EDUCATIONAL STEERING COMMITTEE
MEMBERSHIP, MEETINGS AND RESPONSIBILITIES

1. Membership
    a. Voting Members
        i. Program Directors of PhD, MS, MBA, EMBA, COEX, SID, MPP, and Undergraduate programs
        ii. Assoc. Dean, Academics (Joel C-G.)
        iii. Chief Administrative Officer (Ron E.),
        iv. Assoc. Dean, Academic and Student Services (Ravi L.)
        v. Assist Director, Student Services (Marc K.)
    b. Invited, Non-voting Members
        i. Assist Dean, Admissions (Lynn D.)
        ii. Assist Dean, Career Development (Open)
        iii. Director, Development and Alumni Relations (Kate K.)
        iv. Assoc. Directors of academic programs
        v. Assoc. Dean, Research (Cindy T.)
        vi. Student reps (designated by Heller Student Association)
        * 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 degree program committee
    b. Circulate to other program directors, program associate directors, Chief Administrative Officer, Assistant Director of Student Records & Enrollment
    c. Vote (at meeting or by email), including suggestions for changes
    d. Approved courses 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 degree 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 topics as appropriate

7. Serve as discussion and decision forum for other issues affecting academic Programs:
    a. Discuss and design diversity, equity and inclusion initiatives
    b. Coordination of international initiatives and issues
    c. Listen to and discuss student views through student reps to the committee
    d. Review and discuss program budgets
    e. Student services (Admissions, career services, counseling, orientation, and other topics)
    f. Others topics as appropriate.

Created October 20, 2014, Walter Leutz
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