ACADEMIC JUDICIAL COMMITTEE
2010-2011 Chair: Michele Deegan

1. Committee’s work activities
The Faculty Handbook provides adequate information about the nature of the Academic Hearings. However, the AJB has also taken on the responsibility of engaging the College community in conversations about the importance of academic integrity, including conversations with faculty, students and staff.

2. Typical responsibilities and expectations of a committee member
Attend Academic hearings, which varies. You may also be asked to take on the responsibility of hosting a meeting about academic integrity with a student or faculty group on campus.

3. Committee meeting frequency and typical session length
Generally once per month for about 90 minutes.

4. Customs/requirements for specific committee meeting times
None.

5. Seasonal/calendar work flow
Varies as needed.

6. Other helpful information
The AJB really opened my eyes to the ways in which students and faculty interpret academic integrity and issues related to compliance with our student and faculty codes. There is a continued need to think through how our College embraces this issue as a collective, and what that means on a daily basis, in our interaction with students.

ACADEMIC POLICY COMMITTEE
2010-2011 Chair: Holmes Miller

1. Committee’s work activities
The Faculty Handbook does a reasonable job at delineating the responsibilities of APC. However, examples of some of our activities over the past two years will help translate those responsibilities into the actual work conducted by the committee.

Currently are working on the following academic policy issues:
• Changes in name and direction: Academic Behavior Code to Academic Integrity Code
• Revised Course Grid used by the Registrar
• Investigating going from a 34 course to a 32 course graduation requirement
• Revision of responsibilities for the Lectures and Forum Committee

2. Typical responsibilities and expectations of a committee member
Beyond attending regular committee meetings, there are no additional “typical” responsibilities. However, members of APC have participated in the meetings of the Curriculum Task Force, attended meetings of Department Chairs to seek their advice, and participated in various activities (such as the Provost search) where representation of faculty committees was desired.
3. Committee meeting frequency and typical session length
We have weekly 90-minute meetings.

4. Customs/requirements for specific committee meeting times
None.

5. Seasonal/calendar work flow
In general, the work of the committee is “even” throughout the academic year.

6. Other helpful information
Serving on APC has been a great experience, wonderful conversations with wonderful colleagues and students. The committee works on issues essential to the mission of the college; the work is interesting and important. If the work of the Curriculum Task Force continues on its current trajectory, in academic year 2010-2011 APC will work on implementation of a new curriculum for 2011-2012.

COLLEGE COMMITTEE FOR CAMPUS LIFE
2010-2011 Chair: Troy Dwyer

1. Committee’s work activities
The Handbook’s description is sufficient.

2. Typical responsibilities and expectations of a committee member
Committee members can be responsible for convening subcommittee task forces that report back to the CCCL membership. Though the activities of these task forces can vary widely depending upon their functions, they often focus on institutional research. As CCCL makes formal recommendations on a variety institutional policies that govern students, faculty, and staff, committee members can and do contribute to the drafting of written documents and reports.

3. Committee meeting frequency and typical session length
Per semester, CCCL meets once every 2 weeks, usually for no longer than 1 hour.

4. Customs/requirements for specific committee meeting times
Because student representatives serve on CCCL, meetings tend to be late in the afternoon, when students are more likely to be free.

5. Seasonal/calendar work flow
This is variable and depends upon the committee’s at-hand projects.

6. Other helpful information
None.

COLLEGE COMMITTEE ON FITNESS & ATHLETICS
2010-2011 Chair: Brian Mello

1. Committee’s work activities
CCF&A functions as an oversight committee for Muhlenberg’s Athletic Department and student athletes regarding NCAA Division III varsity sports, intramural sports, and club sports participation. Sam Beidleman, Director of Athletics and CCF&A member, reports to the Board of Trustees annually on key student athlete data such as graduation rates, GPA’s, gender equity issues, and athlete involvement in academic and extracurricular activities on campus. Committee meetings also serve as a venue for student athlete and student council representatives to share concerns that occasionally arise between student athletes and faculty members or between athletes and other constituencies on campus. CCF&A works closely with a member of Muhlenberg’s Board of Trustees (appointed to CCF&A) who reports back to the full Board on all issues concerning the Athletic program and student athlete issues.
CCF&A also works with Athletic Program faculty members on the Guest Coaches and Faculty Liaison programs.

