Faculty Committees 2016-2017

Academic Procedures Committee:
The Academic Procedures Committee is a standing committee of the faculty composed of three faculty members, one from each Division, and at least one of whom is at the rank of associate professor or professor; the Registrar; a faculty member of the Dean of Students' staff; and two students chosen by the student government. Responsibilities include: a) evaluating academic regulations of the College and recommending changes to the faculty; b) recommending commencement honors to the faculty; c) ruling on student petitions for exceptions to the rules in effect; and d) ruling on student petitions to enroll for more than eight semesters. An extensive description of this committee's functions appears in Chapter III, Section B, under "Academic Regulations" (adopted by the faculty 3/1/1985).

2015-16: Caron (chair), Diercks, Kauchak

2016-17: Kauchak, Rapaport (chair), Schreffler

Academic Discipline Board:
Students or instructors may refer issues pertaining to academic honesty to the Academic Discipline Board. The Board consists of eight faculty members, including the three members of the Academic Procedures Committee and the five members of the Faculty Grievance Committee, and seven students. Four faculty members and three student members of the Board are chosen randomly to constitute a panel for each hearing. This selection is made by the Board chair, who is the chair of the Academic Standards Committee; the chair must be a member of the faculty at the rank of associate professor or professor. Each instance of plagiarism or cheating must be reported to the Dean of Students since a student's second offense, in whatever class it occurs, is automatically referred to the Academic Discipline Board. A full description of this Board's function appears in Chapter III, Section B, under "Academic Regulations."

2015-16: Caron (chair), Choi, Diercks, Goto, Kauchak, Reynolds, von Schwerin-High, Waller

2016-17: Bull, Choi, Kauchak, Kung, Rapaport (chair), Reynolds, Schreffler, Seery

Academic Standards Committee:
The Academic Standards Committee consists of the three faculty members of the Academic Procedures Committee, the Dean of Students, the Associate Dean of Students, the Registrar, the Director of the Asian American Resource Center, and the Student Deans from the Office of Black Student Affairs and the Chicano/Latino Student Affairs Center. The chair of the Academic Standards Committee must be a faculty member at the rank of associate professor or professor. The committee meets at least once a semester to act on the academic standing of students, including placing those in low academic standing on probation, suspending, or recommending or requiring their withdrawal from the College. A full description of this committee appears in Chapter III, Section B, under "Academic Regulations."

2015-16: Caron (chair), Diercks, Kauchak

2016-17: Kauchak, Rapaport (chair), Schreffler

Admissions/Financial Aid Committee:
This committee is composed of five faculty representatives, at least one from each division, including one from Physical Education/Athletics and one from the performing arts; the Vice President and Dean of
Admissions and Financial Aid; the Senior Associate Dean and Director of Admissions; the Director of Financial Aid; two students; and the professional Admissions staff. The committee chair will be a faculty member.

The committee serves as a liaison between the faculty and the Offices of Admissions and Financial Aid. It advises the Vice President and Dean of Admissions on guidelines for prospective student recruitment activities on and off campus, including campus tours and promotional materials, as well as admissions criteria. It also serves in an advisory capacity to the Director of Financial Aid regarding financial aid policy. The full committee will meet throughout the academic year according to a schedule mutually agreed upon by the committee chair and the Vice President and Dean of Admissions and Financial Aid. In addition, the five faculty members should meet separately as needed to formulate points for discussion by the committee and to discuss matters of specific interest related to admissions or financial aid.

2015-16: Cahill (chair), Cowan, Grosfils, Haddad, Lee

2016-17: Townsend (III), Eccleston (I), Lindholm (I), Reinen (II), Sher (chair) (II)

**Alumni Association Board:**
Members of this committee include faculty, students, and trustees, as well as alumni. This committee is the planning and executing arm of the Alumni Association. Acting through subcommittees, it is responsible for such events as Alumni Weekend, educational offerings for alumni, and student/alumni interactive events.

2015-16: Beckett 2016-17: Zook

**Analyzing Difference Committee**
This committee certifies approved courses for the Analyzing Difference overlay requirement. The committee includes at least three faculty members appointed by the Executive Committee (in consultation with the faculty members serving on President’s Advisory Committee on Diversity), one of whom is also a member of the Curriculum Committee, and two students appointed by ASPC. The Executive Committee may elect to appoint additional faculty based on their ability to support the charge of the committee. The committee maintains learning outcomes related to the requirement, provides sample syllabi of approved courses, and creates evaluative criteria and standards related to the approval of courses.

