



## **UNIVERSITY COMMITTEE HANDBOOK 2017-2018**

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## COMMITTEE STRUCTURE

Committees function within the governance structure of University of Holy Cross. Those individuals interested in the activities of any committee may contact the chairperson of the committee for additional information. Full-time faculty members are appointed or elected to University committees and are expected to maintain active membership during the tenure of their appointment.

## BOARD

Four standing committees of the Board of Trustees assist the Board in its work: the Academic Affairs Committee; the Administrative and Public Relations Committee; the Finance and Planning Committee, and the Philanthropy and Stewardship Committee. The function, major responsibilities, composition, and meeting schedule of the committees, along with the pertinent responsibilities of the University associated with serving on the committees are detailed in the *By-Laws of the University of Holy Cross Corporation*.

Committees assist the officers of University of Holy Cross in the organization and administration of the affairs of the institution.

*The chairperson or co-chairpersons are responsible for preparing committee agendas (with input of the membership), assuring minutes are recorded and filed for each meeting on a designated drive, and including a list of all those who attended the meeting in the minutes.*

## APPROVAL PROCESS

The Provost and the Executive Assistant to the Provost review committee assignments every August. Each committee chair is sent a copy of his or her committee's purpose/charge/membership in order to solicit revisions. The Provost and the Executive Assistant to the Provost review and revise the Committee Handbook. The Provost makes the Handbook available to the University community.

## TIMELINE FOR APPROVAL

August	Handbook revised as needed
September-October	Academic Council and Cabinet

## **ACADEMIC ADVISING**

- PURPOSES:** To discuss the link between good advising and student retention, promote a developmental approach to advising, remain current with best practices and national trends in academic advising, recommend policies to the Academic Council for academic advising, and provide input to the registration and orientation process.
- CHARGE:** The chairperson(s) will prepare the agenda with input from the membership and will submit recommendations for policy changes to the Academic Council. The minutes of the meeting will be posted by the Vice President for Student Engagement and Advising.
- CHAIR:** **Ms. Meredith Reed**
- MEMBERSHIP:** Ms. Theresa Foret  
Ms. Lillian Grose  
Dr. Monica L. Johnson  
Ms. Marie McGregor  
Ms. Traci Rees
- MEETINGS:** The Committee will meet regularly each semester.

## **ACADEMIC COMPUTING**

**PURPOSE:** To ensure technology needs are identified, evaluated, and met for academic areas of the University.

**CHARGE:** Information Technology planning must be contemporary, flexible, scalable, secure, and environmentally conscious with the ability to respond to new goals and dynamically changing service and operational requirements by various agencies. The Committee is tasked to

- Share a vision for Information Technology that is consistent with the University's Mission and goals;
- Align technology initiatives with institutional priorities;
- Disseminate knowledge about technology needs and constraints;
- Address institutional academic and business needs through the use of technology; and
- Identify areas to enhance and ensure seamless and excellent service to the students and faculty.

**CHAIR:** **Ms. Rosalind Chester**

**MEMBERSHIP:** Ms. Anita Althans  
Dr. Craig Bauer  
Dr. Joshua Brumfield  
Mr. Jared DiMartino  
Mr. Glenn Landry  
Dr. Faye Mitchell  
Dr. Matthew Morris  
Mr. Eric Nash  
Ms. Diana Schaubhut

**MEETINGS:** The Academic Computing Committee will meet monthly during the academic year.

## **ACADEMIC COUNCIL**

**PURPOSES:** The Academic Council addresses all matters related to the academic functions of the University, such as:

- Catalog revisions
- long-range academic planning
- new degree program proposal procedures
- recommendation of new degree programs
- academic advising
- graduation requirements
- the granting of credits
- new course offerings
- Academic Calendar
- faculty award(s) for graduation
- other matters related to the academic functions of the University

**CHARGE:** All action taken by the Council is reported to the Faculty Assembly at its next regular meeting. The Council acts in an advisory capacity to the Provost on academic matters. The Provost has the responsibility to bring before the membership of the Council matters related to its functions. Any substantive action taken by Academic Council is submitted to the Cabinet for the President's approval.

