**UNIVERSITY COMMITTEES 2023-2024**

| **NAME AND CHARGE** | **RESPONSIBILITIES** | **MEMBERS** |
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| **Executive Leadership Team (ELT)**  The Executive Leadership Team (ELT), consisting of the Sr .VPs and VPs, executes the current university operational agenda, reviews assessment data and KPI’s, approves various policies, proposals, and recommendations as appropriate, and is charged with the execution and assessment of the strategic and annual plans. The ELT collectively refines and coordinates steps necessary for cross-departmental implementation of initiatives and decisions. | Reviews internal assessment data and internal KPI’s in correlation to national and industry standards.  Approves new policies and proposals while also reviewing existing policies and processes to ensure they are up to date and serve the organization with effectiveness and efficiency.  Execution and assessment of the strategic and annual plans.  The ELT collectively refines and coordinates steps necessary for cross-departmental implementation of initiatives and decisions. | Mr. Scott Cawood, Chair  Mr. Andrew Norton  Mr. Yunn Kang  Dr. Adam Porcella  Mrs. Deborah Rice  Dr. Emir Ruiz Esparza  Mr. Tom Sherf  Mr. Rick Swift  Mr. Graham Thorpe |
| **ACADEMIC LEADERSHIP TEAM (ALT)**  The Academic Leadership Team envisions, facilitates the development of, approves, and assesses the effectiveness of the academic programs and policies of the University. | Execute decision-making authority over academic programs.  Develop, review, and revise academic policies. Address issues related to instruction and learning including online course development and implementation.  Review assessment data related to academic programs and policy efficacy.  Advise the President’s Cabinet regarding concerns about student- and academic-related matters. | Dr. Adam Porcella, Chair Dr. Stacey Bose  Mr. Ken Borrmann  Dr. Aneesh Khushman  Mr. Yunn Kang  Dr. Keith Plummer  Dr. Emir Ruiz Esparza  Dr. Steven Schlenker  Mrs. Stephanie Kaceli |
| **ADMINISTRATIVE COUNCIL**  **(ADMIN COUNCIL)**  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. | Meet on a regular basis as an empowered and proactive group of managers willing to speak into all aspects of the University.  Examine the organizational dynamics occurring amongst departments in order to bring positive change.  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.  Prepared to identify and diagnose systemic problems with the goal of identifying effective and efficient solutions within our monetary and human resource constraints.  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. | Mr. Andrew Allers, Chair  Miss Andrea Aldrich  Mr. David Babb  Mr. Andrew Gordon  Mr. David Hui  Mr. Sali Kaceli  Miss Melissa Moyer  Mr. John Mulvaney  Mr. Andy Norton, ex officio |

**TENTATIVE ASSIGNMENTS**

| **“A” COMMITTEES** | | |
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| **NAME AND CHARGE** | **RESPONSIBILITIES** | **MEMBERS** |
| **SPIRITUAL LIFE**  The Spiritual Life Committee is charged to advise and support all matters pertaining to spiritual life including the chapel program. | Monitor spiritual life issues on campus and across University programs and provide appropriate recommendations and counsel for strengthening spiritual life as needed.  Advise in the development of the chapel program and policies.  Review the effectiveness of the chapel program.  Make recommendations to the Sr VP for Student Affairs and Administration and/or the Provost concerning chapel and spiritual life. | Dr. Matt McAlack, Chair Mr. Rick Swift  Ms. Chelsea Bucci  Mr. Scott Cawood, ex officio  Dr. Todd Williams, ex officio  Student Representatives |
| **LIBRARY AND INFORMATION LITERACY**  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. | Advise the Director of the Masland Library regarding the assessment and development of the collections of the library.  Review and make recommendations to the Director of the Masland Library on policies and procedural matters relating to services.  Review and make recommendations to the Provost and faculty on matters relating to the University Library environment.  Review and recommend current information literacy ideas and resources for programmatic adoption. | Mrs. Stephanie Kaceli, Chair  Mr. Brandon Petcaugh  Mr. Chris Lloyd  Dr. Scott Watson  Dr. Greg Parker  Ms. Marika Ravin  Student Representatives |

| **“B” COMMITTEES** | | |
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| **NAME AND CHARGE** | **RESPONSIBILITIES** | **MEMBERS** |
| **ATHLETICS**  The Athletics Committee is charged to support the Director of Athletics by providing advice and participating in the review and recommendation of programs and policies. | Review and make recommendations to the Sr. VP for Student Affairs and Administration on matters of philosophy and policy relating to athletic programs. Advises the Director of Athletics on procedural matters and compliance issues.  Review and rule on appeals presented by student-athletes regarding NCAA rules violations.  Encourage the Director in the promotion of athletic events and activities. | Mr. David Babb, Chair  Mr. Gregory Fanus  Mr. Andrew Gordon  FAR- Mr. Mike Zimmerman |

