Committee Structure

The committee structure at Sherman College is designed to encourage participation by students, faculty and staff in the decision-making process. Students and faculty are represented on many standing committees at the college. These committees fall into two categories: faculty and college wide. Faculty committees are designed to offer faculty more direct involvement in decisions that impact the curriculum and faculty-specific issues. These committees generally have greater faculty membership and must present all recommended changes to policy to the faculty for review and vote. Following a vote by the faculty, any proposed changes to policy are submitted directly to the president, who may choose to accept or reject the recommendation or refer it to another committee. College-wide committees are designed to address items beyond the curriculum and/or faculty-specific issues and include a broader representation of constituencies from across the campus. Proposed changes to policy approved by these committees are submitted directly to the president, who may choose to accept or reject the recommendation or refer it to another committee, including the faculty.

The Office of Academic Affairs acts as the official guardian of all college policies, and as such is authorized to make minor policy revisions of a **non-substantive** nature without prior committee approval. Non-substantive changes to correct grammatical, typographical and formatting errors and outdated position/document/policy titles and changes to federal regulations are completed as soon as possible and do not need approval. Such changes are made to ensure compliance, consistency and accuracy in language and nomenclature across all college documents.

The faculty may establish standing or special committees, as it deems necessary. Faculty and staff elect committee members with the intent that all members carry an approximately equal load of committee work. Each faculty and staff member serves for a term of two years. A faculty or staff member may be re-elected for one additional two-year term. Many of the committees have one student member. Student committee appointees may serve on a committee for a maximum term of four (4) quarters after which, the student may be eligible for re-appointment if they have been an active committee participant and fulfilled all their committee responsibilities.

Each standing committee elects its own chair, except when the chair is assigned to a specific position at the college. The chair calls meetings, giving reasonable notice and votes only in the event of a tied vote. It is the responsibility of each member to be present. Minutes are maintained for all committee meetings by the chair or their designee.

The president of the college is an ex-officio, non-voting member of every committee. All other committee members (including student members) have the right to present motions and to vote. There is no proxy in case of absence.

Below is a list of committees by category. Committee descriptions, with memberships, follow.

Faculty Committees

1. Academic Affairs
2. Admissions
3. Chiropractic Center Quality Assurance
4. Clinical Affairs
5. Curriculum Review
6. Faculty Development
7. Faculty Hiring
8. Faculty Affairs
9. Library Advisory
10. Research
11. Student Affairs

College-Wide Committees

1. College Appeals Board
2. Data Governance
3. Equal Opportunity
4. Institutional Review Board
5. Institutional Effectiveness
6. Scholarship
7. Student Conduct Review Board
8. Strategic Planning Council

Academic Affairs Committee
The Academic Affairs Committee is comprised of the provost, who serves as chair; the deans of basic sciences, clinical sciences and clinics; the director of academic affairs, who serves as appeals chair; the directors of academic support and learning resources; the registrar; the senior director of institutional effectiveness and accreditation; three faculty representatives elected by the faculty (one each from the basic and clinical sciences divisions and one at-large) and two student representatives.

The Academic Affairs Committee:

1. Reviews and/or considers proposals regarding academic requirements, standards, policies and practices for the purpose of making recommendations for any appropriate changes to the Faculty Senate.
2. Hears appeals from students who wish to request an exception to academic policy, including, but not limited to, load restrictions, academic suspension or academic dismissal. When the committee hears an appeal, the provost appoints an "Appeals Chair," and recuses him/herself, in case the student appeals to the provost, on the basis of due process in accordance with Policy 8026 Appeal.
3. Encourages and provides counsel to faculty in the development of quality curriculum proposals.
4. Recommends to the Faculty Senate changes in the curriculum.
5. Reviews annual reports from the deans of basic and clinical sciences regarding departmental assessments of examinations being offered in the various courses to evaluate their length, depth, and relevancy to course content.
6. Reviews annual reports from the deans of basic and clinical sciences regarding departmental assessments of course syllabi and descriptions to assure non-duplication, the continuing relevance of courses and the cohesiveness of the curriculum.
7. Reviews and refers to the appropriate committee and/or administrative input from the Student Affairs Committee to the Academic Affairs Committee.
8. Assists the provost in establishing annual objectives for instruction and in facilitating the completion of said objectives.
9. Encourages proactive curricular innovation, including the sponsorship of forums on curriculum issues and innovative learning facilitation methodology.
10. Considers methods for enhancing student retention, including the Faculty Mentorship Program, and makes recommendations to the appropriate administrators.
11. Reviews any reports regarding the quality of instruction and student success and reports the findings, with recommendations, to the Faculty Senate.

