

University Councils and Committees

Standing University Councils and Administrative Committees

In addition to the Faculty Senate and the Graduate Council, there are numerous opportunities for faculty members to serve on university committees and councils that will make a positive impact on university life. Membership on many is open to all faculty interested in serving, however, some have specific criteria for membership. Membership on some is by presidential appointment or through a nomination and election process. Each year during the summer preceding the start of the next academic year, an announcement is made from the Office of the President, via the faculty and staff listserv, informing faculty about opportunities to serve. Below are descriptions of the university committees and councils, including some whose membership is limited to administrators. See the [Committees and Councils webpage](#) for lists of current chairs and members.

Athletic Council

The principal function of the Athletic Council is to advise the president in the development and supervision of intercollegiate athletic programs. The council is made up of faculty, staff, students, alumni and community members. All members are appointed by the president and serve for a three-year term, except for student members who serve a one-year term. There are 32 members on the Athletic Council.

Academic Department Head Council

Academic Department Head Council consists of all academic department and unit heads at the university. Academic unit heads include department heads, academic directors, and academic division heads. The purpose of the council is to: (a) identify and discuss professional matters of common interest to academic department and unit heads; (b) systematically address issues related to the university's core mission and the delivery of instruction; (c) work with the Faculty Senate, provost, deans, vice presidents, and others to most effectively implement system policies by carefully vetting procedures at the university level; and (d) process successes and concerns unique to academic department and unit heads.

Administrative Council

Membership on the Administrative Council includes the president, vice presidents, associate and assistant vice presidents, deans, athletic director, chief of police, chief marketing & communications officer, chief information technology officer, president of the Faculty Senate, chair of the Academic Department Heads Council, president of the Staff Council, and president of the student government association. The council meets monthly to share information on university-wide events and processes.

College Executive Councils

Each of the six academic colleges has an Executive Council. Each council exists to serve as a conduit for communication between the dean's office and the academic departments and programs in the college. Membership consists of the college dean, any assistant or associate

dean, the head of every academic department in the college, and the head of every independent degree program in the college. There are no term limits. The dean determines frequency and scheduling of meetings.

Deans Council

The primary purpose of Deans Council is to advise and assist the provost and vice president for academic affairs on matters related to the functions and operations of their colleges and/or school. The council acts in an advisory capacity to the provost and reviews academic policies, procedures, new courses and programs, strategic plans, and other issues related to the functions and operation of the Academic Affairs Division. The provost serves as the chair of Deans Council; membership is comprised of the deans of the academic colleges, the dean of Graduate College, the dean of the Library, the dean of the Honors College, and the associate provost. Deans Council meets on a biweekly basis.

Executive Team Committee

Membership on the Executive Team Committee includes the president, vice presidents, chief marketing and communications officer, athletics director, and chief of staff. The committee meets weekly and is responsible for development and dissemination of the mission, vision, and guiding principles, oversight of strategic planning and financial and human resources for the university, as well as review and approval of university procedures and rules to ensure compliance with A&M System policies and regulations.

Action and Accountability Team

The purpose of the Action and Accountability Team is to review data and information provided by departments and units across the university and to assess the university's progress in its strategic goals. The team consists of members, selected at large by the president.

ADA Compliance Committee

The ADA Compliance Committee is responsible for reviewing ADA issues regarding students, faculty, or staff that cannot be resolved through Students with Disabilities Resources and Services or other offices across campus. Membership is determined yearly to ensure that areas across campus that are most likely to be involved in ADA issues are represented.

Advisory Committee

The Advisory Committee is one of two standing committees that review cases involving faculty grievances that cannot be resolved by reasoned discussion within the normal administrative channels of the university. Depending on the nature of the grievance, the reviewing body will either be the Advisory Committee or the Hearing Committee. The Advisory Committee is comprised of tenured faculty members who are nominated and elected by the faculty. See [A&M-Commerce Rule 12.01.99.R1](#), Section 6.2 for additional information.

Alcohol and Drug Education Task Force

The Alcohol and Drug Education Task Force is a presidential committee whose members are selected by various departments across the university. It was established to inform students and

employees about: (a) the dangers of alcohol and drug abuse; (b) the system policy of maintaining a workplace and learning environment free from alcohol and drug abuse; (c) any available alcohol and drug counseling, rehabilitation, and employee assistance programs; and (d) the penalties that may be imposed upon students and employees for alcohol and drug abuse violations. This body conducts and co-sponsors programs centered around educating the campus community on alcohol and other drugs.

