

# **SUL ROSS STATE UNIVERSITY**

*A Member of the Texas State University System*

**SRSU Policy: University Committees**

**SRSU Policy ID: APM 1.07**

**Policy Reviewed by: Director of Administration**

**Approval Authority: President of the University**

**Approval Date: July 1, 2013**

**Next Review Date: July 1, 2018**

A. Academic Committee

The Academic Committee serves as the chief academic-policy advisory body in matters relating to academic budgeting, curriculum revision and development, academic program planning, faculty personnel matters, academic standards, the graduate program, and faculty research. The committee serves as the forum for the final review and discussion of policies, procedures, and practices that involve collaboration and coordination among and between the academic schools and divisions.

Membership is on the basis of position (Provost and Vice President for Academic and Student Affairs, academic deans (4), Dean of the Library and Information Technology, Chief Information Officer, Director of Records – Alpine and RGC, Director of Admissions, and two faculty members nominated by the Alpine Faculty Assembly and RGC Faculty Senate). The committee is chaired by the Provost and Vice President for Academic and Student Affairs.

**Primary Responsibility Area:** All - University

B. Admission, Retention, Equity, and Access Committee

The responsibilities of the Admission, Retention, Equity, and Access Committee of the Rio Grande College are to review/recommend changes to admissions standards and registration; to identify and respond to positive and negative factors that affect the recruitment and retention of under-represented students, faculty, and professional staff; and to identify concerns in the financial-assistance process which affect the recruitment of under-represented students and recommend corrective actions.

The committee shall consist of seven members appointed by the President (including two faculty members [two-year terms], two students [one-year terms], and one community member each from Del Rio, Eagle Pass, and Uvalde [two-year terms]), the Director of Admissions and Records, the Director of Business Operations, and the Assistant Director of Financial Assistance.

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## **Primary Responsibility Area: Rio Grande College Campus**

### **C. Accident Prevention Committee**

The Accident Prevention Committee will serve as an advisory group to the Accident Prevention Coordinator. The committee may make recommendations for procedures and policies dealing with

1. Handling of volatile substances, their procurement, inventory level, storage, use, etc.
2. Training programs.
3. Detection and correction of unsafe conditions or practices.
4. Other areas of concern on campus which deal with health, fire and safety.

The recommendations of the committee will be forwarded through the Accident Prevention Coordinator to the President of the University. The Accident Prevention Coordinator may make additional recommendations relative the committee's report.

The committee shall consist of seven members appointed by the President (including one student nominated by the Student Government Association, five faculty members nominated by the Faculty Assembly, one staff member), the Health Services Coordinator, the Associate Vice President for Facilities Planning, Construction and Operations, the Director of Residential Living, the Director of UDPS, and the Director of Human Resources. The committee chair is appointed by the President.

## **Primary Responsibility Area: Alpine Campus**

### **D. ADA Education and Policy Committee**

The committee is charged with developing recommendations related to accommodations and an appropriate institutional response to ADA issues and to

1. Organize and oversee the ADA educational programs.

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2. Ensure that the ADA policy remains consistent with current information from public-health authorities.
3. Provide a mechanism for making ADA policy decisions.
4. Serve as an educational resource on general information about ADA, HIV, and AIDS.
5. Evaluate individual needs which become known to the ADA Coordinator and/or Counseling and Prevention Services and make recommendations to address those needs.

The committee shall consist of eight members appointed by the President, including a student representative (and an alternate), two members of the faculty nominated by the Faculty Assembly, and the following five ex-officio members: an instructor in vocational nursing, the Associate Vice President for Facilities Planning, Construction and Operations, the Director of Human Resources, the Disability Services Coordinator, and the Health Services Coordinator.

## **Primary Responsibility Area: Alpine Campus**

### E. Alcohol and Other Drug Education Coalition Committee

The committee is charged with developing, implementing and evaluating a social norms and environmental management program aimed at reducing student, faculty, and staff problems related to alcohol and other drug use and any resulting interpersonal violence through programs and policy recommendations. The committee will also conduct the DFSCA Biannual Review and prepare the DFSCA Biannual Report.

The committee shall consist of thirteen members appointed by the President, including two students who will serve one-year terms, two faculty members with interest and knowledge in alcohol education who will serve three-year terms, and the following ex-officio members: a representative from Counseling and Prevention Services, the Coordinator of Health Services, the Director of Athletics, a representative from ANRS, the Dean of Student Life, the Director of Residential Living, the Campus Activities Coordinator, the Director of UDPS, and the Director of Human Resources.

