

**UNIVERSITY COMMITTEES 2022–2023 (SPRING UPDATE)**  
**TENTATIVE ASSIGNMENTS**

<b>“A” COMMITTEES</b>		
<b>NAME AND CHARGE</b>	<b>RESPONSIBILITIES</b>	<b>MEMBERS</b>
<p style="text-align: center;"><b>SPIRITUAL LIFE</b></p> <p>The Spiritual Life Committee is charged to advise and support all matters pertaining to spiritual life including the chapel program.</p>	<p>Monitor spiritual life issues on campus and across University programs and provide appropriate recommendations and counsel for strengthening spiritual life as needed.</p> <p>Advise in the development of the chapel program and policies.</p> <p>Review effectiveness of the chapel program.</p> <p>Make recommendations to the Sr VP for Student Affairs and Administration and/or the Provost concerning chapel and spiritual life.</p>	<p>Dr. Matt McAlack, Chair            Mr. Rick Swift            Ms. Abigail Holmsten            Mr. Scott Cawood, ex officio            Dr. Todd Williams, ex officio            Student Representatives</p>
<p style="text-align: center;"><b>LIBRARY AND INFORMATION LITERACY</b></p> <p>The Library and Information Literacy Committee is charged to address issues related to assessment and development of the collections of the library and information literacy ideas and resources as related to classroom instruction, distance learning, student resources, and the latest trends and opportunities in education. This committee will serve to make recommendations to the Provost, Academic Leadership, and faculty concerning educational needs and opportunities.</p>	<p>Advise the Director of the Masland Library regarding the assessment and development of the collections of the library.</p> <p>Review and make recommendations to the Director of the Masland Library on policies and procedural matters relating to services.</p> <p>Review and make recommendations to the Provost and faculty on matters relating to the University Library environment.</p> <p>Review and recommend current information literacy ideas and resources for programmatic adoption.</p>	<p>Mrs. Stephanie Kaceli, Chair            Mr. Mark Gaspar            Mr. Greg Jensen            Dr. Steven McCollum            Dr. Greg Parker            Ms. Marika Ravin            Student Representatives</p>

<b>“B” COMMITTEES</b>		
<b>NAME AND CHARGE</b>	<b>RESPONSIBILITIES</b>	<b>MEMBERS</b>
<p style="text-align: center;"><b>ATHLETICS</b></p> <p>The Athletics Committee is charged to support the Director of Athletics by providing advisement and participating in the review and recommendation of programs and policies.</p>	<p>Review and make recommendations to the Sr. VP for Student Affairs and Administration on matters of philosophy and policy relating to athletic programs.</p> <p>Advise the Director of Athletics on procedural matters and compliance issues.</p> <p>Review and rule on appeals presented by student-athletes regarding NCAA rules violations.</p> <p>Encourage the Director in the promotion of athletic events and activities.</p>	<p>Mr. David Babb, Chair            Mr. Gregory Fanus            Mr. Andrew Gordon            FAR- Dr. Ruth Kuchinsky-Smith</p>

<p><b>CLASSROOM AND EDUCATIONAL TECHNOLOGY</b></p> <p>The Classroom and Educational Technology Committee is charged to address issues related to educational technology including classroom instruction, distance learning, student resources, and the latest trends and opportunities in education. This committee will serve to make recommendations to the Provost, Academic Leadership, and faculty concerning educational technology and class facility needs and opportunities.</p>	<p>Review and make recommendations to the Technology Services Director on policies and procedural matters relating to services.</p> <p>Review and make recommendations to the Provost, Academic Leadership, and University faculty on matters relating to policies and expenditures of funds on educational technology.</p> <p>Review and make recommendations to the Provost and University faculty on matters relating to the University learning environment.</p>	<p>Mr. Sali Kaceli, Chair Mr. Kenneth Borrmann Dr. Brian Luther Dr. Matthew Miller Dr. Steve Schlenker Dr. Sheryl Vasso</p>
<p><b>GLOBAL MISSION BOARD</b></p> <p>The Global Mission Board is charged to promote missions and support mission events and conferences.</p>	<p>Promote student, faculty, and staff interest in world missions.</p> <p>Plan and coordinate the Global Mission Week conference and activities.</p> <p>Review Cairn mission trip proposals.</p>	<p>Dr. Aneesh Khushman, Chair Miss Liz Mason, Co-Chair Mr. Blair Benjamin Dr. Guy Eshelman Ms. Abigail Holmsten Ms. Judy Severns Student Representative</p>
<p><b>Honors</b></p> <p>The Honors Committee is charged to support the Honors Program by providing oversight and advisement.</p>	<p>Develop and implement Honors activities and requirements. Monitor and conduct regular evaluations of the program. Facilitate promotion of the Honors Program and advise students.</p>	<p>Dr. Brian Toews, Chair Dr. Keith Plummer, Co-Chair Mrs. Helen Gelinas Dr. Ruth Kuchinsky-Smith Dr. Brian Luther Dr. Adam Porcella</p>

