

## **APPENDIX B UNIVERSITY AND SENATE COMMITTEES**

### **Academic Affairs and Standards**

The purpose of the Committee on Academic Affairs and Standards is (1) to initiate and consider recommendations to the administration concerning the academic standards of the University; (2) to study regulations adopted by the State Board of Education which affect the academic policy of the University and bring the university regulations into conformity with them; (3) to hear routine appeals for waiver of academic regulations in cases of individual students; and (4) to act as a final court of appeal in cases concerning accusations of "unfair and capricious grading."

### **Alumni Committee**

The Faculty Alumni Committee serves in an advisory capacity to the Department of Alumni Affairs and the UL Lafayette Alumni Association. The Committee participates in many of the Association's activities, particularly those involving students. The Committee also serves as the liaison between the faculty and the Alumni Association and keeps the faculty informed on the activities of the Association.

### **Animal Care and Use Committee**

The purpose of this committee is to monitor all research activities requiring the use of laboratory animals and to ensure that said use of laboratory animals is within the guidelines set forth in the Public Health Service Guide for the Care and Use of Laboratory Animals. The Committee annually reviews the institution's program for humane care and use of animals.

### **Campus Planning**

The purpose of the Campus Planning Committee is to develop a plan for the orderly development of the University campus and all university properties with regard to the physical facilities needs, vehicular and pedestrian traffic flow and land use.

### **Civil Defense Committee**

The purpose of the Civil Defense Committee is to meet when a natural disaster is imminent to decide on the best course of action to ensure the safety of the campus and the population. The Committee periodically reviews the procedures for safety and preventative action in case of natural disasters.

### **Commencement Committee**

The purpose of the Commencement Committee is to plan and conduct the commencement exercises which includes: Arrangement of the processional and seating; provision for the sound system and music; supervision of printing of commencement program; provision for security and traffic control.

### **Communications Committee**

The purpose of the Communications Committee is to serve as a review board for the following campus communications media: Vermilion and L'Acadien. The Committee serves as a recommending body to the University through the Office of the Vice President for Student Affairs. The specific responsibilities of the Committee include recommendations for appointment and dismissal of Chief Student Administrator and Business Manager of each of the communications media. As a general policy group and review board, the Committee is not directly responsible for operational control of the communications media. Advisors are appointed by the President.

### **Concerts Committee**

The purpose of the Concerts Committee is to decide what concerts are to be presented and which performers are to be hired. This committee also dispenses fees to the artists who are hired.

### **Continuing Education Units**

The purpose of the Continuing Education Units Committee is to review courses submitted by Continuing Education for continuing education units of credit. The committee as a whole reviews courses and instructor information and then recommends approval of courses for Continuing Education Unit Credit.

### **Curriculum Committee**

The purpose of the Curriculum Committee is to encourage the orderly growth of the course offerings and new curricula of the University by examining all facets of proposed change in offerings and recommending to the administration only those changes which the committee feels reflect the needs of the students and society.

### **Disability Concerns Committee**

The purpose of the Committee on Disability Concerns is: 1) To monitor the needs of the disabled to insure that those enrolled have access to programs, 2) To receive and process grievances regarding matters that relate to the disabled, 3) To monitor the University's compliance with new Federal regulations regarding the disabled and 4) To monitor the campus environment as it relates to the disabled.

### **Discipline Committee**

The Discipline Committee is primarily responsible for administration of student discipline.

### **Faculty Grievance Committee**

The Faculty Grievance Committee has as its primary purpose the provision of a fair investigation of a faculty grievance for the purpose of ascertaining the facts of the complaint and making a recommendation to the President.

Also, the Committee shall hold a preliminary hearing when charges have been brought by a university administrator against a faculty member which might result in dismissal or any other major sanction. The Committee shall attempt to effect a mutual settlement and, failing that, shall recommend to the Academic Vice President whether or not sufficient reasons exist for a formal hearing.

### **Faculty Benefits and Welfare Committee**

The Faculty Benefits and Welfare Committee shall study and make recommendations with regard to faculty retirement, insurance, other fringe benefits, safety, health and other matters relating to faculty welfare.

### **Fee Committee**

The purpose of the Fee Committee is to recommend a fee refund policy to the Administration and to serve as an appeal board to process student requests for exceptions to the fee refund policy.

### **Fraternities/Sororities Committee**

The Fraternities/Sororities Committee will act as an advisory body and will formulate and recommend to the president and faculty general policies governing the establishment and regulation of all local and national social fraternities and sororities on campus and will assume the responsibility of putting such policies into effect.

## **Graduate Council**

### **Purpose:**

The Council which reports to the Vice President for Research and Graduate Studies formulates policies for governing the University's graduate programs. Specifically, the Council establishes criteria relating to admission and retention of students in degree and non-degree graduate programs and establishes minimal requirements for the completion of specific graduate degrees. The Council advises the Director on matters pertaining to the operation of the Graduate School. Copies of the Graduate Council Handbook are available in the Graduate School Office.

