1.10.2 Savannah State University Administrative Committees

Much of the work and governance of the university is conducted through its committees. The duties, responsibilities and composition of standing committees shall be specified in the bylaws. Special committees may be appointed from time to time by the president, but such committees may neither circumvent nor usurp duties properly belonging to standing committees. Service on committees is one of the ways in which faculty members, staff, students, and administrators participate in the governance of the university and such service is an important part of the work of faculty members.

Administrative committees include the President’s Cabinet, President’s Planning and Budgeting Group, Athletic Committee, Board of Review, Campus Safety and Security Committee, Committee for Recruitment and Admissions, Computer Utilization Committee, Facilities Management, and Institutional Effectiveness Committee.

1.10.2.1 President's Cabinet

The cabinet consists of those persons who report directly to the President. It meets as needed to review specific problems and advise the President.

1.10.2.2 President's Planning and Budgeting Group

The president's planning and budgeting group consists of those administrators who report directly to the president, a faculty senate member approved for a two-year term by the faculty senate on the recommendation of the Committee on Committees, and one student appointed by the SGA president. The faculty member is eligible for re-election.

This group shall be responsible for reviewing long range plans and budgets submitted from the units of the university and shall recommend to the president a priority order for these plans as a step in the process of developing a university-wide planning document. This committee shall be chaired by the president and shall meet as required by the president. The president shall present the university-wide plan in writing to the faculty senate at the September meeting.

1.10.2.3 Athletic Committee

The Athletic Committee shall consist of the athletic director, four faculty members appointed by the president, four faculty members approved by the Senate on the recommendation of the Committee on Committees, the faculty representative to the National Collegiate Athletics Association (NCAA) one student appointed by the Student Government Association, and one alumnus appointed by the Savannah State University National Alumni Association. All members shall serve two-year terms and shall be eligible for re-appointment. The chair will be appointed by the president.

The committee shall develop policies, review operations, and make recommendations to the president concerning the operation of the intercollegiate athletic program. Included in these recommendations must be academic accountability regarding players' eligibility and notations concerning financial management of the athletic programs.
The committee shall meet at least once each semester and shall report in writing to the faculty senate at the April meeting.

**1.10.2.4 Board of Review**

The Board of Review shall hear and make disposition of matters of grievance. Its composition, procedures, powers, and responsibilities shall be specified by a grievance procedure (cf. Section 2.19) approved by the faculty.

**1.10.2.5 Campus Safety and Security Committee**

The Campus Safety and Security Committee consists of the Chief of Police, four faculty members approved for two-year terms by the Senate on the recommendation of the Committee on Committees, four students appointed by the Student Government Association, and four staff members appointed by the Staff Council. The committee shall elect a chairperson from among the faculty members. This committee reviews the operation of the campus police department and other issues relating the safety of students and employees of the university. The committee shall provide a written, summative report yearly to the faculty senate at the April meeting.

**1.10.2.6 Admissions Committee (Change to Senate Committee?)**

The Admissions Committee shall consist of the dean of enrollment management; the registrar; the vice president for student affairs; and four faculty senate members approved by the senate on the recommendation of the Committee on Committees for two-year terms, with one being approved each year. The committee shall elect its chairperson from among the faculty members elected to the committee.

The committee shall recommend to the senate rules and regulations relative to the admission of students, shall monitor admissions operations, and shall advise the faculty senate in regard to the application of such rules, regulations and operations.

It shall also make recommendations to the senate concerning the policy of readmitting students who have been suspended for academic or other reasons, and develop and recommend policy concerning transfer of credit from other institutions, credit by examination, and credit for prior experiential learning.

The committee shall make recommendations to the faculty senate concerning the joint enrollment/early admission of high school students, limited admissions, and "exceptions" to admissions criteria.

The committee shall be responsible for monitoring the admissions function of the University by conducting systemic, on-going audits. Such audits will include a review of official publications and web sites to verify the accuracy of admissions information and will verify that students are being properly admitted to the University.
The committee shall meet at least once per month and shall give an annual written report to the faculty senate at the April meeting.

