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## University Committees

There are many opportunities for faculty and staff to engage in the governance of the University through service on University committees with each committee having a specific charge and responsibility. Committees report to the designated Vice President responsible for that area. Each spring the Assistant Vice President for Academic Affairs will distribute a call for service on committees, as membership on most committees is for three years, it is important to note that it may take several attempts before a vacancy from a specific unit occurs.

To find out who your representative from a given unit is and current vacancies are, please refer to the [University Committee Membership List](#).

For last year's membership listing, please see [Last Year's University Committee Membership List](#).

Access the 2019-2020 [University Committee Volunteer Survey](#).

## University Committees

### Campus Planning Committee

The purpose of the Campus Planning Committee is to develop a plan for the orderly development of the University campus and all University properties with regard to the physical facilities' needs, vehicular and pedestrian traffic flow and land use. Reports directly to the President. (337) 482-6203

### Committee on Academic Affairs and Standards

The Committee on Academic Affairs and Standards shall initiate policy concerning the academic standards of the University subject to the approval of the University President, study regulations adopted by the various agencies that affect the academic policies of the University and bring them into conformity with such regulations, hear routine appeals for waiver of academic regulations in cases of individual students, act as a final court of appeal in cases concerning accusations of unfair and capricious grading, and formulate other University policies as directed by the University Provost. Reports directly to the Provost/Vice President for Academic Affairs. This committee is slated by the Committee on Committees of the Faculty Senate. (337) 482-6454.

**Charge:** Initiate policy concerning the academic standards, in addition the committee should finalize the committee's bylaws.

## **Communications Committee**

The purpose of the Communications Committee is to serve as a review board for the following campus communications media: Vermilion and L'Acadien. The Committee serves as a recommending body to the University through the Office of the Vice President for Student Affairs. The specific responsibilities of the Committee include recommendations for appointment and dismissal of Chief Student Administrator and Business Manager of each of the communications media. As a general policy group and review board, the Committee is not directly responsible for operational control of the communications media. Advisors are appointed by the President. Reports directly to the Vice President for Student Affairs. (337) 482-6266

## **Concerts Series Committee**

The purpose of the Concerts Committee is to decide what concerts are to be presented and which performers are to be hired. This committee also dispenses fees to the artists who are hired. Reports directly to the Provost/Vice President for Academic Affairs. (337) 482-6454.

**Charge:** Develop concert series for 2018-2019.

## **Curriculum Committee**

The purpose of the Curriculum Committee is to encourage the orderly growth of the course offerings and new curricula of the University by examining all facets of proposed change in offerings and recommending society. Reports directly to the Provost/Vice President for Academic Affairs. This committee is slated by the Committee on Committees of the Faculty Senate. (337) 482-6454.

**Charge:** Process course changes, update course change guidelines, and coordinate with General Education and Strategic Program Review Committee.

## **Disability Concerns Committee**

The purpose of the Committee on Disability Concerns is: 1) To monitor the needs of the disabled to insure that those enrolled have access to programs, 2) To receive and process grievances regarding matters that relate to the disabled, 3) To monitor the University's compliance with new Federal regulations regarding the disabled and 4) To monitor the campus environment as it relates to the disabled. Reports directly to the Vice President for Student Affairs. (337) 482-6266

## **Distance Learning Leadership Council**

The purpose of the Distance Learning Leadership Council is to advise and provide counsel to the Director of Distance Learning throughout the development and implementation of an action agenda for expanding the institution's distance learning capacity and production. Reports directly to the Provost/Vice President for Academic Affairs. (337) 482-6454.

**Charge:** Development and implementation of policy governing distance learning programs.

## **Diversity Advisory Committee**

The Diversity Advisory Committee (DAC) exists to represent the various constituents, whose interests the Office for Campus Diversity (OCD) serves, by providing guidance, direction, support, and monitoring the effectiveness of the office. Reports directly to the President. (337) 482-6203

## **Faculty Benefits and Welfare Committee**

The Faculty Benefits and Welfare Committee shall study and make recommendations with regard to faculty retirement, insurance, other fringe benefits, safety, health and other matters relating to faculty welfare. Reports directly to the Provost/Vice President for Academic Affairs. This committee is slated by the Committee on Committees of the Faculty Senate. (337) 482-6454

## **Faculty Grievance Committee**

The Faculty Grievance Committee has as its primary purpose the provision of a fair investigation of a faculty grievance for the purpose of ascertaining the facts of the complaint and making a recommendation to the President. Also, the Committee shall hold a preliminary hearing when charges have been brought by a university administrator against a faculty member which might result in dismissal or any other major sanction. The Committee shall attempt to effect a mutual settlement and, failing that, shall recommend to the Academic Vice President whether or not sufficient reasons exist for a formal hearing. Reports directly to the Provost/Vice President for Academic Affairs. This committee is slated by the Committee on Committees of the Faculty Senate. (337) 482-6454.