**CHAIR:** **Dr. Victoria Dahmes**

**MEMBERSHIP:** Dr. Claudia Champagne  
Dr. David Delio  
Mr. Jacques Detiege (non-voting member)  
Dr. Darryl Holliday  
Dr. Michael Labranche  
Dr. Teresa O'Neill  
Dr. Patricia Prechter  
Ms. Meredith Reed  
Ms. Traci Rees (non-voting member)  
Ms. Diana Schaubhut  
Dr. Armine Shahoyan  
Dr. Lisa Sullivan  
Dr. Carolyn White

**MEETINGS:** The Academic Council typically meets on the first Friday of the month during the academic year.

## **ADMINISTRATIVE COMPUTING**

**PURPOSE:** To ensure technology needs are identified, evaluated, and met for operations supporting academic areas of the University.

**CHARGE:** Information Technology planning must be contemporary, flexible, scalable, secure, and environmentally conscious with the ability to respond to new goals and dynamically changing service and operational requirements by various agencies. The committee is tasked to

- Share a vision for Information Technology that is consistent with the University's Mission and goals;
- Align technology initiatives with institutional priorities;
- Disseminate knowledge about technology needs and constraints;
- Address institutional academic and business needs through the use of technology; and
- Identify areas to enhance and ensure seamless and excellent service to the students and faculty.

**CHAIR:** **Ms. Rosalind Chester**

**MEMBERSHIP:** Mr. Chris Bundick  
Ms. Audrey Clements  
Mr. Jacques Detiege  
Dr. Ashley Johnston  
Ms. Pam Lopez  
Ms. Jessica Naquin  
Ms. Meredith Reed  
Ms. Traci Rees  
Ms. Hayden Wagar  
Ms. Arlean Wehle

**MEETINGS:** The Administrative Computing Committee will meet every other month.

## **CABINET**

- PURPOSE:** To assist the President in the general administration of the University by providing advice and counsel.
- CHARGE:** The President is the chairperson of the Cabinet and has the responsibility for calling meetings and preparing the agenda. The President has the privilege to invite members of the University community to Cabinet deliberations as is deemed appropriate.
- CHAIR:** **Dr. David Landry, President**
- MEMBERSHIP:** Mr. David Catherman, Vice President for Philanthropy and Planning  
Dr. Victoria Dahmes, Provost and Vice President for Academic Affairs  
Ms. Meredith Reed, Vice President for Student Engagement and Advising  
Ms. Kobi Sloane, Vice President for Enrollment Management  
Mr. Kenneth Tedesco, Executive Vice President for Advancement  
Vacancy, Vice President for Mission Integration  
Ms. Arlean Wehle, Vice President for Finance and Operations
- MEETINGS:** The President's Cabinet meets monthly during the academic year.



## **COMMENCEMENT**

- PURPOSES:** To prepare all aspects related to commencement exercises, including
- Select the locations for Mass and Commencement
  - Create the programs for Mass and Commencement
  - Invite platform guests
  - Prepare the Mass
  - Send notices to graduates
  - Order academicals for faculty, administration, staff, and students
  - Contact the armed services for an honor guard
  - Select speakers and honorary degree recipients (in consultation with the President and the Cabinet)
  - All other duties and responsibilities related to commencement
- CHARGE:** The Registrar and the Provost chair the Commencement Committee and are responsible for calling meetings and setting the agenda.
- CO-CHAIRS:** **Ms. Traci Rees and Dr. Victoria Dahmes**
- MEMBERSHIP:** Ms. Peggy Bourgeois  
Mr. David Catherman  
Ms. Claudia Champagne  
Ms. Leslie Johnson  
Dr. Michael Labranche  
Ms. Pam Lopez  
Ms. Meredith Reed  
Ms. Erin Sullivan  
Mr. Kenneth Tedesco
- Invited Guests:** Dr. Roy Salgado  
Dr. Patricia Prechter  
Dr. Carolyn White
- MEETINGS:** The Committee will meet October-March of each academic year.

## **DATA GOVERNANCE**

### **PURPOSES:**

The Data Governance Committee (DGC) is a subcommittee of the Administrative Computing Committee. It shall address the following issues related to data and information management:

- Data Stewardship – for
  - practical implementation of policy and strategic directives,
  - management of data-related operations and services, and
  - assurance of proper security and privacy of data.
- Data Standards – to
  - build and publish an enterprise data glossary for key data elements,
  - document data lifecycles for improved change management and communications, and
  - implement reference data management, including documentation and training.
- Data Quality and Integrity Assurance – for
  - proactive recognition and resolution of issues (accuracy, completeness, consistency, definition, and timeliness),
  - gathering end-user feedback,
  - implementing change controls, and revising business processes to avoid future data defects.
- Identity and Access Management – establishing and maintaining unit records of students and employees to
  - prevent duplicate records for individuals and accidental merging of records for two or more persons,
  - resolve issues that do occur,
  - specify functional requirements for institutional credentials, and
  - set standards for role-based permissions and access controls.
- Reporting, Analytics, and Decision Support – to
  - conduct assessment, reporting, and analytics initiatives, and
  - ensure access to deliverables, knowledge base, and services of the other four core purposes.

