

## **Section Ten**

### **Faculty Directory, Officers, and Committee Memberships**

#### **I. Faculty Directory (2011-12)**

#### **II. Faculty Officers and Responsibilities**

##### **A. Presiding Officer**

**Responsibilities:** The Presiding Officer of the Faculty is elected by the faculty to preside at all meetings of the faculty and to perform such other duties as the faculty shall from time to time prescribe (*Faculty Constitution, Article III, Section 2*).

**Term of office:** One year, beginning on June 1

**Current presiding officer:** Tom Varberg (2011-12)

##### **B. Secretary**

**Responsibilities:** The Secretary of the Faculty is elected by the faculty to take the minutes at all meetings of the faculty and to have custody of the minutes and other faculty records and maintain them in order. The Secretary may also perform other duties as the faculty shall from time to time prescribe. (*Faculty Constitution, Article III, Section 3*).

**Term of office:** One year, beginning on June 1.

**Current secretary:** Louisa Bradtmiller (2011-12)

#### **III. Faculty Committees, Responsibilities and Memberships**

##### **A. Elected Faculty Standing Committees**

Below are descriptions of the responsibilities, composition, term of appointment, frequency of meetings, and current faculty membership for the elected standing committees of the faculty. The frequency of meetings noted below represents current practice. The year listed following the name of a faculty committee member represents the end of that faculty member's term of appointment.

##### **1. Educational Policy and Governance Committee (EPAG)**

**Responsibilities:** See *Faculty By-laws II.B.3*.

**Composition:** Seven faculty members, two student members, the Registrar (ex officio), the Director of Academic Programs (ex officio), and the Provost (ex officio).

**Term of appointment:** Three years, beginning on June 1.

**Frequency of meetings:** Weekly

**Current faculty members:**

**Divisional**

**At Large**

Janet Folina (2012-13)

Holly Barcus (2013-14)

Sonita Sarker (2012-13)

James Heyman (2013-14)

Patrick Schmidt (chair, 2011-12)

Chad Topaz (2012-13)

Harry Waters Jr. (2011-12)

Christine Willcox (Fall 2011 replacement for Harry Waters Jr.)

**2. Faculty Personnel Committee (FPC)**

**Responsibilities:** See *Faculty By-laws II.C.3*

**Composition:** Six tenured members of the faculty. One-half of the committee is elected each year.

**Term of appointment:** Two years, beginning on June 1.

**Frequency of meetings:** Weekly

**Committee members:** Lin Aanonsen (co-chair, 2011-12)

James Doyle (co-chair, 2011-12)

William Moseley (2011-12)

David Bressoud (2012-13)

Paula Cooley (2012-13)

Tom Halverson (2012-13)

**3. Resources and Planning Committee (RPC)**

**Responsibilities:** See *Faculty By-laws II.D.2*

**Composition:** Six faculty members, three staff members, two student members, the Vice-President for Administration and Finance (ex officio), the Director of Institutional Research (ex officio), and the Provost (ex officio).

**Term of appointment:** Three years, beginning on June 1.

**Frequency of meetings:** Weekly

**Current faculty members:** John Cannon (2013-14)  
Daylanne English (2013-14)  
Paul Fischer (2012-13)  
Daniel Hornbach (chair, 2012-13)  
Libby Shoop (2013-14)  
James von Geldern (2012-13)

#### **4. Academic Liaison Committee (ALC)**

**Responsibilities:** The ALC is responsible for facilitating communication among the three standing committees of the faculty. (See *Faculty By-laws II.E.2.*)

**Composition:** The chairs of the three faculty standing committees (EPAG, FPC, RPC) and the Provost.

**Term of appointment:** One year

**Frequency of meetings:** Monthly; also meets with the President on a regular basis to discuss issues related to personnel, educational and financial policies.

