administrators, and the Faculty Athletic Representative (ex officio member)

Chaired by: Faculty member

Reports to: Athletics Director, Chairman HPER

Purpose: The purpose of the Athletics Council is to provide leadership in the development and administration of the athletics program of the institution, including varsity athletics, intramurals, recreational sports and development programs, and the activities program of the Department of Health, Physical Education and Recreation.

Specific areas of concern:

1. Periodic review of the purposes and objectives of the athletics program to insure conformity with the general philosophy of the University.
2. Review of policies related to the administration of the athletics program and facilities of the institution.
3. Review of appropriate areas (such as budgetary allocations, scholarship distributions, scheduling, etc.) to insure compliance by the institution with the requirements of Title IX.
4. Service as a liaison body (through appropriate representatives) to men's and women's intercollegiate athletic conferences.
5. Service as promotional body to encourage University-wide participation in the various athletics programs of the institution, particularly those designed to promote healthful living habits.

## CURRICULUM COMMITTEE

Representation: 7 Faculty (1 from each school/college, Faculty Council representative, Chairman Unified Studies Committee), 5 Students (1 from each school/college, 1 of whom shall be from SGA), 2 Administrators (Vice President for Academic Affairs, Registrar)

Chaired by: Faculty Member

Reports to: Faculty, Vice President for Academic Affairs

Purpose: The purpose of the Curriculum Committee is to consider curricular matters, to propose changes in curriculum to the faculty, to assist the Vice President for Academic Affairs in periodic review of all academic programs, and to review programs being considered for redirection, reduction, or discontinuation.

Specific areas of concern:

1. Review all suggested changes in specific courses or areas of concentration that require action by the faculty and make recommendations to the faculty regarding their disposition.
2. Review all suggested changes in the overall curriculum of the University and make recommendation to the faculty regarding their disposition.
3. Assist the Vice President for Academic Affairs in periodically reviewing all academic programs using the procedure outlined in the Faculty Handbook.
4. Assist the Vice President for Academic Affairs in reviewing specific proposals for reducing or discontinuing programs, using the procedure outlined in the Faculty Handbook, and making recommendations to the President.

## FACULTY DEVELOPMENT COMMITTEE

Representation: 8 Faculty (3 from Arts and Sciences, 2 from Fine Arts, 1 from each of the other schools, elected from within the school or college to serve three year terms), 1 Dean (appointed for a three year term)

Chaired by: A committee member elected by the committee

Reports to: Vice President for Academic Affairs

Purpose: The purpose of the Faculty Development Committee is to serve as a coordinating body for University-wide developmental needs.

Specific areas of concern:

1. Coordinate the Faculty Development Program through the use of Faculty Growth Agreements.
2. Assess instructional development needs and assist in the preparation and implementation of workshops and other programs designed to meet those needs.
3. Encourage faculty research.
4. Participate in the selection of sabbatical recipients as outlined in the Faculty Handbook.

## FACULTY GRIEVANCE COMMITTEE

Representation: 2 Faculty (elected by Faculty), 2 Administrators (appointed by President), 1 Faculty or Administrator (selected by Committee)

Chaired by: Faculty or Administrator selected by Committee

Reports to: President

Purpose: The purpose of the standing committee on Faculty Grievance is to attempt to resolve complaints or grievances of members of the Faculty, following procedures outlined in section 2.16 of the Faculty Handbook.

Specific areas of concern:

1. Determine whether formal grievances filed with the committee are grievances or complaints.
2. Make recommendations to parties in a grievance for a resolution to the grievance.
3. Make recommendations to parties in a complaint for a resolution to the complaint.
4. Recommend, when necessary, a formal grievance hearing.
5. Select the chairman of the ad hoc committee formulated to hear a formal grievance.

## FAITH AND DISCIPLINES COMMITTEE

Representation: 5 faculty, one of whom is a member of the Faculty Development Committee

Chaired by: Faculty member

Reports to: President

Purpose: The purpose of the Faith and Disciplines Committee is to encourage the integration of the principles and practice of the Christian faith with the scholarship and teaching of the academic disciplines.

### Specific Areas of Concern:

1. Stimulate faculty discussion of the integration of faith and disciplines.
2. Promote a recognition of Christian ethics among the faculty and an application of these ethics to academic situations, especially those involving students.
3. Solicit and publish articles on related topics in a faith and disciplines newsletter.
4. Promote interaction concerning faith and disciplines with interested faculty of other institutions of higher learning.

