

SMSU University Committees

COMMITTEE	MEMBERSHIP	CHARGE	TERM	CONTACT
Academic Standing Committee (UNIVERSITY)	Academic Dean: 1 SMSuFA: 5 (2 alternates) Student: 1	This Committee shall hear appeals from students who are required to withdraw from the University for Academic Reasons, and wish to be reinstated and shall rule on all appeals involving admission and readmission to the University, as well as those dealing with academic dishonesty.	1 year	Dean's Office
Administrative Hearing Committee (UNIVERSITY)	SMSuFA: 5 (2 alternates) MSUAASF: 5 Student: 1 (J-Board Coordinator)	This committee considers allegations of violations of the Code of Conduct by a student. If the Committee determines that it is more likely than not that a violation of the Code occurred, they have the prerogative to impose sanctions.	1 year	Campus Security
Affirmative Action Committee (UNIVERSITY)	Affirmative Action Officer SMSuFA: 2 MSUAASF: 2 Council 5: 1 MMA/MAPE/CONF: 1 Student: 2	This is the advisory committee for Affirmative Action and Equal Opportunity Issues.	1 year	Affirmative Action Officer
Calendar Committee (UNIVERSITY)	Administration: 1 SMSuFA: 4 MSUAASF: 2 Council 5: 1 MMA/MAPE/Confidential: 1 Asst. to the Deans Students: 2 Ex-officio: Registrar	Committee charge: The committee is responsible for planning the academic year calendar for printing in SMSU catalogs, both undergraduate and graduate, as well as distribution to all university offices. Approval is subject to Meet and Confer with campus constituent groups. The President makes final approval.	1 year	Assistant to the Deans

SMSU University Committees

COMMITTEE	MEMBERSHIP	CHARGE	TERM	CONTACT
Cathy Cowan Award Committee (UNIVERSITY)	SMSuFA: 3 MSUAASF: 2 Council 5: 1 Students: 1	The Cathy Cowan Award is given annually to a member of the SMSU faculty or staff who displays the spirit of service and excellence which the late Dr. Cowan exemplified during her years as a Psychology professor and Chair of Social Sciences. Nominations may come from any member of the SMSU and regional community. The work of the committee is to consider the nominations to determine each year's award recipient, and any other tasks associated with its administration, such as funding and medal design.	1 year	Dean's Office
Commencement Committee (UNIVERSITY)	Administration: 1 + Admin Assistant SMSuFA: 3 MSUAASF: 1 Council 5: 1 MMA,MAPE, CONF: 1 Students: 2 Ex-officio: Director of University Relations; Registrar, Director of Facilities	This committee oversees and plans the Commencement celebration activities and the Commencement program.	1 year	Provost Office
Committee on Institutional Assessment (CIA) (UNIVERSITY)	SMSuFA: One member from each academic department	This committee is charged with providing leadership in assessment of academic programs and conduction assessment of the effectiveness of our liberal education core (and possibly the transfer curriculum).	1 year	Dean's Office
Continuing Faculty Mentors Committee (UNIVERSITY)	SMSuFA: 2 Assistant Director of Enrollment Academic Affairs Administrative Assistant MSUAASF: 1	The Continuing Faculty Mentors Committee (CFMC) is responsible for notifying the faculty and students that they are eligible to continue their Mentor relationship by applying to the committee which will review and award mentor scholarships each spring semester. The Continuing Faculty Mentors Committee will publish in advance the criteria used to determine awards.	1 year	Assistant Director of Admission

SMSU University Committees

COMMITTEE	MEMBERSHIP	CHARGE	TERM	CONTACT
Cultural Diversity Committee (UNIVERSITY)	SMSuFA: 3 MSUAASF: 3 Council 5, MMA, MAPE, CONF: 2 Students: 3 Community/Regional Rep: 1 Director of Cultural Diversity Ex-officio: Affirmative Action Officer Sub-committee members may be added but to not have formal vote	The Cultural Diversity Committee will work to ensure that Southwest Minnesota State University demonstrates a commitment to the centrality of diversity as an important part of the University's educational mission. The Committee will engage the University to ensure that our students learn in an inclusive, diverse learning community that fosters intellectual engagement and discovery among peers from different backgrounds. The Cultural Diversity Committee will work with the campus community to demonstrate the importance of diversity as an intricate part of our university experience.	1 year	Director of Cultural Diversity
First-Year Experience Committee (UNIVERSITY)	SMSuFA: 4 MSUAASF: 3 Students: 5 Admissions: 1 Office of Academic Affairs: 1 (non-voting member)	The First-Year Experience Committee will be a standing university committee composed of faculty, staff, administration, and students who are interested in improving the first year of college for our students. Many colleges and universities have developed first year programs as a way of enriching the social and educational experience and improving student retention from the first to the second year. The purpose of this committee will be to examine theory and research in this area and suggest policies and programs for consideration by the university.	1 year	Provost Office

