

AUNE Standing Committees 2011-2012

NAME	COMMITTEE PROFILE	CHAIR/TERM	MEMBERS
Academic Calendar Committee	<p><i>Purpose:</i> To develop a proposed academic calendar</p> <p><i>Schedule:</i> Meets as necessary to accomplish function</p> <p><i>Functions:</i> Prepares proposed academic calendar, no later than April of each year, for the year following the coming year. Submits the proposed calendar to the academic department chairs and the faculty senate for review and recommendations prior to submission to the President for approval.</p> <p><i>Reports to:</i> Vice president for Academic Affairs</p>	<p><i>Co-Chairs:</i> S. Chamberlin S. Neun</p>	<p><i>Members:*</i> S. Howard D. Shuteran C. Lower S. Weller</p> <p>* The Registrar, Dir. Of Financial Aid, and Dir. Of Student Accounts serve ex-officio. Others are appointed by VPAA</p>
Administrative Council	<p><i>Purpose:</i> To provide a forum for department administrators to coordinate activities, share information, identify and resolve cross-department issues, recommend policies and/or procedures, and represent the interests of administrators.</p> <p><i>Schedule:</i> Meets monthly from September through May and twice during the summer.</p> <p><i>Functions:</i> Coordinate post-graduation on-campus events; plan and coordinate annual opening day breakfast; communicate institutional level information to members of various departments;</p> <p><i>Reports to:</i> President</p>	<p><i>Co-Chairs:</i> L. Andrews, Dir. of Admissions</p> <p>S. Wilson, Adm. Coordinator, Dept. of Education</p>	<p><i>Members:*</i> President Cabinet Representative The director from each of the following departments: Admissions, Business Office, Communications, PSC, CFTI, IT, Financial Aid, Registrar, Web Services, Student Accounts, Facilities, Development, HR, Education, ES, O&M, AP, CP, Library</p>

<p>Assessment Council</p>	<p><i>Purpose:</i> Coordination and discussion of student learning outcomes assessment-related issues.</p> <p><i>Schedule:</i></p> <p><i>Functions:</i> Oversees the gathering and analysis of information used as evidence of student learning to inform decision-making processes and improve programs.</p> <p><i>Reports to:</i> VPAA</p>	<p><i>Chair:</i> Tom Julius</p>	<p><i>Members:*</i> T. Julius K. Lyness K. Borden P. Chandler J. Ackerman</p> <p>*Appointed by VPAA</p>
<p>Building Committee</p>	<p><i>Purpose:</i> To develop ANE function-based facility program and provide information and guidance to president's cabinet regarding facility needs and renovation projects.</p> <p><i>Schedule:</i> Meets as needed depending on current facility issues, but not less than twice/year</p> <p><i>Functions:</i> Gathers information from various departments regarding functional space needs; develops building program based on departmental information; provides guidance to ANE administration on implementation of construction and renovation projects.</p> <p><i>Reports to:</i> Vice President for finance and administration</p>	<p><i>Chair:</i> Tim Jordan, VPFA</p>	<p><i>Members:*</i> T. Jordan S. Howard C. Schlichting M. Simpson T. Thompson P. Whicker A. Abrash Walton M. Capron L. Oram S. Chamberlin M. Leversee</p> <p>* appointed by president</p>
<p>Commencement Committee</p>	<p><i>Purpose:</i> To recommend the program and potential speakers for each year's commencement and submit to president's cabinet for approval. Responsible for commencement logistics planning.</p> <p><i>Schedule:</i> Meets during the fall semester as needed.</p> <p><i>Functions:</i> Considers potential changes to commencement program, particularly related to student participation, as well as potential speakers. Prepares script for commencement ceremony</p> <p><i>Reports to:</i> President</p>	<p><i>Chair:</i> Tracey Thompson, VPIA</p>	<p><i>Members:*</i> S. Neun S. Chamberlin C. Devereaux T. Wessels A. Abrash Walton J. Calhoun S. Peace L. Oram F. Linsky J. Fidiero M. Garland D. Arvidson E. Keech J. Dickson</p> <p>* appointed by President</p>

<p>Enrollment Services Core Group</p>	<p><i>Purpose:</i> To effectively coordinate and support the individual functions of the offices responsible for recruiting and enrolling students.</p> <p><i>Schedule:</i> Meets every other Thursday afternoon throughout the year with additional meeting as needed.</p> <p><i>Functions:</i></p> <ul style="list-style-type: none"> - Develop and manage systems to support students in degree and non-degree programs - Coordinate service across departments and with academic programs - Resolve conflicts related to all aspects of enrollment and student affairs - Contribute to publications and electronic media about enrollment, student affairs, and academic policies to students and faculty - Provide input into the development and monitoring of academic policies - Assess and contribute to resolution of student needs <p><i>Reports to:</i> VPAA and VPFA</p>	<p><i>Chair:</i> Susan Howard, Director of Financial Aid</p>	<p><i>Members:*</i> Directors of: Admissions Student Accounts Financial Aid Registrar</p>
<p>Finance Committee</p>	<p><i>Purpose:</i> To provide direction and policy recommendations to the President and president's cabinet and to assist the vice president for finance and administration in the financial aspects of the institution.</p> <p><i>Schedule:</i> Meets once a month during most of the year and more often during budget preparation time as needed.</p> <p><i>Functions:</i> To provide an institution-wide financial overview and analysis of financial operations; to provide information to the campus community, including reports on revenue and expenses; to recommend to the president's cabinet on policies/parameters on financial issues.</p> <p><i>Reports to:</i> VPFA</p>	<p><i>Chair:</i> Kathy Curtiss, Controller</p>	<p><i>Members:*</i> K Borden K. Curtiss T. Jordan D. Shuteran S. Neun M. Simpson D. Caruso (ex officio)</p> <p>*appointed by VFFA</p>