2016-17: Hollis-Brusky (III), Pearson (II), Shay (I), Summers Sandoval (chair) (III), Valorie Thomas (I)

**Athletics Committee:**
This committee provides faculty support for the athletic program, ensures that the athletic program furthers the larger goals of the College, and represents the College at meetings of the Southern California Intercollegiate Athletic Conference (SCIAC). The committee consists of the Director of Athletics, all other administrative faculty in the Physical Education Department, and two faculty members, one of whom serves as chair of the Athletics Committee and as Faculty Athletic Representative to the SCIAC.

2015-16: Hardin

2016-17: Kuehlwein (chair), C. Taylor
Cabinet Agenda Committee:
This committee assists in planning regular Cabinet meetings, requests additional meetings as needed, and recommends two additional members for each Faculty Personnel Committee subcommittee reviewing faculty members for promotion to full professor.


Charitable Giving Campaign representative:

2015-16: Flapan

2016-17: Beck (fall), Friedlander (spring)

Critical Thinking and Writing Committee:
The responsibility of this committee is to oversee curricular initiatives focused on writing, including writing across the disciplines, the Critical Inquiry (ID1) Program, and the Writing Center, and to advise the faculty on new proposals involving writing. The committee oversees the policies of the Critical Inquiry Program, sets standards and assesses outcomes, plans the annual workshop, and works with the Dean of the College’s office to recruit ID1 instructors. Committee members include the Director of College Writing, an Associate Dean, and one faculty member from each division.

2015-16: Dwyer (chair), Hollis-Brusky, Karaali 2016-

2016-17: Dwyer (chair) (I), Karaali (II)

Curriculum Committee:
The Curriculum Committee's members include the Dean of the College; an Associate Dean of the College; the Registrar; six faculty members, two from each division; and three students, chosen by the ASPC. At least one member from each division must be at the rank of associate professor or professor and no more than one member of any particular department shall serve on the Committee at the same time. The Committee chooses its own chair.

While the curriculum of the College is the responsibility of the faculty, as a whole, the faculty delegates the following responsibilities to the committee: a) general oversight of academic policy and long-range planning; and b) general responsibility for evaluating new course proposals and other curricular changes and making recommendations thereon to the faculty (adopted by the faculty 3/1/85). A subcommittee of the Curriculum Committee forms the Special Majors Committee, which is charged with supervising all special (individualized) majors at the College. It must approve individual independent study exceeding one course per semester for first-years and sophomores or two courses per semester for juniors and seniors. It also appoints committees for supervision of substantial projects that students may propose in the junior and senior years.

2015-16: Bruce, Divita, Gowdy, Grieman, Rapaport, Rockwell (chair)

2016-17: Cramer (I), Fleuckiger (I), Gowdy (III), Greenberg (II), Grieman (II), Hollis-Brusky (III)
Draper Advisory Board:
The Draper Center Advisory Board meets two to three times per academic year. The Board advises and
guides the Draper Center with regard to strategic and operational directions. Faculty memberships include
the Draper Center Faculty Coordinator and two other faculty appointed by the President. Additional
faculty may join the Advisory Board as volunteer members, according to their interest. Other members
include Ranney Draper ’60 or his designee, the Vice President for Student Affairs, the Dean of the
College, the Draper Center director, and community members including alumni.

2015-16: Bickham, Hudgings

2016-17: Bickham (chair), Hudgings (fall), Radunskaya (spring)

Emeriti Committee:
Any member of the faculty or any administrator with faculty status may be granted the title of emeritus or
emerita, providing that he or she retires while holding faculty standing at the College. Established in
1980, the committee is composed solely of retired faculty members who serve as an advisory body to the
faculty and administration on matters concerning retired faculty.

2015-16: Anne Bages, Alvin Beilby, Toni Clark, Marjorie Harth, Robert Herman, Karl Kohn, Lee
McDonald, Hans Palmer

2016-17: Anne Bages, Alvin Beilby, Toni Clark, Marjorie Harth, Robert Herman, Karl Kohn, Lee
McDonald, Hans Palmer

Executive Committee:
Established in 1984 as the principal faculty committee, the Executive Committee is responsible for the
work of all faculty committees except the Faculty Personnel Committee, for the policies governing
committees and for coordinating reports from all faculty committees to the faculty. The committee
consults with the Dean of the College and/or his or her designate in the preparation of election slates for
elected faculty committees. It also advises the Dean and/or his or her designate on recommendations to
the President for appointments to all other committees of the faculty. The Executive Committee, in its
own work, pays special attention to the broader policies, especially institutional policies, that are of
interest and concern to all of the faculty, bringing proposed changes (and new policies) to the full faculty
for approval. The Executive Committee also assesses faculty budget priorities and appoints faculty on the
following committees of the Board of Trustees: Educational Quality, Facilities and Environment,
Advancement, Honorary Degrees, and Student Affairs. The chair of the Executive Committee normally
serves as a member of the Intercollegiate Faculty Council.

