

### III. ACADEMIC ORGANIZATION

The academic organization of Southern Nazarene University is composed of the following.

#### III-A DEPARTMENTS AND SCHOOLS

Traditional instructional units are identified as departments or schools. In most cases the nomenclature of "schools" is used in professional areas. Each department/school is organized with a department chair appointed by the president on recommendation of the provost. The vice provost and dean of the Undergraduate College and the respective department/school chairs are responsible for administration of traditional departments and schools.

##### III-A-1 Functions of Departments and Schools

- A. Provides for the development of instructional programs within the scope of the department/school and the assessment of student learning with these programs.
- B. Establishes requirements for a major, minor, concentrations or multidisciplinary concentrations.
- C. Prepares written departmental/school objectives.
- D. Recommends to the vice provost and dean courses to be included in the departmental/school listing presented in the University's academic catalog ([www.snu.edu/catalog](http://www.snu.edu/catalog)).
- E. Supports faculty in faculty development interests.
- F. Evaluates facilities and equipment required by departmental/school programs.

##### III-A-2 Department/School Organization and Meetings

Each department/school shall meet on a regular basis for purposes of conducting departmental/school business and discussing departmental/school concerns. The department/school chair shall preside at the meetings and direct the activities of the department/school staff. A secretary shall be elected by the department/school whose responsibility shall be to keep records of the department/school activities and file the minutes of each meeting promptly with the Office of the Registrar.

##### III-A-3 Department/School Chair

- A. The department/school chair shall hold the rank of associate professor or higher. At the discretion of the president and upon the recommendation of the provost, a faculty member holding the rank of assistant professor may be appointed chair of the department/school.
- B. Responsibilities and Duties:
  1. Determines content of majors, minors, and related courses following rules laid down by the faculty and with the support of department/school faculty and the vice provost and dean of the Undergraduate College.
  2. Recommends faculty members to teach specific courses.
  3. Recommends which courses shall be offered.
  4. Recommends time schedule for departmental/school courses.
  5. Supervises the instruction of the new members in the department/school.
  6. In consultation with the vice provost, provides a substitute in the event of the extended absence of a faculty member.
  7. Supervises the selection of books for the library.
  8. Locates desirable candidates for positions in the department/school and recommends them to the vice provost and provost.
  9. Recommends advancement in rank for departmental/school faculty to the Office of Academic Affairs as a part of the University rank advance system.
  10. Recommends persons to be employed as departmental faculty to the vice provost and dean and the provost.
  11. Acts as advisor and counselor to students.
  12. Gives vocational advice to students.
  13. Recommends students to prospective employers.
  14. Guides students in the selection of courses to meet placement demands.
  15. Estimates the budget needs of the department/school and works with the vice provost and dean to develop a budget to be presented to the provost.

16. Provides guidance in acquisition of departmental/school supplies.
17. Recommends, in cooperation with the vice provost and dean of the Undergraduate College, equipment for new buildings.
18. Arranges for public lectures as need and opportunity arise.
19. Prepares catalog copy at the request of the Office of Academic Affairs.
20. Responsible for those facilities used primarily by the department/school in the establishment of policies that will promote the safety of students and staff and reasonable security of the facility and contents.
21. Responsible for supervising student help used within the department/school.
22. Directs involvement of department/school faculty in cooperating with the Office of Admissions in recruiting new students.
23. Supervises and coordinates the program of student learning assessment for the department/school.

### III-B PROFESSIONAL STUDIES

The School of Professional Studies offers baccalaureate degree-completion programs for professional students (typically age 25 and above) in a modularized, accelerated academic format. Present degree offerings include 1) Organizational Leadership and 2) Family Studies and Gerontology (FSG) 3) Network Management (NM) 4) RN-BSN 5) Business Administration 6) Criminal Justice. Students are admitted and progress through the program in cohort groups after completing a minimum of 60 hours of higher education credit. Some credit is accepted through a program of Prior Learning Assessment. The School of Professional Studies also offers packages of courses (BRIDGE) meeting General Education requirements, designed and delivered in modularized, accelerated format, to assist prospective OL and FSG students complete hours necessary for admission to the programs. The vice provost and dean of the College of Professional and Graduate Studies and the respective program directors are responsible for administration of these programs.

#### III-B-1 Professional Studies Program Director

- A. Each professional studies program or area is led by a director appointed by the president upon the recommendation of the provost.
- B. Responsibilities and Duties:
  1. Serves as chair of the program's curriculum committee, monitoring all materials of the major and recommending changes as needed.
  2. Establishes academic calendars for each cohort group.
  3. Conducts organizational meetings for each group in cooperation with the admission and assessment personnel.
  4. Meets regularly with all class representatives.
  5. Cooperates with all School of Professional Studies directors in the selection of books and media for the library.
  6. Locates and interviews desirable candidates for adjunct positions in the program and recommends them to the vice provost and dean.
  7. Trains, assigns, resources, and supervises adjunct faculty in cooperation with the vice provost and dean.
  8. Assists all faculty members with appropriate faculty development activities including efforts to integrate faith and learning.
  9. Supervises faculty evaluation of each professor for each class taught.
  10. Provides a substitute for any faculty absence.
  11. Manages the policies and processes of withdrawal, leave of absence, and/or re-entry for students.
  12. Monitors student progress, absence, etc., counsels students, and when necessary, processes administrative withdrawals.
  13. Recommends students to prospective employers and graduate schools.
  14. Prepares catalog copy for the program.
  15. Supervises staff assigned to program.
  16. Surveys graduating students and alumni on issues of quality and satisfaction.
  17. Supervises the selection, ordering and delivery of textbooks and curriculum materials to each class.
  18. Serves on the Graduate and Professional Studies Directors Council.
  19. Leads in the assessment process for program review and for student academic achievement.