## COMMITTEE ON GRADUATE STUDIES IN MARRIAGE AND FAMILY THERAPY

Representation: 5 Faculty (Director of Graduate Studies in Marriage and Family Therapy, the Divisional Chair for the Division of Behavioral and Social Sciences, one senior faculty representative from OBU, and two clinical faculty representatives from CFI)

Chaired by: Director of Graduate studies in Marriage and Family Therapy

Reports to: Chief Academic Officer of the University

Purpose: The Committee on Graduate Studies in Marriage and Family Therapy is responsible for the core operations of the Graduate Program in MFT.

Specific areas of concern:

1. Approve all student admission to the program.
2. Advise the Director of Graduate Studies in Marriage and Family Therapy concerning the hiring of adjunct faculty.
3. Recommend to the Curriculum Committee all proposed program changes in the Marriage and Family Therapy curriculum.
4. Serve as the judicial body for a formal hearing in a grade appeal (a committee member involved as an instructor in the appeal will be disqualified from the hearing and will be replaced by a senior faculty member at OBU appointed by the chief academic officer.)

## HONORS COMMITTEE

Representation: 5 Faculty, 3 Students (with scholarly ability)

Chaired by: Faculty member

Reports to: Faculty

Purpose: The purpose of the Honors Committee is to encourage superior students to pursue an in-depth study in their field of concentration under the guidance of a senior scholar. The committee's task is to evaluate and propose the criteria for honors study to the faculty for approval, to accept students who meet these criteria into the program, to advise and aid them in their work, and to recommend the honors predicate for students who have satisfactorily completed the program.

Specific areas of concern:

1. Recommendation to the faculty of criteria required for admission to the honors program.
2. Approve candidates for admission to the honors program.
3. Review and evaluate the work of honors students.
4. Recommend to the faculty the students who in the judgment of the committee should graduate with the honors predicate.

## HUMAN RELATIONS COUNCIL

Representation: 4 faculty, 1 administrator, 1 student (Representation to reflect the gender, ethnic, and discipline diversity of the University)

Chaired by Faculty member

Reports to: Vice President for Academic Affairs

Purpose: The purpose of the Human Relations Council is to consider issues of diversity and equality on campus, including race, gender, religion, politics, ethnicity, and other related issues. The Council shall recommend policy concerning diversity and equality, initiate studies, review events or other matters referred to it by individuals or other campus bodies, provide consultation, and facilitate activities that promote understanding between groups. The Council shall perform other such tasks as may be assigned by the University in the area of human relations.

Specific areas of concern:

1. That the respect for human differences and human rights on campus reflect the educational, social, and religious purposes of the University.
2. That respect for human differences be reflected in administrative procedures, academic life, and student activities.
3. The status of the University in relation to national standards on human rights.
4. That all sectors of the University community be informed of their rights and obligations as members of that community.

## HUMAN SUBJECTS RESEARCH COMMITTEE

Representation: 4 Faculty (at least one in humanities), 1 Administrator (Vice President for Academic Affairs), 1 Student.

Chaired by: Faculty member

Reports to: Vice President for Academic Affairs

Purpose: The purpose of the Human Subjects Research Committee is to review all research projects involving human subjects, except those exempt from consideration, proposed by faculty, students, members of the administration, or other OBU employees. The committee shall consider the research in light of applicable federal and state regulations, ethical standards established by the profession for such work, and the institutional mission and purpose of the University.

Specific areas of concern:

1. Assure that sufficient information is provided subjects to enable them to make an informed decision as to whether to participate in research projects.
2. Assure that the physical and/or psychological risks which the research will impose on the subjects are minimized.
3. Assure that benefits to be gained from the research are in reasonable proportion to the risks which the research will impose both to the individuals involved and to the institutional goals of the University.

Note: See section 2.10.11.11 of the Faculty Handbook for further information.

## LEARNING CENTER COMMITTEE

Representation: 5 Faculty, 2 Students, 1 Administrator (Dean of Library Services), (Other LC personnel may be appointed ex officio members of the committee)

Chaired by: Faculty member

Reports to: Dean of Library Services

Purpose: The purpose of the Learning Center Committee is to provide leadership in the development and administration of all programs associated with the Mabee Learning Center.

Specific areas of concern:

1. Review all policies involved in the operation of the Learning Center.
2. Review and advise the Dean concerning the special programs of the Learning Center, including the Listening Lab, the Media Center, the Televised Instruction Center, and the Computer Lab.
3. Review personnel policies and practices within the Learning Center for professional, para-professional, and other employees.
4. Review budgetary allocations for academic departmental expenditures, periodical allowances, and other matters related to departmental utilization of the Learning Center, and encourage active participation of each department in collection development.
5. Serve as a resource group to promote greater utilization of Learning Center resources by the total academic community.
6. Serve as a liaison group between the student body, the faculty, and the Learning Center.

