

Administrative Council Committees

Each committee will hold a meeting no later than September 30 of each academic year at which time the chair and other officers will be elected. Only full time College faculty and staff are eligible to chair a committee. The chair from the previous year will convene the first meeting.

Minutes will be distributed to the committee membership and the President. A hard copy will be on file in the Ruth Scarborough Library and an electronic summary will be posted on the College's Web site at www.shepherd.edu/minweb.

Whenever an individual is designated to serve in an ex officio capacity, that individual may choose at the beginning of the academic year to appoint a designee in lieu of her or his own personal participation. Notice of such designation shall be sent to the President prior to the next meeting of that committee, and in such cases the designee shall serve as a committee member for that year.

Whenever an appointment is a “representative” of a group or office, that group or office nominates a representative; appointments are made by the President.

Membership:

Academic Convocations Committee

- Vice President for Academic Affairs
- Additional members as designated by the President

Affirmative Action Committee

- Director of Human Resources
- Director of Multicultural Student Affairs
- Vice President for Academic Affairs
- Vice President for Student Affairs
- College Counsel

- One student at large selected by Student Government Association
- SGA Multicultural Chair
- Faculty representative selected by the Faculty Senate
- Representative from Admissions Office
- Additional members as designated by the President

Athletics Committee

- Chair (faculty member)
- Athletic Director (non-voting)
- Assistant Athletic Director (non-voting)
- Head Coach from Women's Sport
- Head Coach from Men's Sport
- Female Athlete from Student-Athlete Advisory Board
- Male Athlete from Student-Athlete Advisory Board
- Faculty Athletic Representative
- NCAA Compliance Officer
- Athletics Academic Advisor
- Representative from the Financial Aid Office
- Representative from the Admissions Office
- Representative from the Registrar's Office
- Representative from Administration and Finance
- Representative from Student Affairs
- Three faculty members (no more than one from any school) as designated by the President

Calendar Committee

- Registrar
- Vice President for Academic Affairs
- Representative from Administration and Finance
- Representative from Student Affairs
- Two students selected by the Student Government Association
- Faculty members as designated by the President
- Registrar serves as the chair

Commencement Committee

- Vice President for Academic Affairs
- Registrar

- Associate Registrar
- Representative from the Registrar's Office
- Vice President for Student Affairs
- Executive Director for External Affairs
- Representative from the President's Office
- Senior Class Officers
- Senior Class Advisor
- Two faculty members selected by the President
- Additional faculty and staff as designated by the President

Enrollment Management Committee

- Registrar
- Vice President for Enrollment Management
- Director of Financial Aid
- Director of Admissions
- Provost of the Community and Technical College
- Director of Multicultural Student Affairs
- Director of Residence Life
- Additional faculty and staff members as designated by the President