



ACADEMY POLICY MANUAL

Policy Title:	Boards, Councils, Committees and Task Forces
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Authority:	
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Approval Signature:	/s/

INTRODUCTION

The California State University Maritime Academy (Cal Maritime) recognizes that effective shared governance is critical to its core mission. A governance structure in which administration, faculty, staff, students and other stakeholders work together to achieve shared goals is essential to true shared governance and load-sharing. The university has instituted several boards, councils, committees and task forces in order to foster shared responsibility and cooperative action.

This document provides information on boards, councils, committees and task forces including the purpose and composition of each. Typically, administrator and staff appointments to university standing committees are made by the President. Faculty appointments to the same are made by the President through the Provost upon the recommendation of the Academic Senate. The first position listed under committee composition will serve as the Chair of the committee.

DEFINITIONS

CSU AUXILIARIES are separate corporate nonprofit entities with auxiliary specific by-laws, a governing board, and appointed committees. The bylaws establish the guidelines for the operation of the corporation. Auxiliaries hold 501(c3) status.

Boards are appointed by the President and may contain Cal Maritime employees, students and external stakeholders. Some examples include: External Maritime Industry Advisory Board, and Extended Education Advisory Board.

Councils are appointed by the President and consist of Cal Maritime employees and students with long-term assignments, specific charges and membership.

Committees may be appointed by the President, Provost, Vice Presidents or Deans with narrow and specific charges, designed to be continued over time and renewed each year.

Task Forces are appointed by the President, Provost, Vice Presidents, Deans or Directors for a specific and time-limited purpose. Members may include Cal Maritime employees and students and external stakeholders.

Academic Senate Committees are the purview of the Senate and are not subject to the above definitions.

CSU CALIFORNIA MARITIME ACADEMY AUXILIARIES

Associated Students of the California Maritime Academy (ASCMA)

Purpose: ASCMA sponsors, promotes, and conducts essential activities closely related to, but not normally included as a part of the instructional program, subject to the regulations of the State of California and policies and standing orders of the Board of Trustees of the California State University. ASCMA develops student leadership skills through participation in self-governance, enhances the quality of campus life for students and the Cal Maritime community, and provides a forum for representing the interests of the entire student body.

Composition: Executive Officers, Class Representatives, Officers, Auxiliary Officers and the Dean of Students.

Frequency: The ASCMA Executive Council convenes...in accordance with ASCMA bylaws.

California Maritime Academy Foundation, Inc.

Purpose: The Foundation provides assistance to the Academy in furtherance of its mission via: fundraising; donor qualification, identification, cultivation and recognition; receipt and stewardship of gifts, bequests, devises, endowments, trusts and similar funds; endowment management; grant management; financial support for the activities of the Alumni Association; and other activities in support of the mission of the University.

Composition: The size and composition of the Foundation Board of Directors shall meet the statutory requirements of auxiliary boards [Title 5, Section 42602 (a), (b), (c), and Education Code Section 89903]. The Foundation Board of Directors shall not have fewer than eleven and not more than thirty members. All members of the Board may vote on Board actions. New Board members are elected by the sitting board.

Ex-Officio Members - The President, Provost and Vice President for Academic Affairs, Vice President for Administration and Finance, and Vice President for Student Affairs shall each serve on the board as ex-officio members. The Vice President for Advancement shall serve as the Executive Director of the Foundation and is a voting member of the Board. In addition, the President shall select one faculty member and two student members from California State University Maritime Academy to serve on the Board of Directors as ex-officio members. A representative of the Alumni Association shall sit on the Board as an ex-officio member.

Frequency: As determined by the foundation bylaws and at the discretion of the board.

Alumni Board

Purpose: The Alumni Board, a subsidiary of the Foundation Board, builds effective alumni support, maintains and expands programs beneficial to graduates of the Academy, and serves as the primary interface between the university and alumni.

Composition: Vice President of University Advancement, Director for Annual Giving and Alumni Relations, and members of the Alumni Board of Directors. New board members are nominated by alumni and the association board. The President will appoint one member of the campus to serve on the Board.

Frequency: A minimum of four full Board meetings in the fiscal year.

PRESIDENT'S BOARDS

Maritime Industry Advisory Board

Purpose: The Maritime Professional Advisory Board assesses changing industry and professional trends, recommends enhancements to curricula, identifies resources and proposes courses of action that maintain and enhance the standards of excellence for the institution. It serves as the interface between all programs of the Academy and external stakeholders, maintaining alignment with the needs of the maritime communities through effective communication.

Composition: Members are invited and appointed to the Maritime Industry Advisory Board by the President for a period of three years with renewable terms based on the recommendations of the Academic Dean and/or Provost and Vice President of Academic Affairs. Members of the board shall be experienced senior-level technical, managerial, and human resource professionals from the broad community representing the maritime industry, government, engineering, other businesses and the academic community. The Provost and Vice President of Academic Affairs shall serve as ex-officio member of the board and will serve as primary point of interface between the board and California State University Maritime Academy. The Vice President for Student Affairs, Academic Dean, Captain of the Training Ship, and Command will serve as ex-officio members of the board. Other California State University Maritime Academy staff will be encouraged to participate in meetings as needed including but not limited to: Vice President of Student Affairs, Dean of Student Development and Career Services, and Academic Department Chairs.

Frequency: The Maritime Industry Advisory Board convenes at least once each academic semester.

Extension Services Advisory Board

Purpose: The Extension Services Advisory Board supports and provides guidance to the Dean of Extension for development and operation of extension services programs offered by California State University Maritime Academy.

Composition: Members shall consist of a minimum of 8 directors, but not more than 15, including: three representatives from academics, five representatives from the maritime industry, one representative from the alumni organization, the Director of Simulation, two at-large representatives who are actively engaged in the transportation, maritime or technology sectors, and ex-officio members as determined by the Dean of Extension.

Frequency: The Extension Services Advisory Board convenes at least once each academic semester.

