

SALEM STATE UNIVERSITY

THE GOVERNANCE STRUCTURE:

A GUIDE TO UNIVERSITY COMMITTEES



Revised, September 1, 2010

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Salem State University
Salem, MA 01970

INTRODUCTION

The committee structure of Salem State University is designed to encourage active participation by all members of the University community, not just by those serving on committees. Any individual may submit a proposal for consideration by a committee. All committee meetings are open, and individuals are welcome to attend any meeting of any committee and to participate on a non-voting basis in the discussion on any proposal.

To assist members of the University community in gaining access to the committee structure, the President's Office has updated this guide that classifies and lists University committees, delineates committee membership, and summarizes committee responsibilities and reporting channels.

Members appointed to Contract and University Committees receive a listing of the committees and membership. The listing is also sent to the President's Cabinet, the President of the Salem Chapter/MSCA, the President of the Salem Chapter/APA, the Chief Stewards of Local 1067 AFSCME and the President of the SGA. The president convenes each of the contract committees at which time a chair person and recorder are elected. For the university committees, the president or vice president/associate vice president convenes the first meeting where a committee chair and recorder are elected and a charge is provided to the committee.

Any individual who is interested in serving on a committee should make his/her wishes known to the President of the Salem Chapter/MSCA (faculty and librarians), to the President of the University or the appropriate Vice President (administrators and staff), or to the President of the Student Government Association (students).

Meeting dates and times, agendas and minutes are posted on the university website at <http://www.salemstate.edu/faculty-staff/governance.php>.

This document was prepared by the President's Office in cooperation with the Office of Academic Affairs. Comments may be sent to:

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COMMITTEE MEMBERSHIP

For specific details and restrictions on membership, please see the appropriate committee description in this booklet.

Entry # & (Page #)	Committee	MSCA Unit	Admin	Students	Others	Total
(4)	Contract					
A1 (5)	All College	8	3	3	0	14
A2 (5)	Academic Policies	16	3	3	0	22
A3 (5)	Curriculum	16	3	3	0	22
A4 (6)	Graduate Ed. Council	5	3	1	0	9
A5 (6)	Library/Media Development	7	3	3	0	13
A6 (7)	Student Life	5	5	9	0	19
(8)	University - Required By Law or Regulation					
B1 (9)	ADA/Section 504 Task Force	3	3	3	0	9
B2 (9)	University Safety Committee	2	7	2	4	15
B3 (10)	University Wide Internal Control Committee	0	13	0	0	13
B4 (10)	Institutional Research Review Board (IRRB)	3	2	0	1	6
B5 (11)	President's Advisory Committee on Diversity, Affirmative Action, Equity and Social Justice	9	8	7	2	26
(12)	University - Advisory					
C1 (13)	Academic Computing	6	3	3	0	12
C2 (13)	Budget Committee	3	10	3	0	16
C3 (14)	Campus Celebrations	6	6	3	3	18
C4 (14)	Civic Engagement Committee	6	6	2	1	15
C5 (14)	University Bookstore Council	3	3	3	0	9
C6 (15)	University Research Committee	10	2	0	0	12
C7 (15)	University-Wide Assessment	11	3	0	0	14
C8 (15)	Commencement Speakers/Honorary Degrees Committee	3	3	2	0	8
C9 (15)	Core Curriculum Advisory Committee	8	2	2	3	15
C10 (16)	Council on Teaching and Learning	10	0	0	0	10
C11 (16)	Emeritus Status Committee	3	0	0	0	3
C12 (17)	Enrollment Management Orientation, Registration and Retention Committee	11	14	3	2	30
C13 (17)	Foreign Language Substitution	4	0	0	0	4
C14 (18)	Honors Program Advisory Committee	5	1	4	1	11
C15 (18)	Marketing Advisory	3	9	2	0	14
C16 (19)	Scholarship Committee	5	7	2	0	14
C17 (19)	Senior Awards / Who's Who	2	2	8	0	12
C18 (20)	Space Committee	7	8	2	0	17
C19 (20)	Strategic Planning Council	7	10	3	1	21
C20 (21)	Student Academic Support Services (SASS) Advisory Committee	5	5	1	0	11
C21 (21)	Web Steering Committee	3	7	1	0	11

Distribution of Departments
(Appendix A, Salem Chapter/MSCA Constitution and Bylaws)

ACADEMIC AREA A

- Biology
- Chemistry and Physics
- Computer Science
- Geological Sciences
- Mathematics
- Nursing
- Occupational Therapy