## **Primary Responsibility Area: Alpine Campus**

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## **F. Associate Provost/Dean's Advisory Committee – RGC**

This committee advises the Associate Provost/Dean on academic matters including proposals for new programs, majors, or degrees, academic policies, and any business referred from the departments, Academic Committee/Curriculum Council, or other committees or groups. The committee also has disciplinary responsibility for cases against students in which the accused student disputes the facts upon which the charges made by the university are based. In disciplinary cases, the Dean of Student Life or appointee will also be actively involved in the process. The advisory committee also recommends general policies and regulations for graduate programs, admission requirements, etc. The Associate Provost/Dean may also create ad hoc committees to handle academic/student affairs as needed for RGC.

The committee shall consist of RGC academic department chairs and directors of Admissions, Records and Student Services, Business Services, Financial Assistance, Institutional Research/Effectiveness, PR/Media Relations, and the Small Business Development Center.

## **G. Athletics Committee**

The Athletics Committee serves as the primary advisory body to the President in matters relating to intercollegiate athletics. More specifically, the committee's responsibilities shall be to

1. Review annually all policies of the National Collegiate Athletics Association and the American Southwest Conference and present recommendations to ensure that the University's intercollegiate athletics programs are in compliance with the letter and spirit of these policies.
2. Develop recommendations related to the philosophy of non-scholarship athletics and their importance at the University as well as to items of a related nature which should be presented to the board of the NCAA, Division III.
3. Evaluate the statement of the aims and objectives of the University's intercollegiate athletics program and recommend changes when appropriate.
4. Review policies and make recommendations related to participation in

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particular sports, scheduling, University eligibility requirements for student-athletes, annual selection of scholar athletes, and other items related to intercollegiate athletics as appropriate.

5. Consider and rule upon appeals from student-athletes for exceptions to certain Sul Ross State University student eligibility requirements for intercollegiate athletics and formally report such actions to the president.
6. Participate in the periodic self-study of the intercollegiate athletics program.

The committee shall consist of seven voting members and the Athletic Director as a non-voting member: two non-coaching faculty members elected by the Faculty Assembly, the Faculty Athletic Representative as Chair, and one other member appointed by the President, one student designated by the Student Government Association to serve a one-year term, the SAAC President, and the Registrar.

**Primary Responsibility Area:** Alpine Campus

## H. Convocations Committee

The committee's primary responsibility is for the general planning of the commencement exercises which are held each year at Sul Ross – Alpine and Sul Ross - RGC, and the committee may be called upon to assist with the planning and organization of other, major University-wide convocations or programs as the need arises.

Alpine Committee membership is on the basis of position (Provost and Vice President for Academic and Student Affairs, Assistant Director of the Physical Plant, Director of Records and Registration, Bookstore Manager, Director of News and Publications, Campus Activities Coordinator, Vice President for Enrollment Management, and Special Assistant to the President). The committee is chaired by the Provost and Vice President for Academic and Student Affairs.

RGC Committee membership consists of the Associate Provost/Dean, the Administrative Assistant to the Associate Provost/Dean, the faculty secretaries as needed (depending on location of the ceremony), and the secretary for student services.

**Primary Responsibility Area:** Alpine and RGC Campuses Independently

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## I. Disciplinary Hearing Committee

The purpose of the Disciplinary Hearing Committee is to hear those cases in which the accused student disputes the facts upon which the charges made by the University are based. Such charges will be heard and determined by the Disciplinary Hearing Committee or by the Provost and Vice President for Academic and Student Affairs, but not by both.

The committee will consist of seven members appointed by the President, including five faculty members nominated by the Faculty Assembly and two students nominated by the Student Government Association. The committee chair is elected by the membership.

**Primary Responsibility Area:** Alpine Campus

**\*Please note RGC handles disciplinary cases in the Associate Provost's office in conjunction with the Associate Provost's Advisory Committee.**

## J. Executive Cabinet

The functions of the cabinet are to provide a forum for the discussion of issues relating to the management and improvement of the University, to serve as the central planning and budget overview body for the University, to keep the President informed on the status of matters delegated to central administrative officers, and to make recommendations to the President on policies and procedures relating to the operation and management of the University. Cabinet membership is on the basis of position (President, Vice Presidents, CIO). The committee is chaired by and meets at the call of the President.