By action of the faculty (5/10/07), the Executive Committee consists of six faculty with the rank of
assistant professor or above. Each division elects its chair, who serves a two-year term as one of the
division’s representatives on the Executive Committee, the second division representative being elected in
accordance with the procedure in the Faculty Handbook. The committee selects its own chair. Elected to
two-year staggered terms, the members of the committee are nominated by the divisions and elected by
the faculty as a whole; for each office each division will choose at least two nominees. No more than one
member of any particular department shall serve on the Executive Committee at the same time. The
election is held at the March meeting of the faculty.
Executive Committee members who take leave for one semester must be replaced for the semester by the nominee receiving the second largest number of votes in the original election. Members who take leave for a full year must resign from the committee; their unexpired terms must be filled by special election from a slate of at least two nominees from the division in question.


Faculty Grievance Committee:
To provide by a process of peer review the full opportunity for just settlement of faculty grievances concerning complaints of infringement of academic freedom or complaints of denial of full and fair consideration in decisions on reappointment, promotion, tenure and dismissal, this committee was established in 2000. This committee consists of five faculty members at the rank of associate professor or professor, at least two of whom are at the rank of associate professor and at least one of whom is a member of the Cabinet. They shall be elected for staggered two-year terms by the faculty as a whole. No more than one member of any particular department shall serve on the Faculty Grievance Committee at the same time. No one who has served on the Faculty Personnel Committee within the past year may serve on the Faculty Grievance Committee. A full description of this committee's function appears in the Pomona College Faculty Grievance Policy (Chapter IV).


Faculty Personnel Committee:
This advisory committee to the President gives counsel on recommendations which the President may make to the Cabinet on original appointments, reappointments, promotions, and tenure of faculty members. It provides the President with counsel on any other questions raised by the President, members of the committee, officers of the College, or by faculty actions. Its weekly meetings are confidential; no minutes are kept. Written ballots are taken on major personnel questions and the results are reported to the Cabinet.

The President is Chair of the committee, the Dean of the College is Vice Chair and Secretary, and the Dean of Students is a non-voting permanent member. Faculty membership is nine. The Associate Dean of the College who serves as Diversity Officer and the Associate Dean for Academic Affairs are non-voting, staff members of the Committee. Three members from each division are chosen from among faculty members at the rank of associate professor or professor, at least one of whom is a full professor. All members are elected to two-year staggered terms. Committee members are nominated by the divisions and elected by the faculty as a whole at the March meeting of the faculty; for each office there must be at least two nominees, one of whom is not a department chair. No more than one member of any particular department shall serve on the Faculty Personnel Committee at the same time. The three members from each division form a subcommittee that investigates departmental recommendations on reappointment, promotion, and tenure, and reports to the Faculty Personnel Committee as a whole.
Elected members of the Faculty Personnel Committee who take leave for one semester while serving are replaced for the semester by the nominee receiving the second largest number of votes in the original election. Members who take leave for a full year must resign from the committee; their unexpired term must be filled by special election from a slate of at least two nominees from the division in question. A faculty member shall be excused from service on the Faculty Personnel Committee during a year of contract review, tenure decision, or consideration for promotion for that faculty member; the faculty member is replaced by the nominee receiving the second largest number of votes in the original election.


Faculty Position Advisory Committee:
This committee advises the Dean of the College and the President on requests for 1) permanent faculty positions, 2) coterminous administrative-faculty positions, 3) the transfer of an existing faculty member from one department or program to another, and 4) conversions of Pomona College programs into departments. Its members include six faculty members at the rank of associate professor or professor, two from each division; three non-voting students, one from each division, chosen by the ASPC; and the Dean of the College, who is a non-voting member. The faculty members are nominated by the divisions and elected by the faculty as a whole to three-year staggered terms. For each position on the FPAC, the appropriate division will choose at least two nominees. No more than one member of any particular department shall serve on the FPAC at the same time. The division of the student members is determined by their majors (interdisciplinary majors are judgment calls). The student members serve one-year terms. The committee chooses its own chair. A full description of this committee’s procedures and guidelines appears in Chapter IV.

Elected Faculty Position Advisory Committee members who take leave for either or both semesters of an academic year must be replaced for the entire year by the nominee receiving the second largest number of votes in the original election. In the event that nominee cannot serve, there will be a special election from a slate of at least two nominees from the division in question to choose a one-year replacement.