ACADEMIC AREA B

- Art
- English
- Foreign Languages
- Interdisciplinary Studies
- Library
- Music
- Philosophy
- Theatre and Speech

ACADEMIC AREA C

- Economics
- Geography
- History
- Political Science
- Psychology
- Sociology
- Sport and Movement Science

ACADEMIC AREA D

- Accounting and Finance
- Communications
- Criminal Justice
- Education
- Management
- Marketing and Decision Sciences
- Social Work

Please note that, in accordance with Article VII of the MSCA/BHE Agreement, only full-time unit members may be appointed to governance committees. Exceptions made by the Salem Chapter/MSCA to University committees are noted in the Committee description.

A. CONTRACT COMMITTEES

For the membership, representatives, and reporting channels of these committees, please see the MSCA/BHE Agreement, Article VII.

- A1. All College
- A2. Academic Policies
- A3. Curriculum
- A4. Graduate Education Council
- A5. Library/Media Development
- A6. Student Life

Members of the University community should submit proposals to the Chairperson, All College Committee, who will forward the proposal to the appropriate committee. Committee membership terms should be staggered so that no more than one half of the committee turns over at one time.

A1

Name: All College

Type: Contract

Membership:

Administrators	3	Appointed by the President
MSCA Bargaining Unit	8	Appointed by the Salem Chapter/MSCA
Students	3	Appointed by the SGA
Others	0	
Total	14	

Responsibilities:

1. Be the primary agent for coordination and implementation of all contract committees except for Graduate Education Council
2. Makes recommendations to the President
President, through appropriate Vice President

Reports to:

A2

Name: Academic Policies

Type: Contract

Membership:

Administrators	3	Appointed by the President
MSCA Bargaining Unit	16	Appointed by the Salem Chapter/MSCA
Students	3	Appointed by the SGA
Others	0	
Total	22	

Responsibilities:

1. To make reports and recommendations on the academic calendar, academic standards, University admissions standards, selective retention, educational services for the local community
2. Provide a comprehensive audit and update of all academic policies

Reports to:

All College Committee

A3

Name: Curriculum

Type: Contract

Membership:

Administrators	3	Appointed by the President
MSCA Bargaining Unit	16	Appointed by the Salem Chapter/MSCA
Students	3	Appointed by the SGA
Others	0	
Total	22	

Responsibilities:

1. Make reports and recommendations on the coordination and improvement of the University's academic programs; on deletions from, additions to, or changes in the University inventory of courses; on major and general educational requirements and proposed changes; on new major programs of study
2. Reviews curriculum changes as they progress through academic planning process

Reports to:

President on the establishment or disestablishment of a department;
All College Committee on all other matters

A4

Name: Graduate Education Council

Type: Contract

Membership:

Administrators	3	Appointed by the President
MSCA Bargaining Unit	5	Appointed by the Salem Chapter/MSCA
Students	1	Selected by the Graduate Ed. Council
Others	0	
Total	9	

Responsibilities:

1. To make reports and recommendations regarding changes to requirements within graduate programs and the addition and deletion of graduate courses
2. Review of curriculum changes as they progress through academic planning process
3. To hear appeals from graduate students

Reports to:

President, through Provost and Vice President, Academic Affairs

A5

Name: Library/Media Development

Type: Contract

Membership:

Administrators	3	Director of the Library, Director of Instructional Media and one other appointed by the President.	
MSCA Bargaining Unit	7	Appointed by the Salem Chapter/MSCA	Including 3 librarians and 1 faculty member from each Academic Area
Students	3	Appointed by the SGA	
Others	0	At least one of the above members must be an Alumnus/a of the University; otherwise an alumnus/a (selected by the President) must be added to the Committee, bringing the membership to fourteen (14).	
Total	13		

Responsibilities:

1. Advises and assists the Library and Instructional Media Center in ascertaining present and future needs
2. Advises ongoing and future programs
3. Makes reports and recommendations related to Library and Instructional Media Center as academic support area

Reports to:

Minutes are to be forwarded to the All College Committee for recommendations on all governance matters.

