

## **PART II: LIST OF COMMITTEES**

### **List of Committees: Formation, Description, and Membership**

#### **MSU Moorhead Programmatic Committees**

Programmatic Committee. A committee that is appointed to consider curricular issues of programs that are approved through the established institutional process and for which two or more departments are responsible for offering the requisite coursework. Programmatic committees are appointed upon the recommendation of the President or his/her designee in consultation with the Faculty Association.

Recommendations are advice to the dean and will be shared with the departments involved in the program.

#### **List of MSU Moorhead Programmatic Committees**

##### **American Indian Studies**

Reports to: Dean of Arts and Humanities

Description: Advises the Dean regarding the program and resource requirements of the MSU Moorhead Indian Studies program, develops and evaluates curriculum, and makes recommendations on scheduling, staffing courses, and the future direction of the program.

##### **American Studies**

Reports to: Dean of Arts and Humanities.

Description: Advises the Dean regarding the program and resource requirements of the MSU Moorhead American Studies major, develops and evaluates curriculum, and makes recommendations on scheduling, staffing courses, and the future directions of the program. (Initial appointments deferred until Fall 2005.)

##### **Asian Studies**

Reports to: Dean of Arts and Humanites

Description: Advises the Dean regarding the program and resource requirements of the MSU Moorhead Asian Studies major, develops and evaluates curriculum, and makes recommendations on scheduling, staffing courses, and the future directions of the program.

## **Canadian Studies**

Reports to: Dean of Arts and Humanities.

Description: Advises the Dean regarding the program and resource requirements necessary to offer a Canadian Studies program. If such a program is established, the committee will develop and evaluate curriculum, make recommendations for scheduling, staffing courses, and for the future directions of the program. (Members to be appointed when the Canadian Studies Task Force has completed its work.)

## **Criminal Justice**

Reports to: Dean of Social and Natural Sciences.

Description: Advises the Dean regarding the program and resource requirements of the MSU Moorhead Criminal Justice Program, develops and evaluates curriculum, and makes recommendations on scheduling, staffing courses, and the future directions of the program.

## **Curriculum and Instruction**

Reports to: Dean of Education and Human Services

Description: Advises the Dean regarding the program and resource requirements of the MSU Moorhead Master of Curriculum and Instruction Program, develops and evaluates curriculum, and makes recommendations on scheduling, staffing courses, and the future directions of the program.

## **Educational Studies**

Reports to: Dean of Education and Human Services

Description: Advises the Dean regarding the undergraduate teacher education core, develops and evaluates curriculum, and makes recommendations on scheduling, staffing courses, and future directions of the program.

## **ESL (English as a Second Language)**

Reports to: Dean of Arts and Humanities

Description: Advises the Dean regarding the program and resource requirements of the ESL program, develops and evaluates curriculum, and makes recommendations on scheduling, staffing courses, and the future direction of the program. The committee must include one external person with current ESL involvement.

## **Eurospring**

Reports to: Dean of Arts and Humanities.

Description: Develops, promotes and evaluates the MSUM Eurospring program and its content. Develops guidelines for the recruitment of and qualifications of the program's academic advisor and participating students. The committee may also facilitate student participation in ISEP, International Student Exchange Program

## **Gerontology Program**

Reports to: Dean of Social and Natural Sciences

Description: Advises the Dean regarding the program and resource requirement of the gerontology major monitors the program, makes modifications in the curriculum as needed, and advises the coordinator on any other issues that arise. The committee meets once a year or as needed.

## **Indian Education Council**

Reports to: President.

Description: Advises the President concerning the University's services for Indian students and the relationship between the University and the neighboring Indian communities in the tri-state region of Minnesota, North Dakota and South Dakota. This committee is required by law.

## **Instructional Resources Advisory**

Reports To: Vice President for Academic Affairs

Description: Reviews issues concerning the services and resources of Instructional Resources, the relationship of these services and resources to the curricula of the University's departments and programs, and the relationship of these services and resources to the needs of the service region. Makes recommendations concerning policy changes and budgets that will facilitate Instructional Resources' mission to the students, the faculty and the service region of the university. The committee must include two regional library employees.