## PLANNING ANALYSIS COMMITTEE

Representation: 5 Faculty (Faculty Chairman and immediate past Faculty Chairman), 5 Academic Deans, 2 students (SGA representatives), 10 Administrators (Executive Cabinet; Director of Assessment; 1 from Business Affairs; 1 from Student Development)

Chaired by: President

Reports to: University Forum

Purpose: The purpose of the Planning Analysis Committee is to recommend, guide, and direct planning and planning tasks associated with the management of Oklahoma Baptist University. The committee also serves to improve communications, strengthen coordination, and provide a mechanism for allowing representatives of the faculty, student body, administration, alumni and trustees to have more effective participation in the planning and decision-making processes of the University.

Specific areas of concern:

1. Provide leadership and coordination to the continuous long-range planning process.
2. Recommend policy on governance and organizational style.
3. Recommend policy on organization and organizational relations.
4. Recommend policy on institutional identity.
5. Recommend policy on growth.
6. Recommend policy on policies.
7. Insure appropriate and timely communication in development and establishment of policy to all concerned constituents.

## PROFESSIONAL STATUS AND STANDARDS COMMITTEE

Representation: 7 Faculty (Faculty Council representative)

Chaired by: Faculty member

Reports to: President, Faculty Council Chairman (as appropriate)

Purpose: The purpose of the PS&S Committee is to review and recommend policies on senior faculty status, promotion, salary scales, and professional ethics. The Committee also administers the faculty review process for senior faculty.

Specific areas of concern:

1. Status of the Faculty: The committee may make recommendations on such matters as: definition of status for faculty members, policies concerning the senior faculty advisory system, changes and extensions of fringe benefits, and procedures for sabbatical programs.
2. Faculty Advocate: The committee assists in developing procedures to avoid discriminatory practices.
3. Faculty Review: The committee coordinates developmental reviews for senior faculty members. These reviews usually occur every five years and include student evaluations, peer evaluations, classroom observation, and an informal review summary meeting in which all data collected is analyzed.

The files developed on a faculty member are confidential. A faculty member is free to use his/her file as he/she sees fit, but no one else is permitted access to the file without his/her permission.

The review process is intended to help a teacher improve his/her teaching. There are no punitive connotations associated with the process.

4. The committee assists in the selection of sabbatical recipients as outlined in the Faculty Handbook.

## PUBLICATIONS BOARD

Representation: 3 Faculty, 4 Students (at least 2 outside Journalism), 1 Administrator, Advisor of Student Publications

Chaired by: Faculty member

Reports to: Dean of Arts and Sciences, Advisor of Student Publications (as appropriate)

Purpose: The purpose of the Publications Board is to recommend policies and editors for student publications, to recommend action on requests for on-campus distribution of independent publications, and to hear appeals regarding student publications.

Specific areas of concern:

1. Formulate recommendations concerning the Bison and the Yahnseh and present these recommendations to administrative officials.
2. Hear suggestions and complaints concerning University publications from students, faculty, administrators and other interested parties.
3. Consider problems presented by newspaper and yearbook staff members.
4. Act on requests for on-campus distribution of independent publications.
5. Hear requests for solicitation of off-campus advertising by student organizations.

## RADIO/TELEVISION BOARD

Representation: 3 faculty (one from the music department), 2 students, 2 administrators, and the Director of Telecommunications

Reports To: President, Dean of Fine Arts

Chaired by: Faculty member

Purpose: The purpose of the Radio/Television Board is to provide input and feedback on matters related to radio and television productions developed by OBU students and staff.

### Specific Areas of Concern:

1. Make recommendations on policies which enhance the objectives of educational radio and television.
2. Aid in the development and implementation of the Sarkeys Telecommunication Center Policies and Procedures.
3. Recommend program concepts and producer for productions.
4. Hear appeals regarding radio and television productions.
5. Consider problems presented by the Radio/television production staff members.
6. Serve as a review panel to assist the Director of Telecommunications in determining the appropriateness of proposed radio or television programs.
7. Work with the university administration in developing plans to expand the use of radio and television productions to promote the university.

## COMMITTEE FOR RELIGIOUS LIFE

Representation: 5 Faculty (one from each school or college), 2 Students (one male, one female), Vice President for Religious Life and University Chaplain, Religious Activities Director, One Dorm Director

Chaired by: Faculty member

Reports to: Vice President for Religious Life

Purpose: The purpose of the Committee for Religious Life is to plan and coordinate religious activities on and off campus and to lead the University community in increasing its Christian commitment.

