



Roosevelt University

Policy Concerning Student Representation on University Committees and Governance Boards

Policy 3.6

Responsible Executive: Provost and Executive Vice President

Originally Issued: 12/10/2002

Revised: 10/2007

Effective date: 10/2007

Policy Concerning Student Representation on University Committees and Governance Boards

Student members shall be included in University and college committees that address curricular and student life matters and on selected other committees where the representation of student viewpoints is valuable. Committees that address personnel issues, material of a highly sensitive nature, and/or information covered under FERPA are excluded from this policy.

Selection of students to serve on committees/boards may be made by appointment of the chair or other University official or by appointment of the Student Government Association at the Chicago campus and/or the Student Alliance at the Schaumburg campus. The faculty member, administrator, or officer in charge of the committee/board will determine which method of selection will be used unless the selection method is mandated by the Faculty Constitution. The committee/board may specify criteria for student membership (undergraduate/graduate status, grade point average, major, etc). Students may be appointed as voting or non-voting members.

In addition to the committees/boards listed below, student representation may be included on ad hoc committees (e.g., Presidential Installation, Strategic Planning, Classroom Renovation) as needed. Additional committees may be added to the list with approval of the Faculty Senate for constitutionally designated committees or the Administrative Council for other University-wide committees.

Committees/Boards with Student Representation as of 10/07

Accessibility Committee
Bookstore Advisory Committee
Campus Planning and Development Committee (CPDC)
Career Services Council
Chicago Campus Redevelopment Committee (CCRC)
Dining & Vending Committee
Information Technology Advisory Committee (ITAC)
Literary Student Advisory Board
Publications Board (Torch)
Retention Committee

Search Committees at the faculty level and above
Student Health Committee
Student Review Board
Teaching, Learning, and Research Technologies (TLRT) Group

Recommendation for Additional Committees with Student Representation

Assessment Committee
Curriculum and Educational Policy Committee (non-voting) *
Enrollment Services Committee
Information Technology Policy Committee
Library Collections Committee
Marketing Committee
RUA Task Force
Student Advisory Boards to College Councils **
Quality Service Task Force
Task Force on Evaluation of Teaching (non-voting)
Writing Committee

Committees not Recommended for Student Representation

Academic Council
Academic Reinstatement Committee
Administrative Council
Budget Committee
College Councils
Employee Benefits Committee
Executive Council
Faculty Advisory Board
Faculty Issues Committee
Institutional Review Board
Planning Committee
Research and Professional Improvement Committee
Tenure Review Committee
University Faculty Personnel Committee

*Requires change to Faculty Constitution

**New committees to be formed with approval of individual college councils

Committees with Student Representation – 2007-08

Accessibility Committee

The Accessibility Committee's purpose is to foster and preserve equality of academic and professional opportunity and equality of access to university resources and programs for all members of the community.

Frequency of committee meetings: Usually once a semester, committee has met more frequently when addressing specific issues.

Location of committee meetings: Chicago Campus

Number of student members desired: Two students, undergraduate or graduate, any major

Committee contact person: Nancy Litke, Director of the Academic Success Center;
nlitke@roosevelt.edu or 312-341-3810

Kasey Brink – kasey.brink@mymail.roosevelt.edu

Parrish Irvin – parrish.irvin@mymail.roosevelt.edu (alternate: parrish_irvin@yahoo.com)

Bookstore Advisory Committee *(one committee per campus)*

The Bookstore Advisory Committee is comprised of representatives of each academic college, student services and the student body. The committee gives feedback to the bookstores, identifies areas for improvement and enhancement, and reviews trends regarding sales, book buyback and textbook ordering.

Frequency of committee meetings: Once a month during the academic year

Location of committee meetings: Chicago Campus & Schaumburg Campus

Number of student members desired: Two students per campus, undergraduate or graduate, any major

Committee contact person: Eric Medalis, Bookstore Manager; bksroosevelt@bncollege.com or 312-341-2135

Chicago:

Nick Cassel - nicholas.cassell@myMail.roosevelt.edu

Adele Stowe – adele.stowe@mymail.roosevelt.edu

Career Services Council

The purpose of this council, made up of students, faculty, staff, employers, and alumni, is to provide feedback and insights regarding the growing connection between employers and the Roosevelt University community. The focus will be on:

- 1) New initiatives from the Office of Career Services
- 2) Trends and exploring new programs with employers from a variety of fields and industries
- 3) Fostering employer relationships and partnerships