SMSU University Committees

COMMITTEE	MEMBERSHIP	CHARGE	TERM	CONTACT
HLC Steering Committee (UNIVERSITY)	Co-Chair: Self- Study Coordinator Co-Chair: Provost Dean of ALS Dean of BEPS Dean of Students Student Representative 4 Faculty: Library/CIA co-chair/LACOB co-chair/one at-large Librarian: LACOB co-chair: 2 at-large: Assoc. VP for Advancement Athletic Director Chief Information Officer Director of Institutional Research Distance Learning VP Finance	As the self-study process began, Steering Committee members were charged with several responsibilities: serving in an impartial role representing employees and constituents of the University; promoting University-wide participation in the self-study process; developing a communication plan; setting goals and identifying audiences for the self-study report; addressing issues notes in the previous HLC evaluation; developing questions related to the five Criteria for Accreditation to be answered during the self-study process; establishing subcommittees and supporting and directing the work of the subcommittees; understanding that the self-study report must be evaluative as well as descriptive; receiving findings, data and draft chapters from subcommittees; deciding on evaluative recommendations to include in the report; and transmitting those recommendations to the campus community.	Through spring 2014	Self-Study Coordinator
Homecoming Committee (UNIVERSITY)	Director of University Event Services Presidential Appointee: 1 Residence Life Appointee: 1 Student Affairs Appointee: 1 Faculty: 1 Alumni: 1 Advancement: 1 Athletics: 1 One Student Representative from each: Residence Hall Association Student Activities International Student Organization	Monies previously used in support of Homecoming by, Alumni, Athletics, Advancement, Student and Academic Affairs, SAFAC, SIFE, SAC and RHA, will be allocated annually to the Homecoming Committee's account. The VP of Finance and Administration working in conjunction with the appropriate representative from each group will determine past expenditures and the current level of support.	1 year	Director of University Event Services

SMSU University Committees

COMMITTEE	MEMBERSHIP	CHARGE	TERM	CONTACT
Honorary Degree Committee (UNIVERSITY)	SMSuFA: 3 Council 5: 1 MSUAASF: 1 Administrator: 1 Alumni President or Designee Ex-Officio Student (SA President)	1. Consult with the members of the SMSU campus on the appropriateness of awarding honorary degrees to the nominees, and 2. Submit its recommendation(s) to the President	1 year as needed	President's Office
Information Security Team (UNIVERSTIY)	CIO Director of Financial Aid Director of Business Services Director of Housing Director of Counseling & Testing Services University Librarian Compliance Officer – Athletics Director of Academic & Diversity Resources Assistant to the Deans Director of International Student Services Director of Advising Director of Human Relations Director of Admission Registrar Director of Institutional Research & Reporting Services Associate VP for Advancement & Exec Director of Foundation Associate VP for Student Affairs/Dean of Students SMSUFA President MSUAASF President	The Team's Charge will be to: <ul style="list-style-type: none"> a. Approve University level policies, procedures, guidelines and standards that ensure SMSU is in compliance with MnSCU Information Security Program policies, procedures, guidelines and standards as well as other information security best practices. b. Adopt and/or recommend measures to ensure compliance by SMSU faculty and staff with University level information security policies, procedures, guidelines and standards. c. Approve required and/or recommended training and awareness programs regarding information security, including programs that pertain to SMSU's unique information security practices, for SMSU faculty and staff. 	1 year	CIO
Institutional Review Board (UNIVERSITY)	SMSuFA: One Faculty from Each Department MSUAASF: 1 Students: 2	This is a committee of faculty, administration, and students who will review all university research activities involving human or animal participants to ensure that it is being conducted ethically.	1 year	Academic Dean's Office

