

## **Section A: Charge and Structure of College and Unit Membership Committees and Directors**

### Subsection 1: Academic Affairs Committee

#### **a. Committee Charge:**

- i. To protect the rights and professional obligations of faculty in the academic process, including principles of freedom to teach and freedom to learn;
- ii. To protect faculty rights in determining admissions requirements, academic requirements for graduation, and approval of candidates for degrees;
- iii. To protect faculty rights to their intellectual property;
- iv. To promote academic excellence, integrity, and standards within the institution;
- v. To preserve the integrity and unique character of the institution;
- vi. And to work with the Curriculum, Liberal Education, and Graduate Committees to accomplish these goals.

#### **b. Committee Composition:**

The committee will include

- 2 members from the College of Arts and Sciences
- 1 member from the College of Health and Human Services
- 1 member from the College of Business, Technology, and Communications
- 1 member from Student and Academic Support
- 1 member from BSU Dept. of Nursing
- 1 member from Athletics
- Representative to the IFO Academic Affairs Committee

#### **c. Committee Term:**

The term of the BSUFA representatives on the IFO Academic Affairs committee is defined in the IFO operating procedures. The term of the other representatives shall be 3 years .

### Subsection 2: Academic Computing Committee

#### **a. Committee Charge:**

- i. To review the needs and priorities of academic computing and make recommendations on academic computing to the Senate;
- ii. And to serve as a resource for faculty representatives to University wide committees.
- iii. To discuss and communicate with the CIO and other administration regarding academic computing.

b. Committee Composition:

The committee will include  
 --4 At Large Members  
 --1 member from the Library

c. Committee Term: 3 years

Subsection 3: Action Committee

a. Committee Charge:

- i. On local issues, to execute and implement coordinated actions consistent with collective bargaining activities and goals set by the BSUFA Executive Board and with the consent of the BSUFA Senate;
- ii. On statewide issues, to execute and implement coordinated actions consistent with collective bargaining activities and goals set by the IFO Board of Directors;
- iii. To maintain contact and communication with other institutions governed by the Master Contract;
- iv. And to include as actions such activities as – but not limited to – letter writing, bannering, and picketing.
- v. Coordinate information flow between faculty and the negotiating team regarding issues and progress of negotiations.
- vi. Work with the IFO Government Relations Committee, Action Committee, and Negotiating Team, and the IFO in general.

b. Committee Composition:

The committee shall consist of  
 -- The Executive Committee and the Action Coordinator of the BSUFA

c. Committee Term: 2 years

Subsection 4: Budget, Finance and Allocation Committee

a. Committee Charge:

- i. To review current budget and allocation practices;
- ii. To review the projected budget for the coming biennium;
- iii. To make recommendations to the BSUFA Senate, appropriate and university-wide committees;

b. Committee Composition:

The committee shall consist of  
--2 members from the College of Arts and Sciences  
--2 members from the College Business, Technology, and Communication  
--2 members from the College of Health Sciences and Human Ecology  
--1 member from the Student and Academic Support unit  
--1 member from the BSU Dept. of Nursing  
-- 1 member from Athletics

c. Committee Term: 3 years

Subsection 5: Curriculum Committee

a. Committee Charge:

- i. To examine all course and program changes and to make recommendations concerning them to the BSUFA and Senate;
- ii. To review periodically all existing courses and programs;
- iii. To cooperate with departmental and college curriculum committees in matters concerning curriculum;

b. Committee Composition:

The committee shall consist of  
--2 members from the College of Arts and Sciences  
--1 member from the College Business, Technology, and Communication

- 1 member from the College of Health Sciences and Human Ecology
- 1 member from the BSU Dept. of Nursing
- 1 member from Athletics
- 1 Student and Academic Support or At Large

c. Committee Term: 3 years

#### Subsection 6: Governmental Relations Committee

a. Committee Charge:

- i. To develop and recommend, in accordance with the BSUFA Executive Board and with Senate approval, language and rationale for potential legislation, a legislative platform, and legislative funding;
- ii. To contact legislators to implement such policies with approval of the Senate and Executive Board;
- iii. And to report to the BSUFA Executive Board and Senate information that may bear on pending legislative actions, policies, and so forth.
- iv. Two committee members to serve on the IFO Government Relations Committee

b. Committee Composition:

- The committee shall consist of
- 2 members from the College of Arts and Sciences
  - 2 members from the College of Business, Technology, and Communication
  - 2 members from the College of Health Sciences and Human Ecology
  - 1 member from BSU Dept. of Nursing
  - 1 member from Athletics
  - 1 member from the Student and Academic Support unit

c. Committee Term: 3 years

#### Subsection 7: Graduate Studies Committee

a. Committee Charge:

- i. Recommend all policies and procedures for the administration of graduate studies;
- ii. To act as the graduate curriculum committee, overseeing with exclusive committee authority all changes in the graduate curriculum, including all graduate courses, workshops, institutes, and so forth;

b. Committee Composition:

The committee shall consist of:

- 1 graduate faculty member from Biology
- 1 graduate faculty member from Business
- 1 graduate faculty member from Education
- 1 graduate faculty member from English
- 1 ex officio from the Library
- 1 graduate faculty member from Mathematics/
- 1 graduate faculty member from Environmental Studies
- 1. \*At Large position is limited to graduate faculty who are NOT listed as members of a degree granting graduate program.
- 1 Director of Graduate Studies—ex officio

c. Committee Term: 3 years

Subsection 8: Liberal Education Committee

a. Committee Charge:

- i. To plan and to undertake research on liberal education theories, methods of teaching, assessment, and so forth;
- ii. To coordinate an ongoing process of faculty and student discussions, symposia, lectures and staff development concerning liberal education;
- iii. To propose to the Senate further revisions and improvements in liberal education;
- iv. To establish on-going liaison with the appropriate committees regarding problems in the area of student requests and petitions concerning liberal education;
- v. To propose to the Curriculum Committee for Senate action procedures for assuring the appropriateness of courses offered for liberal education credit;

- vi. To evaluate proposals for experimental courses and to be responsible for establishing criteria for quality control and standards for evaluating the effectiveness of courses taught on an experimental basis;
- vii. To develop and implement plans for the assessment of the Liberal Education Program and its courses and propose suggestions for change based on assessment findings;
- viii. And to work with faculty, programs, and departments to make sure that BSU Liberal Education course offerings are in keeping with the Minnesota Transfer Curriculum.

b. Committee Composition:

The committee shall consist of:

- 2 members from the College of Arts and Sciences
- 2 members from the College of Business, Technology and Communication
- 2 members from the College of Health Science and Human Ecology
- 1 member from the Student and Academic Support unit
- 1 member from the BSU Dept. of Nursing
- 1 member from Athletics
- 1 Liberal Education Director (ex officio)

c. Committee Term: 3 years

Subsection 9: Professional Improvement and Development Committee

a. Committee Charge:

- i. To meet with the university Provost/VPAA, or a representative thereof, to review current policies for facilitating faculty improvement, including those on sabbatical leaves, faculty improvement grants, professional improvement leaves, and faculty travel;
- ii. To make recommendations to appropriate committees for consideration in contract negotiations, meet and confer sessions, and grievance proceedings;
- iii. To make recommendations to the Provost/VPAA concerning appointments to the council of the Center for Professional Development

- iv. Periodically survey faculty to establish funding categories and priorities for the allotment of professional improvement funds.
- v. Make recommendations to the Provost/VPAA on the allocation of professional improvement funds.

b. Committee Composition:

The committee shall consist of

- 1 member from the College of Arts and Sciences
- 1 member from the College of Business, Technology and Communication
- 1 member from the College of Health Services and Human Ecology
- 1 member from the Student and Academic Support unit
- 1 member from BSU Dept. of Nursing
- 1 member from Athletics
- 1 Center of Professional Development Director (ex officio)

c. Committee Term: 3 years

Subsection 10: Rules Committee

a. Committee Charge:

- i. to propose on its own initiative revisions to the BSUFA Constitution & Bylaws and to make recommendations regarding such proposals as directed by the BSUFA Senate;
- ii. to draft specific amendments to the BSUFA Constitution and Bylaws as directed by the BSUFA Senate;
- iii. to maintain the Rules of the BSUFA Senate by informing Senators of the Parliamentary Rules by which the Senate will operate at the beginning of each academic year and to undertake revisions of these rules as directed by the BSUFA Senate;
- iv. to administer the nominations and elections process for all BSUFA offices, Senate and BSUFA committee positions;
- v. to maintain the public record regarding the terms of office for all BSUFA Officers, Senators, and BSUFA Committee Members;
- vi. to encourage BSUFA members to participate in the BSUFA government by running for positions in the BSUFA, Senate, and its Committees;

- vii. to encourage the dissemination of knowledge about parliaments and parliamentary rules.

b. Committee Composition

BSUFA Vice President (ex-officio)  
Senate Parliamentarian (ex officio)  
--1 member from the College of Arts and Science  
--1 member from the College of Business, Technology, and Communication  
--1 member from the College of Health Services and Human Ecology  
--1 member from either Student and Academic Support or BSU Dept. of Nursing or Athletics  
--1 At Large

c. Committee Term: Three Years

Subsection 11: Teacher Education Committee (Back to the Committee, do not change)

~~a. Committee Charge:~~

- ~~i. To review for approval or disapproval courses which have been submitted for teacher education by departments within the university;~~
- ~~ii. And to forward to the Curriculum Committee courses which have been approved for teacher education within the university.~~

~~b. Committee Composition;~~

~~1 member from the Dept. of Professional Education (ex-officio)~~  
~~1 MATH~~  
~~1 English~~  
~~1 Music~~  
~~1 Physical Education/Health Sciences~~  
~~2 Members from either Sociology, Chemistry, Biology,~~  
~~0 Economics, History, Geography, Physics, Political Science~~  
  
~~1 Member Dept. of Professional Education (ex-officio)~~

~~c. Committee Term: 3 years~~

Subsection 12: Equity Committee:

a. Committee Charge:

1. To address matters of concern to faculty of color, women and GLBTA faculty at BSU;



2. To promote and sustain a campus environment in which all faculty thrive;
3. To address matters relating to equitable treatment of faculty of color, women and GLBT faculty with respect to hiring, employment and representation;
4. And to encourage the creation and promotion of scholarship, research, publication and curricular development by and/or about faculty of color, women and GLBTA faculty

a. Committee Composition:

The committee shall consist of:

- The three representatives to the statewide Feminist, Multicultural, and GLBTA Issues Committees of the Inter Faculty Organization
- One at large representative elected from the membership of the BSUFA

- b. Committee Term: The terms of the BSUFA representatives on the IFO standing committees shall be those defined by the IFO operating procedures. The term of the at large representative shall be 3 years.

**Subsection B: Committee Responsibilities**

Constitution Sec. E Sub. 1 and Constitution Sec. E Sub.2 require committee reports to the faculty senate at least yearly by each committee.