

**TEXAS A&M UNIVERSITY-KINGSVILLE**

**COUNCIL AND COMMITTEE  
HANDBOOK**

**2003-2004**

(<http://www.tamuk.edu/academicaffairs/aa/supports.htm>)

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## Texas A&M University-Kingsville

### COUNCIL AND COMMITTEE HANDBOOK

To facilitate informed decision-making at the various administrative levels of the university, Texas A&M University-Kingsville provides for a broad-based system of faculty, staff, and student input through a system of university-wide councils and committees. The system includes administrative councils and university committees who report to the appropriate administrator.

The principal functions of the councils and committees in general are: (1) to recommend operating procedures and practices; and when specified (2) to adjudicate variances to the operating procedures and practices. Further specification of the functions of each body is provided elsewhere in this document.

Appointments of members of the faculty and staff to university committees will be for terms of three years and will be arranged so that approximately one-third of the appointees' terms will terminate each year. After completing a term of service, a faculty or staff member is not generally eligible for reappointment to the same committee for the following year. Appointments of student members will be for a term of one year with students eligible to succeed themselves. Administrative councils are, for the most part, continuing groups with either an appointed or elected membership.

Persons serving on the university committees are recommended by the Faculty Senate, Staff Council, Deans, Council of Chairs, Vice Presidents, and/or Student Government Association. Faculty members recommended by the Faculty Senate are nominated by the Executive Committee of the Faculty Senate after the Senate has announced vacancies and invited applications. Appointments are made by the appropriate administrator. Student members to serve on committees are nominated by the President of the Student Government Association and are appointed by the appropriate administrator. The Staff Council nominates members of the staff to serve on appropriate committees. Selections are made on the basis of the individual's interest, the needs of the committee, and maintenance of an equitable distribution of faculty and professional staff members on the various committees. In instances of resignations or other kinds of terminations, the designated administrator shall appoint new members to fill vacancies and complete the terms of the replaced persons. The annual period of service for committees is from September 1 to August 31. Chairs for certain committees will be designated; other committees will elect their chairs annually.

A quorum of more than 50 percent of the voting members is required for any

committee to conduct business. Committees will meet at the call of their chair or on petition of more than 25 percent of the members. Each committee shall keep minutes and distribute them promptly to all members, with an official copy to be filed with the appropriate administrator prior to August 31 of each year. The annual report of the university committees will be filed with the President of the Faculty Senate. Annual reports should be succinct, but comprehensive, and should give prominence to any recommended revisions in policies, practices, and procedures.

### SUMMARY: REPORTING LINES

Committees are advisory and make their recommendations to the appropriate administrator as summarized in the following lists:

#### PRESIDENT

Emeritus Rank Committee  
Intercollegiate Athletics Committee  
President's Council

#### PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Academic Deans' Council  
Graduate Council  
Institutional Animal Care and Use Committee  
Institutional Review Board for the Protection of  
Human Subjects  
Undergraduate Program Review Committee

#### VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

Campus Construction and Landscaping Committee  
Campus Master Planning Committee  
Finance and Administration Council

#### VICE PRESIDENT FOR STUDENT AFFAIRS

Accessibility Compliance Committee (ACC)  
Asian Heritage Awareness Committee  
Black Heritage/Awareness Celebration Committee

Crisis Management Team  
Health and Wellness Committee  
Hispanic Heritage Committee  
Holiday Lights Planning Committee  
Judicial Appeals Board  
Spirit and Traditions Committee - STC (Project Jalisco)  
Student Affairs' Directors' Council  
Student Publications/Media Committee  
University Community and Campus Interfaith Committee

ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Academic Affairs' Directors' Council  
Calendar Committee  
Council for Assessment and Planning  
Council of Chairs  
Distance Learning Committee  
Freshman Convocation Committee  
General Education Committee  
Honors Council  
Research Council  
University Library Committee

ASSOCIATE VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

Enrollment Management Directors' Council  
Scholarship Committee  
Uniform Recruitment and Retention Committee

ASSOCIATE VICE PRESIDENT FOR SUPPORT SERVICES

Campus Safety Committee  
Traffic Appeals and Advisory Board

DEAN, COLLEGE OF BUSINESS ADMINISTRATION

B.A.A.S. Advisory Committee

DEAN, COLLEGE OF EDUCATION

Teacher Education Council

DEAN OF STUDENTS

Bookstore Advisory Council

Master Student Programming/Activities Calendar Committee

Student Union Advisory Board

Women's Center Advisory Council

*COUNCILS AND COMMITTEES  
REPORTING TO THE PRESIDENT*

*EMERITUS RANK COMMITTEE*

Chaired by: To be elected

Membership: The committee is composed of representatives from the following colleges: University College, College of Agriculture and Human Sciences, College of Arts and Sciences [one (1) from arts and one (1) from sciences], College of Business Administration, College of Education, and Frank H. Dotterweich College of Engineering, and shall be appointed by the President.