2. Typical responsibilities and expectations of a committee member

The chair of CCFA also sits on the College's Gender Equity Committee. Little is required of other faculty committee members.

Expectations may include taking part in any of the following: promoting Muhlenberg athletic teams; encouraging participation in various academic-athletic liaison programs; gathering information as required for committee work. These expectations vary over time, and generally, active participation at meetings makes up the bulk of committee work.

3. Committee meeting frequency and typical session length

There are anywhere from 2-4 meetings per academic year (usually 2 per semester), which often coincide with Trustee meetings. Typical meetings last from about an hour and a half.

4. Customs/requirements for specific committee meeting times

CCF&A typically meets the Thursday before a weekend Board of Trustees meeting to accommodate the Board Member on CCF&A. Occasionally, meetings at other times are held as well.

5. Seasonal/calendar work flow

N/A.

Much of the information considered by the committee is gathered and prepared as part of the regular job responsibilities of certain non-faculty members of the committee (i.e. the Director of Athletics, the coordinator of Physical Education and Athletics faculty, and the Head of Physical Education).

6. Other helpful information

I think some knowledge of fitness and athletic issues and concerns on campus would allow a faculty member to get the most out of serving on this committee, enabling a member to participate in the discussions from the start. Such knowledge could be generated from a range of experiences including serving as a faculty guest coach of an athletic team or by participating in any of the fitness programming offered by the College.

COLLEGE COMMITTEE ON INFORMATION TECHNOLOGY
2010-2011 Chair: Brett Fadem

1. Committee’s work activities

In addition to the description in the handbook, I would add that in the coming months and years, CCIT will establish a more concrete administrative structure to offer advice and help make decisions regarding future directions in information technology. Since CCIT is comprised of representatives from OIT, Trexler Library, student government, faculty, and senior administrators, it can function as an umbrella group for the various IT constituencies on campus.

Discussions about a variety of issues, ranging from wireless access to the selection of new course management tools are routine. CCIT is an excellent place to learn about IT at Muhlenberg, and to have a hand in deciding future directions for the College.

2. Typical responsibilities and expectations of a committee member

Recently, in addition to attending weekly meetings, there have been small writing assignments to craft a strategic plan for IT to accompany the College's larger strategic planning document. Sometimes it is necessary to meet with individuals between weekly meetings. Minutes are taken on a rotating basis.
3. Committee meeting frequency and typical session length

We have been meeting weekly.

4. Customs/requirements for specific committee meeting times

Meeting times are arranged at the beginning of the semester. Some administrators adapt their schedules to the needs of the faculty members on the committee.

5. Seasonal/calendar work flow

Recently, the strategic planning process has required more time than one usually has to devote to this committee. It is hard to predict what the workflow will be like in the future since there are many changes that are about to occur with regard to the IT advisory structure.

One nice thing about the workflow this year is that while it has held steady but has never been overwhelming.

6. Other helpful information

In my opinion, this would be a great time to join this committee, because there is a lot going on in this sector.

CURRICULUM COMMITTEE
2010-2011 Chair: Paul McEwan

1. Committee’s work activities

Here is what the handbook says about the function of the Curriculum Committee:

Functions:
• a. To exercise jurisdiction over the curriculum, including review of the entire curriculum, as well as the addition or elimination of courses.
• b. To receive suggestions for course changes and significant changes in the requirements or structure of any major or minor and make appropriate recommendations for faculty action.
• c. To act in an advisory capacity and make recommendations to the President and Provost, especially on student appeals for waivers of academic regulations pertaining to curriculum requirements.