<p>Honorary Degree Committee</p>	<p><i>Purpose:</i> to identify candidates to be nominated to the Board of Trustees to receive honorary degrees.</p> <p><i>Schedule:</i> Meets each fall semester. Honorary degree nominations must be approved by the Board of Trustees 5 months before commencement.</p> <p>Functions. To receive nominations for honorary degrees, review nominations, and recommend honorary degree recipient to President.</p> <p><i>Reports to:</i> President</p>	<p><i>Chair:</i> Stephen Neun, VPAA</p>	<p><i>Members:</i>* TBA</p> <p><i>*Appointed by President as needed.</i></p>
<p>Human Resource Advisory Council</p>	<p><i>Purpose:</i> For the 2011-2012 academic year: Support the leadership team and employees by disseminating relevant HR practices and initiatives across the organizations rapidly and effectively.</p> <p><i>Schedule:</i> Meets as needed.</p> <p>2011-2012 Initiatives:</p> <ul style="list-style-type: none"> - Disseminate, implement, and provide collateral training for the University HR policy rollout - Develop and deliver benefit program communication and enrollment - Identify, coordinate and recommend a campus training program in partnership with the President’s Council. <p><i>Function:</i></p> <ul style="list-style-type: none"> - Provides a platform to identify, develop, recommend, disseminate, and implement HR issues, policies, and practices that support organizational goals and priorities - Supports and recommends employee involvement processes - Provides guidance on and assists with effective communication strategies <p><i>Reports to:</i> Director of Human Resources Office</p>	<p><i>Chair:</i> Andrea Hodson, Director of Human Resources</p>	<p><i>Members:*</i></p> <p>Ad hoc members are identified and engaged on a project-by-project basis.</p> <p><i>* appointed by Director of HR</i></p>

<p>Institutional Review Board</p>	<p><i>Purpose:</i> Review and approve research using human subjects in compliance with federal regulations</p> <p><i>Schedule:</i> Meets throughout the year as needed</p> <p><i>Functions:</i> Review proposals made by faculty, students, and staff to conduct research that uses human subjects</p> <p><i>Reports to:</i> Vice President for Academic Affairs</p>	<p><i>Chair:</i> K. Lyness</p>	<p><i>Members:*</i> G. Tremblay S. Chase T. Julius D. Woodhouse D. Anderson (external)</p> <p><i>* appointed by Vice President for Academic Affairs. VPAA is Ex-Officio member.</i></p>
<p>Marketing Committee</p>	<p><i>Purpose:</i> To develop and periodically review short and long-term marketing strategies, advise the VPIA and VPAA in the design and implementation of the AUNE marketing plan, pro-actively seek innovative approaches to marketing our academic programs, and review the effectiveness of marketing strategies on an ongoing basis.</p> <p><i>Schedule:</i> Meets every Monday from 10:30 to 11:30 am</p> <p><i>Functions:</i> Recommends allocation of marketing dollars and strategies, tracks marketing budget expenditures, analyzes results and updates marketing plan as necessary, gathers input and information from academic departments, and works with marketing research firm to gather critical information as the basis for sound, data-driven decisions.</p> <p><i>Reports to:</i> Vice President for Institutional Advancement and Vice President for Academic Affairs.</p>	<p><i>Co-chairs:</i> S. Neun T. Thompson</p>	<p><i>Members:*</i> J. Fiderio B. Powers C. Waters L. Andrews J. Fritz</p>