1.10.2.7 Computer Utilization and Information Technology Committee

The Computer Utilization and Information Technology Committee shall consist of the Vice President for Academic Affairs, four faculty members approved by the Senate on the recommendation of the Committee on Committees, four staff members appointed by the Staff Council, the registrar, two students appointed by the SGA President; the director of computer services, and the vice president for business and finance. The chair shall be the VPAA. All members shall be appointed for a one-year term and shall be eligible for re-appointment. Operating within the guidelines of the vice chancellor for information and instructional technology (OIIT) and the State Electronic Data Processing (EDP) Committee, the members of the committee shall make recommendations for the use of computers owned by the university, the purchase of computer hardware and software, and review capacities and needs in support of instruction and research. It shall prepare the university's computer technology plans. The committee may also examine issues such as the physical environment for computing and the maintenance of computers and make recommendations concerning these matters to the president. The committee shall prepare and present an annual report to the faculty senate at the April meeting. That report shall include an inventory of academic computing equipment, the number and location of all computing laboratories for student use, and the plans for periodic upgrades of equipment for students and for faculty.

1.10.2.8 Facilities Management Committee

The Facilities Management Committee shall consist of four faculty members appointed by the Senate on the recommendation of the Committee on Committees, four students appointed by the Student Government Association, four staff members appointed by the Staff Council, and the director of physical plant. All members shall be appointed for two-year terms and shall be eligible for re-appointment. The committee shall elect the chairperson from among the members.

The committee shall monitor the use of all university facilities to secure the most efficient use of all buildings and properties, shall recommend changes in the use of facilities, and shall recommend to the president and other administrative officers appropriate policies for the use of all facilities.

The committee shall meet at least once each semester and shall give report in writing to the faculty senate at the April meeting.

1.10.2.9 Institutional Effectiveness Committee

The committee shall consist of the Director of Institutional Research and Planning, four faculty members approved by the Senate on the recommendation of the Committee on Committees, one undergraduate student appointed by the SGA President; one graduate
student appointed by the Dean of Graduate Programs and Sponsored Research, and four
staff members appointed by the Staff Council. The members shall serve two-year terms,
and be eligible for reappointment. The committee shall elect one of the members to serve
as chair.

The Committee on Institutional Effectiveness will develop procedures for and conduct
reviews of objectives and expected educational results for instruction, research, public
service, educational support services and administrative operations. Specifically the
committee will coordinate institutional effectiveness at the institutional level according to
Board of Regents' Policy 205 The committee will review the appropriateness of the
university’s mission, the consistency of educational goals with the purpose, and the
adequacy of procedures for evaluation. The committee will receive and review the annual
findings and recommendations of the Admissions Committee. The committee then will
add the results of this work into the planning process of the institution by making a report
of findings and recommendations each semester to the President's Planning Group, the
Faculty Senate, and to the Staff Council. The committee will evaluate the institutional
research function of the university.

1.10.2.10 Ceremonial Occasions Committee

The Committee on Ceremonial Occasions consists of the Vice Presidents for Institutional
Advancement, Business and Finance, and Student Affairs; the Dean of Enrollment
Management; the Director of Administrative Affairs; the Director of Communications;
the Director of the Center for Teaching, Learning, and Academic Support; the Director of
Physical Plant; the Chief of Police; the SGA President; Miss SSU; three faculty members
and three staff members appointed by the President; one professor emeritus/a appointed
by the President; and the University Marshals. Faculty and staff are appointed to two-
year terms and may be reappointed.

The committee is charged with developing and carrying out policies and procedures for
producing high quality University-wide programs that will inspire both students and the
public. The five recurring programs for which the committee has responsibility are the
following: Founders' Day, December Commencement, Martin L. King, Jr. Observance,
Honor's Convocation, and May Commencement. The committee may be asked to
undertake other programs at the direction of the President.

1.10.2.11 Institutional Biosafety Committee

The Institutional Biosafety Committee (IBC) is charged with developing University
policy, procedures, and instruction for biomedical research. The committee reviews and
approves all requests to use biohazardous chemicals and materials in research, approves
handling and waste disposal protocols, and assesses risks to laboratory workers. The
committee is responsible for posting "material safety data sheets" on laboratory doors, for
providing emergency procedures, fostering safe work habits, and for providing the "Rules
and Regulations for Radioactive Materials" (Chapter 391-3-17) stipulated by the Georgia
Department of Natural Resources. The committee is also charged with conducting
periodic surveys to determine whether radiation hazards exist in University laboratories and with monitoring waste disposal.

The committee consists of the University's Safety Compliance Coordinator and three faculty members. Committee members are appointed by the president for two-year terms and are eligible for reappointment. The President appoints the chair.