Harassment and Discrimination Grievance Committee:
The committee consists of four faculty members, four staff members, and four student members appointed by the President for staggered two-year terms with the possibility of reappointment. The committee will select four of its members to conduct a hearing under the formal resolution procedures outlined in the Guide to Pomona College’s Discrimination and Harassment Policies and Grievance Procedures, in Chapter IV.
Health Sciences Committee:
The committee oversees the academic program for students preparing to enter health-care professions. Members share responsibility for preparing applicants for interviews and for drafting a committee cover letter that accompanies the individual letters of recommendation. In addition, the committee meets at the end of the spring semester in order to discuss and evaluate each applicant. The most intensive period of the committee’s work takes place from March through the end of the academic year. Faculty representatives, an Associate Dean of Students, and the Assistant Director of Pre-Health and Career Advising make up the committee, which is chaired by a faculty member.

Institutional Review Board: Human Research Protection Committee:
This committee reviews research proposals to ensure compliance with federal and state regulations concerning use of humans as research subjects. Committee members include an Associate Dean of the College, faculty members, and a community representative.

Orientation Book Committee:
This committee solicits book nominations and makes a selection, mainly during the winter break and early spring semester, for the orientation program each fall. It arranges faculty discussion leaders and recommends the distinguished faculty lecturer or outside speaker related to the orientation reading. The committee also contributes and discusses programmatic ideas for more general aspects of first-year student orientation. It is composed of three faculty members (one of whom chairs the committee), five to ten students, and the Dean of Students. The faculty members are appointed by the President to two-year staggered terms.

PAYS Advisory Board:
The PAYS Advisory Committee meets 6-8 times per year in late fall and through May. Two faculty members are appointed to the committee by the President. Committee members assist with the direction of and admissions decisions for the Pomona College Academy for Youth Success, a program of the Draper Center for Community Partnerships.
President’s Advisory Committee on Diversity:
The committee is in charge of monitoring all aspects of institutional diversity pertaining to faculty, students, and staff. It reports directly to the President, who gives the committee its charge. That charge includes, at a minimum, providing the community with reports on the status of diversity and advising the President on strategies to enhance diversity at the College. It is composed of three faculty members, at least two of whom are associate or full professors, appointed by the Executive Committee for two-year terms; the Associate Dean of the College who serves as Diversity Officer; two staff members, appointed by the Staff Council; two students, appointed by the ASPC; an Associate Dean from Student Affairs; an Associate Dean or Director from Admissions; the Director of the Draper Center; the Director of Institutional Research; a Director or Associate Director of Alumni Relations; and the Assistant Vice President and Senior Director of Human Resources.

President’s Advisory Committee on Sustainability:
The committee will review and monitor (in quantitative terms) the operations of the campus that directly affect the College’s use of resources. The committee will also develop new approaches and ideas designed to improve sustainable use of resources. It is expected that the committee will focus on one or two major efforts each year, understanding that some projects may be multi-year in nature. At the end of each year, the committee will prepare a report for the President and the Board of Trustees’ Facilities and Environment Committee. In addition, the committee will make its annual report available to the full College community. The committee is composed of three members of the faculty, appointed by the President to two-year terms (renewable); a tenured faculty member shall be appointed chair. Additional members include an Associate Dean of the College or Associate Dean for Academic Affairs, the Director of the Environmental Analysis Program, four students appointed to one-year terms (renewable), the Director of Facilities and Campus Services, and other staff.

Quantitative Skills Center:
The Quantitative Skills Center (QSC) Advisory Board helps guide the QSC in its mission to support student learning in the area of quantitative skills. The Advisory Board will act as a liaison between the faculty and the QSC and will advise and support the QSC in its ongoing operations and future direction. Membership will include the QSC Director, two faculty members appointed by the President, an Associate Dean of the College, and the Associate Dean of Students for Student Learning and Support.

2015-16: Garza-Lopez, Miyake
2016-17: Garza-Lopez (chair), J. Taylor

2015-16: Lozano (chair), Mayes, D. Smith, Weekes, 2016-17: Boston, Satpute, Thai, Weekes (chair)

2015-16: C. Chinn (chair), Gladney, Miller
2016-17: Cutter, K. Johnson, Miller (chair)

2015-16: Andrab (chair), Englebert
2016-17: Andrab (chair), Grosfils (fall), Wu (spring)
Radiation Safety:
The committee monitors the usage of radioactive substances to ensure compliance with federal and state regulations.