## **Instructional Technology Advisory**

Reports To: Vice President for Academic Affairs

Description: Advises the Vice President of Academic Affairs regarding new developments in instructional technologies that benefit the teaching and learning environment at MSUM. Makes recommendations about the purchase of software and equipment related to academic computing needs. Plans instructional technology conferences and/or workshop opportunities for MSUM faculty to extend their knowledge of the latest developments in the effective use of technology in instruction. Other charges as identified by the academic vice president related to instructional technology. At least 1 faculty member from each college (no faculty member can serve more than two consecutive, two-year terms).

## **International Studies**

Reports to: Dean of Social and Natural Sciences

Description: Advises the Dean regarding the program and resource requirements of the MSU Moorhead International Studies program, develops and evaluates curriculum, and makes recommendations on scheduling, staffing sources, and the future direction of the program.

## **Legal Studies**

Reports to: Dean of Social and Natural Sciences

Description: Advises the Dean regarding the program and resource requirements of the MSU Moorhead pre-law program, develops and evaluates curriculum, and makes recommendations on scheduling, staffing courses, and the future direction of the program.

## **Master of Liberal Arts**

Reports to: Dean of Arts and Humanities.

Description: Advises the Dean regarding the program and resource requirements of the MSU Moorhead Master of Liberal Arts Program, develops and evaluates curriculum, recommends degree requirements, advises students, and oversees satisfactory degree completion.

## **Master of Public, Human Service and Health Administration**

Reports to: Dean of Social and Natural Sciences.

Description: Advises the Dean regarding the program and resource requirements of the MSU Moorhead Master of Public, Human Services and Health Administration Program, develops and evaluates curriculum, recommends degree requirements, screens students entering the program, and oversees satisfactory degree completion.

## **Pre-Professional Advisory Committee**

Reports to: Dean of Social and Natural Sciences

Description: Advises and assists students preparing to apply to professional schools in the fields of medicine, optometry, dentistry, etc; interviews each student and prepares a committee letter of recommendation sent to the professional school.

## **Social Studies**

Reports to: Dean of Arts and Humanities

Description: Advises the Dean regarding the program and resource requirements of the MSU Moorhead Social Studies program, develops and evaluates curriculum, and makes recommendations on scheduling, staffing courses, and the future direction of the program.

## **Teacher Preparation**

Reports to: Dean of Education and Human Services.

Description: Advises the Dean regarding courses, policies, and practices related to teacher education.

## **Women's Studies**

Reports to: Dean of Arts and Humanities.

Description: Advises the Dean regarding the program and resource requirements of the MSU Moorhead Women's Studies Program and the incorporation of this topic into the curriculum of the University. The Committee oversees and evaluates the academic program, promotes interests and advises the University community of the measures the University may take to foster the development of Women's Studies. Membership includes Women's Center Director.

## Compliance Committees

### **Institutional Animal Care and Use (IACUC)**

Reports to: Dean of Social and Natural Sciences.

Description: Reviews the facilities programs regularly, reviews and investigates public and personnel complaints, makes recommendations to the Dean of Social and Natural Sciences covering any aspect of the program; must review, approve, or disapprove any proposed activities involving animals; must ensure that personnel caring for and using animals are qualified through training and instruction; have a formal agreement to provide adequate veterinary care; maintain records and make available to APHIS and other federal agencies as required; and submit an annual report to APHIS. (Animals = Vertebrates) This committee is in response to the Animal Welfare Act, public law 89-544. Membership as required by federal law.

### **Radioisotope Safety Committee**

Reports to: Dean of Social and Natural Sciences

Description: Reviews applications to authorize personnel to use radioisotopes or devices which produce ionizing radiation and to authorize projects which propose use of the same. It is also required to do an annual review of the radiation safety program and recommend changes/improvements.

## **MSU Moorhead Student Affairs Committees**

Student Affairs Committee. A committee, a majority of whom are students, that considers areas and activities of primary importance to students and makes recommendations to the President or his/her designee. These committees are appointed by the President or his/her designee in consultation with the MSU Moorhead Student Senate.

### **List of MSU Moorhead Student Affairs Committees**

#### **Bookstore Committee (10)**

Reports to: Vice President for Administrative Affairs.

Description: Develops, establishes and monitors MSU Moorhead Bookstore policies, monitors the operation of the Bookstore and develops recommendations for the prices and expenditure of profits in the interests of general student welfare.

Membership: University Bookstore Coordinator (ex-officio, non-voting), Vice President for Administrative Affairs (ex-officio), 2 IFO representative, 1 MSUAASF representative, and 5 students.

