1. **Administrative Council Compact:**
   President Vargas opened the retreat with a review of the Administrative Council Compact inviting any comments regarding strengths, challenges, and changes to the document. Ideas included using more college-wide meetings as a forum for input and ideas. Administrative Council members agreed they should do a better job of communicating back to their constituency decisions made in Council meetings, and take more responsibility for distributing information, and for seeking input from constituency. The group agreed the Compact should be shared with the campus via a link in Newswire.

2. **Results of Chronicle Great Places to Work Survey:**
   There was a lengthy discussion among members on the results as presented by Dr. Bai and the president. It was agreed that after distribution of the information to the campus community, further discussions, and input, we should specific items to focus on for improvement and further benchmarking. The ultimate question is: What will you do to make this a better institution? It was agreed that we want to build a foundation of trust, invite input and new ideas, and communicate better. We want this to be a great place to work.

3. **Fall Enrollment Update:**
   Dr. Below provided an overview of potential enrollment for Fall ’16, including a decline, as expected, in beginning freshmen enrollment, due, in part, to demographics and smaller high school graduating classes. Undergraduate transfers are expected to increase somewhat. Community college enrollments are down, which typically occurs when the economy improves. Graduate enrollment appears to be up and international enrollment will stay about the same. To look at enrollment initiatives and to plan for the future, the President has called a special meeting of Administrative Council and the Strategic Enrollment Management Committee (SEM), along with various other faculty and staff, for September 8.

4. **Review of Standing Committees:**
   Discussed and approved changes to the document as follows -
The size and composition of committees and councils varies according to purpose and representation. Normally, the membership of standing committees consists of faculty members selected from the different colleges, Kent Library, and the Holland School of Polytechnic Studies, Visual and Performing Arts, and persons from other University affiliations or assignments (i.e. administration, students, and employee groups). All committee chairpersons file at least one report annually to the responsible administrator(s). The Research Involving Human Subjects Committee and the University Promotion and Sabbatical Leave Committee are defined in specifically approved policies.

Michelle Tapp and Chuck McAllister were asked to revise the following standing committee and submitted changes 9/28/15:

**Academic Advising Council**

- **Charge:** To facilitate coordination of advising services University-wide. The Council will make recommendations regarding areas including, but not limited to, advisor/advisee responsibilities, advisor training, advising documentation, advisee loads, a reward/recognition system for faculty and staff advisors, use of technology to improve services to students, and ensuring a uniform level of advising services for all students.

- **Membership:** The Director of the Center for Academic Advising and Career Services; Assistant Director of Academic Advising; Coordinator of Academic Advising (representing Colleges of Health &amp;amp; Human Services, Liberal Arts, and School of University Studies); one professional staff advisor from the Colleges of Business, Education, and Science, Technology, &amp;amp; Agriculture, Health and Human Services, Liberal Arts, SE Online Programs, the athletics advising center, and the off-campus advising centers to serve as non-rotating members. One representative each from the offices of the Admissions, New Student Programs, and Registrar to represent Enrollment Management nominated by the Vice President for Enrollment Management and Student Success; Dean of Students; one representative from the Office of Student Financial Services to be nominated by the Vice President of Finance and Administration; and one representative from International Education Services to also serve as non-rotating members. One faculty member (who advises) from each of the five colleges to be nominated by the dean will serve a three-year appointment. (Per Faculty Handbook policy, “Faculty members who serve full terms on University Standing Committees cannot succeed themselves.”) One undergraduate student nominated by the President of Student Government to serve a one-year appointment. The Council is co-chaired by the Director of Academic Advising and Career Services and a faculty representative. The Assistant Director of Academic Advising.

- **Reports to:** Provost
Administrative Council

- **Charge:** To advise the President and share information about the operations and activities of the various academic and administrative divisions of the University. Chair of the Council is the President.
- **Membership:** The President, Provost, Vice President for Enrollment Management and Student Success/Dean of Students, Vice President for Finance and Administration, Vice President for University Advancement and Executive Director of the University Foundation, Associates to the President, Vice Provost & Dean of School of Graduate Studies, Associate/Assistant Provosts, Deans, President of Student Government, Chairperson of the Faculty Senate, Moderator of the Chairpersons' Forum, Chairperson of the Professional Staff Council, Chairperson of the CTS Staff Council, Associate Dean of Online Learning, Associate Dean and Director of Holland School of Visual & Performing Arts, Associate Dean of Students & Director of Student Retention, Assistant Vice President of Information Technology, Assistant Vice President for Student Success & Auxiliary Services, Director of Athletics, Director of Facilities Management, Director of Human Resources, Executive Director of University Communications and Marketing, Assistant Provost for Institutional Research and Academic Assessment, Executive Director of International Education & Services, Director of University Studies, Director of Admissions, Registrar, Director of the Center for Academic & Career Advising, Director of the Budget Office and Coordinator for Institutional Equity & Diversity.
- **Reports to:** President

