

FACULTY COMMITTEES (Standing) 2011-2012

(All new appointments in bold)

Admissions Committee

Term of service: 3 years

Responsibility: Assist the Admissions Office in reviewing applications and admitting new students to the traditional-age college program.

Membership: Three faculty members (Residential College for Women)

Ex Officio - Voting - Vice President for Enrollment Management

Vice President for Enrollment Management and Student Life

Executive Director of Admissions and Financial Aid

Ex Officio - Non-voting

Assistant Directors of Admissions

2011-2012 Members

Jane Pietrowski

(3)

Carey Usher

(1) (1-yr. sabb. rep. for K. Turner. Turner's term expires in while she is on sabbatical)

Karl Zachary

(2)

Ex officio, Voting:

Senior VP for Enrollment and Administration/DOS (Brenda Bryant)

Ex officio, Non-voting:

Executive Director for Enrollment Management (Andy Modlin)

ADP Scholastic Standing

Term of service: 3 years

Responsibility: Review ADP student academic records and designate warning, probation, suspension, and dismissal status. 0.

Membership: Three ADP faculty

Director of ADP

ADP Operations Manager

Coordinator, ADP Financial Aid

2011-2012 Members

Tiffany Barber

(1)

Karen Dorgan

(3)

Daniel Dowdy

(2)

Ex officio:

Megan Brown, Financial Aid (ADP)

Debby Camden, ADP

Lallon Pond, Director of ADP

Committee on Committees

Responsibility: Nominate faculty to committee positions and present such nominations for election at faculty meeting. Nominate the Faculty Secretary (two year term), Marshal and Associate Marshal (five year terms), and Parliamentarian (who serves at the pleasure of the Faculty but may resign without prejudice at the end of any academic year). At times when a tenured member of the Faculty Status/Evaluation Committee is disqualified to serve on a promotion/tenure matter, the Committee on Committees shall nominate and the faculty shall elect a substitute member. Recommend to the faculty the dissolution or creation of committees. Review committee structure and areas of responsibility.

Membership: Chairs of the Faculty Status and Evaluation Committee, Educational Policy Committee, and School Chairs Committee, a member of the ADP faculty, elected by the ADP faculty.

2011-2012 Members

Catharine O'Connell, VPAA/DOC, Chair

TBA, Chair, EPC

TBA, Chair, Faculty Status/Eval

TBA, Chair, School Chair

TBA, ADP Faculty member

School Chairs Committee

School Chairs are elected by the members of their school for a period of three years, renewable for not more than two consecutive terms.

Membership: Chairs from all four schools

ADP representative

VPAA/DOC

2011-2012 Members

Martha Walker –(Fall only)

Daniel Stuhlsatz

Lowell Lemons

Paul Deeble

Cat McPherson (ADP representative – elected by ADP Faculty)

Education Committee

Term of service: 3 years

Responsibility: Admission of applicants to education certification programs. Coordination of total teaching preparation program to assure continuous interfaculty action necessary for its operation.

Membership: One faculty member from each of School and one ADP faculty.

Ex Officio – Voting: Members of Education Discipline

2011-2012 Members

Jodie Miller

(2)

TBA

(2) (replacement for Oechslin)

TBA

(3)

Amy Tillerson

(3)

Ex officio, Voting:

Rachel Potter, GTE Director

Tiffany Barber

Karen Dorgan

Irving Driscoll

James Harrington

Lowell Lemons

James McCrory

Tamra Willis

Educational Policy Committee

Term of service: 3 years

Responsibility: Implementation of the curricular goals of the College in accord with institutional mission. Review and evaluate the College's curriculum. Review new course proposals, college graduation requirements, academic regulations. The Committee presents its recommendations to the faculty for approval.

Membership:

Two faculty members from each School.

The above must include one faculty with interest in Interdisciplinary Studies and one ADP faculty.

Two students from the RCW appointed by the SGA.

One ADP student.

