

KENTUCKY STATE
UNIVERSITY



IN ALL THINGS EXCELLENCE
THE KSU TRANSFORMATION

COMMITTEE BOOK

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GUIDELINES FOR UNIVERSITY COMMITTEES

Philosophy of Committee Structure

The faculty, staff, administrators, and students of Kentucky State University support a collegial system of university governance that assures and promotes university-wide representation and joint deliberation within the institution. A collegial system of university governance is defined as a communication process which encourages responsible participation and open discussion and provides opportunities to present diverse points of view resulting in increased communication with the University administration for enhanced quality in decisions.

A representative and functional University committee structure serves to provide the clearest expression of viewpoints of various constituent groups at the University, and this committee structure shall function as a primary mechanism for representative participation in University governance.

Purpose of Committee Structure

University Standing and Ad Hoc Committees shall be coordinated by the administration, staff, and faculty. University, Academic, Staff, and Student Councils shall work cooperatively to ensure: 1) appropriate and broad-based representation on committees, 2) equitable distribution of committee assignments among faculty and staff, and 3) timely completion of committee tasks.

Structure of University Standings Committees

Each committee is placed under the cabinet level that it advises.

Definition of University Committees

There are two types of University Committees, University Standing Committees and University Ad Hoc Committees. Each is defined below.

1. **University Standing Committees:**
 - a. Are committees which have no stated termination date. Each committee is expected to function on an on-going basis to fulfill its stated purpose;
 - b. Are committees whose members are appointed by either the President or as specified in University Policy for the purpose of facilitating University governance, operations, and administration; and
 - c. Adhere to the "General Principles Regarding the Functioning of University Committees."

2. University Ad Hoc Committees:

- a. Are committees, task forces, or other which have a stated termination date;
- b. Do not duplicate the function, duties, or responsibilities of University Standing Committees;
- c. Function on a short-term basis (normally defined as less than one year);
- d. Are appointed by the President;
- e. Have a Chairperson designated by the President; and
- f. Adhere to the “General Principles Regarding the Functioning of University Committees.”

General Principles Regarding the Functioning of University Committees

The following principles, policies, and procedures regarding University committees shall apply to all University committees regardless of their particular title, whether ad hoc or standing.

1. All University Committees shall:

- a. Be established with the approval of the President, in accordance with University Policy, or as mandated by statute;
- b. Be terminated with the approval of the President, in accordance with University Policy, or as mandated by statute;
- c. Have a clearly defined and stated purpose;
- d. Have clearly defined and stated responsibilities;
- e. Have a clearly defined and stated composition;
- f. Have a stated administrative official/office at the Vice President level or higher to whom the committee makes recommendations and who coordinates appropriate fiscal and clerical support;
- g. Elect a Chairperson, Vice-Chairperson, and Secretary at its first meeting (unless otherwise designated). Committees have the option of rotating secretarial duties among its members;
- h. Use all possible sources of information input from appropriate constituent groups, other committees, individuals, and University administrative offices in carrying out its purpose;
- i. Be responsible for making recommendations on issues, problems, and concerns that have been referred to it. All committee recommendations

are to be submitted to the appropriate Vice President with copies to the University Committee Council; and

- j. Be governed by Robert's Rules of Order in its then most recent revision.

2. Committee Authority

All committees are recommending bodies only, and final decisions on their recommendations, except when delegated, rest with the President and the Board of Regents.

3. Membership

- a. Any University employee may be required to serve on one (1) or more University committees as part of his/her normal responsibilities. Individuals may also volunteer or agree to serve on more than one University committee.
- b. Committee membership on University committees shall be defined by the stated criteria under "Composition" given for each University committee.
- c. Term of service may be successive unless prohibited by criteria under "Composition."
- d. All faculty and staff appointments are for two year terms, unless otherwise specified.
- e. All student appointments are for a one year term, terminating in May of each year.
- f. Replacements for members of University committees shall be selected in accordance with the appointment procedures for that committee.

4. Meetings

- a. The eleven o' clock hour each Tuesday is reserved for committee meetings, and no other activities are to be scheduled at that time. Administrative committees need to consult with their Cabinet-level officer before scheduling any other activity during this time, except for University Convocations. The meeting time will be shared between University committees and college/school and division/department committees.
- b. University Committees Meeting Times. Beginning with the third full week of school during the fall and spring semesters, every first and third Tuesdays are reserved for University Committee meetings, including University-wide faculty meetings.

- c. Committees are expected to meet at least bi-monthly and more often as required by the work of the committee.
 - d. University faculty meetings have priority over University committee meetings. Meetings will not be scheduled during the eleven o'clock hour on Tuesday during finals, except for University Convocations.
 - e. College/School and Department/Division Committees Meeting Times. The second and fourth Tuesdays of each are reserved for college/school and division/department meetings. The University Dean shall work with chairpersons, if any, to develop committee-meeting calendars for their specific units. Meetings will not be scheduled during the eleven o'clock hour on Tuesday during finals, except for University Convocations.
 - f. Chairpersons of committees and academic administrators may schedule additional meetings if they are necessary for completion of activities and assignments.
 - g. In the months that have more than four Tuesdays, the additional Tuesdays are reserved for division/department meetings.
5. Minutes and Records
- a. The committee secretary shall:
 - i. Take minutes of each meeting (including attendance) and submit them to the committee chairperson within two weeks following the meeting; and
 - ii. Maintain an up-to-date record of approved minutes, committee actions, proposals, and recommendations. These activities become the responsibility of the committee chairperson if the committee chooses to rotate secretarial tasks among its members.
 - b. The committee chairperson shall:
 - i. Submit at the end of each month copies of approved minutes, committee reports, proposals, and other related documents to the appropriate Vice President and the University Committee Council; and
 - ii. Prepare and submit (when requested) to the chairperson of the University Committee Council a short news article summarizing

the issues being considered by the committee and the actions that have been taken.

6. Attendance and Designees

- a. Committee appointments are an integral part of the employee's duties. Persons appointed or elected to University Committees are expected to participate in committee activities. If a committee member cannot attend a meeting, he/she may send a representative. The representative may participate in the committee's deliberations but cannot vote.
- b. Recommendations for the removal of inactive members are made to the President or appropriate Vice President by the chairperson of the committee; and
- c. When the term "designee" appears after a job title listed under "Committee Composition," the official holding that title has the option to appoint someone else to be the official member of the Committee. In such a case, the designee is appointed at the beginning of the academic year and is expected to attend each committee meeting throughout the year. The designee will have the official voting right for the duration of the appointment.

7. Evaluation of Committees

The appropriate Vice President and the Faculty Senate (for committees of the Faculty Senate) shall monitor and evaluate the effectiveness of the operation of each University committee within their respective units. At the beginning of each academic year, and at other times as appropriate, the Vice Presidents and President of the faculty senate will meet with each committee for which it is responsible and clearly delineate the purpose and responsibilities of the committee. The successful completion of this action shall be communicated to the chair of the University Committee Council, in writing, who shall have full responsibility for the enforcement of this policy.

8. Evaluation of Committee Members

The chairpersons of committees at all levels - University, college/school/library, and division/department - shall evaluate each member of their committees in April of each year. Committee members shall be provided with a copy of their evaluation.

- a. The President or his/her designee is an ex-officio member of all University Committees.

- b. No committee overseeing an activity shall be chaired by a person responsible for carrying out that activity.
- c. Year of service is operationalized as the beginning of the school year to the beginning of the next school year, e.g. mid-August to mid-August of the following year. However, in most instances, committee assignments are to be completed by mid-May.
- d. Where appointments are not made, the existing committee shall continue until new appointments are made.

Procedures for Requesting the Establishment of University Standing and Ad Hoc Committees Are as Follows:

1. Requests for the establishment of University Ad Hoc or Standing Committees shall be submitted to the appropriate Vice President. The appropriate Vice President shall forward the request to the University Committee Council for consideration. The request should include the following information:
 - a. General purpose;
 - b. Responsibilities;
 - c. Composition;
 - d. List of recommended individuals to fill the positions; and
 - e. Time constraints.
2. The University Committee Council shall review requests for establishing committees and make its recommendations to the President.
3. The President shall review the requests and recommendations. If approved, the President shall make the appointments. If denied, the request shall be returned to the originator(s) with an explanation of the reasons.

Relationship of University Standing/Ad Hoc Committees to Other Representative Bodies

1. Recommendations for new or revised policies and procedures proposed by a University Committee should be transmitted to appropriate representative bodies for review and comment prior to implementation under the following circumstances:
 - a. Committee recommendations fall within the stated purposes or jurisdiction of a representative body;
 - b. Committee responsibilities enumerate which representative body or bodies should receive committee reports and recommendations; or

- c. Review by one or more representative bodies is desired by the University administration.
2. It is the responsibility of the President or the appropriate Vice President (listed in the specific committee guidelines) to transmit to the Faculty Senate, Student Government Association, and/or the Staff Council any committee reports and recommendations which should be reviewed by these bodies.
3. The Faculty Senate, Student Government Association, and the Staff Council may respond to proposed policies and procedures or reports issued by the University Committees through the appropriate administrative official.
4. The Faculty Senate, Student Government Association, and the Staff Council may refer matters for a committee's consideration to the committee's chairperson, with notification to the President or appropriate Vice President to whom the committee reports.

Academic Unit Committees

Academic Unit Committees are those committees established by the faculty of an academic unit (college/school, department/division, and library) to carry out the functions of the academic unit. Academic Unit Committees operate under the philosophy and guidelines for University committees or other applicable University policies except as noted below.

1. Types of Unit Committees:
 - a. Policy-required unit committees are committees required by University policy (examples: unit tenure and promotion committees; search committees for chairs);
 - b. Unit standing committees are committees with no termination date and which deal with ongoing unit business. Once established, standing committees continue to function until the faculty of the unit votes to terminate the committee; and
 - c. Unit ad hoc committees have stated termination dates and cease to exist on the stated date unless re-established by vote of the unit faculty.
2. Procedures for Establishing and Terminating Academic Unit Committees:
 - a. Policy-required committees are established as specified in applicable University policies;
 - b. Other unit standing and ad hoc committees may be established at any time by majority vote of the academic unit faculty. Any member of the unit (faculty, faculty with administrative functions, or staff) may propose that a unit committee be established; and

- c. Unit committees may be terminated by two-thirds vote of the unit faculty or in accordance with University policy.

