

## **Section Ten**

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

#### **I. Faculty Directory (2007-08)**

#### **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:** Patrick Schmidt (2008-09)

##### **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:** Holly Barcus (2008-09)

#### **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 Dean 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**

Pete Ferderer (chair, 2010)  
Theresa Krier (2011)  
Carleton Macy (2010)  
Thomas Varberg (2011)

**At Large**

Kendrick Brown (2009)  
David Martyn (2010)  
Erik Wiertelak (2010)

**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:** Gary Kruger (chair, 2009)  
Martin Gunderson (2010)  
Thomas Halverson (2010)  
Brooke Lea (2009)  
Jane Rhodes (2009)  
Jane Strauss (2010)

**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:** Becky Hoye (chair, 2009)  
Susan Fox (2010)  
Kiarina Kordela (2011)  
Erik Larson (2011)  
Karin Aguilar San Juan (2011)  
Raymond Robertson (2010)

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

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

**Composition:** The chairs of the three faculty standing committees and the Provost.

**Term of appointment:** One year

**Frequency of meetings:** Monthly; every other month with the President.

**Current faculty members:** Pete Ferderer (chair, EPAG)  
Becky Hoye (chair, RPC)  
Gary Kruger (chair, FPC)

#### **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 Dean of Academic Programs.

**Composition:** Three faculty members (one from EPAG), the Registrar (ex officio), the Dean of Students (ex officio), and the Dean of Academic Programs (ex officio). The committee is chaired by the Dean of Academic Programs.

**Term of appointment:** Variable.

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

**Current faculty membership:** Vacant (representing EPAG)  
Keith Kuwata  
Andrew Latham

### **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:** To be determined for 2008-09.

### **Athletics Advisory Council**

**Responsibilities:** The purpose of the Athletics Advisory Council is to consider policies and issues related to athletics and the college.

**Composition:** Two faculty members, including the Faculty Athletics Representative, one staff member, two students (one varsity team member), one athletics coach, the Vice-President for Student Affairs, and the Athletics Director. The Council is chaired by the Athletics Director.

**Term of Appointment:** 3 years.

**Frequency of meetings:** Two or three times a semester as needed.

**Current faculty membership:** Ron Brisbois (Faculty Athletics Representative)  
Katy Splan (2010)

### **Clean Air Revolving Fund (CERF) Board**

**Responsibilities:** The mission of the Clean Energy Revolving Fund (CERF) is to encourage global sustainability on campus and in the community, by funding innovative projects that demonstrate environmental leadership and economic benefit. The Fund is managed by the CERF Board.

**Composition:** One faculty member (from environmental studies or a related field if possible), two student members, one trustee, one college administrator, one alumnus/alumna, and the campus Sustainability Manager (ex officio). The Sustainability Manager serves as committee chair.

**Term of appointment:** Two years.

**Frequency of meetings:** At least three times during the academic year.

**Current faculty representative:** James Doyle (2010)

### **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 Human Resources 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 Human Resources, Director of Human Resources.

**Term of appointment:** No limits.

**Frequency of meetings:** Monthly.

**Current faculty representatives:** Eric Wiertelak (chair)  
Ray Robertson

### **General Education Sub-committees**

**Responsibilities:** The primary responsibility of the general education subcommittees are to review course proposals and recommend courses for approval to EPAG that satisfy the college's general education course requirements. The subcommittees are also responsible for assisting EPAG in 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

**Composition:** Three faculty members and one staff member serve on each general education sub-committee. One of the faculty members on each sub-committee is a member of EPAG and serves as committee chair.

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

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

**Current faculty representatives:**

- A. Internationalism:** Vacant (representing EPAG)  
Raymond Robertson  
Joelle Vitiello
- B. Multiculturalism:** Kendrick Brown (representing EPAG)  
Jane Rhodes  
Peter Rachleff
- C. Quantitative Thinking:** Pete Ferderer (representing EPAG)  
David Bressoud  
Karin Aguilar San Juan
- D. Writing:** Erik Wiertelak (representing EPAG}  
Susan Fox  
Ray Rogers

### **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:** Victor Addona (2009)  
Vacant (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:** Two faculty members (one 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:** Vacant (representing EPAG)  
Julie Dolan

### **Library, Media, Web (LMW) Advisory Committee**

**Responsibilities:** The LMW Advisory Committee provides guidance on policy and planning issues for Library, Media, and Web 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:** Lynn Hudson (2009)  
Keith Kuwata (2009)  
Clay Steinman (2010)

**Macalester Assessment Steering Committee (MASC)**

**Responsibilities:** The primary responsibility of MASC is to oversee the implementation of the Macalester College Assessment Plan.

**Composition:** One faculty member representing EPAG, one faculty member representing FPC, two at-large faculty members, one staff member, one current student, one alumnus/alumna, the faculty and staff assessment coordinators (ex officio), and the Provost. The committee is convened by the Provost.

**Term of appointment:** No limits.

**Frequency of meetings:** Generally once a month.

**Current faculty members:** Janet Folina  
Dan Keyser  
Vacant (representing EPAG)  
Vacant (representing FPC)

**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:** Two faculty members, the Dean of Students, and a staff member from the Human Resources office.

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

**Frequency of meetings:** As needed.

**Current faculty representatives:** Brooke Lea (2009)  
Joelle Vitiello (2009)

**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, 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:** John Craddock (2009)  
Gary Kruger, (2011)  
Robert Warde, (2009)

### **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:** Eric Wiertelak (2009)  
Martin Gunderson (2009)  
Jim Dawes (2009)  
Chad Topaz (2010)

### **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:** Chris Willcox (committee chair)  
Susan Fox (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:** Two faculty members (one 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:** David Martyn (representing EPAG)  
Margaret Olsen (2010)

### **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 (2009)  
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:** Toni Dorca (2010)  
Tonnis ter Veldhuis (2010)

### **Web Advisory Committee**

**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 (2009)