Ex Officio - Non-Voting Members

Registrar

Director of ADP/Associate Dean of the College

Librarian

2011-2012 Members

Anne McGovern	(2)
Molly Petty	(3)
Abby Wightman	(3)
Amy Diduch	(1)
Lundy Pentz	(3)
Mary Clay Thomas	(2)
Karen Dorgan	(2) (will complete Oechslin's remaining 2 yrs)
Matthew Hunsinger	(1) (1 yr. sabb repl for Pat Murphy who will have one year to serve upon return)

Ex officio, Non-voting:

Director of ADP/Associate Dean of the College
Associate Dean/Registrar
Librarian

Ex officio, Voting:

VP for Academic Affairs & Dean of College

2 Students (Selected by SGA):

Rachel Laux
2nd student: TBA

Faculty Hearing/Grievance Committee

Coordinators of Divisions I, II, and III
Faculty appointed by the President:

Faculty Status and Evaluation

Term of Service: 4 yrs. For tenured/1 yr. for untenured

Responsibility: Review of faculty for promotion and tenure with recommendations to the VPAA/DOC, ensuring that work in all the College's programs will be considered. Approve initial appointments above the rank of Assistant Professor. Review matters pertaining to faculty status and benefits. Develop, maintain, and administer the evaluation system in the College's RCW.

Membership: The full committee is composed of 9 members, with 7 on the sub-committee for tenure and promotion.

4 tenured faculty members, 1 from each of the four schools

1 tenured faculty member with graduate faculty status

2 tenured faculty members at large nominated by the Committee on Committees and elected by the faculty, to include at least 1 ADP faculty member

1 untenured RCW faculty member, elected by untenured RCW faculty

1 untenured ADP faculty member, elected by untenured ADP faculty

The Vice President for Business and Finance serves *ex officio* on the Benefits Subcommittee

Term in office: **Four years** for the tenured members. **One year** for the untenured member who may be re-elected.

Conduct of Business: Untenured members do not attend meetings in which appointments, promotions or tenure are the order of business.

2011-2012 Members

Terry Southerington – (2)

Claire Kent – (4)

Jim Harrington – (1)

Cat McPherson (2)

Paul Callo (4)

Jim Gilman – (1)

Rick Plant – (1) TBA – one yr. sabb. replacement – tenured faculty from any school.

TBA – one untenured RCW faculty member

TBA – one untenured ADP faculty member

Global Honor Scholars Committee

Term of service: 3 years

Responsibility: Faculty members from the RCW are responsible for selection of Bailey Scholars in consultation with the Admissions Office. Oversight of Bailey Scholars in progress, with responsibility for recommendations to the Dean of the College in cases where termination is appropriate. Review of the Honors curriculum.

All faculty members of the committee are responsible for selection of students for Honors status, encouragement of postgraduate fellowship applications, recommendations to the Dean of the College for fellowship applications requiring an institutional nomination. . Membership:

Four Mary Baldwin College faculty members (RCW).

Two Mary Baldwin students selected by the student Honor Scholars Society.

Ex Officio -- Voting:

Director of Honors Program

Ex Officio - Non-Voting:

Executive Director of Admissions and Financial Aid

2011-2012 Members

Karl Zachary (1)

Gordon Bowen (2)

Paula Davis-Olwell (3)

Lise Keiter (1)

Anne Allison (3)

Ex officio, Voting:

Martha Walker, Director of Honors Program

Ex officio, Non-voting:

Executive Director for Enrollment Management (Andy Modlin)

2 Students selected by Student Honor Scholars Society:

TBA (Pres.)

TBA (V.P.)

GTE (Graduate Teacher Education) Policies Committee

Term in office: Three years, beginning with one year, two year, three year staggered terms

Responsibility: Serves as an advisory body for **GTE** faculty involvement in the development of institutional planning, establishment of **GTE** program priorities, assessment, and review; review of curriculum and new **GTE** course proposals, **GTE** graduation requirements, and academic regulations. Presents its recommendations to the graduate faculty for approval.