**Primary Responsibility Area:** All - University

## K. Financial Aid/Assistance Appeals Committee

Students who fail to maintain satisfactory academic progress due to extenuating circumstances have the right to appeal their financial-assistance suspension. The primary responsibility of the committee is to make recommendations on student appeals. Students must make their appeals in writing and be willing to meet with the committee. The committee will also annually review the Satisfactory Academic Progress Policy and forward recommendations for changes through the Director of Financial Assistance – Alpine and the Assistant Director of Financial Aid – RGC.

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The Alpine Committee will consist of eight members appointed by the President: the Director of Financial Assistance, one additional representative from Financial Assistance, one representative from each of the three colleges (ANRS, Arts and Sciences, and Professional Studies), one representative from the Office of the Registrar, one representative from Student Life, and one representative from Enrollment Management. The committee chair is elected by the membership.

The RGC Committee shall consist of four members appointed by the President: the Assistant Director of Financial Assistance and three faculty members appointed by the President. The committee chair is elected by the membership.

## **Primary Responsibility Area: Alpine and RGC Campuses Independently**

### L. Freshman Leadership Program Selection Committee

Responsibilities: The responsibilities of the Freshman Leadership Program Selection Committee are to

1. Review, evaluate, and rank all applications and supporting materials for the Freshman Leadership Program and San Antonio Livestock Exposition scholarship recipients.
2. Present a recommendation of recipients and alternates to the Associate Vice President for Student Affairs. The number of scholarships to be awarded each year will be determined by the University Scholarship Committee and the President.
3. Develop recommendations for guidelines and policy considerations regarding selection of participants.

The committee will consist of six members appointed by the president, including the Dean of Student Life, a representative from the Faculty, a representative from Enrollment Services, a representative from Enrollment Management, and two student representatives who have completed the Freshman Leadership Program.

## **Primary Responsibility Area: Alpine Campus**

### M. Information Systems Committee

The responsibilities of the committee are to

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1. Review the proposals and recommendations submitted by the Information Systems User's Group. These proposals and recommendations may be tentatively approved, rejected, or returned to the submitting committee for modification.
2. Review and approve/reject/return submitted proposals and recommendations to establish or modify administrative IT standards and policies.
3. Submit the tentative decisions reached by the committee to the OIT Core Management Team for review and submission to the Steering Committee for final approval. Through these efforts, the Information Systems Committee ensures that IT initiatives are prioritized appropriately and that the respective needs of the various units have been considered.

Committee membership is on basis of position: the Director of Accounting Services, the RGC Director of Business Services, the Director of Purchasing, the Director of Records and Registration, the RGC Director of Admissions/Records and Student Services, the Vice President for Enrollment Management, the Dean of the Library and Information Technology, the Director of Financial Assistance, the RGC Assistant Director of Financial Assistance, a representative from the advancement office, a representative from the Counseling and Advising Center, the Director of Human Resources, the Assistant Director of Physical Plant, and the Chief Information Officer or appointment.

## **Primary Responsibility Area:** Alpine Campus

### N. Instructional Technology Committee

The responsibilities of the committee are to

1. Review the proposals and recommendations submitted by the Instructional Technology User's Group. These proposals and recommendations may be tentatively approved, rejected, or returned to the user's group for modification.
2. Review and approve/reject/return submitted proposals and recommendations to establish or modify academic IT standards and policies.

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3. Submit the tentative decisions reached by the committee to the OIT Core Management Team for review and submission to the Steering Committee for final approval. Through these efforts, the Instructional Technology Committee ensures that IT initiatives are prioritized appropriately and that the respective needs of the various units have been considered.

The committee will consist of the Provost and Vice President for Academic and Student Affairs or appointment, two Academic Committee appointments, one Title V appointment, four Alpine Faculty Assembly appointments, two RGC Faculty Senate appointments, and the Chief Information Officer or appointment.

**Primary Responsibility Area:** Alpine and RGC Campuses

## O. Marketing Committee

The Marketing Committee develops and recommends all policies pertaining to the marketing of the University, including development and assessment of a comprehensive marketing strategy for the recruitment of students, personnel, and donors; formulation of a marketing schedule; and development of all marketing materials. The committee will oversee the implementation of approved policies.