Function: The committee shall meet before November 1. They shall call for nominations from the general faculty for emeritus rank. The committee is authorized to designate the format and type of supportive information the members desire in order to make its decision.

The committee shall publicize the call for nominations through appropriate vehicles, such as the University "Javelina Bulletin" and written announcements to the faculty. Nominations shall close at the end of the last working day of the following January. At the discretion of the committee, more time may be allowed for additional supportive material to be submitted.

A majority favorable vote of the committee shall be

required for recommendation to the President.

The committee shall forward its recommendations, along with brief narrative summaries of the accomplishments of the individuals nominated, to the President by March 15. After review by the President, the nominations will be forwarded to the Board of Regents of The Texas A&M University System for approval.

### INTERCOLLEGIATE ATHLETICS COMMITTEE

- Chaired by: A faculty member elected by the committee membership
- Membership: The committee is composed of seven (7) faculty representatives, two (2) students, the Faculty Athletics Representative (FAR) to the Lone Star Conference, and, *ex officio*, the Athletic Director.
- Function: The committee is concerned with maintaining intercollegiate athletic programs at Texas A&M University-Kingsville which benefit both student athletes and other students, and are supportive of the purposes and goals of the University. To carry out its general purposes, the committee recommends to the President in the following broad categories:
- (1) Policies pertaining to student athletes.
  - (2) Federal or State regulations that apply to or affect intercollegiate athletics.
  - (3) Policies relating to the use of facilities normally under the supervision of the Athletic Director.
  - (4) Policies regarding the competitive level of intercollegiate athletics at Texas A&M University-Kingsville.
  - (5) NCAA rules compliance.

In addition to making recommendations to the categories described above, the committee will respond to requests for its recommendations on matters involving

intercollegiate athletics from the President of the University, the Athletic Director, or the Faculty Athletics Representative.

*PRESIDENT'S COUNCIL*

Chaired by: President

Members: To be determined by the President.

Function: Advise the President on a broad range of administrative matters.

COUNCILS AND COMMITTEES  
REPORTING TO THE PROVOST AND VICE PRESIDENT  
FOR ACADEMIC AFFAIRS

ACADEMIC DEANS' COUNCIL

- Chaired by: Provost and Vice President for Academic Affairs
- Membership: The council is composed of the Provost and Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, the Executive Director at Texas A&M University-Kingsville System Center-San Antonio, the Academic Deans [College of Agriculture and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education, Frank H. Dotterweich College of Engineering, College of Graduate Studies, and College of Pharmacy], and the Executive Director of University College. The President (or a designee) of the Faculty Senate is an *ex-officio* member.
- Function: The council advises the Provost and Vice President for Academic Affairs and/or the President on any matters of policy or procedure affecting the academic affairs programs of the university. As academic leaders of individual colleges, deans are responsible for initiating items for consideration and for keeping faculty informed, through departmental chairs and program directors, of policy and procedural issues.

GRADUATE COUNCIL

- Chaired by: Dean, College of Graduate Studies
- Membership: The council is composed of two (2) representatives from each of the following undergraduate colleges: the College of Agriculture and Human Sciences, the College of Arts and Sciences, the College of Business Administration, the College of Education, and the Frank H. Dotterweich College of Engineering [one (1) representative shall be appointed by the dean of each college and one (1) representative shall be elected by the graduate faculty

of each college] and five (5) at-large members elected by the graduate faculty with no more than two (2) members from any one undergraduate college.

Function: The council is responsible for developing and recommending policies and procedures concerning graduate studies such as: criteria for admission and retention, courses for graduate credit, proposals relating to new and existing programs, membership in the graduate faculty, evaluation of the quality of graduate education, and verification that students have met requirements for graduate degrees.

**INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE**

Chaired by: Appointed by the Provost and Vice President for Academic Affairs from committee membership

Membership: The committee is composed of at least five (5) faculty members representing academic departments utilizing warm-blooded animals for research and/or teaching, at least one (1) nonscientific teaching faculty, a veterinarian, and at least one (1) person from the community.

Function: The committee recommends policies and procedures concerning the uses, care, housing, and disposal of warm-blooded experimental animals held or used for research, teaching, or other activities; periodically inspects the animal facilities; and files appropriate reports.

**INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS**

Chaired by: Dean, College of Graduate Studies

Membership: The board is composed of eight (8) faculty members from departments that do research using human subjects, at least one (1) person from the community, and one (1) student.

Function: The board develops standards and reviews proposed projects to insure compliance with university policy related to provisions for health, welfare, privacy, dignity and human concerns in research (physical, mental, and social) involving human subjects.