PRESIDENT'S COUNCILS

Cabinet

Purpose: The Cabinet considers strategic, sensitive and future issues facing the Academy. The Vice Presidents provide advice to the President and receive guidance from the President.

Composition: President, Provost and Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for University Advancement, Vice President for Student Affairs, and Director of University Affairs.

Frequency: The cabinet convenes weekly.

Campus Planning Council

Purpose: The President's Planning Council considers campus-wide issues brought forward by the President, Cabinet and any council members; coordinates needed staff planning; and brings information back for further discussion and decision.

Composition: President, Provost and Vice President of Academic Affairs, Vice President for Administration and Finance, Vice President for University Advancement, Vice President for Student Affairs, Associate Vice President for Fiscal Affairs, Academic Dean, Dean of Students, Dean of Extended Learning, Dean of Student Development and Career Services, Library Dean, Academic Senate Chair, Captain of Training Ship Golden Bear, Executive Director of Human Resources, Director of Public Affairs and Communications, Commandant, Chief Information Officer, Accreditation Liaison Officer, Director of University Affairs, Director of Institutional Research, and Director of Faculty Affairs.

Frequency: The Planning Council convenes bi-weekly.

Campus Leadership Council

Purpose: The President's Campus Leadership Council shares and disseminates information across divisions identifies emerging issues. This Council meets monthly. (See below)

Composition: President, Provost and Vice President of Academic Affairs, Vice President for Administration and Finance, Vice President for University Advancement, Vice President for Student Affairs, Associate Vice President for Fiscal Affairs, Academic Dean, Dean of Students, Dean of Extended Learning, Dean of Student Development and Career Services, Library Dean, Academic Senate Chair, Captain of Training Ship Golden Bear, Executive Director of Human Resources, Director of Public Affairs and Communications, Commandant, Chief Information Officer, Accreditation Liaison Officer, Director of University Affairs, Director of Institutional Research, Director of Faculty Affairs, Director of Athletics, Chief of Police, Director of Facilities, Director of Housing and Residence Life, Director of Budget, Registrar, Director of Center for Engagement, Teaching and Learning, Director of Admissions, Executive Director of Enterprise Services, Director of Financial Aid, Deputy Commandant, Director of ABS School of Maritime Policy and Management, Director of Simulation, Director of USCG Licensing Programs, Director of Facilities Planning.

Frequency: The Leadership Council convenes bi-weekly. Student representatives join the Council monthly.

Unity Council

Purpose: The Unity Council serves as an advisory group to the President and Cabinet on issues of unity and diversity at Cal Maritime and ensures compliance with state and federal equal opportunity regulations.

Composition: Volunteer representatives appointed by the President from Academic Affairs (4), Administration and Finance (3), University Advancement (2), Student Affairs (3), Academic Senate (4), at-large representatives from the staff and faculty (2), students (2), and members of the local community invited by the president..

Frequency: Monthly.

PRESIDENT'S COMMITTEES

Budget Advisory Committee

Purpose: The Budget Advisory Committee, as mandated by the California State University, advises the President on budget allocation issues.

Composition: President, Cabinet, two faculty members appointed by the Academic Senate, one student appointed by ASCMA, one student appointed by the Corps staff, two staff members appointed by the President.

Frequency: Once per semester, or as otherwise directed by the President.

Cruise Coordination Committee

Purpose: The Cruise Coordination Committee reviews and coordinates all elements relating to the annual at-sea training periods including but not limited to the following areas:

1. training plan,
2. cruise itinerary and schedules,
3. ship's organizational structure,
4. other ships' movements, and
5. academic course offerings.

Composition: Captain of the Training Ship Golden Bear and Academic Dean (Co-Chairs), Vice President of Student Affairs, Chief Mate, Chief Engineer, two representatives from –Marine Transportation and Marine Engineering Technology departments appointed by the respective department chair through the Academic Senate Executive Committee, and one representative from the university budget office.

Frequency: No less than once a month.

Honorary Degree Committee

Purpose: The Honorary Degree Committee reviews recommendations, assists in development and compiles materials in support of nominations for conferral of honorary degrees.

Composition: Provost and Vice President for Academic Affairs, Vice President of University Advancement, at least three faculty members recommended by the Academic Senate Executive Committee, and one ASCMA student representative.

Frequency: Annually.

Leadership Development Steering Committee

Purpose: The Leadership Development Steering Committee oversees the design, implementation, and assessment of the cadet leadership development program.

Composition: Vice President of Student Affairs (Chair), Dean of Students, Academic Dean, Director of ABS School of Maritime Policy and Management, Dean of Student Development and Career Services, Commandant, Deputy Commandant, Director of Housing and Residence Life, Athletic Director, Chief Mate, Chief Engineer, Lieutenant of Police Services, Corps Commander-appointed student representative, ASCMA

President- appointed student representative, one faculty member each from Marine Transportation, Engineering (includes ME, ET, SM) and ABS (includes GSMA, IBL and C&C) departments appointed by the Chair of the Academic Senate. The following staff members will be made available on an as-needed basis: Executive Director of Human Resources, Director of Student Health Center, Executive Director of Enterprise Services, Director of Center for Engagement, Teaching and Learning, Director of Admissions.

Frequency: As scheduled by the Chair.

PRESIDENT’S TASK FORCES

Academic Master Plan Concept Development Task Force

Purpose: The purpose of the Academic Master Plan Concept Development Task Force is to create a comprehensive, descriptive concept of operations that will inform the follow-on creation of an official new academic master plan. The task force must assess trends in the maritime professions and higher education operating environments, develop set of clear goals for the new academic master plan, develop associated recommendations for the plan and identify actionable tasks for each division of the campus.

Composition: Accreditation Liaison Officer (Chair), Library Dean, Academic Dean, Dean of Extended Learning, Director of ABS School of Maritime Policy and Management, Academic Senate Chair, Registrar, Director of Institutional Research, Director of Admissions, Director of Financial Aid, Dean of Student Development and Career Services, Commandant, Corps Commander-appointed representative, ASCMA President – appointed representative, One faculty representative for each academic department as appointed by the Academic Senate.

