Appendix
Statement of Committee Charges
THE OHIO STATE UNIVERSITY
MANSFIELD CAMPUS

Approved by the Executive Council of the Faculty Assembly December, 1999; Revised December, 2002


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TITLE: ACADEMIC ENRICHMENT COMMITTEE

CHARGE: The committee will:

1. Strive to maintain high academic standards and enriching co-curricular experiences at OSU-Mansfield.

2. Contribute to the short- and long-term development plans of the campus library and recommend policies for the library as a student research facility.

3. Work with the Assistant Dean to promote student research.

4. Encourage and promote further education in the arts, sciences, and humanities by presenting a variety of events appealing to both the general public and the campus community. Share these cultural opportunities with our community.

5. Work with the appropriate staff members to publicize and promote academic enrichment experiences such as study abroad, internships, service learning, and learning communities.

6. Nominate students for University awards, recognition events, and honoraries.

7. Publicize scholarships, awards, and research opportunities. This committee is responsible for recommending specific students for endowed scholarships and for providing the names of recipients to the public relations officer.

8. Review and recommend students who will receive certain types of scholarship assistance and financial aid, including travel grants from Mansfield campus funds and student research grants.

9. Plan and oversee the annual Academic Awards Celebration.

10. The committee shall elect a chair and identify a member to serve as Diversity Advocate at the first meeting of the year.
11. The committee chair will, in a timely fashion, distribute committee-approved minutes of all committee meetings to all faculty and staff, and will prepare an end-of-term report, also approved by committee members. The report will be sent to the Faculty Assembly at least one (1) week prior to its meeting.

12. The committee chair will provide the dean with an annual written report of the committee’s activities and a separate written report on each member’s contributions to the work of the committee.

13. The committee will review its charge annually. If members come to believe that a charge is no longer appropriate, they will bring their suggested changes to the Faculty Assembly for consideration.

**MEMBERSHIP** (all are voting members except Associate & Assistant Deans):
Faculty (3-4)
Staff (2, Academic Advisor and Admissions Office Representatives)
Coordinator of Career Services, Community Service, and Work-Study Students (2)
Assistant Dean (ex officio)
TITLE: BUDGET AND FINANCE COMMITTEE

CHARGE: The committee will:

1. Provide advice, at the request of the Dean, on specific budget items such as new faculty and staff positions, capital requests, and cost containment proposals.

2. Provide advice to the Dean on budget requests for established budget items, including, but not exclusively, library, arts programming, student life services and programming.

3. Review, and where appropriate undertake special analyses of our budget, including changes in our budget over time. These analyses might include, but not be limited to, the analysis of patterns of student enrollment and other sources of revenue to our campus, as well as the analysis of patterns of faculty and staff hiring and compensation.

4. Review workload patterns of Mansfield campus faculty and percentages of courses taught by regular and associated faculty, and make recommendations that ensure that these are in line with those of other OSU regional campuses and the Mansfield campus’s Mission & Values.

5. The committee shall elect a chair and identify a member to serve as Diversity Advocate at the first meeting of the year.

6. The committee chair will, in a timely fashion, distribute committee-approved minutes of all committee meetings to all faculty and staff, and will prepare an end-of-term report, also approved by committee members. The report will be sent to the Faculty Assembly at least one (1) week prior to its meeting.

7. The committee chair will provide the Dean with an annual written report of the committee’s activities and a separate written report on each member’s contributions to the work of the committee.

8. The committee will review its charge annually. If members come to believe that a charge is no longer appropriate, they will bring their suggested changes to the Faculty Assembly for consideration.

MEMBERSHIP (all are voting members):
Faculty (3-4, including the immediate past President of the Faculty Assembly or an at-large member of the Executive Committee, as determined by the Executive Council);
Staff (1-2 member)
Associate Dean, ex-officio
TITLE: CURRICULUM COMMITTEE

CHARGE: The committee will:

1. Consult with the administration on curricular matters. Its scope includes:
   a. Current and long-range curricular and program needs and options for the campus;
   b. Faculty staffing requirements;
   c. Use of instructional technology;
   d. Funding opportunities for curricular and program development.

2. Monitor class size to assure that it remains as small as possible.

3. Ensure faculty involvement in the library acquisitions process, and oversee regional campus access to electronic databases and other library resources.

4. Encourage distance learning and assess such efforts to assure that they enrich and complement existing programs rather than define them.