2015-16: Mawhorter (fall), D. Tanenbaum (spring), C. Taylor 2016-17: Jammes, Wright (chair)

Research Committee:
This committee promotes the cause of faculty research through the following activities: advising the College on the overall financial need for research support; advising the Dean's Office on recipients of grants from the General Research Fund and other internal research funds; advising on the College's nominees for national and regional fellowship competitions; evaluating sabbatical leave proposals; advising faculty applying for research support from outside agencies; and evaluating faculty-student summer research proposals. The committee consists of one faculty member from each division, one of whom is chair, and an Associate Dean of the College.

2015-16: Clithero, Flapan, Pohl (chair)
2016-17: Clithero, Flapan (chair), Rosenfeld

Social Responsibility Committee:
Created in 1986 in response to social concerns about investments in apartheid South Africa, the Committee on Social Responsibility now advises the President on the voting of proxies of companies in the College’s investment portfolio related to environmental concerns, international law and fair labor practices. The Treasurer and her assistant staff the committee, which meets weekly for six weeks each spring. Members include a non-voting faculty convener, three other faculty or emeriti faculty members, three students, and two staff.

2015-16: Connell, Kassam (convener), Reed, Shtylla
2016-17: Waiting until fall discussion before filling position

Student Affairs Committee:
This committee is charged with the legislative and judicial functions in the area of student affairs. The committee is chaired by one of the faculty members and normally is composed of the following voting members: the two Faculty Residents, a faculty member at large, a member of the Office of the Dean of Students (currently the Vice President and Dean of Students), a member of the Office of Housing and Residence Life (currently the Dean of Campus Life), and five student representatives from the ASPC Senate (adopted October 9, 2013).

2015-16: Cahill, Hall, Mayes (chair) 2016-17: Cahill (chair), Kung, Linnell
**Study Abroad Committee:**
The committee administers and screens applicants to Pomona College's study abroad programs. The committee consists of the Director of Study Abroad, the Dean of Students or an Associate Dean of Students, the Director of Oldenborg Center, the Registrar, and faculty members and two students with experience abroad.

2015-16: Cartagena-Calderon, Flueckiger, Los Huertos, Marks, Martinez (chair)

2016-17: Cartagena-Calderon (spring), E. Cheng, Englebert, Klioutchkine, Marks, Martinez (chair)

**Teaching and Learning Committee:**
The Teaching and Learning Committee (TLC) promotes student learning and achievement by sustaining faculty in their development as teachers. The TLC encourages critical reflection, pedagogical experimentation, and innovation in teaching. It fosters an informed and collaborative dialogue among faculty on matters relating to teaching, learning, and assessment. The TLC includes six faculty members, with at least one faculty member at the rank of associate professor or professor from each division, appointed to two-year staggered terms. It also includes the Director of Institutional Research, the Director of Instructional Services, the Director of College Writing, and the Associate Dean as ex-officio members.


**Work-Family Committee:**
This committee was originally established as the Commission on the Education of Women (Women’s Commission) in 1972 by President David Alexander to make recommendations that would lead to an increase in women in all ranks of the faculty, and broaden the study and discussion of women’s issues on a curricular and non-curricular basis. In 2012, the Faculty, recognizing the changes in gender roles, family structures, and careers over the previous 40 years, changed the name and the charge of the committee to more accurately represent its current and future role in the College. In addition to its historic responsibilities, the committee also examines issues regarding the balance of work and family obligations among College faculty.

2015-16: Beck (spring), Reinen (fall), Rosenfeld, Thielke (chair) 2016-17: Thielke, Smiley (chair)

**Advisors**

**Beinecke:** J. Lu
**British:** Khazeni, Raff
Carnegie: Rudova
Chemical Engineering: C. Taylor
Ed/PST: Bickham
Engineering: Mawhorter
Ford Diversity: Montenegro
Fulbright: Allen, Mann (chair), Le, Chin, Gladney, Steinberger
Goldwater: Hanzawa
Health Sciences: Lewis
NCAA: Lebedeff
Phi Beta Kappa: McKirahan
Truman: Worthington
Udall: Miller, Wright
Watson: Horowitz, Karnovsky

Representatives on Claremont Colleges Committees

Advisory Board for Library Planning:
   Rosenfeld
Benefits Selection:
   Steinberger
Bernard Field Station Advisory Board:
   Wright
Intercollegiate Faculty Council:
   TBD by new EC
Religious Activities:
   Negritto

Temporary and Ad Hoc Committees

Ad Hoc Committee on Orientation:
   Caron, Chu, Divita, Rumbos (chair), Teixido, Wolf

LACOL:
   Andrejevic

Sontag Center Steering Committee:
   Lozano

Title IX Advisory Board:
   Weekes