3. Membership

- a. Service on unit committees is an expected part of each faculty member's normal responsibilities. The minimum number of unit committee assignments expected as part of normal responsibilities will vary from unit to unit depending on the committee structure established by the unit faculty. A unit faculty member may volunteer or agree to serve on more committees than the minimum normally expected in that unit, but such service must be reflected accurately in the faculty member's Distribution of Effort agreement.
- b. Members of policy-required unit committees are elected or appointed as specified in applicable University policies.
- c. Members of unit standing and ad hoc committees are selected according to procedures established by majority vote of the unit faculty. The membership selection procedures must include provisions for the following:
 - i. Unit faculty should be given the opportunity to express preferences for unit committee service, and such preferences should be honored whenever possible;
 - ii. Within the unit, committee assignments should be distributed equitably or in accordance with the faculty member's Distribution of Effort agreement; and
 - iii. Selection of faculty for unit committees should take into consideration the faculty member's entire workload, including University committee assignments, other unit committee assignments, teaching load, advising/mentoring, and release time.

4. Unit Committee Operating Procedures

- a. Operating procedures for policy-required unit committees are established as specified in applicable policies.
- b. Operating procedures for standing and ad hoc committees are established by the unit. The operating procedures must be consistent with University policies and must include provisions for the following:
 - i. a chairperson or convener of the committee;
 - ii. a method for recording committee minutes; and

- iii. procedures for reporting committee recommendations to the unit and unit administrator.
5. Evaluation of Unit Committee Members:

The chairpersons of committees at all levels - University, college/school/library, and division/department - shall evaluate in April of each year each member of their committees. Committee members shall be provided with a copy of their evaluation.
6. Relationship of Academic Unit Committees to Other University-Level Committees, the University Committee Council, and Administrators
 - a. Academic unit administrators (chairs, library director) will forward to the University Committee Council a list of each unit committee and its membership in accordance with procedures specified by the University Committee Council.
 - b. Unless specified otherwise by applicable University policies, recommendations of unit committees approved by the unit are forwarded through normal administrative channels to the appropriate university-level committee or university-level administrator via the unit's administrator(s). Administrative recommendations made by the unit's administrator(s) shall be forwarded with the unit's recommendation.
 - c. Unless specified otherwise by applicable University policies, a unit administrator who disagrees with recommendations adopted by the unit may request a unit to reconsider its recommendations. However, in most circumstances, unit administrators are obligated by University policy to forward all unit recommendations when requested to do so by the unit, even in those cases where the unit administrator disagrees with some or all of the unit' recommendations.
 - d. Except when confidentiality is specified by applicable University policies, members of a unit may review the recommendations made by unit administrators and any response received related to the unit's recommendations.
7. Business Affairs, Student Affairs, and External Relations and Development Committees
 - a. Cabinet members will forward to the University Committee Council a list of each committee and its membership in accordance with procedures specified by the University Committee Council.
 - b. Unless specified otherwise by applicable University policies, recommendations of Cabinet committees approved by the committee are forwarded through normal administrative channels to the appropriate

- university-level committee or university-level administrator via the Cabinet member.
- c. Unless specified otherwise by applicable University policies, a Cabinet member who disagrees with recommendations adopted by the Committee may request that the committee reconsider its recommendations. However, in most circumstances, Cabinet members are obligated by University policy to forward all committee recommendations when requested to do so by the committee, even in those cases where the Cabinet member disagrees with some or all of the committee's recommendations.
 - d. Except when confidentiality is specified by applicable University policies, members of a committee may review the recommendations made by Cabinet members and any response received related to the Committee's recommendations.

COMMITTEE LISTINGS

ACADEMIC AFFAIRS COMMITTEES

Academic Appeals
Academic Assessment and Evaluation
Agricultural Literacy
Animal and Human Welfare
Faculty Appeals
Faculty Recognition
Faculty Research
Honorary Degree
Institutional and External Scholarships and Prizes
International Studies
Liberal Studies Core Curriculum
Library
Teacher Education
University Tenure and Promotion

ATHLETIC AFFAIRS COMMITTEE

CONVOCATIONS AND SPECIAL EVENTS COMMITTEE

FACULTY SENATE

Executive
Academic Policies
Budget and Academic Support
Curriculum
Professional Concerns

BUSINESS AFFAIRS COMMITTEES

Affirmative Action
Finance and Administration Assessment and Evaluation
Safety

INFORMATION TECHNOLOGY COMMITTEE

INSTITUTIONAL EFFECTIVENESS COMMITTEE

PUBLIC RELATIONS

Institutional Marketing

Student Publications

STUDENT AFFAIRS COMMITTEES

Admission and Recruitment

Catastrophic Diseases

All University Court

Dormitory

Student Affairs Assessment and Evaluation

Student Financial Aid

Student Life Plan

Student Registration Information System

Substance Abuse Prevention

PRESIDENT'S CABINET

PURPOSE

To review information and advise the President on matters related to the University's operations.

RESPONSIBILITIES

1. Advise the President in the administration of University programs.
2. Review, revise, and recommend administrative policies and procedures of the University.
3. Review and recommend changes in the University's organizational structure.
4. Assume other responsibilities as deemed necessary by the University President.
5. Report to the University President.

COMPOSITION

University President

Chief of Operations

Vice President for Academic Affairs

Vice President for Business Affairs

Vice President for Student Affairs

Vice President for External Relations and Development

General Counsel

Chief Information Officer

Special Assistant to the President for Strategic Planning and Development

Vice President for Facilities and Maintenance Operations

Dean, University

Member	Appointment
Raymond M. Burse	President
Candice Jackson	Chief of Operations
Lynda Brown-Wright	VP, Academic Affairs
Ingram Quick	Internal Auditor
Gregory Rush	VP, Business Affairs
Rick Smith	VP, External Relations
Francene Gilmer	VP, Student Affairs
Gordon Rowe	General Counsel
Wendy Dixie	Chief Information Officer
Vacant	Special Assistant, Strategic Planning
Vacant	VP, Facilities and Maintenance Operations

UNIVERSITY COMMITTEE COUNCIL

PURPOSE

To review and make recommendations to the President on all matters pertaining to committee governance and management. The chairperson will be appointed by the President.

RESPONSIBILITIES

1. Review The Committee Book pertaining to committee structure and operations and recommend changes to the President when warranted.
2. Coordinate committee appointments at all levels - university, college/school, and division/department - by sharing survey data and appointment information.
3. Survey faculty and staff during February of each year to ascertain on which committees they are interested in serving the next academic year and maintain survey data.
4. Process and distribute by March of each year committee interest survey data to the Faculty Senate, Staff Council, and appropriate units and individuals.
5. Recommend to the President individuals to serve on University committees.
6. Review requests for the establishment of standing and ad hoc committees and make its recommendations to the President.
7. Inform the University community of all committee appointments.
8. Keep the University community informed of committee assignments, issues being considered, and actions taken by committees by publishing a newsletter four times each academic year. Newsletters are to be distributed by: September 1, November 1, February 1 and May 1.
9. Report to the University President.

Member	Appointment
Raymond M. Burse	President
Candice Jackson	Chief of Operations
Lynda Brown-Wright	VP, Academic Affairs
Vacant	VP, Facilities and Maintenance Operations
Rick Smith	VP, External Relations
Francene Gilmer	VP, Student Affairs
Gordon Rowe	General Counsel
Wendy Dixie	Chief Information Officer
Vacant	Special Assistant, Strategic Planning
Ingram Quick	Internal Auditor

FACULTY SENATE EXECUTIVE COMMITTEE

PURPOSE

To serve as a Committee on Committees, appointing members to all standing and ad hoc committees of the Faculty Senate.

RESPONSIBILITIES

1. It shall serve as a Committee on Committees, appointing members to all standing and ad hoc committees of the Faculty Senate. In addition it may appoint non-senators and *ex-officio* members as voting members to all standing and ad hoc committees of the Faculty Senate. At no time shall the non-senators and *ex-officio* members comprise a voting majority on ad hoc and standing committees. It shall, upon request, work with administrative officers of the University in forming administrative committees, in developing charges to such committees, and by nominating persons to serve as members of such committees.
2. It shall serve as liaison between the Faculty Senate and administrative officers of the University. It shall refer to the appropriate committee of the Senate any question of policy on which advice is sought. Responses to such requests shall be transmitted through the Executive Committee which shall record in its minutes any recommendations on policy.
3. It shall receive and retain typed reports of all committees of the Faculty Senate and retain such reports in accord with University policy on retention of documents.
4. It shall cause matters approved by the Faculty Senate to be brought to the attention of the appropriate administrative officers for action and/or information and shall report any action taken to the Faculty Senate.
5. It shall have authority to act for the Senate when for any reason the Senate is unable to meet, or when emergency action is required. All such actions shall be reported to the Faculty Senate at its next regular meeting.
6. It shall refer to the appropriate Faculty Senate committees for study and recommendations such matters as are designated by the Senate.
7. It shall prepare and distribute to the members of the Senate three (3) working days in advance the agenda for meetings of the Faculty Senate. The agenda shall include as a minimum a synopsis of all items to be acted upon.

COMPOSITION

The Executive Committee shall consist of officers of the Faculty Senate and the chairpersons of the standing committees of the Faculty Senate. In addition, the immediate past president of the Faculty Senate shall serve *ex-officio* for a period of one year, provided such person is not serving the University in any administrative role. The Executive Committee shall be chaired by the President of the Faculty Senate.

Member	Appointment	Term
Peter Smith	Faculty Senate President	2015-16
Kristopher Grimes	Faculty Senate Vice President	2015-16
Reba Rye	Faculty Senate Secretary	2015-16
Tierra Freeman	Past Faculty Senate President	2015-16
Ashok Kumar	Faculty Senate Professional Concerns Chair	2015-16
Ken Andries	Faculty Senate Curriculum Chair	2015-16
Joe Moffett	Faculty Senate Academic Policies Chair	2015-16
Scott Ross	Faculty Senate Budget/Academic Support	2015-16

ACADEMIC POLICIES COMMITTEE

RESPONSIBILITIES

1. Develop and recommend the Academic Calendar.
2. Recommend registration procedures.
3. Recommend class scheduling procedures.
4. Recommend advising procedures.
5. Recommend changes in the “Academic Regulations and Policies” section of the University catalog, such as grading policy and class attendance policy.

COMPOSITION

Each voting Senator shall be assigned to at least one standing committee; assignments shall be made each year by the elected officers of the Senate based upon a preference list submitted by each voting Senator. The remaining membership of each committee shall be composed of Senators from educational units not already represented on the committee and any non-senator or *ex-officio* members as voting members of standing and ad hoc committees. At no time shall the non-senators and *ex-officio* members comprise a voting majority on ad hoc and standing committees. The Chairperson of each committee, except the Executive Committee, shall be elected by the membership of that committee.

Member	Appointment	Term
Joe Moffett	Chair	2015-16
Rita Sharma	Vice-Chair	2015-16
Avinash Tope	Secretary	2015-16

BUDGET AND ACADEMIC SUPPORT COMMITTEE

RESPONSIBILITIES:

1. Recommend faculty priorities and work with the administration in developing the annual budget and the biennial budget report.
2. Analyze the finance and resource allocations of the University on a continuing basis so that it may advise the Faculty Senate, and through it the President of the University, on the relationship between the allocation of funds and the established missions of the University.
3. Make recommendations regarding the administrative services which the University provides for its faculty.
4. Make recommendations regarding academic support services such as the library, bookstore, copy and printing center, and any other support units affecting the academic programs of the University.

