

Bismarck State College Standing Committees

April 2010

| Department | | | | |
|---|---|------------------------------------|------------------------------|------------------------------|
| <i>Name of Committee/Team</i> | <i>Purpose of Committee</i> | <i>Type of Projects</i> | <i>Funding Source</i> | <i>Contact Person</i> |
| ArtsQuest (Arts and Communications Dept.) | Plan and execute annual events of ArtsQuest | Month long arts activities | Academic Affairs | Barb Jirges |
| Recycling Team (volunteer) | Direct campus recycling efforts | Recycle paper, cardboard, aluminum | Operations Council | Jean Rolandelli |
| Faculty Senate (elected) | | | | |
| <i>Name of Committee/Team</i> | <i>Purpose of Committee</i> | <i>Type of Projects</i> | <i>Funding Source</i> | <i>Contact Person</i> |
| Academic Standards (appointed or elected) | This committee shall be responsible for reviewing and recommending policy on grades, withdrawal from classes, academic probation, suspension and readmission, examinations, CLEP testing, auditing classes, dual credit, advanced placement, and other such matters pertaining to the establishment and maintenance of the academic standards of the College. | | | Current year chair |
| Calendar, Registration & Advising (appointed or elected) | This committee shall be responsible for reviewing, recommending, and developing the academic calendar for each year. It is also responsible for recommending policies and guidelines for registration, advising, orientation, and other such matters pertaining to calendar registration. | | | Current year chair |
| Curriculum (appointed or elected) | This committee shall be responsible for reviewing and recommending policy on courses, degrees, curriculums, and other such matters pertaining to the curriculum of the College. | | | Current year chair |
| Faculty Development (appointed or elected) | It is the purpose of this committee to assess faculty needs and design, develop and deliver faculty development programs, and to advise the Faculty Senate on policies that will enhance faculty development. | | | Current year chair |
| Faculty Rights (appointed or elected) | This committee shall concern itself with matters of Academic Freedom and Due Process as prescribed by the policies and regulations of the State Board of Higher Education. | | | Current year chair |

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| Faculty Senate (elected), cont. | | | | |
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| General Education (appointed or elected) | This committee will be responsible for ensuring the integrity of general education at Bismarck State College. | | | Current year chair |
| Grade Appeals (appointed or elected) | This committee shall hear charges of inequitable or prejudicial academic evaluations. | | | Current year chair |
| Student & Campus Relations (appointed or elected) | This committee shall review and make recommendations on behalf of the faculty on such matters as alumni and public relations, visiting scholars, out-of-class activities, athletic eligibility, and such other matters pertaining to student life and campus relations. It shall ensure that the grievance procedure for students as stated in the Bismarck State College Policy Manual is followed. The committee shall review and suggest revisions of the policy when necessary. | | | Current year chair |
| Tenure (appointed or elected) | This committee shall concern itself with the matter of tenure for faculty as prescribed by the policies and regulations of the State Board of Higher Education and BSC. | | | Current year chair |
| Workload & Salary (appointed or elected) | This committee shall be responsible for the development and updating of a recommendation for salary distribution in accordance with the guidelines prescribed by the college President. This committee shall be responsible for reviewing and recommending policies on workload, adjunct, overload, extended day, and special duty pay guidelines, and other such matters pertaining to workload and salary compensation. | | | Current year chair |