#### **Comstock Union Committee (CUC) (8)**

Reports to: Vice President of Student Affairs.

Description: Develops and reviews plans, budget recommendations, and policies for the operation and use of Comstock Memorial Union. This committee serves as a student body resource group.

Membership: Director of Comstock Memorial Union (ex-officio), 1 student representative from Campus Activities Board, 1 student representative from Student Senate, 1 student employee from Comstock Memorial Union, and 4 students at large. (Only 2 students from each area will be allowed to serve on this committee unless consent for more is given by the other areas)

#### **Student Activities Budget Committee (SABC) (15)**

Reports to: Vice President for Student Affairs.

Description: Coordinates the development of student activity budgets, reviews requests and makes recommendations to the University President regarding allocations.

Membership: Student Activity Budget Committee Chair, Student Affairs Vice President, Administrative Affairs Vice President, 1 MSUAASF Representative, Student Senate President, Student Senate Treasurer, Student Senate Vice President (ex-officio, non-voting), University Business Manager (ex-officio, non-voting), Activity Account Advisor (ex-officio, non-voting), and 6 students.

### **Student Activity Fee Review Committee (14)**

Reports to: Vice President for Student Affairs.

Description: The purpose of this committee is to recommend to the President and Student Senate what the combined student activity fee should be set at for the upcoming year. This committee will review information about the history of activity fees on the MSU Moorhead campus, compare our fee to other universities, analyze the impact of future enrollments, and consider current, past and future budgets of the areas receiving an allocation of student money in developing their recommendation.

Membership: (Voting) SABC: Chair and 1 student from SABC, CMU: Director of Union and Activities and 1 student from CUC, Hendrix Health Center: Director and 1 student from SHAC, Athletics: Director of Athletics and 1 student, 3 student senators. (Non-Voting) Chair, University Business Manager, Student Activities Account Officer Intermediate.

### **Student Technology Fee (20)**

Reports to: Vice President for Student Affairs.

Description: Oversees the expenditures of the funds collected and makes recommendations to the President regarding future expenditures.

Membership: 1 Academic Affairs representative (non-voting), 1 Administrative Affairs (non-voting), 1 Student Affairs representative (non-voting), Director of Information Technology (non-voting), Director of Instructional Technology (non-voting), 4 faculty (1 from each college), 1 MSUAASF, 1 MAPE, 1 AFSCME, 5 students, 3 student senators.

### **Student Conduct Committee (9)**

Reports to: Vice President for Student Affairs.

Description: Reviews cases and situations involving alleged student misconduct, holds hearings when necessary, and recommends appropriate action.

Membership: Associate Director of Student Development (ex-officio), 8 students.

### **Student Health Advisory (SHAC) (8)**

Reports to: Vice President for Student Affairs.

Description: Develops and recommends plans, budget recommendations and policies for MSU Moorhead Student Health Services. The committee directs recommendations to the Health Services Director and forwards this information to the MSU Moorhead Student Senate for its information and review.

Membership: Director of Hendrix Health Services (ex-officio), Student Senate Vice President, Peer Health Educator, and 5 students.



### **Student Organization Advisory Committee (SOAC) (11)**

Reports to: Vice President for Student Affairs.

Description: Represents the needs and concerns of students involved in student organizations and activities and assists in policy definition and administrative action. Monitors student organizations on campus, reviews requests to begin organizations, and makes recommendations regarding student organizations. Holds hearing on violations of University rules by organizations and makes recommendations to the Assistant Director for Activities and Organizations.

Membership: Assistant Director of Activities & Organizations (ex-officio), 2 representatives from the The Center for Leadership and Organizations, 1 representative each from the Campus Activity Board and Student Senate, and 6 students.

### **Sustainable Campus Committee (SCC) (13)**

Reports to: University President

Description: Oversees the income and expenditures of the Green Fee. Develops, recommends and ensures implementation of projects designed to increase environmental awareness and responsibility of the MSUM community.

Membership: Vice President for Administrative Affairs (ex-officio, non-voting) Vice President for Student Affairs (ex-officio, non-voting), Director of Environmental Health & Safety (ex-officio, non-voting), Director of Physical Plant (ex-officio, non-voting), 4 faculty and/or staff, 1 Student Senator, and 4 students.

