

D. UNIVERSITY COMMITTEES

The Point Loma Nazarene University commitment to broad-based participation in decision-making is clearly evidenced in the committee structure of the University.

The present committee system was adopted in 2011 after an extensive study, and is modified periodically as needed.

1. Distinction Between Committee, Council, and Task Force

Committees are defined as policy-recommending/making bodies, and councils as advisory bodies. Task forces are policy-recommending/making bodies of one to three years duration.

2. List of Committees and Councils

The Faculty Council is described on the Faculty Council page of the Faculty Handbook, and a list of Task Forces is given on the Task Force page.

Alphabetical List of Committees

Alphabetical List of Task Forces

[Committee Reports to](#)

Task Force Reports to (*Work-in-progress; please check back later*)

Alphabetical List of Committees

Click on **[committee membership](#)** to view membership of all committees.

Click on committee name to view structure of committee.

Click on committee name in structure for listing of committee membership.

[Academic Policies Committee](#)

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[Rank and Tenure Committee](#)

[Special Events Advisory Committee](#)

[Spiritual Life Committee](#)

[Student Development Committee](#)

[Teacher Education Advisory Council](#)

Percent of members from the Faculty (Highest to Lowest), per committee description

Bench Committee
Faculty Governance Committee
Rank and Tenure Committee
Faculty Committee on Diversity
Enrollment Management Committee
Teacher Education Advisory Council
Institutional Animal Care Committee
Program Assessment and Review Committee
Faculty Development Committee
Faculty Resources Committee
Faculty Social Ethos Committee
General Education Committee
Graduate and Extended Studies Committee
Institutional Review Board
Academic Policies Committee
Agenda Committee
Intercollegiate Athletics Committee
Student Development Committee
Diversity Council
Planning Council
Special Events Advisory Committee
Spiritual Life Committee
Emergency Preparedness Committee
Administrative Cabinet
Campus Safety Committee

Percent of members from Staff/Administration (Highest to Lowest), per committee description

Where committee members are included by virtue of administrative role (e.g., chair or dean), those individuals are categorized here as administrative, regardless of teaching load.

Administrative Cabinet
Campus Safety Committee
Emergency Preparedness Committee
Special Events Advisory Committee
Spiritual Life Committee
Planning Council
Student Development Committee
Academic Policies Committee
Agenda Committee
Diversity Council
Faculty Social Ethos Committee
General Education Committee
Intercollegiate Athletics Committee
Faculty Development Committee
Faculty Resources Committee
Graduate and Extended Studies Committee
Program Assessment and Review Committee
Teacher Education Advisory Committee
Enrollment Management Committee
Institutional Review Board
Faculty Committee on Diversity
Rank and Tenure Committee
Bench Committee
Faculty Governance Committee
Institutional Animal Care Committee

Alphabetical List of Task Forces

Work-in-progress – please check back later for listing.

Committee Reports to

| | | |
|---|---------|--|
| Administrative Cabinet | Cabinet | President |
| Diversity Council | Cabinet | President |
| Intercollegiate Athletics Committee | Cabinet | President |
| Planning Council | Cabinet | President |
| Faculty Social Ethos Committee | Cabinet | Provost |
| Institutional Animal Care Committee | Cabinet | Provost |
| Special Events Advisory Committee | Cabinet | Provost |
| Campus Safety Committee | Cabinet | VP for Finance & Administrative Services |
| Emergency Preparedness Committee | Cabinet | VP for Finance & Administrative Services |
| Spiritual Life Committee | Cabinet | VP Spiritual Development |
| Student Development Committee | Cabinet | VP Student Development |
| Academic Policies Committee | Faculty | Faculty |
| Agenda Committee | Faculty | Faculty |
| Bench Committee | Faculty | Faculty |
| Enrollment Management Committee | Faculty | Faculty |
| Faculty Development Committee | Faculty | Faculty |
| Faculty Governance Committee | Faculty | Faculty |
| Faculty Resources Committee | Faculty | Faculty |
| Faculty Committee on Diversity | Faculty | Faculty |
| General Education Committee | Faculty | Faculty |
| Graduate and Extended Studies Committee | Faculty | Faculty |
| Institutional Review Board | Faculty | Faculty |
| Program Assessment & Review Committee | Faculty | Faculty |
| Rank and Tenure Committee | Faculty | Faculty |
| Teacher Education Advisory Council | Faculty | Faculty |

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3. Definitions

Faculty Eligibility for Committee Service: Ballots for election of faculty members to committees shall not include adjuncts and persons with more than 50% administrative load. Appointments to committees may include adjuncts and persons with more than 50% administrative load.

Full-Time Teaching Faculty: Persons hired by PLNU whose load includes 50% or more of the normal full-time teaching professor's load in teaching activities (classroom, laboratory, studio, etc.).

4. Committee Elections and Formation

The composition of each committee, task force, or council is specified in the individual committee descriptions which follow. Committee membership originates in several different ways: faculty election, presidential appointment, Associated Student Body (ASB) nomination, Provost appointment, resident counselors' elections, etc. It is necessary to coordinate and compile these various processes in order to have a complete membership listing.

Normally, elections by the faculty are according to the following sequence: (1) Faculty Council membership; (2) Faculty Council Chair and Vice Chair; (3) Faculty Secretary; (4) Faculty Handbook Editor, (5) Rank and Tenure Committee; (6) Faculty Governance Committee; (7) faculty committee and task force membership, and (8) Bench Committee. This normally occurs during the months of March and April. Presidential appointments normally follow the electoral process.

The Faculty Governance Committee conducts elections in a faculty meeting for committee or task force membership through the process of submitting only one nominee per vacancy with the privilege of additional nominations from the floor. All other requirements for membership remain the same. The exceptions to this procedure are for elections to the Rank and Tenure Committee and the Faculty Governance Committee, which shall be by majority vote from two nominees per vacancy.

5. Organization of Committees

Other organizational provisions for the committees are as follows:

- a. New committee memberships and offices take effect on the Monday after commencement each year. New task force memberships begin following approval of the creation of the task force by the faculty and administrative cabinet. The chair shall serve for the duration of the task force.
- b. The schedule of meeting and reporting varies with each committee.
- c. Student representatives to the various committees are recommended by the ASB Board, with the exception of the representative to the Graduate and Extended Studies Committee, who is appointed by the Provost.