Administrative Professional Job Evaluation Committee

- **Charge:** To evaluate job content (not people in jobs on their performance) in order to help assure that jobs of relatively equal responsibility are considered consistently in pay matters.
- **Membership:** The committee is comprised of members from the administrative and professional employment categories who have general knowledge of the University’s divisions and functions (three year terms).
- **Reports to:** Vice President for Finance and Administration

AQIP Steering Committee (ASC)

- **Charge:** Reporting to the Provost, the ASC coordinates the University’s accreditation process under the AQIP guidelines of the Higher Learning Commission – NCA. The ASC writes the Systems Portfolio and oversees the selection and review of Action Projects. The ASC ensures that communication regarding all aspects of the AQIP process is clear, timely, and inclusive. In addition to campus-wide communications, the ASC will regularly involve the following groups in its decision-making and reporting functions: the University
Planning Committee, Administrative Council, Faculty Senate, Chairpersons Forum, CTS Council, Professional Staff Council, Deans Council, College Councils, and Student Government.

- Membership: AQIP Liaison (Chair), Provost, Assistant Provost for Institutional Research and Academic Assessment, Faculty Representatives (2 faculty at large, 2 faculty senators) to be nominated by the Faculty Senate (Per Faculty Handbook policy, "Faculty members who serve full terms on University Standing Committees cannot succeed themselves."); a Deans’ representative to be nominated by the Deans Council, a Chairperson’s representative to be nominated by the Chairpersons Forum, a Finance and Administration representative to be nominated by the Vice President, an Enrollment Management and Student Success representative to be nominated by the Vice President, a CTS representative to be nominated by Clerical Technical Service Staff Council, a Professional Staff representative to be nominated by the Professional Staff Council, and two student representatives – one to be the presiding president of the Student Government Association and one to be the student representative to the Board of Regents. Representatives will be chosen by the President from a list of at least two recommendations for each representative position. Term of services is three years, except students who will serve one-year terms. The President may appoint other members.

- Reports to: Provost

Administrative Council members agreed to delete the following committee due to the Bookstore being outsourced and the fact that the Bookstore maintains its own advisory committee.

**Bookstore Advisory Committee**

- **Charge:** Provide input to external Bookstore contractor that would assist in making decisions on merchandise selection, bookstore operations and facilities to ensure the Bookstore operates in a manner that meets the needs of students, faculty, staff and visitors and reflects a positive image on the University.

- **Membership:** One faculty member, to be nominated by the Faculty Senate Membership Committee, will serve a one-year appointment. One Chair’s Representative, will serve a one-year appointment. One CTS member, to be nominated by Clerical, Technical, & Service Council, will serve a one-year appointment. One Professional Staff member, to be nominated by Professional Staff Council, will serve a one-year appointment. Four student members nominated by Student Government will serve one-year appointments. The University Bookstore Contract Liaison will serve as non-rotating members. All nominees are appointed by the Vice President for Finance and Administration.

- **Reports to:** Vice President for Finance & Administration

Administrative Council members agreed to delete the following committee and to transfer any responsibilities of the committee to the Facilities Management Division.

**Campus Planning & Beautification Committee**
Charge: To review planning guidelines and plans to enhance the campus environment; to receive proposals to improve the physical environment; and to recommend that specific projects be funded; to review proposals for murals and similar "image" issues.

Membership: Two to three faculty members, rotated between the five colleges, to be nominated by the Faculty Senate Membership Committee, will serve two-year appointments. Two student members nominated by Student Government will serve one-year appointments. An administrator from each division nominated by Vice Presidents will serve three-year appointments. Facilities Management, Project Manager, Facilities Management Manager-Custodial, Grounds, Fleet, Support Services, and Executive Director of University Communications & Marketing will serve as non-rotating members. The Vice President may appoint other members. All nominees are appointed by the Vice President for Finance and Administration.

Reports to: Vice President for Finance and Administration

Clerical/Service Job Evaluation Committee

Charge: To evaluate job content (not people in jobs on their performance) in order to help assure that jobs of relatively equal responsibility are considered consistently in pay matters.

Membership: The committee is comprised of members from the administrative and clerical employment categories who have general knowledge of the University’s divisions and functions (three year terms).

