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University Committee on Committees

Charge

a. Review policy proposals that are approved from the committees under its purview;
b. Hear requests to alter, add, or delete committee membership or charges of committees under its purview;
c. Recommend to the President restructuring, combining, eliminating or creating committees as changing conditions of the university may dictate of committees that do not otherwise fall under the purview of the Faculty Senate or The Faculty Handbook.
d. Appoint faculty, staff, and student members to committees under its purview.
e. Publish a complete list of committees and memberships each fall on the Faculty Senate website of University Committees.

Membership

Members are the Chief of Staff, who serves as chair, the Vice-President of the Faculty Senate, the Vice-President of the Staff Senate, the Vice-President of the Student Government Association, one Faculty Senator appointed by the Faculty Senate, one Staff Senator appointed by the Staff Senate, and one Student Government Representative appointed by the Student Government Association.

The Vice-Presidents will serve one-year terms coinciding with their terms as Vice-President of Faculty Senate, Staff Senate, and Student Government Association. The Faculty Senator, the Staff Senator will serve two-year staggered terms. The Student Government Association Representative will serve a one-year term.

Meetings: Monthly

Day and time determined by committee membership.

Reports to: President
Approval for New University Committees and Revision of University Committees Guidelines

- A letter of intent to form/organize a new committee or revise a committee is sent to the University Committee on Committees Chair. The Chair of the Committee on Committees will respond within 48 hours of receipt.

- The committee’s organizer will use the New Committee Proposal or Committee Revision guidelines below. The proposal is submitted no later than 14 business days prior to the next University Committee on Committees meeting. This will allow for a reasonable amount of time for the proposal to be reviewed.

- The University Committee on Committees’ Chair will contact the organizer within a reasonable amount of time, if additional documentation is needed prior to the Committee’s meetings. Organizers may be invited to attend the meeting and present their proposal to the Committee.

- Approved committees will officially be added to the University Committees webpage upon approval. Approved revisions will be changed on the committee website within a reasonable time period. Any changes to literature (i.e. handbooks), will occur the following academic year.

New Committee Approval Guidelines:

- Name of the Committee
- Background (Has the group already been working in this capacity? For example, did the group start as a workgroup, sub-committee, ad-hoc committee, or a convening? If appropriate, please provide any evidence of support for this group)
- Need and Importance (Provide a rationale that explains how this committee fills a gap, addresses a concern on campus. Include how this committee’s work will avoid duplication, but might integrate with other committees, if and when appropriate)
- Alignment to the University’s core competencies, mission, and goals.
- Membership structure (University committees should have representatives from staff, faculty, and students)
- The Committee’s charge (Please provide how you would like the committee’s charge to be presented on the webpage)

Revision of Committees Guidelines:

- Name of the Committee
- Explanation of the proposed changes, and why

Approved by University Committee on Committees on September 19, 2019
Assistance Program for Students with Exceptional Circumstances Committee (APSEC)

(pursuant to UCA Board Policy 710 http://uca.edu/board/700 series/)

Membership

- Associate Provost for assessment and enrollment support
- Associate Provost for instructional support
- Director of Financial Aid (or designee)
- Two faculty members selected by the Faculty Senate
- Two student members selected by the Student Government Association

Meetings:  July and December and on call

Reports to:  Vice-President for Financial and Administrative Services

Send minutes to:  Chair of the Committee on Committees
Athletic Committee

Charge

- The committee serves as a liaison among the athletic department and academic faculty and the administration and concerns itself with policies governing the athletic program and ensuring a desirable balance between the athletic program and the academic programs at the university. The committee will review aspects of the athletic program such as schedules, budget allocations, Title IX compliance, and academic progress of athletes. The committee recommends policies concerning the university athletic program as well as those of the conference.