**Charge:** Primary purpose is the provision of a fair investigation of a faculty grievance, in addition the Committee should update the procedures.

## **Fee Committee**

The purpose of the Fee Committee is to recommend a Fee Refund Policy to the Administration and to serve as an appeal board to process student requests for exceptions to the Fee Refund Policy. Reports directly to the Vice President for Finance and Administration. (337) 482-6235.

**Charge:** The committee is responsible for hearing appeals from students requesting an exception to the University's tuition and fee refund policy.

## **General Education Committee**

In broad terms, the General Education Committee exists to review, develop, and recommend policy regarding general education to the CAAS, to recommend inclusion or exclusion of courses in the list of acceptable general education courses, and to participate constructively in assessment of the general education goals. Reports directly to the Provost/Vice President for Academic Affairs. (337) 482-6454.

**Charge:** Develop, and recommend policy regarding general education, and assist in the SACSCOC accreditation process.

## **Graduate Council**

The purpose of the Graduate Council is to formulate policies for governing the University's graduate programs. Specifically, the Council establishes criteria relating to admission and retention of students in degree and nondegree graduate programs, and establishes minimum requirements for the completion of specific graduate degrees. The Council advises the Dean on matters pertaining to the operation of the Graduate School. Membership on the Council and its committees is limited to Graduate Faculty members. Reports directly to the Provost/Vice President for Academic Affairs. (337) 482-6454

## **Honors Convocation Committee**

The purpose of the Honors Convocation Committee is to plan and organize the annual Honors

Convocation and reception for students, parents, and distinguished guests on the Tuesday evening prior to Easter vacation each year. Reports directly to the Provost/Vice President for Academic Affairs. (337) 482-6454.

**Charge:** Plan and organize the annual Honors Convocation.

## **Housing Appeals Committee**

The purpose of the Housing Appeals Committee is to serve as an appeal board to review student requests to be released from the housing agreement. Reports directly to the Vice President for Student Affairs. (337) 482-6266

## **Innovation and Research Advisory Council**

The mission is to engage members of the research community at UL Lafayette and its administration to enhance the University's research enterprise. This is accomplished by the IRAC serving as an advisory body to the Vice President of Research on matters pertaining to the development of research and innovation at UL Lafayette and advising the University leadership on policies and procedures to achieve the strategic vision of UL Lafayette.

## **Institutional Animal Care and Use Committee**

The purpose of this committee is to monitor all research activities requiring the use of laboratory animals and to ensure that said use of laboratory animals is within the guidelines set forth in the Public Health Service Guide for the Care and Use of Laboratory Animals. The Committee annually reviews the institution's program for humane care and use of animals. Reports directly to the Vice President for Research. (337) 482-6541.

**Charge:** Review and approval of animal use in research, including facility inspections.

## **Institutional Biosafety Committee**

The purpose of the Institutional Biosafety Committee is to ensure safe handling and disposal of any such materials used in University research or instructional projects and to provide compliance with federal regulations concerning the production, use and disposal of recombinant DNA materials. (337) 482-5893.

**Charge:** Review and approval of recombinant DNA and pathogen use in research, including facility inspections.

## **Institutional Review Board**

The purpose of this committee is to work in recognition of the institution's responsibility to assure the protection of any human subjects in research. Prior review of research using human participants is conducted to: a) assure informed consent; b) assure confidentiality of data; c) classify risk and assure required safeguards. The IRB also keeps up with Federal standards for research with human participants to assure awareness of these standards in the academic community. Reports directly to the Vice President for Research. (337) 482-6541.

**Charge:** Review and approval of human subject use in research.

## **Library Committee**

The purpose of the Library Committee is to serve as an advisory body to the Director of Libraries, especially in regard to the establishment of policy in all matters affecting the usefulness and overall operation of the library. Reports directly to the Provost/Vice President for Academic Affairs. This committee is slated by the Committee on Committees of the Faculty Senate. (337) 482-6454.

**Charge:** Serve as an advisory body to the Director of Libraries, in addition review submissions for student research awards, and conduct a review of expenditures to facilitate student and faculty research.

