

## 2022-2023 Committee Structure and Assignments ( 8-15-22)

[illegible]

# Faculty Committees

Committee	Ex-Officio	Faculty At-Large	Staff Reps	SGA Reps	Fine Arts Division	Humanities Division	Science and Math Division	Experiential Education Division	Social Sciences Division
<b>Faculty Council-</b> Faculty Council is formed by the election of 6 members: Each of the 5 academic divisions shall elect a division member to serve as its representative on the Council; the Chairperson of the Faculty is elected by the full faculty. No faculty member may serve for more than two consecutive terms—four years. After two years off the Council, a former representative may be re-elected as a Council member. <b>Terms and Election Schedule:</b> Terms on Faculty Council are for two years beginning the fall semester following the spring election. Election of division representatives and the Chairperson occur every other year, on an alternating basis, as terms expire for each.		David Gresham (1st year of 1st term; chair elected for 21-22)			Kyle Lusk (2nd year, 1st term)	Alyse Bensel (2nd year, 1 <sup>st</sup> term)	Rachel Hillyer (1 <sup>st</sup> Yr, 1 <sup>st</sup> Term)  Sam Eastridge (alt.)	Megan Keiser (2nd yr, 1 <sup>st</sup> Term)	Allison O’Leary (2nd Yr, 1 <sup>st</sup> Term)
<b>Curriculum Development and Assessment</b> (General Education Assessment)	VPAA, Registrar, Director of Institutional Effectiveness, Director of Library				Kathryn Gresham	Jordan Kuck	Sarah Maveety	Will Hobbs	J. R. Thomas  Joshua Wilkey (Chair)
<b>Teacher Education Advisory</b>	Megan Keiser (chair), Community reps.				Cole Hairston, Kyle Lusk, Abbey Toot	Margaret Brown	Charles Wallis	Megan Keiser	(no TL programs in this division)
<b>Honors Program</b>	Admissions Rep.		Cindy Bryson		Cole Hairston	Adam Mills  Jordan Kuck (chair)	Sam Eastridge	Robert Dye	Allison O’Leary  Laura Vance (alt)
<b>Academic Affairs Advisory Committee</b>	VPAA, Registrar (or designee), Athletics Compliance Officer, Director of IE, ADAASS, Director of Academic Coaching		Nixsa Cruz-De Witt		Vance Reese	Belton Hammond (chair)	Sam Eastridge	Ryan DeGarmo	J.R. Thomas

Committee	Ex-Officio	Faculty At-Large	Staff Reps	SGA Reps	Fine Arts Division	Humanities Division	Science and Math Division	Experiential Education Division	Social Sciences Division
<b>Promotion and Tenure</b> Election schedules: Terms on Committee members are for two years beginning the fall semester following the spring election. Election of division committee members and the at-large member occur every other year, on an alternating basis, as terms expire for each. In odd years, the full faculty will elect the at-large member and the Fine Arts and Math Science Division will elect their members; and in even years the Humanities, Social Science, and Experiential Education Divisions will elect their members. Members must be tenured.		Margaret Brown (1 <sup>st</sup> Yr, 1 <sup>st</sup> Term)  Megan Keiser (1 <sup>st</sup> Yr, 1 <sup>st</sup> Term)			Andrea Boccanfuso (2nd Yr, 1 <sup>st</sup> Term)  Anne Chapin (Alternate)	Belton Hammond (2 <sup>nd</sup> Yr. of 2 <sup>nd</sup> Term)	Charles Wallis (Alternate; will serve for KR this year)  Kathryn Rasmussen (on sabbatical, will serve 2 <sup>nd</sup> Yr of 1 <sup>st</sup> Term in 2023-24)	Betsy Burrows (2 <sup>nd</sup> Yr. of 2 <sup>nd</sup> term); Note that Megan Keiser (Alternate)	Laura Vance (1st Yr. of 3 <sup>rd</sup> term – will be replaced as another div member achieves tenure)  Faculty At-Large will serve as Alternate
<b>BCP Advisory</b>	Director of Teaching and Learning (chair), ADAASS, Ed. Technology Specialist				Ken McLeskey	Mel Bringle	Kevin Phillips	Jenny Kafsky	Stacy Workman (Lisa Busche will resume after leave)

*Another important element of the committee/governance/administrative structure is that division chairs and the VPAA meet together weekly (monthly during summer months). Among other matters, this group facilitates and coordinates the work of existing committees and addresses academic matters that fall outside the domain of existing committees.*