<p>President's Council</p>	<p><i>Purpose:</i> to encourage information sharing among campus constituencies and governance bodies and to insure that members of the President's Cabinet are aware of a wide range of opinions and ideas and that AUNE faculty, staff, and students are informed about campus-level decision making.</p> <p><i>Schedule:</i> Meets once a month during fall and spring semesters</p> <p><i>Functions:</i> The President's Council functions as a vehicle for information sharing and as a forum for discussion of issues of importance to the campus.</p> <p><i>Reports to:</i> the President.</p>	<p><i>Chair:</i> D. Caruso</p>	<p><i>Members:*</i> President and President's Cabinet: President Vice President's Assts. To President Directors of: Financial Aid Development Human Resources Admissions Communication Representatives of: Faculty Senate Faculty (at-large) Admin. Council Staff Senate Department Chairs Student Gov.</p>
<p>Safety Committee</p>	<p><i>Purpose:</i> Coordinate safety policies and procedures on campus</p> <p><i>Schedule:</i> Meets once each month as needed</p> <p><i>Functions:</i></p> <ul style="list-style-type: none"> - Maintain and update Emergency Preparedness and Management Plan and coordinate annual cycle of emergency drills - Keep faculty, staff, and students aware of safety issues on campus - Investigate, identify, and advise on safety and health issues - Suggest safety policies and procedures to president's cabinet - Assist in implementation of safety policies and procedures <p><i>Reports to:</i> VP for Finance and Administration</p>	<p><i>Co-Chairs:</i> Paul (Doc) Whicker, Facilities Director</p> <p>Andrea Hodson, Director of Human Resources</p>	<p><i>Members:*</i> TBA</p> <p>*appointed by VPFA</p>

<p>Sustainability and Social Justice Committee</p>	<p><i>Purpose:</i> To serve as an advisory group related to sustainability and social justice issues and support ANE's efforts in this area.</p> <p><i>Schedule:</i> Meets quarterly</p> <p><i>Functions:</i> Assist the Assistant to the President for Sustainability and Social Justice. Identify and propose potential solutions that cross boundaries of individual departments, recommend policies and/or procedures on administrative matters, and provide input to the President and President's Cabinet on AUNE decisions and policies.</p> <p><i>Reports to:</i> President</p>	<p><i>Chair:</i> Abi Abrash Walton</p>	<p><i>Members:*</i> A. Afolayan (student) R. Brett (student) C. Curtin M. Smeltz S. Dreyer-Leon J. Guerriero A. Hodson W. Lowe G. Roysicar-Sodowsky F. Ziperstein Student Gov. Rep. SJ Coordinator</p> <p>*Appointed by Pres.</p>
<p>Staff Senate</p>	<p><i>Purpose:</i> To provide a forum for hourly staff and administrative associates to share information, identify and resolve work related issues, recommend policies and/or procedures, and provide input to administrators at all levels.</p> <p><i>Schedule:</i> Meets monthly on third Wednesday</p> <p><i>Functions:</i></p> <ul style="list-style-type: none"> - Encourage opportunities for professional development - Review campus policies and procedures from a staff perspective - Foster a sense of community and open communication - Provide a forum where ideas and concerns can be raised and addressed <p><i>Reports to:</i> President's Cabinet</p>	<p><i>Co-Chairs:</i> Billie Stark Melinda Garland</p> <p><i>Cabinet Liaison:</i> Abigail Abrash Walton</p>	<p><i>Members:*</i> 10 members as follows: 1 custodian 2 representing academic depts. 2 representing admin. Depts. in academic affairs 2 representing Finance & Admin. 2 representing IA</p>

<p>Faculty Senate</p>	<p>Purpose: To provide a forum for faculty to discuss issues of specific and general concern to members of the academic community, recommend policy, and advise other AUNE constituencies on faculty matters for the purpose of promoting the institution's general welfare.</p> <p>Schedule: Meets at least once a month during the academic year.</p> <p>Functions:</p> <ul style="list-style-type: none"> • Serves as a forum for and facilitates faculty interaction across department lines • Develop and propose academic policies and procedures in conjunction with other institutional governance structures, but not including faculty hiring or course offerings • Oversee the implementation of academic policies and procedures in conjunction with the VPAA • Play a role in approving academic degree programs within the campus program approval process • <p><i>Reports to:</i> President</p>	<p><i>President:</i> Jean Amaral</p>	<p><i>Members:*</i> Jean Amaral, President, Steve Chase, Vice Pres., Fall 2011 Donna Mellen, Vice Pres, Spring 2012 Charles Curtin Carlotta Willis Christina Devereaux Vic Pantesco George Tremblay (on sabbatical Fall 2011) Jim Fauth (filling in for George Tremblay Fall 2011) David Sobel Peter Eppig (will be replaced by another ED faculty member TBD for Spring 2012)</p> <p>*two members selected by each academic department and the library. VPAA is ex- officio member</p>
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<p>Student Government</p>	<p><i>Purpose:</i> To provide a forum for students to consider and make recommendations pertaining to student welfare, student activities, and student planning.</p> <p><i>Schedule:</i> Twice/month.</p> <p><i>Functions:</i> Serves as a clearinghouse for student concerns, provides information to students about campus matters, and serves as a vehicle for airing student questions and concerns.</p> <p><i>Reports to:</i> Vice President for Academic Affairs</p>	<p><i>Chair:</i> C. Green</p>	<p>Applied Psychology Stephanie Gatsiadis Aubry Koehler Clinical Psychology Megan Lyons Casey O'Keefe Education Caitlin McCoy Emily Cohn Environmental Studies Christopher Green Amber Kleiman O & M Becky Holt Sarah McVicar</p>
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