20. Submits an annual program report (including a section on student academic achievement) to the vice provost and dean.
21. Cooperates with other program directors in carrying out common and cooperative tasks.
22. Evaluates on a continual basis the objectives, curriculum, and teaching methodology of the program.
23. Manages the thesis/project, internship/clinical components, and exit interviews of the program.
24. Teaches according to contract requirements.

### III-B-2 Professional Studies Director of Prior Learning Assessment

#### A. Responsibilities and Duties:

1. Establishes the teaching schedule of Module 2 for all OL and FSG groups.
2. Maintains the curriculum for Module 2.
3. Develops appropriate handouts for students concerning portfolio development, life learning papers and professional/technical training.
4. Coordinates review of prior learning materials with appropriate academic evaluators.
5. Serves as a liaison between the prior learning department and the academic department and schools.
6. Monitors quality control issues for prior learning assessment.
7. Trains new faculty evaluators.
8. Trains new academic advisors.
9. Provides ongoing support for all academic advisors.
10. Approves any new faculty who may be considered as adjunct for the module.
11. Evaluates and approves all incoming transcript evaluations done through the admissions office.
12. Establishes due dates for graduation requirements.
13. Provides information concerning graduation.
14. Coordinates the gathering of graduation applications and cap/gown distribution.
15. Supervises graduation checks between academic advisors and registrar's office.
16. Monitors quality control issues for transcript input in professional studies offices.
17. Serves on the Graduate and Professional Studies Directors Council.
18. Submits an annual program report to the vice provost and dean.
19. Cooperates with other program directors in completing common and cooperative tasks.
20. Teaches and provides academic advising according to contract requirements.
21. Serves as chair for all academic advisors in professional studies.

### III-B-3 Professional Studies Director of Marketing and Admissions (all professional undergraduate programs and Tulsa campus programs)

#### A. Responsibilities and Duties:

1. Develops and implements an annual marketing plan for Oklahoma.
2. Coordinates informational meetings and manages walk-in prospects.
3. Coordinates application appointments and follows-up through organizational meetings and the first night of class.
4. Sends files to registrar and assessment offices to complete admission process.
5. Schedules one-on-one meetings as needed.
6. Coordinates with the Office of Financial Assistance for all incoming professional studies/graduate students.
7. Works within budget for ordering brochures, folders, paperweights and advertising.
8. Develops and places advertising.
9. Conducts follow-up of students and former students at their place of employment to schedule informational meetings at job sites.
10. Expands and develops contacts with companies that offer employee reimbursement.
11. Attends education and job fairs.
12. Manages admissions and marketing staff for Oklahoma.
13. Coordinates with academic advisors in supervision of office staff.
14. Coordinates (with the director of assessment) student admission and advisement processes.
15. Directs professional undergraduate admissions and marketing operations and personnel for Oklahoma.

16. Prepares for the vice provost and dean an annual report which includes data from all Oklahoma campuses.
17. Establishes annual admissions goals in conjunction with the vice provost and dean and program directors.
18. Coordinates, with MSM/MBA marketing director, quarterly meetings to share marketing strategies.
19. Provides oversight for maintenance of professional studies and graduate studies Web pages.

### III-C GRADUATE STUDIES

The University offers graduate programs in five areas: 1) religion, 2) education, 3) business, 4) psychology and 5) nursing. Administration and coordination of all graduate programs is provided by the vice provost and dean of the College of Professional and Graduate Studies in conjunction with the respective program directors.

#### III-C-1 Graduate Program Director

- A. Each graduate program is led by a director holding faculty rank in the respective academic area.
- B. Responsibilities and Duties:
  1. Serves as chair of the program curriculum committee, monitoring all materials of the major and recommending change as needed.
  2. Establishes academic calendars for each cohort group.
  3. Conducts organizational meetings for each group in cooperation with the admission and assessment personnel.
  4. Meets regularly with class representatives.
  5. Selects books and media for the library.
  6. Locates and interviews prospective candidates for adjunct positions in the program and recommends them to the vice provost and dean.
  7. Trains, assigns, resources and supervises faculty in cooperation with the vice provost and dean.
  8. Assists all faculty members with appropriate faculty development activities including efforts to integrate faith and learning.
  9. Supervises faculty evaluation of each professor for each class taught.
  10. Provides a substitute for any faculty absence.
  11. Manages the policies and processes of withdrawal, leave of absence, and/or re-entry.
  12. Monitors student progress, absences, etc., counsels students, and when necessary, processes administrative withdrawals.
  13. Recommends students to prospective employers and graduate schools.
  14. Prepares catalog copy for the program.
  15. Supervises and resources staff assigned to program.
  16. Surveys graduating students and alumni on issues of quality and satisfaction.
  17. Supervises the selection, ordering and delivery of textbooks and curriculum materials to each class.
  18. Leads in the assessment process for program review and for student academic achievement.
  19. Submits an annual program report (including a section on student academic achievement) to the vice provost and dean.
  20. Cooperates with other program directors in completing common and cooperative tasks.
  21. Evaluates on a continual basis the objectives, curriculum, and teaching methodology of the program.
  22. Manages the theses/project, internship/clinical components, portfolio procedures, and exit interviews of the program.
  23. Teaches according to contract requirements.
  24. Works closely with the academic department in which the program is developed and interfaces with campus offices as appropriate.

### III-D TULSA CENTER

The University operates an academic center in Tulsa primarily serving professional and graduate studies students. The Tulsa Center is administered through the Office of Graduate and Professional Studies and the director of the Tulsa Center is responsible to the vice provost and dean of the College of Professional and Graduate Studies.