| **CLASSROOM AND EDUCATIONAL**  **TECHNOLOGY**  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. | Review and make recommendations to the Technology Services Director on policies and procedural matters relating to services.  Review and make recommendations to the Provost, Academic Leadership, and University faculty on matters relating to policies and expenditures of funds on educational technology.  Review and make recommendations to the Provost and University faculty on matters relating to the University learning environment. | Mr. Sali Kaceli, Chair  Mr. Kenneth Borrmann  Dr. Brian Luther  Dr. Steve Schlenker  Dr. Sheryl Vasso |
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| **GLOBAL MISSION BOARD**  The Global Mission Board is charged to promote missions and support mission events and conferences. | Promote student, faculty, and staff interest in world missions.  Plan and coordinate the Global Mission Week conference and activities.  Review Cairn mission trip proposals. | Dr. Aneesh Khushman, Chair  Mrs. Laurie Handzlik  Mr. Blair Benjamin  Ms. Chelsea Bucci  Dr. Guy Eshelman  Dr. Bryan Murawski  Ms. Judy Severns  Student Representative |
| **Honors**  The Honors Committee is charged to support the Honors Program by providing oversight and advisement. | Develop and implement Honors activities and requirements. Monitor and conduct regular evaluations of the program. Facilitate promotion of the Honors Program and advise students. | Dr. Brian Toews, Chair  Dr. James Dolezal  Mrs. Helen Gelinas  Dr. Ruth Kuchinsky-Smith  Mr. Bob LaRocca  Dr. Brian Luther  Dr. Adam Porcella |
| **Parent Relations**  The Parent Relations Committee serves to foster positive relationships between the University and parents of students. | The Parent Relations Committee at Cairn University is a dedicated group of individuals responsible for fostering positive relationships between the University and the parents of students. Their primary responsibilities include facilitating effective communication channels, organizing parent orientation programs, and serving as a liaison between parents and university administration. They strive to address parental concerns and provide support and resources to enhance the parent-student experience and promote a strong sense of community and engagement among parents within the Cairn University community. Through their efforts, the Parent Relations Committee aims to create a nurturing and collaborative environment that supports student success and strengthens the partnership between the university and parents. | Dr. Rick Swift, Chair  Ms. Melissa Moyer  Mr. Tom Sherf  Mrs. Nancy Rivera  Dr. Adam Porcella |

| **OTHER STANDING COMMITTEES** | | |
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| **NAME AND CHARGE** | **RESPONSIBILITIES** | **MEMBERS** |
| **Academic Affairs**  The Academic Affairs Committee is charged to serve the Academic Leadership Team and the University by addressing issues related to the curriculum, pedagogy, and academic policies. The committee will assist in the evaluation and review of academic matters and offer input, recommendations, and proposals to the ALT as appropriate. The committee will work to improve instruction through collegial dialogue concerning the delivery of the curriculum and the student response and performance regarding it. | Monitors and evaluates the delivery of the curriculum and its benefit to students. Reviews and recommends policies and practices. Serves as a resource and sounding board for the Academic Leadership Team.  Monitors intentional integration. Offers reports to and advises the Academic Leadership Team concerning the delivery and further development of the curriculum. | Dr. Stacey Bose  Mr. Ken Borrmann  Mr. Yunn Kang  Dr. Aneesh Khushman  Dr. Keith Plummer  Dr. Adam Porcella  Dr. Todd Williams, ex officio  3 faculty members - TBD |
| **AWARDS**  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. | Review and make recommendations to academic departments and organizations on policies and procedural matters related to awards.  Recommend to the University faculty candidates for University awards. | Dr. Steve Schlenker, Chair  Ms. Cayla Belser  Mr. Kevin McFadden  Mr. Rick Swift |

