SECTION 2: INSTITUTIONAL GOVERNANCE

ABAC 2.10 Standing Councils and Committees

ABAC 2.10.1 Councils

Councils function as operational groups that refine procedures, identify problems, and suggest solutions. Councils serve the office to which they respond in advisory capacity and as a means of communication. Recommendations from the councils are for the sole use of the administrator concerned as deemed appropriate by that administrator.

Faculty Senate (Provost and Vice President for Academic Affairs)

The Faculty Senate is an organization chartered by the faculty to promote more effective communications, to secure greater faculty participation in the decision-making processes of the College, to stimulate faculty interest in the goals of the institution, and to promote the best possible atmosphere for effective learning and teaching. Its function is to debate and to make recommendations to the administration and to the student body through the Provost and Vice President for Academic Affairs. A Faculty Senate representative will also be responsible for working with Deans and/or Department Heads of each School to populate faculty membership of standing committees each spring for the next academic year.

Membership includes representation of two faculty members from each of the schools representatives elected by the faculty of the school. Membership in the Faculty Senate is restricted to those faculty whose primary responsibilities involve classroom teaching. Each representative will serve a term of two years with one half, or as close as is practical, of the membership selected each year on a rotating basis. The Faculty Senate will meet once per term for fall and spring and as needed.

Staff Forum (Director of Human Resources)

The Staff Forum is an organization of the staff of the College. Its purpose is to provide a sounding board whereby mutual concerns may be identified and presented to the administration, to secure greater staff participation in the decision-making process of the College, to recognize and encourage performance among staff members, to pursue fair and impartial treatment of all staff, regardless of position, including equitable work conditions and standards, and to support and enhance the overall mission of the College. All employees who are designated by the College as staff and are employed on a regular and permanent basis are eligible for membership in the Staff Forum, including supervisors and administrative staff (i.e., staff employees whose duties include administering a budget.) Meetings and business are conducted in accordance with the Staff Forum Constitution.

ABAC 2.10.2 Standing Committees

The function of a standing committee is to administer the duties assigned to each as stated below.
Faculty and staff members are recommended for committee assignments as indicated in the committee’s description. The composition, purpose, policy, and procedures of each standing committee shall be reviewed annually, and any recommendations for change shall be presented in writing to the President’s Cabinet.

A Faculty Senate representative will also be responsible for working with Academic Deans and/or Department Heads of each School to populate faculty membership of standing committees each spring for the next academic year. The tenure of any individual serving on a committee which is responsible for dispersal or recommendations for dispersal of funds shall be limited to two (2) consecutive terms. Members of each committee will receive notification from the President’s Office with a copy of the duties and responsibilities of the committee to which they have been assigned.

Service on standing committees is a responsibility of faculty and staff, except that no individual shall be required to serve on any specific committee. Reasonable effort shall be made to distribute committee work among faculty and staff. Where the number of faculty/staff members is specified, this number shall be taken as a minimum and not an exact number. Individuals employed after committee assignments have been made will be assigned during the next assignment cycle. The chair of each committee shall recommend individuals to fill committee vacancies arising during the year. They should report replacements to the President’s Executive Assistant, who maintains the registry of committee assignments. Administrators may appoint ad hoc committees to facilitate their work if no standing committee exists which can accomplish the task.

Designated chairs shall call the committees for organizational meetings within ten working days after fall term registration. Where no chair is designated, the first person named on the committee list shall call the organizational meeting within the time specified above. At these initial meetings, committees shall elect those officers needed for the committees’ purposes. Chairs shall orient all committee members as to the purposes and functions of the committees and shall direct that minutes of each meeting be taken and distributed as stated below.

Copies of all committee minutes will be forwarded to the Director of Institutional Effectiveness and the website administrator (Public Relations) for posting electronically to a secure location. The administrator through whom the committee responds and the chair of the committee will determine any further extent of circulation of the minutes as well as whether an abstract of action is sufficient to inform the faculty and staff.

Information related to the holding of meetings and recording of proceedings of meetings of councils and committees (such as accounts of proceedings, reports of actions taken in such meetings, agendas, copies of reports, exhibits, announcements, etc.) are permanent records of the College.

Prior to the end of each spring term, the chairs of the various standing committees will prepare an annual report and will submit this report to the supervising administrator and the Director of Institutional Effectiveness.
**Academic Review Committee (Provost and Vice President for Academic Affairs)**

The Academic Review Committee (ARC) hears and acts on appeals from students who are appealing grades or who are appealing suspension for academic reasons. It will consist of five members as follows: the Registrar, who will serve as chair, and four faculty members chosen from four different schools. One of the faculty members will be a school dean. The four faculty members will be appointed for two-year terms on alternating years, with the appointments rotating among the schools. The Learning Support coordinator will serve as a non-voting member. The committee will meet each semester, and as needed.