### III-D-1 Tulsa Center Director

- A. Reports to and acts for the vice provost and dean of the College of Professional and Graduate Studies.
- B. Serves as the agent of the vice provost and dean in acting as liaison with the lease agent and bank.
- C. Supervises and approves room assignments for all groups, graduate and professional undergraduate.
- D. Leads the Tulsa Center personnel in discussion of physical needs, present and future, for the center.
- E. Acts, in consultation with the vice provost and dean when possible, in urgent or emergency situations.
- F. Monitors, in cooperation with faculty and staff, equipment within the center to ensure availability for all classes.
- G. Authorizes the ordering and distribution of keys and maintains records of distributed keys.
- H. Submits requests to the vice provost and dean for replacement or new equipment for the center. If the equipment is program specific, each director is responsible for the request.
- I. Acts on requests to use the center when time and/or circumstances do not allow the dean to act.
- J. Monitors the general appearance and upkeep of the center and reports all problems to the vice provost and/or to the leasing company.
- K. Cooperates with the bank in dealing with parking issues—especially as we seek to keep the spirit and letter of the lease regarding possible day groups.

### III-E **FACULTY COMMITTEES AND COUNCILS**

- A. Committees and councils offer the faculty opportunity for significant input into institutional decisions. Participation on committees and councils should be considered a faculty responsibility. Membership on committees or councils is determined by election by the faculty, by appointment, or by virtue of specific administrative responsibility. The term "department" is used in committee election provisions to refer to any individual academic unit on campus (i.e., the English department, library, School of Business, etc.).
- B. The secretary of each standing faculty committee or council will prepare three copies of the minutes of each meeting. These copies will be sent to the president, Office of Academic Affairs and the Office of the Registrar, where they will be filed accessibly until the close of the academic year and then archived permanent filing. The secretary of the committee should also promptly notify students, staff or faculty of any action taken that affects them or their work.

#### III-E-1 Academic Council

- A. Functions:
  - 1. Makes a continuous study and review of all phases of academic policy and procedure and recommending changes to the faculty when appropriate.
  - 2. Recommends changes in curricula to the faculty after approval by the respective department, the vice provost and dean of the Undergraduate College, and the president.
  - 3. Gives direction to the program of educational studies.
  - 4. Reviews action taken by divisions and departments relating to curricula and recommends appropriate action to the faculty.
  - 5. Provides guidance for planning of student recruitment and admissions.
  - 6. Monitors and regulates implementation and evaluation of the University plan for student academic assessment and suggests ways the program can be used to foster continuous improvement of all academic programs.
- B. Organization:
  - 1. Membership: President, provost, vice provost and dean of the Undergraduate College (chair), registrar, vice president for student development, director of Teacher Education, director of the library, vice provost and dean of the College of Professional and Graduate Studies, vice provost for academic administration (ex officio), director of General Education, six faculty members representing different departments (three elected by the faculty each year for two-year terms), and two students appointed by the chair on recommendation from the president of the Student Government Association.
  - 2. Chair: Vice provost and dean of the Undergraduate College
  - 3. Secretary: Appointed by the chair

4. Meetings: Meetings will be held on a monthly schedule. Some variation in the meeting schedule may be called for at the discretion of the chair.

### III-E-2 General Education Council

#### A. Functions:

1. Constantly monitors of the effectiveness of General Education courses in light of the objectives of the program and University.
2. Reviews all General Education curricula on an ongoing basis and recommending curricular changes within the General Education program.
3. Plans for and monitoring results of ongoing program assessment.
4. Monitors and approving course syllabi of General Education courses.
5. Monitors grade distribution of General Education courses.
6. Monitors the advising and program planning process as it relates to General Education requirements.
7. Makes recommendations related to curricular support such as class size, course prerequisites, etc.
8. Makes recommendations regarding academic standards that relate to General Education curriculum.
9. Periodically evaluates the standards for skill proficiencies.
10. Periodically evaluates provisions for substitutions and waivers.
11. Re-evaluates the program approximately every five years as directed by the faculty and administration.
12. Provides guidance to the director in establishing policies for transfer and adult studies program students.
13. Fosters linkages and coordination among General Education curricula and encouraging interdisciplinary thinking and discussion.
14. Devises ways to focus the General Education faculty's efforts on reinforcing central program objectives, particularly the integration of faith and learning.
15. Files minutes of all meetings in the Office of the Registrar.

#### B. Organization:

1. Membership: six faculty members representing different departments (three elected by the faculty each year for two-year terms); director of General Education (appointed by the president on recommendation of the provost; Term of office is two years and may be repeated following review); one student representative (junior classification) selected by the vice president for student development from a slate of at least two nominees provided by the Student Government Association (two-year term of office).
2. Chair: General Education director

### III-E-3 General Education Faculty

- #### A. Membership on the General Education faculty shall include all full- and part-time faculty teaching General Education courses in the Track I and Track II areas.

#### B. Responsibilities of General Education faculty members include:

1. Participating in faculty development in-service or workshops provided by the General Education Council.
2. Participating as requested in organized efforts to review and revise curriculum and to devise ways to focus efforts on joint program objectives.
3. Submitting General Education course syllabi annually to the director of General Education.
4. Following all policies and procedures adopted by the General Education Council.

### III-E-4 Graduate Council

#### A. Functions:

1. Sets policy for the graduate programs.
2. Acts on curriculum recommendations from the departments offering graduate credit.
3. Recommends changes of curriculum to the faculty after approval by graduate council, chief academic officer, dean of the college of professional and graduate studies and university president. (approved May 2009)
4. Acts on applications for admission to candidacy.

5. Provides oversight and accountability for student learning assessment in all graduate programs.
6. Studies and evaluates the graduate programs.
7. Advises the vice provost and dean of the College of Professional and Graduate Studies on matters relating to their administration of the graduate programs.
8. Approves the awarding of graduate degrees.
9. Files minutes of all committee meetings in the Office of the Registrar.