The committee will consist of two faculty members, four student appointments (one-year terms) nominated by the SGA in consultation with the Vice President for Enrollment Management, a staff representative, a representative from Recruiting and Admissions, an OIT appointment, a representative from News and Publications, the Director of Alumni Affairs, a representative for the Advancement Office, and the Vice President for Enrollment Management.

**Primary Responsibility Area:** Alpine Campus

## P. Orientation Committee

The primary purpose of the committee will be to plan, oversee the implementation of, and evaluate the several orientation sessions conducted at various times during the year for new and transfer students who plan to enroll at Sul Ross State University. The committee will also be responsible for reviewing the goals and objectives for orientation and for recommending changes in format, times, duration, and fees, as appropriate, following evaluations of previous orientation programs. A secondary responsibility of the committee will be to plan, oversee the implementation of, and evaluate the Family Day activities.

The committee will consist of fifteen members appointed by the President,

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including two faculty members nominated by the Faculty Assembly, two student members nominated by the Student Government Association, four staff members, the Director of Upward Bound, a representative from the Counseling and Advising Center, the Dean of Student Life, the Vice President for Enrollment Management, the Coordinator of the Career/Life Center, the Campus Activities Coordinator, and the Director of Food Service. The faculty members shall be full-time faculty members at Sul Ross. The student members shall be full-time students. The committee chair is appointed by the President.

## **Primary Responsibility Area: Alpine Campus**

### Q. Registration Committee

The primary purpose of the committee is to provide a forum for planning and the subsequent critiquing of each registration session held on the Sul Ross State University campus. It is expected that the committee will greatly facilitate pre-registration communication among the membership and will enhance communication about registration plans on campus. Members of the committee will be ideally suited to critique each of the sessions upon completion in the interest of effecting improvements in future sessions.

The Alpine committee membership is on the basis of position (the Director of Records and Registration, the Director of Financial Assistance, a representative from UDPS, a faculty member, a representative from student services, a representative from Residential Living, a representative from Physical Plant, the Chief Information Officer, the Director of the Post Office, the Vice President for Enrollment Management, and the Director of Accounting Services or appointee). The committee is chaired by the Director of Records and Registration.

## **Primary Responsibility Area: Alpine Campus**

### R. Staff Awards Committee

This committee has responsibility for making the quarterly selection of the Bar SR Bar Employee Excellence Award recipient. The committee will consist of four members appointed by the President, including the Director of Human Resources, who will also serve as committee chair.

## **Primary Responsibility Area: All - University**

### S. Strategic Enrollment Management Committee

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The responsibilities of the committee are

1. To develop a data-driven strategic enrollment management plan (according to Texas Education Code 61...086) that incorporates initiatives and actions to improve campus diversity and improve services to under-represented populations.
2. To coordinate the annual updating, development, and implementation of the Strategic Enrollment Management Plan.

Specific responsibilities entail the following:

- a. Policy oversight, evaluation, and assessment,
- b. planning, and
- c. advising on strategies, goals and objectives.

Committee membership is on the basis of position: Vice President for Enrollment Management, Provost and Vice President for Academic and Student Affairs, Vice President for Finance and Operations, Associate Provost/Dean of RGC, and a representative from student services.

**Primary Responsibility Area:** All - University

## T. Student Publications Committee

The Student Publications Committee will determine the procedure for submitting applications for the positions of editor of *The Brand*, *The Skyline*, and *The Sage*. The committee will recommend to the appropriate advisor all policies and guidelines for *The Brand*, *The Skyline*, and *The Sage*.

Committee will consist of seven members appointed by the President, including two students nominated by the Student Government Association, two faculty members nominated by the Faculty Assembly, the Director of News and Publications, the *Sage* Sponsor, and the Student Publications Sponsor. The committee chair is elected by the membership.

**Primary Responsibility Area:** Alpine Campus

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## U. Student Service Fee Advisory Committee

The Student Service Fee Advisory Committee has responsibility for presenting recommendations to the President regarding programs and activities funded from Student Service Fee revenue. It is intended that the committee will be representative of the total university student body and will provide a means for student input into the allocation process regarding Student Service Fees.