## **Parking Appeals Committee**

The Parking Appeals Committee has the lower appellate jurisdiction concerning the "UL Lafayette Traffic Code" violations issued by Parking & Transit and University Police and may make recommendations to the Parking and Planning Committee for revisions to the "UL Lafayette Traffic Code" and in general provide "Due Process" for all violations. Reports directly to the Vice President for Administration and Finance. (337) 482-6235

## **President's Council on Campus Sustainability**

This campus-wide advisory body shall guide the University's efforts to integrate environmental sustainability into campus life, including operations, educational programs, research and community outreach. The PCCS shall serve to facilitate awareness of sustainability issues and the promotion of individual responsibility for reducing the university's impact on the environment. The PCCS shall promote, assist, expand and standardize the GEAX R.E.D. recycling program throughout campus. Other important responsibilities of the PCCS will be to identify revenue sources for support of sustainability initiatives; to provide input and analysis of sustainability issues with regard to current and future campus facilities and expansion projects; and, to develop and integrate a campus sustainability plan to guide the university's long-term vision and policies. Reports directly to the President. (337) 482-6203

## **QEP Student Implementation Committee**

The purpose of the Quality Enhancement Plan (QEP) Implementation Committee is to lead a campus-wide effort to plan the University's 2020 SACS QEP, "Student Research". This plan aims to enhance and build on current opportunities and resources for both undergraduates and graduates to undertake research broadly defined. Every ten years, as part of the University's SACS-COC reaffirmation of accreditation, the University must choose an initiative to focus on. The initiative chosen is linked to the University's strategic-planning process, is result of a campus-wide decision process, and directly impacts student learning. The Committee will prepare a 100-page detailed plan for implementation for submission to SACS in Fall 2019, and will engage with SACS reviewers throughout the reaffirmation process, culminating in the reaffirmation vote in December 2020.

**Charge:** Develop and write SACS-COC Quality Enhancement Plan for 2020 reaffirmation of accreditation.

## **Radiation Safety Committee**

The purpose of the Committee is: 1. To administer the policies based on conditions set by the University's Radioisotope License. 2. To act on requests from faculty for the use of radioisotopes in research and teaching. a. To insure that radiation safety procedures are adhered to during handling of radioisotopes on campus. b. To instruct and assist faculty in radiation safety procedures. Reports directly to the Vice President for Research. (337) 482-6541.

**Charge:** Review and approval of ionizing radiation producing materials and machines used in research.

## **Residency Committee**

The purpose of the Committee is to provide a mechanism for a University student to appeal their residency classification, for fee purposes, which was assigned by the Admissions Office. Reports directly to the Vice President for Enrollment Management. (337) 482-5912.

**Charge:** The committee is responsible for hearing appeals from students seeking in-state residency for tuition purposes.

## **SGA Child Development Center Advisory Board**

The purpose of the Committee is: 1) To serve as consultants and advisors to the staff of the SGA Child Development Center and 2) To make recommendations regarding overall policies of the Center. Reports directly to the Vice President for Student Affairs. (337) 482-6266

### **Strategic Program Review Committee**

The Committee is charged with designing and implementing the regular internal academic program review process. Reports directly to the Provost/Vice President for Academic Affairs. (337) 482-6454.

**Charge:** Implement the regular internal academic program review process, in addition the committee should review the process and information being requested to ensure relevance.

### **Student Affairs Appeals Court**

The Student Affairs Appeals Court has appellant jurisdiction over the committees which make recommendations to the Vice President for Student Affairs: University Emergency Response and Preparedness Committee, Communications, Fraternities/Sororities Social Committee, Parking Planning Committee, Parking Appeals Committee, Religious Activities Committee, Student Financial Aid Committee, Student Health Committee, University Organizations Committee, SGA Child Development Center Advisory Board. The court has the power to concur in or reverse the decision of other committees and make determinations which affect all committees which report to the Vice President for Student Affairs. The court may also hear cases concerning administrative policy which affects students and matters not in the jurisdiction of any other committee. Reports directly to the Vice President for Student Affairs. (337) 482-6266

### **Student Discipline Committee**

The Discipline Committee is primarily responsible for administration of student discipline. Reports directly to the Vice President for Student Affairs. (337) 482-6266

### **Student Evaluation of Instruction Committee**

The purpose of the Student Evaluation of Instruction Committee is to provide effective, efficient, and significant means for the periodic evaluation of instruction by the students of the university. Primarily, the committee is concerned with the review and revision, when necessary, of the evaluation form, but can make recommendations for changes in the mechanism of the student evaluation such as who should review the evaluation, when they should be done, etc. Reports directly to the Provost/Vice President for Academic Affairs. This committee is slated by the Committee on Committees of the Faculty Senate. (337) 482-6454.

**Charge:** Review and revise, the evaluation form, in addition the committee should pilot college specific questions and develop initiatives to increase student response rates.

### **Student Health Committee**

Following the guidelines that have been developed by the American College Health Association, the Louisiana Department of Health and Human Resources, the Board of Trustees and our Communicable Disease Policy Statement, the Student Health Committee seeks the maintenance of a health environment over the entire campus within the physical facilities as well as among students, faculty, and staff. Reports directly to the Vice President for Student Affairs. (337) 482-6266

### **Study Abroad Committee**

The UL Lafayette Study Abroad Program provides opportunities for faculty to teach abroad and for students to learn through a global experience. The Study Abroad Committee serves as an advisory body to make recommendations regarding program locations reviewing existing programs and considering proposals for new programs. Committee members annually review faculty proposals for courses to be offered abroad and makes selections of courses and faculty.