Reports to: Vice President for Finance & Administration

College Council / School Council

Charge: Each college and school has a College/School Council to advise the dean on matters of college- or school-wide interest and importance.

Membership: The departmental chairpersons and at least one faculty member elected from each department. The council is chaired by the dean.

Reports to: College/School Dean

Council of the Deans

Charge: To serve as a primary communications channel and academic administrative advisory body for the Provost in the discussion of administrative procedures and policies, budget and resource allocations, and ongoing administrative questions.

Membership: The Provost, Vice Provost, Associate Provost for Extended Learning, Deans of each college, Dean of the School of Graduate Studies, Dean of the School of University Studies, Dean of Academic Information ServicesKent Library, Dean of Online Learning, and the Director of the School of Visual and Performing Arts. The Council is chaired by the Provost.

Reports to: Provost
Employee Recognition Awards Recommendation Committee

- Charge: To recommend awards for staff employees who demonstrate a commitment to the University's mission and vision and to review the criteria for current and future awards.
- Membership: A representative from Clerical-Technical-Service Staff; Professional Staff, Chairpersons; Residence Life; Campus Life; and Faculty Senate. (Per Faculty Handbook policy, “Faculty members who serve full terms on University Standing Committees cannot succeed themselves.) Two representatives from Facilities Management. (three-year terms)
- Reports to: Assistant to the President for Equity and Diversity, Director of Human Resources

Faculty Advisory Committee for Academic Program Review

- Charge: To assist the Provost with the University’s Academic Program Review process.
- Membership: The faculty of each department with academic programs will nominate a faculty candidate who will then stand for election within each College. The dean of the College will administer the election. The names of the two faculty who garner the most votes from each College will be forwarded to the president, who will appoint one of them as committee member. Non-rotating members will include the representative of the Office of the Provost, Chair of the Faculty Senate, Chair-elect of the Faculty Senate, and the Moderator of the Chairperson’s Forum. The Committee will be chaired by the representative of the Office of the Provost. Initial appointments’ terms will be staggered for continuity.
- Election Timeframe and Term Limits: Regular elections for an open position on the Faculty Advisory Committee for Program Review will take place in the first full week of April. Those faculty will serve a three-year term, with a maximum of two consecutive terms.
- Reports to: Provost

Funding for Results Team Committee

- Charge: To oversee the Funding for Results (FFR) program established by the University in 1996. Team Committee members are responsible for reviewing all FFR proposals submitted by faculty and professional/administrative staff, recommending funds to those receiving the highest rankings, reviewing the interim and final reports of funded projects, overseeing the funding and reports from the Student Professional Development program and for the ongoing review and development of the FFR program as it evolves.
- Membership: The team committee shall consist of a minimum of 24 members with preference given to members with a working knowledge of the University Planning and Budget Review Committees. There will be at least one graduate student (one-year appointment); two undergraduate students (one-year appointments); one dean; one department chairperson; one faculty representative from each of the colleges, Kent Library; one representative from the Professional Staff Council; and one representative from the CTS Staff Council. Regular appointments will be for a three-year term on a staggered basis.
The Provost may appoint an additional five (5) at-large members. The Vice President for Enrollment Management & Student Success, Dean of Graduate Studies, and the Dean of the School of University Studies will serve as non-rotating ex-officio members. TeamCommittee members may serve a second term but no more than two consecutive terms. Chair to be appointed by Provost.

- Reports to: Provost

**Graduate Council**

- Charge: To review all policy matters affecting the graduate program and all proposals for new courses, new programs, and graduate faculty status. The Council also advises the Dean of Graduate Studies concerning matters affecting the quality and development of the graduate program.
- Membership: Two representatives elected by the graduate faculty of each college and two additional representatives elected in any college for each twenty-five percent of total graduate hours produced. Faculty will serve three-year terms. (Due to the limited number of graduate faculty, faculty may succeed themselves on this committee.) The Dean of Academic Information ServicesKent Library, the Director of International Education & Services, the Chairperson of the Faculty Senate Academic Affairs Committee, Registrar, Admissions, Dean of Online Learning, Thesis Reader, and the Dean of Graduate Studies are non-rotating members. The student representative is nominated by the members of the Graduate Council, will serve a one-year term, and is appointed by the Dean of Graduate Studies, who chairs the council.
- Reports to: Dean of Graduate Studies

