

UNIVERSITY OF
CENTRAL
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University Committee on Committees Handbook

Updated October 2026

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University Committee on Committees

Charge

- Review policy proposals that are approved from the committees under its purview;
- Hear requests to alter, add, or delete committee membership or charges of committees under its purview;
- 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*.
- Acknowledge the appointment of faculty, staff, and student members to committees under its purview.
- 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, and one Staff Senator appointed by the Staff Senate.

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.

Meetings: At beginning of academic term, and then as needed.
Day and time determined by committee membership.
Reports to: President

Approval for New University Committees and Revision of University Committee 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

Campus Event Coordinating Committee

Charge

The Campus Event Coordinating Committee will meet monthly to coordinate on-campus events. The purpose of these meetings may vary, but at a minimum will allow the group to do the following:

- Make recommendations to the Chief of Staff on cost-recovery models for events in which room rental fees are waived.
- Coordinate use of inventory and other campus resources
- Make recommendations to the Chief of Staff regarding additional inventory needed to service multiple, simultaneous events.
- Determine ways to further utilize campus scheduling systems to improve cross-campus coordination and communication.
- Standardize room rental language and policies across campus.
- Ensure all key campus stakeholders are informed of major events that are planned.

Membership

The membership of the committee will include the following individuals, but others may be added at the request of the President's Office or by recommendation of the committee:

- President's Office Special Events Coordinator, *chair*
- Reynolds Performance Hall representative
- Physical Plant representative
- HPER Center representative
- Aramark Catering representative
- Centralized Scheduling Administrator
- Conference Services Director
- Student Activities Director
- Student Center Scheduling Office representative

Meetings: The committee shall meet monthly.

Reports to: Chief of Staff

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)
- Chief of Police, (Permanent)
- Dean of Students, (Permanent)
- Title IX Coordinator, (Permanent)
- University Judicial, (Permanent)
- Director of Student Life, (Permanent)
- Director for Student Wellness, (Permanent)
- Housing Designee (annual designee)
- Athletics Designee (annual designee)
- University Provost (annual designee)
- Human Resources (annual designee)
- Admissions (annual designee)
- Registrar (annual designee)
- Student Government Association (annual designee)

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

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

First Generation Student Success Committee

Charge

- Assessment and Evaluation: Regularly assess the needs of first-generation students and evaluate the effectiveness of existing programs and services.

- Program Development: Develop and implement programs and initiatives that address the unique challenges first-generation students face.

- Resource Allocation: Advocate for allocating resources to support first-generation student success.

- Collaboration: Foster collaboration with other university committees, departments, and external organizations to enhance support for first-generation students.

- Awareness and Advocacy: Raise awareness about the experiences and needs of first-generation students among faculty, staff, and the broader university community. Advocate for policies and practices that promote a first-generation-friendly campus.

- Reporting: Provide regular reports to the University Committee on Committees, the Council for Student Success, and other relevant stakeholders on the progress and outcomes of the committee's initiatives.

Membership:

- Staff
    - One representative from Student Success Services
    - One representative from Student Affairs
    - One representative from Living Learning Communities
- Faculty
    - Two faculty members appointed/approved by the Faculty Senate
- Students
    - The President or a designee of the First Generation Scholars Society
    - A first-generation student SGA designee.

**additional faculty, staff, and students may join this committee as at-large members*

Meetings: Monthly

Reports to: Vice President of Enrollment Services and Student Success

Health and Wellness Advisory Committee

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 request s 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
- Associate Vice President for 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 (ITAC)

Charge

The committee works in conjunction with the leadership of the UCA information Technology Division on overall campus technology and the implementation of technology plans for the upcoming year

Annual Report and Updates: The president and executive staff requests that this committee review a documented annual report by May 1 of each year. This report should summarize Information Technology's activities during the prior year, provide appropriate statistics and data, risk assessment, and outline long-range planning for the following year. This report should be approved by the membership of the committee.

Regular committee meetings will be held throughout the year with the objective of providing Information Technology updates to committee members. These updates will be posted to a shared drive that is available to all members of ITAC.