### **GOALS:**

- Develop, implement, maintain, and help enforce University-wide data management policies, standards, guidelines, and operating procedures related to University Institutional Data assets;
- Advise on University-wide data management practices for decision making, including data warehousing, business intelligence, master data management, and metadata management.
- Recommend and approve controls or plans for assessing data management value and risk;
- Assist in enhancing Institutional Data with consistent definitions and

classifications according to data management standards and guidelines; and

- Coordinate compliance requirements related to laws and regulations that have information management implications and impart a duty upon the University.

**CHARGE:**

The chairperson will prepare the agenda with input from the membership and submit recommendations for policy to the Administrative Computing Committee and his immediate supervisor, the Provost. The minutes of the meeting will be posted by the Director of Institutional Research.

**CHAIR:**

**Mr. Jacques Detiege**

**MEMBERSHIP:**

Ms. Audrey Clements  
Dr. Michael Labranche  
Dr. Matt Morris  
Ms. Jessica Naquin  
Ms. Meredith Reed  
Ms. Katharine Rubin  
Ms. Kobi Sloane  
Ms. Amanda Smith  
Ms. Christine Watts  
Ms. Arlean Wehle

**MEETINGS:**

The Committee will meet monthly during the academic year.

## **DISTANCE EDUCATION**

**PURPOSE:** To ensure that distance education concerns are thoroughly addressed through structured policies and procedures.

**CHARGE:** To support best practices in the development and maintenance of exclusively online and hybrid courses and programs at the University as follows:

- Develop, seek approval for, and implement effective policies and procedures.
- Ensure student and instructor readiness for exclusively online and hybrid courses and programs.
- Collect data, access, and recommend new offsite locations for distance education courses and programs.
- Expand the offerings of exclusively online courses and programs.
- Evaluate the effectiveness of exclusively online courses and programs.

**CHAIR:** **Dr. Teresa O’Neill**

**MEMBERSHIP:** Dr. Joshua Brumfield  
Ms. Rosalind Chester  
Dr. David Delio  
Dr. Ouida Frazier-Smith  
Ms. Lillian Grose  
Dr. Dale Hartley  
Dr. Michael Labranche  
Dr. Faye Mitchell  
Dr. Matt Morris  
Dr. Brooke Muntean  
Dr. Nicole Ortloff  
Dr. Peter Yaukey

**MEETINGS:** The Committee will meet monthly during the Academic Year.

## **DIVERSITY**

### **PURPOSES:**

- To engage students, faculty, staff, and administration to support diversity at the University;
- To promote an environment that supports, respects, and values mutual understanding and promotes cooperation among students, faculty, staff, and administration with diverse backgrounds;
- To establish bridges among cultures, ethnicities, genders, communities, etc. through various informational, educational, and social activities;
- To recommend policies for the recruitment and retention of a diverse student population, faculty, staff, and administration;
- To effectively communicate issues pertaining to diversity and inclusion; and
- To conduct surveys University-wide as needed in regard to cultural issues.

### **CHARGE:**

The Committee acts in an advisory capacity to the Provost on matters dealing with diversity. The committee shall align its activities with the Mission of the University of Holy Cross. The committee will develop a diversity calendar of events that will measure dispositions toward diversity, aggregate data, and disseminate the results. The minutes of the meeting will be sent to the Executive Assistant to the Provost.

### **CHAIR:**

**Ms. Juyanne James**

### **MEMBERSHIP:**

Mr. Todd Amick  
Ms. Jennifer Creevy  
Ms. Kathleen DiMaggio  
Dr. Ouida Frazier-Smith  
Ms. Amy Hebert  
Mr. Alfred Randazza  
Dr. José Rubio  
Ms. Meredith Reed  
Ms. Ashley Terrebonne

### **MEETINGS:**

The Committee will meet at least once per semester.