- d. The five faculty committees with appointed chairs are: Enrollment Management, Faculty Development, Faculty Resources, Faculty Social Ethos, and Institutional Review Board.
- e. Minutes of all committees are to be filed regularly with the faculty secretary.
- f. The chairs shall be responsible for filing full sets of minutes and other records in the University Archives.

6. Description of Committees

Complete, detailed descriptions of each committee, task force, and council follow. The essential records of each committee shall be passed on to the newly elected chair before July 1 of each year.

7. Creation of Task Forces

The university has a history of valuable ad-hoc committee work. Most of these ad-hoc committees have done their work over a short period of time and disbanded. However, some ad-hoc committees require a more extended duration and produce a significant contribution to the university. The latter category is addressed by the concept of Task Forces.

When a task will take from 1-3 years, a task force will be created. The Faculty Governance Committee will be advised by the ad-hoc committee chair, the administration, or the faculty, depending on the origination of the need, that a task force should be formed. The membership requirements, chair, major responsibilities, policies and procedures, and a sunset date should be presented to the Faculty Governance Committee.

If a task force will be dealing with items within the realm of faculty governance, then the Faculty Governance Committee will propose the task force and faculty membership to the faculty, and, if the proposal is approved, will follow usual committee procedures with regard to the task force.

The sunset date is of particular importance to task forces. On or before the sunset date, the task force will complete its service. In the rare case that an extension is needed, a new sunset date of up to two years later will be proposed. If a task force needs to continue on beyond five years, then the task force should become a standing committee in the usual manner. While it is not advisable to remove all faculty members currently serving on another committee at the time of the creation of a task force from consideration for membership, wherever possible, task force members will not be appointed to new committee assignments.

8. Major Modification of the Committee Structure

a) General

Most functions related to committee management will be handled by the Faculty Governance Committee. These changes are normally minor in nature and include, but are not limited to: committee name changes, editorial changes to membership, addition or deletion of two or fewer members, changes in two or fewer responsibilities. Such changes occur frequently and do not normally warrant the creation of a Committee Structure Task Force.

When there is sufficient concern on the part of the faculty or administration about the committee structure or about individual committees, the concern will be brought to the standing Faculty Governance Committee. The Faculty Governance Committee will decide whether to bring a motion to the faculty as a whole to create a Task Force. The faculty will vote on the motion, with a simple majority needed to approve the creation of the Task Force. As a matter of course, the Faculty Governance Committee will consider such a motion at least every five years beginning in 2015, and such a motion shall be brought from the Faculty Governance Committee at least every ten years starting in 2020.

b) Structure and Function

The Committee Structure Task Force consists of a chair and four members-at-large.

The primary function of the Committee Structure Task Force is to review the responsibilities of, the need for, and the structures of all standing committees, including the formation, reorganization, or deletion of committees. Desirable changes will be proposed to the faculty as a whole for vote. Such changes, if approved, would be forwarded to the cabinet as recommendations.

The secondary function of the Committee Structure Task Force would be to conduct more narrow reviews at the request of the faculty. For instance, such reviews could be limited to the creation, reformation, or deletion of a single committee, or of its list of responsibilities.

c) Duration

The Committee Structure Task Force will be in place for no more than two calendar years. The duration must be set at the time of the creation of the Task Force.

d) Elections

Elections of the Committee Structure Task Force and its chair will be held when the faculty as a whole requests the formation of the Task Force. A slate of 12 candidates will be prepared by a committee, consisting of a representative from each academic department/school and the library. Departments/schools will select a representative and notify the current chair of the standing Faculty Governance Committee. The chair of the standing Faculty Governance Committee will call for the meeting and will serve as chair of the committee.

Elections are by ballot at a duly announced faculty meeting. Ballots will be held until at least two members are elected by a majority vote of those present and voting. For each of the first two ballots, the candidates (there may be more than two) receiving the two lowest numbers of votes will be dropped. Starting with the third ballot and continuing until at least two members are elected by a majority vote, the candidate (there may be more than one) receiving the lowest number of votes on the previous ballot will be dropped. For the first ballot after at least two members have been elected by a majority vote, the candidates with the lowest vote total (or totals) will be dropped and the remaining candidates will be ranked by each voter (1st, 2nd, and 3rd preference) and points will be assigned (1-1st, 2-2nd, 3-3rd, and 4 points for each unranked candidate). The points will be added from each ballot. The remaining members on the Task Force will be the candidates with the lowest point totals. In the case of a tie, the candidates that are tied will be ranked again (1st, 2nd, and 3rd if necessary) to determine the

remaining member on the Task Force. An election for the chair will also be by ballot, in the same manner as the ranking ballot above.

Academic Policies Committee (APC)

Committee reports to: Faculty

Frequency of reports: As needed

Make-up of committee: Size: 10

Members:

Elected by faculty: 9 Four faculty members at large who predominately teach in the undergraduate program. Their load shall include 50% or more of undergraduate teaching (classroom, laboratory, studio, etc.).

Four department chairs/school deans
(or those who were elected to the committee as chairs/deans but no longer serve in that capacity).

One faculty member at large with fewer than five years of service at PLNU for a one year term

Ex-officio: Provost or designee

Resource personnel: Dean of the College of Natural and Social Sciences
Dean of the College of Arts and Humanities
Vice Provost for Academic Administration

Length of tenure for elected members:

Three year staggered terms for all members except that a one year term shall be served by the at large faculty member with fewer than five years of service.

Chair: Provost or designee

Suggested frequency of meetings: Biweekly with day and time of meetings established by the committee chair in the fall for the next academic year.

Other membership requirements:

1. No department/school may have more than one elected member.
2. All committee members are expected to adopt a university-wide perspective rather than to represent a particular department/school.
3. Any faculty/administrator may serve as a resource person at the invitation of the chair with all member privileges except voting.

Major responsibilities:

1. Review undergraduate academic policies, programs, and curriculum.
2. Recommend to the faculty changes in academic policies and programs including:
 - a. curriculum
 - b. requirements for graduation
 - c. academic standards.

3. Consider student appeals for variance from standard academic policy as stated in the Catalog following the Vice Provost for Academic Administration's decision on the appeals submitted to her or him. The Vice Provost for Academic Administration will also make regular reports to the committee of his/her decisions.
4. Arbitrate final appeals for a change of grade.
5. Serve as an advisory body to the Provost and Cabinet on such matters as academic year calendar, weekly class schedule, etc.

