

## **EDUCATIONAL STEERING COMMITTEE MEMBERSHIP, MEETINGS AND RESPONSIBILITIES**

Draft October 20, 2014, Walter Leutz

Modified October 31, 2017, Darren Zinner

- Updated names associated with titles
- Added EMBA program
- Added Associate Dean for Diversity & Inclusion to invited members

### 1. Membership

#### a. Voting Members

- i. Program Directors of PhD, MS, MBA, EMBA, COEX, SID, MPP, and Undergraduate programs
- ii. Assoc Dean, Academic Personnel (Darren Zinner)
- iii. Chief Administrative Officer (Ron Etlinger),
- iv. Sr Assist. Dean, Academic and Student Services (Ravi L.)
- v. Assit Director, Student Services (open)

#### b. Invited, Non-voting Members

- i. Assist Dean, Admissions (Lynn Davis)
- ii. Assist Dean, Career Development (Linnea Lof)
- iii. Director, Development and Alumni Relations (open/Courtney Lombardo)
- iv. Assoc Directors of academic programs
- v. Assoc Deans (Cindy Thomas, Maria Madison)
- 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 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 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. Discuss and design diversity initiatives
  - b. Coordination of international initiatives and issues
  - 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.....