I. Standing Committees of the Administrative Council

These committees are considered to have broad and cross-departmental responsibilities to the university community, including at times duties that fall within Administrative Council's charge to "consider and pass on rules, regulations, standards, curricular changes, and like matters within the framework of existing policies." Standing committees of the Administrative Council are expected to seek appropriate approval for any changes in written policies as described by this charge, and should submit a summary report of each academic year's activities to Administrative Council by April 15 of the year.

A. Hearing Committee on Discipline and Disorders

(2 faculty selected by the Faculty Senate; 1 administrator selected by the Administrative Council; 2 undergraduate students elected by the Student Senate, 1 graduate student; Chair appointed by the President.)

1. Holds initial hearings in all cases of suspension or expulsion and of those referred to it by the Dean of Students.
2. Hears appeals of the results of Dean of Students inquiries.
3. Determines the cause of a disorder on campus, suggests appropriate measures to relieve the situation, and recommends University action.
4. Serves as a fact-finding committee regarding penalties or disciplinary action to be taken.
5. Reviews the circumstances under which a declaration of a disorder is made, including the action of the President or his designated representative or the advisory committee, to determine whether bad faith or error was present.

B. Standing Review

(2 undergraduate students appointed by Student Senate; 1 graduate student nominated by Dean of Graduate School; 2 faculty not members of the Faculty Senate, 1 member selected by Administrative Council)

1. Reviews grievance petitions, taking into account the written record of previous decisions of the case, to determine whether a formal hearing is warranted.
2. If a formal hearing is warranted, selects members for a formal hearing committee.

C. Student Learning Outcomes Assessment Committee (SLOAC)

Chair: Ex-officio committee member chosen and appointed by the Provost from Clarkson's full-time continuing faculty and instructional staff to insure the charge of the committee is met.

Members: Committee membership is broadly representative of University units with instructional and non-instructional programs that have explicit student learning outcomes. Committee members are appointed by the Provost, in consultation with the SLOAC chair, from faculty, staff and administrators across the university involved in instructional and non-instructional student learning outcomes. All committee members are voting members.

The charge of the SLOAC is to:

- Lead the Clarkson University student learning outcomes assessment program by establishing, implementing, and managing the scope, policies, and procedures of the annual cycle of student learning outcomes by
  - Developing an annual assessment cycle and timeline of collecting, evaluating, acting, and reporting
  - Reviewing and providing feedback on annual plans for student learning outcomes (assurance of learning) assessment
  - Reviewing and providing feedback on annual reports of student learning outcomes, action plans, and continuous improvement
- Develop the capabilities of a University unit's instructional and non-instructional student learning outcomes assessment through
  - Creating and maintaining a Student Learning Outcomes Assessment Handbook
  - Providing reporting software support and training
  - Providing informational materials and training activities concerning designs, techniques, evaluating, and reporting.

D. Campus Climate & Engagement Committee (Chief Inclusion Officer)
Serves as the campus advisory body on diversity and inclusion and climate and engagement. Recommends actions and reviews strategic initiatives for the institution. Reports to the president as appropriate.

II. Standing Advisory Committees

These committees have been established to provide broad and continuing communication and/or advisory representation to particular administrative officials or departments on issues relevant to their tasks and responsibilities. Such committees may be constituted by any university administrator, and are asked to communicate in a timely way to Administrative Council or Faculty Senate if they have business or proposed policy changes relevant to these governing bodies of the University. If an administrative advisory committee intends to continue its work beyond a single academic year, it should petition Administrative Council for listing in this section of the Operations Manual.

A. Aesthetics Committee

(Vice President for Student Affairs) Provide direction such that a consistent appearance to campus buildings and grounds is maintained.

B. Classroom Facilities Review Committee

(Provost) Advise the Provost on the need to build or renovate University classrooms, and to recommend how best to equip, schedule, and maintain existing classrooms. A goal of the committee is to provide a conduit for faculty preferences regarding classroom accommodations.

C. Continuance and Readmission Committee

(Provost)

1. Reviews all requests for continuance and undergraduate readmission and determines whether the requests should be accepted or rejected, subject to the limitation that the Committee cannot continue or readmit a student in a department or program that declines to accept the student.
2. Has the authority to set conditions that students must meet in order to be continued or readmitted. In cases of students whose request for continuance or readmission are rejected, these conditions may apply to possible future requests for readmission.