1.10.2.12 Institutional Review Board for the Protection of Human Subjects in Research

The Institutional Review Board for the Protection of Human Subjects in Research (IRB) reviews and approves all requests to use humans as subjects in research, including the use of educational tests, survey procedures, interview procedures or observation of public behavior, as defined by the Department of Health and Human Services (DHHS) regulations.

The committee consists of at least five persons (two faculty members, one staff member, one practicing clinical specialist, and one community representative. Committee members are appointed by the president for two-year terms and are eligible for reappointment. The President appoints the chair.

1.10.2.13 Right to Know Committee

The Right to Know committee is charged with the responsibility of developing policy and procedures to ensure proper handling, storage, and disposal of all waste and old chemicals.

The committee consists of four faculty members and three staff members appointed by the President for two-year terms. Members are eligible for re-appointment. The President appoints the chair.

1.10.3 Faculty Senate Committees

The Senate shall establish and maintain standing, ad hoc, and special committees of the University faculty and shall make rules and regulations for their establishment, maintenance, and reporting. The terms of membership on standing committees shall be two years, beginning with the fall semester with service to be staggered for one year for half of the membership of each committee. Terms of office for all committee members shall end only when new appointments are made or new elections are held. The terms of membership on other committees shall be determined by the Executive Committee at the time that such committees are created. The senate shall require periodic reports from each of its committees at regularly scheduled meetings. Except where noted below, committee membership will include senators but is not limited to senators only. Membership shall, as much as possible, be representative of race and gender. The chairpersons of standing committee shall be senators elected by the committee. Any committee (including ad hoc committees) dealing with promotion and tenure, retention
and dismissal of faculty, and grievances by or against faculty shall consist of tenured faculty only.

Committees of the faculty senate include the following: Executive, Committee on Committees, Faculty Affairs, Student Affairs, Admissions, Handbook, Curriculum and New Programs, Faculty Development, International Students, Programs, and Services, Library and Educational Media, Scholarship, Academic Calendar, and Distance Learning.

1.10.3.1 Executive

The Executive Committee is the elected leadership of the Faculty Senate and the channel of communication between the Senate and the University administration. It consists of the Vice Chairperson, Recording Secretary, Corresponding Secretary, Parliamentarian, and Logistics Officer. The Vice Chairperson is the presiding officer. It is responsible for meeting regularly with the president; planning and directing the work of the Senate; preparing and distributing meeting agendas through its Corresponding Secretary; requesting and receiving reports from its committees, and establishing ad hoc committees.

The term of office is one year. Elections are held at the final, regularly scheduled meeting of the spring semester. Officers shall be sworn and take office at the first, regularly scheduled meeting in the fall semester. For further descriptions of its duties, composition and functions, see the Bylaws.

1.10.3.2 Committee on Committees

The Committee on Committees consists of five senators appointed by the Senate on the recommendation of the Executive Committee at the May meeting of the Senate. No person shall serve more than two consecutive terms. The members shall select a chairperson.

At the September meeting of the Senate, The committee shall recommend faculty members for approval by the senate as members of administrative and senate committees. In making such recommendations, the committee shall take care so that no person is a member of more than two committees, though exceptions to this guideline may be allowed when written justification is provided to the senate. The committee shall also, to the extent possible, assure fair representation of the University’s colleges on committees.

1.10.3.3 Faculty Affairs Committee

The Faculty Affairs Committee shall consist of twelve tenured faculty members (four elected by the faculties of each College). Members shall be chosen for staggered terms at the beginning of the fall semester (August) and will serve two-year terms. Members shall be eligible for re-election. The chair of the faculty senate shall designate a convener. The committee shall elect the chairperson.
The committee shall consider any matters that are of concern to the faculty, including but not limited to academic freedom and economic status. It shall evaluate the operation of the Faculty Senate and shall develop and recommend such rules and procedures that would facilitate the operation of the Senate.

The committee shall appoint from its members an **Evaluation Subcommittee**. The subcommittee is charged with developing and reviewing evaluation tools for the annual evaluation of faculty (Sections 2.8.3 and 2.8.4 and Board of Regents' *Policy 803.07*) and for the development of tools and procedures for the faculty evaluation of administrators. The subcommittee shall be responsible for the periodic evaluation of administrators as specified in Section 2.8.8 and in Board of Regents' *Policy 803.07*). The subcommittee shall also be responsible for periodic review of pre- and post tenure policies and procedures (Section 2.9.6) and for suggesting revisions to the Faculty Senate when deemed of benefit to the faculty.