UNDERGRADUATE PROGRAM REVIEW COMMITTEE

- Chaired by: Appointed by the Provost
- Membership: The committee is composed of two (2) representatives from each of the academic colleges who are selected by the deans; one (1) representative from each of the academic colleges selected by the Faculty Senate; one (1) chair selected by the Council of Chairs; and, one (1) dean selected by the Provost. Committee membership comprises staggered terms with individual members serving three-year terms.
- Function: The role of the committee is to provide a systematic and consistent evaluation of approximately 20% of the academic majors offered by TAMUK each year. Recommendations of the committee focus on the parameters established in the programmatic review guidelines, but may encompass other criteria. These recommendations, when necessary, should assist programs with majors in achieving stated missions and outcome measures.

COUNCILS AND COMMITTEES  
REPORTING TO THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

CAMPUS CONSTRUCTION AND LANDSCAPING COMMITTEE

- Chaired by: Associate Vice President for Support Services
- Membership: The committee is composed of the Vice President for Finance and Administration, the Associate Vice President for Support Services, the Vice President for Institutional Advancement, the Associate Vice President for Academic Affairs, the Associate Vice President for Enrollment Management, the Vice President for Student Affairs, the Assistant Vice President/Comptroller of Finance and Administration, the Director of Facilities Management, the Director of Physical Plant, the Director of Procurement and General Services, and the University Engineer.
- Function: The committee reviews all proposed construction and landscaping projects and recommends actions including identification of funding source. The committee also develops a yearly plan for minor R&R projects, roofing and other projects funded from HEAF, auxiliary, or other funds.

CAMPUS MASTER PLANNING COMMITTEE

- Chaired by: Vice President for Finance and Administration
- Membership: The committee is composed of the Vice President for Finance and Administration, the University Engineer, the Deans [College of Agriculture and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education, and Frank H. Dotterweich College of Engineering], the Associate Vice President for Support Services, the Associate Vice President for Academic Affairs, the Vice President for Student Affairs, the Associate Vice President for Enrollment Management, the President of the Faculty Senate, and the Director of Facilities Management.



Function: The committee is to formulate and address each of the major topics listed below: 1) a ten-year action plan for major repair and renovation for existing buildings and facilities; 2) a view for the future that addresses critical academic needs resulting from enrollment growth, changes in program mix, new programs, laboratory space, etc.; 3) infrastructure needs such as streets, sidewalks, parking lots, expansion of the computer network, etc.; 4) landscaping, signage, and campus beautification issues; and, 5) a comprehensive review of our auxiliary facilities to include residence halls, student union building, athletic facilities, intramural, and recreational facilities. The committee may also address other issues not specifically identified above, but it is important to cover the five topics above completely and thoroughly. A final report from the committee should be submitted to the President by the end of each year.

#### FINANCE AND ADMINISTRATION COUNCIL

Chaired by: Vice President for Finance and Administration

Membership: The council is composed of the Vice President for Finance and Administration, the Associate Vice President for Support Services, the Assistant Vice President/Comptroller of Finance and Administration, the Director of Human Resources, and the Director of Procurement and General Services.

Function: The council advises the Vice President for Finance and Administration on matters of policy or procedure affecting the operation and any unit within the finance and administration area. As administrators of the various units within the division, council members are responsible for initiating items of concern and for keeping their staff members informed of policy and procedural developments. The council also reviews all campus policies and practices with a view towards improving the efficiency of operations and the general improvement of service within the division.

COUNCILS AND COMMITTEES REPORTING TO  
THE VICE PRESIDENT FOR STUDENT AFFAIRS

*Ex-officio* and *ad-hoc* members are not required to attend and do not vote. *Ad-hoc* members attend for specific cases or incidents. *Ex-officio* members may attend at any time from interest.

ACCESSIBILITY COMPLIANCE COMMITTEE (ACC)

Chaired by: Director of Center for Life Services and Wellness and Environmental Health and Safety Manager as Co-Chairs

Membership: The committee is appointed by the Vice President for Student Affairs and shall consist of at least two (2) faculty members, two (2) staff members, two (2) students, one (1) Texas Rehabilitation Commission Counselor; *ex-officio* members, the Director of Residence Life and the Counselor for Students with Disabilities; and, *ad hoc*, the University Engineer, the Associate Vice President for Support Services, and the Director of the Physical Plant.

Function: The Accessibility Compliance Committee (ACC) is charged with the task of prioritizing the accessibility needs of university programs and facilities. This task will be accomplished by reviewing the Americans with Disabilities Act (ADA) Survey recommendations prepared by Casa Bella Architects, and through personal observations, or through grievance procedure decisions. With the assistance of the *ad-hoc* members, the ACC will prepare the following: corrective action plans prioritizing the most serious accessibility issues, an estimated budget for each corrective action, and a proposed time schedule for construction.

The committee shall establish the Accessibility Grievance Sub-committee. The subcommittee shall consist of members of the ACC as comprised: one (1) faculty member, one (1) staff member, one (1) student, *ex officio*, Dean of Students and Director of Human

Resources.