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| Campus-wide | | | | |
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| Academic Assessment (volunteer or appointed) | Promote good practice in assessment of student learning and ensure assessment is effective. | Assessment of general education, occupational programs, and classes | Assessment budget | Jane Schulz |
| AQIP Advising Team (appointed or volunteer) | Develop an advising center | Research other institutions, tracking sheet used to see how many advisees assigned to advisor | N/A | Sarah Olson |
| AQIP Coordinating Team (appointed or volunteer) | Oversight/guidance of AQIP action projects, NCA accreditation. | Accreditation related projects | Institutional budget | Jane Schulz |
| AQIP One-Card System Team (volunteer) | Plan for the use of a single card for student services | Investigate card vendors and their applications and decide how the cards could be used on campus; decide if the cards are feasible | AQIP | Tamara Barber |
| AQIP Student Success Project (volunteer) | Develop a student success project that helps students make a good transition to college | Review student success projects, such as seminars, classes, or other activities, and develop a plan for implementing the project | AQIP | Amanda Miller |
| AQIP Service Learning Team (volunteer) | Improve and enhance the student learning program at BSC | Research other service learning plans and develop methods that can be adopted at BSC to engage students in the community and campus through service learning | AQIP | Carol Cashman |
| Institutional Effectiveness Team (appointed) | Improve measures of institutional effectiveness for improved accountability and for improved quality of campus endeavors | Develop an institutional effectiveness plan and model. Identify performance indicators, work toward greater transparency, and improve quality. | AQIP | Jane Schulz |
| BSC Brand Identity Team (appointed) | Works with marketing to develop a brand identity for the college and communicate it to the public | develop brand identity | Operations Council | Mary Friesz |
| BSC Loss Control (appointed) | NDUS institutions are required to have a risk management/loss control committee. | Meet quarterly to review guidelines set by Risk Management | N/A | Dave Clark |

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| Campus-wide, cont. | | | | |
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| Embracing Diversity Team (volunteer) | Retain a student population that reflects or expands the diversity of ND. Foster a campus climate and culture that supports diversity. | International film in community series, co-host events | Operations Council | Karla Buzick Carolyn Twingley |
| Crisis Management Team (appointed) | Handles/manages any unplanned event that requires immediate and coordinated action and could have significant impact on the reputation or operation of the business organization. | | | |
| Campus and Community Events (volunteer) | Build external and internal community relations | Denim Days, United Way, BSC Buddies, BSC Celebration, Christmas Party, WCE, You Make a Difference, External projects | Operations Council | |
| Campus Read (volunteer) | Encourage student and employee reading | Identify a book as the campus read and develop campus and community activities relating to the book | General Instruction | Theresa Felderman |
| Wellness (volunteer) | Plan wellness events for BSC. | Provide a variety of wellness activities and events to promote "A Healthy BSC Community" | Operations Council | Nancy Gordon |
| Diversity Waiver (appointed) | Set procedures and guidelines for awarding cultural diversity waivers. | Work on setting guidelines | Department funds | Jeff Jacobs |
| Computer Use Steering (appointed) | Coordinate academic computer development; standardize academic software; efficiently use budget for computing purchases. | Determine campus academic needs; prioritize campus computer projects | N/A | Greg Bach |
| Technology Advisory and Coordinating Committee (TACC) (appointed or volunteer) | Advise the campus of available technologies and coordinate the direction and implementation of technology | | N/A | Elmer Weigel |
| Enrollment Management Team (volunteer or appointed) | Develop and implement a plan for managing campus enrollment | Enrollment planning, research, development of a plan, updating the plan, as needed | N/A | Greg Sturm; Jeff Jacobs |

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| Recruitment and Retention Team (volunteer or appointed) | Improving recruitment and retention of employees | Develop a plan for recruitment and retention and work with others on campus to implement the plan | Human Resources | Rita Lindgren |
| Graduation (appointed) | Planning the process of graduation from start to finish. | Graduation | Fees | Drake Carter |
| Constitution Day (volunteer) | Plan events to celebrate and commemorate the US Constitution. | Plan various events and activities | CETI | Karen Bauer; Kyren Miller |
| Lifelong Learning (volunteer) | Develop strategy to implement a Lifetime Learning Institute at BSC. | Institutional programs targeted at older adults | Foundation grant funding; CETI | Robin Thorstenson |
| Staff Senate (elected) | | | | |
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| Staff Development Day (volunteer or appointed) | Develop staff development activities | Arrange for speaker during spring break for staff; make arrangements for staff development day in May. | Coordinated through HR Dept. | Christina Burns |