

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. Assist 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.....