

Committee Charges

Institutional Committees:

Committees established by the President with membership from across different areas of the College brought together to help discharge the mission of the institution or address significant college-wide issues. These may include standing and ad hoc committees. The charge, composition, and tenure of members are determined by the College unless stipulated otherwise in the Agreement between the AAUP and the College

Committee Name	Charge	Reporting Structure
Academic Calendar Committee	To develop and recommend to Senior Staff and Faculty the College academic calendar for the traditional academic year. The needs of all College constituencies as well as external regulatory requirements are taken into consideration.	Associate VP of Academic Affairs, Carrie Cokely
Academic Petition Committee	To review and determine the outcome of academic petitions submitted by students for the purpose of requesting exceptions to the College's academic policies. Examples include waivers of College-wide liberal arts requirements, exceptions to the Commencement participation policy, and requests to participate in varsity athletics while on probation. Waivers of requirements within the major or minor area fall under the purview of the appropriate academic department and are not reviewed by the Petition Committee.	Associate VP of Academic Affairs, Carrie Cokely
Budget Committee	Senior Staff is responsible for the preparation of the College's annual budget facilitated and coordinated by the Vice President of Finance. The Budget Committee gains understanding and provides input to the institutional budget process through reviewing and discussing the assumptions and other primary planning considerations, as well as the primary areas of discussion and decisions made by the Senior Staff during this process. Additionally, the Budget Committee reviews and discusses drafts of compiled budgets of revenues, expenses, capital expenditures and new initiatives. Feedback from the Budget Committee is provided to the Senior Staff for their consideration through the Chair of the committee, the Vice President for Finance. After approval by the President, the institutional budget is presented to the Board of Trustees for approval prior to the start of the fiscal year to which it applies.	Vice President of Finance, David Rosati
Campus Accessibility Committee	The Campus Accessibility Committee (formerly named the ADA Subcommittee of the Health and Safety Committee) was created in the Spring 1997 to begin "a detailed analysis of each building on campus concerning compliance" with the	VP of Student Affairs, Maryellen Kiley

	Americans with Disabilities Act of 1990. Throughout the past 19 years, the primary purpose of this committee has remained responsible for addressing accessibility issues in the residence halls, the academic buildings, and all remaining facilities on campus that may be utilized by students, faculty, staff, and visitors of Curry College.	
Commencement Committee	The Commencement Committee serves to coordinate the logistical plans for the ceremony. This includes the coordination of vendors, tent layout, publications, volunteers and student speakers. The members of the committee are also responsible for managing specific aspects of the ceremony including media, live stream, marshals, ticket taking and security.	VP of Student Affairs, Maryellen Kiley
Diversity Committee	The Committee on Diversity is charged with making recommendations to the President and Senior Staff on all aspects of diversity among students, faculty and staff. The committee works with other existing campus groups and offices in facilitating both curricular and co-curricular changes and modifications as deemed appropriate by the College community.	VP of Student Affairs, Maryellen Kiley
Emergency Preparedness Committee	The Emergency Preparedness Committee develops a plan for continuing the core and essential functions of the College in the event of a major incident or event that may threaten the health and safety of the campus community or significantly disrupt its program and activities. The committee provides a structure for coordinating preparedness, response, and recovery efforts of Curry College personnel and resources. The committee brings these plans to Senior Staff for approval. This committee is also charged with communicating these plans to the community.	Vice President of Human Resources, Mirlen Mal
Health and Safety Committee	<p>Current: Purpose and Function: The Health and Safety Committee assesses the College's exposure to liability with respect to health, safety and environmental laws and regulations, and provides recommendations to the Senior Staff designed to bring the College into compliance. Further, the Health and Safety Committee is charged with educating the community about safety issues.</p> <p>Charge: Purpose and Function: The Health and Safety committee will encourage safety awareness among all employees and students. It has been established to monitor safety performance, safety inspections, and to aid the Coordinator of Safety & Environmental Health in</p>	Vice President of Finance, David Rosati