Membership

- Faculty representative to the NCAA Division 1-A
- Vice President for Finance and Administration
- Athletic Director
- Coordinator of women's athletics
- Faculty appointed by the Faculty Senate representing each academic college, and one unaffiliated, and one at large appointed by the Faculty Senate for rotating four-year terms
- The Registrar is an ex officio member
- The chair and the secretary are elected by the committee
- Three student members: one male athlete, one female athlete, and one student chosen by the Student Government Association

- Meetings: On call

- Reports to: President
Clery Compliance Committee

Charge

The Clery Compliance Committee is charged with the review and recommendation of University policies and procedures to ensure compliance with all requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Membership

- Clery Compliance Officer, chair (Permanent) Captain Chris Bentley
- Deputy Chief of Police, (Permanent) Major William Tapley
- Dean of Students, (Permanent) Kelly Owens
- Title IX Coordinator, (Permanent) TBD
- University Judicial, (Permanent) Latonya Mattheny
- Director of Student Life, (Permanent) TBD
- Director for Student Wellness, (Permanent) Jenna Davidson
- Housing Designee (annual designee) Dr. Craig Seager
- Athletics Designee (annual designee) Natalie Shock
- University Provost (annual designee) Dr. Patricia Smith
- Human Resources (annual designee) Bridget Fortenberry
- Admissions (annual designee) Jarod Wickliffe
- Registrar (annual designee) Becky Rasnick
- Student Government Association (1 year Term) TBD

Meetings: The committee shall meet a minimum of three times each year. These meetings will occur during the spring, summer and fall semesters.

Reports to: Chief of Staff
Council for Student Success

Charge

- Provide leadership and oversight of university-wide student success efforts
- Create and charge standing and ad hoc working groups to address issues relevant to student success
- Hear reports and recommendations from the working groups
- Approve, enact, and evaluate courses of action to improve student success
- Disseminate information about student success to campus stakeholders

Membership

- Associate Provost for Academic Success (co-chair)
- Associate Vice President for Enrollment Management (co-chair)
- Associate Vice President for Institutional Diversity and Inclusion
- Dean of the Graduate School
- Dean of Students
- Director of Student Success
- Faculty Senate President
- Provost and Executive Vice President
- SGA President
- Staff Senate President
- Chairs of the Standing Working Groups

Standing Working Groups

Student Experience and Well-Being

Charge
- Consider factors that affect students’ experiences and sense of well-being at UCA including, but not limited to, social belonging, coping with stress, financial literacy, personal relationships, and campus safety
- Recommend actions to improve students’ experiences and well-being
- Assess the effectiveness of actions taken to improve students’ experiences and well-being

Membership: To be determined by the council

Faculty Support

Charge
- Consider factors that affect teaching effectiveness and students’ academic outcomes
- Recommend actions to support faculty teaching and improve students’ academic success
Council for Student Success (continued)

- Assess the effectiveness of actions taken to support faculty teaching and improve students’ academic success
  
  Membership: To be determined by the council

**Innovation and Best Practices**

**Charge**

- Review the extant literature to gain information on new or established best practices in higher education for improving student success
- Research and develop new solutions to improve student success
- Report findings to the CSS

Membership: To be determined by the council

**Research and Data Reporting**

**Charge**

- Identify known and potential factors affecting student success
- Evaluate and develop methods for collecting data on known and potential factors affecting student success
- Analyze student success data and report findings to the CSS

Membership: To be determined by the council

**Communication**

**Charge**

- Develop, coordinate, and implement university-level communications with students and parents to positively affect enrollment and retention
- Gather data necessary to support these communication efforts
- Assess and report on the effectiveness of these communications

Membership: To be determined by the council

**High-Impact Practices (HIPs)**

**Charge**

- Oversee the implementation of widely-tested curricular and co-curricular programs that increase student engagement, inclusion, and equitable outcomes for students (i.e., High-Impact Practices or HIPs) including, but not limited to, first-year experiences, learning communities, undergraduate research, study abroad, internships, and service-learning
- Recommend new HIPs or improvements to existing HIPs
- Assess the effectiveness of HIPs implemented at UCA

Membership: To be determined by the council
Diversity Advisory Committee

(replaces the Affirmative Action Advisory Committee)

As set forth in University of Central Arkansas Board Policy 525:

Charge

- Review all policies, programs, and offices of the University of Central Arkansas in an effort to (i.) promote and maintain a diverse student, faculty, and staff population and (ii) foster an environment of inclusion and diversity;
- Develop and present to the Board of Trustees and the President (i) plans and recommendations to increase diversity, including but not limited to, staffing, budget recommendations, and program changes, if any, and (ii) recommendations concerning language to be included in University publications, advertisements, and other materials on the subject of diversity;
- Prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the committee may deem necessary and advisable; and
- Undertake such other activities, studies or initiatives as the Committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the Committee’s jurisdiction as may be requested by the Board of Trustees.

