

SALEM STATE UNIVERSITY

THE GOVERNANCE STRUCTURE:

A GUIDE TO UNIVERSITY COMMITTEES



Revised, September 1, 2012

The Governance Structure: A Guide to University Committees  
Revised, August 22, 2012  
Salem State University  
Salem, MA 01970

INTRODUCTION

The committee structure of Salem State University is designed to encourage active participation by all members of the University community, not just by those serving on committees. Any individual may submit a proposal for consideration by a committee. All committee meetings are open, and individuals are welcome to attend any meeting of any committee and to participate on a non-voting basis in the discussion on any proposal.

To assist members of the University community in gaining access to the committee structure, the President's Office has updated this guide that classifies and lists University committees, delineates committee membership, and summarizes committee responsibilities and reporting channels.

Members appointed to Contract and University Committees receive a listing of the committees and membership. The listing is also sent to the President's Cabinet, the President of the Salem Chapter/MSCA, the President of the Salem Chapter/APA, the Chief Stewards of Local 1067 AFSCME and the President of the SGA. The president convenes the first meeting of each of the contract committees at which time a chair and recorder are elected. For the university committees, the person the committee reports to convenes the first meeting where a committee chair and recorder are elected and a charge is provided to the committee.

Any individual who is interested in serving on a committee should make his/her wishes known to the President of the Salem Chapter/MSCA (faculty and librarians), to the President of the University or the appropriate Vice President (administrators and staff), or to the President of the Student Government Association (students).

Meeting dates and times, agendas and minutes of the contract committees are posted on the university website at <http://www.salemstate.edu/faculty-staff/governance.php>.

This document was prepared by the President's Office in cooperation with Academic Affairs. Comments may be sent to:

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**COMMITTEE MEMBERSHIP**

For specific details and restrictions on membership, please see the appropriate committee description in this booklet.

Entry # & (Page #)	Committee	Admin	Classified	MSCA Unit	Students	Others	Total
<b>(4)</b>	<b>Contract</b>						
A1 (5)	All College	3	0	8	3	0	14
A2 (5)	Academic Policies	3	0	16	3	0	22
A3 (6)	Curriculum	3	0	16	3	0	22
A4 (6)	Graduate Education Council	3	0	5	1	0	9
A5 (7)	Library/Media Development	3	0	7	3	0	13
A6 (7)	Student Life	5	0	5	9	0	19
<b>(8)</b>	<b>University - Required By Law or Regulation</b>						
B1 (9)	ADA/Section 504 Task Force	3	0	3	3	0	9
B2 (9)	Institutional Research Review Board (IRRB)	3	0	3	0	1	7
B3 (10)	President's Advisory Committee on Diversity, Affirmative Action, Equity and Social Justice	10	2	8	7	0	27
B4 (10)	University Safety Committee	7	4	4	2	0	17
B5 (11)	University Wide Internal Control Committee	14	0	0	0	0	14
<b>(12)</b>	<b>University - Advisory</b>						
C1 (13)	Academic Computing	3	0	6	2	1	12
C2 (13)	Budget Committee	10	0	10	3	0	23
C3 (14)	Civic Engagement Committee	6	1	6	2	1	16
C4 (14)	Commencement Speakers/Honorary Degrees Committee	4	0	3	2	0	9
C5 (15)	Presidential Advisory Committee on the Core Curriculum	3	0	unlimited	2	4	9+
C6 (15)	Council on Teaching and Learning	0	0	10	0	0	10
C7 (16)	Emeritus Status Committee	0	0	3	0	0	3
C8 (16)	Enrollment Management and Retention Committee	15	2	11	3	0	31
C9 (16)	First Year Experience Committee	4	0	7	1	1	13
C10 (17)	Foreign Language Substitution	0	0	4	0	0	4
C11 (17)	Honors Program Advisory Committee	1	0	6	4	1	12
C12 (18)	Marketing and University Relations Advisory	9	0	4	2	0	15
C13 (18)	President's Advisory for the Enterprise Center at SSU	0	0	13	0	2	15
C14 (18)	Scholarship Committee	7	0	5	2	0	14
C15 (19)	Senior Awards / Who's Who	2	0	2	8	0	12
C16 (19)	Space Committee	8	0	7	2	0	17
C17 (20)	Center for Academic Excellence Advisory Committee	5	0	6	1	0	12
C18 (20)	University Bookstore Council	8	0	3	3	0	14
C19 (21)	University Research Committee	3	0	10	0	0	13
C20 (21)	University-Wide Assessment	3	0	11	0	0	14
C21 (21)	Web Steering Committee	7	0	4	1	0	12