Specific areas of concern:

1. Prayer regarding campus needs.
2. Long-range planning and/or coordination of religious activities on campus (e.g. Hobbs Lectures, Campus Revivals, Religious Focus Week).
3. Planning and/or coordination of activities and relationships off-campus (e.g. relations to BGCO, local churches), including the coordination of OBU groups going off campus.
4. Planning and/or coordinating Bold Mission Thrust involvement.
5. Leading the University community in creating an atmosphere conducive to Christian maturity at OBU.
6. Addressing specific problems on campus, in classrooms or dormitories, and developing constructive ways of addressing these problems and their underlying causes.

## STUDENT DEVELOPMENT COMMITTEE

Representation: 4 Faculty (Faculty Council representative), 5 Students (3 student housing representatives, 1 representing off-campus students, 1 SGA representative), 4 Administrators (Vice President for Student Development, Director of Student Activities, Director of Men's Housing and Director of Women's Housing)

Chaired by: Faculty member

Reports to: Vice President for Student Development

Purpose: The purpose of the Student Development Committee is to recommend policy to create and maintain a positive, dynamic, and enthusiastic Student Development program and to provide an avenue of communication between students and faculty/administration. The committee shall recommend policy, initiate studies, review matters directed to the committee by the appropriate administrative areas, by the Faculty Council, or by the Student Government Association, provide consultation, and perform other tasks as assigned in relation to the Student Development area.

The Student Development Committee will appoint a Judicial Subcommittee, composed of three faculty and three students, which serves as an appellate body in disciplinary cases. The subcommittee also reviews and advises the Vice President for Student Development concerning behavioral regulations.

Specific areas of concern:

1. University housing
2. The Geiger Center
3. University activities programming
4. Counseling
5. Student organizations
6. Student religious activities
7. Student discipline
8. Student retention
9. Job placement
10. Student health

## TEACHER EDUCATION COMMITTEE

Representation: 12 Faculty (Director of Teacher Education, Director of Student Teaching and representatives from areas offering teaching certification), 2 students (enrolled in teacher education), 2 practitioners (representing elementary and secondary education), 2 administrators (Vice President for Academic Affairs and Vice President for Student Development)

Chaired by: Director of Teacher Education

Reports to: Vice President for Academic Affairs, Faculty

Purpose: The purpose of the Teacher Education Committee is to review, recommend and/or develop policies relating to the teacher education program.

The Subcommittee on Admissions and Retention (eight faculty and one administrator) approves candidates for admission to teacher education programs and student teaching programs.

The Subcommittee on Faculty Development (4 faculty and 1 practitioner) assesses annually the development needs of the teacher education faculty and recommends programs to meet those needs. The subcommittee also approves individual development plans as mandated in HB 1706.

The Followup and Evaluation Subcommittee (3 faculty, 1 student, and 1 practitioner) is responsible for surveying graduates and alumni to determine the effectiveness of the OBU Teacher Education Program.

The Curriculum/Standards Subcommittee (4 faculty, 1 student, and 1 administrator) examines policy and curriculum as it relates to Teacher Education.

The Executive Subcommittee is made up of the Chairmen of the other subcommittees and the Director of Teacher Education. Its purpose is to coordinate the activities of the other subcommittees.

Specific areas of concern:

1. Recommend to the Curriculum Committee all proposed program changes in the teacher education curriculum.
2. Serve as an advisory body to the Director of Teacher Education on administration of the program.
3. Serve as an appeals body for students denied admission to teacher education or to student teaching. (Members of the Subcommittee on Selection and Retention will not participate in the appeals action.)

## UNIFIED STUDIES COMMITTEE

Representation: 6 Faculty, 3 Students, 1 Administrator (Dean of Arts and Sciences)

Chaired by: Faculty member

Reports to: Vice President for Academic Affairs

Purpose: The purpose of the Unified Studies Committee is to provide leadership in the development, evaluation, and administration of the Unified Studies program of the University.

Specific areas of concern:

1. Review and/or development of philosophy, goals, objectives, structure, and content of the Unified Studies curriculum in light of the stated goals and purposes of the University.
2. Review and evaluation of the effectiveness of the Unified Studies program.
3. Review and evaluation of the content and effectiveness of instruction of the individual courses within the Unified Studies curriculum.
4. Review and recommendation to the faculty (via the Curriculum Committee) new courses or revised courses for Unified Studies credit.
5. Recommendation of means for coordination, communication, and interaction between Unified Studies courses and faculty; recommendation to the academic administrator in charge of the Unified Studies program concerning programs for Unified Studies faculty development, coordination of Unified Studies courses, and related topics.
6. Recommendation of policies relating to administration of the Unified Studies program.