Membership

- One member of the University’s Board of Trustees, appointed by the Board of Trustees
- University’s Chief Diversity Officer or designee, chair (ex-officio)
- Associate Vice President of Human Resources (ex officio)
- Director of Assessment (ex officio)
- Professional Development and Training Coordinator (ex officio, non-voting)
- Two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the University
- One faculty member from each College appointed by the Faculty Senate from nominations submitted by the Dean of each College and one At-Large faculty member selected by the Faculty Senate from the non-affiliated faculty
- Four persons designated as representatives from the Staff Senate
- Two persons designated as representatives from the Student Government Association
- One person designated as the representative from the UCA Alumni Association
- Ex-officio positions are permanent members of the committee
- The UCA Board member and the representatives from the UCA Alumni Association, the UCA Foundation, and the Student Government Association shall serve one-year terms on the committee
Diversity Advisory Committee (continued)

- All other members shall serve two-year terms
- Members of the committee may be reappointed
- The chair of the committee shall be the University’s Chief Diversity Officer

Meetings: The committee shall hold at least one meeting in the fall semester and one meeting in the spring semester each year. Special meetings may be called by the Chair, or upon the request of any two members of the committee. At least two working days’ notice of any meeting shall be provided to each member.

Reports to: President
Employee Benefits Advisory Committee

Charge

- To recommend benefits provided to UCA employees and to assess employee needs
- To recommend to the budget advisory committee by priority the employee benefits to include in the next year’s budget
- To encourage educational and informational programs designed to promote the best use of employee benefits by UCA employees
- Assess health and wellness needs of faculty and staff.
- Evaluate efforts in health promotion and disease prevention
- Work with faculty and staff in encouraging employee participation in the benefits program

Membership

- Consists of four full-time continuing faculty members and four staff members serving rotating four-year terms and a chair appointed by the President
- Consists of one part-time faculty serving a one-year term. The part-time faculty position shall be a non-voting member except on issues that directly affect the part-time faculty of the University as determined by the chair of the committee
- The chair of the Health and Wellness Advisory Committee serves as an ex-officio voting member
- The Associate Vice President for Human Resources and Risk Management serves as an ex officio non-voting member
- Faculty members are appointed by the Faculty Senate. Staff members are appointed by the Staff Senate

Meetings: On call

Reports to: President
Financial Aid Committee

Charge

- Serves as an advisory group to the director of student financial aid
- The student financial aid office is governed by federal guidelines and regulations and, when institutional policy is required, the policy is reviewed by the committee

Membership

- Director of Student Financial Aid
- Director of Admissions
- Two full-time continuing faculty members appointed by the Faculty Senate to serve rotating four-year terms
- A student appointed yearly by the Student Government Association
- The Director of Financial Aid serves as chair

Meetings: On call

Reports to: Vice President for Finance and Administration
Health and Wellness Advisory

Charge

- Coordinates individual, departmental, and university efforts to promote health and wellness for UCA faculty and staff employees
  Specifically, the committee will:
  - Assist in development of a variety of initiatives and programs
  - Work with faculty and staff in encouraging employee participation in the wellness program

Membership

- The Wellness Coordinator (chair) and Chair of the Employee Benefits Advisory Committee will be permanent members of the committee
- Three full-time continuing faculty members will be appointed by the Faculty Senate and three staff members will be appointed by the Staff Senate. At least two of these faculty and two of these staff members should represent a department related to wellness (Exercise Science, Nutrition, Health Services, Nursing, HPER, etc.)
- Faculty and staff members will serve staggered three-year terms

Meetings: On call

Reports to: Associate Vice president for Human Resources and Risk Management
Honorary Degree Committee

Charge

- The honorary doctorate is the highest academic honor awarded by the university. It is bestowed in recognition of outstanding contributions to society through intellectual, professional, scientific, artistic, or public service efforts. In granting an honorary degree, the University of Central Arkansas acknowledges excellence and provides an example to members of the university community.

