

From: owner-faculty@nott.union.edu on behalf of Stanhope, Linda [stanhopl@union.edu]
Sent: Friday, September 12, 2008 12:58 PM
To: faculty@union.edu
Subject: announcing 2 new liaison committees
Attachments: Liaison committee - ITS.docm; Liaison committee - study abroad.docm

Dear Colleagues,

As I mentioned at yesterday's meeting, President Ainlay, in conjunction with the Conference Committee and in accordance with the procedures laid out in the Faculty Constitution, has established two new liaison committees.

These are the Liaison Committee for Study Abroad and the Liaison Committee for Information Technology Services. Both involved converting already existing committees to liaison committees. Descriptions of these committees are attached. This language will be added to the Faculty Constitution.

Regards,
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Proposed Faculty Constitution Entry for Liaison Committee for Academic Computing and Technology

A. MEMBERSHIP

Membership shall include the Chief Information Officer, four faculty members, two students, and one representative each from Academic Computing, the College Library and Web Resources. The faculty members, one of whom serves as Co-Chair, shall be elected by the faculty, one from each of the four Divisions, for staggered three-year terms, and the student members shall be appointed by the Student Committee on Committees. The Chief Information Officer and a faculty member shall co-chair the Liaison Committee for Academic Computing and Technology. The elected faculty members shall select the faculty co-chair from among themselves in consultation with the Faculty Executive Committee.

B. RESPONSIBILITIES

The function of the Liaison Committee for Academic Computing and Technology is to help form IT policy on all matters pertaining to the operation, maintenance, and improvement of technology and computing that affect the academic program and mission of Union College. This Committee is also charged with assessing the current use of technology for academic purposes and academic technology needs on an annual basis to aid in formulating appropriate IT policies and procedures. As part of this mission the Committee will develop and maintain effective means for integrating views of the faculty into IT policy.

C. PROCEDURES

The Liaison Committee for Academic Computing and Technology will meet at least once each term at the convening of the Co-Chairs. It shall discuss whatever business the Co-Chairs or members of the committee shall place before it. This shall include all new policies and changes to IT policies and procedures that significantly affect students and faculty. Proposed new policies and changes to IT policies and procedures shall normally be presented to the Committee at least one month before a policy decision is finalized. All decisions of the committee are advisory to the Chief Information Officer.

Liaison Committee on Study Abroad (LCOSA)

A. MEMBERSHIP

Membership shall include the Director of International Programs, four faculty members and two students. The Dean of the Faculty, Dean of Studies, and Dean of First-Year Students shall be non-voting members of the Committee. The Director of International Programs and one of the faculty members shall co-chair the Liaison Committee on Study Abroad.

Faculty members shall be elected by the faculty, normally one from each of the four Divisions, for staggered three year terms. The elected faculty shall select the faculty co-chair from among themselves in consultation with the Faculty Executive Committee. The student members shall be appointed by the Student Committee on Committees or its equivalent.

B. RESPONSIBILITIES

LCOSA shall advise the Director of International Programs on all matters of concern to Union's International Programs. These shall include (but not be limited to): design of a time-table and a set of guidelines for the initiation of periodic evaluations of individual term abroad (TA) programs designed to alter, affirm, or eliminate said programs; review of re-designed or newly proposed TAs; review of student proposals for alternative student study abroad (for which the student representatives on LCOSA will not participate); and the development and implementation of new assessment tools for TA programs. LCOSA shall participate in discussions of general policy, analysis and setting of budget priorities related to International Programs, and improving the academic quality of all TA experiences.

C. PROCEDURES

LCOSA shall meet at least once each term at the call of the Director of International Programs or the faculty co-chair, and more often at appropriate times of the year to evaluate student proposals for alternative study abroad. The committee shall develop a regular schedule by which all Union TAs are evaluated and the Director of International Programs shall provide the appropriate assessment data for these reviews. A summary of the TA assessments, alternative student study abroad proposals, and any modifications of general policies shall be made available to the Union College community.