



University Committee Structure

The following applies only to those University committees that are *not* Faculty Senate committees. The latter are described in the *Faculty Senate Bylaws*.

Definitions

An effective committee structure strengthens the overall effectiveness of the various units at Utica University by promoting sustained and improved communication, positive collaboration, and clear expectations.

The following definitions were endorsed by the University's Joint Cabinet in March 2022.

- Working Group: A collaborative body that periodically reviews operational procedures to enhance administrative functioning and promote student success.
- Task Force: An *ad hoc* committee assembled to address a specific issue or problem; task forces should not exist beyond two years.
- Standing Committee: A formal collaboration of University stakeholders charged with an ongoing university-wide issue or need.

Task Forces and Standing Committees should have clearly defined missions and goals that are congruent with the institution's mission and support the strategic priorities. Likewise, Task Forces and Standing Committees should clearly indicate where membership is drawn from, how members are selected for the committee, and how long members serve on the committee.

In cases where there is a Standing Committee and an administrative office with a similar purpose (e.g. Campus Safety Committee, Institutional Effectiveness Committee, Strategic Advisory Committee on Diversity, Equity, and Inclusion), an assessment of the committee's purpose and function should be completed every three years with respect to the mission of the administrative unit to ensure that the committee has a distinct function separate from that of the administrative operation. Committee minutes should provide documentation that this assessment was completed.

Task Forces and Standing Committees should show accountability to the University either by submitting a report to an appropriate body and/or by having agendas for and minutes of its meetings.

Working Groups

504/ADA Compliance
AMI
Campus Safety Committee
Commencement and Convocation Planning
Data Standards Work Group
Dean Robert Woods Student Life Award Ceremony
The Collaborative
Employee Holiday Party Planning
Event Management Group
Financial Aid Appeals (SAP)
Green Dot Facilitator/Planning Group
Radiation Safety Committee
Red Watch Band
Space Committee
Student Athletic Advisory Committee
Student Conduct Advisory Board
Student Experience Workgroup
Student Processing Committee
Utica University Athletic Leadership Committee

Standing Committees

Academic Assessment Committee
Co-Curricular Assessment Committee
Coordinated Community Response Team
Employee Recognition Committee
Homecoming Planning
Institutional Effectiveness Committee
Joint Labor Management Advisory Committee
Professional Staff Advisory Committee (PSAC) Executive Committee
Retention Committee
Student Athletic Advisory Committee
Web Advisory Board

Descriptions of Committees

Academic Assessment Committee (<https://www.utica.edu/academic/Assessment/aacc.cfm>)

The Academic Assessment Committee (AAC) is a collegial body responsible for establishing, communicating, reviewing, and reporting on assessment processes in academic programs and identifying areas where professional development is needed. The committee is further responsible for measuring the institution's progress with the MSCHE accreditation Standard V.

Behavioral Intervention Team

The Behavioral Intervention Team (BIT) is composed of representatives from key campus departments to support student well-being and safety. The BIT meets weekly and uses a coordinated case management process to identify at risk students and provide them with supportive connections. The committee is chaired by the Dean of Students and co-chaired by the Associate Dean. The team includes staff from all student life offices as well as Campus Safety, TRIO, HEOP, Learning Services, Athletics, and a Nursing faculty representative.

Co-Curricular Assessment Committee (<https://www.utica.edu/academic/Assessment/ccac.cfm>)

The Co-Curricular Assessment Committee (Co-CA) is responsible for guiding and reviewing department-level assessment processes in co-curricular and student support operations. The committee is further charged with measuring the institution's compliance with relevant criteria related to MSCHE accreditation Standards IV and V.

Coordinated Community Response Team

A team of experts on preventing sexual violence responsible for monitoring compliance with the grant funding the Safe Trax initiative.