### **Women's Center Committee (7)**

Reports to: Vice President for Student Affairs.

Description: Develops and reviews plans and policies for the operation and use of the Women's Center.

Membership: Women's Center Director, 1 Counseling Center, 1 faculty from Women's Studies Committee, 4 students.

## **MSU Moorhead University Committees**

University Committee. A committee that is appointed to consider areas and activities that have the potential to affect the academic community as a whole. University committees have a defined membership prescribed and established by mutual agreement with the faculty associations and the administration. Faculty members of those committees are appointed by the relevant faculty association (IFO/MSUAASF) after consultation with the President. Membership may include students and/or administrators and/or staff.

### **List of MSU Moorhead University Committees**

#### **Academic Appeals (7)**

Reports to: Vice President for Academic Affairs.

Description: Reviews student appeals for exemptions from academic requirements and makes a decision in each case. If appealed, the decision will be reviewed by the Vice President for Academic Affairs, or his/her designee, whose decision will be final.

Membership: Director of Academic Support Programs (Chairperson), 1 Registrar's office, 3 faculty, 2 students.

#### **Academic Policy Advisory Committee (APAC) (Varies)**

Reports to: President.

Description: Advises the President regarding academic policy and practice. Recommendations are subject to meet-and-confer process prior to implementation.

Membership: Vice President for Academic Affairs or designee (Chairperson), 4 Deans and Director of Instructional Resources (non-voting), 1 MSUAASF, 1 elected faculty member in each division for each 25 full-time FTE faculty on the current academic year IFO Travel FTE Roster, 2 students.

#### **ADA Advisory (12)**

Reports to: President.

Description: Provides input to the University regarding factors that may reduce safety or hinder access, monitors MSU Moorhead compliance with ADA regulations, and prioritizes measures required to correct deficiencies.

Membership: Vice President of Administrative Affairs or his/her designee (Chairperson), Affirmative Action Officer, ADA Coordinator, Disability Services Coordinator, Human Resources Director, 2 students, 1 member from each of the five bargaining units.

## **Advising (12)**

Reports to: Vice President for Academic Affairs.

Description: Provides faculty input to the process of advising students. Reviews advising procedures and makes recommendations to the Vice President for changes and improvements. It is responsible for relaying concerns regarding advising to the APAC and for speaking to these concerns through appropriate recommendations.

Membership: Director of Advising Support Services Center, 1 Admissions, 1 Academic Affairs, 4 faculty, 3 MSUAASF (1 from Student Affairs), 2 students.

## **Athletic Board of Control (23)**

Reports to: Athletics Director.

Description: Assesses the practices and performance, of, and support for, the athletics program and makes recommendations to the Athletic Director.

Membership: Athletic Director (Co-chairperson), ex-officio, 8 faculty at large, 2 MSUAASF, 2 AFSCME, 4 students appointed by Student Senate, 4 community members, Faculty Athletic Representative (Co-chairperson), ex-officio, Chair of the Student Athlete Advisory Committee, ex-officio.

## **Cultural Diversity/Affirmative Action (17)**

Reports to: President.

Description: Monitors existing cultural diversity efforts and the status of the University with regard to cultural diversity objectives; monitors and updates the Cultural Diversity Plan; evaluates events and programs to determine how well they meet MSUM's cultural diversity goals; and develops a method for awarding and disbursing Cultural Diversity Events funds. When appropriate, recommends to the President that a Cultural Diversity Task Force be formed to develop the next Cultural Diversity Plan. Advises the President regarding affirmative action/equal opportunity matters, reports problem areas and recommends needed corrective action, and serves as a channel to communicating affirmative action/equal opportunity concerns to MSUM administration. The chairperson is responsible for requesting the Office of the President for time during an academic year Administrative Council meeting to permit the Athletic Department Compliance Officer to present the Title IX in athletics annual report. Members of this committee, bargaining unit presidents, and the Faculty Athletics Representative will be invited to the Title IX report presentation.

Membership: Vice President for Student Affairs, American Multicultural Studies Department chairperson/departmental designee, 1 Multicultural Affairs, Affirmative Action Officer, ADA Coordinator, Human Resources Director, 1 Academic Affairs Dean/Director, 2 MSUAASF (1 from Student Affairs), 3 faculty, 1 MAPE, 2 AFSCME, 2 students.