## **EDUCATION UNIT ADVISORY COUNCIL**

- PURPOSE:** To assist the Education Department with continuous improvement
- CHARGE:** To advise the Education Department regarding accreditation issues, such as recruitment, retention, program assessments, and alignment with the demands of the profession.
- CHAIR:** **Dr. Lisa Sullivan**
- MEMBERSHIP:** Dr. Donaldo Batiste  
Ms. Peggy Doré  
Ms. Theresa Foret  
Dr. O. Cleveland Hill  
Dr. Christine Hypolite  
Dr. Brooke Muntean  
Ms. Gail Murphy  
Ms. Noretta Stackel  
Dr. Kyshun Webster  
Ms. Judy Weekley  
Ms. Jane Wilson
- Dr. Craig Bauer (social studies)  
Dr. Claudia Champagne (English)  
Dr. Lehman Ellis (science)  
Dr. Michael Labranche (mathematics)  
Ms. Denise Vedros (mathematics)
- 2-5 classroom teachers  
2-5 school leaders
- MEETINGS:** The Committee will meet once per year and as needed for program improvement.

## **FACILITIES AND OPERATIONS PLANNING**

**PURPOSE:** The Facilities and Operations Planning Committee seeks to coordinate the areas of the physical plant and grounds, security, and information technology in providing services to the University of Holy Cross community that are in keeping of the University's Mission. The Committee is committed to utilizing available resources to provide a safe, clean, functional, and technologically- equipped environment. The members of the Committee are skilled and dedicated staff/faculty members who strive to provide the highest level of services possible in order to create the kind of environment needed to meet the needs of students, faculty, staff, alumni, and visitors.

**CHAIR:** **Ms. Arlean Wehle**

**MEMBERSHIP:** Mr. David Catherman  
Ms. Rosalind Chester  
Dr. Victoria Dahmes  
Dr. Lehman Ellis  
Mr. Bernard Nelson  
Ms. Mandy Rogers  
Mr. Kenneth Tedesco  
Mr. José Varela

**MEETINGS:** Bi-monthly and as needed.

## **SAFETY SUBCOMMITTEE**

**PURPOSE:** The Safety Committee is a subcommittee of the Facilities and Operations Committee. It reviews and addresses campus-wide safety concerns. It is responsible for the development and oversight of policies and procedures affecting campus safety.

**CHAIR:** **Dr. Thomas Fonseca**

**MEMBERSHIP:** Ms. Mary Briscoe  
Ms. Donyelle Marigny  
Mr. Bernard Nelson  
SGA Representatives  
Ms. Christine Watts  
Ms. Arlean Wehle

**MEETINGS:** Monthly.

## **FACULTY GRIEVANCE**

**CHAIR:** The Chair of this Committee is elected among the members of the Committee. The Chair may serve for a time period (1 year) or for the duration of a case or inquiry.

**MEMBERSHIP:** Dr. Lawrence Audler  
Dr. Craig Bauer  
Dr. Delinda Martin  
Dr. Dorothy Martin  
Ms. Katharine Rubin

**MEETINGS:** As needed

## **FACULTY JUDICIAL BOARD**

**CHAIR:** The Chair of this committee is elected among the members of the Committee. The Chair may serve for a time period (1 year) or for the duration of a case or inquiry

**MEMBERSHIP:** Dr. David Delio  
Dr. Thomas Fonseca  
Dr. Mark Kuss  
Dr. Theodore Remley

**MEETINGS:** As needed



## **FACULTY AND STAFF CELEBRATION**

- PURPOSE:** To serve as the planning and host committee for the annual event each May.
- CHARGE:** To recognize the accomplishments of faculty and staff to include the awarding of Endowed Professorships, Years of Service, Outstanding Faculty and Staff Awards, Professors Emeriti, retirements, etc.
- CO-CHAIRS:** **Leslie T. Johnson**  
**Peggy Bourgeois**
- MEMBERSHIP:** Dr. Claudia Champagne  
Ms. Pam Lopez  
Dr. Roy Salgado  
Ms. Hayden Wagar  
Ms. Christine Watts
- MEETINGS:** As needed during the spring semester

## **FULBRIGHT SCHOLARS COMMITTEE**

- PURPOSE:** To promote UHC student participation in the Fulbright U.S. Student Program by encouraging Master's and doctoral candidates and young professionals—including writers, creative and performing artists, journalists, and those in law, business, and other professional fields—to apply for Fulbright grants for individually designed study and research projects or for English Teaching Assistant Programs.
- CHARGE:** The Chairperson will schedule meetings, create the agenda, and post minutes of the meetings. The Committee will establish and maintain a webpage, host informational sessions, and support students during the application process.
- CHAIR:** Dr. Teresa O'Neill
- MEMBERSHIP:** Dr. Donaldo Batiste  
Dr. Claudia Champagne  
Dr. Victoria Dahmes  
Ms. Amy Hebert  
Ms. Juyanne James  
Dr. Theodore Remley  
Dr. Armine Shahoyan  
Dr. Carolyn White
- MEETINGS:** Twice each semester during the Academic Year