What this means is that we receive and review proposals for revisions of majors and minors, for new courses, and for perspective designations. We also consider any self-designed majors.

2. Typical responsibilities and expectations of a committee member

Read proposals ahead of time.

3. Committee meeting frequency and typical session length

At the beginning of a semester we typically meet weekly for an hour and a half.

4. Customs/requirements for specific committee meeting times

We work around the members’ teaching schedules.

5. Seasonal/calendar work flow

The beginning of the semester is the high activity period. The end of the semester is the low activity period.

FACULTY DEVELOPMENT AND SCHOLARSHIP COMMITTEE
2010-2011 Chair: Eileen McEwan

1. Committee’s work activities

Handbook language is sufficient.

2. Typical responsibilities and expectations of a committee member

Committee members evaluate applications for various faculty and student awards, including sabbaticals, Class of ’32 and Hoffman awards, Faculty Summer Grants, Dean’s Student Summer Grants, and Williams Awards.
3. Committee meeting frequency and typical session length

The committee meets about twice in the fall, once to set goals and a second meeting to evaluate sabbaticals and Hoffman and Class of ’32 applications. The bulk of the committee work is during spring semester when we meet about three or four times, to evaluate the proposals that are due in the spring (Faculty Summer Grants, Dean’s Student Summer Research Grants, and Williams Awards). Meetings typically run about 90 minutes to discuss our evaluations of each set of proposals.

4. Customs/requirements for specific committee meeting times

We try to set a time each semester that all of us can meet, although since the committee doesn’t meet every week, meeting times can vary.

5. Seasonal/calendar work flow

Fall semester has minimal work, mostly in the month of October when we evaluate sabbaticals and Hoffmann and Class of ’32 Awards. Spring semester has the most work, and our high periods are during the months of February and March.

6. Other helpful information

This committee is a wonderful way to find out what your colleagues on campus are researching and perhaps discover connections across disciplines in your research.
should not nominate yourself for FEC. Most people who serve on FEC truly love the work. One of the main benefits is that you have the opportunity to immerse yourself in your colleagues’ work – how they teach, their research interests, and the ways in which they contribute to the life of the College – a very rewarding experience. FEC service is especially rewarding for faculty who are curious about disciplines and topics unfamiliar to them and who want to know about the variety of teaching styles and pedagogies on campus.

FACULTY PERSONNEL AND POLICIES COMMITTEE
2010-2011 Chair: Chris Herrick

1. Committee’s work activities
The bulk of the committee member’s time is devoted to consideration of modification or addition to handbook language regarding various aspects of terms of employment.

2. Typical responsibilities and expectations of a committee member
Because FPPC on occasion acts as an appellate body, members will be required to participate in hearings in connection with such appeals that may last over a period of several days.

3. Committee meeting frequency and typical session length
During the semester the committee meets weekly for a one hour session. If significant issues arise, the committee may be called into extraordinary session to address those issues.

4. Customs/requirements for specific committee meeting times
Typically committee meetings are held on Wednesday afternoons at 4:30 PM.

5. Seasonal/calendar work flow
Typically the workflow is semester-long both fall and spring semesters.

6. Other helpful information
As in the case of FEC and the soon-to-be constituted Appeals Committee, significant portions of the work of the committee may be confidential in nature.

INSTITUTIONAL REVIEW BOARD
2010-2011 Chair: Lora Taub

1. Committee’s work activities
The faculty handbook, recently revised in Spring 2009, gives an accurate description.

2. Typical responsibilities and expectations of a committee member
Committee members are asked to compete an online ethics training module, review proposals as they are submitted, serve as advisors for student and faculty researchers who might have questions about ethics in research and the IRB process.

3. Committee meeting frequency and typical session length
The committee meets no less than twice a month for an hour and a half. There is the possibility of more frequent meetings based on proposal submission rates. When there is an increase in proposals there might be a meeting once a week.