COMPOSITION

Each voting Senator shall be assigned to at least one standing committee; assignments shall be made each year by the elected officers of the Senate based upon a preference list submitted by each voting Senator. The remaining membership of each committee shall be composed of Senators from educational units not already represented on the committee and any non-senator or *ex-officio* members as voting members of standing and ad hoc committees. At no time shall the non-senators and *ex-officio* members comprise a voting majority on ad hoc and standing committees. The Chairperson of each committee, except the Executive Committee, shall be elected by the membership of that committee.

Member	Appointment	Term
Scott Ross	Chair	2015-16
Reba Rye	Vice-Chair	2015-16
LeChrista Finn	Secretary	2015-16

CURRICULUM COMMITTEE

RESPONSIBILITIES

1. Makes recommendations to the Faculty Senate, and through it to the University administration, in the area of general curriculum policy.
2. Review, evaluate and make recommendations to the Faculty Senate concerning courses, curricula, programs, and requirements which are received from the faculties of the educational units as listed in the Faculty Handbook and in cooperation with the Budget and Academic Support committee examine those proposals with reference to budget priorities.
3. Periodically review the Liberal Studies core requirements and make recommendations to the Faculty Senate regarding procedures for University-wide review and revision of the Liberal Studies core.

COMPOSITION

Each voting Senator shall be assigned to at least one standing committee; assignments shall be made each year by the elected officers of the Senate based upon a preference list submitted by each voting Senator. The remaining membership of each committee shall be composed of Senators from educational units not already represented on the committee and any non-senator or *ex officio* members as voting members of standing and ad hoc committees. At no time shall the non-senators and *ex officio* members comprise a voting majority on ad hoc and standing committees. The Chairperson of each committee, except the Executive Committee, shall be elected by the membership of that committee.

Member	Appointment	Term
Ken Andries	Chair	2015-16
Kim Sipes	Vice-Chair	2015-16
Tucker Landy	Secretary	2015-16

PROFESSIONAL CONCERNS COMMITTEE

1. Review, evaluate, and make recommendations concerning the policies, procedures, and programs related to faculty benefits, in particular those policies dealing with insurance, retirement, salary schedules, sabbatical and other academic leaves of absence, summer fellowships, institutional research grants, deferred compensation, and the credit union, travel allowance, and reassigned time.
2. Review, evaluate, and make recommendations concerning the various University policies relating to the general academic and professional matters dealing with appointment, retention, tenure, promotion, rank, and performance evaluation.
3. Annually review the Faculty Handbook and make recommendations for changes.
4. Review and evaluate those policies regarding students that are of professional concern to the faculty and make recommendations for changes.

COMPOSITION

Each voting Senator shall be assigned to at least one standing committee; assignments shall be made each year by the elected officers of the Senate based upon a preference list submitted by each voting Senator. The remaining membership of each committee shall be composed of Senators from educational units not already represented on the committee and any non-senator or *ex officio* members as voting members of standing and ad hoc committees. At no time shall the non-senators and *ex officio* members comprise a voting majority on ad hoc and standing committees. The Chairperson of each committee, except the Executive Committee, shall be elected by the membership of that committee.

Member	Appointment	Term
Ashok Kumar	Chair	2015-16
Stephen Ulrich	Vice-Chair	2015-16
Buddhi Gyawali	Secretary	2015-16

STAFF COUNCIL

PURPOSE

To serve as the official representative organization of University staff.

RESPONSIBILITIES

1. Serve as a body for voicing staff concerns.
2. Solicit suggestions from staff members on how to enhance the University's efficiency.
3. Review and make recommendations regarding fringe benefits.
4. Review operational procedures and personnel policies and make recommendations for improvements through the Director of Human Resources and the Vice President for Finance and Business Affairs.
5. Coordinate the University's Employee of the Month and Employee of the Year awards.
6. Provide feedback to University staff.
7. Report to the University President.

COMPOSITION

Seven (7) Elected Members for Job Codes

Five (5) Elected Members for At Large

Eight (8) Elected Members from Administrative Units

Member	Appointment	Term
Annette Bruce	Member	2015-2017
Dorothy Campassi	Member	2015-2017
Donna Carter	Vice President	2015-2017
Brandy Davis	Member	2015-2017
Kim Harriford	Member	2015-2017
Chandee Felder	Treasurer	2015-2017
Travis Haskins	Parliamentarian	2015-2017
De'Marcus Hopson	Member	2015-2017
Carla Jordan	Member	2015-2017
Sikitia Lanier	Member	2015-2017
Kendra Lillard	Member	2015-2017
Millie McAnly	President	2015-2017
Dionna McDonald	Secretary	2015-2017
Yolanda Benson	Member	2015-2017
Hettie Oldham	Member	2015-2017
Gerri Spencer	Member	2015-2017

ACADEMIC APPEALS COMMITTEE

To act as a panel to hear student academic appeals as specified in the Academic Policies and Regulations of the University, and make recommendations to the Vice President for Academic Affairs regarding the same.

RESPONSIBILITIES

1. Make recommendations on all student appeals of suspension, and/or dismissal from the University.
2. Make recommendations on all student appeals of withdrawal deadlines.
3. Make recommendations on all student appeals of course grades.
4. Make recommendations on all student appeals for “academic bankruptcy.”
5. Make recommendations on all other student appeals which relate to the student’s academic performance and/or academic standing.
6. Provide written records of the committee’s decisions to the student, Office of the Registrar, Vice President for Academic Affairs, the student’s mentor/advisor, and the Academic Policies Committee of the Faculty Senate.
7. Recommend changes in academic policies and regulations to the Academic Policies Committee of the Faculty Senate.
8. Maintain confidentiality of proceedings and student records as required by the Buckley Amendment (FERPA).
9. The Chairperson of the Committee shall be appointed by the President from among the faculty members of the Committee. The Vice President for Academic Affairs shall arrange for adequate secretarial support for this Committee.

COMPOSITION

Two (2) faculty members who are members of the Academic Policies Committee of the Faculty Senate, appointed by the Academic Policies Committee

Three (3) faculty members who are not currently Faculty Senators, appointed by the President from a list of nominees submitted by the Faculty Senate

Registrar or Designee

Vice President for Academic Affairs or Designee

Member	Appointment	Term
Yolanda Benson	Registrar	Continuous
Herman Walston	Faculty Senate Appointee--Non- Senator (Chair)	2014-2016
Rita Sharma	Senator	2013-2015
Joe Moffett	Senator	2014-2016
Erin Gilliam	Non-Senator	2014-16
Cynthia Shelton	Non-Senator	2014-16
Gashaw Lake	Designee, Academic Affairs	2014-16

ACADEMIC ASSESSMENT AND EVALUATION COMMITTEE

PURPOSE

To monitor the assessment criteria stipulated by the University, the Kentucky Council on Postsecondary Education (CPE), the Southern Association of Colleges and Schools (SACS), and other accrediting agencies were applicable.

RESPONSIBILITIES

1. Ensure that assessment and evaluation activities are consistent with the principles and criteria as stipulated by the University.
2. Recommend changes in assessment policies and procedures to the Vice President for Academic Affairs and the Institutional Effectiveness Committee.
3. Recommend means of increasing effectiveness within Academic Affairs and to the appropriate administrators.

COMPOSITION:

Assistant Vice President for Assessment and Evaluation

One (1) faculty representative of each degree program being reviewed.

One (1) faculty representative of each degree program scheduled for review during the next academic year.

One (1) faculty representative from a degree program reviewed during the previous year who served on the Academic Assessment and Evaluation Committee

One (1) representative of the Faculty Senate Professional Concerns Committee

Two (2) faculty representatives selected at large

The Director of Institutional Research

A student representative of one of the degree programs being reviewed

Member	Appointment	Term
Vacant	Spec. Ass't to Pres., Strategic Planning	2015-17
Yuliana Susanto	Director, Institutional Research	2015-17
Ashok Kumar	PCC Rep.	2015-17
Fariba Bigdeli-Jahed	Faculty-at-Large	2015-17
Tia Gafford	Faculty-at-Large	2015-17
An'Tjuan Darrisaw	Student	2015-16
Jo Anne Rainey	Teacher Ed.	2015-17
Deneia Thomas	Ass't Vice President for Assessment and Evaluation (Chair)	2015-17

ADMISSION AND RECRUITMENT COMMITTEE

PURPOSE:

To serve in an advisory and judicial capacity for matters relating to the University's Office of Admission.

RESPONSIBILITIES

1. Review and revise as necessary the standards for admission of students.
2. Make recommendations on student applications who do not clearly meet the set standards for admission.
3. Hear appeals of students whose applications are denied.
4. Assist in the implementation and refinement of the University's recruitment plan.
5. Hear appeals of students who have been adjudged as non-residents of Kentucky for fee assessment purposes.

COMPOSITION

Director of Admissions

Director of Financial Aid

Director of Alumni Relations

Registrar

One faculty member from each of the four colleges

1. College of Arts/Sciences
2. College of Business and Computer Science
3. College of Professional Studies
4. College of Agriculture, Food Sciences and Sustainable Systems

Two (2) clerical staff members

One (1) student of at least junior standing

One (1) representative from Student Affairs

President of Faculty Senate or Designee

Member	Appointment	Term
Vacant	Dir., Admissions	2015-2017
Diamond Gordon	President, SGA	2015-2016
Qiana Hall	Dir., Financial Aid	2015-17
Wendell Thomas	Dir., Alumni Relations	2015-17
Marquette Robinson	Registrar	2015-17
Tom McPartland	WM Young Honors	2015-17
Abdul Turay	Business and Comp. Sci.	2015-17
Stephen Graham-Hill	Public Administration (Chair)	2015-17
Deneia Thomas	Professional Studies	2015-17
Roosevelt Shelton	Arts and Sciences	2015-17
Carmella Conner	Director of Academic and Financial Success	2015-17
Lillian Graham	Adm. Assistant	2015-17
Ralph Williams	Student	2015-16
Ray Jordan	Student Affairs	2015-17
Peter Smith	Pres., Faculty Senate	2015-17

AGRICULTURAL LITERACY COMMITTEE

PURPOSE

To enhance the relationship between the Land Grant Program and the University as a whole, as it relates to land grant experiences and opportunities.

RESPONSIBILITIES

1. Develop or identify ways to acquaint students with on-going agricultural research and extension experiences in the Land Grant Program.
2. Develop a plan that will provide accurate information to KSU students about the field of agriculture.
3. Recruit students into programs which provide the foundation for a career in agriculture.
4. Help implement agricultural and related courses.
5. Identify avenues or opportunities to enhance agricultural career choices.
6. Update informational and recruitment plans as needed.

