Section 4. The Administrative Council establishes the following committees. The University President will determine membership for each committee and will provide operational procedures for these permanent committees.

a. The Academic Convocations Committee is in charge of all academic convocations not otherwise specified within this constitution. The Student Success Committee provides recommendations, information and training, and serves as a resource, to faculty, staff, and the administration about University-wide retention efforts and initiatives. The committee is charged with developing, implementing, and assessing the Student Success Plan.

b. The Diversity and Equity Committee makes recommendations regarding policy and issues concerning race, ethnicity, culture, and gender. The committee advances the University’s goals of achieving and maintaining a diverse staff and student body.

c. The Athletics Committee shall be concerned with the development of athletics policies and other matters in conjunction with the intercollegiate athletics program.

d. The Calendar Committee prepares academic calendars for review and reactions by the Administrative Council, the Faculty Senate, and the University President. The chair shall be the Registrar.

e. The Commencement Committee coordinates all activities associated with commencement, including arrangements, publications, and social affairs that may be sponsored by the University as part of the ceremony.

f. The Enrollment Management Committee is responsible for making recommendations regarding the comprehensive processes which will guide the University in achieving and maintaining optimum enrollment within the academic context of the institution. makes recommendations regarding recruitment, retention, and student enrollment policy.

g. The Scholarship and Financial Aid Committee oversees awarding of financial aid.

h. The Technology Oversight Committee (TOC) is responsible for developing a strategic plan for campus technology and for making recommendations to the University in accord with the technology plan. The TOC actively seeks input from all constituencies of the University campus. TOC recommendations for expenditure of the technology fee revenue are made to the Vice President for Academic Affairs for presentation to and approval of the President’s Executive Council. The TOC monitors the use of the funds to ensure that they are expended as approved by the TOC.

The Chair of the TOC is a School Dean appointed by the Vice President of Academic Affairs. Beginning in the academic year 2001-2002, half of the membership—selected by lot by the TOC Chair—shall serve a one-year term; all other members shall serve a two-year term. Thereafter, all newly-appointed or elected members shall serve two-year terms. Terms are effective at the beginning of the academic
year. There is no limit on the number of consecutive terms served. All members are voting members.

The membership shall be:
   a) two full-time, tenure-track faculty elected from each School
   b) a Faculty Senate representative appointed by the Senate
   c) the Director of Admissions, or designee, ex officio
   d) the Vice President of Student Affairs, or designee, ex officio
   e) the Dean of Libraries and Information Sciences, or designee, ex officio
   f) the Registrar, or designee, ex officio
   g) the Vice President of Finance and Administration, or designee, ex officio
   h) two students chosen by the Student Government Association
   i) the Director of Information Technology, or designee, ex officio

h. The Shepherd University Program Review Committee is responsible for reviewing all baccalaureate academic degree programs. A degree program is an area of study approved as such by the institution and the Higher Education Policy Commission on the official inventory of degree programs. The Program Review Committee will put into place an evaluation procedure and set criteria for an on-campus program review process consistent with the West Virginia Higher Education Policy Commission “Policy Regarding Program Review.” Comprehensive institutional self-studies conducted in compliance with accreditation or institutional processes and completed within the previous 60 months may be used to provide the base line data for the review, with any necessary updating of factual information or interim reports to the accrediting body. The committee shall review each college program at least once during a five-year cycle. The committee review process for a given program will be initiated and completed during an academic year. As part of its review process, the committee will utilize a minimum of two outside consultants for each program who shall have expertise in the program they shall review. The committee, per the Commission policy statement, ‘will develop a recommendation for action and present it to the institutional Board of Governors for action and referral to the Policy Commission.’” The Vice President for Academic Affairs shall bring the Committee’s recommendations to the University President and the Board of Governors.

The Chair of the Shepherd University Program Review Committee is a Dean appointed by the Vice President for Academic Affairs. Beginning as of July 1, 2001, half of the membership-selected by lot by the Program Review Committee Chair—shall serve a one-year
term; all other members shall serve a two-year term. Thereafter, all newly elected members shall serve two-year terms. Terms are effective as of July 1 of each year. There is no limit on the number of consecutive terms that an individual may serve. All members are voting members.

The membership shall be:

a) one full-time faculty member elected from each School
b) the Dean of Teaching, Learning and Instructional Resources; ex officio
c) such members as the Vice President for Academic Affairs may deem appropriate, with the agreement of the committee.

i. The Shepherd University Graduate Council will be responsible for developing and implementing an ongoing strategic plan for establishing and administering all graduate programs instituted at Shepherd University. The Council will report to the Vice President for Academic Affairs.

As part of its charge the Graduate Council will develop specific policy criteria by which graduate studies will be conducted on campus. Among others these include:

Review and recommend faculty qualified to teach graduate courses;

Review and recommend graduate courses to be taught and notify the appropriate university committees;

Recommend programs to pursue and the best forum for their Implementation;

Recommend student admission and retention standards and policies;

Membership of the Graduate Council:

The chair of the Graduate Council will be the Dean of Graduate Studies and Continuing Education. Other members of the Council will include:

two members elected from each School within the university; and the Director of Teacher Education, or designee, ex officio.

The Graduate Council also reserves the right to add or eliminate additional members that they deem necessary for the development
and implementation of new graduate programs at Shepherd University.

Term of Service:

As determined by the members, half of the membership will serve a two-year term, while the remaining members will serve a three-year term.

There is no limit on the number of consecutive terms served.

All members are voting members.