**Current faculty members:** Patrick Schmidt (chair, EPAG)  
Lin Aanonsen (co-chair, FPC)  
James Doyle (co-chair, FPC)  
Dan Hornbach (chair, RPC)

#### **B. Non-elected College Committees**

Below are descriptions of the responsibilities, composition, term of appointment, frequency of meetings, and current faculty membership for non-elected college committees. Subcommittees comprising only faculty members of standing committees, or committees on which faculty serve by virtue of their role on standing committees (for example, the Task Force on Budget and Board of Trustees committees) are not included. Committees not included should be brought to the attention of the Provost. The frequency of meetings noted below represents current practice. The year listed following the name of a faculty committee member represents the end of that faculty member's term of appointment.

##### **Academic Standing Committee**

**Responsibilities:** The Academic Standing Committee considers and acts upon all cases of possible non-compliance with college regulations regarding academic standing. The Committee is a sub-committee of EPAG and is staffed by the Director of Academic Programs.

**Composition:** Associate Dean of the Faculty, one faculty member (representing EPAG), the Registrar (ex officio), the Dean of Students (ex officio), and the Director of Academic Programs (ex officio). The committee is chaired by the Director of Academic Programs.

**Term of appointment:** One year

**Frequency of meetings:** Twice during the academic year: January and May

**Current faculty membership:** Janet Folina, representing EPAG

### **Affirmative Action Committee**

**Responsibilities:** Members of the faculty Affirmative Action Committee serve on departmental search committees to help design and implement active strategies of advertising and recruitment. (See *Handbook Section Six.II.A.*) The Affirmative Action Committee representative on departmental search committees is a voting member of that committee. (See *Handbook Section Six.II.B.1.c.*)

**Composition:** Faculty members, the faculty Affirmative Action Officer, and the Dean of Multicultural Life (ex officio). The number of faculty members varies with the number of searches to be conducted in a given year. The faculty Affirmative Action Officer serves as the committee chair.

**Term of appointment:** Generally one year; consecutive terms of appointment are possible.

**Frequency of meetings:** Regularly during the academic year

**Current faculty membership:** Jane Rhodes, chair  
Karin Aguilar-San Juan  
Daylanne English  
Ruthann Godollei  
Leola Johnson  
Jaine Strauss

### **Entertainment Committee**

**Responsibilities:** The Entertainment Committee plans and implements a program of entertainment recognizing the important contributions to the life of the college

by faculty and staff. It recommends to the President one major event and other occasions each academic year.

**Composition:** Faculty members and staff members (number varies) and the Special Events Coordinator (ex officio).

**Term of appointment:** Unlimited. The committee is staffed on a volunteer basis.

**Frequency of meetings:** As needed throughout the academic year.

**Current faculty representatives:** Kelly MacGregor  
Kristi Rogers  
Ray Rogers

### **Faculty/Staff Benefits Advisory Committee**

**Responsibilities:** Reviews, discusses, and provides recommendations to the Director of Employment Services about the College's employee benefits policies and programs.

**Composition:** Two faculty members (one from RPC), three staff members (one exempt, one non-exempt, and one CBU), one representative from Employment Services, Director of Employment Services.

**Term of appointment:** No limits.

**Frequency of meetings:** Monthly.

**Current faculty representatives:** John Cannon, chair (representing RPC)  
Eric Wiertelak (2011-12)

### **General Education Requirement Committee**

**Responsibilities:** The primary responsibility of the general education requirements committee is to review course proposals and approve courses that satisfy the college's general education course requirements. The committee is also responsible for responding to issues raised by seeking transfer or retroactive credit, or credit for courses taken during study away; for assisting with the design and implementation of professional development opportunities, and for assisting in determining whether the goals of the general education requirements are being met.

**Composition:** Four faculty members serve on the general education requirements committee. An additional faculty member on the committee is a member of EPAG. One representative from the MAX Center and the Campus Assessment Facilitator serve as ex officio members.