B. Organization:

1. Membership: President, provost, vice provost for academic administration, vice provost and dean of the College of Professional and Graduate Studies, vice provost and dean of the Undergraduate College, director of Graduate Studies in Management, director of Graduate Studies in Counseling, director of Graduate Studies in Nursing, director of the library, one representative each from the School of Education and the School of Theology and Ministry, three faculty members elected at large for one-year terms (from areas which do not offer graduate degrees). All council members must hold a doctoral degree.
2. Chair: Vice provost and dean of the College of Professional and Graduate Studies.
3. Secretary: Selected by the council membership.
4. Meetings: Monthly during the school year. Variations at the discretion of the chair.

III-E-5 Faculty Senate (formerly Faculty Council; approved November 2008)

A. Functions:

1. To provide for general faculty involvement in the affairs of the University.
2. To provide for faculty involvement at the decision-making level through standing councils and committees of the faculty, general faculty meetings and the Faculty Senate.
3. To function as a vehicle for communication and leadership among administration, teaching faculty, students, and University clientele.
4. To serve as the executive council of the Faculty Association.
5. To provide oversight of the faculty committee structure and nominate faculty for committee elections.
6. To recommend policies, procedures and practices through the faculty committee structure and make recommendations on such matters to appropriate administrative officers and governance bodies of the University.
7. To provide leadership in maintaining communication and good rapport with administration, students, and among faculty.
8. To provide spiritual leadership for faculty and students.
9. To recommend programs for academic support and professional development and assist in improving the academic life of faculty members.
10. To make recommendations on matters affecting faculty welfare and benefits for faculty members.
11. To articulate faculty positions on issues of general concern to the University.
12. To advise the University president, provost and other administrators of the University through mutually acceptable means regarding matters concerning University priorities, budgets, facilities, and long-range planning.
13. To evaluate the Faculty Senate and its functions periodically.
14. To make recommendations regarding institutional research.
15. To provide an effective forum for communication between administration and teaching faculty.
16. To report annually to the Board of Trustees on the state of the faculty and the University.
17. To add strength to the academic program through the support of academic freedom as outline in section IV-K in the Faculty Handbook.
18. To provide for participation in the development of a general campus climate conducive to an active and maturing spirit of character, culture and Christ.
19. To provide for the general welfare of the faculty in such areas as recruitment and retention of faculty, insurance and retirement programs, due process, and the ongoing development of community.

B. Organization:

The Faculty Senate shall be the Executive Council of the Faculty Association and shall be composed of 21 voting members. The membership will be comprised of the following:

1. President - elected by the faculty and will serve for a two year term.
2. Division/School Membership - 10 members representing the divisions and schools of the University. The following divisions and schools will elect one representative from their area to serve on the Senate.
  - a. Division of Cultural and Communication Studies
  - b. Division of Science and Mathematics
  - c. Division of Social and Behavioral Sciences
  - d. School of Business and Zig Ziglar Center
  - e. School of Education and Department of Kinesiology
  - f. School of Music
  - g. School of Nursing
  - h. School of Theology and Ministry
  - i. School of Professional Studies
  - j. Academic support services (library, registrar, Academic Center for Excellence, athletics, McNair Scholars program, Morningstar Institute, Academic Services)
3. At-large Membership - 10 at-large members elected by the faculty.
4. The University president and provost shall be ex officio and nonvoting members of the Senate.
5. Other officers of the Senate - vice president, secretary, treasurer, and parliamentarian and shall be elected according to the Senate elections (Article III of the Faculty Senate bylaws). These officers, along with the Faculty Senate president, are the Executive Board of the Faculty Senate.

### III-E-6 Faculty Professional Development Council

#### A. Functions:

1. Recommends to the president promotions in rank and applications for sabbatical leave.
2. Reviews and evaluates applications for advancement in rank using data provided by the Office of Academic Affairs from the professional development and personnel file of the applicant.
3. Reviews policies on professional development, evaluation, and advancement.
4. Provides direction for ongoing faculty development program including training sessions, consultation services and other appropriate activities.
5. Encourages faculty to develop teaching competencies.
6. Recommends policies and provides advisement concerning faculty development, research, travel, and sabbaticals in cooperation with appropriate administrative offices and/or faculty committees.
7. Recommends allocation of faculty development funds in a manner relevant to the developmental needs of the faculty.
8. Reviews, evaluates, and provides direction for the process of faculty professional evaluation in cooperation with the Office of Academic Affairs.
9. Prepares the nomination ballots for standing faculty councils and advisory committees.
10. Examines, periodically, the council structure and makes recommendations for desirable changes to the faculty.
11. Files copies of minutes with the Office of the Registrar.

#### B. Organization:

1. Chair: Vice provost for academic administration
2. Membership: President, provost, vice provost and dean of the Undergraduate College, vice provost and dean of the College of Professional and Graduate Studies, director of General Education, four elected faculty representatives from different divisions (two elected each year for two-year terms), and one representative appointed from the Faculty Senate. All faculty members serving on the Faculty Professional Development Council shall hold the rank of associate professor or professor.

### III-E-7 Honors Program Advisory Council

#### A. Functions:

1. Monitors effectiveness of the Honors Program in light of program and University objectives.
2. Guides and approves the plan for development and implementation of honors courses.
3. Assists in syllabus and course review and approval.
4. Assists in the review of honors faculty.