Frequency: At least monthly during the academic year, with subcommittees meeting more frequently.

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS’ COUNCILS

Academic Dean’s Council

Purpose: The Academic Dean’s Council is a forum where operational decisions and issues related to the academic programs such as class schedules, registration, budgets, policy issues, educational facilities, faculty hiring and evaluation are discussed and finalized. It also serves as an advisory body for the Academic Dean.

Composition: Academic Dean, Director of the ABS School of Maritime Policy and Management, and Chairs of all Academic Departments, including Naval Science Department.

Frequency: The council meets biweekly or as needed.

Institution-Wide Assessment Council

Purpose: The Institution-Wide Assessment Council (IWAC) shall be responsible for promulgating and sustaining the assessment of institution-wide academic student learning outcomes. The Duties and Responsibilities of the Committee on Academic Assessment are as follows:

1. Implement the Assessment Plan according to the five year calendar and process chart.
2. Notify the campus community of the Learning Objectives to be assessed prior to the commencement of the Academic Year.
3. Identify and notify appropriate faculty and instructors for assessment practices.

4. Collect and organize assessment data.
5. Maintain IWAC database.
6. Publish results of the assessment cycle, using appropriate templates and databases.
7. Suggest actions to be taken based on assessment findings.
8. Propose Revisions to the Institution-Wide Student Learning Outcomes and Assessment Plan as needed.
9. Serve as a liaison to individual academic departments and Academic Program Review Coordinators.
10. Serve as liaison to WASC Coordinator and other accrediting bodies as needed.

Composition: Co-chaired by the Accreditation Liaison Officer; the other co-chair shall be elected by members of the committee. Membership, which shall include the Director of Institutional Research, is competitive by application. All faculty members are encouraged to apply, and preferably, the nominated faculty member should be responsible for Program Review or other assessment assignments on the departmental level. The selection processes shall be made with explicit considerations for: 1) broad representation across academic departments, and 2) particular faculty expertise relating to the specific learning outcomes addressed in calendar year. Members shall serve for two years, with staggered terms such that approximately half of the council shall overlap in order to preserve institutional memory for assessment sustainability.

Frequency: The committee meets on an as-needed basis during the academic calendar year, and meets for a one-week, forty hour session every summer.

Provost's Council

Purpose: The Provost and Vice President for Academic Affairs is the Chief Academic Officer of the Academy and is responsible for the academic integrity of the campus, the academic departments, faculty development, academic policy development and implementation, the assessment and accreditation of academic programs, the Library, admissions, continuing education, enrollment management, and financial aid. The Provost's Council, with representation from these various areas, serves as the advisory body to the Provost.

Composition: Provost, and Vice President of Academic Affairs, Academic Dean, Dean of Extended Learning, Library Dean, Director of the ABS School of Maritime Policy and Management, Director of Admissions, Director of Financial Aid, Director of Simulation, Director of Faculty Affairs, Director of USCG Licensing Programs, Director of Institutional Research, Director of Learning and Instructional Technology, Registrar, WASC Accreditation Liaison Officer, Academic Senate Chair, and Special Assistant to the Provost.

Frequency: The committee meets weekly.

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS' COMMITTEES

Academic Calendar Committee

Purpose: The purpose of the Academic Calendar Committee is to plan the Annual Academic Calendar.

Composition: Vice President of Student Affairs, Registrar (Chair), Captain of the Training Ship Golden Bear, Academic Dean, Dean of Students, Associate Registrar, Director of University Affairs, Director of Admissions, a representative from Human Resources, Controller, Director of USCG Licensing Programs, and Chair of the Academic Senate.

Frequency: Monthly during the academic year, as needed during the summer.

Admission Appeals Committee (CSU Mandated Committee)

Purpose: The purpose of the Admissions Appeal Committee is to reconsider applications of students who have been denied admission if they appeal the initial decision made by the Office of Admissions. Refer to the Admission Decision Appeals Policy.

Composition: Registrar (or appointed designee). Additional members include the Dean of Students (or appointed designee), the department chair or faculty member from the applicant's area of interest, a representative from the Commandant's Office, and the Academic Dean (or appointed designee). The Director of Admissions serves as an ex-officio, non-voting member of the committee.

Frequency: The committee meets on an as-needed basis.

Graduation Rate Initiative Committee

Purpose: The purpose of this CSU mandated committee is to improve the six-year graduation rate and to close the achievement gap. The committee will propose and implement policies that are consistent with maintaining the highest level of educational and professional excellence without lowering standards or sacrificing quality.

Composition: Registrar; Director of Housing & Residential Life; Vice President of Student Affairs (or designee); Commandant or Deputy Commandant; Director of Center for Engagement, Teaching and Learning; Director of the ABS School of Maritime Policy and Management; WASC Accreditation Liaison Officer; Director of Institutional Research, and Academic Dean.

Frequency: Twice a Semester

Institutional Review Board Committee (Federal and CSU Mandated Committee)

Purpose: The purpose of the Institutional Review Board Committee is to assure that:

1. The California Maritime Academy has an IRB Procedure Manual that is compliant with all regulations and available to the Cal Maritime community in a useable format;
2. the procedures as set forth in the manual are followed;
3. human subjects are not placed in unreasonable physical, mental, or emotional risk as a result of the research;
4. the necessity and importance of the research outweighs the risks to the subjects;
5. the researcher(s) is/are qualified to conduct research involving human subjects; and
6. that records of all applications are maintained in a secure environment.

Composition: One faculty member from each academic department, Directory of Institutional Research, Director of Simulation, Dean of Extended Learning, and the Grant Compliance Officer. The Chair is elected by members of the committee.

Frequency: The committee meets on an on-needed basis.

International Experience Planning Committee

Purpose: The International Experience Planning Committee shall develop and implement all policies relevant to the MPM International Experience Program.

