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. Assist 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