Banner SME Committee

The Banner SME Committee is comprised of individuals who are considered the “super users” that provide valuable insight and knowledge that directly affects both: daily operations and strategic planning in regards to the Student Information System. The Banner SME Committee researches Ellucian Communities and the Texas Consortium Connection (TCC) to stay up-to-date on Banner upgrades, User Interface (UI) and User Experience (UX) improvements to Banner, and Banner related products. The committee is also responsible for reviewing patches and testing in the QA/Dev Instances along with providing input on Change Requests into the Production Instance.

Campus Culture and Climate Committee

The Campus Culture and Climate Committee is charged with developing efforts to enhance cultural awareness, community engagement, and institutional effectiveness for A&M-Commerce. Members are representative of various departments across campus and selected by the President.

Civil Rights/Title IX Stakeholder Committee

The Civil Rights/Title IX Stakeholder Committee for the university is committed to creating a respectful and nondiscriminatory environment throughout the university community ensuring civil rights compliance by all departments and employees. The stakeholder committee ensures compliance with System Policy 8.01 and its related regulations by providing guidance, training, and resources to assist in effective compliance.

Clery Committee

A&M-Commerce makes every effort to meet all requirements of the Clery Act. The University Ethics and Compliance Department, in conjunction with the University Police Department (UPD), is responsible for compiling and publishing the annual report by October 1st each year. The primary role of the Clery Committee is to review the annual security report and make any recommendations necessary to meet Clery compliance. Membership on this committee of faculty and staff is by presidential appointment.

Commencement Committee

The Commencement Committee meets to discuss and plan the graduation ceremonies for each semester. Membership includes the Registrar, Graduation Coordinator, President’s Office, Facilities, University Police Department, the Graduate College, Honors College representative, Student Center representative, and other university staff and faculty as appointed.

Core Curriculum Council

The Core Curriculum Council has oversight for the undergraduate core curriculum of the university. The council implements and assures compliance with the Southern Association of Colleges and Schools, the Texas Higher Education Coordinating Board, and legislative guidelines for the core curriculum—including course selection and assessment. The council is composed of representatives of the academic colleges.

Executive Ethics and Compliance Committee

The Executive Ethics and Compliance Committee is responsible for executive level oversight of the risks identified by the University Ethics and Compliance Committee. The chief ethics and compliance officer also serves as an active member of this committee.

Digital Accessibility Committee

The Digital Accessibility Committee convenes on an as-needed basis to consider and advise the university administration on issues related to the implementation and utilization of technology as it pertains to the areas of academic and student affairs. Membership is comprised of a broad representation of faculty and staff from across the academic and technology departments. Membership is voluntary and terms are not limited.

Distinguished Alumnus Committee

The Distinguished Alumnus Committee is composed of representatives of each academic college/school, three distinguished alumni, and the alumni affairs director. The committee vets the Distinguished Alumni nominations and makes recommendations to the university president, who makes the final selection.

Division I Campus Coordination Committee

This committee is new to the university and is still working on its charge. More information about this committee will be shared when available.

Enterprise Risk Management Committee

The Enterprise Risk Management (ERM) Committee oversees the university's comprehensive ERM program to identify and proactively manage real and potential threats as well as opportunities that may affect faculty, staff, students, and visitors. A&M-Commerce uses the ERM program to assess and define actions to be taken to identify, monitor, and mitigate risks that threaten the achievement of strategic plan goals and/or continuing operations.

Environmental Management Advisory Committee

The Environmental Management Advisory Committee serves as an integral part of the A&M-Commerce Environmental Management System. Using best practices and acting as environmental stewards, the role of this committee is to uphold the university's Environmental Policy through such tasks as: (a) developing environmental policy and overseeing the implementation and effectiveness of the university's environmental programs; (b) serving as a campus-wide planning and advisory forum to identify, assess and rank environmental concerns; and (c) coordinating institutional responses to these priority concerns. Membership consists of

a chair, co-chair, representatives from the faculty and staff, at least one student representative, and representatives of university contractors as appropriate. Representatives should demonstrate special abilities toward, and sincere interest in, the environment and campus environmental programs. Members serve a two-year renewable term except for student members, who serve a one-year renewable term.

Export Control Committee

The Export Control Committee is chaired by the director of research compliance and consists of subject matter experts from across the university. The committee oversees the university's compliance with its export control plan, and provides guidance and input on export control issues that arise and any related procedures that are created.