Distribution of Departments  
(Appendix A, Salem Chapter/MSCA Constitution and Bylaws)

ACADEMIC AREA A

- Biology
- Chemistry and Physics
- Computer Science
- Geological Sciences
- Mathematics
- Nursing
- Occupational Therapy

ACADEMIC AREA B

- Art
- English
- Foreign Languages
- Interdisciplinary Studies
- Library
- Music
- Philosophy
- Theatre and Speech

ACADEMIC AREA C

- Economics
- Geography
- History
- Political Science
- Psychology
- Sociology
- Sport and Movement Science

ACADEMIC AREA D

- Accounting and Finance
- Communications
- Criminal Justice
- Education
- Management
- Marketing and Decision Sciences
- Social Work

Please note that, in accordance with Article VII of the MSCA/BHE Agreement, only full-time unit members may be appointed to governance committees. Exceptions made by the Salem Chapter/MSCA to University committees are noted in the Committee description.

## A. CONTRACT COMMITTEES

For the membership, representatives, and reporting channels of these committees, please see the MSCA/BHE Agreement, Article VII.

- A1. All College
- A2. Academic Policies
- A3. Curriculum
- A4. Graduate Education Council
- A5. Library/Media Development
- A6. Student Life

Members of the University community should submit proposals to the Chair of the All College Committee, who will forward the proposal to the appropriate committee. Committee membership terms should be staggered so that no more than one half of the committee turns over at one time.

**A1**

**Name:** All College

**Type:** Contract

**Membership:**

<b>Administrators</b>	3	Appointed by the President
<b>MSCA Bargaining Unit</b>	8	Appointed by the Salem Chapter/MSCA
<b>Students</b>	3	Appointed by the SGA
<b>Others</b>	0	
<b>Total</b>	14	

**Responsibilities:**

1. Be the primary agent for coordination and implementation of all contract committees except for Graduate Education Council
2. Makes recommendations to the President
3. Facilitates the movement of proposals through governance in a timely manner

**Reports to:**

President, through appropriate Vice President

**A2**

**Name:** Academic Policies

**Type:** Contract

**Membership:**

<b>Administrators</b>	3	Appointed by the President
<b>MSCA Bargaining Unit</b>	16	Appointed by the Salem Chapter/MSCA
<b>Students</b>	3	Appointed by the SGA
<b>Others</b>	0	
<b>Total</b>	22	

**Responsibilities:**

1. To make reports and recommendations on the academic calendar, academic standards, University admissions standards, selective retention, educational services for the local community
2. Provide a comprehensive audit and update of all academic policies

**Reports to:**

All College Committee

**A3**

**Name:** Curriculum

**Type:** Contract

**Membership:**

<b>Administrators</b>	3	Appointed by the President
<b>MSCA Bargaining Unit</b>	16	Appointed by the Salem Chapter/MSCA
<b>Students</b>	3	Appointed by the SGA
<b>Others</b>	0	
<b>Total</b>	22	

**Responsibilities:**

1. Make reports and recommendations on the coordination and improvement of the University's academic programs; on deletions from, additions to, or changes in the University inventory of courses; on major and general educational requirements and proposed changes; on new major programs of study
2. Reviews curriculum changes as they progress through academic planning process
3. Approve a general revision of the core curriculum to be submitted from the Presidential Advisory Committee on the Core Curriculum through the All College governance

**Reports to:**

President on the establishment or disestablishment of a department; All College Committee on all other matters

**A4**

**Name:** Graduate Education Council

**Type:** Contract

**Membership:**

<b>Administrators</b>	3	Appointed by the President
<b>MSCA Bargaining Unit</b>	5	Appointed by the Salem Chapter/MSCA
<b>Students</b>	1	Selected by the Graduate Ed. Council
<b>Others</b>	0	
<b>Total</b>	9	

