

Changes to the Governance Manual – August 2009

The Governance Manual requires that the President, the Executive Assistant to the President, each Vice President, the Executive Committee of Faculty Assembly, the Associate Dean for Advising and the Registrar, and the Director of Human Resource are responsible for seeing that their section(s) of the Governance Manual is(are) kept up to date. The updates below are listed in accordance with this responsibility.

Updated by the President:

1. Throughout the Governance Manual, a title change was made from Vice President and Dean of Faculty to Senior Vice President and Dean of Faculty.

Updated by the Executive Assistant to the President:

1. Section II, D, 1, a, 4, c - Responsibility of the Committee on Rank and Tenure

Removed the statement, “reviews the progress of all faculty every year to ensure that faculty are properly advised on their progress.” This is not a practice of the Committee on Rank and Tenure.

2. Section II, D, 1, a, 4, 4, g – Added President’s Council on Multicultural Affairs, membership, and responsibilities.

Updated by the Senior Vice President and Dean of Faculty, Associate Dean for Advising, and the Registrar:

1. Section II, D, 1, a, 4, 4, d - Responsibility of the Curriculum Committee

Clarified the statement, “reviews and approves proposals for new courses.”

2. Section II, D, 1, b 2 - Senior Vice President and Dean of Faculty: Authority and Responsibility

Clarified the committees on which the Senior Vice President and Dean of Faculty serves.

3. Section II, D, 1, b, 3, a – Associate Dean of Faculty

Updated the “Authority and Responsibility” section.

4. Section II, D, 1, b, 3, b – Associate Dean for Advising

Clarified “i” under “Authority and Responsibility” to be consistent with the current practice.

5. Section II, D, 1, b, 3, c – Director of Information Technology

Changed title to Chief Information Officer

Clarified “a” and “h” under “Authority and Responsibility” the reporting structure.

6. Section II, D, 1, b, 3, d – Registrar

Updated the “Authority and Responsibility” section.

7. Section II, D, 1, b, 3, e – Director of the Cushwa-Leighton Library
Updated the “Authority and Responsibility” section.
8. Section II, D, 1, b, 3, f – Director of the Career Crossings Office
Changed the name of the department from Center for Career Opportunities.
9. Section II, D, 1, b, 3, g – Director of the Center for Academic Innovation
This section is currently under review.
10. Section II, D, 1, b, 3, h – Director of the Center for Woman’s Intercultural Leadership
Changed title from Coordinator to Director, and updated the “Authority and Responsibility” section.
11. Section II, D, 1, b, 5 – Committees of the Senior Vice President and Dean of Faculty
Listed the committees in alphabetical order.
Clarified the Assessment Committees membership; responsibility section is under review.
Faculty Development Grants Committee –currently under review
Added the Institutional Review Board Committee membership and responsibilities
12. Section II, F – Senior Vice President and Dean of Faculty Committees
Clarified the committees for consistency.
13. Section III, D, 1, b – Position Approval Procedure
Clarified timeline and added a footnote.
14. Section III, J, 2, b, 1 – Recommendation for Non-Reappointment
Clarified to be consistent with the current practice.
15. Section III, J, 2, b, 2 – Notification of Non-Reappointment
Added the first sentence about AAUP Regulations.
16. Section IV, B, 9, 1 – Educational Benefits
Added the word “tenure-track” to the second and third bullet
17. Section IV, E, 2, a – Travel Policy: Professional Conferences
Changed the amounts to reflect the current practice.
18. Section VI, S – International Study Program
Updated all program information.

Updated by the Associate Dean for Advising and the Registrar:

1. Section VI, A – Academic Deficiency Notice
Removed the reference about paper copies of deficiency notice.
2. Section VI, B, 1 – General Degree Requirements
Updated requirements under “e.”
3. Section VI, B, 3, b – Foreign Language Requirement
Added the final statement about students enrolling in the language they studied in high school.
4. Section VI, B, 4 – Courses which Satisfy General Education Requirements
Clarified policy on taking language courses for Modern Languages.
5. Section VI, C, 4, d – Community Responsibility
Added statement “d” about adhering to the Academic Honesty Policy at other institutions if a student is taking a course there.
6. Section VI, D, 1, b – Graduation with Honors
Changed to make consistent with current policies.
7. Section VI, D – removed “Who’s Who Among Students in American Universities and Colleges.”
8. Section VI, D, 6 – Dean’s List
Added this statement.
9. Section VI, F, 1 – Clarified Academic Good Standing
10. Section VI, F, 2 – Clarified Academic Probation
11. Section VI, F, 2, d – Clarified Academic Dismissal
12. Section VI, F, 2, e – Clarified Appeal
13. Section VI, J, 2, a, - Northern Indiana Consortium for Education (N.I.C.E.)
Added last sentence under “eligibility.”
14. Section VI, N, 1 – Adding a Course
Clarified procedure.
15. Section VI, N, 2 – Dropping a Course
Clarified procedure.

