9 March 2007

To: Committee on Experiential Learning
From: Alex Vernon, Chair of American Studies
Re: UR Coding for Senior Project

All American Studies majors are required, for their capstone experience, to complete a research project through AMST 401: Seminar in American Studies. This project will most often take the form of a thesis-length paper, though other formats are also possible (a documentary film, for example).

In keeping with other such courses across the college, we request that AMST 401 receive an Undergraduate Research code.

Occasionally students will need to complete this project/course as an independent study—if, for example, they are abroad the second semester of the senior year. We also request that these students receive UR credit without additional paperwork.
Standing Committee Descriptions and Memberships

Committee on Academic Appeals

Hears and rules on appeals regarding decisions by the Office of Academic Affairs concerning interpretations of, or exceptions to, rules, procedures or decisions governing registration in courses and the management of academic records. The Committee does not hear appeals concerning grades (other than "I" or "W"). This committee also serves as the appeals committee for the Academic Integrity Policy as described in the Catalog.

Membership:

Ex officio: Registrar (non-voting) (Wang)
(1)

Faculty-at-large: Dunn, Gatti-Clark, Templeton (chair)
(3)

Committee on Academic Integrity

The Committee on Academic Integrity has jurisdiction over all alleged violations of academic standards as described in the college’s Statement of Academic Integrity. The committee follows the procedural guidelines as described in the Statement of Academic Integrity. A minimum of two faculty members and two student members is required to hold a formal hearing. Hearing groups are formed by the chair from the available committee members.

Membership:

Faculty-at-large: Bridges, Fought Maakestad
(5)

Murray (chair), Penner

Students (confidential)
(6)

Council on Academic Policy

Advisory to the President on all matters of common concern. Meets regularly with the President and reports regularly to the faculty. Plans programs, reviews recommendations, and coordinates activities involving academic matters. Sets the agenda for faculty meetings. Makes recommendations to the faculty on matters not under the jurisdiction of other committees, such as academic calendar, schedule of classes and examinations, graduation requirements, and programs for academic and faculty development.

Three committees are formed from the membership of the Council. The six faculty members elected at-large by the faculty by secret ballot constitute a Committee on Academic and Professional Concerns. The members of this committee represent the faculty in advising the Council on Academic Policy concerning academic issues, both current and future. The Committee also serves as a hearings committee and considers all matters of professional concern, particularly those relating to academic freedom, promotion, tenure, and retention. This committee selects its chair from its membership.
The Provost and the Area Chairs (appointed to staggered 4-year terms) constitute the Committee on Faculty. This committee is advisory to the Provost and the President on matters of faculty appointments, retention, promotion, tenure, and retirement. The Provost is the chair of this committee and the Associate Provost is a non-voting member. The Area Chairs and the Associate Provost constitute the Committee on Faculty Grants, which allocates funds for faculty development and faculty travel. The Associate Provost serves as the non-voting chair of this committee.

Membership:

Ex officio  
(5)  
President of the College (Cloyd)  
Provost, Chair (Entzminger)  
Associate Provost, non-voting (D. Sutherland)

Area Chairs  
(3)  
Kopper, Krebs, Rupert

Faculty-at-large  
(6 elected)  
Ablondi (05-08), King (05-08),  
Gron (06-09), Haggard (06-09)  
Maslin-Wicks (07-10), Toth (07-10)  
Shutt replaces Gron (07-08)

Students  
(2)  
Student Senate President (Will Green)  
Elected student representative (Katie Pearce)

Athletic Advisory Committee
Advisory to the NCAA representative and to the Hendrix Athletic Director. Reviews policies and makes recommendations to appropriate College officials concerning the Hendrix intercollegiate athletic program.

Membership:

Ex Officio  
(2)  
Director of Athletics (Powell)  
NCAA and SCAC Representative (Scott, chair)

Faculty-at-large  
(2)  
Kelly, Hales

Students  
(2)  
tba

College Judicial Council
The College Judicial Council has jurisdiction over serious breaches of the College’s standards of student conduct and over all student misconduct which does not fall under the responsibility of the minor disciplinary hearing panel or an administrative hearing body. The Council also serves as the appellate group for decisions made by a minor disciplinary hearing board or an administrative hearing body. A minimum of two faculty members and two student members is required to hold a formal hearing. Hearing groups are formed by the chair from the available committee members.

Membership:
Committee on Committees
Recommends to the faculty the organization, structure, and functions of standing committees to which faculty members are to be named. Nominates to the faculty the committee chairs and faculty membership assignments.

Membership:
Ex Officio
(1)
Associate Provost, Chair (D. Sutherland)

Faculty-at-large
(6)
Berry, Boehm, Burch, Dearolf, Morrison (chair), M. Sutherland

Committee on Curriculum
Makes recommendations concerning curriculum to departments, areas, and the faculty. Receives reports and requests from departments and areas concerning revisions in course offerings and requirements for majors and minors; forwards such reports with recommendations to the faculty.