The committee shall appoint from its members and/or from the senior ranks (ASOP/PROF) of the faculty a twelve member **Academic Program Review Subcommittee**. At least four members of the committee must serve on this subcommittee. A chairperson shall be elected by the membership. The subcommittee shall be responsible for planning for and conducting periodic assessment of each of the University’s academic degree programs (See Board of Regents’ *Policy 803.01*). The review cycle for undergraduate programs shall be no longer than seven years, and the review cycle for graduate programs shall be no longer than every ten years. The subcommittee must address the quality, viability, and productivity of efforts in teaching and learning, scholarship, and service as appropriate to the university’s mission. In its review of academic programs, the subcommittee shall include analysis of both quantitative and qualitative data. The subcommittee, through the Faculty Affairs Committee, shall make recommendations to the Senate and to the President. The subcommittee members must demonstrate that they “make judgments about the future of academic programs within a culture of evidence” (*Policy 803.01*).

At the beginning of the fall semester (August), a slate of seven members of the Committee shall be presented for approval to the tenured members of the faculty senate to serve on the **University Post-Tenure Review Appeals Committee** (Section 2.9.6). This committee shall be a subcommittee of the Faculty Affairs Committee and the chairperson shall be a member of the Faculty Affairs Committee. Members shall be elected for staggered two-year terms and shall be representative of each of the degree-granting units of the University. The members of the subcommittee shall hear the appeals of faculty members who have received a unit Post Tenure Review “finding of unsatisfactory performance.” The members shall report their findings to the faculty member within fourteen days following a review.

The committee shall meet at least twice each semester and shall report in writing to the faculty senate each semester.

**1.10.3.4 Student Affairs Committee**
The Student Affairs Committee shall consist of the vice president for student affairs; four faculty members appointed in May by the faculty senate upon the recommendation of the Committee on Committees; and three students appointed by the president of the Student Government Association. The vice president’s secretary shall serve as staff to the committee. These members will assume their position in September. A faculty member, elected by the committee, will serve as chairperson. All members shall be eligible for reappointment.

The committee shall assist in developing activities and programs which will facilitate the academic, personal, cultural, and social growth of students, make recommendations to the president through the vice president for student affairs regarding the distribution of student activity funds, establish policies for student health services, provide supervision for Greek-letter organizations, advise administrative officers with regard to all student organizations and activities, and provide advice and guidance for the Student Government Association. The committee shall also monitor the organization, implementation and evaluation of a program of intramural activities.

The committee is responsible for developing a student handbook, for presenting this handbook to the faculty senate for approval, and for periodic revision of the handbook at least every two years.

The committee shall meet at least once each semester and shall report in writing to the faculty senate at least once each semester.

**1.10.3.5 Handbook Committee**

All revisions of the *Savannah State University Faculty Handbook* will be first presented to the Handbook Committee. Procedures to revise the *Handbook* are found in Section 1.11 below. The faculty senate will appoint this committee of five (at least one from each school) on the recommendation of the Committee on Committees at the September meeting. Members will be eligible for re-election. The secretary of the faculty will serve on this committee and will serve as the chairperson.

The committee is responsible for modification of the *Handbook* to conform to Board of Regents' policy revisions and is responsible for presenting all substantive changes of the *Handbook* to the faculty senate for approval (cf. Section 1.11). The process of revision should be ongoing.

The committee shall meet monthly and shall report in writing to the faculty senate as needed. The Faculty Senate must approve amendments. The secretary of the faculty shall transmit senate-approved changes to the *Handbook* to the President for approval. Following approval by the President, the secretary of the faculty shall make and distribute changes to members of the faculty.

**1.10.3.6 Curriculum and New Programs Committee**
The Curriculum and New Programs Committee shall consist of the vice president for academic affairs, the deans of the degree-granting units; the Director of the Center for Teaching, Learning and Academic Support; the registrar and six faculty members from degree granting units of the University appointed by the Senate in May on the recommendation of the committee on committees. Newly appointed faculty will take office the following September. The chairperson shall be the vice president for academic affairs.

1. The Curriculum and New Programs Committee shall assume leadership in the development and coordination of sound and progressive academic programs for the university that are in conformity with practices followed in the University System of Georgia and by regional and professional accrediting bodies.

2. It shall consider the recommendations of all colleges and committees relating to instructional matters and forward all curricula modification proposals, with a recommended action, to the faculty senate for action.