The committee will include five student representatives nominated by the Student Government Association. Two of these students serve one-year terms, and three serve two-year terms. It is understood that the role of the Student Service Fee Advisory Committees is exclusively advisory to the Dean of Student Life, the Provost and Vice President for Academic and Student Affairs, and the President of the University. The final decision-making responsibility for the budgeting and expenditure of Student Service Fee revenue resides with the President of the University.

The Alpine committee will consist of one non-voting and nine voting members appointed by the President, including five students nominated by the Student Government Association, two faculty members nominated by the Faculty Assembly, one staff member, the Vice President for Finance and Operations (non-voting), and the Dean of Student Life. The committee is chaired by the Dean of Student Life.

The RGC committee shall consist of nine voting members appointed by the President (including five student members nominated by the Student Government Association, two faculty members nominated by the Faculty Senate, one staff member, and the Director of Admissions, Records and Student Services) and the Director of Business Operations (non-voting) and the Dean of Student Life (non-voting). The committee is chaired by the Director of Admission, Records and Student Services.

**Primary Responsibility Area:** Alpine and RGC Campuses Independently

## V. Undergraduate Academic Appeals Committee

The responsibilities of the committee are to

1. Make annual reviews and recommendations on University policies on academic probation and suspension.

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2. Make recommendations on student appeals which may be referred to the committee by the Registrar. Students must make their appeals in writing by the established deadline and be willing to meet with the committee.
3. Review, in the case of the RGC Committee only, appeals from students who have been suspended. Students must make their appeals in writing by the established deadline and be willing to meet with the committee.

The Alpine committee will consist of seven members appointed by the President, including four faculty members nominated by the Faculty Assembly, the Registrar, and two members from the Counseling and Advising Center.

The RGC committee will consist of seven members appointed by the president, including four faculty members nominated by the Faculty Senate and two staff members from two different sites. The Director of Admissions, Records and Student Services serves as ex-officio member and chair to coordinate the committee meetings and activities.

**Primary Responsibility Area:** Alpine and RGC Campuses Independently

## W. University Scholarship Committee

The responsibilities of the committee are to

1. Assist University officials in planning and assessing the effectiveness of student recruitment efforts and in maximizing the utilization of scholarships to recruit new students.
2. Review all applications and supporting materials for the President's Endowed University Scholars program, the Sul Ross Scholars program, the Flora Daugherty Scholarship, and other scholarships as may be assigned to the committee and to present recommendations for scholarship awards.
3. Develop recommendations for guidelines and policy considerations relating to scholarship awards.

The Alpine committee will consist of eight members appointed by the President, including six faculty members nominated by the Faculty Assembly, the Director of Financial Assistance, and the Financial Assistance Specialist. The committee

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is chaired by the Director of Financial Assistance.

The RGC committee shall consist of three faculty members (two-year terms) appointed by the president, and the Assistant Director of Financial Aid will serve as the chair.

**Primary Responsibility Area:** Alpine and RGC Campuses Independently

## X. Web Services Advisory Committee

The Web Services Advisory Committee supports student, faculty, and staff access to web-based information resources through [www.sulross.edu](http://www.sulross.edu), [www.sulross.edu/rgc](http://www.sulross.edu/rgc) and related SRSU web sites. It reviews web project requests submitted by campus constituencies and determines priority by evaluating these requests based on purpose/relevance, sustainability, functionality, scope, cost, timeline, and other relevant factors. The committee also collaborates with department chairs and heads, who are responsible for the content of their web pages, to ensure that they have identified a primary web-content liaison and that this person(s) has received adequate training on the content-management system. Projects recommended by the Web Services Advisory Committee are reviewed by the OIT Management Team and, if approved, become part of the OIT tactical plan. The committee may also establish project teams and task forces as necessary to conduct research assessment or to develop other ad-hoc initiatives.

The committee will consist of two faculty appointments (Alpine campus) and one faculty appointment (RGC), two student appointments (one-year terms) – Alpine campus and one student appointment (one-year term) – RGC; one appointee chosen by the President; one appointee chosen by the VP for Finance and Operations; one appointee chosen by the Provost and VP for Academic and Student Affairs; one appointee chosen by the Associate Provost and Dean for Rio Grande College; one OIT appointment (ex-officio) – Alpine campus; one OIT appointment (ex-officio) – RGC, and the Vice President for Enrollment Management (ex-officio).

**Primary Responsibility Area:** All – University