Policies and procedures:

Normally proposals for curricular change will be initiated by departments/schools or committees. APC may also initiate actions of its own or consider proposals from individuals. APC will conduct a detailed review of all revisions of curriculum, academic policies, and procedures.

1. Items which must be referred to the faculty after being reviewed and approved by the APC:
 - a. addition or elimination of any course, concentration, minor, or major
 - b. addition or elimination of a credential program
 - c. addition or elimination of a degree granted by the University
 - d. any change in General Education requirements
 - e. any special program for which new courses are needed
 - f. any change in academic regulations and requirements
 - g. addition of academic centers
2. APC will generally consider the following routine Catalog related items without referral to the faculty for further action.
 - a. revision of course descriptions including title, number or prerequisites
 - b. changes in concentration or major requirements if equal to the previously approved list of units (i.e., 24 for 24 units). Must conform to 1.a.
 - c. alternate year listing
 - d. cross-listing of courses (under two or more departments/schools)
 - e. restoration of a course to the Catalog after it has been eliminated due to having not been offered for three years
 - f. any substantive change in General Education courses, including methodology, content, or level
 - g. proposed use of CR/NC grade for courses other than General Education courses
 - h. changes in the name of a department/school major or concentration
 - i. tracking and monitoring changes in course delivery for any existing course to hybrid or online (if program exceeds 49% online, program will be referred to WASC for approval)

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Administrative Cabinet

Committee reports to: President
Frequency of reports: Weekly
Make-up of committee: Size: 6
Members:
Ex officio: President
Provost
Vice President for Finance and Administrative Services
Vice President for External Relations
Vice President for Spiritual Development
Vice President for Student Development

Method for selecting chair: President
In absence of President, Provost
In absence of Provost, Vice President for Finance and Administrative Services

Suggested frequency of meetings: Weekly

Major responsibilities

1. To act as an advisory body to the President.
2. To formulate University-wide administrative policies.
3. To be responsible for decisions and supervision of daily operations of the University.
4. To develop budgetary procedures, review budgetary requests, and propose an annual budget for submission to the President and the Board of Trustees.

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Agenda

Committee reports to: Faculty
Frequency of reports: Each faculty meeting via the agenda
Make-up of committee: Size: 4
Members:
Ex officio: President
Provost
Chair of the Faculty Council
Secretary of the faculty

Length of tenure for secretary: Three years

Chair: Secretary of the faculty

Suggested frequency of meetings: One to two weeks prior to each faculty meeting

Major responsibilities:

1. Responsible for preparing the agenda for each faculty meeting.
2. Responsible for monitoring effectiveness of faculty meetings and for taking any necessary steps to assure quality and efficiency.
3. Responsible for alerting the participants in forthcoming faculty meetings.

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Bench Committee

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|------------------------------|--|
| Committee reports to: | Faculty |
| Frequency of reports: | When needed |
| Make-up of committee: | Size: 24 |
| Members: | |
| Elected by faculty: | Every eligible faculty member (as defined in Faculty Handbook section III.d.3) with 7 or more years of service at PLNU and who is neither on a committee nor excused from committee assignment because of previous service on a committee. |
| Ex officio: | Chair of the Faculty Governance Committee |

Length of tenure for elected members: Three year staggered terms

Chair: Chair of the Faculty Governance Committee

Suggested frequency of meetings: As needed

Other membership requirements:

1. These should be faculty members who have already served on committees.

Major responsibilities:

1. In any three year term, a member could be expected to fill a vacancy for one semester or for one year at the discretion of the Faculty Governance Committee.
2. When an elected member returns for the remainder of their term, the bench committee member will step aside.
3. Any member who has not served on another committee in their first year on the bench committee is eligible to be elected to a three year term on another committee.
4. Vacancies occurring on multi-person ballots after the election process will be filled by the Bench Committee for the remainder of that yearly cycle except for the Faculty Governance Committee.
5. The Bench Committee will not fill Faculty Governance Committee vacancies.

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Campus Safety

Committee reports to: Vice President for Finance & Administrative Services

Frequency of reports: Annually

Make-up of committee: Size: 10

Members:

Ex officio: Associate VP for Human Resources
Athletic Facilities Manager
Director of Physical Plant
Director of Public Safety
Grounds Manager
Housekeeping Manager
Human Resources Associate
Maintenance Manager
Project Manager
Radiation Safety Officer

Chair: Associate VP for Human Resources

Suggested frequency of meetings: As needed

Major responsibilities:

1. Promote safety consciousness on campus.
2. Identify campus safety hazards and facilitate their removal.
3. Ensure compliance with Federal/State OSHA requirements.
4. Review and analyze all employee injuries.

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Diversity Council

| | |
|---|---|
| Committee reports to: | The President |
| Frequency of reports: | Yearly |
| Make-up of committee: | Size: 10 |
| Members: | |
| Presidential appointments from the faculty: | Four faculty members at large |
| Presidential appointments from the staff: | One staff member each from External Relations Finance & Administrative Services Spiritual Development Student Development |
| Presidential appointments from the students: | One student member |
| Ex officio: | Chief Diversity Officer |

Length of tenure for elected members: Three year staggered terms

Chair: Chief Diversity Officer

Suggested frequency of meetings: Monthly

Definition: *When PLNU speaks of "diversity", we encompass the dimensions of race, ethnicity, gender, religion, cultural background, class, ability, or national origin. Diversity, as we understand it, means that the institution's many constituents are a mosaic of people united by a deep and abiding respect for our Christian heritage.*

Major responsibilities:

1. Develop a strategic plan for diversity with annual goals to encourage increased recruitment and retention of diverse student, faculty, and staff.
2. Foster mutual respect, appreciation and understanding among the members of a diverse university community.
3. Disseminate information to members of the university community about "best practices" which encourage diversity.
4. Serve as a means of communication on diversity issues between and among the schools and other institutional units.
5. Assess the University's "cultural climate" and recommend changes based upon the data.
6. Sponsor programs and activities which encourage diversity.
7. Form sub-committees as needed.

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Emergency Preparedness

Committee reports to: Vice President for Finance & Administrative Services

Frequency of reports: Annually

Make-up of committee: Size: 8

Members:

Elected by faculty: 1

Ex officio: Dean of Students/Residential Life
Associate VP for Human Resources
Chief Information Officer
Director of Marketing & Creative Services
Director of Wellness Center
Director of Physical Plant
Director of Public Safety

Length of tenure: Three year staggered term

Chair: Director of Public Safety

Suggested frequency of meetings: As needed

Major responsibilities:

1. Develop and maintain a plan to cope with a catastrophe--review and update annually.
2. Assure that proper preparation has been made to deal with disasters including:
 - a. Training personnel.
 - b. Liaison with community agencies.
 - c. Stockpile vital supplies.
 - d. Emergency communications.