Composition: Primary committee: Director of ABS School of Maritime Policy and Management, Academic Dean, MPM Department Chair, Budget Director, Risk Management Director, Registrar, Special Assistant to the Provost, and others on an as-needed basis appointed by the Provost and/or Primary Committee. In addition, the IE Trip Faculty Members and IE Trip Assistants, once determined, shall serve on the committee from the time of their selection through IE trip completion and debriefing meetings for approximately 10 months.

Frequency: The committee meets approximately every other week throughout the academic year and on an on-needed basis during the summer.

Provost's Academic Leadership Team Committee

Purpose: The purpose of the Provost's Academic Leadership Team Committee is to update and prioritize key elements within the Academic Master Plan and to develop an action plan and timeline for implementation

Composition: Provost and Vice President for Academic Affairs, Academic Dean, the Academic Senate Executive Committee, Academic Department Chairs, Director of Faculty Affairs, Director of ABS School of Maritime Policy and Management, WASC Coordinator, Library Dean, and Dean of Extended Learning.

Frequency: The committee meets twice per academic year, typically in September and January.

Registration Planning Committee

Purpose: The purpose of the Registration Planning Committee is to ensure strong collaboration among departments to ensure timely registration, disbursement of financial aid, collection of fees, and cancellation of enrollment. The Committee also reviews requests for priority registration and recommendations are forwarded to the provost and president. To create an efficient university, workflow processes are reviewed, and if needed, policies regarding registration are forwarded to the provost and president.

Composition: Registrar or Associate Registrar, Student Finance or Controller, Director of Admissions, Dean of Students, Director of Financial Aid, Academic Dean, one Faculty (or representative from impacted and non-impacted programs), Dean of Student Development and Career Services, Director of Housing & Residential Life, Commandant's Office, a student representative from ASCMA and the Corps of Cadets.

Frequency: The committee meets monthly.

Scholarship Committee

Purpose: The purpose of this committee is to review foundation scholarship applications and match applicants to the appropriate scholarship based on scholarship criteria.

Composition: Director of Financial Aid and includes the Vice President of Advancement (or designee), the Director of Admissions, the Dean of Student Development and Career Services, and four faculty members appointed by the Senate Executive Committee.

Frequency: The committee typically meets during the spring semester on an as-needed basis.

Shared Literary Experience Committee

Purpose: The purpose of the Shared Literary Experience Committee is to select the summer reading required by all incoming first-year students for the following academic year. In addition, the committee assists with

the planning of related events, such as securing an Orientation Week speaker and organizing group discussions and group discussion leaders.

Composition: Library Dean or designee; additional members are recruited from interested staff and instructional faculty. The committee seeks membership that will be representative of the campus-at-large.

Frequency: The committee communicates frequently online and meets in-person when the Chair or committee members deem it necessary.

Strategic Enrollment Management Committee

Purpose: The Enrollment Management Committee has been tasked with establishing clear enrollment goals, maintaining optimum enrollment, determining financial/tuition generation projections, increasing organizational efficiency, improving retention and graduation rates, improving student focused service levels, promoting and championing student success, addressing capacity issues, and supporting effective academic programs. The Committee reports to the Provost and President, consistent with the university mission and vision.

Composition: Registrar, Director of Financial Aid, Director of Admissions, Academic Dean, Vice President for Administration and Finance (or designee), and Provost and Vice President for Academic Affairs (or designee), Director of Institutional Research; Dean of Student Development and Career Services, three (3) representatives from the Academic Senate and one student representative from each group: ACSMA and Corps. In addition, ad hoc members will be called upon on an as-needed basis for inquiries or feedback on capacity issues including the Director of Housing and Residential Life, Director of Facilities, and Vice President for Student Affairs.

Frequency: The committee meets monthly.

USCG Licensing Committee

Purpose: The purpose of this committee is to ensure campus wide and programmatic compliance with US Coast Guard Domestic Licensure and with STCW 1978 as amended in 2010. The committee takes the lead in the audits for the campus, and reviews and makes recommendations regarding any changes to the curriculum, facilities and/or domestic and international standards.

Composition: Director of USCG Licensing Programs, Assistant Director of USCG Licensing Programs (MT), Assistant Director of USCG Licensing Programs (ET), USCG Licensing Coordinator, Captain of the Training Ship Golden Bear, and Deputy Commandant. In addition, ad hoc members (non-voting) include: MT Department Chair, ET Department Chair, ME Department Chair (or designee), TSGB Chief Engineer (or designee), and TSGB Chief Mate (or designee).

Frequency: The committee meets quarterly or as necessary to ensure compliance.

Veterans' Affairs Committee

Purpose: The purpose of the Veterans' Affairs Committee is to assist Cal Maritime meet CSU and national goals to be a veteran friendly campus, to assure that any problems that veterans may have, either with the campus or personally, are addressed, and to increase services to veterans and dependents on campus as well as raise awareness of veteran related issues on campus and in the community.

Composition: Commandant, Registrar or Associate Registrar (or designee), Student Financials Analyst, Director of Admissions, Director of Financial Aid, and at least one (2) student veteran or dependent

representative, Director of Health Center, Director of Housing & Residential Life. (Chair appointed by Provost)

Frequency: The committee meets monthly; same day as the CSU Veterans Conference Call.

WASC Oversight Committee

Purpose: The purpose of the WASC Oversight Committee is to ensure that all campus processes directly or indirectly related to subsequent WASC reviews, including various curricular and co-curricular assessment measures, are being implemented in a timely manner.

Composition: WASC Coordinator and includes the Provost and Vice President for Academic Affairs, Vice President for Student Affairs (or designee), Academic Dean, Director of the Center for Engagement, Teaching and Learning, the Director of USCG Licensing Programs, Director of Institutional Research, Special Assistant to the Provost, and other faculty, staff and administrators depending upon the phase of the process. Various ad-hoc subcommittees may be formed with personnel with specific expertise to address narrower areas of concern as identified by WASC.