D. Financial Aid Policy Committee

(Director of New Student Financial Assistance, and Director of Financial Assistance) Coordinates and recommends University policy pertaining to the administration of financial assistance at the undergraduate level.

E. Financial Appeals Board

(Director of Student Administrative Services) Resolves student financial difficulties stemming from regulatory noncompliance. See Regulation Section VIII-W.E.

F. Honors Committee

(Director of the Honors Program)

G. International Education Committee

(Vice President for Student Affairs) Coordinates University-wide efforts on matters related to international student affairs.

H. Library Representatives Committee

(University Librarian) Approves and channels book orders from each department to the library and coordinates department decisions on additions or deletions from journal subscription lists as limited by budget each year. Annual open meetings provide an opportunity for faculty to express concerns to librarian and for librarian to obtain input on decisions and changes pending for the library.

I. Scheduling Advisory Committee

(Scheduling and Communications Coordinator) Meets as needed to review scheduling procedures, make recommendations and discuss alternative processes. Reach consensus on assignment of limited resources (such as lecture halls.)

J. Tuition Benefits Committee

(Director of Human Resources) Considers request from employees for exception to University policy relating to tuition benefits.

K. Administrative Services Technology Committee

(Chief Information Officer) Advises the CIO and participates in the planning of technology and information services that support and enhance the administrative functions and concerns of the University.
L. Clarkson Common Experience Committee (Provost)
Membership:

Voting Members: Educators broadly representative of the University units that participate in delivering the student learning outcomes of the Clarkson Common Experience, recommended by the Provost and appointed by the Faculty Senate. All voting members must hold full-time continuing University positions. Terms for voting members are 3 years, with one-third of the terms expiring annually.

Ex Officio Non-Voting Members: Appointed by the Provost, to include one senior academic administrator, the Registrar, and the Director of Assessment for Student Learning Outcomes.

Choir: Appointed by the Provost from the members (both voting and ex officio non-voting) of the Committee.

1. Oversees the Clarkson Common Experience (CCE). The CCE Committee is responsible
   a. for developing guidelines for courses and other learning experiences meeting requirements of CCE;
   b. for reviewing and approving courses and other learning experiences proposed to meet various CCE requirements;
   c. for developing and recommending procedures that facilitate the success of CCE;
   d. for coordinating the assessment of student learning in the CCE; and
   e. for periodically reviewing the CCE and advising the Provost on needed changes to CCE requirements.
2. The CCE Committee is responsible for making recommendations to the Provost concerning faculty development, student support, and other related activities.
3. The CCE Committee reports to the Provost. At least once each year, the committee will report to the Faculty Senate and the Provost on progress and issues related to the CCE. Appeals of CCE Committee decisions are directed to the Provost for final action.

M. Clarkson University Common Book Project Committee
(Provost) Membership: 3 full-time faculty, with 1 from each School, appointed by the Faculty Senate; 2 staff, solicited from all areas of the University by general announcement and appointed by the Administrative Council; 2 students, nominated by CUSA and appointed by the existing Common Book Project Committee; an ex officio member who is appointed by the Dean of Students from the Student Life Staff for the purpose of coordinating the Common Book activities with Orientation.; and the Library Director (ex officio). The terms for students are 2 years, and ideally these terms are staggered. The terms for faculty and staff are 3 years with one-third of the terms expiring annually. The Committee elects its chair during the first meeting of the academic year. The Provost designates a returning Committee member to call the first meeting.

This Committee facilitates the annual Convocation activities, which are centered around the summer reading project for incoming first-year students and culminate in the Convocation address on the first day of the Fall semester.

The Committee engages the campus community across disciplines and duties in an intellectual activity based on the reading of a common book. This activity is focused on incoming first-year students and is part of their required activities as newly matriculated Clarkson students. The reading is then connected to a guest speaker who is the focus of the official ceremonial start of the new academic year, Clarkson Convocation. While this project is primarily focused on first-year students, the Common Book Project is an opportunity for all faculty, staff, and students to work together in a common framework on discussion, inquiry, and other activities based on the common reading.