Membership

- The vice president for Information Technology, one designee from Information Technology
- One designee from Academic Affairs, the registrar or designee
- The vice president for Finance and Administration or designee
- The vice president of Student Affairs and Institutional Diversity and Inclusion 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
- One representative each from the Police Department, the Physical Plant, and the Department of Athletics as appointed by their appropriate director

The vice president for Information Technology will chair the committee

Meetings: Monthly and on call

Reports to: President

Parking and Traffic Appeals Committee

Charge

- Recommend policies and procedures for administrative forgiveness of parking and traffic citations.
- Operate the 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 this committee.
- The board will meet on an as needed basis, monthly during the academic year, for the review of submitted UCA parking or traffic citation appeal applications.

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 be chaired by the member representative from the UCA Police Department that serves in a non-voting role.

Meetings: On call

Reports to: Chief of Staff and Chief of Police

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 Arts, Humanities and Social Sciences (CAHSS), permanent chair
- Director of Baum Gallery
- Chair of the Department of Art
- Student Government Association president or designee
- Associate Vice President for Facilities
- One faculty representative from the CAHSS, 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 of University Advancement 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

- 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

Retirement Committee

Charge

- To make recommendations to the President to amend the plans including any amendment necessary to maintain the Plan's qualified status under applicable provisions of the Code or to comply with applicable law
- To hire an investment consultant and monitor the performance of such investment consultant
- With the assistance of the investment consultant, develop, construe and revise as necessary from time to time, the Investment Policy for the Plans
- To monitor plan assets in accordance with applicable regulations and investment policy statement criteria
- To determine and modify from time to time at its discretion the menu of mutual funds or other investments made available to participants. Select and replace investment funds available for the investment decisions as deemed appropriate within the scope of the Committee's responsibility under each plan
- To engage and monitor the performance and fees of all service providers with respect to the plans, and replace such service providers as necessary
- To review and determine, with the consent of the President, the method for allocation of fees with respect to the plan
- To interpret and construe the plans, and process such claims, to the extent not processed by the record-keeper for the plans

Membership

- Consists of nine voting members
- The Chief of Staff, Associate Vice President for Human Resources and Risk Management, Vice President for Finance and Administration, chair of the Employee Benefits Advisory Committee, and Controller shall serve as permanent members
- The President of Faculty Senate and President of Staff Senate shall serve during his/her term of office
- The President shall appoint a university vice president to serve a three-year term
- The General Counsel shall serve as an ex-officio non-voting member
- The Provost and Executive Vice President shall appoint one faculty member to serve a three-year term

Meetings: Quarterly

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
- Financial Aid
- Student Affairs
- Athletics
- Finance and Administration
- Student Accounts
- Institutional Research
- Schedler Honors College
- UCA Foundation
- Transfer, & Returning Student Services
- 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 Planning Committee (SPC)

Charge

- Serve as the representative institutional stewardship body for UCA 2035 and future university strategic plans.
- Review priorities and progress across the four strategic imperatives for alignment, gaps, overlap, emerging opportunities, and cross-imperative dependencies.
- Review university-wide measures, milestones, and qualitative evidence of progress and provide perspective on whether implementation is producing meaningful movement toward the outcomes established in the strategic plan.
- Provide representative campus perspective on implementation, including areas where additional engagement, communication, coordination, or institutional attention may be warranted.
- Advise the president on material changes to goals, objectives, tactics, measures, sequencing, or priorities when evidence, changing conditions, or emerging opportunities warrant reconsideration.
- Undertake updates and revisions to the UCA Strategic Plan as directed by the president and conduct other studies and inquiries as the SPC, in consultation with the president, deems appropriate.
- Report annually to the campus, based on reporting from the Imperative Working Groups and responsible units, on implementation of and progress toward the university strategic plan, including recommendations for near-term implementation changes when appropriate.
- Present concerns and recommendations to the president.

Scope and Relationship to Implementation

- The SPC provides institution-wide stewardship, alignment, progress review, and representative perspective. It does not manage individual strategic initiatives or supervise the Imperative Working Groups.
- The four Imperative Working Groups translate UCA 2035 into focused annual action, coordinate execution, track progress, and identify resource or decision needs.
- Routine implementation and sequencing decisions remain with the appropriate Working Group lead and responsible university units. Cross-divisional resource, policy, or operational matters requiring institutional action move through Cabinet. Major new institutional commitments or material changes to the Board-approved strategic plan are elevated to the president through established university processes.

