

ANE Standing Committees

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 faculty senate and administrative council for review prior to adoption by president's cabinet.</p> <p><i>Reports to:</i> Vice president for academic affairs</p>	<p><i>Co-Chairs:</i> S. Guerriero L. Fitzgerald</p>	<p><i>Members:*</i> L. Fitzgerald S. Guerriero C. Jardine S. Howard C. Lower</p> <p style="text-align: right;">* appointed by president</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 third Wednesday of each month 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's cabinet</p>	<p><i>Co-Chairs:</i> S. Howard (07-09) L. Oram (08-10)</p>	<p><i>Members:*</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">K Curtiss</td> <td style="width: 50%;">S. Weller</td> </tr> <tr> <td>C. Boswell</td> <td>P. Strohm</td> </tr> <tr> <td>D. Shuteran</td> <td>C. Lower</td> </tr> <tr> <td>D. Arvidson</td> <td>T. Jordan</td> </tr> <tr> <td>V. Morton</td> <td>R. Branch</td> </tr> <tr> <td>S. Howard</td> <td>B. Powers</td> </tr> <tr> <td>L. Fitzgerald</td> <td>S. Exel</td> </tr> <tr> <td>C. Peterson</td> <td>E. Keech</td> </tr> <tr> <td>P. Whicker</td> <td></td> </tr> <tr> <td>E. Belle Isle</td> <td></td> </tr> <tr> <td>L Andrews</td> <td></td> </tr> <tr> <td>J. Guerriero</td> <td></td> </tr> </table> <p style="text-align: right;">* one administrator from each department</p>	K Curtiss	S. Weller	C. Boswell	P. Strohm	D. Shuteran	C. Lower	D. Arvidson	T. Jordan	V. Morton	R. Branch	S. Howard	B. Powers	L. Fitzgerald	S. Exel	C. Peterson	E. Keech	P. Whicker		E. Belle Isle		L Andrews		J. Guerriero	
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NAME	COMMITTEE PROFILE	CHAIR/TERM	MEMBERS
<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 construction and renovation projects.</p> <p><i>Schedule:</i> Meets as needed depending on current facility issues.</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</p>	<p><i>Members:*</i> A. Abrash Walton S Peace-Carey L. McCann S. Guerriero G. Mora M. Leversee P. Whicker P Smeltz M. Koski</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.</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.</p> <p><i>Reports to:</i> President's cabinet</p>	<p><i>Chair:</i> Elizabeth Belle Isle 2008-2009</p>	<p><i>Members:*</i> E. Belle Isle - Chair P Eppig D. Arvidosn P. Jeswald One student from each department</p> <p>* appointed by president</p>

NAME	COMMITTEE PROFILE	CHAIR/TERM	MEMBERS
<p>Datatel Work Group (AIS Advisory Group?)</p>	<p><i>Purpose:</i> To help ensure quality and consistency of core administrative information and to help enable effective and efficient flow of that information throughout both local and University systems..</p> <p><i>Schedule:</i> Meets every other Tuesday throughout the year.</p> <p><i>Functions:</i> Overseeing quality assurance of all administrative data; testing upgrades; input into research and evaluation of potential new administrative software; development of policies and procedures related to security and access; assessment of report needs.</p> <p>Reports to: Vice president for finance and administration</p>	<p><i>Chair:</i></p>	<p><i>Members:*</i> R. Russell L Fitzgerald S. Peace-Carey S. Howard D. Shuteran K. Curtiss L. Oram S. Psaropolis D. Arvidson</p> <p>* appointed by VPFA</p>
<p>Enrollment Services Large Group</p>	<p><i>Purpose:</i> Share information to coordinate activities which support incoming and current students through the enrollment cycle.</p> <p><i>Schedule:</i> Meets the second Wednesday of each month.</p> <p><i>Functions:</i> Coordinate new student orientation events and mailings; maintain cross-department common calendar; discuss broader ANE issues as they impact enrollment services.</p> <p>Reports to: VPFA and VPAA</p>	<p><i>Chair:</i> S. Psaropulos</p>	<p><i>Members:*</i> P. Huebner S. Howard S. Fletcher C. Jardine M. Koski S. Koulalis P. Kershner L. Oram L. Fitzgerald D. Shuteran S. Peace-Carey M. Spitze N. Stephens L. Andrews J. Fritz E. Thompson C. Schlichting</p> <p>* all staff in Admissions, Financial Aid, Student Accounts, Registrar</p>

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<p>Enrollment Services Core Group (Enrollment Services and Student Affairs Workgroup)</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> President's cabinet</p>	<p><i>Chair:</i> Dottie Shuteran</p>	<p><i>Members:*</i> L. Oram L. Andrews S. Howard L. Fitzgerald S. Peace-Carey</p> <p>*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 or twice 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> President's cabinet</p>	<p><i>Chair:</i> Kathy Curtiss</p>	<p><i>Members:*</i> K. Curtiss T. Jordan D. Shuteran K. Clarke M. Simpson S. Guerriero D. Caruso (ex officio)</p> <p>*appointed by president</p>