Frequency of committee meetings: Meetings are every other month –August, October, January, March and May

Location of committee meetings: Chicago Campus (Auditorium)

Number of student members desired: Prefer to have representation from first year, second year, third year, fourth year and graduate students from both campuses

Committee contact person: Director of Career Services (please contact Tanya Woltmann at twoltman@roosevelt.edu until a director has been hired)

Chicago:

Ariel Rainey – ariel.rainey@mymail.roosevelt.edu

Parrish Irvin – parrish.irvin@mymail.roosevelt.edu (alternate: parrish_irvin@yahoo.com)

Campus Planning and Development Committee (CPDC) & Chicago Campus Redevelopment Committee (CCRC)

These committees advise the President, senior administration, and Physical Resources on facilities issues. CPDC reviews overall facilities policies, procedures, and needs across the University, reviews the proposed capital budget for the coming year, and provides guidance on which small capital projects to undertake. CCRC focuses on issues for the redevelopment of the

Chicago Campus, in particular the programming and needs associated with the new building proposed to replace the Herman Crown Center. The CCRC will also provide input on the best uses for redeveloping the Auditorium Building. Both committees include representatives from each of the colleges and from each major administrative area and students.

Frequency of committee meetings: Meetings for both committees are sporadic, but usually no more than monthly during the academic year.

Location of committee meetings: Both committees meet at the Chicago Campus (Auditorium). Teleconferencing may be used for CPDC to make attendance easier for Schaumburg Campus members.

Number of student members desired: Two students, one from Chicago and one from Schaumburg, are desired for CPDC while CCRC seeks at least six student representatives from the Chicago Campus, with a majority of these being full time undergraduates.

Committee contact person: Paul Reis, Associate Vice President for Campus Planning and Operations; preis@roosevelt.edu or 312-341-6386

Jessica Jacober – Jessica.jacober@mymail.roosevelt.edu

Angelina Manhart – Angelina.manhart@mymail.roosevelt.edu

Dining & Vending Committee *(one committee per campus)*

The Bookstore Advisory Committee is comprised of representatives of each academic college, student services and the student body. The committee gives feedback to the bookstores, identifies areas for improvement and enhancement, and reviews trends regarding sales, book buyback and textbook ordering.

Frequency of committee meetings: Once a month during the academic year

Location of committee meetings: Chicago Campus & Schaumburg Campus

Number of student members desired: Two students per campus, undergraduate or graduate, any major

Committee contact person: Paul Reis, Associate Vice President for Campus Planning & Operations; preis@roosevelt.edu or 312-341-6386

Chicago:

Ashley Mouldon - Ashley.mouldon@mymail.roosevelt.edu

Christian Cooks – Christian.cooks@mymail.roosevelt.edu

Information Technology Advisory Committee (ITAC)

The ITAC is a University-wide committee that meets monthly to recommend policies and initiatives related to information technology, and oversees and forms subcommittees. ITAC receives and acts upon recommendations from its subcommittees. The members of ITAC are responsible for communicating technology developments to their constituencies and communicating the ideas and concerns of their constituencies to ITAC and the leadership of the Division of Information Technology.

Frequency of committee meetings: Third Tuesday of each month from 11 a.m.-12:30 p.m. during the academic year. The committee chair may determine a different meeting time in consultation with the membership.

Location of committee meetings: Chicago Campus (Auditorium), a teleconferencing bridge is available for members who want to participate from off-site locations.

Number of student members desired: Two students, undergraduate or graduate

Committee contact person: Brett Sutton, Associate Vice President for Technology Services; bsutton@roosevelt.edu or 312-341-2390

Library Student Advisory Board

The purpose of the board is to get student input on the library's collection (books, journals, databases), facilities, hours, and website, as well as how and where students look for information and how to get the word out about the library to fellow students. Members would also be involved in small projects (such as surveys or a marketing effort) or events to be more effective and engaged as a board.

Frequency of committee meetings: Twice a semester, perhaps lunchtime meetings

Location of committee meetings: Videoconferenced or alternated between campuses

Number of student members desired: A total of 6-8 students, with 3-4 students from each campus, could be undergraduate or graduate, any major

Committee contact person: Mary Beth Riedner, University Librarian; mrriedner@roosevelt.edu or 312-341-3640

Chicago:

Patty Kalkanis – patty.kalkanis@mymail.roosevelt.edu

Publications Board (*Torch*)

The Roosevelt *Torch* Publication Board has the responsibility to hire and fire the Torch Editor and Business Manager, supervise implementation of the *Torch* budget, and advise on any and all matters pertaining to the *Torch*.

