

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 (revised 3/6/18)

Objectives of the Ohio University Chillicothe Information Technology Committee are to support a creative technology environment, to provide latest information technologies (hardware, software, and classroom technology) for students, faculty, staff and community, to act as a distribution point for technology initiatives and to recommend policies and procedures to support the technologies.

Responsibilities of the committee include assisting the CIO in updating the University's strategic plan and ensuring that the annual technology plan is in line with the University's strategic plan. If requested, the committee will study the need for computer equipment and services and thereby

assist the development of short and long-range plans.

In order to assure that the acquisition of computer hardware and software is consistent with campus priorities and needs and that unnecessary duplication is avoided, the committee may provide advice to those with purchasing authority related purchases greater than \$400.00 This specifically applies to the purchases that are not made through the IT department.

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 technology expertise.

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.

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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

The Ohio University-Chillicothe Curriculum Committee (OUC Curriculum Committee) is responsible for recommending curricular issues including addition and deletion of academic programs; quality and priority of existing academic programs; addition, deletion, and changes in courses; and academic requirements. Committee recommendations are forwarded to the Regional Campus Curriculum Committee (RCCC) and finally to the Ohio University Curriculum Council. The committee will use Roberts Rules of Order to ensure equity of process and efficiency. Motions require a positive vote by a majority of the members present unless otherwise stipulated by the chair.

The OUC Curriculum Committee is comprised of one committee of the whole (and one non-voting subcommittee responsible for recommendations of curricular issues involving delivery of courses through distance education—Technology Rich Learning Community). Membership of the full Curriculum Committee should include the following campus representation:

- Campus representative(s) to the Regional Campus Curriculum Committee,
- Division Coordinators,
- Faculty Senators,
- 3 Program Coordinators,
- at-large faculty member(s) to ensure adequate representation of all divisions,
- chair of TRLC subcommittee,
- at-large Group II faculty member,
- non-voting administrative member from academic advising or student services, and
- Associate Dean.

Members will be appointed or reappointed each year by the Campus Dean, within the parameters

of the above-mentioned representation. Efforts should be made to limit membership to 15 or less, striving to keep the committee smaller and more efficient. Individual members may fulfill more than one area of representation (e.g., a committee member might be a Program Coordinator, Faculty Senator, and a representative of his or her division).

Before the end of spring semester, the committee will elect a chair and vice-chair for the next academic year. The committee chair will serve for two consecutive years to ensure committee continuity. The vice-chair will be responsible for keeping meeting minutes, and facilitating meetings if the chair is unavailable. Having the vice-chair move into the role of chair would be preferable, but not necessary.

Minutes must be kept of the proceedings of these meetings and distributed to all Group I faculty, administrators and others as needed either through a common access portal (Blackboard) or other means. If a committee fails to meet and/or fails to fulfill its charge, the Dean has the responsibility to remove the chairperson and to appoint the vice-chair to fulfill the role or to call for the election of another chair.

The OUC Curriculum Committee shall meet at least once each academic term or more frequently based on campus curricular needs. OUC Curriculum Committee meetings are open to the campus community.

Section 13. Professional Ethics Committee

Section 14. Faculty Travel Committee

Suggested Guidelines for Distribution of Funds

- A committee will be annually formed to determine the allocation of the Dean's Office Travel Funds. The Division Coordinators will be permanent members of this committee. Two, at large, Group I and one Group II faculty will be appointed by the DCs to serve on the review committee.
- There will be two allocation periods. Deadlines will be determined by the committee.
- The maximum award will be limited to \$1500.
- Travel requests, in the form of written proposals, will be ranked according to the activity's significance. To simplify the ranking process, proposed activities will be grouped into three categories.
- In most cases, faculty should have depleted their annual travel funds before submitting proposals for consideration. Faculty with special program needs (those that require travel

funds to be used throughout the academic year) will be given consideration by the committee.

1. Highest Priority Activities, in no particular order
Paper presentations at conferences (international, national, regional)
Panel participation at conferences (international, national, regional)
Art exhibitions (international, national, regional)
Officer attendance at conference (international, national, regional)
2. Mid-priority activities, in no particular order
Conference attendance by probationary faculty (international, national, regional)
Workshop attendance directly related to one's teaching or research area (international, national, regional)
Conference activities, other than general attendance, directly related to one's professional discipline.
3. Lowest priority activities, in no particular order
Poster presentations (international, national, regional)
Conference attendance by non-probationary faculty (international, national, regional)

Faculty will be encouraged to submit activities that do not easily fit into these specific categories. The ranking of these proposals will be at the discretion of the committee

Section 15. Graduation Recognition Committee

Section 16. Research/Grants Committee