Admission Committee
The Admission Committee is comprised of the director of admissions, who serves as chair; the provost; the vice president for enrollment and student success; the deans of basic sciences, clinical sciences, and clinics; the registrar; the director of academic support; one faculty representative elected by the faculty; and one student representative.

The Admission Committee:

1. Considers admission policies and recommends to the faculty and the Administrative Council any modifications it may deem advisable.
2. Considers and makes the admission decisions on applicants with borderline qualifications.
3. Considers special procedures for reviewing applicants and collecting admission data.
4. Approves the institution from which each student transfer is made.

Chiropractic Center Quality Assurance Committee
The Chiropractic Center Quality Assurance Committee (CCQA) Committee is comprised of the chair of clinical curriculum; who serves as the chair; and six faculty representatives elected by the faculty (three from the basic or clinical sciences, and three from the chiropractic center).

The CCQA Committee:

1. Completes quality assurance audits on signed patient notes and files to ensure minimum patient care, file management and documentation clinical standards are met.
2. Reviews proposals related to clinical standards, policies and practices, and makes recommendations for changes as needed.
3. Hears quality assurance audit appeals from chiropractic center faculty regarding individual audit reports or determinations made by the chairman.
4. Annually reports quality assurance performance data regarding clinical standards oversight and compliance to the Institutional Effectiveness Committee.
5. Makes recommendations to the Clinical Affairs Committee based on performance data concerning standards, policy or practices impacting patient care.

Clinical Affairs Committee
The Clinical Affairs Committee is comprised of the dean of clinics, who serves as chair; the chair of clinical curriculum, who serves as vice chair; the chiropractic center case doctors; and two clinical science faculty representatives, elected by the faculty. The coordinator of clinic operations serves as the official recorder.

The Clinical Affairs Committee:

1. Reviews the clinical performance of any intern not making appropriate progress after completing chiropractic center Level 3 remediation requirements. The committee is charged with recommending any ongoing remediation recommendations, clinic restrictions or additional actions, up to and including academic suspension or dismissal. The committee may also recommend review by the Academic Affairs Committee pursuant to Policy 8004 (Student Code of Conduct).
2. Encourages and provides counsel to faculty in the development of chiropractic center curriculum proposals.
3. Recommends to the Faculty Senate changes in the chiropractic center curriculum.
4. Reviews annual reports from the dean of clinics and chair of clinical curriculum regarding departmental assessments of health center quality assurance (HCQA) audits.
5. Report recommendations to appropriate department chair and academic dean regarding deficiencies in intern preparedness with regards to didactic course content, as determined from annual reports from the dean of clinics and chair of clinical curriculum.
6. Reviews proposals from the dean of clinics, chair of clinical curriculum or chiropractic center case doctors regarding chiropractic center curriculum and operation recommendations to assure the continuing relevance of education, the cohesiveness of the curriculum and ensure compliance with patient care standards.

College Appeals Board
The College Appeals Board is comprised of a rotating chair; three full-time faculty representatives elected by the faculty; two full-time staff representatives elected by the staff; and two full-time student representatives.