## **GENERAL EDUCATION COMMITTEE**

- PURPOSE:** As the General Education requirements form the basis of every curriculum at the University of Holy Cross, the General Education Committee serves to monitor, assess, and improve the structure and role of those requirements as they relate to the continuous improvement of student learning outcomes.
- CHARGE:** Assess the effectiveness of Core and General Education requirements. Analyze the results of the assessment in terms of best practices in contemporary higher education. Based on the analysis, recommend actions for improvement, monitor their implementation, and promote the continuous improvement of student learning.
- CHAIR:** Dr. Michael Labranche
- MEMBERSHIP:** Ms. Janaé Arcement  
Dr. Craig Bauer  
Dr. Claudia Champagne  
Dr. David Delio  
Dr. Ouida Frazier-Smith  
Dr. Darryl Holliday  
Dr. Patricia Prechter  
Ms. Diana Schaubhut  
Dr. Armine Shahoyan  
Ms. Toni Spahn  
Dr. Lisa Sullivan  
Dr. Susan van Loon  
Dr. Carolyn White  
Mr. James Yeargain
- MEETINGS:** The Committee will meet three times each semester.

## **GRADUATE COUNCIL**

- PURPOSES:** To assist the Provost in the development and implementation of graduate program policies and all matters related to graduate program functions, including
- graduate admissions
  - Catalog revisions
  - proposals for new degree programs (according to established procedures)
  - acceptance of candidates for the degree programs
  - approval of candidates for practicum and internship experiences
  - development of rubrics for the comprehensive examination and theses
  - determination of successful completion of comprehensive examinations and theses
  - certification of graduate students for graduation
- CHARGE:** Appointment to the Graduate Council is made by the Provost in consultation with the Chair of the Graduate Council. All action taken by the Council is reported to the Faculty Assembly at its next regularly scheduled meeting. The Council acts in an advisory capacity to the Provost on academic matters. The Provost has the responsibility to bring before the membership of the Council all matters related to its functions. Once the Graduate Council has taken action, recommendations are made to the President's Cabinet for approval, as appropriate.
- CHAIR:** **Dr. Carolyn White**
- MEMBERSHIP:** Dr. Brian Adams  
Dr. Jason Collins  
Dr. Victoria Dahmes (*ex officio*)  
Dr. David Delio  
Dr. O. Cleveland Hill  
Dr. Ashley Johnston  
Dr. David Landry (*ex officio*)  
Dr. Robert Pinner  
Dr. Theodore Remley  
Ms. Diana Schaubhut  
Dr. Armine Shahoyan  
Dr. Lisa Sullivan
- MEETINGS:** The Graduate Council meets at least twice each semester.

## **HUMAN SUBJECTS PROTECTION REVIEW COMMITTEE**

**PURPOSE:** To oversee human research conducted by UHC personnel and review all research proposals to insure that they comply with ethical standards in research.

**CO-CHAIRS:** **Dr. Lillian Range**  
**Dr. Carolyn White**

**MEMBERSHIP:** Processed by OHRP as IORG0008281

<b>Name</b>	<b>Gender</b>	<b>Degree</b>	<b>Classification</b>	<b>Discipline</b>	<b>UHC Faculty</b>	<b>Status</b>
White, Carolyn	F	Ph.D.	Scientist	Counseling	Yes	Member and Vice Chair
Miller, Jay	M	Ph.D.	Scientist	Education	No	Member
Batiste, Donaldo	M	Ph.D.	Scientist	Education	Yes	Member
O'Neill, Teresa	F	Ph.D.	Scientist	Nursing	Yes	Member
Range, Lillian	F	Ph.D.	Scientist	Psychology	Yes	Member and Chair
Reed, Meredith	F	M.Ed.	Non-Scientist	Staff	No	Member
Remley, Theodore	M	Ph.D.	Scientist	Counseling	Yes	Alternate
Van Loon, Susan	F	Dr. P.H.	Scientist	Public Health	Yes	Member
Webster, Kyshun	M	Ph.D.	Scientist	Education	Yes	Alternate
Wizer, Barbara	F	M.D.	Scientist	Biology & Health Science	Yes	Member