SMSU University Committees

COMMITTEE	MEMBERSHIP	CHARGE	TERM	CONTACT
Intercollegiate Athletic Advisory Committee (UNIVERSITY)	SMSuFA: 3 plus Faculty Athletic Representative MSUAASF: 2 MMA/MAPE/CONF: 1 Council 5: 1 Student: 1 SAAC: 1 Booster Member: 1 At-large from Committee: 1 Alumni Assoc: 1	The IAAC would serve in an advisory capacity to the President and the Athletic Director in matters relating to intercollegiate athletics. The committee would advise the President and A.D. on such matters as policies, procedures, and programs with affect to student-athletes, the athletic staff, the university, alumni and general public.	1 year	Senior Woman Administrator
Judicial Appeals Committee (UNIVERSITY)	SMSuFA: 6 (dual appointment on the Student Grade Appeals Committee) MSUAASF: 6 Students: 6	This committee shall hear students appeals from the Student Association's Judicial Board or the Administrative Hearing Committee and rule on all appeals involving student records.	1 year	Campus Security
Liberal Education Committee (LEC) (UNIVERSITY)	Co-Directors include one faculty member with ½ reassigned time and the administrator responsible for institutional assessment: IFO: 4 (including one from the College of BEPS; all should be faculty who teach LAC courses) Library: 1 Faculty Academic and Diversity Resources: 1 MSUAASF: 1	This Committee is responsible for the ongoing development and assessment of curricular and co-curricular elements of the LAC	3 years for co-directors, 2 years for other members	Dean's Office
Parking Appeals Committee (UNIVERSITY)	MSUAASF: 1 MAPE: 1 Council 5: 2 Students: 2	Hears requests from those who wish to appeal a parking ticket	1 year	Public Safety
SPACE Committee (UNIVERSITY)	SMSuFA: 1 SMSuFA Chair of the Physical Plant Committee: 1 Ex-Officio: Scheduling Coordinator MSUAASF: 1 Council 5: 1 MMA: 1 MAPE: 1 Student: 1	This committee reviews all requests for space on campus and makes recommendations to the University President.	1 year	VP Finance & Administration

SMSU University Committees

COMMITTEE	MEMBERSHIP	CHARGE	TERM	CONTACT
SMSU Master Plan (UNIVERSITY)	Director of Facilities Provost VP Finance and Administration Dean of BEPS Associate VP for Advancement & Foundation Executive Director Director of GIS Center Council 5: 1 MSUAASF: 1 Student: 1 Dean of Students/Associate VP Student Affairs Director of Athletics Director of Disability Resources IFO 3	The purpose of the Campus Master Plan is to provide Southwest Minnesota State University (SMSU) with a valuable tool for future decision making that supports the academic mission and sets a logical course for capital improvements over the next thirty to fifty years.	1 year	Director of Facilities
Strategic Planning Committee (UNIVERSITY)	Administration: 4 SMSuFA: 9 (SMSUFA President; Long-range Chair; Curriculum Chair; CIA Chair; Academic Affairs; Physical Plant Chair; 3 at-large) MSUAASF: 2 Council 5: 1 Coalition (MMA, MAPE, MGR, CONF): 1 Students: 2 Other (Area Legislator, Community/ Region/ Alumni/ Foundation representative, Director of Institutional Research): 3 Ex-officio Member (President)	This committee facilitates the University's strategic plan by reviewing, monitoring, and communicating progress toward the University's goals. This may include updating the plan, soliciting input on the plan from the university community, and participation in University Strategic Planning events.	2 years	President's Office
Student Grade Appeals Committee (UNIVERSITY)	SMSuFA: 6 (dual appointment on the Judicial Affairs Committee) Students: 3	The committee shall hear requests from students who wish to appeal a grade received in a course.	1 year	Academic Dean's Office
Student Technology Fee Committee (UNIVERSITY)	SMSuFA: 3 MSUAASF: 2 Students: 6 CIO SMSUFA President CFO ITS Staff Member	This committee shall be responsible for recommending allocation of funds gathered through the Student Technology fee. The Committee shall hear proposals for the use of monies and recommend to the President via the Student Senate.	1 year	Provost Office

SMSU University Committees

COMMITTEE	MEMBERSHIP	CHARGE	TERM	CONTACT
Sustainability Committee (UNIVERSITY)	SMSUFA: MSUAASF: Admin: Council 5: Students:	This committee explores and supports university-wide incremental change toward environmental sustainability. Sustainability is defined as “development that meets the needs of the present without compromising the ability of future generations to meet their own needs” (Bruntland Commission, 1987). This committee brings together the persons necessary to develop, explore, and implement projects related to sustainability including institutional changes (i.e. physical changes to the facilities, changes in operating practices), as well as educating the University community about “best practices” in sustainability.	2 year	Dean of Students
University Technology Advisory Committee (UNIVERSITY)	CIO SMSuFA: ATC Chair/Designee: 1 Library: 1 CTL: 1 At-Large: 2 MSUAASF: 2 MMA: 1 MAPE: 1 Council 5: 1 Distance Learning Office: 1 Students: 3 At-Large (Appointed by Committee): 1	Serve as a forum for the discussion of institution-wide technology needs, priorities and policies. Provide input to the CIO’s strategic planning efforts focused on meeting information technology service needs. Serve as a platform for publicizing and promoting information technology services and capabilities.	1 year	CIO