**Information Technology Committee**

- Charge: To do long-range planning relating to computer, cable, and telephone systems throughout the institution and to make recommendations regarding the future development and integration of these systems University-wide.
- Membership: A faculty representative from each college, School of University Studies, and Kent Library will be nominated by the deans. (Per Faculty Handbook policy, "Faculty members who serve full terms on University Standing Committees cannot succeed themselves.) Other members include one representative each from Finance and Administration, Enrollment Management and Student Success, University Advancement/Foundation to be nominated by the respective Vice Presidents; one representative nominated by the Dean of Students; one representative from the Office of Instructional Technology nominated by the Dean of Online Learning; one representative each from the Professional Staff Council and the CTS Staff Council to be nominated by the respective councils; and two student representatives to be nominated by the President of Student Government. Faculty and staff serve three-year terms. Students serve one-year terms. Non-rotating members include the Vice Provost, the Assistant Vice President of Information Technology, the Director of Kent Library and Dean of Academic Information Services, Dean of Online Learning,
Debbie Below was asked to review and rewrite the charge of the following committee with possible re-discussion by Administrative Council in the future.

International Programs Planning Committee

- **Charge:** The purpose of this committee is to advise the Executive Director in developing and implementing international initiatives as identified through the strategic planning process. This committee receives reports related to globalization initiatives and makes recommendations to the university for further consideration.

- **Membership:** A faculty representative from the five colleges will be nominated by the Dean to serve three-year terms. (Per Faculty Handbook policy, "Faculty members who serve full terms on University Standing Committees cannot succeed themselves.") Non-rotating members include the Associate Vice President for Enrollment Management and the Executive Director of International Education & Services. Other non-rotating members will be nominated from Student Financial Services by the Vice President of Finance and Administration; and Registrar’s office, Residence Life, Admissions, and Campus Life nominated by the Vice President of Enrollment Management and Student Success. The college/school Directors of International Programs will serve as non-rotating members. One international undergraduate student nominated by the President of Student Government and one international graduate student nominated by the Dean of Graduate Studies will serve one-year terms. The Director of Intensive English Program and each of the three International Education Advisors will serve as ex-officio members. The Vice President for Enrollment Management and Student Success appoints all nominees. The Associate Vice President for Enrollment Management will serve as chair. The Provost will appoint an Academic Affairs representative to serve as co-chair.

- **Reports to:** Vice President for Enrollment Management and Student Success; Provost

Members of Administrative Council agreed that the following committee and its charge should become a part of the University Equity Committee and this standing committee should be deleted.

**Native American Culture Committee**

- **Charge:** To promote and support Native American heritage and cultural education throughout the University and service region. Make recommendations to the Provost for ongoing efforts to foster Native American culture.
Membership: Two faculty members, rotated among the five colleges, and Kent Library, nominated by the College dean and appointed by the Provost, will serve two-year terms. (Per Faculty Handbook policy, “Faculty members who serve full terms on University Standing Committees cannot succeed themselves.”) One at-large member appointed by the Provost will serve a two-year term. One representative each from the Professional Staff Council and the CTS Staff Council, to be nominated by the Councils and appointed by the Provost, will serve two-year terms. One undergraduate student member, nominated by the Student Government and appointed by the Provost, will serve a one-year term. Non-rotating members consist of the Provost (Ad Hoc), Vice President for Enrollment Management and Student Success, Assistant to the President for Equity & Diversity Issues, and the Chair of the Equity Issues Committee. Vice President for Enrollment Management and Student Success will serve as chair.

Reports to: Provost

Research Involving Human Subjects Committee

Charge: To maintain familiarity with federal guidelines established by the National Institutes of Health, Office of Laboratory Animal Welfare concerning the use of human subjects participants in research; to review and recommend appropriate changes in institutional policies and procedures concerning the use of human subjects participants in research; to review research proposals and protocols that include the use of animals at the institution; to regularly inspect all animal care and use facilities at the institution; to make recommendations concerning proposed use of human subjects or animals in research at the institution; to maintain awareness of federal guidelines, policies and federal compliance. Recommendations are to be made to the Provost.

Membership: Faculty members to be appointed by the Provost, as described in the Operational Policy for Research Involving Human Subjects Institutional Animal Care and Use Committee (http://www.semo.edu/facultysenate/handbook/3d.html). (Per Faculty Handbook policy, “Faculty members who serve full terms on University Standing Committees cannot succeed themselves.”) As defined by the National Institute of Health Guide for the Care and Use of Laboratory Animals, membership includes a veterinarian who is certified or has training or experience in laboratory animal science and medicine or in the use of the species in question, at least one practicing scientist experienced in research involving animals, and at least one public member to represent general community interests in the proper care and use of animals. Members and Chairperson are appointed by the President.