NAME	COMMITTEE PROFILE	CHAIR/TERM	MEMBERS
Human Resource Advisory Council	<p><i>Purpose:</i> To give employees an avenue for input on human resources issues.</p> <p><i>Schedule:</i> Meets once each month during the fall and spring semesters and at least once during the summer</p> <p><i>Functions:</i></p> <ul style="list-style-type: none"> - Provides feedback to the human resources office on issues and concerns regarding human resource policies and procedures - To review and recommend revisions to human resource procedures as needed either through legislation, employee feedback, or organizational change - To review and recommend revisions to human resource policies as needed either through legislation, employee feedback, or organizational change - To work with the human resources office to plan events for employee week and other special events <p><i>Reports to:</i> Director of human resources</p>	<p><i>Chair:</i> Kathy Curtiss</p>	<p><i>Members:*</i> K. Curtiss N. Milano D. Shuteran S. Peace-Carey S. Weller C. Lower C. Peterson C. Norback P. Strohm</p> <p>* appointed by VPFA</p>
International Student Committee	<p><i>Purpose:</i> To support and assist international students at Antioch New England.</p> <p><i>Schedule:</i> Once or twice each semester as needed with other meetings to plan events and activities .</p> <p><i>Functions:</i> Gather information about international student issues and feedback from ANE international students about their experience and concerns; foster a sense of community through international activities; organize and sponsor international student week; address other issues affecting international students as needed</p> <p><i>Reports to:</i> Vice president for academic affairs</p>	<p><i>Co-Chairs:</i></p>	<p><i>Members:</i> Currently Inactive</p> <p>* appointed by VPAA</p>

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Marketing Work Group	<p><i>Purpose:</i> Responsible for branding and marketing the institution, its academic programs and departments, student services, development/alumni relations, and events to external and internal constituencies.</p> <p><i>Schedule:</i> Every Wednesday</p> <p><i>Functions:</i></p> <ul style="list-style-type: none"> - Strengthen ANE's institutional brand - Increase local, regional, national, and global awareness - Increase inquiries, applications, and selectivity - Promote academic programs, centers and institutes, faculty, alumni, events, and services - Increase outreach to alumni and friends - Develop and improve web presence - Challenge the institution to do market research and define a positioning strategy - Create and implement a plan for analyzing internal data <p><i>Reports to:</i> Presidents cabinet</p>	<p><i>Chair:</i> None</p>	<p><i>Members:</i> E. Belle Isle L. Oram B. Powers S. Wiley</p> <p>* appointed by president's cabinet</p>
Safety Committee	<p><i>Purpose:</i> Coordinate safety policies and procedures on campus</p> <p><i>Schedule:</i> Third or fourth Wednesday of each month as needed</p> <p><i>Functions:</i></p> <ul style="list-style-type: none"> - 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>Chair:</i> Pual (Doc) Whicker</p>	<p><i>Members:*</i> E. Mason K. Curtiss N. Milano E. Thompson L. Allyn S. Psaropulos B. Start P. Kershner P. Strom</p> <p>*appointed by VPFA</p>

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Sustainability and Social Justice Committee	<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 monthly throughout the year</p> <p><i>Functions:</i> Assist the Assistant to the President for Sustainability and Social Justice.</p> <p><i>Reports to:</i> President</p>	<p><i>Chair:</i> Abi Abrash Walton</p>	<p><i>Members:*</i> S. Peace-Carey J. Guerriero D. Williams S. Psaropoulos S. Morrison M. Smeltz A. Brown (student) J. Skinner (student)</p> <p>*appointed by president</p>
Staff Senate	<p><i>Purpose:</i> To provide a forum for hourly staff 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 either a Tuesday or Thursday</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> Carolyn Norback Sherman Morrison</p>	<p><i>Members:*</i> C. Norback S. Morrison L. Allyn M. Koski S. Koulalis/N. Stephens C. Schlichting D. Williams K. Pahl/S. Hamm S. Psaraopulos P. Strohm S. Tickner E. Keech B. Stark N. Milano P. Smeltz H. Morrison E. Mason</p> <p>*one staff member from each department/office</p>

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Strategic Marketing Committee	<p><i>Purpose:</i> Review and provide strategic direction to the overall marketing of Antioch New England,</p> <p><i>Schedule:</i> Meets the last Friday of each month throughout the year.</p> <p><i>Functions:</i></p> <ul style="list-style-type: none"> - Develop and refine strategic direction for branding and institutional awareness - Using market research and data, develop an overall strategy for marketing for recruitment and enrollment. - Develop and refine marketing strategies for fund raising, friend raising, and alumni relations. <p><i>Reports to:</i> President's cabinet</p>	<p><i>Co-Chairs:</i> Bonnie Powers David Caruso</p>	<p><i>Members:*</i> D. Caruso T. Jordan S. Guerriero E. Belle Isle J. Fiderio S. Wiley B. Powers C. Waters V. Morton L. Andrews J. Fritz L. Oram</p> <p>* Cabinet and IA staff</p>
Faculty Senate	<p><i>Purpose:</i> 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 ANE constituencies on faculty matters for the purpose of promoting the institution's general welfare.</p> <p><i>Schedule:</i> Meets at least once a month during the academic year.</p> <p><i>Functions:</i></p> <ul style="list-style-type: none"> - Serve as a forum for and facilitate 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 vice president for academic affairs - 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> Jim Fauth</p>	<p><i>Members:*</i> V. Pantesco W. Lowe S. Loman S. Chase J. Karlan R. Hertneky B. Griffith J. Coven D. Sobel</p> <p>*two members selected by each academic department and the library</p>

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Institutional Review Board	<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></p> <ul style="list-style-type: none"> - Review proposals made by faculty students, and staff to conduct research that uses human subjects <p><i>Reports to:</i> Vice President for Academic Affairs</p>	<p><i>Chair:</i> K. Lyness</p>	<p><i>Members:*</i> G. Tremblay T. Schusler T. Julius D. Woodhouse S. Theilan</p> <p>* appointed by Vice President for Academic Affairs</p>