<b>OTHER STANDING COMMITTEES</b>		
<b>NAME AND CHARGE</b>	<b>RESPONSIBILITIES</b>	<b>MEMBERS</b>
<p><b>AWARDS</b></p> <p>The Awards Committee is charged to review recommendations for awards, submit approved recommendations to the faculty for approval, and monitor the policy and procedure of student awards.</p>	<p>Review and make recommendations to academic departments and organizations on policies and procedural matters related to awards.</p> <p>Recommend to the University faculty candidates for University awards.</p>	<p>Dr. Steve Schlenker, Chair Ms. Cayla Belser Mr. Kevin McFadden Mr. Rick Swift</p>

<p style="text-align: center;"><b>DIVERSITY</b></p> <p>The Diversity Committee is charged to encourage a sensitivity to and appreciation for racial and ethnic diversity at the University and facilitate its maintenance, cultivation, and celebration.</p>	<p>Discuss issues of diversity and race germane to the University community, student care, recruitment, and faculty and staff sensitivity.          Make recommendations for the encouragement, appreciation, and celebration of diversity within the University community.          Advise the Student Culture Association and Student of Color Resource Group.          Advise the President and administration on matters related to diversity and race.</p>	<p>Dr. Keith Plummer, Chair          Mr. Emir Ruiz Esparza          Mr. Luke Gibson          Mrs. Meghan Krouse          Dr. Todd Williams          Dr. Juliet Campbell-Farrell          Mr. Yunn Kang</p>
<p style="text-align: center;"><b>FACULTY CONCERNS</b></p> <p>The Faculty Concerns Committee is charged to represent the faculty and to address its concerns.</p>	<p>Represent the University faculty to University administration on such matters as the faculty may wish to address.          Respond to the special needs of faculty members and serve as a liaison between the University administration and the faculty, particularly in matters of grievance and communication.          Provide the University administration with helpful information regarding faculty welfare.</p>	<p>The faculty from each school elects one member to serve on this committee:          Mr. Stephen Bell          Dr. Juliet Campbell-Farrell          Mrs. Becky Cella          Mr. Ken Borrmann          Dr. Matt McAlack</p>
<p style="text-align: center;"><b>FACULTY RANK</b></p> <p>The Faculty Rank Committee is charged to review recommendations for rank change in accordance with University policy and advise the Provost regarding faculty rank policy and procedures.</p>	<p>Receive recommendations for promotion in academic ranks from the deans.          Examine the credentials, contributions, and qualifications of the candidates.          Make rank/promotion recommendations to the Provost.          Review existing policy and procedures concerning faculty rank and offer recommendations to the Provost.</p>	<p>Dr. Don Cheyney, Acting Chair          Dr. Sheryl Vasso          Dr. Gary Schnittjer          TBD</p>
<p style="text-align: center;"><b>INSTITUTIONAL REVIEW BOARD</b></p> <p>The Institutional Review Board is charged to review, approve, and monitor research involving human subjects.</p>	<p>Review, approve, and monitor research involving human subjects.          Protect the rights and welfare of human research subjects.</p>	<p>Dr. Matt McAlack, Chair          Mrs. Stephanie Kaceli          Dr. Adam Porcella          Mr. Kevin McFadden</p>
<p style="text-align: center;"><b>JUDICIAL APPEALS COMMITTEE</b></p> <p>The Judicial Appeals Committee is a standing committee consisting of staff and faculty who are willing to participate in a judicial investigation or appeal of a respondent (the accused or investigated person) in certain investigations.</p>	<p>The panel conducts hearings in an organized manner and renders a binding decision. Those named as part of the Judicial Appeals Committee will have formal training sessions to be completely prepared for their role in any hearing.          The process allows the respondent to have a hearing in front of a panel of Cairn University representatives who hear in systematic order statements from the claimant (person who is a victim or brought the original complaint), the respondent, and the representative of Student Life who conducted the original investigation.</p>	<p>Representatives TBD</p>