COMPOSITION

Director of Land Grant Programs

Campus USDA Liaison

Vice President for Academic Affairs

Representative of the College of Arts & Sciences

Representative of the College of Professional Studies

Representative of the College of Business and Computer Science

Representative of the School of Public Administration

Chair of the Whitney M. Young, Jr., Program

One (1) representative of Community Research Services (CRS)

One (1) representative of Cooperative Extension Program

One (1) faculty member from each of the following areas:

1. Behavioral & Social Sciences
2. Mathematics & Sciences

Director of Library

Director of Counseling and Placement

Member	Appointment	Term
Thomas McPartland	Chair, Whitney M. Young, Jr. Program	Continuous
Stephen Graham-Hill	Public Administration	Continuous
Kirk Pomper	Director, Land Grant Programs	Continuous
Ed Thompson	Campus USDA Liaison	Continuous
Lynda Brown-Wright	Vice President, Academic Affairs	Continuous
Vacant	Faculty, Arts and Sciences	Continuous
Gashaw Lake	Faculty, College PS	Continuous
Abdul Turay	Chair, CBCS (VPAA Designee)	Continuous
Avinash Tope	Community Research Services	2015-2016
Jennifer Hubbard- Sanchez	Cooperative Extension Program	2015-2016
Vacant	Faculty Behavioral and Social Science	2013-2015
Tamara Sluss	Faculty, Mathematics & Sciences (Chair)	2013-2015
Sheila Stuckey	Director, Blazer Library	Continuous
Ron Banks	Director, Career Counseling and Placement	Continuous

ANIMAL AND HUMAN WELFARE COMMITTEE

PURPOSE:

To ensure the rights of subjects (human/animal) for any research conducted at the University.

RESPONSIBILITIES

1. Monitor institutional compliance with the Animal Welfare Act, Public Health Service Policy, and any other applicable federal, state, or local regulation. This includes but is not limited to the following:
 - a. Require all users of laboratory animals at the University to submit an application and receive approval for animal use prior to initiation of such animal use.
 - b. Inspect and review, every six months, all areas and housing facilities used for animals. Evaluate:
 - practices involving pain to animals
 - the condition of the animals, and
 - compliance with approved protocols
 - c. Maintain files of protocol reviews, inspection reports, remedial actions recommended for each animal use area and reports of corrective action taken.
 - d. Submit all applicable assurance statements and reports as needed to maintain compliance with the laws and regulations.
2. Review University research involving human subjects in order to safeguard the rights and welfare of people who may be subject to risk as a result of research activities.
3. Monitor all research activities covered by the National Research Act (PL 93-348), Protection of Human Subjects Regulation 45 CFR 46 and other relevant laws.
4. Monitor the protection of rights to privacy for human subjects.

COMPOSITION

Manager, KSU Farm

A minimum of:

One (1) Veterinarian

Four (4) Representatives from Behavioral & Social Sciences and Nursing

Four (4) Representatives from the Natural Sciences and Land Grant Program

Member	Appointment	Term
Marion Simon	Manager, Atwood Animal Care	Continuous
Mara Merlino	Behavioral and Social Sciences	2013-2016
Egbunam Amadife	Behavioral and Social Science	2013-2016
Patti Marraccini	Nursing	2013-2016
Scott Treadway	Nursing	2013-2016
Nancy Wallin	Natural Sciences	2013-2016
Kazi Javed	Natural Sciences	2013-2016
Changzheng Wang	Land Grant Program	2013-2016
Kenneth Andries	Land Grant Program (Chair)	2013-2016
Lynda Brown-Wright	VP, Academic Affairs (Ex-Officio)	Continuous

FACULTY APPEALS COMMITTEE

PURPOSE

To hear appeals from individuals with faculty status who have been denied tenure and/or promotion, as specified in the Policy on Appointment, Rank, Tenure, and Promotion, Section 2.7.6 Faculty Handbook.

RESPONSIBILITIES

1. Conduct appeals hearings as specified in the Policy on Appointment, Rank, Tenure, and Promotion (Section 2.7.6)
2. Notify the faculty member initiating the appeal and the President of the decision of the Committee.
3. Maintain confidentiality regarding individual appellants, including materials reviewed by the Committee, the Committee's deliberations, and recommendations made by the Committee.
4. Forward any suggestions or recommendations for changes in tenure and promotion policies, standards, and procedures to the Faculty Senate and to the Vice President for Academic Affairs.

COMPOSITION

The Faculty Appeals Committee shall consist of seven (7) faculty members, one (1) of whom may be non-tenured.

1. No more than two (2) faculty members from the same college, school, or library may serve simultaneously.
2. If a non-tenured faculty member is to serve on this Committee, he/she must be a probationary faculty member who is on a tenure track.
3. The members of the Faculty Appeals Committee shall be elected by the faculty-at-large in accordance with Section 2.7.7.3 of the Faculty Handbook.

Member	Appointment	Term
Sharon McGee	Library	2013-16
Mara Merlino	CAS Faculty	2012-16
Scott Ross	CAS Faculty	2014-16
Arthur Hayden	CPS Faculty	2014-16
Stephen Graham-Hill	CPS Faculty	2014-16
John Sedlacek	CAFSSS Faculty	2014-16
Chi Shen	CBCS Faculty	2014-16

FACULTY RECOGNITION COMMITTEE

PURPOSE:

To consider and make recommendations on all matters relative to faculty awards and honors, including the Distinguished Professor Award.

RESPONSIBILITIES

1. Review letters of nomination and supporting documentation for faculty awards, including the Distinguished Professor Award; and based upon that review and the criteria for the particular award, select the person or persons to receive the award, subject to approval by the President and/or the Board of Regents.

For the Distinguished Professor Award, the Committee shall recommend a slate of not more than three finalists for election by the faculty.

2. Review proposals for new faculty awards, including the criteria for the particular award and the selection process, and make recommendations to the Faculty Senate, Vice President for Academic Affairs, and the President for their adoption and implementation.
3. Review existing faculty awards, including the criteria and selection process, and make recommendations to the Faculty Senate, the Vice President for Academic Affairs, and the President for changes in those awards.

COMPOSITION

Seven (7) full-time members of the faculty, one member elected by the Faculty-at-Large and from each of the University's Colleges and the Blazer Library, nominated at College/Library faculty meetings and elected by secret ballot one week later, in accordance with Section 2.10 of the Faculty Handbook.

Vice President for Academic Affairs or Designee (administrator)

President of the Student Government Association or Designee

One (1) alumnus chosen by the Alumni Association

One (1) member of the University's staff, selected in a manner consistent with other staff elections/selections

Member	Appointment	Term
Gashaw Lake	VP, Academic Affairs- Designee	Continuous
Diamond Gordon	President, SGA	Continuous
Stefan Turner	Alumnus	2013-2016
Charles Weibel	Staff	2013-2016
Nkechi Amadife	Library	2013-2016
Vacant	College of Arts and Sciences-Chair	2014-2016
Kristopher Grimes	CAFSSS Representative	2015-17
Deneia Thomas	College of Professional Studies Representative-chair	2015-17
Vacant	At-Large Representative	2015-17

FACULTY RESEARCH COMMITTEE

PURPOSE

To make recommendations to the Vice President for Academic Affairs regarding financial assistance to full-time faculty to carry out the research proposals approved by the Faculty Research Committee when assistance is not available from departmental or other institutional budgets for such items as materials, student assistants, equipment, research travel, preparation of manuscripts and publication charges.

COMPOSITION

Faculty representing each college, school, and library of the University:

Two (2) from College of Arts and Sciences

Two (2) from College of Professional Studies

One (1) from College of Business and Computer Science

One (1) from College of Agriculture, Food Sciences and Sustainable Systems

One (1) from Whitney M. Young, Jr. Program

One (1) from Blazer Library

Member	Appointment	Term
Robert Mania	Faculty, CAS	2015-17
Tia Gafford	Faculty, CAS	2015-17
Stephen Ulrich	Faculty, CPS	2015-17
Debra Tate	Faculty, Library	2015-17
Abdul Turay	Faculty, CBCS	2015-17
Kimberly Sipes	Faculty, CBCS	2015-17
Jo Anne Rainey	Faculty, CPS	2015-17
Kirk Pomper	Faculty, CAFSSS	2015-17

GRADUATE COUNCIL

PURPOSE

To develop and monitor policies relating to the graduate programs, graduate students, and graduate faculty.

RESPONSIBILITIES

1. Inform and advise the Director of Graduate Studies with regard to graduate admissions, program review, graduate student concerns and graduate faculty concerns.
2. Appoint graduate faculty from among faculty with significant teaching, research, and professional accomplishment.

COMPOSITION

Coordinators of each graduate program

Three (3) at-large members

Director of Graduate Studies

Ex-officio members to include the Dean and the Registrar

Member	Appointment	Term
Lynda Brown-Wright	VP, Academic Affairs, ex-officio	Continuous
Marquette Robinson	Registrar, ex-officio	Continuous
Lorna Shaw	Professor	Continuous
James Obielodan	Director of Graduate Studies	2015-17
Ashok Kumar	At-Large, Faculty Senate Election	2015-17
Buddhi Gyawali	At-Large, Faculty Senate Election	2015-17
Tibebe Assefa	At-Large, Faculty Senate Election	2015-17
Scott Treadway	Interim Chair of School of Nursing	Continuous
John Sedlacek	Program Coordinator, Environmental Studies	Continuous
Mara Merlino	Program Coordinator, Interdisciplinary Behavioral Sciences	Continuous
Christopher Daniel	Program Coordinator, Public Administration	Continuous
Mike Unuakhalu	Program Coordinator, Computer Science Technology	Continuous
James Tidwell	Chair, Div. of Aquaculture	Continuous
Albert Assibey-Mensay	Program Coordinator, Business Administration	Continuous

GRADUATE APPEALS REVIEW COMMITTEE

PURPOSE

To hear all appeals by graduate students of course grade, retroactive withdrawal, or dismissal.

RESPONSIBILITIES

1. To hear all appeals brought by graduate students in regard to their course grades, retroactive withdrawals and dismissals.

COMPOSITION

Director of Graduate Studies

Registrar

Three (3) members elected by Faculty Senate from the Graduate Faculty

Graduate Program Coordinators

Member	Appointment	Term
James Obielodan	Director of Graduate Studies	2015-17
Vacant	Faculty Senate Election	2015-17
Vacant	Faculty Senate Election	2015-17
Vacant	Faculty Senate Election	2015-17
Scott Treadway	Interim Chair of School of Nursing	Continuous
John Sedlacek	Program Coordinator, Environmental Studies	Continuous
Mara Merlino	Program Coordinator, Interdisciplinary Behavioral Sciences	Continuous
Christopher Daniel	Program Coordinator, Public Administration	Continuous
Mike Unuakhalu	Program Coordinator, Computer Science Technology	Continuous
James Tidwell	Chair, Div. of Aquaculture	Continuous
Albert Assibey-Mensay	Program Coordinator, Business Administration	Continuous

HONORARY DEGREE COMMITTEE

PURPOSE

To recognize and pay tribute to individuals who by professional achievements research and/or service have made tangible contributions to Kentucky State University, higher education in general, or the world community of scholars by awarding of the KSU Honorary Degree.