A6

Name: Student Life

Type: Contract

Membership:

Administrators	5	Appointed by the President
MSCA Bargaining Unit	5	Appointed by the Salem Chapter/MSCA
Students	9	Appointed by the SGA
Others	0	
Total	19	

Responsibilities:

1. Make reports and recommendations with respect to the needs of the student population to be served, student activities, and student participation in the cultural and social activities of the University
 2. Review of student life programs with attention to shift to residential and psychological/mental health needs of students
- All College Committee

Reports to:

B. Committees Required by Federal or State Regulations or Laws

- B1. ADA/Section 504 Task Force
- B2. University Safety Committee
- B3. University Wide Internal Control Committee
- B4. Institutional Research Review Board
- B5. President's Advisory Committee on Diversity, Affirmative Action, Equity and Social Justice

Members of the University Community should submit proposals for these committees to the committee chairperson.

B1

Name: ADA/Section 504 Task Force

Type: University - Required By Law

Membership:

Administrators	3	Appointed by the President	
MSCA Bargaining Unit	3	Appointed by the Salem Chapter/MSCA	
Students	3	Appointed by the SGA	Student membership is required by federal law
Others	0	Every attempt must be made to have disabled persons represented on the committee.	
Total	9		

Responsibilities:

1. To coordinate the self-evaluation required by Section 504
2. To assess the needs of the disabled population on campus; to make recommendations to the appropriate committees and offices

Reports to:

President and to contract committees, as appropriate

B2

Name: University Safety Committee

Type: University - Required by Law

Membership:

Administrators	7	Appointed by the President	
MSCA Bargaining Unit	2	Appointed by the Salem Chapter/MSCA	
Students	2	Appointed by the SGA	
Others	4	2 AFSCME Unit I, 2 AFSCME Unit II	
Total	15		

Responsibilities:

1. To educate all members of the community about concerns and issues relating to campus safety and security
2. To be responsible for encouraging an open discourse and conversation regarding the development of policies and procedures which would ensure the safety of all community members and guests while at the institution
3. To review those policies established and enforced by the Office of Public Safety to provide a safe and secure campus environment

Reports to:

Executive Vice President

B3

Name: University Wide Internal Control Committee

Type: University - Required By Law

MGL Chapter 647 Acts of 1989 and

Office of the State Comptroller Memorandum FY2001-28, June 29, 2001

Membership:

Administrators	13	The chairperson and members of the committee representing a cross section of key functional areas within the University are appointed by the President.
MSCA Bargaining Unit	0	
Students	0	
Others	0	
Total	13	

Responsibilities:

1. To assess potential financial and operational risk in their and other areas of the University
2. Integrate assessments and produce an annual update to the **Internal Control Risk Assessment** document

Reports to:

President

B4

Name: Institutional Research Review Board (IRRB)

Type: University - Required By Law

Membership:

Administrators	2	Appointed by the President	One from Academic Affairs; one from Student Life
MSCA Bargaining Unit	3	Appointed by the Salem Chapter/MSCA	
Students	0		
Others	1	Other members necessary to be in compliance with the IRRB Policy (see page 3 of the Salem State University IRRB Policy)	
Total	6		

Responsibilities:

1. To devise a policy and procedure to protect the rights of human subjects involved in classroom activities, research, and related activities
2. To create an "informed consent" form for use in such situations
3. To serve as a review panel to approve the use of human subjects in such situations

Reports to:

Provost and Vice President, Academic Affairs
Implementation of the approved policy and procedure will be the province of the IRRB

B5

Name: President's Advisory Committee On Diversity, Affirmative Action, Equity and Social Justice

Type: University – Required By Law

Membership:

Administrators	9	Appointed by the President
MSCA Bargaining Unit	8	Appointed by the Salem Chapter/MSCA
Students	7	Appointed by the SGA
Others	2	Classified Staff
Total	26	

Responsibilities:

1. Address concerns and issues related to diversity and multiculturalism
2. Makes recommendations to president regarding student life, the curriculum and general activities
3. To evaluate institutional compliance with all Affirmative Action / Equal Opportunity programs
4. To keep informed as to federal and state laws and regulations as well as institutional and system-wide policy impacting Affirmative Action
5. To make recommendations to the President of the University as well as to respective campus and system-wide governance committees concerning resolution with respect to the effective implementation of the University's Affirmative Action plan

Reports to:

President

C. University Advisory Committees

Members of the University community should submit proposals for these committees to the Chairperson of the committee of interest.