4. Customs/requirements for specific committee meeting times
The committee has typically met early in the morning and the committee members for the last several years have been conscious of maintaining a working schedule within normal business hours. There is however no absolute set time on record.

5. Seasonal/calendar work flow
Since a new IRB proposal has just recently been passed by the faculty-at-large, we are not absolutely certain of the times in the year that would be the most high-volume. However, we anticipate that there will be
an increase in proposals coming in from Research Methods course and that our high activity times will be related to these courses. We would assume that most of these student proposals will be sent to IRB mid-semester. It is also important for future committee members to know that they should be available for review during college breaks on an as needed basis.

6. Other helpful information
The current IRB committee feels that it is difficult to know the true impact of the new proposed policy on committee work load but we have tried to give a good estimate of our expectations. We appreciate that nominating committee has added this to their work and we anticipate that after a semester of the new policy in place, we may be able to make some changes to this document.

LIBRARY COMMITTEE
2010-2011 Chair: Kate Richmond

1. Committee’s work activities
While the description in the Handbook is accurate, I would say our primary role is to serve as a resource for the Library Directory and other Library staff, offering advice and the ability to serve as Liaisons to the Faculty. Members work with the Library Director and other staff on development of book allocation system, faculty study distribution, parent fund distributions, and yearly goal developments. Student initiatives are solicited and faculty input is included for planning processes. Consensus is used for decision making processes. When initiatives are approved, all committee members are asked to provide united message to campus on the library plans within the greater campus needs.

2. Typical responsibilities and expectations of a committee member
In general, Library Committee members are asked to share initiatives to the greater faculty and to serve as advocates for agreed upon goals. In recent years, members have been invited to attend the Library Liaisons meetings, which typically are held twice a year

Committee members may need to review material in preparation for meetings and typically rotate the task of taking and typing up minutes from meetings.

3. Committee meeting frequency and typical session length
Typically meetings are once a month (4/semester) for 1-1.5 hours.

4. Customs/requirements for specific committee meeting times
We review all schedules at the beginning of the semester and try to select a mutually agreeable time between the hours of 8am-6pm.

5. Seasonal/calendar work flow
This really varies depending on what’s on the agenda in a given year. It is notable that the Library Director has critical role and works with the Committee Chair in determining the agenda.

6. Other helpful information
This committee provides a great opportunity to learn more about the missions and programs of Trexler Library.

NOMINATING COMMITTEE
2010-2011 Chair: Roland Kushner

1. Committee’s work activities
The handbook language is a good description of the duties of the committee.

2. What are typical responsibilities and expectations of a committee member besides attending committee meetings?
Before regular or special elections, Committee members might be asked to help by soliciting candidates to ensure that all elections are competitive. In the spring,
Committee members rank faculty nominations for honorary degrees.

3. Committee meeting frequency and typical session length
A typical year would have one or two meetings in the fall to get started and to identify any new and prominent issues; The spring semester can be busier: there are regular elections, and the Committee gathers nominations from faculty for honorary degrees for the following academic year, ranks them, and submits them to the Administration.

4. Customs/requirements for specific committee meeting times
No; we meet at mutually convenient times, and do a fair bit of our work through email and phone.

5. Seasonal/calendar work flow
Typically, the spring semester is the busiest time of year, as that is when regular elections and the honorary degree nomination process take place. Fall can be busy if there are special elections.

6. Other helpful information
This is a good committee opportunity for faculty who are interested in getting to know more of their colleagues in different divisions.

SOCIAL JUDICIAL
2010-2011 Chair: N/A

1. Committee’s work activities
The Social Judicial board is responsible for adjudicating student violations of the College’s social code. The social code governs the behavior between and among students in non-academic situations. For example, frequently observed violations of the social code include underage drinking and drug abuse.