Reports to: Provost President
Research Involving Human Subjects Committee

- **Charge:** To maintain familiarity with federal guidelines concerning the use of human participants in research; to review and recommend appropriate changes in institutional policies and procedures concerning the use of human participants in research; to review and make recommendations concerning proposed use of human participants in research at the institution; to ensure appropriate steps are taken to protect the rights and welfare of human participants in research; to maintain awareness of federal guidelines, policies and federal compliance; Recommendations are to be made to the Provost.
- **Membership:** Faculty members to be appointed by the Provost, as described in the Operational Policy for Research Involving Human Subjects Institutional Animal Care and Use Committee (http://www.semo.edu/facultysenate/handbook/3d.html). (Per Faculty Handbook policy, "Faculty members who serve full terms on University Standing Committees cannot succeed themselves.") Chair is appointed by the President.
- **Reports to:** Provost

Strategic Enrollment Management (SEM) Committee

- **Charge:** To develop, review, and assess progress towards strategic enrollment management goals and objectives related to the size, quality and diversity of the student body; recruitment; and retention and persistence.
- **Membership:** All members are appointed by the Vice President for Enrollment Management and Student Success. The committee is supported by three subcommittees: the Enrollment Development Team, the Financial Aid and Scholarship Review Subcommittee and the Retention Subcommittee. Subcommittee members are appointed by the Vice President for Enrollment Management and Student Success. (Per Faculty Handbook policy, "Faculty members who serve full terms on University Standing Committees cannot succeed themselves.)
- **Reports to:** Vice President for Enrollment Management & Student Success and Provost

Administrative Council members agreed to abolish following committee due to rare cases and procedures already in place for appeals.

Textbook Appeals Committee

- **Charge:** To act as an appeals body for students who failed to return their textbook(s) at the end of the semester and determine whether to sustain or rescind the charges.
- **Membership:** Three Faculty members to be nominated by the Faculty Senate Membership Committee (Two Year Terms). Three Student members are nominated by the President of Student Government (One Year Terms). One staff member to be appointed by the Vice President for Finance and Administration (Two Year Term).
Reports to: Vice President for Finance and Administration

Administrative Council members agreed to abolish following committee due to procedures and policies already in place for appeals.

Traffic Appeals Committee

Charge: To act as an appeals body for traffic and parking citations issued by University traffic and parking personnel.

Membership: Three Faculty members to be nominated by the Faculty Senate Membership Committee (Two Year Terms). Five Student members are nominated by the President of Student Government (One Year Terms). Three staff members; one nominated by Professional Staff Council, and one clerical and one technical to be nominated by the Clerical, Technical and Service Staff Council (Two Year Terms).

Reports to: Vice President for Finance and Administration

Students of Concern Team

Charge: To comprehensively and collaboratively review reports from the University community and others about students who are exhibiting behaviors that are of concern in relation to their personal, physical and emotional well-being; to make recommendations for appropriate interventions including referrals for counseling services or psychiatric services through Counseling and Disability Services, judicial actions or directives through the Office of Student Conduct and Dean of Students, behavioral contracts by the Office of Residence Life, or removal from the residence halls or restrictions from other areas of campus; to maintain a data base reflecting student of concern cases reviewed by the committee, recommendations for interventions and/or case management, and final or most up-to-date disposition/resolution of each student of concern.

Membership: Vice President for Enrollment Management & Student Success/Dean of Students; Assistant Dean of Students; Coordinator of Student Conduct/Title IX Investigator; Senior Associate Director of Athletics & Senior Woman Administrator; Director of Counseling and Disability Services; Director of Campus Life and Event Services; Assistant Director of Department of Public Safety; Assistant Vice President for Student Success & Auxiliary Services; Director of the Office of Residence Life; Director of the Office of Greek Life. Chaired by the Assistant Dean of Students

Reports to: Vice President for Enrollment Management & Student Success

University Academic Council

Charge: To review the administration of academic programs, suggest planning and budgeting actions, and advise the Provost of proposed changes in academic programs.

Membership: Non-rotating members are the Provost, the Vice Provost, Dean of the School of Graduate Studies, college and Kent Library deans, the Associate Provost of Online Learning, the Dean of the School of University Studies, and the Director of Kent Library and Dean of Academic Information Services. The Dean of
Online Learning, the Registrar, and Director of School of Visual and Performing Arts. One faculty member is elected from each college/school/library and serves a three-year term. (Per Faculty Handbook policy, “Faculty members who serve full terms on University Standing Committees cannot succeed themselves.”) The Chairperson of the Faculty Senate Academic Affairs Committee serves a one-year term. The chair and members are appointed by the Provost.