C1	Academic Computing
C2	Budget Committee
C3	Campus Celebrations
C4	Civic Engagement Committee
C5	University Bookstore Council
C6	University Research Committee
C7	University-Wide Assessment
C8	Commencement Speakers/Honorary Degrees Committee
C9	Core Curriculum Advisory Committee
C10	Council on Teaching and Learning
C11	Emeritus Status Committee
C12	Enrollment Management Orientation, Registration and Retention Committee
C13	Foreign Language Substitution
C14	Honors Program Advisory Committee
C15	Marketing Advisory
C16	Scholarship Committee
C17	Senior Awards / Who's Who
C18	Space Committee
C19	Strategic Planning Council
C20	Student Academic Support Services (SASS) Advisory Committee
C21	Web Steering Committee

C1

Name: Academic Computing

Type: University - Advisory

Membership:

Administrators	3	Appointed by the President
MSCA Bargaining Unit	6	Appointed by the Salem Chapter/MSCA
Students	2	Appointed by the SGA
	1	Appointed by the Graduate Education Council
Others	0	
Total	12	

Responsibilities:

1. To develop an academic computing vision for Salem State University and ascertain the University's strategic, global, and long-term academic computing needs
2. To serve as an information conduit between the Academic Vice President and the faculty/librarians in matters concerning academic computing policy
3. To evaluate proposed and existing programs / initiatives and make recommendations for improvements

Reports to:

Provost and Vice President, Academic Affairs

C2

Name: Budget Committee

Type: University - Advisory

Membership:

Administrators	10	Appointed by the President
MSCA Bargaining Unit	3	Appointed by the Salem Chapter/MSCA
Students	3	Appointed by the SGA
Others	0	
Total	16	

Responsibilities:

1. Assist in connecting goals, objectives, action steps and priorities of the University's strategic plan to a multi-year budget outlook and process
2. Serve as a communication conduit between the administration and University community to enhance broad understanding of the University's operating budget and related issues and to bring issues identified within the community to the attention of the administration
3. Be a focus group/sounding board for budget messages and other information before issuance to the campus or larger community
4. Analyze specific budget-related issues and develop recommendations to the president
5. Assist in identifying opportunities for revenue enhancement or operational efficiencies that will result in the more productive use of available resources

Reports to:

Vice President, Finance and Facilities

C3

Name: Campus Celebrations

Type: University - Advisory

Membership:

Administrators	6	Appointed by the President
MSCA Bargaining Unit	6	Appointed by the Salem Chapter/MSCA
Classified	3	
Students	3	Appointed by the SGA
Total	18	

Responsibilities:

1. Plan and implement periodic events for the campus to celebrate achievements

Reports to:

President

C4

Name: Civic Engagement Committee

Type: University - Advisory

Membership:

Administrators	6	Appointed by the President
MSCA Bargaining Unit	6	Appointed by the Salem Chapter/MSCA
Students	2	Appointed by the SGA
Others	1	Classified Staff
Total	15	

Responsibilities:

1. Look at the broad range of definitions and programs called “Civic Engagement” at colleges and universities
2. Explore what the range of civic engagement activities have been at SSC
3. Initiate a campus-wide discussion about the potential scope of civic engagement and how it might be defined at SSC
4. Conduct external conversations with our broader regional community to understand how SSC should be civically engaged

Reports to:

President

C5

Name: University Bookstore Council

Type: University - Advisory

Membership:

Administrators	3	Appointed by the President
MSCA Bargaining Unit	3	Appointed by the Salem Chapter/MSCA
Students	3	Appointed by the SGA
Others	0	
Total	9	

Responsibilities:

1. Prepare application and screens requests for funds after conducting formal hearings on student-oriented projects
2. Administer the Bookstore Surplus Trust Fund
3. Develop process for review of proposals to incorporate assessment of duplication, need, physical plant needs, etc.

Reports to:

Executive Vice President

C6

Name: University Research Committee

Type: University - Advisory

Membership:

Administrators	2	Appointed by the President	
MSCA Bargaining Unit	10	Appointed by the Salem Chapter/MSCA	4 from SOAS 3 from BSOB 3 from SOHS
Students	0		
Others	0		
Total	12		

Responsibilities:

1. Assess needs to promote research and propose plan
2. Develop web presence to provide access to resources for faculty and students to conduct research
3. Promote dissemination of faculty and student research

Reports to:

Provost and Vice President, Academic Affairs

C7

Name: University-Wide Assessment

Type: University - Advisory

Membership:

Administrators	3	Appointed by the President	
MSCA Bargaining Unit	11	Appointed by the Salem Chapter/MSCA	4 from SOAS 3 from BSOB 3 from SOHS 1 from Library
Students	0	Appointed by the SGA	
Total	14		