Membership: Five members of the **GTE** faculty and the **GTE** program director, with equitable representation of the arts and sciences, and professional studies; at least four members (including the program director) should be graduate faculty members who actively teaching in the **GTE** program. ("Actively teaching" includes members of the graduate faculty who have taught in the **GTE** program within the last two years.)

Tamra Willis (1)

Eric Jones (3)

Jim Harrington (3)

Jim McCrory (3)

Tiffany Barber (2)

Ex Officio

Rachel Potter, GTE Director

Institutional Review Board/Ethics Committee

Term of Service: 3 years

Responsibility: Provide College policies and procedures in accordance with federal guidelines for the oversight of research projects involving human subjects. Review applications for the inclusion of human subjects in College-based research projects. Provide College policies and procedures in accordance with federal guidelines for investigating allegations of scientific misconduct.

Membership: Five faculty

One outside member (preferably a doctor, nurse, or ethicist)

2011-2012 Members

Heather Macalister	(1)
Kathy McCleaf	(1)
Peter Ruiz-Haas	(2)
John Wells	(1)
Tamra Willis	(1)

Ex officio, Voting:

Director of Institutional Research/Registrar

Director, Sponsored Programs and Undergraduate Research Development

Institutional Animal Care and Use Committee

Term of service: 3 years

Responsibility: Oversee federally mandated guidelines for the care and use of animals used in teaching and research. Perform semiannual animal care program evaluations, advise the Institutional Official of the College's compliance status, establish plans and schedules for correcting any deficiencies, and review and approve protocols for the inclusion of animals in research projects.

Membership:

At least five voting members:

One Doctor of Veterinary Medicine

One practicing scientist experienced in research involving animals

One member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, clergy)

One member not affiliated in any way with the College, including not being a member of the immediate family of any person affiliated with the College

One other member

2011-2012 Members

Maria Craig

Louise Freeman

Heather Macalister

Paul Callo

Brent Douglass, Dir. of Fac. Maintenance

Two outside appointees

Leadership Studies Committee

Term of Service: 3 years

Responsibility: Acts as the leadership education "discipline" in academic matters requiring faculty oversight or approval, manages the implementation of the leadership studies minor, and oversees implementation of the VWIL curriculum. Members of the committee participate on the VWIL Admissions Committee. Membership: Four faculty (including at least one who teaches in the adult programs)

Ex officio – Voting: Director of VWIL2011-2012 Members

Eric Jones (1)

Gauri Rai (1)

Claire Kent (2)

Kathy McCleaf (2)

Ex officio, Voting:

Brenda Bryant

TBA, Dir. of Leadership Programs

M.Litt/MFA Admissions Committee2011-2012 Members

Paul Menzer

Terry Southerington

Ralph Cohen

Ashley Buchanan (Admissions)

M.Litt/MFA Educational Policy Committee

Term in office : Three years, except for the student representative, who is elected annually.

Responsibility: Formulates policy and serves as an advisory body for the M.Litt./MFA Director in the establishment and administration of program priorities, curriculum review, new course proposals, graduation requirements, academic regulations, admissions policies, and student status determinations. Presents appropriate recommendations to the graduate faculty.

Membership:

The Director of the M.Litt./MFA Program, ex officio
 The Executive Director of American Shakespeare Center, ex officio
 M.Litt./MFA faculty members
 The Head or designated representative of the Theatre Department
 The Head or designated representative of the English Department
 At least one member from the Art, Music, and History Departments
 One student, elected annually by the M.Litt./MFA students

2011-2012 Members

Paul Menzer, Chair	(3)
Ralph Alan Cohen, Executive Director of ASC/Faculty Member	(3)
Matt Davies, MLitt/MFA	(3)
Mary Hill Cole, History	(3)
Marlena Hobson, Art	(3)
Lise Keiter, Music	(3)
Terry Southerington, Theatre	(3)
TBA, English	(3)
Julie Fox (non voting)	
Linden Kueck, student representative	(1)

PEG Admissions Committee

Term of Service: 3 years

Responsibility: Assist the Director of the Program for the Exceptionally Gifted in reviewing applications and admitting new students to the Program.