The College Appeals Board:

1. Serves as a hearing board for appeals in findings of academic misconduct, clinic misconduct and for non-academic and behavioral violations unrelated to academic, financial aid and admission policies.
2. Determines if an appeal is allowed pursuant to college policy.
3. Determines the facts pertaining only to the appeal.
4. Determines if an appeal is warranted based on information received.

Curriculum Review Committee
The Curriculum Review Committee is comprised of the director of academic affairs, who serves as chair; the provost (ex-officio); the deans of basic sciences, clinical sciences, and clinics; the senior director of the center for innovation in teaching and learning; the chair of clinical curriculum; the registrar; the senior director of institutional effectiveness and accreditation; three faculty representatives elected by the faculty (one each from basic and clinical sciences, one from the chiropractic center); and one student representative.

Curriculum Review Committee:

1. Completes a comprehensive curriculum review every five years.
2. Makes recommendations to the Academic Affairs Committee regarding curriculum revisions.
3. Reviews recommendations for QEP.
4. Meets quarterly to review course performance data.

Data Governance Committee
The Data Governance Committee is comprised of the senior senior director of institutional effectiveness and accreditation, who serves as chair; the vice president for finance and campus operations; the director of academic affairs; the director of financial aid; the director of information technology; the registrar; the assistant director of institutional effectiveness and accreditation; and the enrollment operations manager.

Data Governance Committee:

1. Implements a framework that outlines the authority and decision-making processes for data-related activities, and the appropriate management of institutional data.
2. Proposes data governance policies, standards, procedures, role definitions, data definitions, and data usage guidance in collaboration with appropriate units and stakeholders.
3. Develops and maintain guidance documentation and best-practice guidelines.
4. Advises on business process changes that may affect governed institutional data, data definitions, data quality, reporting, analytics, system workflows, or downstream integrations, and coordinate appropriate review with functional leaders and Information Technology personnel.
5. Collaborates with appropriate units and stakeholders to identify, develop, and socialize strategic data initiatives that align with institutional priorities and support data-informed decision-making.
6. Monitors developments in data governance, higher education analytics, privacy, compliance, information security, data ethics, and responsible use of data, and recommend improvements to strengthen the College's data governance maturity.

Equal Opportunity Committee
For the purposes of implementing and monitoring the equal opportunity obligations under federal, state and local law and to handle all associated complaints, the president has appointed an Equal Opportunity Committee. The members are designated as follows: the executive vice president, who serves as chair; the director of human resources; the provost; and the vice president for enrollment and student success. The president may appoint an additional member to assure that the committee is comprised of both male and female members at all times.

The Equal Opportunity Committee is charged with the enforcement of the college's nondiscrimination obligations. This committee plays an important role in the responsibility of accepting and processing discrimination complaints, including complaints charging sexual harassment (see Policy 3516 – Sexual Harassment located on the Sherman College website). Efforts to resolve complaints, through informal intervention, mediation or investigation, will be undertaken impartially and in as prompt and as confidential a manner as possible.

The Equal Opportunity Committee:
1. Implements and monitors the college's equal opportunity obligations under federal, state and local law.
2. Provides education and training programs to assist members of the college community in:
    a. understanding what sexual harassment is and is not, and
    b. communicating that sexual harassment is illegal under federal and state law and will not be tolerated.
3. Provides copies of these procedures to all employees, departments and programs of the college.
4. Publishes and distributes annually a report that summarizes the number, type, source and outcome of sexual harassment complaints.
5. Conducts the mediation process between complainant and charged party.
6. Investigates complaints of sexual harassment.

Faculty Affairs Committee
The Faculty Affairs Committee is comprised of the provost, who serves as chair; the deans of basic sciences, clinical sciences, and clinics; and five faculty representatives elected by the faculty (one each from basic and clinical sciences, the chiropractic center, one at-large professor and one at-large associate professor).

