

FACULTY COMMITTEES (STANDING) 2009-2010

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 MARY 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

2009-2010 Committee members

Alice Araujo (2)

Steve Mosher, co-chair (1)

Karl Zachary, co-chair (1)

Ex officio, Voting:

VP for EMSL/DOS

Ex officio, Non-voting:

Assoc. VP for Enrollment Management

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

Dean for Adult and Graduate Studies

ADP Operations Manager

Coordinator, ADP Financial Aid

2009-2010 Committee members

Tiffany Barber (3)

Pamela Murray (3)

Robert Klonoski (1)

Ex officio:

Megan Brown, Financial Aid (ADP)

Debby Camden, ADP

Marion Ward, ADP

Affirmative Action Committee

Term of Service: 2 years

Responsibility: Maintain the institution's affirmative action policies.

Membership:

The College's Affirmative Action Officer

Two faculty members (2 year terms)

Two members from the Administrative staff appointed by the President (2 year terms)

Two staff members elected by the staff (2 year terms)

Two students, one selected by the SGA and one selected by the Dean of adult and Graduate Studies.

2009-2010 Committee members

Tamra Willis (2)

Daniel Metraux (2)

Administrative Staff (Appointed by the President)

Dedra Johnson (1)

TBA (1)

Shelly Irvine, Affirmative Action Officer

2 Staff members (Elected by the staff):

Pam Hummell

Mary Almarode

2 Student members (Selected by SGA)
TBA
TBA

Committee on Committees

Term of Service: Elected by members of the division for a period of 3 years, renewable for not more than 2 consecutive terms.

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 Division Coordinators Committee. A member of the ADP faculty, elected by the ADP faculty.

2009-2010 Committee members

Catharine O'Connell, VPAA/DOC, Chair
Amy Diduch, Chair, EPC
James Harrington, Chair, Faculty Status/Eval
Lallon Pond, Chair, Division Coordinators

Ex officio, Voting: Catharine O'Connell, VP for Academic Affairs & Dean of the College

Division Coordinators

Division Coordinators are elected by the members of the division for a period of three years, renewable for not more than two consecutive terms.

Membership: Coordinators of Divisions I, II, and III
ADP representative
VPAA/DOC

2009-2010 Division Coordinators

Martha Walker (I)	(3)
Steve Mosher (II)	(3)
Louise Freeman (III)	(2)
Lallon Pond (ADP), Chair	(2)

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 Divisions I, II, and III. One ADP faculty.

Ex Officio – Voting: Members of Education Discipline

2009-2010 Committee members

Paul Deeble (III)	(1)
Dan Stuhlsatz (II)	(3)
Nicole Oechslin (ADP)	(1)
Lise Keiter (I)	(2)
Lowell Lemons	

Ex officio, Voting:

Nancy Krippel, Dean Adult/Graduate
Carole Grove, GTE Director
Tiffany Barber
Karen Dorgan
Irving Driscoll
James Harrington, **Chair**
Lowell Lemons
James McCrory
Pamela Murray

Patricia Westhafer
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 of Divisions I, II, and III.

One faculty with interest in Interdisciplinary Studies.

One ADP faculty.

Two students from the RCW appointed by the SGA.

One ADP student.

Ex Officio - Non-Voting Members

Registrar

Dean for Adult and Graduate Studies

Librarian

2009-2010 Committee members

Roderic Owen (I) (1)

Jim Sconyers (I) (2)

Bob Klonoski (II) (2)

Amy Diduch (II), Chair (3)

Paul Deeble (III) (2)

Lowell Lemons (III) (1)

Pat Murphy (ADP) (1)

Katherine Turner (I) (1)

Ex officio, Non-voting:

Dean of Adult & Grad Studies

Associate Dean/Registrar

Librarian

Ex officio, Voting:

VP for Academic Affairs & Dean of College

2 Students (Selected by SGA):

Rachel Laux

Erin Paschal

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:

3 tenured RCW faculty members, 1 from each of the three divisions

2 tenured ADP faculty members

1 tenured faculty member with graduate faculty status (no overlap)

1 tenured faculty member at large nominated by the Committee on Committees and elected by the faculty.

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.

2009-2010 Committee members

Terry Southerington – (4) representing Division One (tenured)

Jane Pietrowski – (2) representing Division Two (tenured)

Jim Harrington – (3) tenured ADP faculty member, CHAIR

Susan Green (to serve the year during the sabbatical for Cat McPherson – tenured ADP faculty member with three more years to serve)

John Ong to serve the year during the sabbatical for Andreas Anastasiou – tenured faculty member to represent Division Three with three more years to serve.

Jim Gilman – (3) tenured Graduate Faculty representative

Rick Plant – (3) tenured faculty member at-large

TBA - The order of composition also stipulates the addition of two untenured faculty members. **one untenured RCW faculty member--the untenured RCW faculty will elect**

Tiffany Barber, untenured ADP faculty member, the untenured ADP faculty will elect

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

2009-2010 Committee members

Karl Zachary, Chair (3)

Sally James (1)

Jim Gilman (2)

Lise Keiter (3)

Ivy Arbulu (3)

Ex officio, Voting:

Martha Walker, Director of
Honors Program

Ex officio, Non-voting:

Assoc. VP for Enrollment Management

2 Students selected by Student Honor Scholars Society:

Linde Bischak (Pres.)