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Enrollment Management Committee

- Committee reports to:** Faculty
- Frequency of reports:** Annually or more frequently as needed
- Make-up of committee:** Size: 7
- Members:**
- Elected by faculty: 6** Five faculty members at large who predominately teach in the undergraduate program.
Their load shall include 50% or more of undergraduate teaching (classroom, laboratory, studio, etc.).
One faculty member at large with fewer than five years of service at PLNU for a one year term.
- Ex officio:** One member of the operations committee designated by the Associate Vice President for Enrollment
- Resource personnel:** Director of Academic Advising
Director of Athletics
Director of Wellness Center
Associate Vice President for Enrollment
Associate Vice President for Finance
Vice Provost for Academic Administration
Vice President for Finance & Administrative Services

Length of tenure for elected members: Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The past chair is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

Chair and Chair-Elect: Appointed by the Faculty Governance Committee from among the elected faculty members of the committee.

Suggested frequency of meetings: Monthly

Major responsibilities:

1. Review the results of environmental scanning done by the enrollment operations committee.
2. Keep apprised of demographic issues related to enrollment management of future students at PLNU (e.g. the make-up of K-12 classes).
3. Review and recommend policy to set the rubrics for the selection of incoming students.

4. Read a book or substantial collection of articles each year on the field of enrollment management, selected in consultation with the Associate Vice President for Enrollment.
5. The chair elect (or chair if there is no current chair elect) will serve on the enrollment operations committee.
6. Review and recommend policy relating to financial aid.
7. Review and recommend policy relating to the process of student recruitment.
8. Vote to accept or deny admission to applicants who do not meet the published criteria for undergraduate admission.

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Faculty Committee on Diversity

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|------------------------------|--|
| Committee reports to: | Diversity Council |
| Frequency of reports: | At least yearly to the faculty |
| Make-up of committee: | Size: 8 |
| Members: | |
| Elected by faculty: 7 | Five faculty members at large not already serving on the Diversity Council One department chair/school dean (or immediate past chair/school dean) One faculty member at large with fewer than five years of service at PLNU for a one year term. |
| Ex officio: | One of the at large faculty members from the Diversity Council designated by the chair. |

Length of tenure for elected members: Three year staggered terms for all members except for the one year term served by the at large faculty member with fewer than five years of service.

Chair: The ex-officio faculty member from the Diversity Council

Suggested frequency of meetings: Monthly

Other membership requirements:

1. No department/school may have more than one elected participant.
2. All sub-committee members are expected to adopt a University-wide perspective rather than to represent a particular department/school.

Major responsibilities:

1. Review issues of diversity that may enhance curriculum, instructional effectiveness, and the mentoring of diversity students.
2. Review practices and issues of climate that support/hinder the recruiting, hiring, mentoring, retaining, promoting, and tenuring of diversity faculty.
3. Identify and review ways to mentor diversity faculty for positions of administrative/university leadership.
4. Report findings to the Diversity Council, the Chief Diversity Officer, and the Provost.
5. Make recommendations related to diversity issues to existing committees and councils in harmony with the Diversity Council.

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Faculty Development Committee

| | |
|------------------------------|--|
| Committee reports to: | Faculty |
| Frequency of reports: | Fall/Spring |
| Make-up of committee: | Size: 7 |
| Members: | |
| Elected: 5 | Four faculty members at large. One faculty member at large with fewer than five years of service at PLNU for a one year term. |
| Ex officio: | Manager of Instructional Technology Director of the Center for Teaching and Learning |

Length of tenure for elected members: Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The past chair is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

Chair and Chair-Elect: Appointed by the Faculty Governance Committee from among the elected faculty members of the committee.

Suggested frequency of meetings: Monthly

Guidelines for the Faculty Governance Committee: The faculty members should have demonstrated teaching excellence and an interest in faculty development.

Major responsibilities:

1. Strategize, prioritize, and promote faculty development efforts on campus.
2. Oversee and ensure the effectiveness of development programs for first year faculty and advise the College Deans and the Provost on the New Faculty Seminar Program.
3. Develop, oversee, and ensure the effectiveness of a formal program for conveying institutional ethos and the ways and means of faculty governance for the benefit of faculty early in their careers.
4. Develop, oversee, and ensure the effectiveness of teacher mentor programs to assist all faculty members, including part-time, adjunct, and visiting professors, in improving their teaching skills.
5. Develop, monitor, and work with area deans to ensure the reliability and effectiveness of all aspects of the faculty evaluation process, including student evaluation policies and practices. Periodically review all evaluation forms including the student evaluation form(s).
6. Develop, oversee, and ensure the effectiveness of a means to recognize excellence in teaching, service, research and other scholarly endeavors. [Back to top](#)

Faculty Governance Committee

Committee reports to: Faculty

Frequency of reports: Yearly

Make-up of committee: Size: 8

Members:

Elected by faculty: 6 Five faculty members elected with five or more years of service at PLNU. At least, one from Professional Studies. At least, one from a department with a graduate program. At least, two from Liberal Arts or Library Sciences.

One faculty member at large with fewer than five years of service at PLNU.

Faculty elected via a competitive ballot.

Ex Officio: Faculty Handbook Editor

Resource Person: Provost

Length of tenure for elected members: Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The past chair is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

Chair and Chair-Elect: Elected by the committee members from among the faculty members of the committee. Neither the ex-officio members nor the one year member is eligible to be elected chair or chair-elect. The chair-elect will lead the committee in fulfilling its “committee nomination and election” responsibilities.

Suggested frequency of meetings: Monthly

Other membership requirements: The elected members shall have a minimum of five years’ PLNU service and shall be elected by the faculty from a nominating slate of two persons for each position. Except for the one year position, the committee members will have already served on one or more committees or task forces. No more than one member from any department or school.

Major responsibilities:

Governance Policy and Procedures:

1. Periodically review the structure and effectiveness of the faculty governance system and recommend changes to the faculty as deemed appropriate.
2. Review all proposed changes to the Faculty Constitution and present them to the faculty for consideration. The committee may also initiate proposals to change the Faculty Constitution. These are also referred to the faculty for their consideration.