The ARC serves as the College’s first line of due process for students beyond the faculty member, department head and dean on grade matters. The ARC also serves as the College’s first line of due process for students who have been suspended for academic reasons by the Registrar. In either case, ARC is convened only if the student files an appropriate and timely appeal. The ARC shall notify the student of its findings in writing within ten (10) working days of receiving an appeal.

In the case of grade appeals, members of the ARC shall recuse themselves from cases arising from their school.

Students may appeal a decision by the ARC within ten (10) working days of receiving notification of the decision by the ARC. The appeal shall be in writing to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs shall rule on the appeal and notify the student in writing within ten (10) working days of receiving the appeal.

Students may appeal a decision by the Provost and Vice President for Academic Affairs. The appeal shall be in writing to the President within ten (10) working days of receiving a decision by the Provost and Vice President for Academic Affairs. The President may take action or remand the case to ABAC’s Final Institutional Review Committee (See ABAC 8.6 for details) for advice and counsel. The President’s decision is the final institutional decision.

**Curriculum Committee (Provost and Vice President for Academic Affairs)**

The Curriculum Committee (CC) reviews and provides recommendations on changes to existing courses, proposals for new courses, changes to existing programs, proposals for new programs, adjustments in credit hours for courses, and academic standards, including requirements for graduation. Upon request from the Provost and Vice President for Academic Affairs, the CC may be asked to provide advice and counsel on other academic matters.

The committee will meet as needed. Actions taken by the CC are advisory to the President and shall be reported in writing to the Provost and Vice President for Academic Affairs, who shall make recommendations to the Cabinet regarding actions taken by the CC.

The CC will be composed of the following voting members:

1. Provost and Vice President for Academic Affairs (as committee chair),
2. the deans of the six schools,
3. the Director of Enrollment Management,
4. the Registrar,
5. the Director of Libraries,
6. one faculty member (not a dean) from each of the schools, who will be appointed for two-year terms in alternating years so that four are serving a second year in any given year, and
7. two students to be appointed by the President of the SGA

The CC will be composed of the following non-voting members
1. the Director of Student Success,
2. the Director of Institutional Effectiveness,
3. the Vice President for Technology and CIO,
4. the Director of the Honors Program, and
5. the Director of ABAC on the Square.

The Curriculum Committee has purview with respect to individual course prefixes, numbers, titles, credit hours, and prescribed lecture and laboratory hours; the arrangement of specific courses within a certificate or degree program; the titles of certificates, degree programs, and the names of degrees; the addition or deletion of options within degree programs as well as the certificates and degree programs themselves; and any other matters related to academic coursework and degree programs. The only elements not requiring Curriculum Committee action are the wording of the course descriptions for the Catalog, and the frequency with which courses are offered.

Items presented to the CC for action shall arise from the curriculum committees of the six schools and will be submitted to the Office of the Provost and Vice President for Academic Affairs at least two weeks prior to the CC meeting in order to be included on the CC agenda.

Proposals submitted to the CC to add new courses shall be accompanied with a completed New Course Proposal Form (available from the Provost and Vice President for Academic Affairs), which shall be signed by the dean of the requesting school(s). The deadline for submitting new course proposals shall be at least two weeks prior to the CC meeting.

Because programs have implications for budget, facilities, staffing, and other resources, and because programs are controlled by the University System of Georgia, the dean of a school proposing a new program shall submit to the Provost and Vice President for Academic Affairs a completed New Program Prospectus (available from the Provost and Vice President for Academic Affairs) prior to submitting the proposal to the CC. The New Program Prospectus shall be presented to the Provost and Vice President for Academic at least 30 days prior to the CC meeting.

The USG controls the Core Curriculum, certificates, degrees, degree titles, and programs.

Diversity Affairs (Provost and Vice President for Academic Affairs and Vice President for Finance & Operations)
The Diversity Affairs Committee (DAC) serves to support diversity at Abraham Baldwin Agricultural College. At ABAC, diversity is about inclusion and respect for people. The objectives of the DAC include development and implementation of diversity education and awareness activities, communication, identifying diversity opportunities and challenges, celebrating diversity through special activities, and being diversity champions for the institution.

Standing members of the DAC include the Director of Human Resources (Chairman), the Dean of Students, the Director of Student Development, and the Director of Multicultural Programs. The Committee should include diverse representation from across the institution and may include up to twelve members including a minimum of three faculty (appointed by the Faculty Senate, three staff (appointed by the HR Director), and two students (appointed by the SGA).

