

Faculty Senate Rules & Regulations

Appendix: Committees

As of June 10, 2019

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Academic Freedom & Tenure (AF&T) Committee

The Academic Freedom & Tenure Committee shall be the adjudicatory body for cases and controversies relating to academic freedom and tenure which are not resolved through informal procedures or through regular administrative channels. The Committee shall have seven regular members and seven alternates. Members of the Committee and alternates shall be members of the Faculty of Instruction with tenure. The principle of broad representation shall be honored. The Committee shall elect the Committee Chair annually in December. Alternates shall be called to serve on the Committee in order of preference by the electing authority. If a member and his/her alternate are both unable to serve, the electing authority will select from among other alternates, giving preference to the one whose term will expire the same year as the member in whose place the alternate will serve. Committee members and alternates, except those selected for short terms to fill vacancies and first elected, shall serve three-year terms. The terms of office shall be staggered on a basis of threetwo-two with annual election. (Academic Charter)

Admission, Financial Aid & Retention Committee (ARFAQ)

The Committee reviews the admissions and financial aid policies and practices of the University. It shall recommend change in these policies and practices when, in the Committee's judgment, such change is appropriate. Additionally, the committee will collaborate with administration in developing and assessing University-wide retention strategies. The Committee will deliver a report on admission yield, discount rate, and annual retention data to Senate during the Fall semester of each academic year.

The committee's broad-based membership shall consist of six members of the Faculty of Instruction appointed to two-year terms, three students appointed by the Student Senate, the Dean of Admission, the Director of Student Financial Planning, Associate Provost for Academic Excellence & Student Success, the Dean of Students, and one member representing the Council of Associate/Assistant Deans. The Chair is appointed by the Executive Committee from among the faculty members.

Board of Student Communication (BSQ)

The Board of Student Communications (hereafter referred to as "BSC") shall have eight voting members, and other non-voting members determined as described below.

school (i.e. the Arts and Sciences representatives from English, Rhetoric, etc). The remaining member must serve in the faculty of instruction.

Student members will serve for one-year appointments. Of the four student members, one shall be the elected School of Journalism and Mass Communication Senator, one shall be the Student Senate Organizational Council Senator, and one shall be a student in at least their second-year at Drake who is not active in an editorial board position of any publication and who is appointed by the Student Body President. The BSC organizational chiefs shall choose the fourth member of the BSC in the first two weeks of the fall semester via majority vote. In the event of a tie, the student co-chair shall cast the deciding vote.

Non-voting members shall include all appointed BSC position holders of each student publication under the supervision of the BSC. A representative of the Dean of Students Office, appointed by the Dean of Students, shall be a non-voting member. Other individuals may be designated as non-voting members by the BSC.

Voting faculty members shall be selected as determined by the Faculty Senate. Should a faculty voting member resign, the Faculty Senate shall provide a successor to fill that office for the remainder of the vacating member's term.

Budget Committee

The Committee shall be a standing committee of the Faculty Senate. It shall consist of the Faculty Senate President and six faculty members appointed by the Faculty Senate Executive Committee. Terms shall be for three years and shall be staggered. Ideally, the members of the Committee should conform to broad based college/school and Cowles Library representation and include at least two of the most recent Faculty Senate Presidents and the faculty representatives on the Board of Trustees' Business, Finance and Investments Committee and on the Institutional Advancement Committee. (updated May 2018)

The Charge

In the spirit of shared governance, the task of the Senate Budget Committee is to help ensure that academic concerns are the central focus of Drake University's strategic planning as translated and implemented via the University's budget.

Advisory role

The Committee shall function as an advisory body for the President, his or her Cabinet, and the Faculty Senate. Every spring, in time for the Drake University Faculty Senate's April meeting, the Senate Budget Committee should submit to the President and Faculty Senate, a report of its findings and activities. At the discretion of the Faculty Senate President, the chairperson of the SBC shall present its report to the Senate. When requested, the SBC shall also advise the Faculty Senate on budget-related Senate actions. Finally, given its faculty constituency and diverse perspectives

University's data book. Inflation data is available from the Board of Governors of the Federal Reserve System or from the U.S. Bureau of Labor Statistics.

The financial statements include the following: statement of financial position (balance sheet), statement of activities (income statement), and statement of cash flows. The financial statements for the fiscal year ending June 30 are typically available late in the fall semester.² The Committee should analyze at least five years of historical data, although ten years of data is preferable. A ten-year time frame would span a typical business or educational cycle. If appropriate, the Committee could consider a comparative analysis using the University's peer institutions or perform other analysis as deemed appropriate. The Committee should consider examining trends for the items listed in Exhibit 1.