**Responsibilities:**

1. To make reports and recommendations regarding changes to requirements within graduate programs and the addition and deletion of graduate courses
2. Review of curriculum changes as they progress through academic planning process
3. To hear appeals from graduate students

**Reports to:**

Provost and Vice President, Academic Affairs

**A5**

**Name:** Library/Media Development

**Type:** Contract

**Membership:**

<b>Administrators</b>	3	Director of the Library, Director of Instructional Media and one other appointed by the President.	
<b>MSCA Bargaining Unit</b>	7	Appointed by the Salem Chapter/MSCA	Including 3 librarians and 1 faculty member from each Academic Area
<b>Students</b>	3	Appointed by the SGA	
<b>Others</b>	0	At least one of the above members must be an Alumnus/a of the University; otherwise an alumnus/a (selected by the President) must be added to the Committee, bringing the membership to fourteen (14).	
<b>Total</b>	13		

**Responsibilities:**

1. Advises and assists the Library and Instructional Media Center in ascertaining present and future needs
  2. Advises ongoing and future programs
  3. Makes reports and recommendations related to Library and Instructional Media Center as academic support area
- Provost and Vice President, Academic Affairs

**Reports to:**

**A6**

**Name:** Student Life

**Type:** Contract

**Membership:**

<b>Administrators</b>	5	Appointed by the President
<b>MSCA Bargaining Unit</b>	5	Appointed by the Salem Chapter/MSCA
<b>Students</b>	9	Appointed by the SGA
<b>Others</b>	0	
<b>Total</b>	19	

**Responsibilities:**

1. Make reports and recommendations with respect to the needs of the student population to be served, student activities, and student participation in the cultural and social activities of the University
  2. Review of student life programs with attention to shift to residential and psychological/mental health needs of students
- All College Committee

**Reports to:**



B. Committees Required by Federal or State Regulations or Laws

- B1. ADA/Section 504 Task Force
- B2. Institutional Research Review Board
- B3. President's Advisory Committee on Diversity, Affirmative Action, Equity and Social Justice
- B4. University Safety Committee
- B5. University Wide Internal Control Committee

Members of the University Community should submit proposals for these committees to the committee chair.

**B1**

**Name:** ADA/Section 504 Task Force

**Type:** University - Required By Law

**Membership:**

<b>Administrators</b>	3	Appointed by the President	
<b>MSCA Bargaining Unit</b>	3	Appointed by the Salem Chapter/MSCA	
<b>Students</b>	3	Appointed by the SGA	Student membership is required by federal law
<b>Others</b>	0	Every attempt must be made to have disabled persons represented on the committee.	
<b>Total</b>	9		

**Responsibilities:**

1. To coordinate the self-evaluation required by Section 504
2. To assess the needs of the disabled population on campus; to make recommendations to the appropriate committees and offices

**Reports to:**

President and to contract committees, as appropriate

**B2**

**Name:** Institutional Research Review Board (IRRB)

**Type:** University - Required By Law

**Membership:**

<b>Administrators</b>	3	Appointed by the President	One from Academic Affairs; one from Student Life
<b>MSCA Bargaining Unit</b>	3	Appointed by the Salem Chapter/MSCA	
<b>Students</b>	0		
<b>Others</b>	1	Other members necessary to be in compliance with the IRRB Policy (see page 3 of the Salem State University IRRB Policy)	
<b>Total</b>	7		

**Responsibilities:**

1. To devise a policy and procedure to protect the rights of human subjects involved in classroom activities, research, and related activities
2. To create an "informed consent" form for use in such situations
3. To serve as a review panel to approve the use of human subjects in such situations

**Reports to:**

Provost and Vice President, Academic Affairs  
Implementation of the approved policy and procedure will be the province of the IRRB

**B3**

**Name:** President's Advisory Committee On Diversity, Affirmative Action, Equity and Social Justice

**Type:** University – Required By Law

**Membership:**

<b>Administrators</b>	10	Appointed by the President
<b>Classified</b>	2	
<b>MSCA Bargaining Unit</b>	8	Appointed by the Salem Chapter/MSCA
<b>Students</b>	7	Appointed by the SGA
<b>Total</b>	27	