**Grievance Committee (President)**

In the case of unresolvable grievance by one ABAC employee against another ABAC employee and upon notification in writing by the aggrieved employee to the Director of Human Resources, the President shall engage in a process involving the parties to name members of a Grievance Committee. The Grievance Committee shall consist of no fewer than five (5) members, including the chairman. The primary purpose of the Grievance Committee is to hear evidence, attempt to resolve conflict between/among the parties, and/or advise and counsel the Director of Human Resources as to possible resolution. In a case where the Director of Human Resources is party to the grievance, the Vice President for Finance and Operations shall receive advice and counsel from the Grievance Committee. In a case where the Vice President for Finance and Operations is party to the grievance, the Provost and Vice President for Academic Affairs shall receive advice and counsel from the Grievance Committee.

Employees cannot file grievance with respect to:

- promotion and tenure decisions,
- performance evaluations,
- hiring decisions,
- classification appeals,
- challenges to grades or assessments,
- challenges to salary decisions,
- challenges to transfers or reassignments,
- termination or layoff because of lack of work or elimination of position,
- investigations or decisions reached under the institution’s Harassment Policy, or
- normal supervisory counseling.
**Homeland Security Committee (President)**

In compliance with the Federal USA Patriot Act, the Homeland Security Committee (HSC) serves to oversee the safety and security of the College. It encompasses all areas of the campus, which include Legal Affairs, Academic Affairs, Information Technology, Environmental Safety, Public Safety, Human Resources, and Student Affairs. Standing membership of the HSC include: the ABAC Chief of Police (Chair), the Vice President for Finance and Operations, the Vice President for Technology and CIO, the Director of Public Relations, the Dean of the School of Ag and Natural Resources, the Director of the ABAC Health Clinic, SODEXO’s Director of Operations, the Dean of Students, the Director of Housing, and the USG Director of Homeland Security and Public Safety (ad hoc). The committee will meet at least once per academic year and as needed.

**Title IX Committee (President)**

The Title IX Committee is responsible for procedures and practices to ensure compliance with federal, state and Board of Regents policies, guidelines and requirements associated with the provisions of Title IX. The committee shall consist of the College’s Title IX Coordinator (who is appointed by the President), who will serve as chair, the College’s Title IX Deputy Coordinators (appointed by the Title IX Coordinator), the Dean of Students, and the Director of Student Development.

**Clery Committee (President)**

The Clery Committee is responsible for procedures and practices to ensure compliance with Clery Act and related Board of Regents policies. The committee shall consist of the College’s Police Chief (appointed by the President), who will serve as chair, the Dean of Students, the Director of Student Development, and the Director of Residence Life.

**Institutional Effectiveness (Director of Institutional Effectiveness)**

The Institutional Effectiveness Committee (IEC) will provide guidance to the processes that are part of the College’s Institutional Effectiveness Plan including planning, assessment, and data analysis and interpretation. In addition, the committee will provide implementation assistance as new approaches are taken or changes are made to existing processes which need to be implemented campus wide. The IEC shall be composed the Director of Institutional Effectiveness (Chair), one faculty member from each of the academic schools, a representative of the Staff Forum, a representative from the Student Government Association, a representative from Planning and Operations, a representative from Academic Affairs, and a representative from External Affairs. Members will serve a two-year appointment. The committee will meet a minimum of once per term for fall and spring and as needed. During active periods of the accreditation cycle membership of this committee may be expanded.

**Institutional Review Board (President)**
The Institutional Review Board (IRB) is appointed by the President of ABAC and has broad regulatory and advisory authority with respect to research involving human subjects, hazardous materials, hazardous procedures, or other research activities that may present a risk to employees, students, or the public. The IRB also has limited authority with respect to intellectual property. When proposed research might result in discovery of intellectual property by ABAC employees or students, the IRB is required to notify in writing the Vice President for Finance and Operations. For more details, see the ABAC Institutional Review Board Handbook.

The IRB will consist of a chairman appointed for a three (3) year term by the President. Four (4) additional members of the IRB will be appointed by the President, as follows:

1. the Director of Student Development,
2. the Dean of the School of Nursing and Health Sciences,
3. a faculty member from the School of Science and Mathematics
4. a faculty member from the School of Human Sciences

Library (Vice President for Technology and CIO)

This committee provides liaison between the faculty, staff, and students and the Library. The committee also makes recommendations concerning the Library's collections, acquisitions, and operations. The committee will consist of a faculty representative from each school, a representative from Finance and Operations, and two students. The Director of Libraries will serve as a non-voting member of the committee. The committee will meet once per semester, and as needed.