## **Enrollment Management (20)**

Reports to: President.

Description: Develops recruitment and retention policies and programs intended to maintain desired levels of enrollment. As an advisory group to the Admissions Office, the committee will recommend admissions strategies, processes and procedures and review admission standards. The Committee provides marketing strategies to the University as well as direction to Orientation, Dragon Days, and First Year Experience Programs.

Membership: Vice President for Student Affairs, Director of Admissions, Director of Orientation Program, 1 Financial Aid, 1 Academic Affairs, 1 Counseling Center, 4 faculty, Director of MSU Moorhead Communications, 1 Alumni Foundation, Director of Housing, 1 FYE Program Representative, 1 MSUAASF, 1 MAPE, 1 AFSCME, 3 students.

## **Environmental Health and Safety (22)**

Reports to: Vice President for Administrative Affairs.

Description: Monitors safety in the workplace (the use and disposal of chemicals, the identification of potential safety hazards, the review of property damage reports and alleged hazardous working conditions, and so on) and recommends changes to enhance the safety of MSU Moorhead employees and students.

Membership: Environmental Health & Safety Officer (Chairperson), 1 Administrative Affairs, 5 faculty, 2 MSUAASF, 7 classified, 1 Human Resources, ADA Coordinator, 3 Middle Management, 1 MAPE.

## **Facilities (19)**

Reports to: President.

Description: Advises the Vice President regarding the policies, use, modification and planning of MSU Moorhead's facilities. When appropriate, recommends to the President that a Campus Master Plan Task Force be formed to develop the next campus master plan.

Membership: Vice President for Administrative Affairs (Chairperson), Director of Physical Plant, 1 Information Technology, ADA Coordinator, Scheduling Coordinator, 4 faculty, 2 AFSCME (1 from Physical Plant), 1 MSUAASF, 1 MAPE, Director of Housing, 1 Full-time Security staff person, 1 neighborhood representative, 3 students (one of whom is Campus Security).

## **Faculty Development (9)**

Reports to: Vice President for Academic Affairs.

Description: Promotes continuing professional growth in the faculty and advises the Faculty Development Director. Advises, consults, and assists with the planning and implementation of the University Professional Development Day by identifying one or more members of the Faculty Development Committee to serve on the planning group for that event.

Membership: Faculty Development Director (Chairperson), 5 faculty, Continuing Studies Director, 1 MSUAASF, Director of Instructional Technology.

## **Financial Aid and Suspension Appeals (10)**

Reports to: Vice Presidents for Academic and Student Affairs.

Description: Reviews and determines a student's appeal of his/her eligibility to receive financial aid. If appealed, the decision will be reviewed by the Vice President for Student Affairs, whose decision will be final.

This committee also reviews appeals of decisions made by the Director of Academic Support Programs on requests for early reinstatement from students who are on academic suspension and approves or denies the appeals in each case and makes recommendations for further action when deemed appropriate. The Vice President for Academic Affairs, or his/her designee, may review a committee decision upon written request.

Membership: Coordinator of International Student Affairs, 1 Business office, 1 Financial Aid, 3 faculty, 2 MSUAASF (1 from Student Affairs), 2 students.

## **Global Studies (12)**

Reports to: APAC.

Description: Develops or makes recommendations involving the global/international content of the curriculum; carries out activities to promote a global understanding and climate on campus.

Membership: Associate Vice President for Academic Affairs, Director of International Programs, 6 faculty, 2 MSUAASF, 2 students (1 International student).

## **Graduate Studies (varies)**

Reports to: APAC.

Description: Monitors the scope, direction and integrity of the University's Graduate Programs; recommends policies, procedures, course and curriculum changes to the APAC; and makes recommendations regarding membership on the graduate faculty.

Membership: Director of Graduate Programs (Chairperson), Coordinators of the Graduate Programs, 4 graduate faculty at large.

## **Honors Program (8)**

Reports to: Vice President for Academic Affairs.

Description: Monitors the Honors Program and provides input to the Vice President for Academic Affairs regarding admission requirements, curriculum, resource requirements, and program evaluation.

Membership: Dean (Chairperson), Honors Program Coordinator, 4 faculty, 2 students.

## **Institutional Outreach (12)**

Reports to: APAC.