	<p>Administering the College's safety and health program. The Committee is charged with:</p> <ul style="list-style-type: none"> • The overall promotion of a safety culture within Curry College; • Aiding in the prevention of campus and workplace injuries and incidents; • Actively participating in Safety Committee meetings and initiatives; • Communicating from the Committee to the organization as a whole; • Communicating policies, practices, training and Committee information to program staff on a monthly basis; • Contributing to the formulation of policies; and • Acting as safety leaders, through example, for the organization. 	
Institutional Research Steering Committee	<p>The Institutional Research Steering Committee is charged with providing guidance and support to the Institutional Researcher to align IR efforts with the institutional goals, objectives and priorities of the College. Reporting to the President and Senior Staff, the IR Steering Committee will provide recommendations on the development of IR as a strategic institutional resource with initial focus on the following areas:</p> <ul style="list-style-type: none"> • External and internal reporting of data • Reliability and accessibility of data • Prioritization of projects with systematic process for management of requests • Best practices for developing a culture of data informed decision making • Appropriate plan and platform for implementation. 	Vice President of Institutional Planning, Susan Pennini
Learning Outcomes Assessment Committee	<ul style="list-style-type: none"> • Routinely review institutional progress on learning outcomes assessment to contribute to accreditation and reporting requirements. • Clarify and communicate the learning outcomes assessment process across the College as a continuous improvement model focused on what and how students learn at the course, program, and institutional levels. • Provide outreach to departments/programs and administrative/co-curricular units to serve as a resource for best practices and expertise in structuring learning outcomes, mapping outcomes in curricula, 	Dean of Faculty Center for Professional Development & Curriculum Innovation, Susan Chang

	<p>implementing assessments, and following up on results.</p> <ul style="list-style-type: none"> • Guide, inform, and advise academic departments/programs and administrative/co-curricular/ units on making informed use of, and acting based on, what is discovered through the process of learning outcomes assessment. • Facilitate communication of learning outcomes, and insights about student learning, across areas of the college. • Make calls for resources as necessary to support routine/ongoing and new/innovative learning outcomes assessment work. • Stay informed on up-to-date best practices in learning outcomes assessment in Higher Education through publications, professional organizations (e.g., NEEAN), and conferences. • Internally evaluate the structure and charge of the Committee itself annually and recommend any changes to the Provost. 	
Physical Facilities Committee	<p>This Physical Facilities Committee has the authority to examine the proposed use of all unused academic space or newly created academic spaces and facilities on campus, including but not limited to faculty office and work space, faculty gathering space and teaching and learning space allocations, as well as the authority to develop policies concerning competing uses for faculty office space when unit members assume new full-time or part-time assignments. The Committee forwards all of its recommendations to the President, who has the authority to make the final decisions on the academic and other space allocations.</p>	<p>Vice President of Institutional Planning, Susan Pennini</p>
Retirement Plan Oversight Committee	<p>The Committee is responsible for overseeing the College's 403b Defined Contribution Retirement Plan and its investments. The Committee establishes rules and regulations for the administration of the Plan and makes administrative decisions. The Committee is a fiduciary to the Plan and supervises the investments of the Plan, and makes decisions concerning investment options available under the Plan. The Committee has authority to select and change funds and/or investment managers. Its decisions may be, but are not required to be, based on the recommendations of the Plan Consultant.</p>	<p>Vice President of Human Resources, Mirlen Mal; Vice President of Finance, David Rosati</p>