Frequency: The committee meets on an as-needed basis, but much more frequently in the period leading up to WASC reviews.

VICE PRESIDENT FOR STUDENT AFFAIRS' COUNCILS

Student Affairs Leadership Team (SALT)

Purpose: The SALT serves as an advisory and informational council to the VP of Student Affairs for all matters affecting student life. The SALT meetings are working sessions, where issues affecting more than one area of the division are discussed and resolved.

Composition: Vice President Student Affairs, Dean of Students, Commandant, Deputy Commandant, Dean of Student Development and Career Services, Athletic Director, Director of the Health Center, Director of Housing and Residential Life, Director of the Center for Engagement, Teaching and Learning, and Executive Director of Enterprise Services.

Frequency: Weekly

Student Athletic Advisory Council

Purpose: The Student Athletic Advisory Council (SAAC) serves as vehicle to promote communication between the athletic administration and the student athletes at Cal Maritime by providing a student athlete voice within the department, discussing issues and concerns, and providing feedback as necessary. The SAAC also serves in a leadership role recruiting fellow student athletes to serve the campus, Vallejo, and the surrounding area through a variety of community service programs and events.

Composition: Head Athletic Trainer and includes two representatives from each of the following nine (9) athletic teams in the department: men's basketball, women's basketball, crew, golf, rugby, sailing, soccer, men's water polo, and women's water polo.

Frequency: The council meets at least twice a semester

VICE PRESIDENT FOR STUDENT AFFAIRS' COMMITTEES

Disability Resources Advisory Committee

Purpose: The Disability Resources Advisory committee reviews and updates or changes to policies and procedures as well as assisting with any challenges to disability accommodations made by faculty or students, assists in setting policy and procedure for the Disability Resource Office and meets twice a year.

Composition: Director of Disability Services. The committee is composed of representatives from The Disability Resource Office (as a part of The Center for Engagement, Teaching and Learning), Student Health Services, Admissions, the STCW Coordinator, faculty, and a student representative.

Frequency: The committee meets twice per academic year.

Alcohol Advisory Committee

Purpose: The purpose of this committee is to advise the Dean of Students and VPSA on issues concerning alcohol, tobacco and other drugs involving the campus and surrounding community in which CAL MARITIME students, staff and faculty live and work and includes: policy issues; health promotion programming; research, data and assessment; availability of clinical services; and surrounding community issues such as location of alcoholic beverage establishments, medical marijuana dispensaries, etc.

Composition: Psychologist, students (preferably representatives who live on-campus and off-campus) appointed by ASCMA; Chief of Police or representative; Director of Student Health Center; Health Education Assistant; Director of Athletics (or designee); Dean of Students, Dean of Student Development and Career Services, or designee, Director of Housing & Residential Life; Deputy Commandant; two faculty members appointed by the Academic Senate Chair; a member from the community.

Frequency: As needed

Commencement Committee

Purpose: The purpose of this committee is to plan, organize, and implement commencement policies, activities and events.

Composition: Dean of Students, administrative staff, to include Presidential Aide; Dean of Student Development and Career Services, Registrar, Chief of Police Service, Officer in Charge of Naval Science; Coast Guard Liaison; Graduate Program coordinator, Director of Facilities; Audio Visual; Bookstore; Purchasing; Director of Food Services; Director of Center for Engagement, Teaching and Learning, Director of Special Events; and 2 to 3 senior class students.

Frequency: As needed

Applicant Health Review Committee

Purpose: The purpose of this committee is to review health issues of prospective applicants for admission to CAL MARITIME and advise the SHC on questionable cases where prospective applicants may not meet the U.S. Coast Guard health standards for licensure or the physical/mental health requirements to participate in training cruise.

Composition: Director of Student Health Center; Director of Admissions; Assistant Director of Admissions; Campus Psychologist, Dean of Students, Academic Dean or designee (licensed).

Frequency: As needed near end of application cycle, typically once/year.

Instructional Related Activities Committee

Purpose: The Purpose of this committee is to aid in managing the disbursement of monies received through the Instructionally Related Activities Fee (IRA). The IRA committee will make recommendations through the President or his/her designee regarding the specific procedures and allocation of those funds.

Composition: Dean of Students, AVP Budget Officer or designee, 2 faculty members chosen by the academic senate, athletic Department representative, 4 students.

Frequency: At least twice in spring once in fall.

Orientation Committee

Purpose: The purpose of this committee is to plan, organize, and implement orientation policies, activities and events.

Composition: Dean of Students (Chair), Commandant, Director of Housing and Residential Life (or designee), Corps Chief of Staff, Dean of Student Development and Career Services, Director of Center for Engagement, Teaching and Learning, Director of Faculty Affairs (as needed for scheduling) and representatives from the following: Food Services, Police Services, Health Education, Facilities,

Frequency: As needed by Chairs, summer meetings required.

Student Health Advisory Committee

Purpose: The purpose of this committee is to advise the campus President (or designee) and the Director, Student Health Center, regarding student health issues on campus and SHC operational issues such as hour of operation, scope of services provided, fee for service levels (“advisory” capacity only), health promotion programming, etc.

Composition: This committee should have membership from students (comprising a majority of the committee), staff, and faculty, with a student as chair. Student Health Center may appoint one standing member. Students serving are generally appointed by ASCMA. The Director of the Student Health Center serves as an ex-officio member.

Frequency: 1-2 times per semester

Off Campus Housing Committee

Purpose: the purpose of this committee is to advise the Dean of Students and VPSA of policy issues and implementation of policies for students living or seeking to live off campus.

Composition: Director of Housing and Residential Life, Executive Executive Director of Enterprise Services, one student appointed by Corps Commander.

Frequency: twice per semester and summer.

Food Service and Menu Advisory Committee

Purpose: This committee meets with the Executive Chef to discuss menus, nutrition and special needs.