RESPONSIBILITIES

1. Adhere to the University's "Honorary Degree Program" Policy, Faculty Handbook, 2.10.2.
2. Collect, compile, and maintain all documenting materials for each nominee and review nominations in light of established criteria.
3. Submit Committee recommendations to the President prior to the first quarterly meeting of the Board of Regents each calendar year.
4. Recommend up to three (3) honorees during any given academic year.

COMPOSITION

Vice President for Academic Affairs (Chairperson)

President of the Faculty Senate or Designee

President of Student Government Association or Designee

President of Senior Class

Chairperson/Coordinator of Commencement

Vice President for Finance and Business Affairs

Two Faculty representatives elected by the Faculty Senate

Two Staff representatives appointed by the President

Member	Appointment	Term
Lynda Brown-Wright	VP, Academic Affairs/Chairperson	Continuous
Gregory Rush	VP, Finance and Business Affairs	Continuous
Peter Smith	President, Faculty Senate	2015-17
Diamond Gordon	President, SGA	2015-17
Vacant	President, Senior Class	2015-17
Vacant	Faculty Senate Election	2015-17
Vacant	Faculty Senate Election	2015-17
Dionna McDonald	Staff	2015-17
Wendy Dixie	Staff	2015-17
Candice Love-Jackson	Chief of Operations	2015-17

INSTITUTIONAL AND EXTERNAL SCHOLARSHIPS, AWARDS, AND PRIZES COMMITTEE

PURPOSE

To recommend institutional and external scholarships and prizes in compliance with the University's policies and procedures.

RESPONSIBILITIES

1. Recommend updated changes for University policies and procedures pertaining to the application and administration of scholarships, prizes, and awards (not predetermined by other units).
2. Monitor the awarding of scholarships and prizes at all levels.
3. Identify and recommend external organizations and other sources of scholarships and prizes.
4. Review appeals for appropriate external scholarships and awards.
5. Inform faculty and students of the availability of external scholarships and awards.
6. Review appeals for University scholarships and make recommendations to the University President.
7. Provide the annual list of University honors for the Honors Convocation.

COMPOSITION

Vice President for Academic Affairs or Designee

Director of Admissions

One (1) Faculty Member from each College and/or School:

1. College of Arts and Sciences
2. College of Professional Studies
3. College of Business and Computer Science
4. College of Agriculture, Food Sciences and Sustainable Systems
5. Whitney M. Young, Jr. Program

Two (2) Representative from Financial Aid

Vice President for Student Affairs

Member	Appointment	Term
Lynda Brown-Wright	VP, Academic Affairs	2015-17
Carmella Conner	Dir., Admissions	2015-17
Shannon Brogan	CAS-Chair	2015-17
Sunday Obi	CPS	2015-17
James Obielodan	CBCS	2015-17
Elgie McFayden	Public Administration	2015-17
Mark Shale	W.M. Young Honors	2015-17
Kirk Pomper	CAFSSS	2015-17
Qiana Hall	Financial Aid	2015-17
Myrna Bryant	Financial Aid	2015-17
Francene Gilmer	VP, Student Affairs	2015-17

INTERNATIONAL STUDIES COMMITTEE

PURPOSE

To formulate plans and make recommendations to the President regarding the internationalization of Kentucky State University (exposure to an international curriculum which enables KSU students to compete effectively in global arena).

RESPONSIBILITIES

Expand the University's liberal studies mission through the development and implementation of a program in international studies to include Hispanic, African, Asian, European, and Caribbean cultures.

COMPOSITION

Vice President for Academic Affairs or Designee

Director of Land Grant Programs or Designee

Director of Counseling and Placement or Designee

Chair of Whitney M. Young, Jr. Program

Five (5) Faculty Members

Member	Appointment	Term
Lynda Brown-Wright	VP, Academic Affairs	Continuous
Kirk Pomper	Director, Land Grant Program	Continuous
Vacant	Faculty, Arts and Sciences	Continuous
Vacant	Faculty, Environmental Studies	2013-16
Chi Shen	Faculty, Computer Science -Chair	2013-16
Ashok Kumar	Faculty, Computer Science	2013-16
Buddhi Gyawali	Faculty, Environmental Studies	2013-16
Vacant	Director, Career Counseling and Placement	Continuous
Thomas McPartland	Chair, Whitney M. Young, Jr. Program	Continuous

LIBERAL STUDIES CORE CURRICULUM COMMITTEE

PURPOSE

To serve as the oversight committee for all aspects of the Liberal Studies Core Program to ensure that students receive a quality foundation in general education that prepares them for upper level and discipline specific course work, and provides knowledge, skills, and values needed to be productive citizens and life-long learners. The committee shall develop multiple means of assessing and documenting students' acquisition of the knowledge, skills and qualities.

RESPONSIBILITIES

1. Assist in obtaining faculty approval of student learning outcomes for the Liberal Studies Core.
2. Assist in the implementation of "Liberal Studies Student Outcomes."
3. Assist in ensuring that each course included in the Liberal Studies Core Requirements supports three or more of the student learning outcomes.
4. Make recommendations regarding the refinement of the contents of the required liberal studies courses to ensure the materials are interrelated and sequential, and that courses with multiple sections have equivalent learning requirements and measurements.
5. Assist in the development of multiple on-going formative and summative assessments, including a Rising Junior Exam, to ensure that student learning outcome objectives are achieved. Work with the Testing Director to ensure that a Rising Junior Exam is administered to each baccalaureate degree-seeking student at the appropriate time.
6. Conduct on-going evaluations of assessment data and make necessary adjustments to continue improving the Liberal Studies Core Program. Committee shall report its activities to the Vice President for Academic Affairs at least twice a semester. It shall keep the chairs informed of actions taken in regard to the Program and provide an annual report to the Vice President for Academic Affairs.
7. Assist in securing funding from internal and external sources to provide support for program enhancement and faculty development initiative to improve instruction in the Liberal Studies Core Curriculum.

COMPOSITION

One (1) Full-Time Faculty Member who teaches English Composition
One (1) Full-Time Faculty Member who teaches Mathematics

One (1) Full-Time Faculty Member from the Division of Fine Arts
One (1) Full-Time Faculty Member from the Division of Behavioral and Social Sciences
One (1) Full-Time Faculty Member who teaches Science Courses
One (1) Full-Time Faculty Member who teaches Literature or a Foreign Language
One (1) Full-Time Faculty Member from the Whitney M. Young, Jr. Program
One (1) Full-Time Faculty Member who teaches in the College of Professional Studies
One (1) Full-Time Faculty Member who teaches in the College of Business and Computer Science
One (1) from the Faculty Senate Curriculum Committee
Assistant Vice President for Assessment and Evaluation
Director of Career Placement
One (1) Full-Time Student

AUTHORITY

The Liberal Studies Core Curriculum Committee shall have authority to carry out all activities described above and all other activities relating to the Liberal Studies Core Program, with the approval of the Vice President for Academic Affairs. It may recommend changes to the academic unit responsible for specific courses and may request that weaknesses be remedied through course revision. The Liberal Studies Core Curriculum Committee may not, however, change the composition of the Liberal Studies Core Program.

Member	Appointment	Term
Yuliana Susanto	Director, Institutional Research	2015-17
Marquette Robinson	Registrar	Continuous
Diamond Gordon	Student Representative	2015-16
Helen Smith	Faculty, English	2015-17
Karen Heavin	Faculty, Math	2015-17
Shannon Brogan	Faculty, Fine Arts	2015-17
Johnathon Sharp	Faculty, BSS	2015-17
Bruce Griffis	Faculty, Science -Chair	2015-17
Mirta Rimolo	Faculty, Spanish	2015-17
Tucker Landy	Faculty, WMY (FS)	2015-17
Jo Anne Rainey	Faculty, CPS	2015-17
Richard Hale	Faculty, CBCS	2015-17
George Weick	Integrative Studies	2015-17
Vacant	Dir., Career Placement and Counseling	2015-17
Deneia Thomas	Assistant V.P. for Assessment and Eval.	Continuous

LIBRARY COMMITTEE

PURPOSE

To review accreditation criteria and University policies pertaining to the Library and its services, make recommendations to ensure compliance, promote the use of the University Library, and advise the Director on all aspects to improve Library operations.

RESPONSIBILITIES

1. Ensure that Blazer Library is in compliance with the Principles of Accreditation, of the Southern Association of Colleges and Schools Commission on Colleges and other relevant accreditation agencies.
2. Advise the Director of the Library on all matters to improve the Blazer Library.

COMPOSITION

One (1) Faculty Member from each College/Library:

1. College of Arts and Sciences
2. College of Professional Studies
3. College of Business and Computer Science
4. College of Agriculture, Food Sciences and Sustainable Systems
5. Whitney M. Young, Jr. Program
6. Blazer Library

Two (2) Staff Members

Two (2) Undergraduate Students

Two (2) Graduate Students

Member	Appointment	Term
Sharon McGee	Blazer Library -Chair	2015-17
Dionna McDonald	Staff Representative	2015-16
Vacant	Graduate Student	2015-16
Vacant	Graduate Student	2015-16
Vacant	Educational Librarian (Ex-Officio)	Continuous
Stephanie Durr	Undergraduate	2015-16
An'Tjuan Darrisaw	Undergraduate	2015-16
Vacant	Staff Representative	2015-17
Mara Merlino	CAS	2015-17
Albert Assibey-Mensah	CBCS	2015-17
Vacant	CPS	2015-17
Thomas McPartland	Whitney M. Young, Jr. Program	2015-2017
Nancy Calix	CAFSSS	2015-17

DORMITORY COMMITTEE

PURPOSE

To advise the Vice President for Student Affairs on issues and standards regarding eligibility and requirements for student residency.

RESPONSIBILITIES

1. Review and revise as necessary the standards for residence halls and residence life in general.
2. Make recommendations as to areas of improvement for residence halls and residence life.
3. Assist in the implementation and refinement of the University's residence hall plan.
4. Hear appeals of students who have been denied space in residence halls.

