

Institutional Committees

University Policies

Approved: 10/19/2018

All institutional committees should submit their proposals or recommendations to the Governance Advisory Council for communication and reaction campus side.

1. Calendar Committee

This committee develops a proposed calendar two years in advance and makes a recommendation to the Provost and Vice President for Academic Affairs each October. The committee has representation from various constituencies and provides an opportunity to discuss any special problems, which exist in the academic calendar for a given year. In addition to the Registrar, who shall serve as Chairperson, the committee also includes a representative from Academic Affairs, the Dean of Student Development, the Director of Admissions, one person elected by and from the Faculty Senate, the President of the Student Government Association, the student member of the Board of Governors, and two representatives from Staff (one Non-exempt and one Exempt). (July 1993)

2. Classification Committee

The Classification Committee is appointed by the President to evaluate requests for classification or reclassification of administrative, exempt, or non-exempt staff positions. The Committee meets in January of each year to formally consider requests for reclassification/classification. In addition, the Committee shall convene as needed to consider requests, which may arise due to reorganization, or classification of new positions. The committee consists of one administrator, one exempt staff, and two non-exempt staff, one whom will represent the Physical Plant. An alternative is also appointed and the Director of Human Resources and the Vice President for Financial Planning and Administration serve as ex-officio members. (July 1986)

3. Co-Curricular Committee

This committee establishes ways and means of providing a series of cultural events for the academic year. Membership consists of five faculty members, one administrator, one exempt staff, one non-exempt staff and three students. (June 2004)

4. Equal Opportunity and ADA Committee

Objectives of the Equal Opportunity and ADA Committee

- To affirm and extend the University's commitment to the principles of equal employment and educational opportunities.
- To recommend and evaluate effective policies and/or procedures of the equal opportunity and ADA programs.

- To promote awareness regarding the principles and policies of equal opportunity and ADA at Missouri Western.
- To serve as a vehicle to express equal opportunity and ADA concerns of employees and students to the administration, and to recommend solutions.
- To work with the Director of Human Resources to monitor and evaluate the equal opportunity plan, ADA procedures and accommodations at Missouri Western State University.
- To participate in the grievance procedures for equal opportunity and ADA discrimination complaints.

The Committee is composed of the following members:

- Director of Human Resources/Title IX Compliance/Affirmative Action Officer – ex-officio
- Section 504 ADA Coordinator – ex-officio
- Provost and Vice President for Academic Affairs–ex-officio
- Dean of Student Development–ex-officio
- Dean of Student Services – ex-officio
- Faculty Senate Liaison–ex-officio; appointed by the Faculty Senate
- 2 Faculty representatives
- 2 Staff Association representatives (1 exempt and 1 non-exempt)
- 2 Student representatives

The Chairperson of this committee shall be elected by the committee membership for a one-year term. The term for membership of the representatives shall be on a 2-year rotating basis. Fifty percent of the membership who are not ex-officio shall be rotated each year. (June 2000)

5. Campus Environmental Impact Committee

The Campus Environmental Impact Committee was formed by President Janet Murphy in September of 1988. (At that time it was called the Greenbelt Committee.) The charge of the committee was to make recommendations to the Board of Governors and the University President concerning the preservation of the University greenbelt, the enhancement of external campus aesthetics, and the environmental impact of new developments at the University.

The University President appoints the 10 members of the Campus Environmental Impact Committee for one-year terms based on the strength of their background and interest in environmental issues on the Missouri Western State University campus. The committee makeup will include 2 administrators, 2 faculty members from Liberal Arts and Sciences, 2 faculty members from Professional Studies, 1 non-exempt staff person, 1 exempt staff person, 1 community representative, and 1 student. The Campus Environmental Impact Committee will elect the committee chairperson for one-year term at the September meeting. (March 1994)

6. Registration Procedures Committee

This committee's purpose is to provide a continual review of registration procedures and to make recommendations for improvement. It is composed of the Registrar, who shall serve as Chairperson, the Director of Admissions, the Associate Vice President for Academic Affairs, the Dean of the College of Professional Studies/Craig School of Business, the Dean of the College of Liberal Arts, and Sciences, the SGA President or his/her designee, the Student Governor, the Business Office Bursar, the Financial Aid Director, the Director of Information Technology Services, the Dean and Executive Director of the Western Institute, and a person elected by and from the Faculty Senate, and a person elected at large by the Faculty Senate. (October 1987)

7. Safety Committee

The purpose of this committee is to represent the administration, faculty, staff and students in increasing safety awareness on the University campus, and to make recommendations regarding safety matters. This committee is composed of administrators, faculty, exempt staff, non-exempt staff and students. The Director of Facilities and the Risk Manager shall serve as ex-officio members. It will be the responsibility of the Risk Manager to call meetings of the committee. Appointments of the members shall be made by the President's Office on recommendation by the Chairperson of the committee. The duties include conducting an overall review of safety on the University campus and making recommendations to the President for remedial action.