Composition: Chair is elected from membership which includes 1 faculty member, two staff members and 6 students. The Executive Director of Enterprise Services acts as Ex-Officio and coordinates meetings.

Frequency: Quarterly

Pearls of Power Committee

Over-arching purpose: Pearls of Power (POP) is a two-day conference focused on supporting the success of women in maritime, transportation, and related industries such as business, policy, and engineering.

Executive Steering Committee

Purpose: To provide strategic and continual oversight of the development and implementation of the annual Pearls of Power Women's Conference.

Composition:

Stephen Kreta, Vice President of Student Affairs

Vivienne McClendon, Director of CETL

Vineeta Dhillon, Director of Procurement and Risk Management

Planning Committee

Purpose: To provide direction and input into the Pearls of Power Women's Conference including thematic suggestions, logistics planning and on the ground logistical support, promotion, and tother conference related activities.

Composition: EAP Coordinator, Housing Representative, Admissions representative, Career Center Representative, Social Media Representative, one or more faculty representatives, one of more student representatives.

Frequency: Monthly during the fall semester and increasing in frequency to once per week leading up to the conference. Immediately following conference a debrief meeting is held to create a list of suggest improvement for the following year and committee is released from its duty.

COMMITTEES - VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Accessible Technology Issues (ATI) Oversight Committee (and its sub-committees)

Purpose: The purpose of the Accessible Technology Issues Oversight Committee is to lead campus efforts in developing awareness of and compliance on Accessible Technology Issues through marketing, training, policy, and procedure. The oversight committee meets once a month as a whole or as one of its subcommittees.

Composition: Chief Information Officer and includes representatives who are involved in Instructional Materials, Web Development, and Purchasing and Procurement. Members are from Information Technology, Purchasing, and the Center for Engagement, Teaching and Learning (which includes Disability Services for Students)

Frequency: Biannually

Procurement Subcommittee: Focuses on the Purchasing of Electronic and IT related services and products on campus related to ATI

Instructional Materials Subcommittee: Focuses on the compliance and development of accessible instructional materials, textbooks, and syllabi on campus

Campus Fee Advisory Committee (CSU Mandated Committee)

Purpose: The Campus Fee Advisory Committee serves as an advisory committee to the President for fees and rates charged to students for items not supported by the state educational budget. The committee evaluates requests for fee changes and makes its recommendations to the President for his consideration. The President makes the final decision for fee rates for items that he has delegated authority from the Chancellor's Office to adjust. (Executive Order 1034)

Composition: Committee Chair is a student member selected at the first annual meeting. The committee is composed of eight students and seven members-at-large from faculty and staff. The President appoints one member, each of the four vice presidents appoints one member, the Academic Senate appoints two members, the President of ASCMA is asked to appoint student members to the Committee in consultation with the Corps Commander. The Budget Analyst will serve as Coordinator and Staff to the Committee.

Frequency: Annually during academic year, or more frequently on an as needed basis.

Cost Allocation Plan Committee

Purpose: The Cost Allocation Plan Committee is a standing campus-wide committee to provide advice to the Chief Financial Officer (CFO) on methodology and model practices to be employed on campus to be in compliance with CSU Executive Order (EO) 1000 including:

1. Annual review of the draft Cost Allocation Plan and recommend adjustments to the CFO.
2. Review proposals for new components or services to be added to the cost allocation plan.
3. Annual review of facility rental rates for compliance with CSU EO's and Internal Revenue Service (IRS) Unrelated Business Tax (UBIT) guidelines.
4. Develop and recommend new campus service centers as needed to meet campus needs and comply with CSU model business practices.

Composition: Associate Vice President for Financial Services/Controller, Executive Director of Enterprise Services, and Dean of Extended Learning. In addition, the committee includes the following voting members: a faculty designee appointed by the Chair of the Academic Senate (two years), a designee appointed by the Provost and Vice President for Academic Affairs (two years), a designee appointed by the Vice President of Student Affairs (two years), a designee appointed by the Vice President for University Advancement (two years), a designee appointed by the President from Marine Programs (two years), a student representative appointed by the Corps Commander (one year) and a student representative appointed by the ASCMA (one year). The following service providers are non-voting members on the committee: Director of Facilities, Director of Police Services and IT Representatives.

Frequency: Biannually.

Emergency Operations Management Center Committee

Purpose: The purpose of this committee is to assist the Emergency Manager with the development on Emergency Operation Center, resource identification, and training development.

Composition: ICS Incident Commander, Section Chiefs for Operations, Logistics, Planning, and Finance, Building Monitor Representative and EOC Coordinator.

Frequency: Biannually.

Environmental Health and Safety Committee

Purpose: The Environmental Health and Safety Committee keeps abreast of laws and regulations governing safety, health and environmental protection; identifies safety issues; develops priorities for consideration by campus administration; and ensures that the campus complies with applicable regulatory requirements. It serves as an advisory group to the President through the Vice President for Business and Administration and provides a forum for discussion of safety concerns. The committee drafts and recommends procedures for educating and training managers, supervisors and employees on environmental, health, and safety requirements and conducts annual safety inspections of campus equipment and facilities.

Composition: Director of Facilities Management and includes representatives from the following constituencies: Administration and Finance, Academic Affairs, Student Affairs, Academic Senate, Marine Programs, Health Center, Human Resources, Employee Unions and Students, Director of Campus Planning.

Frequency: Biannually.

Parking Committee

Purpose: This committee is a campus-wide committee established to provide advice to the President for on-campus transportation policies, procedures, services and programs including:

1. Use and allocation of parking space and facilities;
2. Proposed changes and adjustments to the parking permit fee schedule (Category III fee) and the parking violation penalty schedule (Category IV fee);
3. The development of long term strategies to maintain existing parking facilities, acquire and construct new parking facilities; and
4. Develop and enhance existing alternate methods of transportation programs for students and employees.

