All-College Committees

Policy/Procedure

A. All-College Committee on Planning and Budget

1. Function:
   a) It shall advise the President of the College on major issues of institutional policy and planning.
   b) It shall regularly monitor and make recommendations on all policies and programs affecting the generation and application of the College’s financial resources. It shall examine incomes and expenditures experienced in past budgets and make recommendations for projected budgets.
   c) It shall communicate regularly with other committees of the College, and especially with the Faculty Meeting, as well as with the various campus constituencies, informing itself regarding their concerns and informing them with respect to the topics it is exploring and the recommendations it is formulating.

2. Composition:
   a) 3 faculty: one from each group
   b) 2 faculty: at-large\(^1\)
   c) 2 students: two elected students
   d) Student Senate President, without vote
   e) Dean of Students*
   f) Provost and Dean of the College*
   g) Vice President for Library and Information Services*
   h) Vice President and Treasurer*
   i) Vice President for Campus Operations*
   j) Vice President for Enrollment and College Relations*

\(^1\) Approved at 5 February 2007 Faculty Meeting.
B. All-College Committee on Academic Program and Standards

1. Function:

a) It shall study and evaluate all matters associated with the academic program of the College. Whenever the activities of this committee affect specifically any department, the chair of that department shall be invited to meet with the committee at least once prior to any decision or recommendation being made.

b) It shall review and make recommendations to the Faculty Meeting on all matters affecting curriculum, including such matters as: revision of departmental offerings, introduction of new courses, creation of new departments, offering of a major or minor in new areas, and, broadly, general supervision of course offerings in relation to the long-range educational policy of the College.

c) It shall review and make recommendations to the Faculty Meeting on all matters involving graduation requirements, including total number of courses for graduation, distribution requirements, and general field of concentration requirements.

d) It shall be responsible for the First-Year Seminar program including the recruitment of instructors, the review of seminar proposals, the orientation and training of instructors, and the on-going program evaluation.\(^3\)

e) It shall be responsible for considering how the curriculum as a whole supports the development of student competencies in such skills as writing,

\(^2\) Approved at 7 April 2008 Faculty Meeting

\(^3\) Approved at 5 May 1997 Faculty Meeting.
oral expression, quantitative reasoning, and the use of foreign languages across the curriculum.\(^4\)

f) It shall review and make recommendations to the Faculty Meeting on all matters affecting instruction and calendar.

g) It shall review routine adjustments in department course offerings, and shall provide an all-college perspective in the periodic self-evaluation reviews conducted by each department and program; it shall regularly evaluate special programs, interdisciplinary courses, and independent studies procedures.

h) It shall advise the Provost and Dean of the College concerning the appropriate distribution of personnel and monetary resources among the departments and programs.

i) It shall consult with and advise the Director of the Dickinson Library, the Director of Global Education, the Coordinator for Internships, the Executive Director of Information Technology, the Director of Instructional Technology, and other people and offices as appropriate on matters related to their areas that involve instruction, advising, and research, with a view toward best strengthening and supporting the College curriculum.

j) It shall advise the Provost and Dean of the College and the Faculty Meeting regarding all forms of academic advising, and shall consult with and advise the Director of Career Services regarding the ways by which the College should encourage and promote the preparation of able students for entering graduate and professional school. In these matters the committee shall endeavor to work through departments as well as through programs aimed at directly identifying appropriate students.

k) It shall advise the Provost and Dean of the College in cases where an interpretation regarding satisfaction of the requirements for graduation may be in question.

l) It shall approve all self-developed majors and other special individual student programs.

m) It shall recommend to the Faculty Meeting changes in regulations or new regulations involving academic standards.

n) It shall nominate to the Faculty Meeting students recommended for prizes and honors.

\(^4\) Approved at 5 May 1997 Faculty Meeting.
o) It shall consider student petitions for approval and adjudicate special cases involving academic issues, including readmission of students previously required to withdraw for academic reasons, retention of students who have fallen short of established standards, and other exceptions to academic policies and regulations.

2. Composition:
   
a) 6 faculty: two from each group
b) 3 students: elected at-large (first-year students excluded)
c) Provost and Dean of the College
d) Vice President for Enrollment and College Relations, without vote
e) Dean of Students, without vote
f) Associate Provost for Curriculum and Registrar, without vote

5 Approved at 5 May 1997 Faculty Meeting.
g) Associate Provost for Institutional Resources, without vote
h) Director of Writing, without vote (unless elected from group 1 or at-large)
i) Director, Library and Academic Technology, without vote
j) Associate Dean and Executive Director of Global Education, without vote

6 Approved at 1 April 2002 Faculty Meeting.

C. Enrollment and Student Life Committee

1. Function:
   
a) It shall review and recommend to the Faculty Meeting and to the President concerning admissions policies and standards. It shall advise the Director of Admissions on decisions regarding special cases of admission.
   
b) It shall review and recommend to the Faculty Meeting and to the President concerning policies on financial aid. It shall advise the Director of Financial Aid regarding the award of special scholarships.

7 Name change from All-College Committee on Admissions and Financial Aid to Enrollment Management Committee approved at 5 November 2001 Faculty Meeting.
c) It shall review and make recommendations to the Faculty Meeting and to the President regarding all non-academic and non-curricular matters affecting student life on campus.

2. Composition:
   a) 4 faculty
   b) 4 students: one senior, one junior, one sophomore, and one first-year student
   c) Vice President of the Student Senate (without vote)
   d) Dean of Admissions and Financial Aid
   e) Director of Financial Aid
   f) Vice President for Enrollment and College Relations (without vote)
   g) Dean of Students
   h) Executive Director of the Career Center (without vote)
   i) Director of Academic Advising (without vote)
   j) 2 Associate Deans of Students (one without vote)

D. All-College Committee on Information Technology and Services

1. Function:
   a) It shall advise the Vice President for Library and Information Services, and other senior managers, on major issues associated with information technology and services.
   b) It shall insure communication between members of the College community and divisions providing information services by conveying concerns, suggestions, and comments and by providing a forum for discussing these issues.

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8 Approved at 5 February 2007 Faculty Meeting.

9 Approved at 3 November 2008 Faculty Meeting: Removal of Dir. of Institutional Research and Assoc. Provost for Campus Academic Life; addition of Exec. Dir. of Career Center, Dir. of Academic Advising, and 2 Assoc. Deans of Students.

10 Approved at 3 April 2000 Faculty Meeting.
c) It shall develop among its members a strategic understanding of emerging trends in information services that lends itself to continuous and informed discussions.

d) It shall communicate regularly with other committees of the College, and especially with the Faculty Meeting, as well as with the various campus constituencies, with regard to issues identified in the course of its deliberations affecting the curriculum, the administration of the College, and student life.

e) It will monitor progress towards achieving goals and objectives in the College’s strategic plan, including innovation, that relate to information technology and services.

2. Composition:

   a) 4 faculty

   b) 3 students

   c) Provost and Dean of the College

   d) Vice President and Treasurer

   e) Vice President for Library and Information Services

   f) Director, Instructional and Media Services, without vote

   g) Director of Electronic Communication and Web Manager, without vote

   h) Director, User Services, without vote

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**Related Information**

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**History/Revision Information**

**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

11 Approved at 5 February 2007 Faculty Meeting.
Next Review Date:

Also Found In: Academic Handbook