Promotion and Tenure (Provost and Vice President for Academic Affairs)

The College Promotion and Tenure committee will provide recommendation to the Provost and Vice President for Academic Affairs for or against tenure and/or promotion and provide reasons for such decisions. This committee, to be formed each year in August, will consist of one tenured faculty, preferably at the Professor rank, selected from each school. The selection process is the responsibility of the dean. Faculty members who are eligible for a promotion or tenure will be ineligible to serve on this committee for that year. The school deans are ineligible to serve on this committee. Deans shall report the name of the school representative to the Provost and Vice President for Academic Affairs by September 1 of each academic year. Schools must replace during the year any member who cannot complete the year of service.

The Provost and Vice President for Academic Affairs will call the first meeting to charge the committee. At this meeting the committee shall elect a chair, who shall have the right to vote.

After selecting a chair, the first order of business of the committee will be to set meetings on a schedule that will allow it to make timely recommendations regarding all promotion and tenure decisions at the College for that academic year. The Promotion and Tenure Committee shall conduct its business in accordance with The Guidelines for Appointment, Promotion and Tenure.

Student Activity Fee Committee (Provost and Vice President for Academic Affairs)
The composition and responsibilities of the Student Activity Fee Committee are provided in ABAC Section 7.3.2.1 on Student Fees.

**Mandatory Fee Committee (Vice President for Finance and Operations)**

The composition and responsibilities of the Mandatory Fee Committee are provided in ABAC Section 7.3.2.1 on Student Fees.

**Student Financial Aid Appeals (Vice President for Finance and Operations)**

The Student Financial Aid Appeals Committee shall function as an advisory committee to the Office of Financial Aid in setting guidelines and determining policies for the student financial aid program. The committee will also act as a review/appeal body when requested by the Director of Financial Aid. This committee shall be composed of the financial aid officer(s), the Vice President for Finance and Operations (or his/her designee), the Director of Student Accounts, two faculty members to be appointed by the Faculty Senate, and two staff members to be appointed by the Vice President for Finance and Operations. The committee shall be chaired by the Director of Financial Aid. Meetings will be on an as-needed basis to be determined by the Director of Financial Aid.

**Student Judiciary (Provost and Vice President for Academic Affairs)**

This Student Judiciary Committee will meet at the call of the Dean of Students. Duties of the committee include acting on matters of student discipline brought before it, including charges of academic dishonesty, theft, and other matters which concern student misconduct and which are within the jurisdiction of the Dean of Students. Proceedings of the committee shall be in accordance with the College Catalog and the Student Code of Conduct. The findings and recommendations of the committee will be forwarded to the Dean of Students for such action as may be deemed appropriate. The committee shall be composed of at least six faculty members appointed by the Faculty Senate and one staff member appointed by the VPAA to serve two-year terms and eight (8) students. Student members will be selected by an application process through the office of the Dean of Students.

**ABAC Policy Section 7.3 Tuition and Fees**

**ABAC 7.3.2.1 Student Fees**

The following sections are institutionally-specific addenda to Section 7.3, Tuition and Fees, of the Policy Manual of the University System of Georgia, Board of Regents. They are not intended to, nor shall they, supersede or circumvent Board of Regents Policies.

**Mandatory Fees (Mandatory Fee Committee)**

Proposed additions, changes or deletions to amount or purpose of Mandatory Fees (see definition below) shall, before submission to the USG for approval, be presented for advice and counsel to
the Mandatory Fee Committee, which shall be under the direction of the Vice President for Finance and Operations. Mandatory Fees to which this policy pertains include:

1. Access fee (Gold Card fee),
2. Athletic fee,
3. Health fee,
4. Public Safety fee,
5. Student Activity fee, and
6. Technology fee.

Committee composition
The President, or his designee, shall appoint a Mandatory Fee Committee (MFC) consisting of ten (10) persons to include the following:

1. The President of the ABAC Student Government Association (SGA),
2. Four (4) students to be selected by the President of the SGA,
3. 1 student member to be appointed by the President,
4. 2 non-student members to be appointed by the Vice President for Finance and Operations,
5. 1 non-student member to be appointed by the Provost and Vice President for Academic Affairs, and
6. 1 non-student member to be appointed by the Vice President for Technology (CIO).

Responsibilities

Proposal Process for changes in any Mandatory Fee. Once per year, and prior to submission for BOR approval, the MFC shall provide review, advice, and counsel regarding the proposed mandatory fees. The Vice President for Finance and Operations shall be responsible for the timely preparation of the proposed mandatory fees and shall be responsible for convening the MFC and presenting the proposed fees to be considered by the BOR for the coming year.