5. Makes recommendations regarding academic standards that relate to honors curriculum.
  6. Monitors the advising and program planning process as it relates to honors requirements.
  7. Monitors grade distribution of honors courses.
  8. Assists in the process of communication with other departments (e.g., General Education) to help program run smoothly.
  9. Assists director in the evaluation and modification of honors course sequences and/or core components.
  10. Assists director in the continuing development of procedures for evaluating student learning outcomes and the program as a whole.
  11. Serves as admissions review committee to resolve candidacy issues.
  12. Supports and encourages programming to promote inquiry, scholarship, and undergraduate research among students.
  13. Files minutes of all meetings in the Office of the Registrar.
- B. Organization:
1. Membership: Two honors faculty representing different departments, one who teaches General Education honors courses and one who teaches an upper-division honors course (elected by the faculty each year for two-year terms); General Education director; faculty sponsoring programs heavily involving honors students, e.g., McNair Program director, OSLEP coordinator, CCCU programs coordinator, Mortar Board advisor; two students in the Honors Program, one elected by honors students and one nominated by Honors (co-)director(s) (two-year term of office).
  2. Chair: Honors Program (co-)director(s)
- C. Honors Faculty:
1. Membership: full-time faculty approved by the Honors Advisory Council. Qualifications for consideration as honors faculty include the terminal degree, at least one year of teaching at the college level, three recommendations, one each from a student, peer, and department chair, and commitment to teaching an honors class at least twice.
  2. Responsibilities:
    - a. Participates in regularly scheduled honors faculty meetings, including in-service and training specific to the honors program.
    - b. Assists Honors Advisory Council in evaluation and modification of honors course sequences and/or core components.
    - c. Submits honors course syllabi annually to the Honors Program (co-)director(s).

### III-E-8 Library Collection Development Committee

- A. Functions:
1. Determines selection criteria of library materials that will best serve the teaching programs, goals, and research needs of the SNU community to ensure the optimal expenditure of collection funds.
  2. Annually reviews journal subscriptions and database licenses to meet University needs and make most effective use of collection development budget.
  3. Participates with regional consortia in cooperative collection development and resource sharing.
  4. Develops policies and guidelines that manage collection development, including policies and procedures for weeding and gifts.
  5. Makes decisions regarding spending priorities and the allocation of funds to support academic departments and library units.
  6. Reviews and recommends collections for preservation and archival collecting.
  7. Coordinates with the development staff regarding special collections or acquisitions needed and/or being offered.
  8. Develops policies and procedures to be followed when the reconsideration of the selection of a library material is requested.
- B. Organization:
1. Membership: Library director, four faculty representatives elected from the faculty membership, vice provost for academic administration, library faculty, one faculty appointed from the School of

- Professional Studies, General Education director, one representative from the Office of University Advancement.
2. Chair: Library director
  3. Secretary: Elected by the committee membership
  4. Meetings: Monthly during the school year, and at least three times
  5. Subcommittees:
    - a. Collection Development Policy: Membership includes working members from the Library Collection Development Committee; primary functions are to write, review, and revise a collection development policy, which includes policies and procedures for weeding of the collection, the acceptance of gifts, and reconsideration of materials.
    - b. Funding Allocation: Membership includes working members from the Library Collection Development Committee; primary functions are to recommend spending priorities and the allocation of funds to support academic departments and library units.
    - c. Special Collections: Membership includes working members from the Library Collection Development Committee, including the representative of the development office; primary functions are to review and recommend collections for preservation and archival collecting, including the solicitation of gifts.
    - d. Database and Subscriptions: Membership includes working members from the Library Collection Development Committee; primary function is to review journal subscriptions and database licenses (including e-books and other formats) to meet University needs and make the most effective use of the collection development budget.

### III-E-9 Student Learning Committee

- A. Purpose:
  1. An advisory group to guide the assessment of student learning outcomes, thereby continuously improving learning and teaching at course, program, and institutional levels and institutional assessment process.
  2. The SLC will draw on collective expertise to make informed institutional recommendations, advise program and unit directors on defining and assessing specific learning outcomes, and strategically promote evidence of student learning campus-wide.
- B. Functions:
  1. Provide strategic recommendations to the institution, including campus departments/units, based on routine review and analysis of information from multiple campus sources on a range of student learning outcomes and an integrated understanding of consolidated assessment results.
  2. Provide guidance to institutional assessment processes by periodically reviewing and commenting on the SNU Assessment Plan and recommending suitable institutional mechanisms and strategies for ongoing outcomes documentation and publication.
  3. Ensure linkages between the University's assessment program and strategic planning, institutional research, and accreditation processes that make these processes purposeful and useful.
  4. Advise chairs of programs/units in conducting meaningful program reviews, including program objectives, criteria and methods of assessment, outcomes documentation, results of assessment, and use of results.
  5. Resource professional development for faculty in areas related to student-centered learning and assessment.
  6. Promote campus conversations on student learning, focusing attention on student learning as the evidence of effective teaching.
  7. Promote campus activities that highlight and celebrate student learning.
- C. Organization:
  1. Membership: Provost; Testing Center director; IRB chair; planning and research director; assessment/research coordinator; registrar; Disability Services director; vice president for student development; vice president for spiritual development; General Education director; three elected faculty representatives (two-year terms), one each from traditional, non-traditional, and graduate areas.
  2. Chair: Vice provost for academic administration
  3. Secretary: Elected by the committee membership
  4. Meetings: At least four times per academic year

### III-E-10 Student Life Council

- A. Functions:
  1. Evaluates student life activities in relation to the total developmental processes of students at SNU.
  2. Develops and promotes programs, activities, and services related to a well-rounded student life at SNU (e.g., spiritually, physically, socially, mentally), for residential and commuting students.
  3. Surveys the student community to keep aware of student opinion regarding campus life and activities, and communicates to the campus community the results of such survey.
  4. Develops and monitors implementation of student retention activities.
  5. Counsels with the student development staff concerning student life policies related to student programs, activities and organizations.
  6. Makes recommendations to long-range planning groups concerning programs, facilities, and equipment affecting student life and development.
  7. Establishes policy for the pep organizations on campus (e.g., cheerleaders, Pep Band, Bleacher Bums, etc.)
  8. Makes available to the campus community the results of research bearing on student development.
  9. Reviews any necessary Student Government Association candidates, policies, programs, and recommendations.
  10. Files minutes of all committee meetings in Office of the Registrar.
- B. Organization:
  1. Membership: President, provost, vice president for student development, SGA president, one faculty member and one student elected as representative to the Board of Trustees and appointed to serve on the board committee on student development, two student development staff members appointed by the vice president for student development, two students appointed by the president of the Student Government Association, four faculty members representing different departments elected by the faculty
  2. Chair: Vice president for student development
  3. Secretary: Selected by the committee membership
  4. Meetings: Monthly or at the discretion of the chair