COMPOSITION

Director of Admissions

Two (2) Designees, Bursar's Office

Designee, Financial Aid

Designee, External Relations and Development

One (1) Faculty Appointee-At-Large

One (1) Staff Appointee-At-Large

Member	Appointment	Term
Carmella Conner	Dir., Admissions	2015-17
Myrna Bryant	Assistant Dir., Financial Aid	2015-17
Natalie Turner	Bursar	2015-17
Millie McAnly	Bursar Designee	2015-17
Vacant	External Rel.-Chair	2015-17
Wilfred Reilly	Faculty	2015-17
T'Ebony Torain	Staff	2015-17

STUDENT FINANCIAL AID COMMITTEE

PURPOSE

To review federal, state, and institutional policies and regulations for awarding financial assistance and make recommendations to the Vice President for Student Affairs regarding the same.

RESPONSIBILITIES

1. Determine compliance with criteria for awarding financial assistance.
2. Respond to appeal letters.
3. Recommend and review institutional policies for awarding financial assistance.
4. Review federal and state financial aid regulations.
5. Review procedures for dismissal of recipients for documented violations.
6. Review deadlines for submitting applications.
7. Review award processes and procedures.
8. Recommend changes when deemed necessary.
9. Monitor compliance with regulations regarding satisfactory academic progress for recipients receiving financial aid.

COMPOSITION

Director of Financial Aid

Director of Admissions

Vice President for Student Affairs or Designee

Vice President for Academic Affairs or Designee

Registrar

Two (2) Staff Members

Two (2) Faculty Members

Member	Appointment	Term
Qiana Hall	Dir., Financial Aid	2015-17
Francene Gilmer	Vice President, Student Affairs-Chair	2015-17
Dionna McDonald	Dir., Residence Life	2015-17
Anthony Bowles	Staff	2015-17
Marquette Robinson	Registrar	2015-17
Vacant	Staff	2015-17
Tierra Freeman	Faculty	2015-17
Carmella Conner	Dir., Admissions	2015-2017
Herman Walston	Faculty	2015-17
Lynda Brown-Wright	Vice President, Academic Affairs	2015-2017

STUDENT REGISTRATION INFORMATION SYSTEM COMMITTEE

PURPOSE

To review and revise as necessary a coordinated procedure for input and retrieval of data into the Student Information System (SIS).

RESPONSIBILITIES

1. Create and maintain accurate on-line records that provide for monitoring of academic and financial information regarding students.
2. Study new computer software and hardware in order to make recommendations for upgrading the electronic registration and information storage/retrieval system.
3. Coordinate the functions of those offices involved in the registration and financial operations of students.

COMPOSITION

Registrar

Director of Residence Life

Director of Financial Aid

Director, Center for Academic Persistence and Success (CAPS)

Bursar

Head Cashier

Assistant Vice President for Academic Support

One (1) Representative from each of the following:

Accounting

Information Technology

Office of Admissions

Special Assistant to the President, Strategic Planning

Member	Appointment	Term
Qiana Hall	Dir., Financial Aid-Chair	2015-2017
Dionna McDonald	Dir., Res. Life	2015-2017
Carmella Conner	Director, Admissions	2015-2017
Yolanda Benson	Registrar	2015-17
Natalie Turner	Bursar	2015-17
Millie McAnly	Bursar's Office	2015-17
Paul Edwards	Accounting	2015-17
Wendy Dixie	IT	2015-17
Vacant	Special Asst to Pres., Strategic Planning	2015-17
Erin Wheeler	Ass't Vice President for Academic Support	2015-17
Sherrie Lyons	Dir., Center for Academic Persistence and Success (CAPS)	2015-17

TEACHER EDUCATION COMMITTEE

PURPOSE

To recommend policies for the University's Teacher Education Program.

RESPONSIBILITIES

1. Coordinate all aspects of the Teacher Education Program.
2. Review, recommend, and enforce policies and procedures relating to admission into the Teacher Education Program and into supervised teaching.
3. Review, recommend, and enforce policies and procedures relating to student field and clinical experiences, including supervised teaching.
4. Review curricula leading to teacher certification and recommend curricular changes to the TEC affecting the Teacher Education Program.
5. Monitor Education Professional Standards Board and NCATE requirements and incorporate required changes into teacher education policies, procedures, and curricula.

COMPOSITION

Chairperson of the Department of Education (Committee Chair)

University Dean (Ex-officio)

Director of Clinical Field Experiences

Director of Blazer Library

Director of Career Placement

All Full-Time Faculty Members from the Division of Education

One (1) Faculty Member from each Discipline with a Teacher Education Curriculum

President of the Campus Chapter of the Student National Education Association

One (1) Student from a Discipline with a Teacher Education Curriculum

Two (2) Representatives from KSU service area K-12 School Systems

Director of Student Teaching

One (1) representative from Registrar's Office (Ex-Officio)

Member	Appointment	Term
Jo Anne Rainey	Chairperson, School of Education -Chair	Continuous
Gashaw Lake	Faculty, College of Professional Studies	Continuous
Sheila Stuckey	Director, Blazer Library	Continuous
Erin Wheeler	VP, Academic Support	Continuous
Vacant	Director, Career Placement	Continuous
Mernia Hill	Faculty, Education	Continuous
Patricia Higgins	Faculty, Education	Continuous
Sunday Obi	Faculty, Education	Continuous
Vacant	Dir. Student Teaching	Continuous
William Graham	Faculty, HPER	Continuous
William Welsh	Faculty, HPER	Continuous
Gavin Washington	Faculty, HPER	Continuous
Herman Walston	Faculty, Applied Human Services	Continuous
Bruce Griffis	Faculty, Biology Education	2013-2015
Karen Heavin	Faculty, Mathematics Education	2014-2016

Erin Gilliam	Faculty, Social Studies Education	2014-2016
Roosevelt Shelton	Chairperson, Fine Arts	2013-2016
Lorna Shaw-Berbick	Professor	Continuous
Leah Halliday	Faculty, English Education	2013-2016
Alvin Level	Faculty, Music Education	2013-2016
John Bator	Faculty, Art Education	2013-2016
Chelsea Gibson	Franklin County School System	2013-2016
Larry Murphy	Early Learning Village	2013-2016
Shawna Stratton	SNEA President	2013-2016
Dorian Wright	Student in a Discipline w/ED Curriculum	2013-2016
Marquette Robinson	Registrar (Ex-Officio)	Continuous
Renee Scott	Education Administration Program	Continuous
Vince Mattox	Special Assistant to the President for School and District Outreach	Continuous

UNIVERSITY TENURE AND PROMOTION COMMITTEE

PURPOSE

To review the dossiers of candidates for tenure and/or promotion submitted according to the policies, standards, and procedures specified in the Policy on Appointment, Rank, Tenure, and Promotion, Sections 2.6 and 2.7 of the Faculty Handbook.

RESPONSIBILITIES

1. Review all dossiers of candidates for tenure and/or promotion.
2. Submit the Committee's recommendations for each applicant and a statement of rationale for each recommendation to the Vice President for Academic Affairs by the deadline dates in the calendar established for the academic year.
3. Maintain confidentiality regarding individual applicants, including materials reviewed by the Committee, the Committee's deliberations, and recommendations made by the Committee.
4. Forward any suggestions or recommendations for changes in tenure and promotion policies, standards, and procedures to the Faculty Senate and to the Vice President for Academic Affairs.

COMPOSITION

The Tenure and Promotion Committee shall be composed of seven (7) tenured faculty members.

1. Each College shall have at least one member and no more than one member may come from the same division, school or the Library.
2. Tenured members of the Library faculty are eligible to serve.
3. The members of the Tenure and Promotion Committee shall be elected by the faculty-at-large.
4. Each committee member shall serve a term of two years except for the chairperson, elected by the committee membership, who shall serve a three year term.

Member	Appointment	Term
Mara Merlino	Faculty, CAS (Beh./Soc. Sci.)	2015-17
Arthur Hayden	Faculty, CPS	2015-17
Ashok Kumar	Faculty, CBCS (Business)	2015-17
Bekele Tegegne	Faculty, Blazer Library	2015-17
Jo Anne Rainey	Faculty, CPS	2015-17
Mark Shale	Faculty, Whitney M. Young, Jr. Program	2015-17
Boris Gomelsky	Faculty, CAFSSS	2015-17

ATHLETIC AFFAIRS COMMITTEE

PURPOSE

To maintain the institutional integrity of Kentucky State University in all its intercollegiate athletic programs, in keeping with the educational goals of the University and with the rules of the athletic associations in which the University holds membership by doing the following:

RESPONSIBILITIES

1. Oversee the athletic policies and regulations of Kentucky State University, including the following:
 - a. seasonal sport schedules;
 - b. post-season play;
 - c. grants-in-aid and other institutionally administered financial assistance to student athletes;
 - d. ticket pricing and distribution;
 - e. awards to athletes;
 - f. personal and professional conduct of coaches and athletes;
 - g. addition or deletion of sports;
 - h. institution, operation, and conduct during athletic meets; and
 - i. work with the Vice President for External Relations and Development in the generation of revenue.
2. Review and make recommendations on the athletic program budget.
3. Review and make recommendations on the student-athlete financial aid program.
4. Review periodically and make recommendations on the athletic policies and practices with the athletic staff and teaching faculty.
5. Recommend an effective policy for the acquisition of instructional materials for athletes.
6. Recommend and verify intercollegiate athletic sports rosters in the light of eligibility requirements of the University and of the athletic associations in which the University holds membership.
7. Recommend and verify intercollegiate athletic sports schedules in compliance with policies and regulations of the University and of the athletic associations in which the University holds membership.

8. Recommend and verify intercollegiate athletic sports contracts in light of policies and regulations of the University and of the athletic associations in which the University holds membership.
9. Plan the annual athletic banquet.
10. Make recommendations regarding the University's advising and study policy relating to student-athletes.

COMPOSITION

Six (6) Faculty Members appointed by the President, including the Chairperson

Vice President for Academic Affairs or Designee

Vice President for Finance and Business Affairs

Vice President for Student Affairs or Designee, (Ex-Officio)

Vice President for External Relations and Development

Athletics Director (Ex-Officio)

Director of Purchasing or Designee

Registrar

Director of Admissions

Director of Financial Aid

Athletic Academic Coordinator

One (1) Representative from Facilities Management

Two (2) Staff Members (non-administrative, appointed by the President)

Two (2) Students (these are appointed for a one-year term by the Student Government Association President)

Member	Appointment	Term
Kim Sipes	Faculty–Presidential Appointment-chair	2015-17
Shannon Brogan	Faculty- Presidential Appointment	2015-17
Charlos Thompson	Faculty- Presidential Appointment	2015-17
Elgie McFayden	Faculty-Presidential Appointment	2015-17
Tierra Freeman	Faculty-Presidential Appointment	2015-17
Roosevelt Shelton	Faculty-Presidential Appointment	2015-17
Carmella Conner	Staff Presidential Appointment	2015-17
William Graham	Staff Presidential Appointment	2015-17
Elijah Mills	Student (SGA Appointment)	2015-16
Brandon May	Student-SGA Appt.	2015-16
Lynda Brown-Wright	VP, AA or Designee	2015-17
Gregory Rush	VP, Business Affairs	2015-17
Rick Smith	VP, External Relations	2015-17
William Head	Dir., Athletics	2015-17
Tonya Montgomery	Dir., Purchasing	2015-17

Francene Gilmer	Vice President, Student Affairs	2015-2017
Marquette Robinson	Registrar	2015-17
Vacant	Dir., Admissions	2015-17
Qiana Hall	Dir., Financial Aid	2015-17
Isadore Rich	Athletics Academics	2015-17
Vacant	Facilities Management	2015-17
Randy Williams	Alumni- K Club	2015-17

CONVOCATION AND SPECIAL EVENTS COMMITTEE

PURPOSE

To insure that University convocations and special events are planned and executed to the benefit of the University community and public.