Membership

- Four tenured faculty members. Faculty members will serve staggered four-year terms. No academic college may have more than one representative.
  - One appointed by the President
  - One appointed by the Provost
  - Two appointed by the Faculty Senate
- The president of the Faculty Senate, or designee
- The president of the Student Government Association, or designee
- The president of the Staff Senate, or designee
- The president of the Alumni Association
- The dean of the Graduate School

The dean of the Graduate School will serve as committee chair, but will be a non-voting member.

Meetings: On call

Reports to: Provost
Housing Exemptions Committee

Charge

- To review the requests of students who wish to live off campus during their freshman year

Membership

- Two full-time continuing faculty members appointed by the Faculty Senate
- Three staff members appointed by the Staff Senate
- Three students appointed by the SGA
- Director of housing and residence life or designee serves as an ex officio member
- The terms of the faculty and staff members are for five years, with one leaving the committee each year
- The chair and secretary are elected by the committee

Meetings: On call

Reports to: Vice President for Finance and Administration
Information Technology Advisory Committee

Charge

- The committee advises the President and members of the executive staff on campus technology planning and assists in monitoring and assessing implementation of technology planning. The committee rates/ranks proposals from sector working groups and from other campus constituents, and advises the president and members of the executive staff on technology plan implementation and project proposals, and in other ways as needed.

- The Faculty Senate requests that this committee provide a written report to the Faculty Senate by April of each year. This report should summarize the body's activities during the prior year, provide appropriate statistics and data, and outline long-range planning for the following year. This report should be approved by the membership of the committee.

Membership

- The Vice President for Information Systems and Technology
- One designee from Information Systems and Technology
- One designee from Academic Affairs
- The Registrar or designee
- The Vice President for Finance and Administration or designee
- The Vice President of Student Services and Institutional Diversity or designee
- One designee from the Office of the President
- The Director of Admissions and Enrollment Services or designee
- The Associate Vice president of Human Resources and Risk Management or designee
- One dean selected by the Council of Deans for a two-year term
- One faculty member from each college appointed by the Faculty Senate for staggered three-year terms
- One faculty member from the library
- One faculty member from Schedler Honors College/University College
- One instructional consultant appointed by the Director of the Center for Teaching Excellence
- One staff member appointed by the Staff Senate for a three-year term
- One graduate student appointed by the Student Government Association
- One undergraduate student appointed by the Student Government Association
Information Technology Advisory Committee (continued)

- One representative each from the Police Department, the Physical Plant, and the Department of Athletics as appointed by their appropriate director
- Vice President for Information and Technology will chair the committee

Meetings: Monthly and on call

Reports to: President
LGBTQ Advisory Committee

Charge

- To complete the annual report for the Campus Pride Index;
- To enhance awareness and understanding of the factors which contribute to LGBTQ inclusion;
- To review, identify, and implement training and educational initiatives for LGBTQ inclusion and affirmation; and
- To advise campus leadership on issues impacting the well-being and the work and learning environments of the LGBTQ community.

Membership

- **Permanent members:**
  - Faculty/Staff Advisor for PRISM;
  - Director of Office of Diversity and Community, or designee;
  - Director of Gender Studies;
  - UCA Counseling Center designee;
  - Student life designee;
  - SGA Diversity Subcommittee designee;
  - SGA Executive Staff member;
- **Rotating members:**
  - Appointed by the Diversity Advisory Committee from members of the committee.

Meetings: Monthly

Reports to: VP of Institutional Diversity
Public Art Committee

Charge

- To advance the presence of public art on campus
- To create a Collections Management Policy to serve the interests of the university and the UCA Foundation regarding the gifting of artworks
- To make decisions about the acquisition, placement, and maintenance of art on campus

Membership

- Associate Dean of the College of Fine Arts and Communication (CFAC), permanent chair
- Director of Baum Gallery
- Chair of the Department of Art
- Student Government Association president or designee
- Director of the Physical Plant
- One faculty representative from the CFAC, appointed by the Faculty Senate
- One at-large faculty representative, appointed by the Faculty Senate
- One staff representative, nominee appointed by the Staff Senate
- One at large community member or alumnus appointed by the President
- Vice President for Institutional Advancement and Development or designee

Members will serve three-year staggered terms in categories: CFAC faculty representative, at-large faculty representative, staff representative, and a community member or alumnus.