Composition: The membership of the Parking Advisory Committee shall include:

1. Standing members - Chief of Police Services, Director of Public Safety (Committee Chair), the Director of Facilities Planning, the Director of Facilities Operations.
2. One-year term members - ASASCMA President or designee and the Corps Commander or designee.
3. Two year term members - A designee appointed by the Provost and Vice President for Academic Affairs; a designee appointed by the Vice President for Student Affairs; a designee appointed by the Vice President for Administration and Finance; the Chair of the Academic Senate or designee.

Frequency: Monthly during academic year.

Property Survey Committee

Purpose: This committee provides control and documentation for obsolete, stolen or lost campus property. The committee is responsible for establishing if any damage or theft was due to negligence of the employee assigned responsibility for the asset and preparing a report to the Vice President.

Composition: Director of Risk Management, Financial Operations, Facilities Management, Information Systems, Faculty, Representative.

Frequency: Annually.

Information Technology and Website Governance Committee

Purpose: The committee is responsible for providing strategic direction and overall governance for the design, organization and functionality of Cal Maritime's website. To achieve this purpose, the committee establishes policies, procedures, and guidelines for approval by the President's Cabinet to ensure that the website provides useful and easily accessible information about the campus.

The committee is also responsible for being a conduit for obtaining user feedback on the website, and promoting the integration of the web into the college's normal business practices. As an oversight committee, it encourages a distributed model that supports departmental ownership and upkeep of the campus web pages.

To provide Information Technology governance, the committee will review and prioritize campus wide technology initiatives, assess campus technology use and recommend policy and resource utilization. To achieve this purpose the committee will provide for approval by the cabinet, IT related policies, a prioritized list of recommended technology projects and a prioritized list of recommended campus software and hardware purchases.

Composition: Chief Information Officer, Academic Dean, Associate Vice President of Financial Services/Controller, Webmaster, Library Dean, Director of Admissions, Executive Director of Enterprise Services, Dean of Student Development & Career Services, IT Instructional Coordinator, Director of Academic Technology, Director of University Affairs, Graduate Program Coordinator, Faculty member appointed by Faculty Senate, Director of Public Affairs and Communication, Web and Social Media Specialist, two students appointed by ASCMA president, two students appointed by the Corp Commander, Director of Procurement.

Frequency: Bi-monthly.

Web Subcommittee: Focuses on the campus web page and together web services on campus related ATI.

COMMITTEES AND PROGRAM - VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT

CSU Maritime Academy Cadet Ambassador Program

Purpose: The program will provide a unique opportunity for cadets to develop their leadership skills through interactions with industry, alumni, donors, and elected officials. The program includes establishing a student alumni program, volunteerism, event participation, donor visits, travel and the opportunity for meeting and networking with executives of the maritime and related industries.

Composition: Vice President for University Advancement, Senior Development Officer, Director of Annual Giving and Alumni Relations, 30 cadets chosen based on application process.

Frequency: TBD

Homecoming Committee

Purpose: To organize and execute the annual Homecoming Weekend, including Day on the Bay.

Composition: Vice President for University Advancement, Director of Special Events, and Director of Housing & Residential Life, alumni association representatives, Senior Development Officer, Administrative Assistant for Advancement, faculty, staff, students, Chief of Police Services, Director of Facilities, and additional members as needed.

Frequency: Weekly and bi-weekly meetings as needed in the months before homecoming weekend.

Gala Committee

Purpose: To organize and execute the annual Black Tie fund raising Gala.

Composition: Vice President for University Advancement, Director of Special Events, Director for Annual Giving and Alumni Relations, Senior Development Officer, First Lady, Administrative Assistant for Advancement, and others as needed.

Frequency: Weekly and bi-weekly meetings as needed in the months before homecoming weekend.

Parent Program Committee:

Purpose: To develop programming to interest and involve current and past parents.

Composition: Vice President for University Advancement, Senior Development Officer, Director of Annual Giving and Alumni Relations, members of the division of student affairs to be identified within the first semester of 2014-15

Frequency: TBD

Prospect Management Committee

Purpose: Ensure major donor prospects are engaged in conversations and activities that bring them closer to Cal Maritime to enhance the likelihood of a successful major gift solicitation, while minimizing cross departmental and campus confusion as to the timing, nature, and level of any such solicitation; avoid prospect confusion with multiple solicitations from Cal Maritime (solicitations will be defined as any ask for a gift or sponsorship of events/programs- e.g. athletics, student clubs, etc.);

Composition: Vice President for University Advancement, President, Senior Development Officer, Director for Annual Giving and Alumni Relations, Industry Relations Representative, Director of Student Development & Career Services, Director of Advancement Services, Captain of the Training Ship Golden Bear, Director of Athletics, Executive Director of Enterprise Services, Dean of Extended Learning, Director of Extended Learning, and others as interaction and outreach are determined

Frequency: Monthly or bi-monthly meetings.

Public Affairs and Communications Advisory Committee

Purpose: Internal and external stakeholders to provide feedback on the Cal Maritime Communications plan as it is developed.

Composition: Vice President for University Advancement, Director of Public Affairs and Communications, campus representatives from faculty and staff, external stakeholders including but not limited to, representatives from the following groups: CMAF External Relations committee, alumni, marketing and communications from local and extended communities, public relations, neighboring CSU campus PAC directors, and additional members as identified.

Frequency: Quarterly meetings.

COMMITTEES – ACADEMIC DEAN

Academic Appeals Committee

Purpose: The purpose of the Academic Appeals Committee is to hear academic disqualification and readmission appeals, and to consider other academic issues as appropriate.

Composition: Academic Dean (Chair), Academic Department Chairs, and Student Records Officer (ex-officio).

Frequency: As needed

ACADEMIC SENATE COMMITTEES

Committee Membership Elected by Academic Senate Membership

Academic Senate Executive Committee

Purpose: The Executive Committee is the principal sub-unit of the Academic Senate, through which the Senate shall normally exercise its powers. Its authority shall be exercised by means of direct recommendations to the President concerning the formulation, revision, adoption, or review of policy and procedures of The California Maritime Academy. This authority shall extend to any academic matter delegated to the President either by law or by the Trustees and the Chancellor of the California State University.