### **Jurisdiction:**

The Council's jurisdiction extends to all policy matters pertaining to graduate programs, graduate study, graduate faculty, graduate courses, and graduate enrollment in the University.

### **Membership:**

Seven faculty members are elected by specified academic areas of the University for staggered 3-year terms. Three faculty members are appointed by the President for terms of 1 to 3 years. Two graduate students are appointed by the Graduate Student Organization. The Chairperson is elected by the Council from its membership for a one-year term at the last meeting of the academic year. The only ex-officio member of the Council is the Director of the Graduate School; no other dean or equivalent is eligible for membership.

### **Schedule of Meetings:**

During the regular academic year the Council meets on the second Tuesday of each month. Exceptions are frequently made in December, January, and May depending on the University calendar. The Council meets as needed during the summer session. Special meetings of the Council may be called by the Director of the Graduate School and/or the Chairperson of the Council.

### **Committees:**

The Council chair appoints ad hoc committees as necessary and has three standing committees as follows:

#### **I. The Committee on Appeals:**

The Committee on Appeals was established by the Graduate Council to:

- A) Review and approve or disapprove appeals by potential graduate students who are ineligible for admission into Graduate School because of low GRE or GMAT test scores, and/or a low undergraduate GPA;
- B) To review and approve or disapprove appeals from students who have become ineligible because of their failure to maintain specified required GPAs or to meet other requirements in their course of study.

Decisions of the committee are definitive, but they are reported to the Graduate Council so that it can review the reasonableness and soundness of committee decisions. In rare instances, where one or several key regulations of the Graduate School are involved, appeals for waivers are referred to the Graduate Council.

## 2. The Committee on Curriculum

The broad purpose of the Graduate curriculum Committee is to evaluate graduate course additions, deletions, or changes and to make recommendations to the Graduate Council.

The committee is composed of one or two members of the Graduate Council and two or three members of the Graduate Faculty chosen to achieve balance and breadth of experience on the committee.

Detailed instructions concerning the proper forms to use and the proper information needed by the committee and the Council are provided to each department head and are used as guidelines for the committee. Information on catalog change forms must be in the accepted format for inclusion in the catalog. A course style sheet is available from the Registrar.

Completed forms signed by the individual initiating the course change, the department head, and the dean of the college are sent directly to the chairperson of the committee or routed through the Graduate Office to the committee.

The committee normally meets to consider course proposals the week before a Graduate Council meeting. Whenever possible, committee members are sent copies of all forms several days in advance of meetings. An abbreviated information sheet concerning these courses is presented to the members of the Graduate Council.

## 3. The Committee on Graduate Faculty

The Committee on Graduate Faculty is responsible for: 1) formulation of criteria for Graduate Faculty status; 2) authorship of review procedures for applicants to the Graduate Faculty; 3) receipt of applications for appointment or reappointment to the Graduate Faculty; 4) review of applications; and 5) recommendation of appointment after the review is completed. All actions of the committee are in the form of recommendations to the Graduate Council, and are thus subject to Council approval.

The committee consists of a member of the Graduate Council who will act as chair and those who are the chairs of the various college Graduate Faculty Peer Review Committees. The Director and the Council chairperson serve as ex-officio members.

The college committees, all of whose members hold Graduate Faculty status, will be appointed by the dean of the college. Each year the Graduate Council, through the Director of the Graduate School, is to be informed of the names of those serving on the Peer Review Committees. Each Peer Review Committee is to establish criteria for evaluating an application for Graduate Faculty status. These criteria are subject to approval by the Graduate Council and must be consistent with the Council's established standards (see Sec IV-2, Graduate Faculty).

## **Honors Convocation**

The purpose of the honors Convocation Committee is to plan and organize the annual Honors Convocation and reception for students, parents, and distinguished guests on the Tuesday evening prior to Easter vacation each year.

## **Institutional Review Board**

The purpose of this committee is to work in recognition of the institution's responsibility to assure the protection of any human subjects in research. Prior review of research using human participants is conducted to: a) assure informed consent; b) assure confidentiality of data; c) classify risk and assure required safeguards. The IRB also keeps up with Federal standards for research with human participants to assure awareness of these standards in the academic community.

## **Library**

The purpose of the Library Committee is to serve as an advisory body to the Director of Libraries, especially in regard to the establishment of policy in all matters affecting the usefulness and overall operation of the library.

## **Parking Appeals Committee**

The Parking Appeals Committee has the lower appellate jurisdiction concerning the "UL Lafayette Traffic Code" violations issued by University Police and may make recommendations to the Parking and Planning Committee for revisions to the "UL Lafayette Traffic Code" and in general provide "Due Process" for all traffic violations.