**Term of appointment:** Two years, renewable.

**Frequency of meetings:** As needed throughout the academic year

**Current faculty representatives:** Duchess Harris, co-chair  
Elizabeth Shoop, co-chair  
Erik Larson  
Andrew Latham  
James Heyman, representing EPAG

### **Honorary Degree Committee**

**Responsibilities:** The Honorary Degree Committee is responsible for seeking, receiving, considering, and recommending to the President candidates for honorary degrees from Macalester College.

**Composition:** One faculty member representing EPAG, one faculty member at-large, one staff member at large, two student members, the Provost, the Director of Alumni Relations, and the Director of College Relations. The committee is chaired by the Provost.

**Terms of appointment:** Two years

**Frequency of meetings:** Once a semester

**Current faculty members:** Kristin Naca (2011-12)  
Patrick Schmidt, representing EPAG

### **Individually Designed Interdepartmental Major (IDIM) Committee**

**Responsibilities:** The IDIM committee is responsible for considering and approving or disapproving all proposals for individually designed majors. This committee is a sub-committee of EPAG and is staffed by the Registrar.

**Composition:** Associate Dean of the Faculty, one faculty member (from EPAG), one student representative (from EPAG), and the Registrar. The Registrar serves as the committee chair.

**Term of appointment:** No limits

**Frequency of meetings:** As needed

**Current faculty representatives:** Janet Folina, representing EPAG

### **Library and Media Services Advisory Committee**

**Responsibilities:** The LMS Advisory Committee provides guidance on policy and planning issues for the Library and Media Services, and devotes attention to special projects as needed.

**Composition:** Three faculty members, one staff member, two students, the Associate Vice-President for ITS, a representative from the Center for Scholarship and Teaching, the Library Director (ex officio), the Director of Media Services (ex officio), the Director of Web Services (ex officio), and the Associate Library Directors. One of the faculty members is elected as chair.

**Term of appointment:** Faculty members have two year terms of appointment with terms arranged so that there is a continuing faculty member on the committee. Faculty may be reappointed.

**Frequency of meetings:** Once a month

**Current faculty members:** Paul Fischer, chair  
Lynn Hudson  
Clay Steinman  
Patrick Schmidt or Janet Folina, representing EPAG

### **Macalester College Harassment Committee (MCHC)**

**Responsibilities:** The MCHC receives, considers, and acts upon all complaints of harassment except against the College President, and serves as a resource to members of the Macalester community with questions or concerns regarding possible incidents of harassment.

**Composition:** Four faculty members, the Dean of Students, the Associate Dean of Students and a staff member from the Employment Services office.

**Term of appointment:** 3 years, renewable

**Frequency of meetings:** As needed.

**Current faculty representatives:** Geoffrey Gorham  
Rebecca Hoyer  
Nadya Nedelsky  
Dianna Shandy

### **Macalester Senior Faculty Employment Option (MSFEO) Oversight Committee**

**Responsibilities:** The MSFEO Oversight Committee evaluates the implementation of the Option, assesses the Option's cost and other impacts on the institution, solicits faculty response to the program, and reviews and approves changes to the program.

**Composition:** The President, the Provost, the Employment Services Benefits Manager, and three faculty members, including one faculty member currently in the MSFEO program. The Provost serves as the committee chair.

**Term of appointment:** Faculty serve three year terms, with one faculty member appointed each year. No one shall be appointed to serve more than two consecutive terms.

**Frequency of meetings:** Generally once a year, may meet once a semester.

**Current members:** Karine Moe, (2014)  
Libby Shoop, (2012)  
Vasant Sukhatme, (2012)

### **Scholarly Publishing Committee**

**Responsibilities:** The Scholarly Publishing Committee works with the Library, Media, and Web Appointments by serving as the Editorial Board for the DigitalCommons. In addition the committee provides advice related to policies that support digital and traditional scholarship including copyright for classroom teaching as well as for publishing, author rights, and advising on areas related to adding content and publications to the DigitalCommons and other digital appointments.