General Education Council

The General Education Council provides oversight of general education curricular offerings. This committee is responsible for

- Advising the development and maintenance of the communication plan about the General Education curriculum for faculty, students, prospective students and their families, employers, and the public.
- Advising the content for Professional Development for New Faculty Orientation
- Advising the development and maintenance of professional development opportunities for General Education faculty about curriculum design, syllabus development, assessment, and pedagogy that will enhance the fulfillment of General Education goals.
- Establishing, reviewing, receiving, and initiating guidelines and proposals for changes to the General Education Program.
- Receiving and reviewing proposals for courses to be included in the General Education Program.
- Advising the Schools, the Curriculum Committee, and Faculty Senate about the proposals for courses within General Education.
- Advising and providing service to the GEC Director to produce annual reports on the General Education program and a program review every five years.
- Developing and sustaining an assessment process for the General Education curriculum and, in coordination with the Academic Assessment Committee and the Dean of Assessment, the assessment of that part of the University's institutional learning goals that are related to General Education.

Employee Recognition Committee

This committee plans the annual program to honor years-of-service employees and auxiliary service staff, retirees, PSAC Award, and Community Excellence in Belonging & Inclusion Award winners. This event celebrates the hard work and dedication of the entire campus community.

Gift Acceptance Committee

The Gift Acceptance Committee is empowered to receive or reject questionable gifts on behalf of the College. Gifts that may require expenditures of College resources or that may involve the College in responsibilities that are not part of the overall institutional mission will be referred to the Gift Acceptance Committee prior to receipt of the gift.

Homecoming Planning Committee

The Homecoming Planning Committee includes members of the campus community representing various departments across campus including Advancement, Marketing & Communications, Student Life, Student Leadership, Athletics, and any group holding a reunion or event during Homecoming. This group determines the theme for Homecoming and helps determine which alumni groups and student groups to engage (often based on reunion years and interested alumni). This committee meets January - Homecoming, first monthly, then bi-weekly. The committee is responsible for determining the homecoming schedule, planning, marketing, and engaging alumni, parents, students, faculty, and staff.

Institutional Effectiveness Committee (<https://www.utica.edu/academic/Assessment/new/iec.cfm>)

The Institutional Effectiveness Committee (IEC) at Utica University fosters a culture of continuous improvement by documenting the extent to which the institution fulfills its educational mission and strategic goals. The IEC is responsible for

- Monitoring compliance with the MSCHE Standards for Accreditation and Requirements of Affiliation, the required evidence inventory, and the progress made on recommendations from the self-study report and the visiting team's report;
- Facilitating how constituent feedback made during the self-study process is shared with and addressed by the appropriate office or department;
- Reviewing administrative departments' assessment processes with respect to how well results are used for continuous improvement;
- Identifying procedures and recommend structures to support both compliance and continuous improvement.

Joint Labor Management Advisory Committee

The Joint Labor Management Advisory Committee (JLMAC) is codified in the Collective Bargaining Agreement between the AAUP-Utica and Utica University. The committee considers

and makes recommendations to the Provost regarding class size and the impacts of class enrollment changes. Members include the school deans and members of the AAUP-Utica.

Professional Staff Advisory Council (PSAC) <https://www.utica.edu/directory/professional-staff-advisory-council-psac>

The purpose of the Professional Staff Advisory Council (PSAC) governance group is to draw on the collective education, expertise, and experience of our members to provide thoughtful and creative advisement to the President of Utica University in matters pertaining to the well-being and success of our students, the University, and ourselves.

Retention Committee

The Retention Committee is comprised of representatives from enrollment management, academic affairs, the University faculty, and student affairs. Its purpose is to identify causes of attrition at Utica University and develop strategies based on scholarship and best practices to improve retention and graduation rates as outlined in the University's strategic plan.

Student Athletic Advisory Committee

<https://www.utica.edu/student/activities/Leadership/studentgovernance.cfm>

The Student Athletic Advisory Committee is made up of student-athlete representatives from each of Utica University's athletic teams. These students act as a liaison between student-athletes and athletic administration and coaches. The committee provides student-athletes to voice their concerns and ideas to athletic administration. They also serve as advocates for the welfare of fellow student-athletes, as a team, or as individuals.

Web Advisory Board

The Web Advisory Board (WAB), comprised of executive-level representation, will communicate institutional priorities and strategy to influence decision-making about digital strategy. Conversely, the WAB will reinforce the digital decision-making authority of the Office of Marketing and Communications in line with established standards and strategy.