**Responsibilities:**

1. Address concerns and issues related to diversity and multiculturalism
2. Makes recommendations to president regarding student life, the curriculum and general activities
3. To evaluate institutional compliance with all Affirmative Action / Equal Opportunity programs
4. To keep informed as to federal and state laws and regulations as well as institutional and system-wide policy impacting Affirmative Action
5. To make recommendations to the President of the University as well as to respective campus and system-wide governance committees concerning resolution with respect to the effective implementation of the University’s Affirmative Action plan

**Reports to:**

President

**B4**

**Name:** University Safety Committee

**Type:** University - Required by Law

**Membership:**

<b>Administrators</b>	7	Appointed by the President
<b>Classified</b>	4	2 AFSCME Unit I, 2 AFSCME Unit II
<b>MSCA Bargaining Unit</b>	4	Appointed by the Salem Chapter/MSCA
<b>Students</b>	2	Appointed by the SGA
<b>Total</b>	17	

**Responsibilities:**

1. To educate all members of the community about concerns and issues relating to campus safety and security
2. To be responsible for encouraging an open discourse and conversation regarding the development of policies and procedures which would ensure the safety of all community members and guests while at the institution
3. To review those policies established and enforced by the Office of Public Safety to provide a safe and secure campus environment

**Reports to:**

Executive Vice President

**B5**

**Name:** University Wide Internal Control Committee

**Type:** University - Required By Law

MGL Chapter 647 Acts of 1989 and

Office of the State Comptroller Memorandum FY2001-28, June 29, 2001

**Membership:**

<b>Administrators</b>	14	The chair and members of the committee representing a cross section of key functional areas within the University are appointed by the President.
<b>MSCA Bargaining Unit</b>	0	
<b>Students</b>	0	
<b>Others</b>	0	
<b>Total</b>	14	

**Responsibilities:**

1. To assess potential financial and operational risk in their and other areas of the University

2. Integrate assessments and produce an annual update to the

**Internal Control Risk Assessment** document

**Reports to:**

President

### C. University Advisory Committees

Members of the University community should submit proposals for these committees to the Chairperson of the committee of interest.

C1	Academic Computing
C2	Budget Committee
C3	Civic Engagement Committee
C4	Commencement Speakers/Honorary Degrees Committee
C5	Core Curriculum Advisory Committee
C6	Council on Teaching and Learning
C7	Emeritus Status Committee
C8	Enrollment Management and Retention Committee
C9	First Year Experience Committee
C10	Foreign Language Substitution
C11	Honors Program Advisory Committee
C12	Marketing Advisory
C13	President's Advisory Committee for the Enterprise Center at SSU
C14	Scholarship Committee
C15	Senior Awards / Who's Who
C16	Space Committee
C17	Center for Academic Excellence Advisory Committee
C18	University Bookstore Council
C19	University Research Committee
C20	University-Wide Assessment
C21	Web Steering Committee

**C1**

**Name:** Academic Computing

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	3	Appointed by the President
<b>MSCA Bargaining Unit</b>	6	Appointed by the Salem Chapter/MSCA
<b>Students</b>	2	Appointed by the SGA
	1	Appointed by the Graduate Education Council
<b>Others</b>	0	
<b>Total</b>	12	

**Responsibilities:**

1. To develop an academic computing vision for Salem State University and ascertain the University’s strategic, global, and long-term academic computing needs
2. To serve as an information conduit between the Academic Vice President and the faculty/librarians in matters concerning academic computing policy
3. To evaluate proposed and existing programs / initiatives and make recommendations for improvements

**Reports to:**

Provost and Vice President, Academic Affairs

**C2**

**Name:** Budget Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	10	Appointed by the President
<b>MSCA Bargaining Unit</b>	10	Appointed by the Salem Chapter/MSCA
<b>Students</b>	3	Appointed by the SGA
<b>Others</b>	0	
<b>Total</b>	23	