### III-E-11 Teacher Education Council (Governance Unit)

- A. Purpose:
  1. To serve as the governance unit for teacher education and to act on matters of policy, curriculum and program approval
  2. To provide leadership responsibilities for the development, direction, and evaluation of all programs in Teacher Education.
- B. Goals:
  1. Works together as a unit to recognize and generate excellence in SNU's Teacher Education programs with traditional and/or innovative means.
  2. Recruits and develops honor students as well as those with much potential who represent a broad mix of ethnicity and socioeconomic levels. Special attention will be given to Nazarene and other evangelicals.
  3. Develops and maintains quality curriculum and programs in all teacher education areas.
  4. Maintains a positive and supportive climate in each classroom.
  5. Upgrades instruction with effective uses of technology.
  6. Builds harmonious relationships among all areas of the University and with professionals in state agencies, public and private schools, other universities, and professional organizations.
  7. Supports and encourages current teacher education faculty.
  8. Recruits and develops the strongest and best prepared (terminal degree preferred) classroom teachers.
  9. Evaluates on a continuing basis our goals, objectives, curriculum, teaching methods, structure, and governance.
- C. Functions:
  1. To interface on a regular basis with the advisory Teacher Education committee.
  2. To hear the reports and receive the recommendations of the standing committees.
  3. To advise these committees in carrying out their duties.
  4. To approve ad hoc committees when they are appointed.

5. To establish policy and guidelines for all teacher education programs.
  6. To receive communication on any and all matters relating to the Teacher Education Council.
  7. To advise and make recommendations to the director of Teacher Education.
  8. To establish policy and procedures for admission and retention in Teacher Education.
  9. Files minutes of all meetings in the Office of the Registrar.
- D. Membership:
1. The council membership shall include the full-time School of Education faculty, the academic administrators, certificate representatives, and public school representatives.
  2. The council shall be organized into five standing committees - the Executive Committee, the Graduate Committee, the Screening and Retention Committee, the Staff Development Committee and the Continuing Evaluation Committee.
  3. The vice provost for academic administration, the director of Teacher Education (chair), the chair of the School of Education, the director of field experience, the vice provost and dean of the College of Professional and Graduate Studies, and the full-time faculty of the School of Education shall serve as permanent members of the council. A representative from the K-12 certificate area, a representative from the 7-12 certificate area and public school representatives will be appointed by the director of Teacher Education with approval of this council.
  4. A majority of the membership on this committee shall
    - a. have teaching experience in the public schools.
    - b. be current teacher education faculty.
    - c. hold the terminal degree.
  5. At least one member shall represent General Education.
- E. Meetings:
1. The Teacher Education Council will meet at least once each semester. Monthly meetings will normally be scheduled and announced at the beginning of each school year.
  2. A simple majority shall constitute a quorum.
  3. Special meetings may be called by the chair as needed.
  4. Minutes of all meetings will be distributed to the membership and to the membership of the advisory Teacher Education committee. Permanent copies will be kept on file in the office of Teacher Education.
- F. Standing Subcommittees:
1. Teacher Candidate Advisory Committee
  2. Teacher Education Bias Review Committee
- G. Teacher Education Faculty:
1. Membership on the Teacher Education faculty shall include all faculty members who teach methods courses, professional education courses, supervise student teachers or practicums in education, serve on entry-year assistance committees, and all full-time members of the School of Education.
  2. Responsibilities of Teacher Education faculty members shall include:
    - a. Participating in faculty development programs as required by accreditation standards. This includes an annual growth plan, annual activity report with some public school service each year until the eight days are completed for each five-year cycle.
    - b. Following all policies and procedures adopted by the Teacher Education Council.
    - c. Working closely with the director of Teacher Education to ensure that all State Department of Education and NCATE standards are maintained in Teacher Education Programs.
    - d. Maintaining an active role in professional organizations and activities related to teacher preparation and/or a subject matter field.

### III-F ADVISORY OR ADMINISTRATIVE COMMITTEES

#### III-F-1 Athletic Committee

- A. Functions:
1. Coordinates athletics with the total program of the University.
  2. Sets guidelines for the number and extent of the varsity athletic programs the University can adequately maintain within the framework of the institutional objectives.
  3. Reviews the annual budget for varsity athletics.

4. Approves the various means of raising revenue by varsity athletics.
  5. Assures proper balance in programs for men and women.
  6. Studies the facilities needed to sustain a balanced athletic program.
  7. Makes periodic evaluation of athletic program.
  8. Files minutes of all committee meetings in the Office of the Registrar.
- B. Organization:
1. Membership: President, provost, vice provost for academic administration, vice president for student development, vice president for financial and business affairs, vice president for enrollment management, registrar, athletic director, Department of Kinesiology chair, three faculty members representing different departments elected by the faculty, faculty athletic representative (appointed annually by the president), two students appointed by the vice president for student development upon recommendation of the Department of Kinesiology, coach at-large.
  2. Chair: Provost
  3. Secretary: Elected by committee membership.
  4. Meetings: Monthly during the school year and subject to variation by the chair.
  5. Subcommittee:
    - a. Athletic Executive Committee:
      - i. Membership: President, provost, vice provost for academic administration, vice president for student development, vice president for financial and business affairs, Department of Kinesiology chair, athletic director.
      - ii. Functions: The Athletic Executive Committee guides operational activities subject to policy established by the Athletic Committee.