RESPONSIBILITIES

To plan, develop, recommend and implement University convocation programs and other University special events.

COMPOSITION

Vice President, External Relations and Development

Vice President for Student Affairs

Vice President for Academic Affairs

Director, Admissions

Vice President, Facilities and Maintenance Operations

Director, Alumni Relations

Representative, Music Department

Representative, University Advancement

Miss Kentucky State University

Mr. Kentucky State University

Executive Assistant to the President

President, Student Government Association

Junior Class President/Designee

Senior Class President/Designee

Two (2) Faculty Representatives

Two (2) Staff Representatives

Member	Appointment	Term
Rick Smith	VP, External Relations and Development	2015-17
Francene Gilmer	VP, Student Affairs	2015-17
Carmella Conner	Dir., Admissions	2015-17
Vacant	VP., Facilities and Maintenance Operations	2015-17
Wendell Thomas	Dir., Alumni Relations	2015-17
Irma Johnson	CESKAA	2015-17
Roosevelt Shelton	Music	2015-17
Vacant	Advancement	2015-17
vacant	Coordinator, Convocations	2015-17
Stephanie Durr	Miss KSU	2015-16
An'Tjuan Darrisaw	Mr. KSU	2015-16
Candice Jackson	Chief of Operations	2015-17
Diamond Gordon	Pres., SGA	2015-16
Vacant	Junior Class Pres.	2015-16
Vacant	Senior Class Pres.	2015-16
Vacant	Staff	2015-17
Donna Miller	Staff	2015-17
Roosevelt Shelton	Faculty	2015-17
Vacant	Faculty	2015-17

AFFIRMATIVE ACTION COMMITTEE

PURPOSE

To ensure the University's compliance with local, state and federal Affirmative Action and Equal Employment Opportunity policies.

RESPONSIBILITIES

1. Review and make recommendations on matters, issues, and concerns regarding Affirmative Action.
2. Assist with the development and implementation of Equal Employment Opportunity efforts.
3. Serve as an advisory and sounding board for the Affirmative Action Coordinator.

COMPOSITION

Vice President for Student Affairs

Vice President for Academic Affairs/Designee

President of Faculty Senate or Designee

University General Counsel

Director of Cooperative Extension Services

Director of Community Research Service

Director of Human Resources

One (1) Student

Member	Appointment	Term
Francene Gilmer	VP, Student Affairs	2015-17
Lynda Brown-Wright	VP, Academic Affairs	2015-17
Peter Smith	Pres., Faculty Senate	2015-17
Gordon Rowe	General Counsel	2015-17
Nancy Calix	CAFSSS-Chair	2015-17
Kirk Pomper	CAFSSS	2015-17
Rayla Smoot	Dir., Human Resources	2015-17
Jasmine Collins	Student	2015-16

FINANCE AND ADMINISTRATION ASSESSMENT AND EVALUATION COMMITTEE

PURPOSE

To monitor the assessment criteria stipulated by the University, the Kentucky Council on Postsecondary Education (CPE), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and other accrediting agencies were applicable.

RESPONSIBILITIES

1. Ensure that assessment and evaluation activities are consistent with the principles and criteria as stipulated by the federal government, CPE, SACSCOC and other accrediting agencies where applicable.
2. Recommend changes in assessment policies and procedures to the Vice President for Business Affairs and the Institutional Effectiveness Committee.
3. Recommend means of increasing effectiveness within Business Affairs and to the appropriate administrators.

COMPOSITION

Vice President for Facilities and Maintenance Operations

Director of Human Resources

Director of Risk Management

Assistant Vice President, Finance and Business Affairs

Chief Information Officer

One (1) Member from the Physical Plant

One (1) Faculty Member

One (1) Student Representative

Member	Appointment	Term
Vacant	Director, Facilities and Maintenance Operations	2015-17
Rayla Smoot	Director, HR	2015-17
George Baker	Director, Risk Mgt.	2015-17
Paul Edwards	Asst. VP, Finance & Business Affairs	2015-17
Wendy Dixie	CIO	2015-17
Alyce Brown	Adm. Ass't, Facilities	2015-17
Joe Gronefeld	Physical Plant Staff	2015-17
Brandon Moore	Student Representative	2015-16

INFORMATION TECHNOLOGY COMMITTEE

PURPOSE

To provide recommendations for the technology strategic direction, implementation, and sustainability of technology resources for Kentucky State University in alignment with the mission of the University. The Committee also recommends college-wide information technology policies, procedures and standards.

RESPONSIBILITIES

1. Provide recommendations, updates and oversight of the implementation of the Technology Strategic Plan.
2. Promote awareness of the Technology Strategic Plan.
3. Review, advise and recommend policies, procedures and standards relating to technology.
4. Provide a structure and process for identifying and evaluating emerging technologies for possible benefit to the University.

COMPOSITION

One (1) Faculty Member from each of the following units:

College of Agriculture, Food Science and Sustainable Systems
College of Arts and Sciences
College of Business and Computer Science
College of Professional Studies

One (1) Staff Member from each of the following units:

Athletics
External Relations and Development
Facilities and Maintenance Operations
Business Affairs
Information Technology
Library
Risk and Safety
Student Affairs

One (1) Student Member from the Student Government Association

Member	Appointment	Term
Kirk Pomper	Faculty, CAFSSS-Chair	2015-17
Anders Gardestig	Faculty, CAS	2015-17
Chi Shen	Faculty, Business/CS	2015-17
Arthur Hayden	Faculty, CPS	2015-17
Kim Harriford	Athletics	2015-17
Dedra McDowell	External Relations	2015-17
Vacant	Facilities and Maintenance Operations	2015-17
Paul Edwards	Business Affairs	2015-17
Wendy Dixie	Information Technology	2015-17
Dantrea Hampton	Library	2015-17
Vacant	University Police/Safety	2015-17
Anthony Bowles	Student Affairs	2015-17
Bria Perry	SGA Representative	2015-16

SAFETY COMMITTEE

PURPOSE

To monitor and ensure the safe operation of the entire University.

RESPONSIBILITIES

1. Review, evaluate, authorize, deny, modify, or terminate University operations.
2. Review the qualifications of operators of University equipment and resources.
3. Establish, maintain and review University radiological health rules, policies, procedures and controls.
4. Recommend or order remedial action to correct safety deficiencies.
5. Establish, maintain, and supervise University training programs for ensuring the safe and efficacious use of all University equipment and resources.

COMPOSITION

Chairperson for the Division of Mathematics & Sciences

One (1) Faculty Member from Physics

One (1) Staff Member from College of Agriculture, Food Service and Sustainable Systems

Senior Buyer from Purchasing Unit

Safety/Risk Officer

Vice President of Facilities and Maintenance Operations

Director of Human Resources

Disability Resource Officer

Member	Appointment	Term
Kirk Pomper	CAFSSS	2015-2017
Vacant	V.P., Facilities and Maintenance-Chair	2015-2017
George Baker	Risk Mgt.	2015-17
Fariba Bigdeli-Jahed	Chair, Math/Sciences	2015-17
Vacant	Designee, Facilities	2015-17
Alecia Oldham	Senior Buyer	2015-17
Vacant	Ass't Director, DRC	2015-17
Rayla Smoot	Designee, Human Resources	2015-17
Suzette Polson	Faculty, Math/Sciences	2015-17
Diamond Gordon	SGA President	2015-16

INSTITUTIONAL MARKETING COMMITTEE

PURPOSE

To oversee the management of the University's Marketing Plan.

COMPOSITION

Director of Public Relations

Vice President, External Relations and Development

Office of Academic Affairs (appointed by Vice President of Academic Affairs)

Office of Student Affairs (appointed by Vice President of Student Affairs)

University Dean

Director of Admissions

Associate Registrar

Director of Land Grant Programs

President of Faculty Senate or his/her Designee

President of Student Government Association or his/her Designee

Director of Institutional Research

Faculty Member At Large (appointed by the President)

University Alumnus who resides in Service Area (appointed by the President)

Representative of the Community Advisory Council (appointed by the President)

Student-At-Large (appointed by Student Government Association President)

Member	Appointment	Term
Diane Hawkins	Director, PR	2015-17
Rick Smith	VP, External Relations	2015-17
Vacant	Academic Affairs	2015-17
Ray Jordan	Student Affairs	2015-17
Lorna Shaw-Berbick	Professor	2015-17
Abdul Turay	Chair, Business-Chair-committee	2015-17
Carmella Conner	Director, Admissions	2015-17
Yolanda Benson	Associate Registrar	2015-17
Kirk Pomper	Director, Land Grant	2015-17
Peter Smith	Designee, Faculty Senate	2015-17
Bria Perry	Designee, SGA	2015-17
Yuliana Susanto	Director, Inst. Research	2015-17
Erin Gilliam	Pres. Appt., Faculty	2015-17
Cornelia Calhoun	Pres. Appt., Local Alumni	2015-17
Carmen Inman	Pres. Appt. Community	2015-17

STUDENT PUBLICATIONS COMMITTEE

PURPOSE

To oversee the management and control of the *Thorobred News* and the *Thorobred Yearbook* in accordance with the University's student publications policy.

RESPONSIBILITIES

1. Approve the written publications policy of each student publication, including such items as purpose, size, quantity controls, and time, place and manner of distribution.
2. Contract with the University for operating funds for each student publication.
3. Approve the operating budget for each publication.
4. Approve the contractual relationships for printing, photography, advertising, and other services.
5. Set qualifications for and upon nomination by the Director of Student Publications, appoint the editor of each publication who shall serve for one-year term, unless reappointed or removed by the President.
6. Set qualifications for and, upon nomination by the Editor, appoint staff members for each publication, and remove any of these staff members for cause, if warranted.
7. Arrange for student publications personnel seminars with skilled publications experts for discussion for journalistic techniques.
8. Provide the *Thorobred News* and *Thorobred Yearbook* staff with counseling and training.