**Responsibilities:**

1. Assist in connecting goals, objectives, action steps and priorities of the University’s strategic plan to a multi-year budget outlook and process
2. Serve as a communication conduit between the administration and University community to enhance broad understanding of the University’s operating budget and related issues and to bring issues identified within the community to the attention of the administration
3. Be a focus group/sounding board for budget messages and other information before issuance to the campus or larger community
4. Analyze specific budget-related issues and develop recommendations to the president
5. Assist in identifying opportunities for revenue enhancement or operational efficiencies that will result in the more productive use of available resources

**Reports to:**

Vice President, Finance and Facilities

**C3**

**Name:** Civic Engagement Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	6	Appointed by the President
<b>Classified</b>	1	
<b>MSCA Bargaining Unit</b>	6	Appointed by the Salem Chapter/MSCA
<b>Students</b>	2	Appointed by the SGA
<b>Others</b>	1	Faculty Fellow
<b>Total</b>	16	

**Responsibilities:**

1. Look at the broad range of definitions and programs called “Civic Engagement” at colleges and universities
  2. Explore what the range of civic engagement activities have been at SSU
  3. Initiate a campus-wide discussion about the potential scope of civic engagement and how it might be defined at SSU
  4. Conduct external conversations with our broader regional community to understand how SSU should be civically engaged
- President

**Reports to:**

**C4**

**Name:** Commencement Speakers/Honorary Degrees Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	4	Appointed by the President	
<b>MSCA Bargaining Unit</b>	3	Appointed by the Salem Chapter/MSCA	1 from SOAS 1 from BSOB 1 from SOHS
<b>Students</b>	2	Appointed by the SGA	
<b>Total</b>	9		

**Responsibilities:**

1. Ask for and screen suggestions for commencement speaker nominations to the president
  2. Recommend honorary degree recipients to the president
- President

**Reports to:**

**C5**

**Name:** Presidential Advisory Committee on the Core Curriculum

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	3	Appointed by the President	
<b>MSCA Bargaining Unit</b>	∞	Appointed by the Salem Chapter/MSCA	3 from SOAS 2 from BSOB 2 from SOHS 1 from Library
<b>Students</b>	2	Appointed by the SGA	
<b>Members of the Curriculum Committee</b>	4	Appointed by the Chair, Curriculum Committee	
<b>Total</b>	9+		

**Responsibilities:**

1. Review the current core curriculum and make recommendations regarding appropriate changes
2. Submit findings to the All-College Committee who will subsequently submit report to appropriate governance committee

**Reports to:**

Provost and Vice President, Academic Affairs

**C6**

**Name:** Council on Teaching and Learning

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	0		
<b>MSCA Bargaining Unit</b>	10	Appointed by the Salem Chapter/MSCA	3 from SOAS 3 from BSOB 3 from SOHS 1 from Library
<b>Students</b>	0		
<b>Others</b>	0		
<b>Total</b>	10		

**Responsibilities:**

1. To recognize and foster excellence in teaching at Salem State University
2. To provide professional development opportunities that improve teaching effectiveness, promote student-centered learning, and encourage innovation in the classroom
3. Drawing on diverse expertise within and beyond the campus community, the Council advises on, and promotes multiple forums for dialogue and interaction supporting the continuous improvement of teaching and learning

**Reports to:**

Provost and Vice President, Academic Affairs



**C7**

**Name:** Emeritus Status Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	0		
<b>MSCA Bargaining Unit</b>	3	Appointed by the Salem Chapter/MSCA	1 from SOAS 1 from BSOB 1 from SOHS
<b>Students</b>	0		
<b>Others</b>	0		
<b>Total</b>	3		

**Responsibilities:**

1. To evaluate applications from retiring faculty and librarians who have elected to be considered for emeritus status from the Office of the Provost and make recommendation to the Provost

**Reports to:**

Provost and Vice President, Academic Affairs

**C8**

**Name:** Enrollment Management and Retention Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	15	Appointed by the President	
<b>Classified</b>	2		
<b>MSCA Bargaining Unit</b>	11	Appointed by the Salem Chapter/MSCA	4 SOAS 3 BSOB 3 SOHS 1 Library
<b>Students</b>	3	Appointed by the SGA	
<b>Total</b>	31		

