OHIO UNIVERSITY – CHILLICOTHE
BY-LAWS ON COMMITTEES

Section 1. Committee Continuity
A chairperson for each committee shall be selected from current committee members during spring quarter to serve the following academic year. This will assure continuity in the event no one else on the committee remains available for service the next year. Additionally, each chairperson shall be evaluated by committee members and all committee members evaluated by the chairperson before the end of the spring quarter on an annual basis. Evaluations will be processed by the dean’s office.

Section 2. Committee Meeting Frequency
Every committee shall meet at least once each quarter (unless otherwise stated). Minutes must be kept of the proceedings of these meetings and distributed to all Group I faculty, administrators and others as needed. If a committee fails to meet and/or fails to fulfill its charge, the Dean has the responsibility to remove the chairperson and to call for the election of another chairperson.

Section 3. Annual Report
Each committee shall prepare an annual report of accomplishments and activities undertaken as well as still uncompleted tasks. These reports shall be circulated to Group I faculty, administrators and others as needed.

Section 4. Committee Composition
Committee membership selection shall be based upon Group I faculty’s indicated, written preferences. Administrative personnel selection shall be based on their areas of functional expertise. Final composition of the committees will be co-determined by the Dean and the Division Coordinators. The exception will be those committees also having a student representative or otherwise defined by agreement or contract. Student Senate will choose the student members. The Dean is a member of all standing committees. Committee selection should begin early in the spring quarter.

Section 5. Technology Committee
The purpose of the Computer Advisory Committee is to coordinate the acquisition and use of computers, to identify present and future computing needs, and to offer guidance and advice in the development of short and long-range plans to meet these needs. The committee will recommend policies and procedures regarding computer use and the delivery of computer services.

The committee will monitor the implementation of policies and procedures and evaluate their appropriateness and effectiveness.

In order to assure that the acquisition of computer hardware and software is consistent with campus priorities and needs and that needless duplication is avoided, the committee will review all requisition requests for computer related purchases greater than $400.00. This review will apply to requests that involve the expenditure of operating funds, as well as those from special
and one-time monies. It is not the committee’s function to approve or disapprove these requests. The committee may provide advice to those with purchasing authority.

If requested, the committee will study the need for computer equipment and services and thereby assist the development of short and long-range plans. Membership is to consist of 5-7 representatives of both the faculty and staff and including one selected by the Student Senate. Membership is not restricted to those with special expertise or computing needs.

Section 6. Cultural Events Committee

The purpose of the Cultural Events Committee is to provide a varied program of artistic, cultural and educational events and activities for the benefit and enjoyment of the members of both the Ohio University-Chillicothe community and the community at large.

The committee should consist of 4-5 faculty and administrators, with one student chosen by Student Senate.

Among the types of events that the committee is responsible for bringing to the campus are films, musical performances, theatrical and dance productions and lectures in diverse areas of interest.

The committee has the responsibility for booking, scheduling, publicizing, managing and (when applicable) charging admission for such events and activities. The major source of funding for these programs is through the Athletic, Lecture and Entertainment budget allocation. Also, the committee will select one lecturer each year to speak on topics in the humanities or on current events, the funds for which are provided by the Edwin and Ruth Kennedy Lecture Fund.

Section 7. Faculty/Staff Development Committee

The purpose of the Faculty/Staff Development Committee is to encourage the activities, policies and expenditures which improve the knowledge and skills of faculty and staff; to solicit, review, and approve faculty and staff proposals for training and development; and to grant available funds for selected projects.

Examples of such projects include grant development, service training, academic research and course work, civil development of and/or attendance at workshops, job related travel and opportunities for released.

Activities include recommended disbursement of roll-up travel monies at the end of the year, lunches, guest speakers or seminar disbursement of faculty research funds, etc. The committee shall consist of two faculty members, two administrators and two civil service employees.

The purpose of the Safety Committee disseminate safety information, is to develop and to report and discuss unsafe conditions or activities that committee members may observe or have reported to them, and to recommend remedial measures to alleviate unsafe conditions or practices.
The committee will consist of the Physical Plant Director, one or two bargaining unit representatives and one student, that student to be selected by the Student Senate.

Section 8. Scholarship Committee
The purpose of the Scholarship Committee is to recommend to the Dean the recipients of awards.

The committee selects these recipients from among the applicants based on current grant or scholarship criteria. In the fall and winter quarters, the committee recommends recipients for the winter and spring quarters, respectively for awards such as the Ohio University-Chillicothe Scholarship Fund, Ohio University-Chillicothe Development Fund, Ohio University-Chillicothe Faculty Scholarship, etc.

In the spring, the committee recommends recipients for the coming academic year for the Ohio University Dean’s Achievement Scholarship, the 1804 Scholarship, and scholarships sponsored by other organizations, such as the Chillicothe Rotary. The committee will also work with potential donors to institute new scholarships.

A second activity of the committee is to set and announce a calendar, consistent with the Ohio University financial calendar where appropriate for the availability and submission of applications.

Membership of the committee shall consist of faculty and administrators. It is advisable that there be some carry-over in committee membership from one year to the next to allow for continuity in planning and production.

Section 9. Student Recruitment and Retention Committee
The purpose of the Student Recruitment and Retention Committee is to serve in an advisory capacity to the Director of Student Services. It shall make recommendations concerning student recruitment and retention programs and activities; and plan and coordinate admission and recruitment programs.

Some of the programs for which the committee will be responsible are: high school visitations, college nights, county fair visits, Ohio University-Chillicothe College Night, recruitment publications and public relations.

The committee will consist of four faculty, three administrators and one or two students including at least one staff member from Student Services.

Section 10. Judiciary Committee
The primary function of the Judiciary Committee is to handle incidents of serious misconduct involving current university rules and regulations. The student(s) involved in any infraction will appear before this committee for a hearing. Specific guide lines for a hearing of this nature have been spelled out in the Ohio University memorandum of 24 November, 1970, titled “Judiciary Committee Policy and Procedures,” from the Dean of University Judiciaries to the regional campus administration. The student(s) may appeal the decision of this hearing to the Dean and ultimately to the office of the Dean of University Judiciaries.
This committee is not a standing committee. Instead, this committee is appointed as the need arises. There should be at least five faculty members and administrators on this committee who will be appointed by the faculty (University policy may require that the faculty elect), and by the Dean (administrators). The Student Government will elect at least one student. The committee will elect a chairman.

Section 11. Campus Health, Wellness and Safety Committee (revised 2012)
The purpose of the Health, Wellness, & Safety Committee is to: Promote health and wellness, Promote disease prevention efforts, Report and discuss unsafe conditions or activities observed or reported to committee member, Assist in the development, recommendation, and dissemination of remedial measures to alleviate unsafe conditions or practices, Coordinate health promotion & safety sessions or events for faculty, staff, and students. The committee will consist of the campus Facilities Director, faculty, administrator/s, classified staff, bargaining unit representative/s, student/s (selected by the Student Senate), and community health representatives.

Section 12. Curriculum Committee

Section 13. Professional Ethics Committee

Section 14. Faculty Travel Committee

Section 15. Graduation Recognition Committee

Section 16. Research/Grants Committee