The Faculty Affairs Committee:
1. Annually reviews the faculty evaluation and promotion processes and makes recommendations for enhancement to the faculty or the appropriate administrative officer(s).
2. Reviews the expectations of each rank and promotion within each rank and ensures the established criteria are appropriate for each.
3. Considers all requests for promotion and extended agreements and makes recommendations regarding each to the president.
4. Reviews policy and procedure regarding the professional conduct and expectations of faculty, including workload.
5. Reviews policy and procedure regarding faculty remuneration and benefits.
6. Reviews criteria and procedures for the awarding of faculty bonus funds.
7. Considers all suggestions for the improvement of the professional welfare of faculty members and makes recommendations concerning such matters to the Faculty Senate or to the appropriate administrative officer(s).
8. Encourages proactive faculty development through faculty forums, seminars and workshops.
9. Encourages proactive enhancement of teaching and learning effectiveness.
10. Hears individual faculty appeals and grievances regarding conditions of employment, or termination thereof, and makes recommendations to the president, who retains final decision authority.
11. Assists the provost in establishing annual objectives for instruction related to the enhancement of the faculty and in achieving the respective objectives.

Faculty Development Committee
The Faculty Development Committee is comprised of the director of academic affairs, who serves as chair; the provost (ex-officio); the deans of basic sciences, clinical sciences, and clinics; the senior director of the center for innovation in teaching and learning; the director of the center for scholarly activity, the compliance officer; and the faculty senate president.

The Faculty Development Committee:

1. Identifies faculty development needs.
2. Develops long-term strategies to meet strategic plan objectives.
3. Plans quarterly faculty development sessions one year in advance, ensuring flexibility in quarterly needs.

Faculty Hiring Committee
The Faculty Hiring Committee is comprised of the provost, who serves as chair; the deans of basic sciences, clinical sciences, and clinics; the chair of the philosophy department; the director of human resources; three faculty representatives elected by the faculty (one each from the basic and clinical sciences, and one from the chiropractic center); one student representative; and a rotating chair position based on the candidate's respective department.

The Faculty Hiring Committee:

1. Reviews the credentials of applicants for faculty positions.
2. Interviews all applicants being considered for appointment.
3. Approves or disapproves applicants for faculty appointments by the majority vote, subject to final approval by the president of the college.

Financial Aid Committee
The Financial Aid Committee is comprised of the director of financial aid; who serves as the chair; the executive vice president; the provost; the vice president for enrollment and student success; the deans of basic sciences, clinical sciences, and clinics; and the registrar.

The Financial Aid Committee:

1. Is responsible for hearing appeals.
2. Reviews documentation submitted in reference to student eligibility for Federal Financial Aid benefits once student has been placed in financial aid suspension.
3. Grants or denies appeals in accordance with the guidelines set by the US Dept. of Education (DOE).

Institutional Effectiveness Committee
The Institutional Effectiveness Committee is comprised of the senior director of institutional effectiveness and accreditation, who serves as chair; the executive vice president; the provost; the vice president for enrollment and student success; the dean of clinics; the senior director of the center for innovation in teaching and learning; the director of information technology; the assistant director of institutional effectiveness and accreditation; one faculty representative; one staff representative; and the president (ex-officio). The president may appoint additional representatives.

The Institutional Effectiveness Committee:

1. Facilitates institutional involvement in the outcomes assessment process.
2. Annually reviews existing outcomes measures and recommends changes if indicated.
3. Determines data needed for the evaluation of outcomes measures.
4. Prepares and approves, as needed, data collection instruments and processes.
5. Assists in data collection and analysis as necessary.
6. Prepares and presents reports as needed to the institution on outcomes studies.
7. Facilitates forums and meetings to review findings and make recommendations for changes, based on said findings, to the appropriate committee or administrator.
8. Reviews the college's outcomes assessment process for efficacy.

Institutional Review Board
The Institutional Review Board (IRB) is comprised of a faculty member appointed by the provost, who serves as chair, and five additional members of varying backgrounds and professions, at least one of whom is not employed by or affiliated with the college. IRB members do not receive compensation for services rendered.