3. It shall consider and recommend to the faculty senate such rules, program modifications (initiation, expansion, suspension, and/or deactivation), and regulations as will, in its opinion, facilitate and improve the academic operations of the university.

4. All proceedings of the Curriculum and New Programs Committee, except those dealing with routine matters, shall be promptly communicated in writing to and acted upon by the university faculty senate.

5. The Curriculum and New Programs Committee shall meet at least twice each semester and at such other times as the presiding officer shall deem necessary.

1.10.3.7 Faculty Development Committee

The Faculty Development Committee shall consist of twelve members, approved by the Faculty Senate on the recommendation of the Committee on Committees, the assistant vice president for academic affairs, the director of the Center for Teaching and Learning and Academic Support, and the dean of graduate studies and research. The committee membership shall be representative of the degree-granting units of the University. The committee shall elect the chair from among its members. The Faculty Development Committee shall meet at least once each semester, and shall report, in writing, to the faculty senate at least once each semester.

The Faculty Development Committee shall coordinate the dissemination of information concerning faculty development opportunities and shall occasionally conduct workshops, seminars, and conferences that shall contribute to the professional development of the faculty. The committee shall plan for and facilitate the annual faculty/staff institute. The committee shall devise strategies and programs enabling faculty to pursue mid-career adjustments in either professional areas or fields of interest, as will be beneficial to the overall program of the university. The committee shall publish and distribute information concerning international travel, research opportunities, and other faculty strengthening activities.
The members of the committee shall appoint a Teaching and Learning Grants Subcommittee charged with monitoring and facilitating the Teaching and Learning Grants available to faculty members. The subcommittee shall include the Director of Title III Programs, the Director of the Center for Teaching, Learning and Academic Support; the Assistant Vice President for Academic Affairs and five other members either from the membership of the committee or from the tenured faculty of the University. This subcommittee shall recommend awards to faculty members and shall monitor each grantee’s achievements against goals. The subcommittee shall conduct formative evaluations with grantees if the members believe such evaluation will benefit the grantee. The subcommittee, through the Faculty Development Committee, shall submit to the Faculty Senate an annual summative performance report for each of the grantees at the November meeting. The summative report shall include judgments about the grantee’s quality of work, budget expenditures, and benefits to the University.

The members of the committee shall appoint a Distinguished Professor Subcommittee charged with the annual identification and selection of a Distinguished Professor. The subcommittee shall consist of the current and immediate past Distinguished Professor, the Director of the Center for Teaching, Learning and Academic Support; the Assistant Vice President for Academic Affairs and four additional faculty members. These faculty members may be selected from the committee membership or from the senior, tenured faculty of the University. The subcommittee members shall elect a chairperson. The subcommittee is charged with developing criteria for the selection of a faculty member who demonstrates outstanding teaching, research and service to both the University and the community. The subcommittee is further charged with the development of application procedures, for reviewing applications, and for making a nomination for Distinguished Professor to the Faculty Senate through the Faculty Development Committee. Nominations must be presented to the Senate for consideration and approval by the April meeting.

The Faculty Development Committee shall form a Patent/Copyright Subcommittee. This subcommittee shall consist of five members selected by the committee from among its membership or appointed from the tenured faculty of the University. The subcommittee members shall elect a chairperson. In its capacity as the patent/copyright subcommittee, it shall through the Faculty Development Committee recommend to the president or his designee the rights and equities in copyrightable materials. Division of income from royalties and other use shall be agreed upon by employees and appropriate administrative personnel in accordance with policies of the patent/copyright subcommittee in advance of the use of the institution's personnel or facilities. In the event of a disagreement as to the ownership and use of such materials, the institution's policies shall provide for an appeal procedure within the institution with final appeal to the Board of Regents. An appeals committee, if needed, shall be approved as an ad hoc committee from among the membership of the Faculty Senate on the recommendation of the Committee on Committees.

1.10.3.8 International Students, Programs, and Services Committee
The Committee on International Students, Programs, and Services shall consist of the vice president for student affairs or his/her designee, the director of international student programs and services, four faculty members appointed by the Senate upon the recommendation of the Committee on Committees, and three international students appointed by the director of international student programs and services. The chair shall be a faculty member elected by the committee.

The committee shall assist in the recruitment and retention of international students, promote programs for such students, provide advisory and counseling services for such students, and make recommendations to departments and colleges about curricula offerings in the area of international studies.

The committee shall promote awareness of international issues through the use of guest speakers, panel discussions, and other cultural activities.