Frequency of committee meetings: Once a month during the academic year

Location of committee meetings: Chicago Campus (Gage) with opportunity to teleconference from other locations

Number of student members desired: One student, undergraduate or graduate, who is not be a member of the *Torch* staff.

Contact person: Karen Culotta, *Torch* advisor; kculotta@roosevelt.edu or 312-381-3231

Brendan Flanagan – Brendan.flanagan@mymail.roosevelt.edu

Retention Committee

The Retention Committee, comprised of representatives from academic colleges, enrollment and student services offices, and the student body, identifies strategies, initiatives and programs to improve student retention and graduation rates.

Frequency of committee meetings: Second Monday of the month from 12-1:30 p.m. during the academic year

Location of committee meetings: Chicago Campus (Auditorium) with an opportunity to teleconference from other locations

Number of student members desired: Two students, undergraduate or graduate

Committee contact person: Tanya Woltmann, Associate Vice President for Student Services; twoltman@roosevelt.edu or 312-341-2006

Jessica Jacober – Jessica.jacober@mymail.roosevelt.edu

Ariel Rainey – ariel.rainey@mymail.roosevelt.edu

Student Health Committee

The Student Health Committee provides feedback to the Office of Student Services regarding the student health insurance program, student health services, and opportunities to enhance the health and wellness of Roosevelt students.

Frequency of committee meetings: Once a semester or as needed

Location of committee meetings: Chicago Campus with an opportunity to teleconference from other locations

Number of student members desired: Two students, undergraduate or graduate (at least one student living in the residence halls)

Committee contact person: Eric Tammes, Assistant Vice President for Student Services;
etammes@roosevelt.edu or 312-341-6960

Jeff Cauter – jeffrey.cauter@myMail.roosevelt.edu (alternate: jeffmusicman11@yahoo.com)

Leo Swierkosz – leo.swierkosz@myMail.roosevelt.edu

Patty Kalkanis – patty.kalkanis@mymail.roosevelt.edu

Angelina Manhart – Angelina.manhart@mymail.roosevelt.edu

Student Review Board

The Student Review Board (SRB) is an appointed body of students and faculty members. The SRB's function is to resolve grievances that arise from academic situations and provide resolutions for violations of the Roosevelt code of student conduct.

Frequency of committee meetings: No standing meetings – meet on an as needed basis

Location of committee meetings: Campus where the student(s) appearing before the SRB attend(s)

Number of student members desired: Eight students from Chicago Campus and five students from Schaumburg Campus, undergraduate or graduate

Contact person: Tanya Woltmann, Associate Vice President for Student Services;
twoltman@roosevelt.edu or 312-341-2006

Chicago:

Vivian Redden – Vivian.redden@mymail.roosevelt.edu (JR, accounting)

Mallory Umar – Mallory.umar@mymail.roosevelt.edu (SO, sociology)

Ariel Rainey – ariel.rainey@mymail.roosevelt.edu (FR, English)

Christian Cooks – Christian.cooks@mymail.roosevelt.edu (FY, journalism)

Leo Swierkosz – leo.swierkosz@myMail.roosevelt.edu (FY, business)

Jeff Cauter – jeffrey.cauter@myMail.roosevelt.edu (alternate: jeffmusicman11@yahoo.com), (FY, jazz studies)

JD Schroeder – jon.schroeder@mymail.roosevelt.edu (SO, finance)

Adele Stowe – adele.stowe@mymail.roosevelt.edu (JR, finance)

Teaching, Learning and Research Technologies (TLRT) Group

The TLRT Group is a subcommittee charged with reviewing and recommending policies and priorities for projects that affect the computer labs, and classrooms, and other learning spaces. It also recommends policies and priorities for technologies, policies and procedures to support faculty research. The members of the TLRT Group are responsible for communicating technology developments to their constituencies and communicating the ideas and concerns of their constituencies to the TLRT Group and the leadership of the Division of Information Technology.

Frequency of committee meetings: Second Tuesday of each month from 11:30 a.m.-1 p.m.

during the academic year. The committee chair may determine a different meeting time in consultation with the membership.

Location of committee meetings: Chicago Campus (Auditorium), a teleconferencing bridge is available for members who want to participate from off-site locations.

Number of student members desired: Two students, undergraduate or graduate

Committee contact person: Brett Sutton, Associate Vice President for Technology Services; bsutton@roosevelt.edu or 312-341-2390

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