COMPOSITION

Advisor of Student Newspaper
President of Student Government Association
Editor of *Thorobred News*
Editor of *Thorobred Yearbook*
Director of Public Relations (Ex-Officio)
Residence Life Representative
Student Life Representative
Two (2) Faculty Members
Two (2) Student Members
Two (2) Staff Members

Member	Appointment	Term
David Shabazz	Advisor, Student Newspaper	2015-17
Diamond Gordon	President, SGA	2015-16
Patreice Bass	Editor, Thorobred News	2015-16
Vacant	Editor, Thorobred Yearbook	2015-16
Diane Hawkins	Director, Public Relations	2015-17
Dionna McDonald	Director, Residence Life	2015-17
Katianna Yates	Rep., Student Life	2015-17
Shannon Brogan	Faculty	2015-17
Kim Sipes	Faculty	2015-17
Vacant	Staff	2015-17
Rick Smith	Staff	2015-17
Rickell McCollum	Student	2015-16
Jasmine Collins	Student	2015-16

COMMUNICABLE DISEASES COMMITTEE

PURPOSE

To provide information to the University community concerning AIDS/HIV and other catastrophic communicable diseases.

RESPONSIBILITIES

1. Educate the University about AIDS/HIV.
2. Help eliminate the stigma and pre-formed notions concerning AIDS/HIV.
3. Revise and update the language and other elements in University policies concerning AIDS/HIV.
4. Keep the University community abreast of the newest and latest information relating to AIDS/HIV.
5. Provide information to the University community concerning other catastrophic communicable diseases as needed.

COMPOSITION

Three (3) Faculty members, one (1) of which must be a member of the Nursing Department

Four (4) Staff members

One (1) Student

Member	Appointment	Term
Floarine Wilson	Staff-Chair	2015-17
Derrick Gilmore	Staff	2015-17
Stefan Turner	Staff	2015-17
Abdullah Alhurani	Faculty	2015-17
Scott Treadway	Faculty	2015-17
Kristopher Grimes	Faculty	2015-17
Myeshia Ellis	Student	2015-16
Ethan Hawes	Staff	2015-17

ALL UNIVERSITY COURT COMMITTEE

PURPOSE

To serve as jurors for the University in compliance with policies and procedures stipulated in the KSU Student Handbook.

JURISDICTION

1. The All-University Court will have original jurisdiction over:
 - a. Unacceptable acts of conduct and practice as identified by the Board of Regents and listed in the KSU Student Handbook;
 - b. Cases involving the alleged violations of the KSU Student Handbook.
 - c. Cases which the Student Court fails to hear within ten (10) calendar days of the date the student has been accused of the offense;
 - d. Hearings involving graduate students; and
 - e. Emergency administrative actions referred to it.
2. The All-University Court will have appellate jurisdiction over all cases arising in the Student Court, with pending sanctions of suspension or expulsion.
3. The All-University Court will also have the power to investigate alleged student infringements of University Policy.

RESPONSIBILITIES

1. Follow the judicial review process as stipulated in the current KSU Student Handbook.
2. Make recommendations regarding sanctions and/or penalties to the Vice President for Student Affairs after each student hearing.

COMPOSITION

Three (3) Students, to be appointed by the President of the Student Government Association.

Three (3) Faculty Members, to be selected or elected in accordance with rules and regulations established by the Faculty Senate.

Three (3) Administrators, to be selected or elected by the President of the University or in the manner in which he/she chooses.

Member	Appointment	Term
	Chair	2014-16
Kim Sipes	Faculty	2015-17
Erin Gilles	Faculty-chair	2015-17
Nkechi Amadife	Faculty	2015-17
Shannon Brogan	Faculty	2015-17
Wendy Dixie	Staff	2015-17
Raven Norman	Student	2015-16
Ralph Williams	Student	2015-16
Leanne Trumbley	Student	2015-16
Marcus Harris	Student	2015-16

STUDENT AFFAIRS ASSESSMENT AND EVALUATION COMMITTEE

PURPOSE

To monitor the assessment criteria stipulated by the University, the Kentucky Council on Postsecondary Education (CPE), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and other accrediting agencies were applicable.

RESPONSIBILITIES

1. Ensure that assessment and evaluation activities are consistent with the principles and criteria as stipulated by federal and state law and accreditation agencies.
2. Recommend changes in assessment policies and procedures to the Vice President for Student Affairs and the Institutional Effectiveness Committee.
3. Recommend means of increasing effectiveness within Student Affairs and to the appropriate administrators.

COMPOSITION

Assistant Vice President for Student Affairs or Designee

Chief of Police

Director of Athletics or Designee

Director of Counseling and Placement

Director of Health Services

Director of Institutional Research

Director of Residence Life

Director of Student Life

Director of Student Publications

Three (3) Staff Members who do not hold administrative positions selected from the following units:

Athletics

Counseling and Placement

Health Services

Residence Life

Student Life

University Police

One (1) Faculty member

Three (3) Students

Member	Appointment	Term
Christopher Cribbs	Ass't V.P., Student Affairs	2015-17
	Chief, Police	2015-17
William Head	Director, Athletics	2015-17
Floarine Wilson	Director, Health Center	2015-17
Ron Banks	Director, Career Placement	2015-17
Yuliana Susanto	Director, Inst. Research	2015-17
Dionna McDonald	Director, Residence Life	2015-17
David Shabazz	Director, Student Publications	2015-17
Cynthia Shelton	Faculty Member-Chair	2015-17
Annette Bruce	Staff, Career Placement	2015-17
Vacant	Counselor, Mental Health	2015-17
Vacant	Staff, Athletics	2015-17
Olivia Burkett	Student	2015-16
Elijah Mills	Student	2015-16
Dorian Wright	Student	2015-16
Vacant	Director, Student Life	2015-17
Vacant	Faculty Member, Physics	2015-17

STUDENT LIFE PLAN COMMITTEE

PURPOSE

To formalize and coordinate the integration of academic and non-academic activities; that is, to ensure that students at Kentucky State University have the opportunity to share intellectual experiences and to relate these to their social, cultural, and personal experiences.

COMPOSITION

Designee of the Vice President for Student Affairs

Vice President for Academic Affairs or Designee

Director of Student Life

Director of Residence Life

Student Government Association Second Vice President

Advisors to Freshman, Sophomore, Junior, and Senior Classes

Three (3) Faculty Members recommended by the Vice President for Academic Affairs

One (1) Traditional and one (1) Non-traditional Student recommended by the Student Government Association President

One (1) Student recommended by the Vice President for Student Affairs

Two (2) Staff Members appointed by the President

Member	Appointment	Term
Francene Gilmer	VP, Student Affairs	2015-17
Suzette Polson	VP, Academic Affairs or Designee	2015-17
Vacant	Director, Student Life	2015-17
Dionna McDonald	Director, Residence Life	2015-17
Bria Perry	Student Government Association Second VP	2015-16
Vacant	Advisor, Freshman Class	2015-17
Vacant	Advisor, Sophomore Class	2015-17
Vacant	Advisor, Junior Class	2015-17
Vacant	Advisor, Senior Class	2015-17
Erin Wheeler	Assistant VP for Academic Support	2015-17
Charlos Thompson	Faculty-Chair	2015-17
Vacant	Faculty	2015-17
Erin Gilles	Faculty	2015-17
Ralph Williams	Student, SGA Appt.	2015-16

Cheyenne Carpenter	Student, Appt VP Student	2015-16
Carlos Chambers	Non-Traditional (SGA)	2015-16
Vacant	Staff, Pres. Appointment	2015-17
Christina Leath	Staff, Pres. Appointment	2015-17

SUBSTANCE ABUSE PREVENTION COMMITTEE

PURPOSE

To provide leadership and support for a University-wide initiative to reduce the use and abuse of mind-altering substances by students, faculty, and staff.

RESPONSIBILITIES

1. Ensure cooperation of segments of the University Community in the development of an active substance abuse prevention program.
2. Establish relationships between and among individuals and groups committed to the prevention of substance abuse on campus.
3. Provide leadership in the development of alcohol and other drug education programs within the curriculum.
4. Review and update policy as warranted to ensure specific needs are addressed and that policy is enforced in a fair and equitable manner.

COMPOSITION

Coordinator of Substance Abuse Programs

Comprehensive Counselor

Director of Student Health Services

President Student Government Association

Vice President for Student Affairs or Designee

Vice President for Academic Affairs or Designee

One (1) Representative from each of the following:

Health, Physical Education, and Recreation

Division of Behavioral and Social Sciences

Division of Social Work and Criminal Justice

Office of Residence Life

University Police

Commuting Student

Non-Traditional Student

Member	Appointment	Term
Stefan Turner	Coordinator, Sub. Abuse -Chair	2015-17
Vacant	Counselor, Mental Health	2015-17
Floarine Wilson	Director, Health Services	2015-17
Diamond Gordon	President, SGA	2015-17
Francene Gilmer	VP, Student Affairs	2015-17
Scott Treadway	VP, Academic Affairs or Designee	2015-17
William Graham	Physical Education	2015-17
Christopher Daniel	Social Work	2015-17
Eric Lemon	Residence Life	2015-17
Vacant	University Police	2015-17
DomunIQUE Thomas	Student, Commuter	2015-16
CalvonIA Radford	Student, Non-Traditional	2015-16

INSTITUTIONAL EFFECTIVENESS COMMITTEE

PURPOSE

To ensure that Kentucky State University is in compliance with the assessment and accreditation criteria of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Kentucky Council on Postsecondary Education (CPE), and other accrediting agencies where applicable; and to recommend means of improving institutional effectiveness and accountability.

COMPOSITION

Special Assistant to the President, Strategic Planning
Vice President for Academic Affairs
Vice President for Student Affairs
Assistant Vice President of Finance and Business Affairs
President of Faculty Senate
Assistant Vice President for Assessment and Evaluation
Vice President for External Relations and Development
Director of Library
Chief Information Officer
Director of Admissions
Director of Institutional Research
Three (3) Faculty Members
One (1) Student
One (1) Appointee, Admissions
One (1) Appointee, University Advancement

Member	Appointment	Term
Vacant	Spec. Asst to President -Chair	2015-17
Lynda Brown-Wright	VP, Academic Affairs	2015-17
Francene Gilmer	VP, Student Affairs	2015-17
Vacant	VP, Facilities and Maintenance Operations	2015-17
Peter Smith	Pres., Faculty Senate	2015-17
Deneia Thomas	Assistant VP for Assessment & Eval.	2015-17
Rick Smith	VP, External Relations and Development	2015-17
Sheila Stuckey	Director, Library	2015-17
Wendy Dixie	CIO	2015-17
Carmella Conner	Director, Admissions	2015-17
Yuliana Susanto	Director, Inst. Research	2015-17
Tierra Freeman	Faculty	2015-17
Vikas Kumar	Faculty	2015-17
Tucker Landy	Faculty	2015-17
Diamond Gordon	Student	2015-16
Vacant	Staff, Admissions	2015-17
Vacant	External Relations and Development	2015-17
Paul Edwards	Ass't VP, Finance & Business Affairs	2015-17