5. Plan for the long-term instructional and research computing needs, as well as audio-visual equipment needs; make recommendations regarding the distribution of available funding for educational technology.

6. Investigate possibilities for the expansion of third- and fourth-year offerings, as well as the creation of additional baccalaureate and graduate programs.

7. Encourage a commitment to cultural diversity in the campus’s range of course offerings and faculty.

9. Make its recommendations to the Executive Committee regarding curriculum and staffing requirements for the next academic year by late winter, if possible. Should the Dean/Director disagree with the recommendations of the Curriculum Committee, he or she will meet with the Curriculum Committee and attempt to reconcile the differences. If differences persist, the Dean/Director shall address the issue at a meeting of the Faculty Assembly before final budgetary action is taken.

10. The committee shall identify a member to serve as Diversity Advocate at the first meeting of the year.

11. The committee chair will, in a timely fashion, distribute committee-approved minutes of all committee meetings to all faculty and staff, and will prepare an end-of-term report, also approved by committee members. The report will be sent to the Faculty Assembly at least one (1) week prior to its meeting.

12. The committee chair will provide the dean with an annual written report of the committee’s activities and a separate written report on each member’s contributions to the work of the committee.
13. The committee will review its charge annually. If members come to believe that a charge is no longer appropriate, they will bring their suggested changes to the Faculty Assembly for consideration.

**MEMBERSHIP** (all are voting members except Associate Dean):
Chair (elected by Faculty Assembly; member of the Executive Committee; two year term)
Faculty (6; efforts should be made to include representatives from each of the following academic areas: social science, the arts, humanities, education, math and physical science, biological sciences)
Academic Advisor
Head Librarian
Students (2)
Associate Dean (ex officio)
TITLE: DIVERSITY AND INCLUSION COMMITTEE

CHARGE: The committee will:

1. Promote a campus climate that values diversity and inclusion, as defined by The Ohio State University No Place for Hate Task force (http://nohate.osu.edu/posts/documents/nph2011-2012.pdf; pg. 2, paragraph 2 of the document). We define ‘diversity and inclusion’ broadly. Diversity refers to the variety of differences and similarities/dimensions among people, such as age, class/caste, culture, education, disability, gender identity or expression, generation, geography, language, nationality, race/ethnicity, religion, sex, sexual orientation, tribal/indigenous origins, work style, work experience, job role and function, thinking style, personality type, veteran status, and military status. Inclusion refers to how diversity is leveraged to create a fair, equitable, healthy and high performing organization or community where all individuals are respected, feel engaged and motivated, and their contributions toward meeting organizational and societal goals are valued.

2. Promote fellowship among diverse groups of students, faculty, staff and community members.

3. Work collaboratively to educate student organizations, as well as faculty and staff units, on the value of diversity.

4. Work with the appropriate committees of the Faculty Assembly to develop a support system to assist in the recruitment and retention of diverse faculty, staff and students.

5. Organize yearly trainings and associated activities to promote diversity and inclusion on campus.

6. Assist the Diversity and Inclusion Director in coordinating diversity efforts across the campus, particularly for the initiatives assigned to the various committees of the Faculty Assembly.

7. Work closely with the Diversity and Inclusion Director to develop programs and activities that celebrate diversity in co-curricular programs, interdisciplinary activities, lectures (including Distinguished Diversity Speaker, when funding becomes available), and the arts.

8. The committee chair will, in a timely fashion, distribute committee-approved minutes of all committee meetings to all faculty and staff, and will prepare an end-of-term report, also approved by committee members. The report will be sent to the Faculty Assembly at least one (1) week prior to its meeting.

9. The committee chair will provide the dean with an annual written report of the committee’s activities and a separate written report on each member’s contributions to the work of the committee.
10. The committee will review its charge annually. If members come to believe that a charge is no longer appropriate, they will bring their suggested changes to the Faculty Assembly for consideration.

**MEMBERSHIP:**
Chair (elected by Faculty Assembly; member of Executive Committee; 2 year term)
Faculty (3-4)
Student (1-2)
Campus Disabilities Specialist
Human Resources Office Representative
Diversity and Inclusion Director
Assistant Dean, ex-officio
TITLE: ECO-PROGRAMMING LAB COMMITTEE

CHARGE: The committee will:

1. Bring the campus ecology programming into full procedural life and integrate it into the management of the campus as a whole (e.g. campus core, student life, campus district, and community).