Meetings: Once a semester and on call

Reports to: President
Radiation Safety Committee

Charge

- To administer, regulate, and control the university's radioactive materials

Membership

- The university radiation safety officer and all authorized campus users of radioactive materials
- The makeup of this committee is dictated by Arkansas statute. There are no appointed members
- All users of radioactive materials on campus must be approved by the Arkansas Department of Health through their licensing requirements. The licensing process originates with this committee
- Only approved individuals are eligible for membership on this committee
- The committee selects its own chair and designates the university radiation safety officer

Meetings: On call

Reports to: President
Scholarship Committee

Charge

- The vice president for finance and administration is charged with responsibility of oversight and compliance of university academic and departmental/performance scholarships. Through the creation of a finance and administration compliance office and the scholarship committee, the following duties are performed: formulation and maintenance of scholarship policies and procedures; monitoring of projected expenditures; analyzing the impact of policy changes; submission of new or revised policies to Executive Staff; and reviewing exception requests by students.

Membership

- Representation from the following offices:
  - Compliance Office (Chair)
  - Academic Affairs
  - Admissions
  - Athletics
  - Budget and Finance
  - Financial Aid
  - UCA Foundation
  - Institutional Research
  - Student Services.
  - In addition, three faculty members appointed by the Faculty Senate will be voting members of the committee, with staggered three-year term expiration dates

Meetings: On call but generally weekly to semi-monthly

Reports to: Vice President for Finance and Administration
Strategic Budget Advisory Committee (SBAC)

See also SPARC | SPC | SBAC

This committee is pursuant to the UCA Strategic Plan.

See https://uca.edu/about/strategicplan/ as adopted by the UCA Board of Trustees.

SBAC Links

SPARC Web Site
Current SBAC Membership
SBAC Minutes

Page last updated: April 14, 2016
Strategic Planning and Resource Council (SPARC)

See also SPARC | SPC | SBAC

This committee is pursuant to the UCA Strategic Plan.

See https://uca.edu/about/strategicplan/ as adopted by the UCA Board of Trustees.

Note: The SPARC Executive Committee is not currently active [notice added 2019-09-28].

SPARC Links

SPARC Web Site
Current SPARC Executive Committee Membership
SPARC Executive Committee Minutes

Page last updated: September 28, 2019
Strategic Planning Committee (SPC)

See also SPARC | SPC | SBAC

This committee is pursuant to the UCA Strategic Plan.

See https://uca.edu/about/strategicplan/ as adopted by the UCA Board of Trustees.

SPC Links

SPARC Web Site
Current SPC Membership
SPC Minutes

Page last updated: May 8, 2016
Student Life Committee

Charge

- Conduct a continuing study of university policies and regulations affecting student life. The committee makes recommendations to the president regarding possible changes and revisions as may be needed and changes in student affairs policies submitted by the Student Government Association or the Faculty Senate. The committee also establishes and administers policies that govern the recognition and functioning of UCA student organizations.

Membership

- Dean of Students
- Director of Diversity and Community
- Three faculty members appointed by the Faculty Senate for rotating three-year terms
- Two administrative staff members appointed by the president for alternating two-year terms
- Five students named by the Student Government Association for one-year terms.
- Director of Student Activities serves as ex officio member
- The Dean of Students serves as chair
- The committee elects its secretary

Meetings: On call

Reports to: Vice President for Student Services and Institutional Diversity
Sustainable Environment and Ecological Design Committee (SEED)

Charge

- The Sustainable Environment and Ecological Design Committee encourages, reviews, develops, recommends, and provides information about proposals that can enhance UCA's role in the local and national environmental community.

- The committee is responsible for the following:
  - Soliciting, receiving, and developing proposals to enhance and encourage activities such as (1) design of facilities and landscaping that enhances the campus both aesthetically and ecologically; 2) conservation of energy, materials, and water; 3) recycling; 4) reduction of pesticide and herbicide use; 5) more efficient food production and use; and other ways of improving the environmental role and/or lowering the financial cost of the university's day-to-day functioning.
  - Reviewing and recommending proposals to the vice president for finance and administration.
  - Working with the vice president for finance and administration, the physical plant, staff, faculty, and students to find ways to implement proposals and programs.
  - Developing ways to make responsible and sustainable ecological approaches an integral part of the educational experience at UCA.