#### III-F-2 Commencement Planning Committee

- A. Functions:
1. Arranges for commencement exercises and other major academic public functions (e.g. presidential inauguration).
  2. Selects academic marshals to supervise all arrangements for all academic processions and related activities.
  3. Other persons representing special interests will be assigned specific responsibilities.
  4. Files minutes of all committee meetings in the Office of the Registrar.
- B. Organization:
1. Membership: Provost, vice provosts, registrar, director of Alumni Relations, selected faculty marshals, other appointees/invitees deemed appropriate as recommended by chair.
  2. Chair: Vice provost for academic administration

#### III-F-3 Institutional Review Board (detailed information is found at [www.snu.edu/IRB](http://www.snu.edu/IRB))

- A. Functions:
1. Operates in accordance with federal regulations 45 CFR 46.
  2. Reviews all research proposals involving human subjects that are sponsored by units of the University, are conducted on University property, or involve University personnel (students, faculty and/or staff).
- B. Membership:
1. At least five members including a chair appointed by the vice provost for academic administration.
  2. Faculty members from across disciplines and programs appointed by the IRB chair.
  3. At least one individual whose primary concerns are nonscientific.
  4. At least one individual from the community at-large who is not affiliated with the University.
- C. Documentation is filed according to federal regulations and kept until three years after termination of the project.

#### III-F-4 McNair Advisory Board

- A. Functions:
1. Provide program oversight and review for McNair program.

2. Analyze and recommend services in the best interests of eligible students (low-income, first-generation, under-represented).
  3. Assist in securing input and support of key campus departments and offices.
  4. Provide program advocacy in institutional decision making.
  5. Evaluate outcomes and improve program services.
  6. Reviews executive summary of annual formative and summative evaluation.
- B. Organization:
1. Meetings: Typically twice a year
  2. Membership: Vice provost for academic administration, and representatives appointed by chair from the areas of financial assistance, Office of the Registrar, library faculty, Testing Center, ACE, alumni relations, admissions, student development, study abroad, university advancement, and honors program.
  3. Chair: McNair Program director

### III-F-5 Publications Advisory Board (extended bylaws are housed in the Office of Academic Affairs)

- A. Functions:
1. Oversees student publications including the student periodical and yearbook.
  2. Nominates and elects student editors for student publications
  3. Approves business managers selected by the editors.
  4. Acts as an advisory board for all University student publications
  5. Conducts periodic reviews of publication editors and scholarships
- B. Membership:
1. Chair: President (or designee)
  2. Secretary: Appointed by the chair
  3. Other members: Vice provost and dean of the Undergraduate College; vice president for financial and business affairs; vice president for university advancement and church relations; vice president for student development; chair, Department of English; chair, Department of Speech Communication; faculty advisors for all student publications; SGA president; SGA vice president of student services or director of publicity; editors of all student publications; three student representatives at-large selected by SGA who are not on the staff of any student publication.
- C. Subcommittees are outlined in the bylaws housed in the Office of Academic Affairs.

### III-F-6 Scholarship Committee

- A. Functions:
1. Coordinates the awarding of scholarship and grants.
  2. Initiates and coordinates the development of new sources of student assistance.
  3. Formulates institutional policy with regard to granting assistance, related employment and incentives.
  4. Files minutes of all committee meetings in the Office of the Registrar.
- B. Organization:
1. Membership: President, vice provost for academic administration, vice president for university advancement and church relations, vice president for student development, registrar, director of admissions, director of financial assistance, assistant to the president for endowment development and planned giving, and two faculty members recommended by the vice provost for academic administration.
  2. Co-chairs: Vice president for enrollment management and vice president for financial and business affairs

### III-F-7 Strategic Planning Commission

- A. Functions:
1. Oversees and evaluates institutional initiatives and progress based on institutional vision and mission.
  2. Recommends resource allocation for initiatives that are tied to mission and vision.
  3. Periodically reviews and recommends revisions of the institutional mission and vision.

4. Collects data (key performance indicators and educational effectiveness indicators) for institutional use for planning and budgeting.
  5. Communicates planning strategies to and establishes systems for input from all major constituent groups.
  6. Helps to focus the direction of the institution by establishing goals for the current planning cycle.
- B. Organization:
1. Membership: President; provost; vice provosts; vice presidents; appointed members of faculty, staff, and board of trustees
  2. Chair: President
  3. Vice chair: Provost
  4. Steering committee: Chair, vice chair, and task team chairs
  5. Task Teams: Each member of the commission is assigned to a task team.
    - a. Vision and Values
      - i. Functions:
        - a) Regularly reviews and restates (if necessary) the mission, vision and care value statements, and to refine accompanying essays that expand and explain the meaning of key phrases, ideas, and ideals expressed in these statements.
        - b) Regularly reviews strategic goals, strategic initiatives, and unit plans to ensure that activities are in line with the institutional mission and supportive of the University vision
        - c) Serves as a compass for the planning process – keeping the planning activities of the institution headed in the appropriate and intended direction
      - ii. Membership includes appointed chair from commission, members from the commission to include at least one each faculty, cabinet member, staff and board of trustees representative.
    - b. Key Performance Indicators
      - i. Functions:
        - a) Identifies, defines, and reports key dashboard indicators of institutional effectiveness such as student retention and graduation rates, financial ratios, and measures of faculty and staff quality and support.
        - b) Analyzes the indicators to identify and describe key trends and operational concerns, and shares with the strategic planning commission to assist in the determination of the adequacy of current strategic goals and initiatives and in the development of new institutional strategies.
      - ii. Membership includes appointed chair from commission, members from the commission to include at least one representative each from faculty and staff, one cabinet member and one vice provost.
    - c. Planning and Scanning
      - i. Functions:
        - a) Scans the external environment to identify and describe important trends and factors that would inform and assist in the formation of institutional strategies and initiatives.
        - b) Assesses current strategies to determine the extent to which external trends and opportunities have been addressed in the planning process.
        - c) Works in tandem with the Key Performance Indicators team to ensure that both internal and external factors and opportunities are considered in the formation and execution of institutional strategies.
      - ii. Membership includes appointed chair from commission, members from the commission to include at least one representative each from faculty and staff, one cabinet member and one vice provost.
    - d. Tracking and Reporting
      - i. Functions:
        - a) Monitors and reports to the campus community the extent to which strategic initiatives and unit plan are being accomplished
        - b) Provides and maintains a system of accountability to the strategic planning process for unit managers and senior management officials.
      - ii. Membership includes appointed chair from commission, members from the commission to include at least one staff and faculty representative, a staff person from information technology, one vice provost and one cabinet member.