Membership: Director of PEG, Chair; Associate Director and Assistant Director of PEG; one additional staff member; three faculty members.

2011-2012 Members

Stephanie Ferguson, Chair	
Christy Baker, Assistant Director of PEG Student Life	
Margie Bivans, Assistant Director PEG Admission	
Candice Barnack, Assistant Director of PEG Operations (at large staff member)	
Marlena Hobson	(2)
Tiffany Barber	(3)
Peter Ruiz-Haas	(1)

Scholastic Standing Committee

Term of Service: 3 years

Responsibility: Review student academic records and recommend designation of academic probation, suspension, dismissal status.

Membership: VPAA/DOC, Chair

Dean of Students

Registrar

Director of Financial Aid & Associate Dean of Admissions

Two faculty (residential program)

2011-2012 Members

Irene Sarnelle	(1)
Janet Ewing	(2)
Assoc. Vice President for Student Affairs	
Director of Financial Aid	
Director of Learning Skills Center	
Associate Dean/Registrar	
Catharine O'Connell, VPAA/DOC, Chair	

Status of Women Committee

Term of Service: 3 years

Responsibility: Encourage consciousness in community of developments in the scholarship of women. Support the College requirement in women's studies and the program in women's studies. Serves as an oversight committee for women's interests in the college community.

Membership: Two faculty

One student chosen by SGA

One staff member elected by staff

Ex Officio - Voting: Director of Women's Studies

2011-2012 Committee members

Abigail Wightman (2)

Sarah Kennedy (1)

TBA (Student, selected by SGA)

Heather Ward (Staff member, elected by staff)

Ex officio. Voting:

Martha Walker, Director, Women's Studies, CHAIR

TRUSTEES COMMITTEES

The Board of Trustees has authorized through the Bylaws of Mary Baldwin College faculty membership on Board of Trustees' committees as follows:

1. Academic Affairs Committee, one faculty member
2. Business, Finance, and Audit Committee, one faculty member
3. Enrollment Management and Student Life Committee, one faculty member
4. Institutional Advancement Committee, one faculty member
5. Trusteeship Committee, members designated by the Board
6. Endowment Committee, one faculty member
7. Buildings and Grounds Committee, members designated by the Board

The members of Standing Committees shall serve for a **term of one year commencing on July 1** and shall be eligible for reelection or reappointment. Faculty members of Board committees, like all committee members, are appointed by the Chairman of the Board. They are nominated by the Committee on Committees, approved by the faculty, and their names forwarded to the President of the College, who forwards them for appointment to the Chairman of the Board of Trustees. **They serve staggered four-year terms.** Newly appointed members meet with former members and the VPAA/DOC for orientation to the Board and its procedures.

Academic Affairs Committee

Paul Ryan (1)

Buildings and Grounds

Joe Sprangel (1)

Bruce Dorries (1)

Institutional Advancement

Terry Southerington (3)

John Ong (2)

Endowment Committee

Jane Pietrowski (2)

Finance and Business Committee

Amy Diduch (2)

Student Life Committee

Carey Usher (2)

Faculty Secretary

Molly Petty (1)

College Marshal (5 year term)

Sally James (2)

Associate College Marshal (5 year term)

Lundy Pentz

(4)

Parliamentarian (no term limit)

Lundy Pentz

Associate Director, Institutional Research

Judy Klein

Director of Interdisciplinary Studies

James Gilman

Representative to Alumnae/i Board

Amy Tillerson

Ad Hoc Committee on Research, Scholarship, and Creative Activity (CRSC)**Mary Hill Cole**

Peter Ruiz-Haas

Maria Craig

Abby Wightman

TBA, Faculty Member from the School of Education, Health and Social Work

TBA, Student Member

Ex officio, Voting:

Lydia Petersson, Director SPUR

Carol Creager, Library Director

Catharine O'Connell, VP for Academic Affairs and DOC