- **Reports to:** Provost

**University Assessment Review Committee**

- **Charge:** To oversee, coordinate, and review implementation and administration of the University’s assessment plan.

- **Membership:** A faculty representative from each college will be nominated by the respective college for three-year terms. (Per Faculty Handbook policy, “Faculty members who serve full terms on University Standing Committees cannot succeed themselves.”) The Deans of the School of Graduate Studies and the School of University Studies, and the Vice President for Enrollment Management and Student Success will each nominate a representative from their respective areas for three-year terms. Two student representatives will be nominated by the President of Student Government for one-year terms. Non-rotating members are the Vice Provost, the Director of the Center for Academic and Career Advising, Director of Testing Services, the Assistant Provost for Institutional Research and Academic Assessment, the Director of Assessment, the Coordinator of Center for Writing Excellence, and the AQIP Liaison. All members and the co-chairs of the committee will be appointed by the Provost.

- **Reports to:** Provost

**University Athletic Committee**

- **Charge:** To recommend policies governing University programs in athletics; to review guidelines established by external organizations as well as state and federal agencies insofar as they affect University Programs in athletics.

- **Membership:** Two faculty members, rotated between the colleges and Kent Library, to be nominated by the Faculty Senate Membership Committee, will serve two-year appointments. Two student members, nominated by the President of Student Government and appointed by the President, and the President of the Student Athletic Advisory Council. One representative each from the Professional Staff Council and the CTS Staff Council to be nominated by the Councils and appointed by the President. Students and employee council members serve one-year terms. **Ex-officio members include the Coordinator of Institutional Equity and Diversity; the Director of Recreation Services, the Athletic Director, Senior Associate Athletic Director, and the Director of Sports Information.** The committee is chaired by the Faculty Athletics Representative. The President may appoint other members.

- **Reports to:** President
University Budget Review Committee

- **Charge:** To annually conduct budget hearings, receive divisional and institutional budget development requests, and recommend funding for budget proposals, plans, and priorities.
- **Membership:** Faculty Senate Executive Committee Chair, Chair-Elect, and Membership Committee Chair; Faculty Senate Compensation Committee (six individuals, one representative from each college); Vice President for Finance & Administration; Vice President for Enrollment Management and Student Success; Provost; Director of Budget; one administrator from each division; one representative from the Council of Deans; Chairpersons' Forum Moderator; Professional Staff Council Chair and Chair-Elect; CTS Employee Council Chair and Vice-Chair; and Student Government President, Vice President, and Treasurer. The Vice President for Finance and Administration is the chairperson for this committee.
- **Reports to:** Vice President for Finance and Administration

University Commencement Committee

- **Charge:** To study existing procedures for commencement activities and to recommend changes in these procedures. Recommendations are to be made to the Registrar.
- **Membership:** Faculty members are nominated by the Faculty Senate Membership Committee and will serve three-year appointments. Two staff members will be nominated from Graduate School and Student Development and will serve three-year appointments. Student members are nominated by Student Government and will serve one-year appointments. Two readers, University Registrar, Assistant Registrar for Graduation, Director of Recreation Services, and Director of Honors will serve as non-rotating members. All members are appointed by the Vice President for Enrollment Management and Student Success.
- **Reports to:** Vice President for Enrollment Management and Student Success

Administrative Council members want to continue to work on the membership and charge of the following committee:

University Equity Issues and Inclusion Committee

- **Charge:** To assist in the implementation, monitoring, and review of equity policies and procedures; to monitor and implement initiatives for inclusion; to recommend initiatives for recruitment and retention of minority faculty and staff.
- **Membership:** Faculty members, one from each college, and Kent Library, to be nominated by the Faculty Senate Membership Committee, will serve 3-year appointments. (Per Faculty Handbook policy, “Faculty members who serve full terms on University Standing Committees cannot succeed themselves.”) One student member is nominated by the President of Student Government and appointed by the President for a one-year term. Representatives from the Professional Staff Council and CTS Staff Council are nominated by the Councils.
and appointed by the President for one-year terms. Other members are appointed by the President and are non-rotating members.

- **Reports to:** President

**University Tenure and Promotion and Sabbatical Leave Advisory Committee**

- **Charge:** To review and approve departmental promotion criteria; make recommendations regarding a faculty member’s qualifications for tenure and promotion, promotion, and post-professorial merit to the provost; and make recommendations for sabbatical leave in accordance with the sabbatical leave policies and procedures.