## **Parking Planning**

The purpose of the Parking Planning Committee is to: Review and make recommendations to change regulations in the "Traffic Code;" to serve as an advisory board for any changes in the University Parking Plan; and to review any request for changes to the "Traffic Code."

## **Religious Activities Committee**

The purpose of the Religious Activities Committee is: 1) To act as a liaison between the University and the various religious groups on campus; 2) To work with the campus ministers and student representatives of the religious groups on campus in recommending special programs for all students of the University; and 3) To screen and recommend the chartering of new religious groups to the Committee of University Organizations.

## **Residency Committee**

The purpose of the Residency Committee is to provide a mechanism for University students to appeal their residency classification, for fee purposes, which was assigned by the Admissions Office.

## **SGA Child Development**

The purpose of the SGA Child Development Committee is: 1) To serve as consultants and advisors to the staff of the SGA Child Development Center and 2) To make recommendations regarding overall policies of the Center.

## **Student Affairs Appeals Court**

The Student Affairs Appeals Court has appellant jurisdiction over the committees which make recommendations to the Vice President for Student Affairs: Civil Defense, Communications, Fraternities/Sororities Social Committee, Parking Planning Committee, Parking Appeals Committee, Religious Activities Committee, Student Financial Aid Committee, Student Health Committee, University Organizations Committee, SGA Child Development Center Advisory Board. The court has the power to concur in or reverse the decision of other committees and make determinations which affect all committees which report to the Vice President for Student Affairs. The court may also hear cases concerning administrative policy which affects students and matters not in the jurisdiction of any other committee.

## **Student Evaluation of Instruction**

The purpose of the Student Evaluation of Instruction Committee is to provide effective, efficient, and meaningful means for the periodic evaluation of instruction by the students of the university. Primarily, the committee is concerned with the review and revision, when necessary, of the evaluation form, but can

make recommendations for changes in the mechanism of the student evaluation such as who should review the evaluation, when they should be done, etc.

#### **Student Financial Aid Committee**

The purpose of the Student Financial Aid Committee is to ensure that each financial aid recipient maintains satisfactory progress and render advice and support to the Financial Aid Office through its chairman and/or the committee as a group, create an appeal or review procedure of student financial aid determination in those instances in which a student has failed to meet the academic requirements and evaluate and determine recipients of financial aid scholarships when requested.

#### **Student Health Committee**

Following the guidelines that have been developed by the American College Health Association, the Louisiana Department of Health and Human Resources, the Board of Supervisors and our Communicable Disease Policy Statement, the Student Health Committee seeks the maintenance of a health environment over the entire campus within the physical facilities as well as among students, faculty, and staff.

#### **University Athletic Committee**

The University Athletic Committee serves in an advisory capacity primarily as a conduit of information and concerns between the faculty and the Athletic Department. The committee is chaired by the faculty athletic representative to the NCAA and composed primarily of faculty, the SGA president and an alumni representative appointed by the President.

#### **University Biosafety Committee**

The purpose of the University Biosafety Committee is to ensure safe handling and disposal of any such materials used in University research or instructional projects and to provide compliance with federal regulations concerning the production, use and disposal of recombinant DNA materials.

#### **University Grade Appeals**

The purpose of the University Grade Appeals Committee is to serve as a screening committee to hear student appeals of final grades as provided for in the "Guidelines for Appealing Unfair and/or Capricious Final Grades."

#### **University Insurance Committee**

The purpose of the University Insurance Committee is to analyze and recommend to the Administration any and all benefit plans for University employees offered through payroll deductions or reductions.

#### **University Organizations Committee**

The purpose of the University Organizations Committee is to: 1) Serve as the main organization that screens and recommends chartering of student groups to the Vice President for Student Affairs; 2) Serve as a policy making board and recommends those policies to the Vice President for Student Affairs (ex. policies concerning what information a petitioning group should present, criteria for recommending an organization, etc.); 3) Serve as a liaison between the Religious Activities Committee, the Fraternity/Sorority Committee and the University administration; 4) Keep record of all approved student organizations and review information on each organization periodically; and 5) Has the responsibility of declaring an organization to be inactive or disbanded according to certain criteria.

#### **UL Lafayette Radiation Safety Committee**

The purpose of the UL Lafayette Radiation Safety Committee is:

1. To administer the policies based on conditions set by the University's Radioisotope License.
2. To act on requests from faculty for the use of radioisotopes in research and teaching.
  - a. To insure that radiation safety procedures are adhered to during handling of radioisotopes on campus.
  - b. To instruct and assist faculty in radiation safety procedures.

### **SENATE COMMITTEES**

Details concerning purpose and make-up of the following Senate committees can be obtained from the Executive Officer of the Senate or from the Faculty Senate Constitution and By-Laws.

Committee on Committees

Academic Planning and Development Committee

Governmental Concerns Committee

Ways and Means Committee

Faculty Senate - University Council Committee

Faculty Senate - Faculty Advisory Council Committee