3. Review the structure and effectiveness of individual faculty committees on a six-year rotation schedule. Bring a report to the faculty following each review.
4. Reaffirm, or negotiate a corrective action plan, for each committee reviewed. Following the initial review; the committee has two academic years to receive FGC reaffirmation or be recommended for elimination.
5. Post a six-year committee review schedule in a shared workspace accessible to faculty. Only committees reporting to the faculty as defined by the Faculty Handbook require review by the FGC.
6. Recommend to the faculty and/or the Administrative Cabinet changes which are necessary to continue the smooth operation of the governance system. Recommendations can include the creation, modification, or deletion of committees. These can originate from within FGC or any other official faculty group.
7. Review the work of the Faculty Handbook Editor and oversee the maintenance of the Faculty Handbook, particularly as it pertains to faculty organization and governance.
8. Coordinate a committee chair training seminar each spring to mentor new and future committee chairs.
9. Oversee the collection of the minutes of all faculty committee meetings and ensure that they are posted in a shared workspace accessible to faculty.

Committee Nominations and Elections:

1. Determine the faculty members eligible to serve on a committee, and maintain a rolling six year recorded history of committee service. In determining eligibility, the FGC will consider current and previous committee service, other institutional obligations, faculty members experience and expertise.
2. Provide the list of eligible faculty members to the Provost and President for any early faculty appointments prior to the creation of the ballots for committee elections.
3. Provide a list of eligible faculty candidates to the chairs of committees that do not report to the faculty in order to solicit their recommendations of those they would prefer to serve on their committee.
4. Nominate/recommend appointment of Faculty for all committees for the upcoming year, and fill vacancies as they occur.
5. Create a brief biographical sketch (a sentence or two) for each candidate for any multi-candidate election listed below. Also provide similar information about current members of those committees. These biographical sketches should be provided to the voters in the same manner as the ballot itself.
6. Nominate two candidates for representative to the Board of Trustees (three year term).
7. Nominate two candidates for the position of Faculty Secretary (three year term).
 - a. The Faculty Secretary will chair on the Agenda Committee, and will post relevant materials to a shared workspace available to faculty prior to each faculty meeting. The Faculty Secretary will arrange for taking and editing the minutes of the faculty meeting and pass on to the Faculty Handbook Editor all motions adopted by the faculty.
8. Nominate two candidates for the position of Faculty Handbook Editor
 - a. The Faculty Handbook Editor shall keep an accurate record of any and all changes to the Faculty Handbook as they related to faculty governance or other matters. The Editor will maintain a searchable system for accessing previous

versions (from 2010 to the present) of the Handbook and annually submit a paper version of the Handbook to the Library Archives.

9. Nominate two candidates for each open position on the Faculty Rank and Tenure Committee.
10. Nominate two candidates for each open position on the Faculty Governance Committee.
11. In the spring, conduct elections for faculty committees following the order specified in the Faculty Handbook.
12. Appoint a chair and a chair-elect for committees where that mechanism is designated in their committee description.

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Faculty Resources Committee

| | |
|------------------------------|---|
| Committee reports to: | Faculty |
| Frequency of reports: | Fall/Spring |
| Make-up of committee: | Size: 6 |
| Members: | |
| Elected: 5 | One faculty representative from each of the three areas (Arts and Humanities, Natural and Social Sciences, Graduate Studies) One faculty member at large One faculty member at large with fewer than five years of service at PLNU for a one year term. |
| Ex officio: | One college dean (3 year rotating term) |
| Resource: | Provost Chief Information Officer (or designee) Director of Instructional Technology Director of Media Services |

Length of tenure for elected members: Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The past chair is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

Chair and Chair-Elect: Appointed by the Faculty Governance Committee from among the elected faculty members of the committee.

Suggested frequency of meetings: Monthly

Major responsibilities:

1. Represent campus-wide all instructional equipment needs to the appropriate administrators.
2. Support faculty in their use of technology for instructional purposes by promoting systematic communication between faculty and ITS staff.
3. Advise the Director of Instructional Technology on all matters related to the acquisition and use of instructional technologies.
4. Review ITS's proposed selections of major instructional technologies and recommend policy changes as needed.
5. Review and rank applications for institutional grants and fellowships (sabbatical, RASP, etc.).
6. Provide a statistical summary of sabbatical decisions at the first faculty meeting after those decisions are made official.

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Faculty Social Ethos Committee

Committee reports to: Provost

Frequency of reports: As needed

Make-up of committee: Size: 6

Members:

Elected by faculty: 4 Three faculty members at large with five or more years of service at PLNU.

One faculty member at large with fewer than five years of service at PLNU for a one year term.

Ex officio: Provost

Appointed: One dean appointed by the Provost

Length of tenure for elected members: Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The faculty member is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

Chair and Chair-Elect: Appointed by the Faculty Governance Committee from among the elected faculty members of the committee.

Suggested frequency of meetings: As needed

Major responsibilities:

1. Plan faculty events to embody the ethos of Point Loma in social settings.
2. Advise administration on the logistical arrangements for such events.

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General Education

| | |
|------------------------------|---|
| Committee reports to: | Faculty |
| Frequency of reports: | Fall/Spring |
| Make-up of committee: | Size: 9 |
| Members: | |
| Elected by faculty: | 6 members elected by the faculty. Faculty who serve on this committee must teach in the General Education program or have demonstrated a significant interest in the General Education program. |
| Ex officio: | Provost (or designee) Dean, College of Arts and Humanities Dean, College of Natural and Social Sciences |
| Resource personnel: | Vice President for Student Development (or designee) Vice President for Spiritual Development (or designee) Student representative from ASB board (or designee) |

Length of tenure for members: Three year staggered term. Any member whose term expires may be re-nominated. This is to enable continuity in the committee's work. The General Education Committee chair will be asked to recommend the individual(s) to be re-nominated.

Chair: Provost or designee (with voting rights)

Suggested frequency of meetings: Monthly (or as needed)

Major responsibilities:

The General Education Committee shall function as the principal agent of the college in overseeing, planning and coordinating the General Education program for all students of Point Loma Nazarene University. Accordingly, it shall, in conjunction with departments/schools, review the General Education curriculum to ensure that it serves the university in a way consistent with its mission and core values. To implement this mandate, the committee shall:

1. Periodically review the philosophy and design of the General Education program as each relates to institutional objectives. Specifically the committee will:
 - a. Review the General Education curriculum on a regular basis to ensure that the courses within the General Education program remain aligned with the university mission.
 - b. Periodically review General Education learning outcomes and recommend necessary changes when appropriate.
2. Monitor and assess the General Education program and make recommendations to the Academic Policies Committee when changes seem appropriate. Specifically the committee will:
 - a. Conduct a comprehensive review of all General Education course syllabi on a 5-year rotation.
 - b. Develop, conduct, and oversee, in conjunction with departments/schools, annual assessment of General Education learning outcomes.