Faculty Development Leave Committee

The Faculty Development Leave Committee reviews applications submitted for faculty development leave to begin the following academic year. Committee members represent each of the academic colleges, and are nominated and elected by the faculty. See Faculty Development Leave/Sabbaticals in Section VI of this handbook for more information about the leave program.

Faculty Development Grants Committee

The Faculty Development Grants Committee plans and executes a variety of activities to aid faculty members in the continuing development of their teaching and research skills. The committee, appointed by the college deans, also reviews applications submitted for Faculty Development Grants twice yearly in March and October.

Gift Acceptance Committee

The Gift Acceptance Committee reviews any gifts to the university that fall outside of the parameters of the Gift Acceptance Procedures established by the Office of Philanthropy and Engagement, or that require an exception to the Procedures not otherwise provided therein. The committee is chaired by the vice president for philanthropy and engagement and includes the provost, vice president for finance and administration, and members of the university foundation board.

Hearing Committee

The Hearing Committee is one of two standing committees that review cases involving faculty grievances that cannot be resolved by reasoned discussion within the normal administrative channels of the university. Depending on the nature of the grievance, the reviewing body will either be the Advisory Committee or the Hearing Committee. The Hearing Committee is comprised of tenured faculty members who are nominated and elected by the faculty. See [A&M-Commerce Rule 12.01.99.R1](#), Section 6.3 for additional information.

Homecoming Committee

The Homecoming Committee's task is to plan and execute every facet of homecoming week. Committee members are representatives from each major area of the university, including

Student Life, Facilities, University Police Department, Greek Life, Residential Living and Learning, faculty, staff, alumni, and the university community.

Honorary Degree Committee

The Honorary Degree Committee advises the president on possible recipients of an honorary doctorate from the university. The committee receives and evaluates nominations for these degrees from the public. Committee membership is determined by the president's office.

Honors Committee

The Honors Committee provides recommendations for improving honors education at the university. Committee members also assist in the selection of Honors College students and in the evaluation of Honors theses and proposals. Members can be nominated, including self-nominations; the dean of the Honors College determines final selection.

Information Technology Steering Committee (ITSC)

The IT Steering Committee is comprised of the University's Executive Team and its primary goal is to provide IT strategic direction. It is not involved in day-to-day management of the IT organization. Rather, establishes IT priorities for the University as a whole. The committee directs and reviews major IT initiatives and if needed, allocate resources from university stakeholders. It is necessary that the various initiatives and projects discussed at this level of governance focus on the University's mission and goals, provide value towards efficient business operability, and to mitigate risk and strengthen compliance.

Information Technology Sub-Steering Committee (ITSSC)

The Information Technology Sub-Steering Committee (ITSSC) provides governance for information technology projects. The primary goal of the ITSSC is to align the information technology initiatives with the University's strategic goals. The ITSSC will provide oversight regarding project goals, standards, priorities and investments, and the project approval, prioritization, and change control processes. The Committee will provide recommendations for technological needs in regards to operational needs, business continuity, innovation, regulatory policies, and system standards to the University and CIO.

Institutional Animal Care and Use Committee

The Institutional Animal Care and Use Committee (IACUC) at A&M-Commerce regulates all research, teaching, testing, exhibition, or any other activity involving vertebrate animals at the university, or by university personnel in the conduct of university-sponsored activities. The university strives to ensure that all individuals involved in the care and use of animals understand their individual and collective responsibilities for compliance with applicable federal, state, and local laws, regulations, policies, and guidelines pertaining to animal care and use. The IACUC approves, disapproves, or requests modifications of animal use protocols (AUPs), conducts semi-annual facility inspections, and investigates reports of noncompliance and concerns involving the care and use of animals, among other regulatory activities and obligations. The IACUC Chair and board members are appointed by the university president in consultation with the vice president for research, and may be appointed to renewal terms.

Institutional Biosafety Committee

The A&M-Commerce Institutional Biosafety Committee (IBC) is responsible for local review and oversight of all activities involving recombinant or synthetic nucleic acid molecules and/or infectious biohazards as defined in the National Institutes of Health Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines). All research (including humans and plants) conducted by A&M-Commerce employees or students involving rDNA and/or biohazardous materials must be reviewed and approved by the university IBC prior to initiation of the research. This requirement applies regardless of the source of funding or whether the research is funded or not funded. The IBC Chair and board members are appointed by the university president in consultation with the vice president for research, to staggered three-year terms.