The subcommittee shall serve as the university's ADA coordinator as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Individuals needing accommodations which have not been satisfied through all available means, which leads to a grievance, shall present their grievance to the Accessibility Grievance Subcommittee.

The subcommittee also prepares written policies in regards to the university's ADA accommodations and grievance procedures. The subcommittee shall prepare and distribute written documentation in the form of flyers, pamphlets, handbooks, etc. explaining the ACC's functions and describing the types of services available to disabled individuals.

#### **ASIAN HERITAGE AWARENESS COMMITTEE**

- Chaired by: Appointed from the committee membership by the Vice President for Student Affairs
- Membership: The committee is composed of two (2) faculty members from any college; two (2) staff members; two (2) community members; four (4) students; and, *ad hoc*, NAS representative.
- (Due to the large number of countries within the Asian Continent and the different cultures, it is recommended that part of the committee members be of Asian background.)
- Function: Plan Asian awareness celebrations with emphasis on the contributions and rich culture of Asian Americans and Foreign Nationals.

#### **BLACK HERITAGE/AWARENESS CELEBRATION COMMITTEE**

- Chaired by: Appointed from the committee membership by the Vice President for Student Affairs

Membership: The committee is composed of two (2) faculty members from any college, two (2) staff members, two (2) community members, four (4) students, and, *ad hoc*, NAS representative.

Function: Plan Black awareness celebrations with emphasis on the contributions and rich culture of African Americans.

### CRISIS MANAGEMENT TEAM

- Chaired by: Vice President for Student Affairs and Associate Vice President for Support Services
- Membership: The committee is comprised of the following personnel: Vice President for Student Affairs, Associate Vice President for Support Services, Dean of Students, Director of Residence Life, Director of Public Affairs, Safety Director, Chief of University Police, Assistant Director of Computing and Information Services, Director of the Physical Plant, Director of Life Services and Wellness, and, *ad hoc*, NAS, Kingsville, and Kleberg County representatives.
- Function: Edit campus Crisis Management Plan; prepare campus response in anticipation of major campus crises; initiate campus information and training in preparation for campus crises; and prepare mock disasters to assess campus response and readiness.

### HEALTH AND WELLNESS COMMITTEE

- Chaired by: Associate Director of Life Services and Wellness and the Associate Director of Recreational Sports as Co-Chairs
- Membership: The committee is composed of three (3) faculty members [one (1) from Health and Kinesiology, one (1) from Human Sciences, and one (1) from Psychology and Sociology], one (1) staff member, three (3) students [one (1) being a member of BACCHUS, one (1) being a member of the Residence Hall Association, and one (1) from the Greek community], and *ex officio*, the Director of Human Resources and the Director of the Center for Young Children.
- Function: Through the work of subcommittees, the committee-at-large will advise the university on programs and activities in the following areas: Success with University Life (personal safety, sexual assault, and date rape), Health Maintenance (nutrition, physical fitness, recreational sports, and current health concerns), Interpersonal Life

Issues (STD's/AIDS, eating disorders, and substance abuse), and Personal Skills (self-esteem, stress management, career planning, parenting skills, and family violence). The committee-at-large will meet one time per semester, while the subcommittees will be expected to meet more frequently.

### HISPANIC HERITAGE COMMITTEE

- Chaired by: Appointed from committee membership by Vice President for Student Affairs
- Membership: The committee is composed of one (1) faculty representative from the Department of Music, one (1) faculty representative from the Department of Communications and Theatre Arts, two (2) staff members, two (2) students [one (1) representing Ballet Folklorico group; one (1) representing Mariachi group] and *ex officio*, Director of the Student Union and Activities, Assistant Directors for Student Activities, and the Residence Hall Coordinators.
- Function: Plan Hispanic awareness celebrations emphasizing the contributions and rich culture of Hispanics.

### HOLIDAY LIGHTS PLANNING COMMITTEE

- Chaired by: Director of Student Union and Activities and Director of Physical Plant
- Membership: The committee is composed of two (2) faculty members from any college; two (2) staff members; one (1) community member; and two (2) students. The Department of the Student Union and Activities provides administrative support. The Director of Residence Life and the Director of Public Affairs are *ex-officio* members.
- Function: Assess holiday lighting needs. Develop master plan for campus holiday lights and arrange annual preparation and lighting ceremonies. Assemble subcommittees to prepare campus, hang and remove lights, and promote the spirit of the holiday season.