The student members of the MFC, under the direction of the Dean of Students, shall be responsible for the solicitation of student input prior to the meeting of the MFC.

The Vice President for Finance and Operations shall provide a written report to the President on behalf of the MFC regarding the proposed mandatory fees. The President shall present the proposed mandatory fees to the Cabinet for consideration. Upon Cabinet approval the mandatory fee proposal shall be forwarded to the BOR by the Vice President for Finance and Operations.

Allocation Process for All Additional Mandatory Fees. The Vice President for Finance and Operations shall be responsible for preparation of budgets resulting from assessment of mandatory fees (excluding Student Activity Fees). Annual mandatory fee budgets shall reflect debits and credits to appropriate reserve accounts.

The Vice President for Finance and Operations, in concert with appropriate persons, shall establish guidelines and processes for the expenditure of mandatory fees in keeping and support of the mission of the College. Guidelines for the expenditure of these funds shall be in keeping
with all College and BOR policy and in keeping with relevant state and federal law.

**Student Activity Fees (Student Activity Fee Committee)**

In 2013, through a process that involved input from students, faculty, and administrators, ABAC developed a structured (tiered) approach to the allocation of funds received from Student Activity Fees. The goal was to develop an allocation model that:

1. Funds a range of current and future student activities that meet the student life and learning environment needs of students,
2. Provides a simple and transparent allocation process that meets BOR and ABAC policy requirements with respect to allocation of SAF, and
3. Assign fiscal accountability and responsibility to the deans for the expenditure of funds for Student Activity Funds that are associated with certain co-curricular activities.

Revenues received from Student Activity Fees are allocated to four (4) categories:

1. **Category 1 - Budgeted reserves** - to be used to support capital needs in support of student activities. Management for this budget category shall reside with the Vice President for Finance and Operations.
2. **Category 2 – Institutional programs** - salary, benefits and operating funds to support student activities associated with SGA, Student Judiciary, Intramural Sports, Ambassadors, Aquatics, Campus Activity Board and license fees. Management for this budget category shall reside with the Dean of Students.
3. **Category 3 - Academically-allied student activity programs** - programs that are tied directly to academic programs. Management for this budget category shall reside with the Academic Deans. Qualifying criteria are for Category 3 are:
   a. Clubs, teams, groups, etc. linked directly with the offering of an academic program, and
   b. Clubs, teams, groups, etc. that are linked to regional or national organizations that have collegiate education as a part of their mission, and
   c. Clubs, teams, groups, etc. that contribute to at least one of the following: leadership, career development or scholarship.
4. **Category 4 - Interclub Council** - financial support for clubs/interests groups not covered under categories 1, 2 or 3. Management for this budget category shall reside with the Dean of Students.

The Vice President for Finance and Operations and the Dean of Students maintain a list of the organizations approved to receive funds within each of the categories listed above.

**Student Activity Fee Allocation Committee.** The President, or his designee, shall appoint a Student Activity Fee Allocation Committee (SAFAC) consisting of ten (10) persons to include the following:

1. The President of the ABAC Student Government Association (SGA).
2. Three (3) students to be selected by SGA.
3. One (1) non-student member to be appointed by the Vice President for Finance and Operations.
4. One (1) non-student member to be appointed by the Dean of Students.
5. One (1) non-student member to be appointed by the Provost and Vice President for Academic Affairs.
6. Three (3) student members to be appointed by the President.

Student Activity Fee Allocation Process. The Vice President for Finance and Operations shall be responsible for preparing the proposed Student Activities Budget, in accordance with the aforementioned allocation model. The annual budget shall be based upon best available projected revenue information. The annual budget shall reflect debits and credits to the Student Activity Reserve Account. Then, the Vice President for Finance and Operations, working with the Dean of Students, shall convene the Student Activity Fee Allocation Committee and seek their advice, counsel, and approval of the budget, in accordance with BoR and ABAC policies.

The student members of the SAFAC, under the direction of the Dean of Students, shall be responsible for the solicitation of student input prior to meeting when the SAFAC will take action on the proposed budget. The Vice President for Finance and Operations shall report to the Cabinet on the actions and recommendations of the SAFAC during annual budget development.

At the end of spring semester and before closure of the fiscal year, the Dean of Students, working with the Vice President for Finance and Operations, or his designee, shall prepare a final report on the expenditure of Student Activity Funds. The report shall include budgeted amounts, actual revenues, actual expenditure, reserves on hand in accordance with the four (4) funding categories.