Membership:
Ex Officio
(1)
Registrar (Wang)

Faculty-at-large
(6)

Students
(3)

Committee on Diversity Concerns
Advises the faculty and administration on issues relating to the promotion of a community that welcomes and supports diversity, including but not limited to racial, ethnic, gender, sexuality, and religious diversity.
Membership:

Ex Officio

Director of Multicultural and International Student Affairs
Representative of Multicultural Development Committee (tba)

Faculty-at-large
Contreras-Silva (chair), Duina, West
(3)

Students
tba
(2)

Committee on Enrollment and Financial Aid

Recommends to the faculty and interprets policies concerning recruitment, admission/readmission, and retention of students. Advisory to the Office of Admission and to the Office of Financial Aid.

Membership:

Ex Officio
Vice President for Enrollment (Foust)
Associate Provost for Advising and Retention (Herrick)
Executive Director of Admission (tba)
Director of Financial Aid (non-voting) (Bandré)
(4)

Faculty-at-large
Chappell, McAinsh (chair), Stanley
(3)

Students
tba
(2)

Committee on Experiential Learning

Advises the Odyssey Director on policies and procedures for the operation of the Odyssey Program, including establishment of criteria for Odyssey credit not connected to regularly taught courses. Reviews and recommends to the Committee on Faculty requests from students and faculty for the funding of proposed Odyssey projects. Assists faculty members in the development of new Odyssey experiences, including new courses for proposal to the Curriculum Committee for Odyssey credit. Assists the Director in coordinating policies and the program’s interactions with related offices. Hears student appeals on Odyssey credit decisions.

Membership:

Ex officio
Odyssey Program Director (Schantz)
Associate Provost (D. Sutherland)
Odyssey Program Associate Director (non-voting) (Fleming)
Director of Civic Engagement Projects (Barth)
(4)

Faculty-at-large
Goodwin (chair), McDaniel
Payne, Wright
(4)
Students: tba
(2)

Committee on Honorary Degrees

Receives and reviews recommendations for honorary degrees and makes nominations in accordance with provisions of the Bylaws of the College. The Committee may, in recognition of rare and outstanding service in causes consistent with the ideals of the College, recommend to the faculty collegiate commendation of organizations beyond the campus. The following criteria for honorary degrees were approved by the Board of Trustees in February, 2004:

- Outstanding accomplishment in the honoree’s chosen field; national status wherever appropriate;
- Potential as a role model and inspiration to students; the honoree embodies the humanitarian goals of the College;
- Some tie to Hendrix, Arkansas, or this region of the country which makes recognition especially fitting.

Membership:
Ex Officio Executive Vice President and Dean of Advancement and Planning (Jones)
(1)

Faculty-at-large Campbell, Resinski (chair), Teague
(3)

Committee on Honors

Recommends to the faculty policies regarding honors programs, including the Honors Convocation. Coordinates and promotes applications for the various post-baccalaureate awards by serving as the liaison between the faculty and the campus representatives for such scholarships and fellowships as Rhodes, Fulbright, Watson, Truman, Goldwater, and Marshall. Serves as the screening committee for candidates for post-baccalaureate awards.

Membership:
Ex Officio Distinguished Scholarships Advisor (Shutt)
(1)

Faculty-at-large Binnie, Campolo, Murphy
Vernon (chair)
(4)
Committee on Information and Instructional Resources

Advises the College on the development of library holdings and services, media and classroom technologies, and computing resources to work together in support of teaching and scholarship. Serves as the central campus unit on faculty and student proposals, concerns, and issues regarding academic technology and the library. Assesses and evaluates library services and academic technology and makes recommendations to the College. Responsible for assessing and updating the academic technology plan.

Membership:

Ex Officio
(3) Director of the Library (Moore)
Representative from the Office of Information Technology
(Fraser)
Director of Media Center (Engeler-Young)

Faculty-at-large
(3) Ferrer (chair), Lopas
Martin

Students
(2) tba

Committee on International/Intercultural Studies

Advisory to the faculty. Recommends policy and procedures regarding international and intercultural study. Aids in the advising of international students. Advertises and evaluates programs of international or intercultural study. May assist in recommending students for international study.

Membership:

Ex Officio
(4) Representative of Office of Admission
Representative of Office of Student Affairs
Representative of Hendrix-Murphy Foundation Programs
(Doyle)
Coordinator of International Programs (Oudekerk)

Faculty-at-large
(3) Bare, Berryman, Schmidt (chair)

Students
(2) tba

Committee on Student Life

Advisory to the Office of Student Affairs. Works in conjunction with the Office of Student Affairs and the Student Senate in recommending and evaluating the various policies and programs of the College involving student activities, including discipline, orientation of new students, student-faculty relations, recreation, residential living, off-campus housing, student government and organizations, student media, health services, and campus center.

Membership:

Ex Officio
(2) Dean of Students (Bailey)
Chaplain (Clark)
Committee on Teacher Education

Designs, reviews, evaluates and recommends to the faculty policies and programs related to the education and certification of students preparing to teach in the elementary and secondary schools.

Membership:

Ex Officio

Chair of the Department of Education, Chair (Jennings/Perry)
Representative of Student Arkansas Education Association
Faculty member in Department of Education (Perry/Jennings)

Faculty-at-large

Fannin, Hannah

Students

tba

Invited

from outside the College