**Membership:** Four faculty members; one student member, one representative from the Center for Scholarship and Teaching, one representative from College Relations; the Library Director, the Director of Media Services, the Director of Web Services, and the Associate Library Directors. The Library Director serves as chair.

**Terms of appointment:** Faculty members have two year terms of appointment with terms arranged so that there is a continuing faculty member on the committee. Faculty may be reappointed.

**Frequency of meetings:** Twice a semester.

**Current faculty members:** Sarah Boyer  
Martin Gunderson  
Tonnis ter Veldhuis  
Eric Wiertelak

### **Social Responsibility Committee**

**Responsibilities:** The Social Responsibility Committee is charged with providing advice to the College administration regarding practices and policies on issues with significant implications for responsible institutional behavior.

**Membership:** Two faculty members, including one representative from RPC, two staff members, two students, and two members of the Board of Trustees

**Terms of appointment:** Two years

**Frequency of meetings:** Typically once a month

**Current faculty members:** Terry Boychuk, chair  
Daylanne English, representing RPC

### **Study Away Review Committee**

**Responsibilities:** The Study Away Review Committee (SARC) approves or disapproves all applications for participation in all year-long or semester-based off-campus study programs in accordance with guidelines issued by the Director of the International Center upon the approval of EPAG. The committee is a sub-committee of EPAG and is staffed by the Director of the International Center.

**Composition:** Associate Dean of the Faculty, one faculty member (from EPAG), the Registrar, and the Director of the International Center (ex officio). The IC Director (or designate) convenes the committee.

**Terms of appointment:** Two years.

**Frequency of meetings:** Typically once a semester, sometimes twice.

**Current faculty members:** Holly Barcus, representing EPAG

### **Sustainability Advisory Committee**

**Responsibilities:** The mission of the Sustainability Advisory Committee is to oversee the implementation of the American College and University Presidents Climate Commitment and the Talloires Declaration, and to recommend policies and practices which best reflect the college's commitment to an environmentally sustainable world. In addition, the committee serves as a conduit for information exchange about campus sustainability initiatives.

**Composition:** Two faculty members (including the chair of the Environmental Studies department or designee), three staff members (including one exempt and one non-exempt staff member), four student members, the Director of Facilities

(ex officio), the Dean of Students or designee (ex officio), and the Sustainability Manager. The Sustainability Manager will chair the committee.

**Terms of appointment:** Two years.

**Frequency of meetings:** At least twice a semester.

**Current faculty members:** Arjun Guneratne  
Dan Hornbach

### **Technology Advisory Committee**

**Responsibilities:** The Technology Advisory Committee creates and maintains a vision of an IT resource appropriate to support the vision of the college as a “world class” institution. It monitors, prioritizes and supports campus efforts to develop that resource on behalf of, and with representation from, all of the college.

**Composition:** Two faculty members, one student member, the Library Director, the Associate VP for ITS, the Registrar and at least one representative from Student Affairs, Advancement, Administration & Financial Appointments, and Admissions. The Associate VP for ITS will serve as chair for the first year of the committee.

**Terms of appointment:** Two years; may be renewed.

**Frequency of meetings:** Twice per semester, once in the summer (if possible).

**Current faculty members:** Scott Legge  
Tonnis ter Veldhuis

### **Web Advisory Committee** (on hiatus since November 2010)

**Responsibilities:** The Web Advisory Committee acts in an advisory capacity and recommends policies related to the structure, navigation, content, design and services provided through web-based technologies.

**Composition:** One faculty member; two staff members from ITS, including the Associate Vice-President for ITS; the Library Director; one staff member each from Admissions, Alumni Relations, College Relations, and Student Services; one staff member at large; one student member, and the Director of Web Services. The Committee is chaired by the Director of Web Services. (Membership in the group is selected to reflect the multiple audiences for the College web site, as well as the multiple departments charged with developing, contributing content, and maintaining the web site.)

**Terms of appointment:** 2 years

**Frequency of meetings:** Monthly during the academic year.

**Current faculty members:** Elizabeth Shoop