- c. Consult with, and recommend to, academic departments/schools ways to improve the effectiveness of General Education courses based on the results of assessment activities.
 - d. Propose curricular modifications to the General Education program that enhance the student General Education experience.
3. Develop and/or review proposals for individual additions to or deletions from the General Education curriculum, and make recommendations to the Academic Policies Committee for consideration.
4. Oversee, assess, and propose needed modifications to the First Year Experience.

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Graduate and Extended Studies Committee

Committee reports to: Faculty

Frequency of reports: As needed

Make-up of committee: Size: 11

Members:

Elected by faculty: 7 Six with at least three faculty members from departments or schools that offer graduate programs.
One faculty member at large with fewer than five years of service at PLNU for a one year term.

Ex-officio: Provost (or designee)
Dean of Extended Learning
Dean of Natural and Social Sciences

Appointed: One graduate student, appointed by the Provost (rotates among programs) annually

Resource personnel: Vice Provost for Academic Administration

Length of tenure for elected members: Three year staggered terms for all members except that a one year term shall be served by the at large faculty member with fewer than five years of service.

Chair: Provost or designee

Suggested frequency of meetings: Biweekly with day and time of meetings established by the committee chair in the fall for the next academic year.

Other membership requirements:

1. No department/school may have more than one elected member.
2. All committee members are expected to adopt a university-wide perspective rather than to represent a particular department/school.
3. Any faculty/administrator may serve as a resource person at the invitation of the chair with all member privileges except voting.

Major responsibilities:

1. Review graduate and extended learning academic policies, programs, and curriculum.
2. Recommend to the faculty changes in graduate and extended learning programs including curriculum, requirements for graduation and certificates, academic standards, and policies regarding admission and retention.
3. Review and assess research policies and practices in graduate studies and extended learning.

Policies and procedures:

Normally proposals for curricular change will be initiated by departments/schools or committees. GESC may also initiate actions of its own or consider proposals from individuals. GESC will conduct a detailed review of all revisions of curriculum, academic policies, and procedures.

1. Items which must be referred to the faculty after being reviewed and approved by the Graduate and Extended Studies Committee (GESC) include the following:
 - a. addition or elimination of any course, concentration, or major
 - b. addition or elimination of a credential program
 - c. addition of any certificate program which includes proposed new courses from undergraduate extended learning or proposed new courses from graduate programs but not a mixture of both undergraduate extended learning and graduate courses and does not include any traditional undergraduate courses
 - d. addition or elimination of a degree granted by the University
 - e. any special program for which new courses are needed
 - f. any change in academic regulations and requirements
2. The Graduate and Extended Studies Committee will consider the following routine Catalog-related items originating with departments/schools without referral to the faculty for further action:
 - a. addition or elimination of a certificate program which includes only existing undergraduate extended learning courses or existing graduate courses, but not a mixture of both undergraduate extended learning and graduate courses and does not include any traditional undergraduate courses
 - b. revision of course descriptions including title, number, or prerequisites
 - c. changes in concentration or major requirements if equal to the previously approved list of units (must conform to 1.a. above)
 - d. alternate-year designations in the Graduate Catalog
 - e. cross-listing of courses (under two or more departments/schools)
 - f. restoration of a course to the Graduate Catalog after it has been eliminated due to not having been offered in the course schedule for three years
 - g. use of the Credit/No Credit (CR/NC) grading type for courses
 - h. changes in the name of a major or concentration
 - i. tracking and monitoring changes in course delivery for any existing course to hybrid or online (if program exceeds 49% online, program will be referred to WASC for approval)

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Institutional Animal Care

Committee reports to: Provost
Frequency of reports: Once per semester when animal or research is ongoing or as needed
Make-up of committee: Size: 5
Members: Appointed 5 in accordance with the USPHS policy on Humane Care and use of Laboratory Animals

Length of tenure: Three year staggered terms

Chair: Elected by the committee

Suggested frequency of meetings: At least once per semester when animal use or research is ongoing or as needed.

Major responsibilities:

(Note: committee responsibilities are in accordance with PHS Policy; a complete description of these responsibilities is on file with the Chair and with the Provost.)

1. Review all activities involving the care and use of the animals at the institution and in all its teaching locations.
2. Review all proposed new research projects or proposed significant changes in ongoing research projects involving the care and use of animals, with the authority to approve or withhold approval of the projects or changes.
3. Inspect at least once every six months, all of the animals facilities used by the institution.

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Institutional Review Board

Committee reports to: Faculty

Frequency of reports: Annual

Make-up of committee: Size: 7

Members:

Elected by faculty: One faculty member at large

Three members from distinct department/schools from the following:
Biology, Communication and Theatre, Kinesiology, Psychology,
School of Nursing, and Sociology and Social Work

Ex officio: Vice President for Student Development (or designee)

Student from ASB

External: Member not affiliated with PLNU and not part of the immediate family of a person who is affiliated with PLNU

Length of tenure for elected members:

- Three year staggered terms for all members except that the past chair shall serve an additional year if they are chair in their third year on the committee.
- The past chair is ineligible to be elected chair in their fourth year of service on the committee.

Chair and Chair-Elect: Appointed by the Faculty Governance Committee from among the elected faculty members of the committee.

Frequency of meetings: As needed

Additional membership requirements:

1. No more than one elected faculty member from each department/school.
2. Consultation by the Faculty Governance Committee with the department chairs/school deans is strongly encouraged.
3. No department/school should be represented in back-to-back terms.

Major responsibilities:

1. To review all proposed research using human subjects, including surveys and questionnaires.
2. To ensure that all such proposed research meets ethical standards, including the protection of the rights and privacy of the participants.

Institutional Review Board Guidelines

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Intercollegiate Athletics Committee

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| Committee reports to: | President (or designee) |
| Frequency of reports: | Annually to the President The faculty athletic representative shall report to the faculty each semester |
| Make-up of committee: | Size: 12 |
| Members: | |
| Elected by faculty: 5 | Four faculty members at large One additional faculty member at large of which has fewer than five years of service at PLNU shall serve a one year term |
| Elected by the Head Coaches: 1 | One representative from among the head coaches |
| Elected by the Student Athlete Advisory Committee: 2 | Two representatives from the Student Athlete Advisory Committee (SAAC) |
| Ex officio: 4 | Compliance Coordinator Athletic Director Faculty Athletic Representative VP for Student Development (or designee) |

Length of tenure for elected members: Three year staggered terms for all elected members (faculty and head coach) except:

1. A one year term shall be served by the at large faculty member with fewer than five years of service.
2. A one year term shall be served by the Student Athlete Advisory Committee representatives and may be consecutive for up to two years.

Chair: Elected by the committee from among the elected faculty members and the faculty athletic representative.

Suggested frequency of meetings: Monthly

Other membership requirements: No coaches may serve as elected faculty members. No more than one member from any department/school.

Major responsibilities: The Intercollegiate Athletics Committee is focused on the size, success, and maintenance of intercollegiate athletic programs at Point Loma Nazarene University.

1. Provides feedback on issues that involve the Athletic Department and its impact on students, student-athletes, the community, and the purposes and strategic goals of the University.
2. Advocate for the welfare of student-athletes, including travel departure policy, missed class time policy and other initiatives and concerns from student-athletes as presented by the Student Athlete Advisory Committee.

3. In order to safeguard opportunities for student-athletes to excel in academics, this committee will request and review an annual report from the Athletic Director regarding compliance with academic standards and performance. This report will include analysis of student-athlete admissions standards, academic progress, regular classroom attendance requirements, and graduation rates by team.
4. Advise and review copies of the Compliance Manual, Student-Athlete Handbook, Operating Policies Manual, and annual financial audit.
5. Promote greater understanding within the University community of intercollegiate athletics and the relationship between academics and athletics.
6. Faculty Athletic Representative will provide a report of any infractions at each Intercollegiate Athletics Committee meeting.
7. In order to carry out the committee's governance function, the Intercollegiate Athletics Committee shall be advised on:
 - a. Any proposed changes in departmental recruiting policies, academic advising, expectations regarding student-athlete schedules, or any other practice that could affect the academic or financial standing of students who are athletes. The Intercollegiate Athletics Committee need not be informed of all changes mandated by the national athletic governing body for student athletes, which fall under the purview of the Faculty Athletic Representative, although the Intercollegiate Athletics Committee should be notified of any major changes.
 - b. Any decisions, large donations, or commercial offers that potentially change the financial landscape of athletics.
 - c. Any decisions that potentially affect the campus environment, including athletic facility impact and usage.
 - d. Report on scheduling of competition or practice on Sunday.
 - e. Any proposed plans and policies on sports configurations.
 - f. In cases where an open search process is conducted for head coaching positions, an Intercollegiate Athletics Committee faculty member shall be included on the search committee. When the search is abbreviated, the athletics director shall consult with the Faculty Athletic Representative.

Reporting:

The Intercollegiate Athletics Committee shall report to the President (or designee) annually. At a minimum, this report shall be in the form of a written report submitted by the committee chair. The Faculty Athletic Representative will also make additional written or oral reports for the entire faculty each semester.

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Planning Council

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| Committee reports to: | President |
| Make-up of committee: | Approximately 50 people by virtue of institutional position + 4 elected faculty members + Faculty Council |
| Members: | |
| Elected: | Four faculty members elected by faculty |
| Ex officio: | Note that all ex officio members have voting privileges All Faculty Council members The Administrative Cabinet (five Vice Presidents and the President) Direct reports to Vice Presidents (not administrative assistants) Academic Council |
| Resource: | Selected specialists will participate in each of the quarterly meetings depending on the topics under discussion |

Length of tenure for members: Three year staggered terms for elected faculty members; two year rotation for Faculty Council members (coincides with their term on Faculty Council), all other ex officio members are on the committee by virtue of their PLNU administrative position, and they retain membership on the council as long as they are in the associated administrative position.

Other Membership Requirements: It is recommended that the faculty members represent more than one college of the University, and that no department or school will have more than one elected faculty member. One of the four elected faculty members should be from a site other than the Point Loma main campus.

Method for selecting chair: The committee is co-chaired by the President and a co-chair appointed by the President (may be from within or outside committee membership).

Suggested frequency of meetings: Full committee meetings will occur in December, and May or June. Subcommittee and task force meetings will occur in October, March, and July or August.

Major responsibilities:

1. Advise the President on strategic issues facing the university.
2. Engage broad university leadership in discussions about strategic issues and direction.
3. Provide a forum for testing ideas with and gathering perspective from a variety of institutional constituencies.
4. Track progress on the work of major academic and administrative units to implement the university's strategic plans. Much of this work will be done by subcommittees and task forces.
5. Ensure adequate communication about planning issues and processes with the University community.

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Program Assessment & Review Committee

Committee reports to: Faculty

Frequency of reports: Fall

Make-up of committee: Size: 8-9

Members:

Elected by faculty: 6 The Committee membership strives to maintain a balance among the College of Arts and Humanities, College of Natural and Social Sciences, and the Schools with representation of undergraduate, graduate, and extended learning programs. Preference given to individuals with past experience on APC/GESC or with external accreditation.

Ex officio: Provost or designee
Vice Provost for Assessment and Institutional Effectiveness

Resource personnel: Chair of APC (as needed)
Chair of GESC (as needed)
Director of Institutional Research (as needed)
VP for Finance or designee (as needed)
WASC ALO

All College and School Deans (as needed)

Length of tenure for elected members: Three year staggered terms

Chair: Provost or designee

Suggested frequency of meetings: Semi-monthly

Major responsibilities:

1. Review, update, and implement program review and academic assessment processes, policies and guidelines.
2. Maintain and oversee the academic and academic co-curricular program review calendars and processes.
3. Provide evaluative feedback to academic units that have submitted Program Review documents.
4. Oversee the academic assessment program for the university in order to support institutional effectiveness.
5. Ensure that the academic assessment program is linked to the university's strategic plan and the academic planning process.

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Rank And Tenure Committee

Committee reports to: Faculty
Frequency of reports: Fall and Spring
Make-up of committee: Size: 11

Members:

Elected by faculty: 10 10 faculty members elected by the faculty via competitive ballot. At least 8 of the elected faculty members will be tenured
One faculty member elected with fewer than five years of service at PLNU for a one year term.