Exhibit 1: Recommended items for analysis by the Senate Budget Committee

Category	Specific item
Enrollment:	Undergraduate, graduate, PharmD, Law, and total enrollment
Inflation:	Consumer Price Index (CPI); Consumer Price Index for All Urban Consumers: Education (Education CPI)
Revenues:	Student tuition and fees; scholarships and fellowships; endowment income used in operations; and total operating revenues
Operating expenses:	Instruction; academic support; institutional support; total operating expenses; and the change in net assets from operations ("income")
Assets and liabilities:	Total investments and cash ³ ; bonds payable; total liabilities; and total net assets
Cash flow:	Net cash provided by (used in) operating activities; contributions for long-term investment; purchases of property and equipment

In order to put the investments trend in perspective, we recommend that investmeperere; totaltt 2.9(t i)-16.2(n)3.5-6.1(e)a2.2()-1

Involvement in the formulation of the budget

The Senate Budget Committee should be involved and have significant input into the development of the next year's budget. (At a minimum, the entire SBC should be part of the Budget Advisory Committee.) A significant amount of time is required to understand, discuss, and debate the forecasts and associated assumptions. Therefore, the Committee should be involved in the budget planning process no later than September and preferably sooner. It would then be in a position to provide meaningful comments in November, *before the budget is sent to the Board of Trustees*. (April 2015)

Compensation Committee

The Compensation Committee is charged with monitoring and reviewing faculty compensation policies and proposing changes as necessary. The Committee membership and chair are chosen by the Senate Executive Committee. The terms of service will be for three years, staggered. Membership of the Committee includes seven faculty members and one staff member who also teaches. In choosing members, the Senate Executive Committee should consider such factors as expertise and representation by academic units and by different categories of faculty appointment .

Drake Curriculum & Analysis Committee (DCAC)

The Drake Curriculum Analysis Committee (DCAC; formerly the Drake Curriculum Analysis and Planning Committee) is responsible for assessing achievement of the student learning outcomes drawn from the Drake Mission, and evaluating the effectiveness of the Drake Curriculum and related experiential and co-curricular programs in contributing to the achievement of those outcomes. DCAC will provide regular summaries of the student learning data to the Faculty Senate, University Curriculum Committee, and the Provost, and make recommendations as appropriate for ongoing improvement of the general education curriculum and related programs.

Specific responsibilities of the committee include:

- Work with the Director of Assessment and the Director of Institutional Research to develop a rolling plan for assessment of learning outcomes drawn from the mission explication and the Drake Curriculum .
- Evaluate the data for evidence of student learning and make recommendations for program improvement to the University Curriculum Committee and other bodies as appropriate .
- Evaluate the effectiveness of the assessment instruments and procedures and revise the assessment plan accordingly.
- Encourage participation by faculty, staff, and students in assessment procedures.
- Report assessment results on a regular basis to the Faculty Senate, the University Curriculum Committee, the Provost, and to other groups on campus as needed.
- Consult with the Associate Provost for Curriculum and Assessment regarding faculty and staff development programs on teaching and assessing the essential skills and knowledge needed to achieve Drake Curriculum outcomes.

One faculty member shall be designated chair and another chair -elect.

Information Technology Committee

The Committee provides coordination and advice to the Chief Information Technology Officer (CITO) on optimizing technology and the dissemination of information about IT plans and policies. The Committee also works with faculty to maximize input into decision making, including working with faculty in the colleges to ensure that college-specific educational needs and goals are met. Terms of membership on the Committee will be for two years, staggered. The Senate Executive Committee selects the Committee chair. Membership will consist of one faculty or staff representative from each academic unit, selected by that unit. The CITO and the Provost are also members of the Committee

Intercollegiate Athletic Council (IAC)

The Council rep

commission chair from among the faculty members of the particular panel. The presiding officer shall arrange for the recording of the appeals panel meeting with the accused and Dean, if any, by any means chosen by him/her.

University Hearing Panel members (both faculty and students) shall serve a two -year term. Faculty members should alternate two -year terms so there is always an experienced faculty member on the hearing panel. Student members should also alternate two -year terms so there is always an experienced student member on the hearing panel. The term of office for each member shall commence on the first day of the fall semester. The term of office of all members shall expire on the last day proceeding the first day of the fall semester.