

COLLEGE HANDBOOK REVISIONS

August 30, 2016

V.B. Levine

- **NOTE: Mandatory updates to the Student Code of Conduct were approved with amendments by College Council on July 25, 2016.**

Faculty Senate

- **220.06—College Policies and Procedures of the Academic Faculty for Renewal of Term Appointment, Granting of Continuing Appointment and Promotion**
- **230—Criteria for Promotion of Academic Faculty**
- **Updates—220.09—Continued use of email for all retirees**

President's Office

- **130.08—Updates to Standing Committees Advisory to the President**
***III—Delete College Assessment Committee; replace with Institutional Planning and Assessment Committee**

A. Function

1. The Institutional Planning and Assessment Committee oversees strategic planning and assessment at the institutional level. In consultation with campus constituents, members identify outcomes and measures related to our four strategic priorities; set targets for those measures; and ensure on-going assessment. In addition, they convene discussions of assessment findings and make changes to plans informed by those findings.

2. In addition, the committee serves as the steering committee for the Middle States Periodic Review Report (PRR). This includes addressing recommendations from Middle States Self-Study and drafting and vetting the PRR to the campus.

3. Responsibilities of the committee include:

a. Review the working draft of the [Strategic Plan Outcomes](#) and share with campus for feedback.

b. Develop a plan and timeline for the Strategic Plan assessment.

c. Develop and implement strategy for response to recommendations for the PRR.

- **415.23 Honors Convocation Awards**
*Narrative paragraph, final line—“convocation and in selecting UNDERGRADUATE student awardees.”
*”A. Awardees must be undergraduate students who are currently enrolled within the academic year in which the ceremony takes place.”
*”B. All awardees must have a minimum 3.0 overall GPA AS OF FEBRUARY 1 OF THE CURRENT ACADEMIC YEAR.”

*"D. Second sentence: The HONORS CONVOCATION COMMITTEE chair or co-chair..."

*"REVISIONS APPROVED BY PRESIDENT BITTERBAUM AND PRESIDENT'S CABINET, MARCH 28, 2016.)

- **440.19—Updates to “Faculty/Staff Use of Student Life Center”**
- **530.01, 530.05, 530.08—Data Classification Policy**
- **760.03—Faculty Textbook Policy updated: “Preventing Conflicts of Interest in Selection of Course Materials”**

*Amendments approved by President's Cabinet on August 29, 2016

Office Name Changes

- Internal Control Office changed to Risk Management Office (Effective July 1, 2016)
- Public Relations Office changed to Communications Office (Effective July 1, 2016)
- Publications and Electronic Media Office changed to Marketing Office (Effective July 1, 2016)
- College Accounting and Student Accounts/Bursar Offices changed to Student and College Financial Services (Effective July 1, 2016)
- Extended Learning Office added
- Women's Studies changed to Women's, Gender, and Sexuality Studies

Organizational Chart

- Updates

President's Office

- Chief Diversity Officer (CDO) now reports directly to the President.

VPAA

- **Delete** Director, Neovox
- **ADD** Director, Extended Learning, reporting to Associate Provost for Academic Affairs
- **ADD** Assistant Dean for Assessment, reporting to Dean of School of Education

VPFM

- Change Purchasing Manager to Purchasing Director
- Change Budget Officer to Director of Budget

VPSA

- With the CDO position reporting to the President, the MLDO office will have a Director

- The title “Executive” is removed from the position of Director of Corey Union and Campus Activities with the reports to the position being Assoc./Asst. Directors and Manager of Sports Facilities and Manager of Alumni Arena. (NOTE: Per G. Sharer, these two titles can be placed within the list of SA directors.

VPIA

(N/A)