Composition: The Executive Committee of the Academic Senate shall consist of six faculty members, elected at-large, both of the Senate's representatives to the California State University Academic Senate and a non-voting student, designated by the Associated Students of the California Maritime Academy.

Academic Senate Budget Committee

Purpose: The Academic Senate Budget Committee shall be responsible for all budget matters of the Academic Senate.

Composition: Vice-Chair, Executive Committee of the Academic Senate (Chair); Academic Senate representatives from all academic departments.

Frequency:

Academic Integrity Committee

Purpose: The purpose of the Academic Integrity Committee is to evaluate the appropriateness of student, staff or faculty conduct which adversely impacts the integrity of the academic programs of The California Maritime Academy. The purview of the committee shall extend to, but not be limited to:

1. student originated requests for change-of-grade;
2. conduct by students, in their role as scholars, which fails to meet the ethical standards established by the Academic Senate;
3. conduct by faculty or staff, in their role as mentors and scholars, which fails to meet the ethical standards established by the Academic Senate.

Composition: Three faculty members plus an alternate appointed by the Academic Senate Executive Committee.

Frequency:

General Education Review Committee

Purpose: The purpose of the General Education Review Committee is to evaluate academic programs for compliance, both in letter and spirit, with CSU general education guidelines; and to assess general education learning outcomes across the curriculum.

Composition: Committee Membership Appointed by Department Chairs

Frequency:

Retention, Tenure and Promotion (RTP) Committee

Purpose: The purpose of the Retention, Tenure and Promotion (RTP) Committee shall carry out peer review of faculty members as set forth in current Senate policy. The annual work efforts of the RTP Committee shall culminate in recommendations to the President regarding the retention, tenure and promotion of all who come under the purview of the RTP policy during any given review cycle

Composition: Three tenured full professors (or equivalent) elected to staggered three year terms and one alternate elected to a one year term.

Frequency:

Faculty Development Committee

Purpose: The Faculty Development Committee shall be charged with the following duties:

1. Reviewing and making recommendations to the Provost on the participation of faculty in professional development activities such as, but not limited to, conferences, workshops and seminars;
2. Evaluating proposals requesting funding for research, scholarship, and creative work by faculty;
3. Planning and promoting faculty development activities; and
4. Seeking out and advocating for more faculty development resources and opportunities.

Composition: A tenured representative from each academic department, normally the chair, plus two tenured, elected at-large members.

Frequency:

Judicial Committee

Purpose: The purpose of the Judicial Committee is to mediate, arbitrate or adjudicate all conflicts in interpretation of the Constitution or By-laws of the Academic Senate of The California Maritime Academy. Additionally, the Judicial Committee has responsibility for overseeing recall elections involving members of the Executive Committee of the Senate.

Composition: The members of the Judicial Committee, including the Chair of the Committee, shall be appointed by the Executive Committee of the Senate.

Frequency:

Policy Committee

Purpose: The purpose of the Policy Committee is to develop statements of position, policy, and procedure for application in those areas of concern to the Academic Senate, arising out of its role under shared governance within the California State University. The committee's direct efforts shall extend to those areas of Academic Senate involvement that do not fall under the purview of any other standing committee of the Academic Senate. It shall be the responsibility of the Policy Committee to review all statements of policy and procedure drafted by Chairs of standing committees for their respective committees. After review, these statements of policy and procedure shall be presented to the Executive Committee for their consideration and, ultimately, for submission to the President for his/her approval.

Composition: Three faculty members with staggering terms appointed by the Academic Senate Executive Committee.

Frequency:

Ad Hoc Committees (Membership Appointed by the Senate Executive Committee)

Curriculum Committee

Purpose: The purpose of the Curriculum Committee is to assume primary responsibility for the makeup of all curricular programs of the Academy, ensuring that the needs of the institution as well as the needs of the students of the institution are served adequately. All modifications to the curriculum shall be processed through the curriculum committee in accord with the policies and procedures of the committee.

Composition: One representative from each academic department, selected by that department; the Provost (or his/her designate); the Academic Dean (non-voting, ex officio); Library Professional selected by the Library Director.

Frequency:

Graduation Awards Committee

Purpose: The purpose of the Graduation Awards Committee is to affect the selection of students to be given awards at the Academy graduation exercises.

Composition: One representative from each academic department including Library and Athletics appointed by Department Chairs. The chair is elected by the committee and approved by the Academic Senate.

Frequency:

Library Committee

Purpose: The purpose of the Library Committee is to advise the Library Director in the Library's strategic planning process; to advise the Library Director on matters brought to the Committee by the Library Director; to periodically review Library activities and policies; to periodically assess the Library's support of academic programs; and to support the Library Director and Library staff in their pursuit of the highest possible levels of efficiency and effectiveness in the operation and utilization of the Library.

Composition: One representative from each academic department (one-year term); one student representative appointed by the ASCAL MARITIME president (one year term); the Library Director (or his/her representative).

Frequency: This committee has been inactive for many years. However, it is a Standing Committee of the Academic Senate and will require a vote of the Senate before it can be dissolved.

Professional Leave Committee

Purpose: The purpose of the Professional Leave Committee is to review sabbatical leave applications and difference in pay applications. In their review, the Professional Leave Committee shall consider questions related to the quality of the proposed sabbatical project, and whether the proposed sabbatical project will provide a benefit to CAL MARITIME and/or the CSU in the form of research, scholarly and creative activity, instructional improvement or faculty retraining. The Professional Leave Committee shall recommend to the Provost whether they recommend approval or denial of the sabbatical leave application and difference in pay applications and the reasons for their recommendation.

Composition: One tenured representative from each academic department (excluding department chairs) elected by the department and the Director of Faculty Affairs as a non-voting member (if the Director is a department chair, s/he is excluded from serving).

Frequency:
