ESC MEMBERSHIP, MEETINGS AND RESPONSIBILITIES
Draft from Walter 10/20/14, updated 6/18/18

1. Membership
   a. Directors of PhD, MS, MBA, Coex, SID, MPP, EMBA and Undergraduate programs*
   b. Assoc Dean, Academic Personnel*
   c. Chief Administrative Officer*
   d. Assit. Dean, Academic and Student Services*
   e. Assit Director, Student Records and Enrollment
   f. Assit Dean, Admissions
   g. Assist Dean, Career Development
   h. Assoc Directors of academic programs - ex officio
   i. Assoc Dean, Research – ex officio
   j. Student reps (designated by Heller Student Association) – ex officio
   *Voting. These members vote on new courses and degree programs*
   Others except ex officio vote on other issues.

2. Meetings
   a. Monthly during academic year
   b. May meet by email for discussions and votes

3. Decisions
   a. Seek consensus
   b. Majority vote rules

4. Responsibility 1: Review and approve new courses
   a. Must first be approved by relevant program committee
   b. Circulate to other program directors, program associate directors, Chief Administrative Officer, Assistant Director Student Records and Enrollment
   c. Vote (at meeting or by email), including suggestions for changes
   d. Approved courses go to Assistant Director of Student Services to get a number and time

5. Responsibility 2: Review and approve new degree programs, including Dual and Joint degrees
   a. Must first be approved by Dean and participating program committees
   b. Circulate to other program directors, Chief Administrative Officer, Registrar
   c. Vote (at meeting or by email), including suggestions for changes
   d. Approved programs go to faculty for discussion and vote
   e. Approved programs go to Grad Schools Council or Grad Professional Schools Council, Provost, and Trustees

6. Responsibility 3: Develop/revise/implement policies and procedures for the operation of academic programs. Current and in process policies include:
   a. TA hiring
   b. Compensation for teaching
   c. Academic review
d. Other......

7. **Serve as discussion and decision forum for other issues affecting academic programs**
   a. Design and implementation of Diversity initiatives
   b. Coordination of international initiatives and issues (with Student Services)
   c. Listen to and discuss student views through student reps to the committee
   d. Budgets
   e. **Student services (Admissions, career services, counseling, orientation.....)**
   f. Other .............