## **Undergraduate Research Council**

An advisory council to the Vice President for Research, the provost and the President on matters pertaining to the development of Student Research at UL Lafayette.

**Charge:** This mission is to serve as an advisory council to the Vice President for Research, the provost and the President on matters pertaining to the development of Undergraduate Research at UL Lafayette.

## **University Assessment Council**

The University Assessment Council (UAC) supports the process of research-based, ongoing, integrated, institution-wide systematic planning, evaluation and continuous improvement across the campus. Reporting to the Assistant Vice President for Institutional Planning and Effectiveness, its primary function is in an advisory/supportive capacity to academic programs, service/support departments, and all other institutional units with respect to the assessment process. Therefore, the UAC: (a) provides assistance and consultation in formulating and implementing assessment plans; (b) annually reviews assessment documents submitted and provides feedback for improvement purposes, (c) assists in the development, deployment and maintenance of Institutional Effectiveness policies and documents, and (d) provides an annual report to the President, Provost and University Council describing strengths and weaknesses of the University's overall effort in assessment and institutional effectiveness. Reports directly to the Provost/Vice President for Academic Affairs. (337) 482-6454.

**Charge:** Primary function is in a supportive capacity, and assist in the SACSCOC accreditation process.

## **University Athletics Committee**

The University Athletics Committee serves in an advisory capacity primarily as a conduit of information and concerns between the faculty and the Athletic Department. The committee is chaired by the faculty athletic representative to the NCAA and composed primarily of faculty, the SGA president and an alumni representative appointed by the President. Reports directly to the President. (337) 482-6203

## **University Campus Safety Committee**

The University Campus Safety Committee is chaired by the Environmental Health and Safety Director. Members include representatives from University Police, Human Resources, the Office of Disability Services, a faculty member in the area of Sciences, auxiliary and research departments, and others. The committee is charged with learning about all facets of University safety and security, discussing any challenges that may exist in these areas, and recommending or implementing any necessary action that can make the campus safer and more secure. Reports directly to the Vice President for Student Affairs. (337) 482-6266

## **University Committee on Graduate Student Success and Retention**

The mission of the University Committee on Graduate Student Success and Retention shall be to examine the comprehensive graduate student experience at UL Lafayette in an effort to improve graduate student retention and graduation rates without compromising the high quality of our graduate programs. It works with the Graduate School and the Graduate Council to support the retention and success of students in both degree and non-degree graduate programs. In doing so, and in partnership with other campus constituencies, it assesses graduate student needs, reasons for stop out and drop out, and barriers to completion; professional development for career success; University services and student affairs support systems for graduate students; and other retention-related topics.

**Charge:** Improve graduate student retention and graduation rates.

## **University Emergency Response and Preparedness**

## Committee

The purpose of the University Emergency Response and Preparedness Committee is to meet when a natural disaster is imminent to decide on the best course of action to ensure the safety of the campus and the population. The Committee periodically reviews the procedures for safety and preventative action in case of natural disasters. Reports directly to the Vice President for Student Affairs. (337) 482-6266

## University Grade Appeals Committee

The purpose of the University Grade Appeals Committee is to serve as a screening committee to hear student appeals of final grades as provided for in the "Guidelines for Appealing Unfair and/or Capricious Final Grades." Reports directly to the Provost/Vice President for Academic Affairs.

## University Organizations Committee

The purpose of the University Organizations Committee is to: 1) Serve as the main organization that screens and recommends chartering of student groups to the Vice President for Student Affairs; 2) Serve as a policy-making board and recommends those policies to the Vice President for Student Affairs (ex. policies concerning what information a petitioning group should present, criteria for recommending an organization, etc.); 3) Serve as a liaison between the Religious Activities Committee, the Fraternity/Sorority Committee and the University administration; 4) Keep record of all approved student organizations and review information on each organization periodically; and 5) Has the responsibility of declaring an organization to be inactive or disbanded according to certain criteria. Reports directly to the Vice President for Student Affairs. (337) 482-6266

## Vehicle Accident Review Committee

The purpose of the Accident Review Committee (ARC) will be to review circumstances surrounding accidents which involve UL Lafayette/State vehicles and to recommend appropriate action which may be taken against the UL Lafayette/State employee who is involved in such an accident. Reports directly to the Vice President for Administration and Finance. (337) 482-6235



University of Louisiana at Lafayette  
104 University Circle, Lafayette, LA 70504  
(337) 482-6454 | [provost@louisiana.edu](mailto:provost@louisiana.edu)

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