Membership

The Strategic Planning Committee will be constituted by October 1 of each year. All members are voting members unless otherwise noted:

- The provost, who serves as chair (ex officio, voting; no fixed term)
- The presidents and vice-presidents of the Faculty Senate, the Staff Senate, and the
- Student Government Association
- Three tenured faculty members, including one academic department chair or

equivalent,appointed by the Faculty Senate to two-year, staggered terms
- Two staff members (one classified and one non-classified) appointed by the Staff Senate
  to two-year, staggered terms
- Two students appointed by the Student Government Association to one-year terms
- One dean, elected by the Council of Deans to a two-year term
- One member of the UCA Board of Trustees appointed by the Board to a one-year term
- One community member appointed by the president to a two-year term
- The Cabinet lead for each of the four UCA 2035 Imperative Working Groups (ex officio,
  voting; no fixed term). The Provost, when also serving as an Imperative lead, occupies a
  single seat on the committee.
- The director of the Office of Institutional Research (non-voting ex-officio)

Vice Chair. The committee will elect a vice chair annually from among voting members who are not members of the President's Cabinet.

Meetings:

- The SPC will meet at least twice per academic semester.
- The meeting schedule for the following year will be established before the end of each spring semester, and the schedule will be announced to the university community using whatever communication means are considered most likely to reach the broadest possible university audience.
- Additional meetings may be called by the chair as needed.

Reports to: President

Student Involvement and Leadership 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

- Director of the Office of Student Involvement and Leadership, Chair
- Director, Office of Student Advocacy 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, *ex officio* member

The committee elects its secretary.

Meetings: On call

Reports to: Vice President for Student Affairs

Sustainable Environment and Ecological Design Committee (SEED)

Charge

- The Sustainable Environment and Ecological Design Committee encourages, reviews, develops, recommends, and provides infom1ation 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 (I) 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
- Associate Vice President of Facilities 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: At least once yearly and then as-needed

Reports to: Vice President for Student Services

University Calendar Committee

Charge

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

Membership

- Registrar (permanent chair)
- Associate Vice President for Housing and Residence Life (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
- Medical Director or designee
- Director of Public Safety or designee
- Associate Vice President for Human Resources and Risk Management or designee
- General Counsel or designee
- Associate Vice President of Facilities 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

Veterans Committee

Charge

- Continue UCA's tradition of honoring Veterans, Service Members, and their Dependents at our annual Veterans Day Celebration bringing attention to UCA's diverse student, faculty, and staff while paying tribute to the entwined history of UCA and the military community
- Raise funds for Scholarships to help a minority population within UCA to have access to education and scholarly opportunities, while at the same time inviting future populations to UCA
- Work on special projects related to our veterans such as bringing awareness, services, or initiatives that would enrich the lives of our veteran students, faculty, and staff.

Membership

- Co-Chair (Appointed by the Associate Vice President of Enrollment Management, two-year term)
- Co-Chair (Appointed by the Associate Vice President of Enrollment Management, two-year term)
- Past-Chair Ex Officio Member (serves one-year term)
- Ex Officio Member - Director of Veterans Resource Center (Permanent)
- Two people appointed by the Faculty Senate (two-year term)
- Two people appointed by the Staff Senate (two-year term)
- One person appointed as a representative from the UCA Police Department (one-year term)
- One person appointed as a representative from Marketing and Communications (one-year term)
- One person appointed by the ROTC Staff (one-year term)
- One member from the Department of Music
- One person appointed as a representative from the Student Veterans of America RSO (one-year term)
- Three members at-large (one-year term)
- Two members of the community (one-year term)

Executive Roles

- Co-Chair (two-year term)
- Co-Chair (two-year term)
- Past Chair Ex-Officio (one-year term)
- Director of Veterans Resource Center (permanent)
- Secretary (one-year term)
- Treasurer (one-year term)

Meetings: On call

Reports to: Associate Vice President for Enrollment Management