Responsibilities:

1. To review and make recommendations concerning assessment with particular focus on upcoming NEASC reaccreditation efforts
2. Recommend ongoing infrastructure to support assessment efforts

Reports to:

Provost and Vice President, Academic Affairs

C8

Name: Commencement Speakers/Honorary Degrees Committee

Type: University - Advisory

Membership:

Administrators	3	Appointed by the President	
MSCA Bargaining Unit	3	Appointed by the Salem Chapter/MSCA	1 from SOAS 1 from BSOB 1 from SOHS
Students	2	Appointed by the SGA	
Total	8		

Responsibilities:

1. Ask for and screen suggestions for commencement speaker nominations to the president
2. Select student speaker for all commencements
3. Recommend honorary degree recipients to the president

Reports to:

President

C9

Name: Core Curriculum Advisory

Type: University - Advisory

Membership:

Administrators	2	Appointed by the President	
MSCA Bargaining Unit	8	Appointed by the Salem Chapter/MSCA	3 from SOAS 2 from BSOB 2 from SOHS 1 from Library
Students	2	Appointed by the SGA	
Members of the Curriculum Committee	3	Appointed by the Chair, Curriculum Committee	
Total	15		

Responsibilities:

1. Review the current core curriculum and make recommendations regarding appropriate changes
2. Submit findings to the All-University Committee who will subsequently submit report to appropriate governance committee

Reports to:

Provost and Vice President, Academic Affairs

C10

Name: Council on Teaching and Learning

Type: University - Advisory

Membership:

Administrators	0		
MSCA Bargaining Unit	10	Appointed by the Salem Chapter/MSCA	3 from SOAS 3 from BSOB 3 from SOHS 1 from Library
Students	0		
Others	0		
Total	10		

Responsibilities:

1. To recognize and fostering excellence in teaching at Salem State University
2. To provide professional development opportunities that improve teaching effectiveness, promote student-centered learning, and encourage innovation in the classroom
3. To provide multiple forums for dialogue and interaction supporting the continuous improvement of teaching and learning

Reports to:

Provost and Vice President, Academic Affairs

C11

Name: Emeritus Status Committee

Type: University - Advisory

Membership:

Administrators	0		
MSCA Bargaining Unit	3	Appointed by the Salem Chapter/MSCA	1 from SOAS 1 from BSOB 1 from SOHS
Students	0		
Others	0		
Total	3		

Responsibilities:

1. To evaluate applications from retiring faculty and librarians who have elected to be considered for emeritus status from the Office of the Provost and make recommendation to the Provost

Reports to:

Provost and Vice President, Academic Affairs

C12

Name: Enrollment Management Orientation, Registration and Retention Committee

Type: University - Advisory

Membership:

Administrators	14	Appointed by the President	
MSCA Bargaining Unit	11	Appointed by the Salem Chapter/MSCA	4 SOAS 3 BSOB 3 SOHS 1 Library
Students	3	Appointed by the SGA	
Others	2	Classified Staff	
Total	30		

Responsibilities:

1. Make recommendations concerning enrollment and retention of students

Reports to:

Associate Vice President for Enrollment Management

C13

Name: Foreign Language Substitution

Type: University - Advisory

Membership:

Administrators	0		
MSCA Bargaining Unit	4	Appointed by the Salem Chapter/MSCA	Chair, Foreign Language Dept service ex officio (non-voting)
Students	0		
Others	0		
Total	4		

Responsibilities:

1. To administer policy as determined by the Academic Policies Committee and governance structure
2. To review any and all Foreign Language Substitution applications and interview waiver candidates
3. To vote on and thereby conclude whether student should be granted waiver
4. To recommend that substitution be granted/not granted
5. To recommend follow-up or remedial course of action to student granted substitution if it is deemed necessary

Reports to:

Provost and Vice President, Academic Affairs on waiver recommendations; Academic Policies Committee on policies and procedures

C14

Name: Honors Program Advisory Committee

Type: University - Advisory

Membership:

Administrators	1	Appointed by the President	VP Academic Affairs
MSCA Bargaining Unit	5	Appointed by the Salem Chapter/MSCA	2 from SOAS 1 from BSOB 1 from SOHS 1 from Library
Honors Program Students	4	Appointed by the Honors Coordinator	1 Senior 1 Junior 1 Sophomore 1 Freshman
Others	1	Honors Program Coordinator	
Total	11		