**Responsibilities:**

1. Make recommendations concerning enrollment and retention of students

**Reports to:**

Vice President for Enrollment Management and Student Life

**C9**

**Name:** First Year Experience Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	4	Appointed by the President	
<b>Classified</b>	0		
<b>MSCA Bargaining Unit</b>	7	Appointed by the Salem Chapter/MSCA	4 SOAS 3 BSOB 3 SOHS 1 Library
<b>Students</b>	1	Appointed by the SGA	
<b>Others</b>	1	Faculty Fellow	
<b>Total</b>	13		

**Responsibilities:**

1. Work annually with the Faculty Fellow for the First Year Experience and the provost to help select, promote and implement first year initiatives at the University

**Reports to:**

Provost and Vice President, Academic Affairs

**C10**

**Name:** Foreign Language Substitution

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	0		
<b>MSCA Bargaining Unit</b>	4	Appointed by the Salem Chapter/MSCA	Chair, Foreign Language Dept service ex officio (non-voting)
<b>Students</b>	0		
<b>Others</b>	0		
Total	4		

**Responsibilities:**

1. To administer policy as determined by the Academic Policies Committee and governance structure
2. To review any and all Foreign Language Substitution applications and interview waiver candidates
3. To vote on and thereby conclude whether student should be granted waiver
4. To recommend that substitution be granted/not granted
5. To recommend follow-up or remedial course of action to student granted substitution if it is deemed necessary

**Reports to:**

Provost and Vice President, Academic Affairs on waiver recommendations; Academic Policies Committee on policies and procedures

**C11**

**Name:** Honors Program Advisory Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	1	Appointed by the President	VP Academic Affairs
<b>MSCA Bargaining Unit</b>	6	Appointed by the Salem Chapter/MSCA	2 from SOAS 1 from BSOB 1 from SOHS 1 from Library
<b>Honors Program Students</b>	4	Appointed by the Honors Coordinator	1 Senior 1 Junior 1 Sophomore 1 Freshman
<b>Others</b>	1	Honors Program Coordinator	
Total	12		

**Responsibilities:**

1. Review and approve all Honors course proposals prior to submission to the All-College Committee who will submit it to the appropriate governance committee(s)
2. Make proposals for changes in Honors curriculum, Honors program and Honors graduation criteria for submission to the All-College Committee who will submit it to the appropriate governance committee(s)
3. Reviews applications for Honors grants
4. Assists the Honors Coordinator with implementation and assessment of the Honors program and related activities

**Reports to:**

Provost and Vice President, Academic Affairs

**C12**

**Name:** Marketing and University Relations Advisory Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	9	Appointed by the President	
<b>MSCA Bargaining Unit</b>	4		1 SOAS 1 BSOB 1 SOHS
<b>Students</b>	2		
<b>Others</b>	0		
<b>Total</b>	15		

**Responsibilities:**

1. To review and recommend changes to policies relative to the University's marketing initiatives as they impact recruitment
2. To review and recommend changes to policies relative to the University's marketing initiatives as they impact University image and visibility

**Reports to:**

Vice President, Marketing and Communications

**C13**

**Name:** President's Advisory Committee for the Enterprise Center at SSU

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	0	Appointed by the President
<b>MSCA Bargaining Unit</b>	13	Appointed by the Salem Chapter/MSCA
<b>Students</b>	0	Appointed by the SGA
<b>Others</b>	2	CEO and COO of the Enterprise Center
<b>Total</b>	15	

**Responsibilities:**

1. To provide guidance for opportunities for collaboration between the University and the Center
2. To suggest educational program that would be of benefit to students
3. To develop internship and experiential opportunities for students

**Reports to:**

President

**C14**

**Name:** Scholarship Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	7	Appointed by the President
<b>MSCA Bargaining Unit</b>	5	Appointed by the Salem Chapter/MSCA
<b>Students</b>	2	Appointed by the SGA
<b>Total</b>	14	

**Responsibilities:**

2. To develop policies and processes for awarding scholarships
2. Review scholarship applications and make recommendations for awards

**Reports to:**

Vice President, Advancement  
Vice President, Enrollment Management and Student Life