### JUDICIAL APPEALS BOARD

- Chaired by: The chair for board appeals and grievances is appointed from committee membership by the Vice President for Student Affairs.
- Membership: The committee is composed of one (1) faculty representative from: the College of Agriculture and Human Sciences, the College of Arts and Sciences, the College of Business Administration, the College of Education, and the Frank H. Dotterweich College of Engineering; one (1) representative from University College; two (2) representatives from the Division of Student Affairs; and three (3) students. The Vice President for Student Affairs and the Assistant Dean of Students serve as *ex-officio* members.
- Function: The committee hears student appeals of proposed disciplinary actions associated with academic and student affairs. It is the responsibility of the committee to make a reasonable determination of the validity of charges against the student and to express its judgment regarding the appropriateness of the proposed sanctions.
- The committee hears grievances brought by students against faculty and staff, except in specific areas of dispute covered by other explicit policy (e.g., discrimination, sexual harassment). It is the responsibility of the committee to make a reasonable determination of the validity of the student's charges and to express its judgment regarding a resolution of the problem. The required meeting quorum is six members, consisting of at least two students.
- The committee is expected to consult with The Texas A&M University System Counsel, through the Vice President for Student Affairs, to assure that its procedures are legally sound and fair to all parties.

### SPIRIT AND TRADITIONS COMMITTEE - STC (Project Jalisco)

- Chaired by: Appointed from the committee membership by the Vice

## President for Student Affairs

- Membership:** The committee consists of the Athletic Director, the Director of the Student Union and Activities, the Director of Residence Life, the Director of Alumni Affairs, two (2) faculty members from any college, three (3) students, one (1) staff member at large, and one (1) community representative.
- Function:** The Spirit and Traditions Committee (STC) develops positive activities and events on campus to promote campus pride, community involvement, and new traditions. The team is action-oriented and has the charge to develop ideas and programs to inspire campus pride, spirit, new traditions, community involvement, and enthusiasm by faculty, staff, students, and the community.

### STUDENT AFFAIRS' DIRECTORS' COUNCIL

- Chaired by: Vice President for Student Affairs
- Membership: The council is composed of the Vice President for Student Affairs, the Dean of Students, the Associate Vice President for Enrollment Management, the Assistant Vice President for Special Programs, the Director of Residence Life, the Director of Career Services, the Director of Life Services and Wellness, the Director of the Student Union and Activities, the Registrar and Director of Admission, the Director of International Programs and Admission, the Director of Financial Aid, the Director of Outreach and Enrollment Support Services, the Director of the High School Equivalency Program, the Director of Educational Opportunity Centers, and the Director of the Women's Center. *Ex-officio* members are the General Manager of Sodexo Food Service, the Manager of Barnes and Noble Bookstore, the Chief of University Police, and the Director of the Physical Plant.
- Function: The council advises the Vice President for Student Affairs on any matters involving division operations that affect student service programs of the university.

### STUDENT PUBLICATIONS/MEDIA COMMITTEE

- Chaired by: Faculty Sponsor of the South Texan and the Dean of Students
- Membership: The committee is composed of three (3) students who are not holding paid positions on a student publication or media staff, one (1) representative from the Communications faculty, one (1) representative from the Finance and Administration division, one (1) representative from Public Affairs, and two (2) other faculty members.
- Function: The committee develops and recommends editorial policy and advises in the appointment of editors/managers; hears complaints and acts as an appeals body on problems

of an editorial or advertising nature and proposed business contract regarding these publications and advises the Vice President regarding the role, scope, and status of specific student publications/media.

UNIVERSITY COMMUNITY AND CAMPUS INTERFAITH COMMITTEE

- Chaired by: Appointed from committee membership by the Vice President for Student Affairs
- Membership: The committee is composed of two (2) faculty members from any college, two (2) staff members, Directors of Bible Chairs, two (2) Kingsville community pastors, and two (2) students.
- Function: The purpose of the committee is to enhance relations between campus ministries and the university; organize the annual Thanksgiving-Harvest Celebration; and act as co-sponsor of the annual D.A. Barber Lectureship.

COUNCILS AND COMMITTEES REPORTING TO  
THE ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS

ACADEMIC AFFAIRS' DIRECTORS' COUNCIL

- Chaired by: Associate Vice President for Academic Affairs
- Membership: The council is composed of the Associate Vice President for Academic Affairs, the Director of Computing and Information Services, the Director of Distance Learning and Continuing Education, the Director of International Studies and Programs, the Library Director, the Director of Conner Museum, the Director of Research and Sponsored Programs, and the Director of the Teaching Effectiveness Center.
- Function: The council advises the Associate Vice President for Academic Affairs and/or the Provost and Vice President for Academic Affairs and the President on any matters involving the operation of the various divisions which affect the academic programs of the university.

CALENDAR COMMITTEE

- Chaired by: Elected by committee
- Membership: The committee is composed of three (3) faculty members recommended by the Faculty Senate, one (1) staff member recommended by the Staff Council, one (1) representative from Finance and Administration, one (1) representative from Student Affairs, one (1) representative from Academic Affairs, two (2) student representatives, and, *ex officio*, the Senior Assistant to the Provost, the Manager of Business Services, and the Registrar and Director of Admission.
- Function: Recommend to the Associate Vice President for Academic Affairs a holiday schedule and the academic calendar.