The Institutional Review Board:

1. Is responsible for the protection of human research subjects.
2. Oversees and assures compliance with federal guidelines on experimental protocol.
3. Reviews all research proposals involving human subjects and assesses the risks involved. If the IRB finds the risks to be acceptable, it will approve the project as submitted. If the risks are unacceptable, the IRB may suggest revisions and request the project be resubmitted, or it may disapprove the project.

Library Advisory Committee
The Library Advisory Committee is comprised of the director of learning resources, who serves as chair; the assistant director of learning resources; the provost (ex-officio); the dean of basic sciences; the senior director of the center for innovation in teaching and learning; the director of information technology; three faculty representatives elected by the faculty (one each from the basic and clinical sciences, and one from the chiropractic center); and one student representative. The committee regularly meets to consider matters relevant to the library. Also see *Library Materials Selection*.

The Library Advisory Committee:

1. Reviews and approves new policies concerning the library.
2. Approves the purchase of books, periodicals and other information resources.
3. Makes recommendations concerning the enhancement of library utilization.

Research Committee
The Research Committee is comprised of the director of the center for scholarly activity, who serves as chair; the provost (ex-officio); the deans of basic sciences, clinical sciences, and clinics; three additional faculty members elected by the faculty (one each from the basic and clinical sciences divisions and one at-large); and one student representative.

The Research Committee:

1. Acts as an advisory body to the research department.
2. Makes recommendations to the faculty concerning policies relative to research activities.
3. Encourages research by both faculty members and students.
4. Assists in the identification and procurement of funds to support research.
5. Provides technical assistance to scholars in developing and carrying out research projects.
6. Approves all research project expenditures to be funded by the college that are above and beyond regular salary and release time.
7. Publishes periodic reports of the research activities of faculty members and students.
8. Determines the ownership of the rights in and to, and the distribution of any equities from any inventions and materials developed by college personnel, subject to review by the president of the college.

Scholarship Committee
The Scholarship Committee is comprised of the director of financial aid, who serves as chair; the executive vice president; the provost; the vice presidents for enrollment and student success and finance and campus operations; the director of student affairs; one faculty representative elected by the faculty; and one student representative.

The Scholarship Committee:

1. Reviews applications for institutional scholarships and awards those scholarships in accordance with the established criteria.
2. Establishes criteria for new scholarships and awards those scholarships in accordance with the criteria.

Student Affairs Committee
The Student Affairs Committee is comprised of the vice president for enrollment and student success, who serves as chair; the director of student affairs; the director of academic affairs; one chiropractic center faculty representative; one faculty representative; one staff representative; and one student representative.

The Student Affairs Committee:

1. Reviews student (disciplinary and non-disciplinary) policies and recommends changes as needed.
2. Reviews campus and student concerns when applicable.
3. Evaluates the campus climate through formal campus surveys to identify areas and strategies for improvement.
4. Provides feedback to the president's office as needed or requested on campus or student matters.
5. Supports the Office of Student Affairs' campus events when needed.

Student Conduct Review Board
The Student Conduct Review Board is comprised of the compliance officer, who serves as chair; three employees appointed by the chair from a pool of faculty and staff representatives; and three student representatives appointed by the chair from a pool of nominees.

The Student Conduct Review Board:

1. Determine facts.
2. Determine whether the accused is responsible for the charges.
3. Recommend appropriate discipline in cases where the accused is found guilty.

Strategic Planning Council
The Strategic Planning Council is composed of the president; the executive vice president; a board of trustees representative designated by the board; the provost; the vice presidents for enrollment and student success and finance and campus operations; the dean of clinics; the senior director of institutional effectiveness and accreditation (facilitator); the faculty senate president or designee; the faculty senate vice president or designee; a staff representative elected by the staff; the Chiropractic Student Government president or representative; and an alumni representative selected by the planning liaison group.

The Strategic Planning Council is charged with developing a series of broad, long-term goals to help chart the college's course and to position Sherman College to fulfill its mission.