Responsibilities:

1. Review and approve all Honors course proposals prior to submission to the All-University Committee who will submit it to the appropriate governance committee(s)
2. Make proposals for changes in Honors curriculum, Honors program and Honors graduation criteria for submission to the All-University Committee who will submit it to the appropriate governance committee(s)
3. Reviews applications for Honors grants
4. Assists the Honors Coordinator with implementation and assessment of the Honors program and related activities

Reports to:

Provost and Vice President, Academic Affairs

C15

Name: Marketing Advisory Committee

Type: University - Advisory

Membership:

Administrators	9	Appointed by the President	
MSCA Bargaining Unit	3		1 SOAS 1 BSOB 1 SOHS
Students	2		
Others	0		
Total	14		

Responsibilities:

1. To review and recommend changes to policies relative to the University's marketing initiatives as they impact recruitment
2. To review and recommend changes to policies relative to the University's marketing initiatives as they impact University image and visibility

Reports to:

Associate Vice President, Marketing and Communications

C16

Name: Scholarship Committee

Type: University - Advisory

Membership:

Administrators	7	Appointed by the President
MSCA Bargaining Unit	5	Appointed by the Salem Chapter/MSCA
Students	2	Appointed by the SGA
Total	14	

Responsibilities:

1. To develop policies and processes for awarding scholarships
Review scholarship applications and make recommendations for awards

Reports to:

Vice President, Advancement
Associate Vice President, Enrollment Management

C17

Name: Senior Awards/Who's Who

Type: University - Advisory

Membership:

Administrators	2	Appointed by the President
MSCA Bargaining Unit	2	Appointed by the Salem Chapter/MSCA
Students	8	Appointed by the SGA
Others	0	
Total	12	

Responsibilities:

1. Make recommendations concerning Senior Awards and Who's Who

Reports to:

Associate Vice President, Student Life

C18

Name: Space Committee

Type: University - Advisory

Membership:

Administrators	8	Appointed by the President
MSCA Bargaining Unit	7	Appointed by the Salem Chapter/MSCA
Students	2	Appointed by the SGA
Others		
Total	17	

Responsibilities:

1. To review current uses of campus space including need for space and the flow of functions across the campus
2. To seek input from the campus community of space needs
3. To offer suggestions for future space allocations in all areas of our work including instructional, extracurricular and administrative needs

Reports to:

Vice President, Finance and Facilities

C19

Name: Strategic Planning Council

Type: University - Advisory

Membership:

Administrators	10	Appointed by the President	
MSCA Bargaining Unit	7	Appointed by the Salem Chapter/MSCA	6 Full-Time 1 Part-Time
Students	3	Appointed by the SGA	
Others	1	Classified Staff	
Total	21		

Responsibilities:

1. To make recommendations regarding the University's strategic goals and objectives
2. To help the campus community understand and own the Strategic Plan's mission, vision, values and goals
3. Provide feedback to president on progress being made toward the implementation of the Strategic Plan

Reports to:

President

C20

Name: Student Academic Support Services Advisory Committee

Type: University - Advisory

Membership:

Administrators	5	Appointed by the President	Asst. Dean, SASS Writing Center Disability Services Academic Advising Cont. Education
MSCA Bargaining Unit	5	Appointed by the Salem Chapter/MSCA	2 from SOAS 1 from BSOB 1 from SOHS 1 Librarian
Students	1	Appointed by the SGA	
Others	0	Classified Staff	
Total	11		

Responsibilities:

1. To advise Student Academic Support Services (SASS) on the creation, implementation, and evaluation of academic support services
2. To advise SASS on effective ways of collaborating with other academic support programs/offices
3. To help SASS work more effectively and efficiently with the faculty

Reports to:

Dean of the Library, Instructional and Learning Support

C21

Name: Web Steering Committee

Type: University - Advisory

Membership:

Administrators	7	Appointed by the President	
MSCA Bargaining Unit	3	Appointed by the Salem Chapter/MSCA	1 from SOAS 1 from BSOB 1 from SOHS
Students	1	Appointed by the SGA	
Total	11		

Responsibilities:

1. Provide overall direction and guidance for the development and maintenance of the website
2. Acts in an advisory role to marketing and communications and ITS staff
3. Ensures the brand and structure that was conceived during the development of the site is being maintained and resolves policy-level Web issues

Reports to:

Associate Vice President, Marketing and Communications
Chief Information Officer