Institutional Effectiveness Leadership Team

The Institutional Effectiveness Leadership Team (IELT) plays a crucial role in maintaining and improving the university's academic and operational standards. Its primary responsibilities include:

1. Overseeing the annual collection, review, and submission of Institutional Effectiveness (IE) documentation to the Office of Institutional Effectiveness.
2. Providing college-specific support and guidance to IE Authors to support an environment of continuous improvement.
3. Coordinating directly with the Office of Institutional Effectiveness with respect to their individual colleges, schools, and divisions.

The IELT's work is fundamental to fostering a culture of value and data-driven decision-making, supporting student learning and achievement, and ensuring compliance with SACSCOC accreditation requirements. IE documentation demonstrates that academic program student learning outcomes are annually assessed, support unit objectives are regularly evaluated, and modifications to programs and objectives are based on assessment results. Engagement in the processes of assessment and institutional effectiveness are essential elements of building a culture of value and data-driven decision making that supports student learning and achievement. These efforts are documented in the creation and review of IE documentation. IE documentation is a critical component of SACSCOC accreditation purposes, demonstrating that academic program student learning outcomes and support unit objectives are annually assessed and any modifications are based on the results of those assessments. The work and support of the IELT ensure that the university cultivates and maintains an environment of continuous improvement and enhances student learning. It is up to the discretion of the colleges, school, divisions, and other noted areas who is best fit to represent the respective area and for what duration of time.

Institutional Review Board for Protection of Human Subjects

The Institutional Review Board for the Protection of Human Subjects (IRB) is responsible for protecting the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the university. The A&M-Commerce IRB has the authority to approve, require modifications in, or disapprove all research activities that fall within

its jurisdiction as specified by both federal regulations and local institutional policy. All research and other scholarly activities involving human subjects are required to be reviewed and approved by the university IRB prior to initiation of data collection. This requirement applies to all human subjects research and other scholarly activities conducted by faculty, staff, and students, on- and off-campus, regardless of the funding source, if any, for the project. The IRB Chair and board members are appointed by the university president in consultation with the vice president for research, to staggered three-year terms.

International Student Advisory Committee

The purpose of the International Student Advisory Committee (ISAC) serves as a representative body for the international student population at A&M-Commerce. The committee provides a channel through which matters of general concern to international students and suggestions related to current and potential programs, events, and services provided by the office of International Students and Scholars Services are communicated to the ISSS office and to other university departments or administration.

Quality Enhancement Plan (QEP) Committee

The Quality Enhancement Plan (QEP) Committee meets regularly to improve the quality and integrity of students' learning experiences throughout the implementation of A&M-Commerce's QEP. Our QEP, Foundations for Your Future, equips students with a comprehensive approach to making career choices. The ongoing standing QEP will consist of faculty representatives from each of the academic units, representatives from non-academic areas, student representatives and the QEP director. All committee members are expected to service two-year rotating terms upon approval by respective deans and department heads. Additionally, all members should exhibit ongoing commitment to the success of the QEP by active participation on the committee and timely completion of assigned tasks. To learn more about the QEP topic and work being done, please visit [the QEP website here](#).

Space and Facilities Advisory Committee

The Space and Facilities Advisory Committee functions to develop a set of principles related to university facilities and their use. Current charges include identifying methods to increase the Space Utilization Efficiency (SUE) score, recommending policy regarding use of all spaces, recommending a process for maintaining and improving classrooms and other spaces, and reviewing plans for changes to existing space and development of new facilities.

Staff Council

Staff Council serves as a representative voice for all university staff members and as liaison between university staff and executive administration. The council strives to support university staff and to improve the sense of community among university employees. The Staff Council representatives are elected and serve a one or two-year term based on their EOC job descriptions.

Strategic Enrollment Steering Committee

The Strategic Enrollment Steering Committee works with the Division of Enrollment Management to oversee the university's strategic enrollment plan. Representatives from across the university work on the plan's priorities to ensure that the university follows a data-informed campus-wide strategy to create sustainable growth across all programs, establishes a culture of accountability in supporting student success, and delivers a dynamic academic experience aligned with market demands and student needs.

Strategic Planning Committee

The Strategic Planning Committee includes the president, vice presidents, and chief of staff and is responsible for oversight of strategic goals and institutional effectiveness.

