

COLLEGE OF NATURAL AND HEALTH SCIENCES COMMITTEE STRUCTURE AND GUIDELINES

The College of Natural and Health Sciences shall have Standing Committees with appropriate representation from all schools and departments (referred to below as “academic units,” with directors and department chairs referenced as “unit leaders”) within the college. Committee membership is not time limited. In addition to the Standing Committees, the Dean may appoint *ad hoc* committees for the purpose of addressing specific tasks or business of the college. The Dean will appoint or request nominations by unit leaders for membership and appropriate representation on *ad hoc* committees depending on the nature of the need.

Standing Committees:

- I. College Curriculum Committee (CCC)
 - A. Purpose—This committee is charged with peer review of course and curriculum materials and ensuring that proposed changes are consistent with College objectives and academic standards/integrity.
 - B. Membership—The committee will be administered by a representative of the Dean’s Office who will be an *ex officio* member. One faculty member from each academic unit within the College shall be identified by the unit leader to serve on the committee for a term of three years. The committee shall elect one of its members to serve as chair or the committee may elect co-chairs.
 - C. Meetings—The committee will meet as needed.
 - D. Documentation—The committee will utilize the university’s standard forms for all requests. Minutes will be made available to NHS faculty and staff through posting on the college website.

- II. Program Review Team (PRT)
 - A. Purpose—To review the annual program progress reports and the comprehensive program review self study reports and to provide evaluative comments to the Dean and units.
 - B. Membership—The committee will be administered by a member of the Dean’s office who will be an *ex officio* member. One faculty member from each academic unit within the College shall be appointed by the unit leader to serve on the committee for a term of three years. An experienced faculty member with knowledge of the university assessment requirements is recommended for membership. The committee shall elect one of its members to serve as chair.
 - C. Meetings—The committee will meet at least once per academic year or as deemed necessary by the Dean or committee chair. Prior to final report submission to the Provost, the committee chair or his/her designee will attend a meeting with the Dean and program area representative to discuss reviewer recommendations. Additionally, the committee chair or his/her designee will attend a post-review meeting scheduled by the Provost.
 - D. Documentation—The committee will provide written feedback to programs. Feedback on comprehensive reviews should be used by the programs in the development of the final comprehensive review document prior to submission to the Provost. Programs undergoing annual review should respond to the PRT feedback in the subsequent program review submission.

- III. Policies and Procedures Committee (PPC)

- A. Purpose—Act as a representation committee of the NHS faculty to interpret, update, approve and recommend policy and/or procedural changes in the College’s governance documents to the Dean, unit leaders and/or faculty.
- B. Membership—The committee will be chaired by an elected member of the group each year. One faculty member from each academic unit will be identified by the unit leader to serve on the committee for a term of three years.
- C. Meetings—Will be held as needed or requested by the Dean. Minutes will be taken by an Administrative Assistant from the Dean’s office.
- D. Documentation—A current copy of the College’s governance documents will be maintained in each academic unit, the Dean’s office and college website.
- E. Guidelines – Any recommended NHS policy or procedure change will be submitted to the Dean. Upon review, the Dean will designate if the recommendation warrants review. If review is warranted, the dean will designate the recommendation as a major change (developing new policy and procedures such as workload, faculty evaluation; substantial adjustment to existing policies and procedures) or a minor change (alignment of university and college timelines; review of existing documents). Upon the Dean’s decision and designation the following will be implemented by the PPC.

Major policy and procedure changes: The Dean will provide the PPC with a written charge. Upon fulfillment of the charge the PPC will recommend a college-wide review procedure to the Dean.

Minor policy and procedure changes: Any minor policy will be forwarded by the Dean to PPC for review. Any recommended modification will be forwarded to the Dean and/or Leadership Team.

After completion of the appropriate review process (major or minor) and prior to being implemented as college policy, the PPC and NHS Leadership Team will review all final policies and procedures documents and separately provide the Dean with a formal recommendation regarding implementation (note: a majority recommendation must be reached by both the PPC and Leadership Team). Upon receiving and reviewing the PPC and NHS Leadership Team recommendations the Dean will make a final decision on implementation (note: if contradictory recommendations are made by the PPC and the Leadership team then an appropriate review process will be determined.)

IV. College Awards Committee (CAC)

- A. Purpose—To review student research fund proposals and nominations for awards and make recommendations to the Dean for the following awards:
 - Student Research Fund
 - Excellence in Teaching
 - Excellence in Scholarship
 - Excellence in Service
 - Excellence in Advising
 - Excellence in Academic Leadership
 - Faculty Research Mentors of the Year (undergraduate and graduate)
- B. Membership—chaired by the Associate Dean who may vote in the case of a tie. There will be one faculty representative from each academic unit, who will be

identified by the unit leader. Former award recipients are encouraged to volunteer for service on the committee.

- C. Meetings—As needed for award recommendations.
- D. Guidelines—A call for student research fund proposals will occur in the fall and spring. All undergraduate and graduate students who have been admitted to a degree program within the College of Natural and Health Sciences are eligible to apply. Students are eligible for one award per academic year. Proposals received by the stated deadlines will be reviewed by the committee, who will recommend to the Dean of the College an allocation of funds.

Nominations to recognize sustained contributions by faculty members or unit leaders may be submitted to the Associate Dean in the fall of each year. Eligible for consideration are full-time faculty members and unit leaders in the College of Natural and Health Sciences.

- Recipients of the Excellence in Scholarship awards will be nominated for the University Distinguished Scholar Award; recipients of other awards will be nominated for the Provost's Academic Excellence Awards.
- Faculty members who have received an award in one of the categories are not eligible to receive another award in that category for five years. For example, a 2006 recipient of the Excellence in Teaching award would not be eligible to receive that award again until 2011.

Each award will carry with it a \$500 professional development allocation made available during the calendar year for books, materials, software, travel, or other expenses that enhance professional development.

V. Science Education Coordinating Committee (SCED)

- A. Purpose— Assist in the oversight of the Graduate Interdisciplinary MA in Natural Sciences and the interdisciplinary elementary and secondary science education courses. Oversight will include: review of program and curriculum, coordination of courses, collaboration with elementary and secondary teacher education programs, recommendations for hiring science education faculty, review of science education faculty instructor course evaluations, review/implementation of state standards in science education courses, and review/recommendation of research-based teacher preparation reforms and teacher education accreditation (SPA and NCATE reports). Science education programs housed entirely within a specific academic unit such as the Biological Education PhD and the Chemical Education PhD are not under the purview of this committee.
- B. Membership— The committee will be administered by a representative of the Dean's Office who is an *ex officio* member. Membership also includes Academic Unit Leaders or their designees and one teacher education faculty member from each science teacher education program area (Biology, Chemistry, Earth Sciences, and Physics), one elementary science education ~~instructor~~ faculty, and the Mathematics and Science Teaching (MAST) Institute Director who may appoint one additional member to the committee. The committee will elect a chair. All members have voting privileges.
- C. Meetings— The committee as a whole or as a subset will meet as needed based on specific agenda items.
- D. Documentation— Minutes will be made available to NHS faculty and staff through posting on the college website. In addition, approved minutes will be

forwarded to the Dean of the College of Education and Behavioral Sciences. The *ex officio* representative will communicate committee activities, recommendations, and initiatives to the NHS Dean and return feedback from the Dean to the committee.