### COUNCIL FOR ASSESSMENT AND PLANNING (CAP)

Chaired by:	Appointed by the Associate Vice President for Academic Affairs
Membership:	Membership composed of members of the faculty and staff who are appointed by the President. Members will serve three-year terms. The Director of Institutional Research serves as an <i>ex-officio</i> member of the Council. The Associate Vice President for Academic Affairs serves as the administrative liaison to the Council.
Function:	The central role of the Council for Assessment and Planning (CAP; formerly known as the Assessment, Budgeting, and Planning Committee) is to monitor the assessment activities of the university as described in the Institutional Effectiveness Plan (IEP). The council periodically reviews and updates the University IEP and assesses the University strategic plan. In addition, the council assists academic departments and colleges and administrative units in developing, updating, monitoring, and linking assessment to planning activities.

### COUNCIL OF CHAIRS

Chaired by:	Designated by vote from the council membership
Membership:	Appointed chairs or acting chairs of each academic department in the College of Agriculture and Human Sciences, the College of Arts and Sciences, the College of Business Administration, the College of Education, and the Frank H. Dotterweich College of Engineering.
Function:	Serves as an advisory council to the administration and has the responsibility of providing, in conjunction with the administration, professional development activities in all matters pertaining to the position of academic department chair.

### DISTANCE LEARNING COMMITTEE

- Chaired by: Director of Distance Learning and Continuing Education
- Membership: The committee is composed of one (1) faculty representative from each of the following colleges: the College of Agriculture and Human Sciences, the College of Arts and Sciences, the College of Business Administration, the College of Education, and the Frank H. Dotterweich College of Engineering; one (1) representative from the Library; and one (1) representative appointed by the President of the Faculty Senate. The Director of Computing and Information Services serves as an *ex-officio* member of the committee.
- Function: The committee is responsible for research, development, and recommendations of various educational technologies, policies, and procedures for Distance Learning. The committee is also responsible for developing and recommending guidelines for short courses, seminars, workshops, symposia, and other activities associated with the Center for Distance Learning.

### FRESHMAN CONVOCATION COMMITTEE

- Chaired by: Executive Director of University College
- Membership: The committee is composed of one (1) member from each of the academic colleges, appointed by the dean of each college; one (1) representative appointed by the President of the Faculty Senate; two (2) members from the Division of Student Affairs, appointed by the Vice President for Student Affairs; three (3) students [two (2) students from the student body appointed by the Dean of Students; one (1) student appointed by the Student Government Association]; President of the Student Government Association; and, *ex-officio* members, the Band Director, the Facilities Coordinator of the Steinke Physical Education Center, the Graphic Artist, and the University Director of Academic Advising.

Function: This committee is responsible for the organization and execution of the annual Freshman Convocation.

### GENERAL EDUCATION COMMITTEE

Chaired by: Designated from the committee membership by the Associate Vice President for Academic Affairs

Membership: The committee is composed of eleven (11) faculty members representing each of the following colleges: College of Agriculture and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education, and Frank H. Dotterweich College of Engineering, with staggered terms of three years. Recommendations for membership are made by the Faculty Senate. The Associate Vice President for Academic Affairs and the Executive Director of University College sit on this committee in an *ex-officio* capacity.

Function: The committee monitors compliance with the university's general education requirements, evaluates the program's effectiveness, and is responsible for preparing the Texas Higher Education Coordinating Board's five-year report. The committee also advises the Associate Vice President for Academic Affairs on any matters involving the core curriculum which affect the academic programs of the university.

### HONORS COUNCIL

Chaired by: Director of Honors Program

Membership: The Council is composed of one (1) faculty representative from each of the following colleges appointed by the Deans: College of Agriculture and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education, and Frank H. Dotterweich College of Engineering; the Assistant Dean of the College of Arts and Sciences; one (1) representative from University College, appointed by the Executive Director of University College; and two (2) students appointed by the Student Government Association. (The students must be honors students and remain in good

standing in the Honors Program.) The Associate Vice President for Academic Affairs serves as the administrative liaison to the Council.

Function: Serves as an Advisory Council to the Director of the Honors Program and has the responsibility of recommending policy with regard to standards, admission requirements, continuation requirements, etc., and is responsible for recommending guidelines for the overall operation of the Honors Program.

### RESEARCH COUNCIL

Chaired by: Appointed from the council membership by the Associate Vice President for Academic Affairs

Membership: The council is composed of individuals appointed by the deans of the academic colleges who have a history of successful extramural funding within the past two years. Membership includes, as appropriate, two (2) representatives from the College of Arts and Sciences (one each from the Arts and Sciences); one (1) representative from each of the following colleges: the College of Agriculture and Human Sciences, the College of Business Administration, the College of Education, and the Frank H. Dotterweich College of Engineering; one (1) representative from the CKWRI; one (1) member appointed by the President of the Faculty Senate; and the Director of Research and Sponsored Programs. The Associate Vice President for Academic Affairs sits as an *ex-officio* member of this committee and may appoint *ad-hoc* members with the approval of the membership.