	The Committee is responsible for monitoring the marketplace to ensure that the Plan is offering services that are appropriate for the workforce, the Plan's investments are performing to established standards, that fees are reasonable, and to make Plan changes. The Committee is also responsible for ensuring that all requirements of ERISA Section 404(c) are met, including ensuring that participants are provided information and opportunities for education to make informed decisions about the investment offerings in the Plan.	
Scheduling Committee	To address topics and concerns relevant to the College course scheduling process. This includes addressing overall scheduling issues as they arise, as well as undertaking a review each semester of the traditional undergraduate course schedule prior to its publication.	Associate VP of Academic Affairs, Carrie Cokely
Strategic Enrollment Management Operations Committee (SEMOC)	Strategic Enrollment Management Operations Committee (SEMOC) is charged with optimizing enrollment by reviewing, supporting, and enhancing plans for recruitment, retention, and student success. The work of the committee is to establish strategies that are informed by internal and external factors within an ever changing and increasingly competitive environment to achieve enrollment goals. Strategies are developed based on academic offerings, culture and support; institutional resource capacity (human, physical, and financial), are informed by best practices in higher education and innovation, and are aligned with the strategic enrollment plan.	Assoc. VP of Admissions, Keith Robichaud (Co-Chair), Assoc. VP of Financial Aid, Stephanny Elias (Co-Chair)
Strategic Planning Steering Committee	The Steering Committee will provide feedback and ongoing input to Senior Staff about the implementation of the Strategic Plan. The Steering Committee will review the progress of all Strategic Undertakings and communicate such progress to the College Community by providing a written update on a semi-annual basis. The Steering Committee will collaborate with Senior Staff/President to continue to address the sequencing, timing and implementation of additional Strategic Undertakings within the Strategic Plan.	Vice President of Institutional Planning, Susan Pennini, Associate Professor, Lindsay Illich

Student Services and Support:

Committees established by the College with membership from stakeholders within the committee-focus specific areas brought together to facilitate specific functions. The charge, composition, and tenure of members are determined by the leading department. These Committees report to a designated staff member and recommendations don't necessarily need to be brought forward to a Senior Staff member or Executive Team.

Committee Name	Charge	Reporting Structure
Behavior Intervention Team	The purpose of the Behavioral Intervention Team (BIT) is to proactively identify students whose behavior raises health or safety concerns for themselves or others and to make recommendations for a course of action to the Dean of Students Office or other campus official as appropriate. The ultimate goal of the team is to promote student health, safety, and success.	VP of Student Affairs, Maryellen Kiley
Bookstore Committee	The Bookstore Committee reviews and recommends bookstore operating policies and procedures in an effort to positively influence the bookstore experience for College faculty and students. The committee also routinely seeks current information regarding student perceptions of goods, services and customer service provided by the bookstore. Committee members represent key constituent groups of the College and serve as a communication link between administration and the bookstore.	VP of Finance, David Rosati
Housing Termination Appeal Committee	To review all requests to be released from the Room and Board termination fee.	VP of Student Affairs, Maryellen Kiley
Student Assistance Team (SAT)	The Student Assistance Team exists to facilitate the retention of students through both individualized and campus-wide preventative interventions. Team members discuss students who are raising concerns for their performance or adjustment at Curry or are experiencing personal or external difficulties and consider strategies for connecting them with the appropriate resources and services. The team also strives to identify factors that may put students at risk for leaving the college and works to proactively reduce impediments to students' academic and social success at Curry.	Dean of Students, Jen Golojuch-Borden (Co-Chair), Associate Director of Advising & Academic Success, Erica Humphrey (Co-Chair)
Student Outreach Team (SOT)	The Student Outreach Team exists to facilitate the retention of students through both individualized and campus-wide preventative interventions. The team also strives to identify factors that may put students at risk for leaving the college. Additionally, the team works to proactively reduce impediments to students' academic and social success at Curry under the leadership of Direction II of the Strategic Plan Student Success Work Team.	Dean of Students, Jen Golojuch-Borden

Advisory and Oversight:

Committees established by the College with membership from various stakeholders within the College brought together to facilitate specific functions of the institution. The charge, composition, and tenure of members are determined by the College unless stipulated otherwise in the Agreement between the AAUP and the College. These Committees report to a designated staff member and recommendations often need to be brought forward to a Senior Staff member to determine whether the recommendation be brought to Executive Team.