Description: Assists with the development and evaluation of MSU Moorhead's educational outreach initiatives in distance learning, multimedia, external studies and continuing education; reviews and assesses the content and rigor of proposed Individualized Major Programs; and serves as an oversight committee for Saturday and one-to-one courses by reviewing procedures for their development and implementation and by encouraging the improvement of their teaching methods and technologies.

Membership: Director of Continuing Studies (Chairperson), 1 Registrar's Office, 6 faculty (2 of whom are familiar with Saturday and one-to-one offerings), 2 persons with technical expertise (includes the Director of Instructional Technology/designee), 2 students.

## **Institutional Review Board (11)**

Reports to: Vice President for Academic Affairs

Description: Monitors research activities at MSU Moorhead involving risk to human subjects and approves, disapproves, or requires modification of such research plans. It has the authority to suspend or terminate approval of research that is not in compliance with their determination or has been associated with unexpected risk to subjects.

Membership: IRB Coordinator (Chairperson), Director of Graduate Programs, 6 faculty members with relevant expertise, 2 students, 1 person external to campus with experience in research involving risk to human subjects. Expertise of membership must be consistent with federal requirements.

### **Liberal Studies (11)**

Reports to: APAC.

Description: Evaluates both proposed and existing courses in the Liberal Studies curriculum; oversees the implementation of the Liberal Studies requirement; and assesses accomplishment of Liberal Studies goals.

Membership: 1 Dean (who may serve two consecutive terms), Assessment Coordinator, 1 faculty from Education and Human Services, 1 faculty from Business and Industry, 1 faculty from Natural Sciences, 1 faculty from Social Sciences, 1 faculty from Arts and Humanities, 1 faculty from departments offering courses for the communications area (mathematics, English, languages, speech-theatre), 1 faculty from departments offering cultural diversity or global studies courses, 2 students.

### **Parking (14)**

Reports to: Vice President for Administrative Affairs

Description: Hears appeals and makes recommendations regarding parking appeals, annually reviews parking policies, holds hearings, makes recommendations for the provision of equitable and adequate parking, and makes recommendations to the University President regarding parking fees.

Membership: 1 Administrative Affairs, 2 faculty, 2 MSUAASF (1 from Housing), 1 Security, 1 Middle Management, 1 MAPE, 2 AFSCME, 1 neighborhood representative, 3 students (1 from Campus Security).

### **Performing Arts Advisory Board (12)**

Reports to: President.

Description: Advises the Coordinator of the Performing Arts Series about the series including selection and scheduling of the performances.

Membership: Coordinator of Performing Arts Series (Chairperson), 4 faculty, 1 MSUAASF, 1 MAPE, 1 AFSCME, 2 community members, 2 students.

### **Scholarship Awarding (16)**

Reports to: Vice President for Student Affairs.

Description: Reviews scholarship applications and makes scholarship awards for the Freshman, Upperclass, Multicultural and Honors Apprentice Programs.

Membership: 10 faculty (2 from each division/2 at large), 1 MSUAASF, Multicultural Affairs Coordinator, 1 MAPE, 1 AFSCME, 2 students.

### **Scholarship and Financial Aid Advisory (15)**

Reports to: Vice President for Student Affairs.

Description: Reviews financial aid and scholarships procedures, policies and activities; identifies areas in need of improvement; and makes recommendations for improvement and enhancement of these services to MSU Moorhead students.

Membership: Director of Scholarship and Financial Aid, Foundation Financial Officer, 1 Academic Affairs, 1 Financial Aid, 1 Business Office, 2 MSUAASF (1 from Student Affairs), 3 faculty (at least one from the Scholarship Awarding Committee), 1 Admissions, 4 students.

### **Student Learning Outcomes Assessment (10)**

Reports to: Vice President for Academic Affairs

Description: Assists departments in revising and maintaining departmental/programmatic assessment plans for majors and graduate programs; reviews all assessment of student learning outcomes plans and reports, and makes recommendations to the dean/director for approval and action; prepares and makes available an annual report on the University's progress with regard to assessing student learning outcomes and continuous improvement in curriculum and student learning.

Membership: Associate Dean of Arts and Sciences (Chairperson), NCATE Coordinator, 5 faculty members (1 from each college and 1 from the library, chosen from those faculty members who have been assigned departmental/programmatic assessment responsibilities or who have other expertise or practical experience with departmental/programmatic assessment), 2 students (1 in arts and sciences and 1 from the professional programs), 1 Staff to the Committee.