**MEETINGS:** As needed.

## **INSTITUTIONAL ADVANCEMENT COMMITTEE**

### **PURPOSES AND CHARGE:**

The purpose of this Committee is to provide opportunities for campus stakeholders, particularly faculty and staff, to become more familiar with the “culture” and techniques of the overall advancement of the University of Holy Cross. This includes discussing and often helping to shape and evaluate the practices and policies utilized in the University’s outreach to alumni and other friends, including the search for and responsible stewardship of gifts from private and, occasionally, public sources. (Private sources generally include foundations, corporations, and individuals.) Other topics to be addressed, from time to time, include programs to identify and strengthen University ties to our various audiences and “publics.”

A second purpose, since they figure so heavily in the advancement of the University, is to schedule occasional visits to the Committee by various campus individuals who are staging events. In the past, these events have typically been the Crawfish Boil, the President’s Jazz Brunch, the annual Thanksgiving Prayer Breakfast, and the Alumni “Excelsior” event. Key hoped-for outcomes include broader campus appreciation of how multi-faceted advancement is conducted in accordance with the Mission of the University of Holy Cross and supports our strategic priorities. The Committee is charged to address topics related to institutional advancement, such as

- Endowment funds
- Media strategy and techniques
- New construction and renovations
- Grants (government, corporate, foundation)
- Prospect research
- Alumni affairs
- Annual fund
- Naming opportunities
- Marketing
- Effective stewardship
- Special events involving alumni, parents, and the community

### **CHAIR:**

**Mr. Kenneth F. Tedesco**

### **MEMBERSHIP:**

Dr. Brian Adams  
Ms. Janaé Arcement  
Mr. David Catherman  
Dr. Dale Hartley  
Dr. Darryl Holliday  
Dr. David Landry (*ex officio*)

Mr. Matthew Picard  
Ms. Mandy Rodgers  
Dr. Roy Salgado  
Mrs. Carol Scott  
Ms. Diana Schaubhut  
Ms. Erin Sullivan

**MEETINGS:** Quarterly throughout the fiscal year

## **INSTITUTIONAL EFFECTIVENESS COMMITTEE**

**PURPOSE:** The Institutional Effectiveness Committee provides leadership in developing and maintaining systematic and continuous quality improvement processes at the University. The assessment efforts flow from the Institution's Mission and focus on three key areas: 1) learning-centered assessment, 2) evidence-based decision making, and 3) integrated research and evaluation.

**CHARGE:** The charge includes but is not limited to 1) inform representative faculty and staff of institutional effectiveness initiatives, 2) monitor submission of institutional effectiveness and strategic plans, and 3) promote program and institution-wide improvement.

**CHAIR:** **Mr. Jacques Detiege**

**MEMBERSHIP:** Dr. Lawrence Audler  
Dr. Claudia Champagne  
Dr. Victoria Dahmes  
Dr. Lehman Ellis  
Dr. Dale Hartley  
Dr. Michael Labranche  
Dr. David Landry  
Dr. Faye Mitchell  
Mr. Steve Morgan  
Ms. Meredith Reed  
Ms. Kobi Sloane  
Mr. Kenneth Tedesco  
Dr. Carolyn White  
IT Representative

**MEETINGS:** Once per semester



## **INSTITUTIONAL GRANTS COMMITTEE**

- PURPOSE:** The Institutional Grants Committee’s mission is to ensure all grants are in alignment with the University's Mission Statement, Strategic Plan, and all University initiatives.
- CHARGE:** The charge of the Committee is to assist with the review and approval process for University-wide grant submissions and to ensure adherence to the **Institutional Grants Policy** statements below:
- 1) All grants should identify and provide specific benefits to the University, which are in alignment with the Mission Statement and Strategic Plan.
  - 2) All grant submissions must follow the campus-approved process to address the effect on University resources.
  - 3) Fiscal impact on any unrestricted funds or a significant operational impact on the University requires fiscal review as well as approval.
  - 4) All grants should ensure collaboration in coordinating activities throughout implementation.
- CHAIR:** **Dr. Dale Hartley**
- MEMBERSHIP:** Mr. David Catherman  
Ms. Jennifer Creevy  
Dr. Darryl Holliday  
Ms. Leslie Johnson  
Dr. Faye Mitchell  
Dr. Teresa O’Neill  
Ms. Meredith Reed  
Ms. Traci Rees  
Dr. José Rubio
- MEETINGS:** As needed each semester