Committee Name	Charge	Reporting Structure
Bias Incident Response Team	The Bias Incident Response Team (BIRT) is an appointed and trained group of students, staff, and faculty members who charge is: to review reports of alleged bias incidents on campus; to support persons and groups involved in, and/or affected by, an incident; and to develop and communicate a timely and comprehensive institutional response.	VP of Student Affairs, Maryellen Kiley
Grants Advisory Committee	The GAC is responsible for supporting the development, submission and stewardship of grants at Curry College. This responsibility includes oversight for the Curry College Grants Process.	Provost, David Szczerbacki
Institutional Review Board	To review student, faculty and staff research with human participants to insure compliance with the ethical guidelines of the Belmont Report and federal legislation (45 CFR 46).	Provost and Authorized Institutional Official (AIO), David Szczerbacki. The AIO is responsible for the appointment of IRB members.
New Academic Program Advisory Board	The Advisory Board exists to help reinvigorate existing programs and develop new relevant academic programs and distinctive interdisciplinary programs based on academic strengths, industry standards, and student demand with input from academic departments, administrative units, and external stakeholders. The work of the Committee is collegial, facilitative, and formative. This work complements faculty governance and shared governance processes and protocols.	Provost and Authorized Institutional Official (AIO), David Szczerbacki

Title IV Compliance Committee	<p>The purpose of the Title IV Compliance Committee is for a collaborative, College-wide centralized group to keep current with new regulations, which reach across the College, to assess the College's compliance and the impact of the regulation to the College, and to plan and make recommendations to Senior Staff for implementation plans and calendars required for meeting new regulations. The Committee will be responsible for ensuring the College implements regulations fully to ensure our ability to continue in Title IV aid programs. Additionally, the Committee will be responsible for keeping the College's consumer page on our website current and developing a cohesive "single-notice" contact to students rather than relying on each department to fend for themselves for required contact with prospective or enrolled students.</p>	VP of Finance, David Rosati
Title IX Steering Committee	<p>The Title IX Steering Committee is convened by the College's Title IX Coordinators for the purpose of reviewing the College's compliance efforts under the Title IX, the law prohibiting discrimination on the basis of sex in educational programs and activities.</p>	Vice President of Institutional Planning, Susan Pennini

Faculty Committees:

The Faculty establishes standing committees to carry out the responsibilities of the Faculty and ad hoc committees to address additional responsibilities as the need arises. Changes to the structure or function of standing committees are brought to the full Faculty by recommendation of the Committee on Committees.

Committee Name	Charge	Reporting Structure
Committee on Committees	Reports to Faculty and: <ul style="list-style-type: none"> • Recommends the creation or alteration of standing committees of the Faculty, including criteria for eligibility and composition within the context of the Agreement between the College and AAUP. • Recommends and interprets charges to committees and, where appropriate, recommends changes. • Presents a slate of candidates for each standing committee for election at the April meeting in each academic year and, in cooperation with the Faculty Chair, facilitates such elections. • Recommends bylaws for standing committees. • Serves as an information channel, directing issues to appropriate committees when necessary. • Monitors schedules and functions of committees. 	Committee Chair, Marcy Holbrook
Educational Technology Committee	Reports to the faculty and includes, but may not be limited to, the following tasks; <ul style="list-style-type: none"> • Research opportunities for advancing the application of computing and networking technologies for teaching and learning. • Make educational technology recommendations to faculty, departments, schools and institutional committees. • Promote faculty interests in decisions regarding technology issues at the College. • Collaborate with, and recommend to, the Faculty Center, the availability of technology education and training for the faculty. • Collaborate with the Faculty Center to periodically assess the status of current technologies and the future technology needs in the campus community. • Participate in short and long range planning and decision making of technology needs in the learning environment. • Review and approve the implementation of technology as it affects pedagogy. 	Committee Chair, Beth Wade