8. Traffic Appeals Board

Parking/Traffic Citations may be appealed in the Office of Campus Police during regular business hours. Citations must be appealed within 10 days of the date the citation is written.

Traffic Appeals hearings will be held on the first Wednesday of the month, at 3:00 p.m. during the Fall (September, October, November and December) and Spring (February, March, April and May) semester.

The Traffic Appeals Board will consist of five (5) students, one (1) administrator, one (1) faculty member, one (1) exempt staff member, one (1) non-exempt staff member and one (1) ex-officio from the University Police Department. A quorum shall consist of five (5) members.

The Traffic Appeals Board will make the final decision on all appealed citations. Detailed procedures of the committee and of the Traffic Appeals process are listed on the Traffic Appeals Form.

9. Admission and Graduation Committee

The purpose of the committee is to provide an opportunity for student appeals that deal specifically with questions and issues relating to Admission and/or Graduation. Additionally, the committee functions to clarify questions dealing with academic issues,

policies, and procedures that are not specifically dealt with in other campus committees. This committee is composed of the Registrar (Chair), Provost and Vice President of Academic Affairs, Dean of the College of Liberal Arts and Sciences, the Dean of the College of Professional Studies, the Dean of the Steven L. Craig School of Business, the Dean of the School of Fine Arts, and the Dean of Student Affairs. The meeting dates are on an as need basis - determined by the Chair.

Procedures of the committee are:

- (a) Student must appeal in writing including a brief statement of facts and the desired outcome.
- (b) Supply supporting documentation of appropriate.
 - (c) Registrar will prepare a packet of information for each committee member. This information shall include:
 - (1) Student letter of appeal
 - (2) Supporting documents
 - (3) Student transcript
 - (4) Current semester schedule
 - (5) Major/Minor declaration form

After the committee makes a decision the Registrar will:

- (a) Inform student of committee decision by letter. A copy will be placed in student file and sent to other parties as necessary.
- (b) Provide each committee member with minutes of meetings.

10. Institutional Animal Care and Use Committee (IACUC)

The IACUC is responsible for Institutional compliance with current policies concerning the humane care of laboratory animals as detailed by the National Institutes of Health. This committee shall consist of five or more members each fulfilling one of the following roles: (1) at least one doctor of veterinary medicine, (2) at least one practicing scientist with experience in animal research, (3) at least one member who works in a nonscientific area, (4) at least one member who is not affiliated with the University, and (5) at least one public member to represent general community interest. No member may participate in the review of any project or proposal with which the member may have a conflict of interest.

11. Committee on the Use of Human Subjects Research: Institutional Review Board (IRB)

It is the responsibility of the IRB to review research proposals, projects, and activities that involved human subjects. They must determine for each activity (A) if human subjects will be placed at risk, and (B) if the procedures employed conform to the human subjects protection guidelines detailed by the National Institute of Health. The committee shall consist of five or more members appointed from the University and local community, meeting the following minimum requirements: (1) at least one member from a scientific area of study, (2) at least one member from a non-scientific area of study, and (3) at least one member who is not affiliated with the University. No member may

participate in the review of any project or proposal with which the member may have a conflict of interest.

12. University Benefits Committee

The Missouri Western State University Benefits Committee, appointed by the President, is established to serve as an advisory resource in the analysis of existing and proposed benefits for the Missouri Western employee group. Final decision making regarding plan design, plan structure and vendor selection rests with the Administration in consideration of the fiscal impact on the University.

In order to preserve continuity of membership on the committee some members will serve as standing members on the committee; others will change as leadership positions change with constituent groups. Representative members on the committee are recommended as:

Faculty – 2 representatives – Fringe Benefits Committee Chair and 1 Standing Member (appointed by the President)

Staff – 2 representatives - Salary and Fringe Chair and 1 Standing Member (appointed by the President)

Retirees - 1 representative – (must be plan participant, will be appointed by the President)

Administration - 2 representatives - VP of Financial Planning & Administration and 1 Standing Member (appointed by President)

Benefits Coordinator

Wellness Committee Member – Standing Member (appointed by the President)

Director of Human Resources – Committee Chair