- **Membership:** The committee is comprised of one tenured faculty member from each college (or free-standing “school” composed of academic departments made up of faculty), and Kent Library elected to the committee by a vote of the tenured and tenure-track faculty in each unit. Though elected from these units, members are not representatives of their respective units, but rather of the faculty as a whole. Members shall be elected by secret ballot through a process conducted within each unit. Faculty members serve terms of four years with the terms of one or two members expiring each year. Members may be re-elected. The committee shall annually elect its own chair. The dean of graduate studies shall be responsible for convening the initial annual meeting at which the chair is elected. The dean is not a voting member of this committee and may only be present during committee deliberations if invited by the committee for consultation.

- **Reports to:** Provost

**University Student Affairs Academic Appeals Committee**

- **Charge:** To review and recommend institutional policies and procedures concerning matters which affect the general welfare of students, such as policies regarding financial aid, student rights and responsibilities, student organizations, admissions, and academic standing; to hear appeals of administrative and committee actions in reference to such policies and procedures. The University Academic Appeals Committee is charged with reviewing appeals of academic suspension and disqualification, appeals of the denial of admission as brought forth by the Director of Admissions, appeals of denial of permission to contact for reasons of transfer as brought forth by the Department of Athletics, and appeals to request a change to the permanent academic record as brought forth by the Registrar. Appeals challenging other academic policies and/or procedures may also be brought to this committee for review. The committee will review each appeal and render a decision. The decision of the committee is final.

- **Membership:** Faculty members, one from each college, and Kent Library, will be nominated by the Faculty Senate Membership Committee. (Per Faculty Handbook policy, “Faculty members who serve full terms on University Standing Committees cannot succeed themselves.) Five staff members will be nominated from: Finance and Administration (one member), Enrollment Management and Student Success (two members), and Academic Affairs (two members). Faculty and staff appointments will be for three-year terms. Two student members are
nominated by the President of Student Government for one-year terms. All nominees and chairs/co-chairs will be appointed jointly by the Provost and the Vice President for Enrollment Management and Student Success.

- Reports to: Provost and Vice President for Enrollment Management and Student Success

**University Studies Council**

- Charge: All policy matters affecting the University Studies program and all proposals for new courses or changes in the treatment of the University Studies Objectives in existing courses. The Council also advises the Dean of the School of University Studies concerning matters affecting the quality and development of the program, resource allocations, and review and assessment procedures. The Dean of the School of University Studies chairs the Council.

- Membership: Comprised of two faculty representatives elected by each college council. (Per Faculty Handbook policy, "Faculty members who serve full terms on University Standing Committees cannot succeed themselves.) One representative elected by each of the following: the Library faculty, Enrollment Management, and two representatives elected by Student Government. Faculty serve three-year terms, and the Enrollment Management representative serves a two-year term, and student representatives serve one-year terms. Non-rotating members are the Dean of the School of University Studies and the Registrar.

- Reports to: Dean of the School of University Studies

5. Faculty Senate Initiatives:
   Dr. Carl Bloom, chair of Faculty Senate reported the Senate is working on ongoing bills from last session, including Outside Employment Procedures, Other Instructional Policy, and Academic Department Procedures. New issues on the Senate agenda include Grievance Policy Revisions, Graduate Assistant Compensation Equity Study, Faculty Handbook, continuing revisions, and the Teacher Evaluation Process Review.

6. CTS Initiatives:
   Melissa Harper, CTS chair, reported on the various methods the Council plans to use to encourage CTS involvement. The Council will be updating bylaws, reviewing and restructuring budget allocations, updating the CTS marketing plan, and working on staff training.

7. Professional Staff Council Initiatives:
   Katie Foshee, Professional Staff Council Chair, reported on the ways the Council plans to increase professional staff participation in community service, advocate for training opportunities/resources, find ways to better communicate information, continue to increase attendance at the annual Professional Staff Council Breakfast and monthly meetings, and continue to serve as representatives on University Standing Committees.

8. Student Government Association Initiatives:
   Peter Jacobsen, President of Student Government, indicated the group has five major priorities for the upcoming year, including an inventory of items used by student
organizations and a storage location, creating University pride through the creation of a
tailgating culture, creating a student common area, improving professor/student relationships,
especially through a formal student research opportunity and the recognition of faculty
advisors, and sponsorship of the Leadership Summit.