Ex officio: Provost

Non-voting participant: President*

* The president is invited to participate in all meetings and discussions without affecting quorum, voting tallies, or proportions.

Length of tenure for elected members: Five year staggered terms for all members except, a one year term shall be served by the at large faculty member with fewer than five years of service.

Chair: Chair elected via secret ballot by the members of the committee from among those starting their 2nd, 3rd, or 4th year of service on the committee. The election will be held before May 1st and conducted by the outgoing committee chair.

Other stipulations: No more than two representatives from any department/school. First-year members, who are still learning committee practices and procedures, should be assigned a lighter workload in researching and presenting applicants' portfolios.

Major responsibilities: Committee responsibilities are spread over the entire academic year. Promotion decisions are made in the fall and tenure deliberations can occur in the fall or spring at the discretion of the committee. Third-year pre-tenure reviews are done in the spring.

Promotion

1. Receive faculty applications for promotion from the Provost by the first Friday after Labor Day.
2. Evaluate promotion applications.
3. Recommend those individuals to be granted rank advancement to the President by the first Friday in November. A positive recommendation required a 2/3 majority vote of the committee (8 members).
4. Communicate in writing the committee's concerns to those who are not recommended for rank advancement.

Tenure (evaluation done in either fall or spring at the discretion of the committee)

5. Receive faculty applications for tenure from the Provost by the first Friday after Labor Day. Notify tenure applicants no later than Oct 15th as to whether their application will be evaluated during the fall or spring semester.
6. Evaluate tenure applications.
7. Recommend those individuals to be granted tenure to the President by either the first Friday in November (fall), or the last Friday in February (spring). A positive recommendation required a 2/3 majority vote of the committee (8 members).

Pre-tenure Review

8. Receive third-year pre-tenure review materials from the Provost by the second Friday of January.
9. Prepare a brief summary of the third-year pre-tenure review findings to be given to the applicant the Department Chair, the College Dean and the Provost. These summaries will be sent no later than the last Friday in April. The appropriate College Dean and Department Chair will conduct an individual interview with each faculty member undergoing a third-year pre-tenure review. Interviews will follow receipt of the committee summary.

Post-tenure Review

10. Receive post-tenure review materials from all tenured faculty according the established schedule.
11. Review post-tenure materials and make recommendations to the Provost and the faculty member no later than the last Friday in April.

Emeritus

12. Recommend individuals to be granted emeritus status to the President by the third Friday in February.

General Responsibilities

13. Provide a general report of tenure and promotion decisions at a spring faculty meeting each year. This could take the form of a five-year rolling average of the percentage of applicants receiving tenure and promotion.
14. Receive and review the Provost's rank and step recommendations in conjunction with the faculty hiring process and prior to a contract offer. If there is no committee response given within five working days, the Provost's recommendation for rank and step are assumed.
15. Make recommendations for policy and procedural changes regarding initial ranking policy, promotion, tenure, third-year pre-tenure review, post-tenure review, and emeritus status to the faculty and by their consent to the President.
16. The structure, procedure, and rubrics will be systematically reviewed by Rank and Tenure Committee every five years starting in 2019-2020.

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Special Events Advisory Committee

Committee reports to: Provost
Frequency of reports: As needed
Make-up of committee: Size: 9
Members:
Elected by faculty: 3
Ex officio: President (or designee)
Provost
Vice Provost for Academic Administration
Chief Academic Marshal
Cultural events coordinator
VP for External Relations

Length of tenure for faculty members: Three year staggered terms

Method for selecting chair: Elected by the committee

Suggested frequency of meetings: As needed

Major responsibility:

Advise administration on academic convocations such as commencement, presidential inauguration, etc.

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Spiritual Life Committee

Committee reports to: Vice President of Spiritual Development

Frequency of reports: As needed

Make-up of committee: Size: 9

Members:

Elected by faculty: 3

Ex officio: Vice President of Spiritual Development

Director of Chaplaincy Ministries

Director of Community Ministries

Director of Discipleship Ministries

Director of International Ministries

Director of Worship Ministries

Resource personnel: ASB Director of Spiritual Life

Dean of Students

Length of time for members: Three year staggered terms

Chair: Vice President of Spiritual Development

Suggested frequency of meetings: Twice each semester

Major responsibilities:

1. Review overall programming for the office of Spiritual Development.
2. Serve as an advisory committee regarding communication about programs and increasing full campus engagement.
3. Review the campus community practices from a Wesleyan Perspective. Strategize to address areas of weakness.
4. Advise faculty on resources available for spiritual care of PLNU community members.
5. Advise the office of Spiritual Development on the spiritual care needs of PLNU community members.

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Student Development Committee

Committee reports to: Vice President of Student Development

Frequency of reports: As needed

Make-up of committee: Size: 7

Members:

Elected by faculty: 3

Ex officio: Vice President of Student Development

Dean of Students

Director Special Academic Services

Director of Wellness Center

Resource personnel ASB President (or designee)

Director of Chaplaincy Ministries

Length of time for members: Three year staggered terms

Chair: Vice President of Student Development

Suggested frequency of meetings: Twice each semester

Major responsibilities:

1. Review overall programming for the office of Student Development.
2. Serve as an advisory committee regarding communication about programs and increasing full campus engagement.
3. Review campus community practices from the perspective of Student Affairs theory and practice.
4. Explore effective strategies for increasing curricular and co-curricular collaboration.
5. Advise faculty on resources available through Student Development.
6. Advise the office of Student Development on resources needed by PLNU community members.

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Teacher Education Advisory Council

Committee reports to: Faculty

Frequency of reports: Annual

Make-up of committee: Size: 17

Members:

Ex officio: Director of School of Education, San Diego
Coordinator, Multiple Subjects Credential
Coordinator, Single Subjects Credential

Appointed: Representative from each department/school involved in single or multiple subject credential programs, appointed by the chair/school dean

Chair: Director of School of Education, San Diego

Suggested frequency of meetings: Monthly

Major responsibilities:

1. Review and recommend Multiple subject, Single subject, and teacher candidates for admission to the Teacher Education Program.
2. Make recommendations to the School of Education regarding the academic competencies and qualifications of candidates and curricular matters.
3. Assist in the coordination of class scheduling and course sequencing; be kept current on academic and credential program advising; be apprised of Commission on Teacher Credentialing changes which affect certain credential programs; discuss waiver programs; and explore creative and effective methods of preparing teachers.

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