### **Technology (17)**

Reports to: President.

Description: Advises the University regarding policies, procedures, innovations and appropriate uses of technology at MSU Moorhead. When appropriate, recommends to the President that a Technology Task Force be formed to develop the next technology plan.

Membership: Director of Instructional Resources (Chairperson), 1 representative from Information Technology, 1 representative from Instructional Technology, 1 representative from Instructional Media, 5 faculty (1 from the CSIS Department, and the other 4 comprised of 1 from each college with at least one "non-super-user" of technology), Disability Services Coordinator,



1 CSIS technician, 2 MSUAASF (1 from Student Affairs), 1 MAPE, 1 AFSCME, 2 students (1 from Student Technology Fee Committee).

### **Tuition Refund Appeals (8)**

Reports to: Vice President for Administrative Affairs

Description: Reviews and determines student appeals regarding refunds of tuition. If appealed, the decision will be reviewed by the Vice President of Administrative Affairs, whose decision will be final.

Membership: Comptroller (Chairperson), Registrar, 1 Financial Aid, Associate Vice President for Academic Affairs, 2 faculty and 2 students.

### **University Planning and Budget (19)**

Reports to: President.

Description: Evaluates strategic data and issues, an understanding of which is deemed critical to ensuring the University's viability and the achievement of its mission. Shares information and coordinates efforts with the system planning conducted for the Chancellor. Identifies and recommends to the President a small number of issues, e.g. 3, on which the University can focus its passion and resources in the interest of achieving significant improvement and beneficial change in the next two to four years. Evaluates and recommends to the President the annual budget, with a view to enhancing revenue and targeting expenditures to best achieve the University's mission and current Plan. When appropriate, recommends to the President that a Strategic Planning Task Force be formed to develop the next strategic plan.

Membership: President (Chairperson), Vice President for Academic Affairs, Vice President for Administrative Affairs, Vice President for Student Affairs, Executive Director for Advancement, Dean/Director, 4 faculty, 2 AFSCME (1clerical, 1 Physical Plant), 1 MSUAASF, 1 MAPE, 1 neighborhood representative, 3 students appointed by Student Senate, University Planning and Budget Officer, ex officio.

## List of MSU Moorhead 19A Peer Review Committees

### 19A Peer Review (varies)

Reports to: President/designee.

Description: The purpose of the committee is to accept and review proposals from faculty for research, professional development, or assistance with seeking terminal degrees. The secondary purpose is to aid faculty in developing skills at proposal preparation and to this end, may offer to pre-review proposals and provide suggestions. The Peer Review Committee (PRC) provides recommendations to the Dean with regard to the award of 19A funds. The Dean may also make recommendations that differ from the PRC. Both recommendations are forwarded to the Vice President for Academic Affairs. If the committee feels it appropriate, they may propose to carry over some of the funds for a future round.

Membership: Each college is to have a PRC. Athletics, counseling, instructional resources, and library will be included in the PRC for Education and Human Services. Each fall, there is to be one final meeting of the previous committee in order to select a chair for the coming year (chairs serve for one year). Each department is entitled to one member on the college PRC. When a vacancy exists, the department selects that representative and provides the name of that person to the Dean. PRC members normally serve a two-year term and may serve no more than two consecutive terms. In a given year, half of the members are to remain and the rest are to be new. The Dean is an ex-officio, non-voting member of the PRC so that he or she can hear and join in the discussion.

## **List of MSU Moorhead Task Force Committees**

### **Campus Master Plan Task Force (14)**

Description: The Campus Master Plan Task Force is charged by the President to develop the campus master plan for the University. When the plan has moved through the governance process and a final determination has been made by the President, then the task force is dissolved and a programmatic committee will be appointed.

### **Canadian Studies Task Force (10)**

Description: The Canadian Studies Task Force is charged by the President to develop the Canadian Studies plan for the University. When the plan has moved through the governance process and a final determination has been made by the President, then the task force is dissolved.

### **3-,4-Credit Task Force (17)**

Description: The 3-,4-Credit Task Force is charged to study the effectiveness of the current course-credit mix at Minnesota State University Moorhead. Moreover, based on the results of research, discussion, and concern for the students MSUM serves, the Task Force will provide the President with recommendations in the areas of environmental scanning, Liberal Studies, and coursework in the major.