9. Capital Improvements:
Kathy Mangels, Vice President for Finance and Administration, reported House Bill 19
$10.08 million in maintenance and repair for Southeast buildings. Our priority project is the
Grauel Building. Repairs to the building -- which houses the departments of mass media,
English and communication disorders -- are estimated at $3.5 million to $4 million and will
begin next summer. Grauel was built in 1967. The Grauel building project will include
upgrading electrical service, increasing the capacity of the HVAC system, and renovating
classroom space, making modifications to meet the requirements of the Americans with
Disabilities Act. Southeast's second priority is renovating the mechanical, electrical and
plumbing systems in Crisp Hall. The work is needed to support the building's renovated
teaching and lab spaces and to bring the building into compliance with the ADA. Brandt
Hall is the university's third maintenance and repair priority.

She provided an update on the Greek Village project with bids for the first phase due at the
end of September. The plan is to complete two houses for Fall 2016 and two houses for Fall
2017, with hopes to add additional student organizations, both fraternities and sororities in
the future.

10. Unit Reports:
Each member of Administrative Council provided updates on their respective areas,
including the following:
Harmon – update on the brand, including brand training, online viewbook, marketing plan,
banner wraps, addition of more banners, project management software
Weller-Stilson – update on River Campus events
Barrios – update on faculty and staff recruitment efforts
Wiles – invitation for anyone to attend Chairpersons’ Forum scheduled for the fourth
Monday of each month
Roeder – update on Kent Library events
Mangels – exterior signage throughout campus will be updated in accordance with new brand
guidelines during the upcoming year
Bowen – University Studies review for upcoming year
Gathman – report on change to Moodle 2.8; QM deadlines
Rogers-Adkinson – update on the DESE and MoGEA changes, exam issues, the hiring of
Edvolution coordinator
McGowan – October 30th Math Summit, future report on the co-remediation program to the
group, looking at possible new academic programs
Jenkins – lots of new faculty, report on the annual Dr. Martin Luther King, Jr., Celebration
Dinner and speaker, working more closely with the Cape Girardeau area NAACP
Johnson – new faculty; report on upcoming re-accreditation visit; reviewing possible new
academic initiatives and facilities
Ahmed – 220 new international students on campus this fall
Ball – report on the opportunities for expansion of scholarships and a partnership with Wells Fargo regarding financial literacy.
Barke – opening of the athletic season, partnership with Pink Up Cape and initiatives to support that cause. Update on the Provost search process with airport interviews scheduled for Sept. 24-25 and finalists on campus in October.
McDougall – report on meeting with Council of Deans and upcoming activities
McAllister – advised of GR609 course and evolution of the development of that course; time for a new AQIP project and asked for input on ideas; University not paying for parking permits for graduate students and should not use departmental/operational funds to pay for parking permits.
Tapp – report on upcoming Career Fair October 8th at Student Rec Center for both part-time and full-time jobs; new academic advising website; advising center open house
Jacobsen – Student Government offering tailgating tents for students; invite input for ways to improve student spirit
Skinner – Campus Health Clinic will be open on Thursdays until 7 p.m.; expansion of dining facilities; reminder of Speakers Series
Below – commended Katie Foshee for the outstanding efforts for New Student Convocation and all activities associated with opening week
Hahn – announced information on Admissions and Marketing workshop and new materials with the new messaging/branding; invited anyone who wants new materials to contact the Admissions Office
Foshee – invited volunteers to work at welcome tents for opening week; welcome signs distributed to businesses
Hinkle – cleaning up DegreeWorks and working on report initiatives; College Scheduler has been delayed until the portal update occurs; adding an automated online graduation application
Wilde – cleaning up 2015 deficits
Meyer – wrapping up new University Center parking lot, Show Me Center upgrades to be ready by first basketball game; dealing with Tom Lee retirement
Bloom – first Faculty Senate meeting is Sept. 2
Rucker – LGBT event planned for early in semester; President will sponsor the minority reception Sept. 17; Hispanic Heritage month programs and events scheduled; Three Lives at Rose Theatre; upcoming meeting of Diversity Task Force with new website; purchase of Wes Moore books for use for the MLK event
Cook – no increase in health benefits rates; campus had 80 percent utilization rate health insurance; no increase in dental health insurance rates; new company to assist with online training including compliance and Title IX, and onboarding for new employees
Holland – finalized the capital campaign at $49.2 million; thanks to faculty and staff who established 20 scholarships; Southeast Salutes event scheduled for Sept. 10 honoring alumni; Homecoming scheduled for October 17; Concert in Cave August 28; due to retirement of Jane Ogles, retooling of data
Bai – Office of Institutional Research and Assessment moved to Dearmont in former Purchasing Offices. Purchasing moved to Academic Hall.

Next Administrative Council scheduled for August 28, 2015.
Submitted by,
Diane O. Sides
Associate to the President and
Assistant Secretary to the Board of Regents