## **ILO Review Committee**

**Chair: Director of Teaching and Learning- Dr. Jennifer Kafsky**

**Social Sciences:** Allison O’Leary

**Science & Math:** Kevin Phillips

**Humanities:** Uzzie Cannon

**Fine Arts:** Vance Reese

## IRB Committee:

1. The IRB shall consist of eight members: the Director of Institutional Effectiveness, Associate Dean of Academic Affairs for Student Success, one representative from each Divisions and an eighth member from outside Brevard College. The Dean and IRB Chair must keep a list of IRB members, including name, race, ethnicity, gender, degrees earned, affiliation, indicators of experience and training. Federal Law requires that the IRB have at least five members, diverse, professional, sensitive, knowledgeable and varied. One must be a scientist, one a non-scientist, and one who is not affiliated with the College and is not a part of the immediate family of a person who is affiliated with the College. All must receive training in the principles of ethical human subjects research, through workshops or the NIH website (<http://www.nih.gov/>).

2. Appointment to the IRB is made by the Dean of the Faculty. The non-affiliated member should be drawn from the community-at-large, and should be knowledgeable about the local community and willing to discuss research from that perspective. This member could be an area minister, homemaker, teacher, attorney, business person, etc. The non-affiliated member should not be vulnerable to intimidation or persuasion by the other members of the IRB.

3. The Dean will appoint the Chair of the IRB, and may choose to appoint the Chair on the basis of a majority vote of the IRB. The individual chosen should be perceived to be respected, impartial, and immune from pressure and who is capable of managing the IRB. He/she does not have to be from within the College.

4. Term: IRB members will serve for two years, on a staggered basis. Appointments should be made so that the IRB will always include at least two persons who have served the entire prior year. Members may be reappointed.

5. The Dean, at the recommendation of the Chair, may appoint up to two alternates for any members of the IRB. Alternates may serve in the absence of an IRB member and are selected on the same basis as IRB members. An alternate member should only vote on proposals they have reviewed.

<b>Institutional Review Board</b> (Appointed by Dean of Faculty)	Director of Institutional Effectiveness Associate Dean of Academic Affairs	Non-affiliated community member Diane Adler-Wailes	Vance Reese (second year, first term)	Adam Mills (second year of first term)	Bob Cabin (first year of first term)	Will Hobbs (second year, first term)	Laura Vance (chr) (second year of second term)
---	---	---	--	---	---	---	---

## Staff Council

<u>Department</u>	<u>Representative</u>
Academic Affairs & Library Services	Chilly Heinz
Athletics	_____
Business Office	Darrell Proffitt
Admissions & Financial Aid	Jernail Radford
Campus Life (this includes Food Services Representation)	Chris Center
Alumni Affairs & Development	Cherie McGaha
Facilities	Clerissa Hawkins
President's Office & Communications	Katherine Parnell
IT	William De Witt
HR (Ex-Officio)	Kelly Kearnan
(1 At-Large position if needed)	

### Cross Functions Staff Group

The goals of the Cross Function Group are to improve communication across campus offices in an effort to understand how changes in one area impact other areas; assist with strategic planning process in regards to policy and planning; develop and implement data governance policies; and develop staff leaders across campus

Members	David Volrath, Financial Aid; Josh Wilkey and Shirley Arnold, Academic Affairs/Advising; Angela Mascaro (Chair), Athletics; Mitch Radford, Karen Mosteller, Lissa Padgett (Finance); William De Witt and David Albrecht, IT; Michael Cohen, Institutional Effectiveness; Quintin Overocker, Registrar's Office; Chris Center, Campus Life; Marie Jones, Library; Chad Holt, VP Admissions and Financial ; Debbie D'Anna, VP Student Success
---------	---

### Integrated Marketing Communications (IMC) Team

The Integrated Marketing Communications team supports the efforts of the Communications and Media Relations Director as she directs and prioritizes. The team's primary role is to support college marketing and communications strategies to increase awareness of BC, develop and protect BC's institutional reputation, support the efforts of Alumni Affairs and Development in donor engagement, and support the efforts of Admissions, Academic Affairs, Athletics and Campus Life to recruit and retain students .

Members	Christie Cauble, Director of Public Information (Team Leader); Doug Miller, Digital Media Specialist; Nixsa Cruz-De Witt, Executive Assistant to the VPAA (Academic Affairs); Megan Shina (Alumni Affairs and Development); Beth Abrams, Director of Community Engagement and Leadership (Campus Life); Philip de Montmollin, Sports Information Dir. (Athletics); Sarah Cribbs, Administrative Coordinator (Fine Arts); Briana Clark, Director of Compliance and Academic Services (Athletics)
---------	---