<p style="text-align: center;"><b>RETIREMENT INVESTMENT COMMITTEE</b></p> <p>The Retirement Investment Committee is comprised of five or more members from Administration, Faculty, and Staff who meet at least once per year.</p>	<p>Responsibilities include a review of the retirement plan design, administration, employee participation, and investment options and performance. Along with the external consulting firm, the Committee makes recommendations for Plan amendments and fund changes as per the Investment Policy Statement which governs Plan management.</p>	<p>Mr. Yunn Kang, Sr VP Finance, Chair  Mr. Andrew Allers, Director of Business Services  Mrs. Mary Boyer, Plan Administrator  Mr. John Covone, Faculty-Staff Representative  Mr. Jared Bryant, Faculty-Staff Representative  Mrs. Deb Rice, Faculty-Staff Representative</p>
<p style="text-align: center;"><b>STUDENT RETENTION</b></p> <p>The Student Retention Committee is charged to monitor issues related to student retention and advise the administration, faculty, and staff on critical retention issues.</p>	<p>Develop a student retention plan.  Review retention data.  Produce an annual report with recommendations for improvement.  Address any issues related to retention of students and advise the Provost, faculty, and staff accordingly. Facilitate retention by coordinating with schools and departments to identify and retain potential non-returners.  Create and utilize a tool to facilitate monitoring of retention issues.</p>	<p>Mr. Emir Ruiz Esparza, Chair  Mr. Andrew Allers  Mr. Stephen Cassel  Mrs. Nancy Kochersperger  Ms. Liz Mason  Dr. Steve Schlenker  Ms. Whitney Seidel  Mr. Tom Sherf  Mr. Rick Swift</p>
<p style="text-align: center;"><b>TEACHER EDUCATION ACADEMIC STANDARDS</b></p> <p>The Teacher Education Academic Standards Committee is charged to facilitate collaboration between the School of Education and other schools/departments across the university to ensure quality academic preparation for teachers.</p>	<p>Collaborate with the school or departments responsible for the knowledge/content base that form the subject matter and skills needed by pre-service teachers to meet PDE competencies.  Provide a process for evaluating the arts and sciences “core” curriculum component of the teacher education programs.  Provide a process for evaluating and developing the specific arts and sciences curriculum for programs which lead to certification in secondary mathematics, social studies and English.  Meet the mandate of the state and accrediting agencies to work in collaboration with other schools and departments across the university such as the School of Liberal Arts &amp; Sciences and the School of Music.</p>	<p>Dr. Stacey Bose, Chair  Mrs. Rebecca Cella  Mrs. Diana Schmell  Dr. Debbie Wolf  Ms. Kate Mehmel  Mrs. Charlotte Gleason</p>

## OTHER

NAME AND CHARGE	RESPONSIBILITIES	MEMBERS
<p><b>ACADEMIC LEADERSHIP TEAM (ALT)</b></p> <p>The Academic Leadership Team envisions, facilitates the development of, approves, and assesses the effectiveness of the academic programs and policies of the University.</p>	<p>Execute decision-making authority over academic programs.</p> <p>Develop, review, and revise academic policies. Address issues related to instruction and learning including online course development and implementation.</p> <p>Review assessment data related to academic programs and policy efficacy.</p> <p>Advise the President’s Cabinet regarding concerns about student- and academic-related matters.</p>	<p>Dr. Adam Porcella, Chair            Dr. Stacey Bose            Dr. Aneesh Khushman            Mr. Yunn Kang            Dr. Keith Plummer            Mr. Emir Ruiz Esparza            Dr. Steven Schlenker            Mrs. Stephanie Kaceli</p>
<p><b>ADMINISTRATIVE COUNCIL (ADMIN COUNCIL)</b></p> <p>The Admin Council is empowered to assess organizational dynamics and bring about change. When possible, these actions will be accomplished within and amongst the respective divisions. Additional recommendations of the Admin Council needing further approval will be passed on to the President’s Cabinet for final review and approval as needed.</p>	<p>Meet on a regular basis as an empowered and proactive group of managers willing to speak into all aspects of the University.</p> <p>Examine the organizational dynamics occurring amongst departments in order to bring positive change.</p> <p>Be knowledgeable of the broad range of University policy and procedure, and thus able to make recommendations on changes needed in existing policies, and when applicable, the drafting of new policies and procedures.</p> <p>Prepared to identify and diagnose systemic problems with the goal of identifying effective and efficient solutions within our monetary and human resource constraints.</p> <p>Have an innovative spirit that is willing to explore new ventures that could be: revenue positive, cost-effective, customer service oriented, and/or culture change.</p>	<p>Mr. Andrew Allers, Chair            Miss Andrea Aldrich            Mr. David Babb            Mr. Benjamin Best            Mrs. Lydia Garrison            Mr. David Hui            Mr. Sali Kaceli            Mr. Andy Norton            Mr. Tom Sherf            Mr. Rick Swift            Mr. Emir Ruiz Esparza            Mr. Scott Cawood, ex officio</p>