## **INTERNATIONAL STUDY ABROAD COMMITTEE**

- PURPOSE:** The purpose of the Committee is the coordination and implementation of UHC's International Studies Abroad Program. It strives to promote international educational travel and global-based learning environments and the understandings gained from these environments.
- CHARGE:** The committee will solicit faculty who are interested in teaching courses in their disciplines abroad. Course syllabi will be submitted for approval to the respective Chair, who will then recommend the course(s) to the Provost for inclusion in the Catalog.
- CHAIR:** **Dr. Mark Kuss**
- MEMBERSHIP:** Dr. David Delio  
Dr. Delinda Martin  
Dr. Dorothy Martin  
Dr. Theodore Remley  
Dr. Roy Salgado  
Dr. Patricia Thomas  
Dr. Susan van Loon
- MEETINGS:** The Committee will meet in September, October, February, and April.

## **LIBRARY SERVICES COMMITTEE**

- PURPOSE:** To assist the University Community in determining the needs of Library Services in relation to academic and/or support services, advising Library Services personnel of the total and effective use of resources, and recommending and approving Library Services policies.
- CHARGE:** The Director of Library Services is the chair of the Library Services Committee and is responsible for calling meetings and setting the agenda. One undergraduate and one graduate student representative are recommended by the Director of Library Services, in consultation with the Director of Student Affairs and the Chair of Graduate Programs.
- CHAIR:** **Ms. Diana Schaubhut**
- MEMBERSHIP:** Dr. Craig Bauer  
Ms. Jennifer Creevy  
Ms. Lillian Grose  
Dr. Brooke Muntean  
Dr. Robert Pinner  
Mr. Samuel Readman  
Ms. Katharine Rubin  
Ms. Sharon Smith  
Ms. Eileen Stoll  
Dr. Patricia Thomas  
Mr. James Yeargain
- MEETINGS:** The Committee meets at least once a semester. Special meetings are called when necessary.

## **MISSION INTEGRATION COMMITTEE**

### **PURPOSES:**

- Provide opportunities at the University of Holy Cross to learn about the history, heritage, and spirituality of the Marianites of Holy Cross.
- Inform the University of the wider Holy Cross tradition, including the educational and formational work of its founder Blessed Basil Moreau and the Foundress of the Marianites of Holy Cross, Mother Mary of the Seven Dolors.
- Assist the University of Holy Cross in becoming a community formed by teaching, scholarship, and service within the Catholic Intellectual Tradition.
- Promote the integration of the Catholic tradition throughout all levels of the University of Holy Cross.
- Respect all religious and spiritual traditions and all people of good will in the spirit of inclusion.

### **CHAIR:**

**Vice President for Mission Integration (Vacancy)**

### **MEMBERSHIP:**

Mr. Todd Amick  
Dr. Joshua Brumfield  
Dr. David Delio  
Ms. Raquel Engolio  
Dr. Caitlin Gilson  
Dr. Antoinette Jefferson  
Dr. Mark Kuss  
Mr. Steve Morgan  
Mr. Samuel Readman  
Ms. Meredith Reed  
Ms. Kobi Sloane  
Student Representative  
Ms. Anne Troy  
Dr. Susan van Loon  
Ms. Cathy Waguespack

### **MEETINGS:**

Two meetings in the fall and in the spring.

## **PROMOTION IN RANK COMMITTEE**

**PURPOSE/CHARGE:** As outlined in the Procedural Manual for Promotion in Rank

**CHAIR:** Dr. Roy Salgado

**MEMBERSHIP:** Ms. Anita Althans  
Dr. Thomas Fonseca  
Dr. O. Cleveland Hill  
Dr. Christine Hypolite  
Dr. Mark Kuss  
Dr. Delinda Martin  
Dr. Theodore Remley

**MEETINGS:** As needed

## **QUALITY ENHANCEMENT PLAN (QEP)**

**PURPOSE/CHARGE:** To serve in an advisory capacity to the co-chairs and to monitor and support implementation of the QEP, entitled *Let's Write Right*.