2. What are typical responsibilities and expectations of a committee member besides attending committee meetings?
The Social Judicial board doesn’t have formal committee meetings. Each faculty member will chair a board of students and staff convened to adjudicate alleged violations of the social code. This board then decides what violations occurred (if any) and recommends sanctions to be imposed by the Dean of Students (or in the case of an appeal, the Provost). In both initial hearings and appeals, the faculty member chairs the board and composes a report of the board’s findings and recommended sanctions to the Dean of Students.

3. Committee meeting frequency and typical session length
There is a yearly training session which occurs in late August. All faculty, staff and student members of the Social judicial board are trained every year. Although violations of the social code occur on a daily basis, only very serious cases reach the level of a hearing board. In total, there might be 10-15 hearings a year, and as many as 5 of those might be appealed. A typical hearing or appeal will run for 2-5 hours, but since faculty share the responsibility of chairing the boards, one faculty member might hear 2-4 cases per academic year.

4. Customs/requirements for specific committee meeting times
A social code violation is assigned a hearing board by the judicial officer in the Dean of Students office. When a hearing board sanctions suspension or expulsion of a student, the student can choose to appeal the case, at which point an appeals board is convened. The judicial officer consults with the faculty member on their availability when convening hearing or appeals boards. The faculty member must compose and submit the report of the board’s findings to the Dean of Students in a timely manner.
5. Seasonal/calendar work flow

Violations of the social code occur all the time. Since the judicial process takes time, hearings don’t typically occur before week 4 of the semester, and appeals tend to cluster at the end of a semester.

6. Other helpful information

Although the work of this committee is not glamorous, it is a unique opportunity to powerfully influence student behavior, and it is essential for a safe and healthy college community. Our goal is not simply to punish, but to also educate and reform.

A brief explanation of the judicial process is available at http://www.muhlenberg.edu/main/aboutus/deanst/offices/judicial.html

Faculty participate only in Hearing Boards and Appeals Boards.

WESCOE CURRICULUM AND ACADEMIC POLICY COMMITTEE
Co-Chairs: Susan Clemens and Sally Richwine

1. Committee’s work activities

The handbook is very clear on one level, but we also hear reports from the staff of Wescoe, especially from Dean Jane Hudak and the director of the degree completion program Phil Howe.

2. What are typical responsibilities and expectations of a committee member besides attending committee meetings?

Some of the committee members are currently involved with the Wescoe 100th Celebration. Occasionally, we have subcommittees that information gather and report back.

3. Committee meeting frequency and typical session length

The committee meets once a month and cancels if there is no real agenda.

4. Customs/requirements for specific committee meeting times

We usually meet once a month on a Thursday at 4:30. This semester we are meeting on the first Thursday.

5. Seasonal/calendar work flow

The flow of meetings and the work is fairly even, with the exceptional times that Wescoe is changing curriculum, adding programs, or instituting new policies.

6. Other helpful information

This committee is more informational and necessarily organized top-down, having categorized the work in that way, it is important to note that the Wescoe School is very interested in faculty input and open to new ideas.

WRITING PROGRAM COMMITTEE
2010-2011 Chair: Chip Gruen

1. Committee’s work activities

Handbook language is sufficient.

2. Typical responsibilities and expectations of a committee member

In general, the committee acts as the liaisons of the Writing Program to the faculty as a whole. This may include consulting with professors about new “W” and “FYS” course offerings and supporting the Writing Program directors’ faculty development programs for the teaching of writing.

3. Committee meeting frequency and typical session length

Generally, meetings are every two weeks for less than 90 minutes. In the early part of the Spring Semester, however, the committee meets weekly to review and approve new FYS offerings for the following academic year.

4. Customs/requirements for specific committee meeting times
N/A.

5. Seasonal/calendar work flow

See #3.

6. Other helpful information

As this committee has moved from an appointed to an elected committee very recently (Spring 2009), it is currently streamlining procedures and policies surrounding "Writing Across the Curriculum" at Muhlenberg.