Committee Charge: The Clarkson University Common Book Project Committee is responsible for soliciting recommendations for the book from the campus community and other sources, selecting a book and the speaker, and formulating and helping to implement the associated activities at the beginning of each academic year.

The Committee is advisory to the Provost who provides oversight of the Committee.

N. Campus Forest Task Force
(President) Provides a collaborative structure and authority to manage Clarkson forested and natural areas to maximize biological diversity, recreation, and a common Clarkson land aesthetic.

Each relevant unit will nominate a staff or faculty person for a three year appointment with the possibility of one renewal. One third of the membership will expire annually. The University President will review and approve nominations. Student members will be appointed annually by their club/team.

University units (8): Institute for a Sustainable Environment (Task Force Secretary), Grounds, Biology, ROTC, Outdoor recreation / athletics, Safety and Security, Faculty senate, 504/ADA Committee.

Student Clubs: (6) representing athletic, recreation, student governance and other stakeholders. As an example (subject to change with club composition): CUOC, Mnt. Bike, XC running, Nordic team, SPEED, CUSA

The committee will help develop, implement and maintain projects and plans for land stewardship, for example:

- Create a unified campus-wide vision for our forest that can be used as a frame through which management decisions can be made.
- Provide oversight of Clarkson trails.
- Provide input to the administration on any major land use changes.
- Develop and recommend policies for forest management.
Decisions and recommendations will be shared with key stakeholders for action after each meeting and reported to the President annually (or as needed).

III. Standing Mandated Committees

This section describes the standing committees that the University has established in order to conduct general university operations or to conduct specific types of research activities in compliance with legislated or regulatory requirements of appropriate governmental authorities.

A. Campus Safety

(1 female and 2 male faculty members; 2 female and 1 male undergraduate students; 3 female and 2 male staff members and the director of Campus Safety as convener -- the Committee must be comprised of at least 50% female members). **Annual nominations from Faculty Senate and Student Senate submitted to the President no later than September 30.**

1. The committee shall ensure that all requirements specified by legislation pertaining to Section 6450 of the education law subdivision 1-a, in its entirety, and subdivision 4c are addressed.
2. Concerns itself with a broad sense of campus safety which will include but need not be limited to: staffing and program implementation of the campus Safety Office; campus lighting; incidents reported; types and frequency; housing; intra/inter campus transportation; emergency communication.
3. Submits an annual report to the Dean of Students not later than April 15 of each year.

B. 504/ADA Compliance Committee

504/ADA Compliance Committee (ADA/504 Coordinator) Serves as an advisory group to the ADA/504 Coordinator on institutional matters of accessibility related to ability and ADA/504 concerns.

C. Radiation Safety Committee

(Radiation Safety Officer, faculty and staff who have expertise in the handling and use of radiation and/or radioactive materials and represent the departments in which radiation or radioactive materials will be used; at least one Administrative Officer of the University). The membership of the Committee is subject to the approval of the NYS Department of Health. In order to utilize radioactive materials or radiation producing devices under Part I, Chapter 16, of the Sanitary Code of the State of New York, a Radiation Safety Committee must be constituted. The committee reviews the new or major changes in the use of radioactive materials and oversees the operation of the Radiation Safety Office.

D. Institutional Review Board (IRB)

(Minimum of 5 voting members, one of whom must be external to the University. One member must be a scientist, and one must be a non-scientist. The Director of Research is an ex officio non-voting member.)

The University maintains an IRB with the mandate of protecting the rights and welfare of humans who participate in research. IRB members are selected from a variety of backgrounds to provide a diverse range of views. The Chief Academic Officer appoints the chair of the IRB and its members. IRB members shall be appointed for three-year terms to which they may be reappointed. When a sitting member of the IRB is appointed chair, he or she shall begin a new three-year term. Members or the Chair of the IRB may be removed before the end of a given term by the Chief Academic Officer if upon review by the Chief Academic Officer, cause exists or lack of attendance occurs. The Division of Research (DOR) is responsible for coordinating and supporting IRB activities. Additional guidelines regarding IRB membership, responsibilities, and training are documented on the IRB web page. See Section 6.4.3.III.A and **Section 6.5** of this Operations Manual for further information.

History