Membership

- Six full-time continuing faculty members, one of whom will be an environmental sciences coordinator, appointed by the Faculty Senate
- Four staff members appointed by the Staff Senate
- Three student members appointed by the committee
- The director of the Physical Plant (permanent member)
- Faculty and staff members will serve three-year rotating terms, and student members will serve two-year rotating terms
- The committee elects its own chair, with the chair from the previous year organizing and presiding over the election

Meetings: On call

Reports to: Vice President for Finance and Administration
Title IX Sexual Harassment Prevention & Awareness Committee

Charge:

- To enhance campus community awareness and understanding of the factors which contribute to sexual misconduct;
- To review, identify, and implement best educational practices on campus; and
- To discuss campus community training and collaborate on educational initiatives.

Membership:

- Title IX Coordinator; (permanent, Chair)
- Staff Senate President; (1-year term with presidency)
- Student Government Association President; (1-year term with presidency)
- Faculty Senate President; (1-year term with presidency)
- Chief of Police; (permanent)
- Dean of Students; (permanent)
- Director of Gender Studies; (permanent)
- Housing designee; (annual designee)
- UCA Student Health Center designee; (annual designee)
- UCA Counseling Center designee; (annual designee)
- University Marketing and Communications designee; (annual designee)
- Athletics designee; (annual designee)
- Student Life designee; (annual designee)
- ROTC Program designee; (annual designee) and
- Office of Diversity and Community designee (2) (annual designee)

Meetings: First Monday of every other month.

Reports to: Vice President for Student Services
Traffic and Parking Committee

Charge

- Recommend long-range plans for parking space
- Recommend policies for parking including zoning criteria, permit costs, and penalty amounts
- Recommend policies and procedures for administrative forgiveness of parking and traffic citations
- Select traffic appeals board to hear traffic citation appeals. The traffic appeals board will consist of one faculty member, one staff member, and one student, all selected from the membership of the traffic and parking committee

Membership

- Three full-time continuing faculty members appointed by the Faculty Senate for rotating three-year terms
- Three staff members appointed by the Staff Senate for rotating three-year terms
- Three student members appointed by the Student Government Association to serve one-year terms
- The UCA Police Department and Physical Plant will each appoint a permanent representative
- The committee shall elect its own chair

Meetings: On call

Reports to: Vice President for Finance and Administration
University Calendar Committee

Charge

- To review and make recommendations for a rolling three-year academic calendar.

Membership

- Registrar (permanent chair)
- Director of Housing (permanent member)
- One faculty member from each college (appointed by Faculty Senate to staggered three-year terms)
- One staff member (appointed by the Staff Senate to a two-year term)
- One student (appointed by Student Government Association to one-year term)

Meetings:  On call

Reports to:  Provost
University Safety Committee

Charge

- To recommend to the Vice President for Finance and Administration policies that ensure an environment free from unreasonable risk, thereby reducing the number and severity of occupational illnesses and injuries.
- To serve as a resource for the various administrative units on campus, assisting them in the identification and correction of unsafe conditions or practices in their areas.
- To serve as the coordinating body in monitoring compliance with safety regulations.
- To recommend to the Vice President for Finance and Administration expenditures necessary to achieve the university's safety goals.

Membership

- Occupational Safety and Health program director or designee
- Director of Student Health services or designee
- Director of Public Safety or designee
- Associate Vice President for Human Resources and Risk Management or designee
- The university's General Counsel or designee
- The director of the Physical Plant or designee
- One faculty member appointed by the Faculty Senate
- Two staff members appointed by the Staff Senate
- One student member appointed by the Student Government Association.
- The chair is appointed by the Vice President for Finance and Administration and the secretary is elected by the committee

Faculty members will serve four-year terms, staff members will serve two-year terms and student members will serve one-year terms.

Meetings: At least once per semester or as needed

Reports to: Vice President for Finance and Administration