**CO-CHAIRS:** **Dr. Claudia Champagne and Dr. Victoria Dahmes**

**MEMBERSHIP:** Mr. Jacques Detiege  
Ms. Theresa Foret  
Dr. Caitlin Gilson  
Ms. Payton Haddican (student representative)  
Ms. Juyanne James  
Dr. Michael Labranche  
Ms. Meredith Reed  
Ms. Diana Schaubhut  
Ms. Kristy Solis  
Dr. Susan van Loon  
Dr. Carolyn White

**MEETINGS:** At least two meetings per semester during the academic year

## **REGISTRATION COMMITTEE**

- PURPOSE:** To examine and prepare all aspects of the student registration and payment processes.
- CHARGE:** Discuss and decide organizational details regarding means, methods, and expected outcomes for semester/term Orientation and Registration operations.
- CHAIR:** **Ms. Traci Rees**
- MEMBERSHIP:** Dr. Claudia Champagne  
Dr. Victoria Dahmes  
Ms. Heather DuCharme  
Dr. Ashley Johnston  
Dr. Michael Labranche  
Dr. David Landry (*ex officio*)  
Ms. Alora Madere  
Ms. Jessica Naquin  
Ms. Meredith Reed  
Ms. Hayden Wagar  
Ms. Arlean Wehle  
Dr. Carolyn White
- MEETINGS:** As needed each semester.

## **RETENTION AND COMPLETION COMMITTEE**

### **PURPOSES:**

- To identify major issues to alleviate the low retention rate;
- To discuss ideas and solutions that will increase student support services;
- To remain current with best practices and national trends in retention;
- To evaluate internal retention data; and
- To recommend solutions to the Academic Council and/or Cabinet.

### **CHARGE:**

The chairperson will prepare the agenda with input from the membership and will submit recommendations for policy changes to the Academic Council. The minutes of the meeting will be posted by the Vice President for Student Engagement and Advising.

### **CHAIR:**

**Ms. Meredith Reed**

### **MEMBERSHIP:**

Dr. Claudia Champagne  
Dr. Victoria Dahmes  
Mr. Jacques Detiege  
Dr. Ashley Johnston  
Dr. David Landry (*ex officio*)  
Mr. Steve Morgan  
Ms. Jessica Naquin  
Ms. Kobi Sloane  
Ms. Hayden Wagar

### **MEETINGS:**

The Committee will meet regularly each semester.



## **SCHOLARSHIP COMMITTEE**

**PURPOSE:** To search for and solicit scholarships and awards, aid in scholarship selection, and formulate and review policies governing student financial aid by

- reviewing and recommending institutional policies regarding financial aid;
- receiving reports on progress or problems and recommending appropriate action;
- encouraging and enlisting, if appropriate, support for scholarships;
- establishing institutional priorities for the distribution of available student aid resources;
- serving as the final appeal body of student with grievances relative to the awarding of funds or complaints about the general administration of the program when these problems cannot be resolved by the Financial Aid Office; and
- making scholarship selections in conjunction with individual scholarship guidelines and performing duties as may be delegated or requested.

**CHAIR:** **Dr. David Landry**

**MEMBERSHIP:** Ms. Peggy Bourgeois  
Mr. David Catherman  
Dr. Victoria Dahmes  
Dr. David Delio  
Dr. Ashley Johnston  
Dr. Michael Labranche  
Dr. Delinda Martin  
Ms. Meredith Reed  
Ms. Kobi Sloane  
Dr. Lisa Sullivan  
Mr. Kenneth Tedesco  
Ms. Hayden Wagar  
Ms. Arlean Wehle  
Dr. Carolyn White

**MEETINGS:** Throughout the academic year as needed.

## **TITLE IX COMMITTEE**

- PURPOSES:**
- 1) To ensure up-to-date information is disseminated to the University population with regard to the TITLE IX, VAWA, and CLERY ACT and including sexual harassment, sexual assault/sexual violence, or other discrimination based on sex.
  - 2) To ensure the University population is aware of the policies and procedures for reporting such items. as well as any act of discrimination based upon race, gender, religion, national origin, age, handicap, marital status, or veteran's status.
- CHARGE:** The Committee will review and approve for submission to the President's Cabinet the Sexual Misconduct, Discrimination, and Harassment Policy and Guidelines as changes are necessary, based upon legislation.
- CO-CHAIRS:** **Ms. Christine Watts**  
**Ms. Meredith Reed**
- MEMBERSHIP:** Campus Minister  
Dr. Victoria Dahmes  
Dr. Thomas Fonseca  
Dr. Dale Hartley  
Dr. Michael Labranche  
Dr. David Landry  
Dr. Roy Salgado  
Mr. Kenneth Tedesco  
Ms. Arlean Wehle  
Dr. Carolyn White
- MEETINGS:** As frequently as needed throughout the academic year.