16. Section VI, P, 4 – Transfer Credit

Clarified procedure.

17. Section VI, R – Disabilities

Clarified description.

18. Section VI, W, 6 – Registration for Next Semester

Clarified procedure.

19. Section VI, X, 1, 2, & 3 – Student Academic Records

Updated information.

20. Section VI, Z, 2 – Course Overloads

Added last statement to #2, “and may also have an implication on financial aid awards.”

21. Section VI, AA – Summer School Transfer Credit

Deleted this section and added it to Section VI, P, 4 – Transfer Credit.

22. Updated the wording in the ECDC section to reflect current practices

Updated by the Executive Committee of the Faculty Assembly:

1. Section V,D, 1, 2 - Faculty Affairs Committee

Clarified the responsibilities of the committee.

Updated by the Vice President for Enrollment Management

1. Section II, C - Enrollment Management committee definition added under Board committees

2. Section II, D – under membership in the Academic Standards Committee, the title of Associate Director of Admission was changed to Director of Admission

3. Section II, D - under membership in the Admission and Scholarship Committee – added the language “or the Director of Admission when designated, or the Vice President for Enrollment Management’s representative serves as Chair of the committee.

4. Section II, D - Responsibility of the Admission and Scholarship Committee, eliminated sections c and e.

5. Section II, D - under the section describing the authority and responsibility of the Director of Financial Aid – added – a) supervises the offices of Admission and Financial Aid, and oversees and evaluates the recruitment, financial aid and retention activities of the institution. Supervises the Retention committee, the Multicultural Recruitment Advisory Committee, the Identity Initiative Task Force and contributes to other committees as needed.

6. Section II, D - b) added – collaborates on related enrollment management issues with Academic Affairs (First Year Studies and Advising), Student Activities (orientation), Student Success (retention)

7. Section II, D - under the section describing the authority and responsibility of the Director of Admission - f) may serve on the Admission and Scholarship Committee (deleted as chair)
8. Section II, D – c) add “may serve on the Admission and Scholarship Committee and other committees and councils as appointed.” Delete f). Add j) prepares and manages the operating budget for the financial aid office.

Updated by the Vice President for Student Affairs

1. Section II, D. under President’s Committees and Councils d) Curriculum Committee – Two student members are chosen according to the procedures outlined in the by the Student Government Association.
2. Section II, D. under President’s Committees and Councils e) Library Committee - ...two students selected by the Student Government Association.
3. Section II D. 1. – e. - in the description of the Director of Athletics and Recreation (j) coordinates sports information services with the College Relations staff. (deleted with the Director of Public Relations)
4. Section II D. 1. – e. – deleted the description of the director of the counseling center and inserted the description of the position of director of women’s health
5. Section II, D. 1. – e. – added the word Safety to the title of Director of Safety and Security and deleted responsibility for safety inspection of campus laboratories, residential areas and other campus facilities and the fire safety program. In addition the Director of Safety and Security now reports to the Vice President for Student Affairs not the Vice President for Finance and Administration.
6. Section II, D. 1.– 3. – changed the job title to Director of Residence life and community standards and under (d) coordinates Resident Advisor Assistant program
7. Section II, D. 1. – changed the job title to Director of Student Involvement and added the responsibility to coordinate and supervise the Off-campus Advisor Program.
8. Section II, D – 1. Changed the job title to Director of Multicultural Services and Student Programs. Under authority and responsibility added that serves as counselor/advisor for ethnic and cultural student organizations, deleted responsibility for international students and deleted responsibility for working with non-traditional aged students.
9. Section IV, F. 2. Angela Athletic Facility – deleted the section on lockers

Updated by the Vice President for College Relations

1. Section II, D. added a job description and responsibilities for the Assistant Vice President of Development
2. Section II, D. deleted the Director of Development (position now reports to the Assistant Vice President of Development
3. Section II, D. added a job description and responsibilities for the Assistant Vice President of Marketing Communications
4. Section II, D. deleted the Director of Advancement Services (position now reports to the AVP of Marketing Communications

5. Section II,D. section f)Other College Relations Administrators – added Director of Donor Relations, Director of Advancement Services, Director of Web Communications, and deleted Production Manager
6. Section II, F. added Committees of the Vice President for College Relations- Saint Mary’s College Alumnae Association Board of Directors, Madeleva Society Steering Committee, Campaign Steering Committee

Updated by the Director of Human Resources

1. Section II, D. f.3)c) Director of Human Resources – deleted the responsibility of serving as the chair for the review committee of the College Assistance Plan
2. Updated the Organizational Chart