2. Review and provide advice to the dean about the Ecolab campus eco-programming and use of supporting assets.

3. Provide environmental, educational, and natural resource advice on the land management plan(s), land use initiatives, and proposed actions.

4. Review applications to use campus natural resources for research or courses based upon the Campus Natural Resources Usage guidelines, and then send recommendations to the Dean for final disposition. Applications for use of campus natural resources for single class meeting use or public use will be directed to the Dean’s Office. The Dean’s Office will review applications based upon the Campus Natural Resources Usage guidelines. If approved, the Dean’s Office will coordinate with Facilities and Maintenance, and as needed with the Shared Services Committee.

5. The committee shall appoint 2 members to serve on the community advisory sub-committee which shall meet at least twice per year.

6. The committee chair will serve as the faculty representative to the Facilities and Planning sub-committee of the Board of Trustees.

7. The committee shall elect a chair and identify a member to serve as Diversity Advocate at the first meeting of the year.

8. The committee chair will, in a timely fashion, distribute committee-approved minutes of all committee meetings to all faculty and staff, and will prepare an end-of-term report, also approved by committee members. The report will be sent to the Faculty Assembly at least one (1) week prior to its meeting.

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10. The committee will review its charge annually. If members come to believe that a charge is no longer appropriate, they will bring their suggested changes to the Faculty Assembly for consideration.

MEMBERSHIP:
Faculty (3-4)
Staff (1)
Facilities & Maintenance Supervisor
SENRI representative
Students (1-2)
Assistant Dean (ex-officio)
TITLE: PROFESSIONAL DEVELOPMENT COMMITTEE

CHARGE: The committee will:

1. Notify regular faculty in a timely manner of research and funding opportunities related to scholarly activities or pedagogical activities.

2. Review applications by faculty members and recommend to the dean action to be taken regarding Special Research Assignments (SRA), Faculty Professional Leave (FPL), small grants, and one-course reductions in teaching.

3. Provide a forum where OSU-Mansfield campus faculty or other recognized authorities may present to the campus community the results of their research and creative activities.

4. Promote excellence in teaching by organizing pedagogical presentations, as well as providing a forum for issues relating to the improvement of teaching at OSU Mansfield, including incorporation of diversity issues where appropriate.

5. Review the appropriateness of specific research-related proposals for computer hardware and software and recommending appropriate action.

6. The committee shall elect a chair and identify a member to serve as Diversity Advocate at the first meeting of the year.

7. The committee chair will, in a timely fashion, distribute committee-approved minutes of all committee meetings to all faculty and staff, and will prepare an end-of-term report, also approved by committee members. The report will be sent to the Faculty Assembly at least one (1) week prior to its meeting.

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MEMBERSHIP (all are voting members except Associate Dean):

Faculty (4-5)
Associate Dean (ex officio)
TITLE: STUDENT SUPPORT COMMITTEE

CHARGE: The committee will:

1. Advocate for student program and services that enhance the entire educational experience of the student inside and outside the classroom.

2. Determine, through consultation with students, faculty, and staff, the programs, services and facilities that are needed to meet the academic and non-academic needs of all students.

3. Assist in the creation of a vibrant co-curricular life on campus; underscore the value of the arts, education, and culture in enriching human life; and enhance appreciation for cultural diversity.

4. Advise the administration on use of building space to advance student service related needs including the library and information technology services and resources.

5. Recommend policies to improve access to and use of library resources and technology for students.

6. Work to resolve student issues brought to the committee by the administration, Executive Committee, staff, and students.

7. Provide feedback and input on the Student Evaluation of Campus (SEC) survey conducted every two years. When the final SEC survey is tabulated and processed, the committee will recommend appropriate action based on its findings.

8. Coordinate faculty participation in student support activities (e.g. visits, orientation and retention).

9. The committee shall elect a chair and identify a member to serve as Diversity Advocate at the first meeting of the year.

10. The committee chair will, in a timely fashion, distribute committee-approved minutes of all committee meetings to all faculty and staff, and will prepare an end-of-term report, also approved by committee members. The report will be sent to the Faculty Assembly at least one (1) week prior to its meeting.

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12. The committee will review its charge annually. If members come to believe that a charge is no longer appropriate, they will bring their suggested changes to the Faculty Assembly for consideration.
MEMBERSHIP (all are voting members except the Assistant Dean):
Faculty (5-6)
1 Academic Advisor
Director of the CLC
Chief Student Life and Retention Officer
Assistant Dean (ex officio)
Head Librarian
Students (2-4, 1 non-traditional)