Function: This council recommends policies that encourage research at the institution and facilitates an environment that effectively supports the efforts of the research community.

### UNIVERSITY LIBRARY COMMITTEE

Chaired by: Appointed from committee membership by the Associate Vice President for Academic Affairs

- Membership: The committee is composed of one (1) faculty representative from each of the following colleges: University College, College of Agriculture and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education, and Frank H. Dotterweich College of Engineering; one (1) faculty representative for graduate programs; two (2) undergraduate students and one (1) graduate student, and, *ex officio*, the Library Director.
- Function: The committee reviews library needs in view of the university's academic programs and advises the Library Director on matters of general library policy, development of library resources, and determining the best methods to integrate the library program with other academic activities. It acts as an intermediary where needed between library users, library staff, and the administration.

COUNCILS AND COMMITTEES REPORTING TO  
THE ASSOCIATE VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

ENROLLMENT MANAGEMENT DIRECTORS' COUNCIL

- Chaired by: Associate Vice President for Enrollment Management
- Membership: The council is composed of the Associate Vice President for Enrollment Management, the Director of Financial Aid, the Director of Outreach and Enrollment Support Services, the Registrar/Director of Admission, and the Director of International Admission and Student Services.
- Function: The council is designed to improve communication between the enrollment management departments in an effort to increase satisfaction and improve services to students, faculty, and staff. The council reviews departmental policies and procedures and looks for ways to streamline the various processes involved in the recruitment and retention of students.

SCHOLARSHIP COMMITTEE

- Chaired by: Associate Vice President for Enrollment Management or Designee
- Membership: The committee is composed of one (1) faculty representative from each of the following colleges appointed by the appropriate dean: College of Agriculture and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education, and Frank H. Dotterweich College of Engineering; one (1) student representative appointed by the Student Government Association; the Director of Admission; the Director of Development or designated representative; one (1) representative from the Financial Aid Office and one (1) representative from the Office of the Registrar/Admission appointed by the Associate Vice President for Enrollment Management; and a representative from the Business Office appointed by the Comptroller.

Function: The committee is an advisory committee with responsibility for reviewing scholarship policies and procedures currently in place and recommending appropriate changes, developing guidelines for establishing new scholarships, and suggesting procedures to assure compliance with the scholarship audit recommendations. The committee will also serve as the selection committee for all scholarships that require a local selection committee in which none has been specified. The chair may appoint *ad-hoc* committee members as necessary with the approval of the committee.

### UNIFORM RECRUITMENT AND RETENTION COMMITTEE

Chaired by: Associate Vice President for Enrollment Management

Membership: The committee is comprised of faculty and staff from all areas of the university, who are appointed by the President. Membership includes faculty from the academic colleges, the Vice President for Institutional Advancement, the Assistant Vice President for Finance and Administration/Comptroller, the Director of Outreach and Enrollment Support Services, the Registrar/Director of Admission, the Athletic Director, the Director of the Union and Student Activities, the Director of Institutional Research, the Director of Alumni Affairs, the Director of Public Affairs, and the Director of Financial Aid.

Function: The committee serves as an advisory committee to the Associate Vice President for Enrollment Management. The committee is charged with assisting the Associate Vice President for Enrollment Management in developing, revising, and implementing the strategic enrollment management plan for the University. The committee, through the Associate Vice President for Enrollment Management, makes recommendations to the President on enrollment and retention issues/strategies affecting the University. The committee members are appointed by the President and have campus-wide representation.



COUNCILS AND COMMITTEES REPORTING TO  
THE ASSOCIATE VICE PRESIDENT FOR SUPPORT SERVICES

CAMPUS SAFETY COMMITTEE

- Chaired by: Elected from the committee membership
- Membership: The committee is composed of the Associate Vice President for Support Services who appoints eight (8) members from the academic, administrative, and service organizations within the university. The Environmental Health and Safety Manager, the Director of Human Resources, and the Hazardous Toxic Materials Control Officer are permanent *ex-officio* members.
- Function: The committee develops policy for review and serves in an advisory role and consultative capacity to the administration on safety matters.

TRAFFIC APPEALS AND ADVISORY BOARD

- Chaired by: The Traffic Appeals and Advisory Board shall elect its chair.
- Membership: The board is composed of seven (7) faculty and staff members and, *ex officio*, one (1) representative from the Student Traffic Appeals Board.
- Function: The board hears appeals from faculty and staff members concerning traffic and parking citations. The Board acts as a forum to receive, review, and recommend campus traffic safety improvements. It places recommendations in a sequence of reviews necessary to promote coordination, understanding, and campus safety for all the university community.