	<ul style="list-style-type: none"> • Provide EdTech Committee representation to any group or committee that makes campus-wide technology decisions, including but not limited to The Technology Governance Committee and The Software Working Group. 	
Equivalent Education Committee	Determines whether each application for credits is appropriate for consideration as equivalent education credits.	Committee Chair, Michelle Perrault
Excellence in Teaching Committee	<ul style="list-style-type: none"> • Promotes the study and discussion of learning and teaching-related issues among Faculty and students • Recommends and allocates funds for library materials that promote excellence in teaching • Keeps abreast of current pedagogy and disseminates new information to the campus community • Sponsors and supports innovation, discussion, and reforms that would promote excellence in teaching • Sponsors forums • Participates in the selection of teaching award recipients • Supervises and awards stipends for classroom research and disseminates results of such research • Secures grant monies • Promotes Faculty development • Collaborates with other institutions and organizations 	Committee Chair, Marilyn Demaray
Executive Committee	<p>Its objectives shall be:</p> <ul style="list-style-type: none"> • To maintain and develop at Curry College a climate conducive to supporting a quality program of teaching, research and public service. • To represent the professional interests and to advance the standards and ideals of the Faculty at Curry College. • To improve the terms and conditions of employment of the Faculty at Curry College through the process of collective bargaining. 	Curry College Chapter of American Association of University Professors (AAUP)
Faculty Grievance Committee	This committee hears Step Two grievances brought by the AAUP.	Lynn Abrahams (Co-Chair), Vicki Nelson (Co-Chair)

Faculty Professional and Advancement Fund Committee	The committee oversees the disbursement of funds from the faculty fund for professional advancement to support faculty professional activities.	Committee Chair, Janis Peters
General Education Curriculum Committee (GECC)	<p>The General Education Curriculum Committee reports to the Faculty and,</p> <ul style="list-style-type: none"> a. Discusses, advises upon, and promotes all aspects of the General Education Curriculum in light of the General Education learning outcomes and the mission and policies of the College b. Coordinates, evaluates, and supports the continued development of the General Education curriculum and program c. Reviews and considers for recommendation to the Faculty for a vote, courses to be added to the General Curriculum 1 &2 <p>[NOTE 1: Items to be considered by the GECC shall be submitted to the Director of General Education by 2pm on the Friday before a scheduled meeting. The agenda and materials will be sent to Faculty by noon on the following Monday so that the members of the Faculty who wish to attend the meeting have ample notice of the items to be discussed]</p> <p>[NOTE 2: Courses are presented to the Faculty for a vote as a slate for each of the General Education categories (FY Core, Arts, Humanities, Sciences, Social Science, Global Diversity, Active Learning, and Wellness). A member of the Faculty can move that any individual course be considered separately.]</p> <ul style="list-style-type: none"> d. Reviews and considers for recommendation to the Faculty as for information only non-substantial changes to courses currently included in the General Education Curriculum. e. Receives and considers for recommendation to UCC charges to the existing General Education curriculum and policies f. Receives and disseminates information from departments/programs/divisions related to General Education that impacts advising g. Assesses the General Education curriculum and portfolio assignments in light of the General Education learning outcomes and completion of the General Education curriculum in light of policies on progression within General Education (i.e. FY Core by 45 credits) h. Determines in conjunction with the Registrar that the Catalog accurately represents the General Education curriculum 	Professor, Julia Sloan