The committee shall formulate policy and procedures for the selection of students who will participate in the Study Abroad Program. The committee shall receive applications from prospective study abroad students and shall select student participants. The committee shall monitor the performance of these students in their programs abroad and shall require written and oral presentations from the students upon their return. The committee shall determine the form of the presentations.

The committee shall meet at least once each semester and shall report in writing to the faculty senate annually at a spring meeting.

### 1.10.3.9 Library and Educational Media Committee

The Library and Educational Media Committee shall consist of the director of library and media services, four faculty members appointed by the Senate upon commendation of the Committee on Committees, and one student appointed by the president of the Student Government Association. All members shall serve two-year terms and shall be eligible for re-appointment. The chair will be a faculty member elected by the committee.

The committee shall advise the director and the faculty regarding the composition of the library collections, distribution of funds for purchases, rules and regulations for library use, and development of projects to stimulate use of the library. The committee shall receive annual survey reports on Library holdings from the faculty, either individually or by college or department. The committee is charged with assuring the holdings are in compliance with regional and professional accrediting agencies.

The committee shall meet at least twice each semester and shall report in writing to the faculty senate annually at a spring meeting.

### 1.10.3.10 Scholarship Committee
The Scholarship Committee shall consist of eight faculty members appointed by the Senate upon the recommendation of the Committee on Committees, the vice president for institutional advancement, and the director of financial aid or designate. The vice president’s secretary shall act as staff support to the committee. The members shall be eligible for re-appointment. The committee shall elect the chair from among the eight appointed faculty members.

The committee shall serve as an advisory body to the vice president for institutional advancement

The committee shall determine policies for administering all scholarship programs, be responsible for developing forms, and help identify sources of financial assistance for undergraduate students. The members of the committee shall review all scholarship applications and make recommendations for awards to the vice president for institutional advancement. The members shall monitor the academic performance of students and shall recommend to the vice president the withdrawal of scholarship support from students who fail to maintain required standards.

The committee shall meet at least once each semester and give an annual written report to the faculty senate at a spring meeting.

1.10.3.11 Academic Calendar

The Academic Calendar Committee consists of the associate vice president for academic affairs, the dean of enrollment management, and five faculty members approved in October by the Senate on the recommendation of the Committee on Committees. The assistant vice president shall chair the committee which is charged with development of the University’s two-year Academic Calendar in compliance with Board of Regents’ Policy 304.

The members shall assure the proper number of days of instruction for each semester, shall observe the start and end dates set by the Chancellor, and shall provide that neither registration nor the first day of classes occurs on a religious holiday. The committee shall add other events, assemblies, ceremonies, and meetings as necessary for the smooth operation of the University. The committee shall request and receive its information from each of the university’s four vice presidents. The committee shall construct a new, two-year calendar every second year in time for publication in the Catalog and in other University publications. The committee shall submit the calendar to the Senate for advice and consent.

1.10.3.12 Distributed Learning Committee

The Distributed Learning Committee shall have the authority to approve equipment purchases, to establish operational procedures, and to evaluate the operation of instruction through various distance learning venues (Web-based Internet, Distance Learning, Correspondence, and/or Off Campus Instructional Sites). Members are
appointed by the Senate on the recommendation of the Committee on Committees. All members are required to demonstrate that they have completed training workshops in distance learning. The members are eligible for reappointment. The members of the committee will elect a chair.

The committee shall also be charged with assuring that have ready access to adequate library/learning resources and services to support the courses, programs and degrees offered. Additionally, the committee will develop procedures to allow students access to appropriate student development services when they participate in distance learning programs. Finally, the committee will review the Deans' annual evaluative reports on distance learning.

The committee will meet as necessary to assure the growth of service via distance learning while maintaining compliance with SACS' criteria. The committee will report in writing to the Faculty Senate the November meeting.

**1.10.4 Duties of Committee Chairpersons**

An elected or appointed committee chairperson shall:

1. Schedule meetings and notify the members;
2. Prepare the agenda for each meeting (a copy to be filed with the report);
3. Preside at committee meetings and keep accurate attendance records;
4. Present written committee reports to the faculty, including in the reports attendance and participation records.
5. Appoint a recorder, assure that the committee elects a recorder, or accept a volunteer committee member as recorder.

**1.10.5 Duties of Committee Recorders**

An elected, volunteered, or appointed recorder shall take notes at committee meetings, keep accurate attendance records, and prepare and present minutes to the committee and other individuals/groups as requested.