<p style="text-align: center;"><b>TITLE IX</b></p> <p>The Title IX Work Team is charged to evaluate and oversee institutional policies, practices, and procedures associated with Title IX compliance.</p>	<p>See Non-Discrimination and Non-Harassment Policy 5521-02</p> <p><b>Title IX Coordinator:</b> Mr. Scott Cawood</p> <p><b>Deputy Coordinator:</b> Mrs. Mary Boyer</p> <p><b>Athletics Compliance:</b></p> <p><b>OSS Liaison:</b> Mr. Kevin Cornetto</p>	<p><b>504 Coordinator:</b> Mrs. Liz Mason</p> <p><b>Lead Investigator:</b> Mr. Rick Swift</p> <p><b>Hearing Panelist:</b> Dr. Brian Luther Ms. Miriam Hartzler Mrs. Andrea Stange Mrs. Dana Jalovick</p> <p><b>Investigators:</b> Mr. Andrew Gordon Mrs. Lizzie Palmer Mr. Luke Gibson Mrs. Abby Holmsten Mrs. Andrea Stange</p>
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<b>Work Teams</b>
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<p><b>Cairn Magazine Editorial Board</b></p> <p>The Cairn Magazine Editorial Board is charged to develop, review, and execute the plan for content and design in the publication of two issues each year.</p>	<p>Develop a publication plan for each issue. Review content and design plans. Develop annual strategy and messaging. Review feedback data and assess effectiveness of publication. Periodically review the purpose and philosophy of the magazine. Make any magazine related recommendations to the President.</p>	<p>Mrs. Lydia Garrison, Chair Mr. John Mulvaney Dr. Adam Porcella Mr. Graham Thorpe Dr. Todd Williams</p>
<p><b>Church Relations Work Team</b></p> <p>The Church Relations Committee serves to establish and strengthen relationships between the University and the local church.</p>	<p>The Church Relations Committee, made up of key members of University personnel, serves as a liaison between the University and church leaders. The committee seeks to understand the needs of the local church, and to make recommendations on how Cairn might help resource and equip the church towards the fulfillment of the University's mission to educate students to serve Christ in the church, society, and the world. Lastly, the committee explores ways in which Cairn might raise the University's profile within the local church, through strategic initiatives aimed at University enrollment growth, as well as faculty and staff recruitment.</p>	<p>Dr. Adam Porcella, Chair Mr. Ben Best Mr. Tom Sherf Mr. Rick Swift</p>

<p><b>External Affairs Work Team</b></p> <p>The External Affairs Work Team is charged to coordinate all external affairs efforts for the purposes of managing and elevating the University's profile by seeking and cultivating opportunities, tending to strategic relationships and partnerships, managing public relations, and advising and reviewing communication philosophy, language, and strategies.</p>	<p>Review and advise ongoing communication efforts. Review, coordinate, and direct partnership efforts. Develop and implement EA philosophy, plans, language, and messaging. Develop strategies to optimize external engagement efforts in the Office of the President, Stewardship and Development, Community and Alumni Affairs, and Marketing and Communications. Facilitate coordination of EA efforts with various academic and service departments as appropriate.</p>	<p>Dr. Todd Williams, Chair Mr. Benjamin Best Mr. Sam Heidengren Mrs. Lori Miller Mr. Graham Thorpe</p>
<p><b>Strategic Enrollment Management Work Team</b></p> <p>Responsible for establishing the overall strategic enrollment plan on an annual basis. Each year they are to establish and implement a Strategic Enrollment Management Plan. Within the plan, Cairn declares a philosophical direction and prioritized tasks in implementation of strategic enrollment. Since this is the combined resources of multiple departments, the work of the SEM work team results in a complex and organized effort to strategically unify marketing and recruitment tactics into a concrete written plan of action benefiting the institution's long-term enrollment and fiscal.</p>	<p>Meet every two weeks to discuss strategies, innovate process and establish attainable goals for recruitment at all levels of the University.</p>	<p>Mr. Tom Sherf, Chair Ms. Andrea Aldrich Mr. Scott Cawood Mrs. Lydia Garrison Mr. Sam Heidengren Mr. Sali Kaceli Mr. Nate Rossi</p>

**Task Forces**

<p><b>Data Systems</b></p> <p>Responsible to identify and design data needs and operational processes within key departments and linkage between various departmental systems.</p>	<p>Lead the fact-finding process. Identify the end state goals for institutional data systems, and make recommendations to the President’s Cabinet.</p>	<p>Mr. Yunn Kang, Chair Ms. Andrea Aldrich Mr. Andrew Allers Mr. David Hui Mr. Tom Sherf</p>
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