**C15**

**Name:** Senior Awards/Who's Who

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	2	Appointed by the President
<b>MSCA Bargaining Unit</b>	2	Appointed by the Salem Chapter/MSCA
<b>Students</b>	8	Appointed by the SGA
<b>Others</b>	0	
<b>Total</b>	12	

Responsibilities: 1. Make recommendations concerning Senior Awards and Who's Who

Reports to: Associate Vice President, Student Life

**C16**

**Name:** Space Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	8	Appointed by the President
<b>MSCA Bargaining Unit</b>	7	Appointed by the Salem Chapter/MSCA
<b>Students</b>	2	Appointed by the SGA
<b>Others</b>		
<b>Total</b>	17	

Responsibilities: 1. To review current uses of campus space including need for space and the flow of functions across the campus  
2. To seek input from the campus community of space needs  
3. To offer suggestions for future space allocations in all areas of our work including instructional, extracurricular and administrative needs

Reports to: Vice President, Finance and Facilities

**C17**

**Name:** Center for Academic Excellence Advisory Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	5	Appointed by the President	Director, TRIO SSS Writing Center Disability Services Academic Advising Cont. Education
<b>MSCA Bargaining Unit</b>	6	Appointed by the Salem Chapter/MSCA	2 from SOAS 1 from BSOB 1 from SOHS 1 Librarian
<b>Students</b>	1	Appointed by the SGA	
<b>Others</b>	0	Classified Staff	
<b>Total</b>	12		

**Responsibilities:**

1. To advise the Center for Academic Excellence on the creation, implementation, and evaluation of academic support services
2. To advise the Center for Academic Excellence on effective ways of collaborating with other academic support programs/offices
3. To help the Center for Academic Excellence work more effectively and efficiently with the faculty

**Reports to:**

Assistant Dean, Center for Academic Excellence

**C18**

**Name:** University Bookstore Council

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	8	Appointed by the President
<b>MSCA Bargaining Unit</b>	3	Appointed by the Salem Chapter/MSCA
<b>Students</b>	3	Appointed by the SGA
<b>Others</b>	0	
<b>Total</b>	14	

**Responsibilities:**

1. Prepare application and screen requests for funds after conducting formal hearings on student-oriented projects
2. Administer the Bookstore Surplus Trust Fund
3. Develop process for review of proposals to incorporate assessment of duplication, need, physical plant needs, etc.

**Reports to:**

Executive Vice President

**C19**

**Name:** University Research Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	3	Appointed by the President	
<b>MSCA Bargaining Unit</b>	10	Appointed by the Salem Chapter/MSCA	4 from SOAS 3 from BSOB 3 from SOHS
<b>Students</b>	0		
<b>Others</b>	0		
<b>Total</b>	13		

**Responsibilities:**

1. Assess needs to promote research and propose plan
2. Develop web presence to provide access to resources for faculty and students to conduct research
3. Promote dissemination of faculty and student research

**Reports to:**

Provost and Vice President, Academic Affairs

**C20**

**Name:** University-Wide Assessment

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	3	Appointed by the President	
<b>MSCA Bargaining Unit</b>	11	Appointed by the Salem Chapter/MSCA	4 from SOAS 3 from BSOB 3 from SOHS 1 from Library
<b>Students</b>	0	Appointed by the SGA	
<b>Total</b>	14		

**Responsibilities:**

1. To review and make recommendations concerning assessment with particular focus on upcoming NEASC reaccreditation efforts
2. Recommend ongoing infrastructure to support assessment efforts

**Reports to:**

Provost and Vice President, Academic Affairs

**C21**

**Name:** Web Steering Committee

**Type:** University - Advisory

**Membership:**

<b>Administrators</b>	7	Appointed by the President	
<b>MSCA Bargaining Unit</b>	4	Appointed by the Salem Chapter/MSCA	1 from SOAS 1 from BSOB 1 from SOHS
<b>Students</b>	1	Appointed by the SGA	
<b>Total</b>	12		

**Responsibilities:**

1. Provide overall direction and guidance for the development and maintenance of the Web site
2. Acts in an advisory role to marketing and communications and ITS staff
3. Ensures the brand and structure that was conceived during the development of the site is being maintained and resolves policy-level Web issues

**Reports to:**

Vice President, Marketing and Communications