| **DIVERSITY**  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. | 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. | Dr. Emir Ruiz Esparza, Chair  Dr. Juliet Campbell-Farrell  Mr. Luke Gibson  Mr. Yunn Kang  Dr. Keith Plummer  Dr. Todd Williams |
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| **FACULTY CONCERNS**  The Faculty Concerns Committee is charged to represent the faculty and to address its concerns. | 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. | The faculty from each school elects one member to serve on this committee:  Mr. Matt McAlack  Mr. Ken Borrmann  Dr. Juliet Campbell-Farrell  Mr. Gregg Fanus |
| **FACULTY RANK**  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. | 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. | Dr. Sheryl Vasso  Dr. Bryan Maier  Dr. Gary Schnittjer  TBD |
| **INSTITUTIONAL REVIEW BOARD**  The Institutional Review Board is charged to review, approve, and monitor research involving human subjects. | Review, approve, and monitor research involving human subjects.  Protect the rights and welfare of human research subjects. | Dr. Matt McAlack, Chair  Mrs. Stephanie Kaceli  Dr. Adam Porcella  Mr. Kevin McFadden |

| **JUDICIAL APPEALS COMMITTEE**  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. | 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. | Representatives TBD |
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| **RETIREMENT INVESTMENT COMMITTEE**  The Retirement Investment  Committee is comprised of five or more members from Administration, Faculty, and Staff who meet at least once per year. | 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. | Mrs. Deborah Rice, Chair,  Plan Administrator  Mr. Yunn Kang, Sr VP Finance  Mr. Andrew Allers, Director of Business Services  Mr. John Covone, Academic Representative  Mr. Jared Bryant, Academic Representative |
| **Student Experience & Success**  The Student Experience & Success Committee is charged to monitor issues related to student retention and advise the administration, faculty, and staff on critical retention issues. | 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. | Dr. Adam Porcella, Chair  Dr. Tori Aquilone  Dr. Emir Ruiz Esparza  Mr. Stephen Cassel  Mrs. Nancy Kochersperger  ARC Director (tbd)  Dr. Steve Schlenker  Ms. Whitney Seidel  Mr. Tom Sherf  TBD |
| **TEACHER EDUCATION**  **ACADEMIC STANDARDS**  The Teacher Education Academic Standards Committee is charged to facilitate collaboration between the School of Liberal Arts & Sciences and the School of Education to ensure quality academic preparation for teachers. | Collaborate with the school or departments responsible for the knowledge/content base that form the subject matter and skills taught by teacher graduates from the School of Education.  Provide a process for evaluating the arts and sciences curriculum component of the teacher education programs.  Provide a process for evaluating and developing the specific arts and sciences curriculum for specific programs in mathematics, social science, history, and English.  Meet the State mandate to work in collaboration with the School of Liberal Arts & Sciences. | Dr. Stacey Bose, Chair  Mrs. Rebecca Cella  Mrs. Diana Schmell  Dr. Debbie Wolf  Ms. Kate Mehmel  Mrs. Charlotte Gleason  Mr. Mike Zimmerman |

| **OTHER** | | |
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| **TITLE IX**  The Title IX Work Team is charged to evaluate and oversee institutional policies, practices, and procedures associated with Title IX compliance. | See Non-Discrimination and Non-Harassment Policy 5521-02  **Title IX Coordinator**:  Mr. Rick Swift    **Deputy Coordinator:**  Mrs. Ericka Potts  **Athletics Compliance:**  Mr. David Babb  **OSS Liaison:**  Mr. Kevin Cornetto | 504 Coordinator:  ARC Director  Lead Investigator:  Mr. Andrew Gordon  Hearing Panelist:  Mr. John Kim  Dr. Brian Luther  Ms. Whitney Seidel  Mrs. Andrea Stange  Investigators:  Mrs. Lizzie Palmer  Mr. Luke Gibson |
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| **Work Teams** | | |
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| Cairn Magazine Editorial Board  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. | 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. | Mrs. Lydia Garrison  Mr. John Mulvaney  Dr. Adam Porcella  Mr. Graham Thorpe  Dr. Todd Williams |
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| External Affairs Work Team  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. | 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. | Dr. Todd Williams, Chair  Mrs. Lori Miller  Mr. John Mulvaney  Mr. Graham Thorpe |
| Strategic Enrollment Management  Work Team 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 | Meet every two weeks to discuss strategies, innovate processes, and establish attainable goals for recruitment at all levels of the University. | Mr. Tom Sherf (Chair)  Ms. Andrea Aldrich  Mr. Scott Cawood  Mr. Sali Kaceli  Miss Laura Myers  Mr. Nate Rossi |

| **Task Forces** | | |
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| Data Systems  Responsible for identifying and designing data needs and operational processes within key departments and linkage between various departmental systems. | Lead the fact-finding process. Identify the end state goals for institutional data systems, and make recommendations to the President’s Cabinet. | Mr. Yunn Kang, Chair  Ms. Andrea Aldrich  Mr. Andrew Allers  Mr. David Hui  Mr. Tom Sherf |
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