Student Financial Aid Committee

The Financial Aid and Scholarships Office reviews and approves or denies financial aid suspension appeals submitted by students who received federal and/or state and/or institutional financial aid. Students who submit a financial aid suspension appeal and are denied by the Financial Aid and Scholarships Office can request, in writing, to have their denied appeal be reviewed by the members of the Student Financial Aid Committee. Committee membership is comprised of faculty and staff members appointed by the president. The Director of Financial Aid and Scholarships serves as a non-voting resource to the committee members.

Student Service Fee Committee

The Student Service Fee Committee reviews funding requests from student organizations and university departments and makes recommendations to the university president for approval. The committee is comprised of students, staff, and faculty. The dean of students chairs this committee and is an ex-officio member.

Study Abroad Scholarship Committee

The Study Abroad Scholarship Committee reviews student applications submitted to compete for various study abroad scholarships provided by the university and private donors. Members are selected based on the following criteria: (a) an appreciation for the importance of study abroad and its transformational capacities; (b) an understanding of how the Office of International Students and Scholars Services functions and generally how international programs work on campus; and (c) a commitment to enhancing the review and selection processes associated with awarding scholarships.

Teacher Education Admission, Retention and Appeals Committee (TEARAC)

The Teacher Education Admission, Retention, and Appeals Committee (TEARAC) is charged with setting educator preparation admission and retention requirements, as well as hearing student appeals for individual exceptions to the approved admission and retention requirements as they relate to the student's admission and retention status. The dean of the College of Education and Human Services appoints the committee chair; the chair appoints a 13-member committee composed of A&M-Commerce faculty from departments all over campus directly involved with educator preparation.

Tenure and Promotion Committees

Each of the academic colleges has a College Tenure and Promotion Committee. This committee reviews all materials submitted by faculty members who have applied for tenure and/or promotion. Committee members determine if each candidate's department Promotion and Tenure Committee appropriately applied departmental criteria and followed all policies and procedures in making their recommendation. The college-level committee then makes a recommendation to the dean. Committee members serve a three-year term and are elected by faculty within their college.

Traffic Committee

The Traffic Committee has the responsibility for hearing appeals of university parking citations. The committee also makes determination of parking allocation at the Commerce campus. The committee consists of faculty, staff, and students appointed by the president on the recommendation of the committee chair and the chief of police. The committee meets monthly to hear appeals.

Undergraduate Academic Appeals Committee

The Undergraduate Academic Appeals Committee provides undergraduate students due process and an opportunity to appeal academic suspension from the university. Members are appointed by the deans. Hearings are held three times per calendar year prior to spring, summer, and fall semesters. See [A&M-Commerce Procedure 13.99.99.R0.41](#) for additional information.

University Ethics and Compliance Committee

The purpose of the University Ethics and Compliance Committee is to maintain a compliance plan, approved by the university president and the A&M System ethics and compliance officer, in accordance with System Regulation 16.01.01. This plan recognizes how the university systematically addresses risks around ethics and compliance, identifies emerging risks, and monitors the effective mitigation of risks identified. The UECC is chaired by the university chief ethics and compliance officer and consists of colleagues across the university appointed by the president for their expertise.

University Hearing and Appeal Board

The dean of campus life and student development (or designee) may assign a student conduct case to the University Hearing Board for adjudication. The dean (or designee) will make the decision as to which cases will be heard by the board. Board members will be a group of trained faculty and staff members, appointed by the university as advised by the dean, who serve as conduct officers during the adjudication process. Hearing Board members will listen to all of the information presented during the conduct conference and use that information to make decisions on whether the responding student is responsible for violating the Code of Student Conduct and assigning appropriate sanctions, as appropriate. Appeals are heard by the Appeal Board, which is drawn from the Hearing Board pool.

Visual Art

Responsibility for all visual art matters of A&M-Commerce rests with the president, who is advised by the President's Art Advisory Committee. The committee has responsibility and authority to facilitate placement (indoors or outdoors, as appropriate) of approved acquisitions. The committee advises on such matters as location, safety, security, maintenance, accessibility, relationship to existing utilities, conformity with the university's Master Plan, and aesthetic or other considerations. The Vice President for Finance and Administration or designee will provide recommendations on these and other relevant matters. Committee members are appointed by the president and include: a faculty member from the Department of Art, an Institutional Advancement representative, a Facilities representative, a student representative, a representative of the Commerce community, and two university faculty and/or staff members.

Wellness Council

The mission of Wellness Council is to encourage, educate, and empower all employees to live a healthy, holistic lifestyle. The goal of the committee is to enhance health and wellness throughout all employees through collaboration, promotion, participation, and education of employee wellness activities.