COUNCILS AND COMMITTEES REPORTING TO  
THE DEAN OF THE COLLEGE OF BUSINESS ADMINISTRATION

*B.A.A.S. ADVISORY COMMITTEE*

- Chaired by: Appointed from the committee membership by the Dean of the College of Business Administration
- Membership: The committee is composed of the undergraduate degree advisor for the College of Business Administration and one (1) faculty representative from each of the following undergraduate colleges: College of Agriculture and Human Sciences, College of Arts and Sciences, College of Business Administration, College of Education, and Frank H. Dotterweich College of Engineering, recommended by the Faculty Senate. The appointees will serve staggered terms of three years.
- Function: The committee reviews and approves requests for establishing new emphasis areas and requests for professional development course combinations not previously approved. The committee also reviews and approves requests for work experience credit. Substantive changes to the B.A.A.S. Program must be approved by the B.A.A.S. Advisory Committee. Depending on the nature of the changes, they may also have to be approved by the University Curriculum Committee.

COUNCILS AND COMMITTEES REPORTING TO THE  
DEAN OF THE COLLEGE OF EDUCATION

TEACHER EDUCATION COUNCIL

- Chaired by: Dean, College of Education
- Membership: The council is appointed by the Dean, College of Education; thirteen (13) representatives from areas of teaching fields and specializations, including one (1) from the College of Agriculture and Human Sciences, six (6) from the College of Arts and Sciences, one (1) from the College of Business Administration, and five (5) from the College of Education; four (4) representatives from the South Texas Regional Educational Collaborative; the Certification Officer; and two (2) students [one (1) graduate and one (1) undergraduate].
- Function: The council is vested with the responsibility of providing a forum for "interaction and consultation among faculty in those areas involved with teacher preparation;" and soliciting recommendations on improving the quality of teacher preparation at the university.

**COUNCILS AND COMMITTEES REPORTING TO  
THE DEAN OF STUDENTS**

*Ex-officio* and *ad-hoc* members are not required to attend and do not vote. *Ad-hoc* members attend for specific cases or incidents. *Ex-officio* members may attend at any time from interest.

**BOOKSTORE ADVISORY COUNCIL**

- Chaired by: Appointed from the committee membership by the Dean of Students
- Membership: The committee is composed of three (3) faculty members from any college [one (1) of the faculty must be a department chair]; two (2) staff members; three (3) students [one (1) nontraditional]; one (1) alumnus from the Kingsville area; and, *ex officio*, Sodexho.
- Function: Council reviews current bookstore operations; assesses student and faculty needs; and makes recommendations for enhancement of services offered by the bookstore. Council provides input to the Dean of Students for strategic plan.

**MASTER STUDENT PROGRAMMING/ACTIVITIES CALENDAR COMMITTEE**

- Chaired by: Appointed from the committee membership by the Dean of Students
- Membership: The committee is composed of one (1) faculty member from any college; one (1) staff member from Housing; one (1) staff member from the Student Union and Activities; one (1) staff member from Wellness; one (1) staff member from Public Affairs; one (1) staff member from athletics; and three (3) students. *Ex-officio* members are the Athletic Director, the Director of Development, and the Chief of University Police.
- Function: Provide for exchange of information and ideas about programming targeted to students. Responsible for

creating a master calendar of activities on campus. Collaborates with departments to garner important calendar events and disseminate to appropriate mediums. Make recommendations for coordinating resources and efforts to maximize the experience being provided to students.

### **STUDENT UNION ADVISORY BOARD**

- Chaired by: Student appointed from the committee membership by the Dean of Students
- Membership: The committee is composed of two (2) students [one (1) on-campus resident and one (1) at-large]; one (1) faculty member from any college; and one (1) staff member from Student Affairs. *Ad-hoc* members are a representative of Sodexo; a representative from Barnes and Noble; Supervisor of the Post Office; and SGA President. *Ex-officio* members are the Associate Director of the Student Union Building; the Associate Director of Recreational Sports; and the Assistant Directors of Student Activities.
- Function: Meet as needed to review SUB demand and usage, space needs of auxiliary enterprises and administrative offices within the SUB, and generally improve the operations or services of the Student Union Building. Discuss building renovations and fee enhancements and referendums and make recommendations to the Dean of Students through the Associate Director of the Student Union and Director of the Student Union and Activities.

### **WOMEN'S CENTER ADVISORY COUNCIL**

- Chaired by: Appointed from the committee membership by the Dean of Students, upon the recommendation of the Director of the Women's Center
- Membership: The council is composed of two (2) faculty from any college; two (2) staff; two (2) students; and one (1) representative from the community. The Director of the Women's Center serves as an *ex-officio* member.

Function:

The Council advises the Director of the Women's Center on the fall and spring calendar of activities, on Women's History Month, portions of the Center's Institutional Effectiveness Plan, the Strategic Plan, the Women's Leadership Luncheon, the Women's Leadership Institute, and other related issues. Smaller focus committees may be formed in the areas of academic issues, research issues, and service issues.