<p>Graduate Curriculum & Policy Committee (GCPC)</p>	<p>Reviews, and recommends to the faculty when appropriate, proposed new courses, and significant curriculum changes (those that modify a graduate program).</p> <p>Regarding graduate policy:</p> <ul style="list-style-type: none"> • Discusses and evaluates current graduate academic policy; • Consequent to consultation with appropriate academic departments and administrative offices, recommends to the faculty new and/or modified graduate policy; • Works closely with the Registrar and the undergraduate Academic Policy Committee in developing policies. • Receives proposals from and provides support to departments concerning new graduate programs • Evaluates proposals for new graduate programs • Recommends to the faculty adoption of new graduate degree and certificate programs when appropriate. • Receives information from departments or divisions concerning changes, which may have an impact on graduate advising, and informs the faculty. • Reviews the Catalog and other published materials to ensure that they accurately represent current graduate policy and curricula. 	<p>Committee Chair, Steve Gunning</p>
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Library and Information Resources Committee	<p>Charge: report to faculty:</p> <ul style="list-style-type: none"> • Reviews and evaluates faculty and student concerns regarding college-wide library and information resources, including services relating to these resources. • Initiates and promotes the discussion of issues and concerns relating to the development and support of college-wide library and information resources. • Communicates with faculty, college administration, students, and student organizations about concerns affecting library and information resources. • Makes recommendations related to college-wide library and information resources. 	Co-Chairs, Susan Natale & Robin Cunningham
Undergraduate Academic Policy Committee (UAPC)	<p>Charge: reports to the Faculty and:</p> <ul style="list-style-type: none"> • Evaluates current undergraduate academic policy in light of the mission of the College and in collaboration with departments and divisions. • Recommends modifications to current policy, and proposes new policy in light of the changing needs of the college; • Works closely with the Registrar and the Graduate Curriculum and Policy Committee in developing policies. 	Committee Chair, Linda Tenofsky

Undergraduate Curriculum Committee (UCC)	<ul style="list-style-type: none"> • Discusses, advises upon, and promotes all components of the undergraduate curriculum in light of the mission and policies of the College in conjunction with departments and divisions; • Coordinates, evaluates, and supports the continuing development of the Central Liberal Arts Curriculum; • Reviews and considers for recommendation to the Faculty significant curriculum changes. Significant changes are those that: <ol style="list-style-type: none"> 1. Constitute requests for exceptions to College-wide policies as stated in the Catalog 2. Modify an existing major or its required academic standards (For example, add, remove, or significantly change content of courses in a major; propose minimum GPA requirements that are different than the general institutional requirements; replace old courses with new ones; in other words, modifications, which could not be construed as tinkering or routine); 3. Change or propose auxiliary requirements to an academic major or program (for example, stipulating a requirement that a student must do an internship, or that a student must study abroad, or that a student must have a certain academic status); or 4. Alter CLAC or other institution-wide requirements. • Receives and disseminates information from departments or divisions concerning any changes that may impact academic advising (for example, changes in prerequisites, co-requisites, or requirements in related areas in an academic program, requiring cluster registration); and • Determines, in conjunction with the Registrar, that the Catalog accurately represents the undergraduate curriculum. 	Committee Chair, Sandra O'Neil
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Joint Committees:

Committees established through negotiations between the College and the AAUP and documented in the Agreement between the College and the AAUP. Unless otherwise stipulated by the College and the AAUP, all Joint Committees shall consist of three representatives of the College and three representatives of the AAUP.

Committee Name	Charge	Reporting Structure
Health Insurance Committee	This is a joint Committee made up of 4 representatives of the College and three representatives of the AAUP. The meetings are typically led by our Insurance Broker (currently NFP). Donna Gagne coordinates the scheduling of the meetings in conjunction with NFP / Committee members. The committee has been established to research, propose, evaluate, and make recommendations to the College for Health Insurance, Dental Insurance, Long Term Care Insurance, and Life Insurance plans.	Vice President of Human Resources, Mirlen Mal
Joint Committee on Release Time (JCRT)	The Joint Committee on Release Time (J.C.R.T.) awards course releases for unit members to engage in professional activities, scholarship and research, or activities designed to improve their own personal classroom teaching (such as classroom research projects). Twenty-one (21) hours of release (assigned) time are available to unit members in the fall semester and twenty-one (21) hours in the spring semester (See p. 63-64 of the current Curry-AAUP Contract.) The J.C.R.T. will consider requests for release (assigned) time in accordance with the terms as outlined in the current Agreement between Curry College and the AAUP.	Dean of Faculty Center for Professional Development & Curriculum Innovation, Susan Chang