Kate Pollak (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.)

2009-2010 Committee members

Tamra Willis, Chair	(3)
Amy Diduch	(2)
Jim Harrington	(2)
Alice Araujo	(1)
Paul Menzer	(2)
Lowell Lemons	(1)

Ex Officio

Carole Grove, GTE Director
 Susan Britton, GTE Assistant Director
 Nancy Krippel, Dean Adult/Graduate Studies

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)

2009-2010 Committee members

Heather Macalister, Chair	(3)
Peter Cruise	(3)
Tiffany Barber	(1)
John Wells, co-chair	(2)
Nicole Oechslin	(3)
Lori Wilt (unaffiliated member)	

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

2009-2010 Committee members

Louise Freeman

Heather Macalister

Paul Callo

Brent Douglass, Dir. of Fac. Maintenance

Two outside appointees:

Ruth Chodrow

Stuart Porter

Ex officio, Voting:

Assistant Director, Sponsored Programs and Undergraduate Research Development

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 VWIL

2009-2010 Committee members

Eric Jones	(3)
Gauri Rai	(3)
Gordon Bowen	(sabbatical replacement)
Robert Klonoski, Chair	(1)

Ex officio, Voting:

Brenda Bryant

Velma Bryant, Dir. of Leadership Programs

M.Litt/MFA Admissions Committee**2009-2010 Committee 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 Shenandoah Shakespeare, *ex officio*

The Dean of Adult and Graduate Studies, *ex officio*

The Chair or designated representative of the Theatre Department

The Chair or designated representative of the English Department

One member each from the Art, Music, and History Departments

The Admissions Counselor for M.Litt./MFA

One student, elected annually by the M.Litt./MFA students

2009-2010 Committee members

Paul Menzer, Chair

Amy Tillerson – sabbatical replacement for Mary Hill Cole

Sally James – sabbatical replacement for Marlana Hobson

Lise Keiter (3)

Terry Southerington

Julie Fox

Nancy Krippel, *ex officio*

Sara Landis, student representative

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.

Stephanie Ferguson, Chair

Christy Baker, Assistant Director of PEG Student Life

Michelle Hurdle, Assistant Director PEG Admission

Candice Barnack, Assistant Director of PEG Operations (at large staff member)

Paul Deeble

Kathy McCleaf

Peter Ruiz-Haas (3)

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)

2009-2010 Committee members

Irene Sarnelle (3)

Molly Petty (1)

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

2009-2010 Committee members

Ivy Arbulu (1)

Sarah Kennedy (3)

Melissa Thomas (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 (3)

Buildings and Grounds

Lallon Pond (4)
Bruce Dorries (2)

Institutional Advancement

Peter Cruise (4)
John Ong (4)

Endowment Committee

Jane Pietrowski (4)

Finance and Business Committee

Amy Diduch (3)

Student Life Committee

Carey Usher (4)

Faculty Secretary

Karen Dorgan (1)

Graduate Faculty Secretary

Anne McGovern (1)

College Marshal (5 year term)

Sally James (3)

Associate College Marshal (5 year term)

Lundy Pentz (1)

Parliamentarian (no term limit)

Lundy Pentz

Associate Director, Institutional Research

Judy Klein

Director of Interdisciplinary Studies

Terry Southerington (1)

Representative to Alumnae/i Board

Virginia Francisco (reassigned)

OTHER COMMITTEES:

ADP Awards Committee

Dan Dowdy-Chair

Sharon Barnes

Nicole Oechslin

Ex officio, Voting:

Marion Ward

Campus Safety Committee

R. Richardson, Dir. of Security & Safety, Chair

Chimene Boone, Director of Residence Life

Mary VanNortwick, Catering Director

Sharon Campbell, Dir of Aux Services

Diane Kent, Health Services

Lyle T. Campbell, Supv. of Engineering Ser.

Dave Koontz, Computer Services

Charles Angersbach, Athletics
Mike Gentry (reassigned)
Shelly Irvine, Dir. of Human Resources
TBA, Student Rep

Health Care Administration Program Advisory Council

Andreas Anastasiou
Claire Kent
 Carrie Usher
 Steven Mosher, Chair
 Roderic Owen
 Lallon Pond
 Jane Pietrowski
 Peter Cruise
 Professional Community Members
 HCA/ADP Adjunct Faculty Members
 MBC Alumnae Members

Ad Hoc Committee on Research, Scholarship, and Creative Activity (CRSC)

Katherine Turner
Peter Ruiz-Haas
Mary Clay Thomas – sabbatical replacement for Laura van Assendelft
 Margie Bivans, Student Member

Ex officio, Voting:

Martha Walker, Director of the Honors Program
 Lydia Petersson, Director SPUR
Tracy Deem, Assistant Director SPUR
Carol Creager, Library Director
 Catharine O'Connell, VP for Academic Affairs and DOC

Ad Hoc Common Curriculum Working Group

Ivy Arbulu
 Lew Askegaard
 Paul Deeble
 Amy Dlduch
 Nancy Krippel
 Rachel Laux
 Patricia Murphy
 Catharine O'Connell
 Roderic Owen
 Lallon Pond
 Terry Southerington