- A. Functions:
  1. Reviews evaluation material and recommends changes for improvement.
  2. Oversees and conducts ongoing program review in order to assure the SSS program's effective and strategic work with participants to achieve the project goals.
  3. Reviews supporting documentation from all quantitative and qualitative sources and recommend any needed changes in program services.
  4. Secures the support of the campus community as project staff makes needed programmatic changes.
  5. Makes recommendations for policy changes related to the SSS program.
  6. Recommends awarding of Grant Aid Scholarships to SSS students.
  7. Plans modifications to services for upcoming year.
- B. Membership: SSS director (chair), vice provost for academic administration, project staff, and representatives from support offices as appointed by the chair.

### III-F-9 Teacher Education Advisory Committee

- A. Functions:
  1. To assist in the implementation and evaluation of all Teacher Education program.
  2. To serve as the primary forum for communication and cooperation between the Teacher Education Council and the certificate areas.
  3. To promote understanding of the total Teacher Education program among faculty and students.
  4. To design and continuously evaluate the total program in Teacher Education Council.
  5. To recommend curricular changes affecting Teacher Education to the Teacher Education Council.
  6. To recommend procedures and criteria for processing applications to the Teacher Education program.
  7. To recommend procedure and criteria for processing applications for the professional semester.
  8. To recommend criteria for the approval of candidates for the graduate program in education and to assist in implementing the graduate programs in education.
  9. To recommend and evaluate an effective staff development program for Teacher Education faculty.
- B. Organization:
  1. Membership: The committee membership is appointed by the director of Teacher Education and approved by the Teacher Education Council.
    - a. Ex officio: president of the University, provost, vice provost and dean of the Undergraduate College, vice provost and dean of the College of Professional and Graduate Studies, registrar.
    - b. School of Education full-time faculty
    - c. Secondary Education faculty representatives
    - d. PK-12 Educators (one each): public school administrator, public school teacher, SNU School for Children representative, private school representative
    - e. Teacher candidate representatives (one each): undergraduate (must be admitted to Teacher Education program), graduate
  2. Chair: Teacher Education director
  3. Secretary: Selected by a vote of the committee
  4. Meetings: To fulfill the above function most expeditiously, the Teacher Education Advisory Committee will meet at least once per semester. Four subcommittees of the Teacher Education Council are appointed from the membership of this committee.

### III-F-10 Technology Advisory Committee

- A. Functions:
  1. Provides overall guidance and direction to the operation and continued development of computing resources for Southern Nazarene University.
  2. Regularly reviews all aspects of the SNU network technology, including the Bethany campus, Tulsa campus and other off-campus sites related to the teaching/learning process.
  3. Monitors and directs as necessary the impact of technology and its interface with the overall mission and ethos of SNU.

4. Develops and recommends to the President's Cabinet for approval policies and procedures for network operation and technology purchasing.
  5. Works with the director of information technology and the network staff to establish priorities for network purchasing, planning and program implementation. Such recommendations should take into consideration future convergences of technology and seek to avoid unnecessary duplication of services while maximizing budget efficiency.
  6. Offers guidance regarding the use of the technology fee budget and the replacement schedule of campus-wide network equipment and software.
  7. Recommends ongoing program of training and development for faculty and staff for use of technology in education and administration.
  8. Approves any new campus-wide software changes/implementations, giving careful consideration to potential unintended consequences.
  9. Provides advice and counsel to IT/network staff.
  10. Fosters greater integration of all campus technology, especially the interface between the network, the AS400, the Univisor, etc.
  11. Makes recommendations for such technology related equipment as cameras, screens, carts, projectors, etc.—i.e. those items associated with the role of technology in assisting the educational programs of the University.
- B. Organization:
1. Membership: Members are appointed by the chair and may include provost, information technology director, General Education director, selected faculty from CSNE department, and other staff and faculty deemed appropriate for committee membership by the chair. Various IT/network staff may be invited to meetings for input from time to time.
  2. Chair: Vice Provost for Academic Administration

#### III-F-11 Web Advisory Committee

- A. Function:
  1. Advises the director of media strategies on the development and maintenance of the SNU Web site.
  2. Reviews current SNU Web site and advises upgrades for the coming year.
- B. Membership: Director of media strategies (chair), faculty and staff representatives appointed by various campus department administrators
- C. Meetings: Held at least four times a year
- D. The SNU Web Policy and Visual Standards Guide is housed with the media strategies team.

#### III-F-12 Other Advisory Groups (detailed information on these groups is housed with the chairs)

- A. International Studies Program Advisory Group
- B. MorningStar Program Advisory Group
- C. NASA Advisory Board
- D. Pre-medical Committee
- E. QERC Advisory Board
- F. Zig Zigar Center Advisory Board