

PROFESSIONAL PERSONNEL COUNCIL AND COMMITTEES

12. Professional Personnel Council

12.1 Membership

12.1.1. Voting

- 12.1.1.1. The elected professional personnel members of the University Senate, for staggered three (3) year terms;
- 12.1.1.2. Fourteen (14) additional professional personnel, two (2) each elected by and from the professional personnel in Academic Affairs, Business Affairs, Information Technology, Foundation, Student Affairs, Enrollment Planning and Management, and Marketing and Communications, for staggered three (3) year terms;
- 12.1.1.3. Two (3) additional professional personnel elected by and from the professional personnel in Athletics, General Council Office, Governmental Relations, and the Office of the Chief Strategy Officer;
- 12.1.1.4. Seven (7) faculty, appointed by the Faculty Council, one representing each college, for staggered three (3) year terms;
- 12.1.1.5. Five (5) students appointed by Student Government Association, for one (1) year terms.

12.1.2. Non-Voting

- 12.1.2.1. Provost and Executive Vice President for Academic Affairs, ex officio, or a designee;
- 12.1.2.2. Vice President for Business Affairs and Treasurer, ex officio, or a designee;
- 12.1.2.3. Vice President for Information Technology, ex officio, or a designee;
- 12.1.2.4. Vice President for Marketing and Communications, ex officio, or a designee;
- 12.1.2.5. President and CEO Ball State University Foundation, ex officio, or a designee;
- 12.1.2.6. Vice President for Student Affairs, ex officio, or a designee;

- 12.1.2.7. Vice President for Enrollment Planning and Management, ex officio, or a designee;
- 12.1.2.8. Vice President for Governmental Relations or Chief Strategy Officer, ex officio, or a designee;
- 12.1.2.9. Chairperson of the Faculty Council, ex officio, or a designee.

12.2. Structure

12.2.1. Executive Committee

12.2.1.1. Members

- 12.2.1.1.1. Chairperson, who must be a professional personnel member and is elected by a majority vote of the membership of the Professional Personnel Council, for a one (1) year term;
- 12.2.1.1.2. Vice Chairperson and Secretary, each elected by a majority vote of the membership of the Professional Personnel Council, for a one (1) year term;

12.2.1.2. Responsibilities

- 12.2.1.2.1. Proposing committee assignments to each of the standing committees of the Council;
- 12.2.1.2.2. Preparing an agenda for each meeting of the Professional Personnel Council;
- 12.2.1.2.3. Receiving, and forwarding recommendations or issues approved by the Professional Personnel Council.

12.2.2. Standing Committees

- 12.2.2.1. Five (5) standing Committees of the Professional Personnel Council shall be maintained on a continuing basis: Admissions and Credits, Online Distance Education, International Programs, Master Planning and Facilities, Publications and Intellectual Properties.

12.2.3. Ad Hoc Committees

12.2.3.1 The Professional Personnel Council may form such ad hoc committees as it deems necessary for carrying out its responsibilities, subject to the following conditions:

12.2.3.1.1. Submission of a written report to the University Senate at the time of the ad hoc committee's formation to explain its purpose, membership and expected date for completion of tasks and dissolution;

12.2.3.1.2. Limitation of the existence of any ad hoc committee to a period not exceeding twelve (12) months from the date of formation, unless the Council approves a specific extension or authorizes that the ad hoc committee be replaced by a new standing committee.

12.2.4. Responsibilities

12.2.4.1. Consider and develop policies and procedures on judicial matters regarding professional personnel;

12.2.4.2. Consider and develop policies, procedures and programs regarding the publication and dissemination of manuscripts and other intellectual property; and other opportunities for professional development;

12.2.4.3. Consider and develop policies and programs regarding academic assessment, online distance education, international programs, and master planning and facilities;

12.2.4.4. Solicit and survey opinions of the faculty, professional personnel, staff and students concerning their interests and welfare and to recommend appropriate action;

12.2.4.5. Approve all appointments to the standing committees on the Council.

12.3. Standing Committees

12.3.1. Admissions and Credits Committee

12.3.1.1. Membership

12.3.1.1.1. Voting

- 12.3.1.1.1.1. Five (5) professional personnel appointed by the Professional Personnel Council, one (1) of whom must be a member of the Professional Personnel Council, for staggered three (3) year terms;
- 12.3.1.1.1.2. Seven (7) faculty appointed by the Faculty Council, one (1) representing each college, for staggered three (3) year terms;
- 12.3.1.1.1.3. One (1) undergraduate and one (1) graduate student appointed by the Student Government Association, for one (1) year terms.

12.3.1.1.2. Non-Voting

- 12.3.1.1.2.1. Provost and Executive Vice President for Academic Affairs, ex officio, or a designee;
- 12.3.1.1.2.2. Vice President for Marketing and Communications, ex officio, or a designee;
- 12.3.1.1.2.3. Vice President for Enrollment Planning and Management, ex officio, or a designee;
- 12.3.1.1.2.4. The Executive Director of Academic Services, ex officio, or a designee;
- 12.3.1.1.2.5. The Registrar, ex officio, or a designee.

12.3.1.2. Responsibilities

- 12.3.1.2.1. Elect a Chairperson and Secretary from its appointed membership by majority vote for one (1) year terms;

- 12.3.1.2.2. Forward minutes of each committee meeting to the Chairperson of the Professional Personnel Council within a timely manner;
- 12.3.1.2.3. Develop and consider procedures for implementing University policies on admission, readmission, and retention of students, student applications, student records, and interpretation of credits;
- 12.3.1.2.4. Recommend a procedure for review of cases where existing policies do not apply or where there are reasonable requests for deviations from existing policies;
- 12.3.1.2.5. Evaluate the admissions program and to make recommendations, modifications when appropriate.

12.3.2. International Programs Committee

12.3.2.1. Membership

12.3.2.1.1. Voting

- 12.3.2.1.1.1. Two (2) professional personnel, appointed by the Professional Personnel Council, for staggered three (3) year terms;
- 12.3.2.1.1.2. Seven (7) faculty appointed by the Faculty Council, one (1) representing each college, for staggered three (3) year terms;
- 12.3.2.1.1.3. One (1) undergraduate and one (1) graduate student appointed by the Student Government Association, for one (1) year terms.

12.3.2.1.2. Non-Voting

- 12.3.2.1.2.1. Provost and Executive Vice President for Academic Affairs, ex officio, or a designee;
- 12.3.2.1.2.2. Director of Study Abroad, ex officio, or a designee;
- 12.3.2.1.2.3. Vice President for Student Affairs, ex officio, or a designee;
- 12.3.2.1.2.4. Vice President for Enrollment Planning and Management, ex officio, or a designee.

12.3.2.2. Responsibilities

- 12.3.2.2.1. Elect a Chairperson and Secretary from the appointed membership by majority vote for a one (1) year term;
- 12.3.2.2.2. Forward minutes of each committee meeting to the Chairperson of the Professional Personnel Council within a timely manner;
- 12.3.2.2.3. Initiate and recommend policies and procedures for international educational exchange programs, foreign study and travel, and other international programs;
- 12.3.2.2.4. Provide a means for dissemination of information about University-related international issues and programs and to receive and consider recommendations for revision and improvements;
- 12.3.2.2.5. Evaluate international programs, and make recommendations, when necessary.

12.3.3. Master Planning and Facilities Committee

12.3.3.1. Membership

12.3.3.1.1. Voting

- 12.3.3.1.1.1. Three (3) faculty appointed by the Faculty Council, one of

whom must be a member of the Faculty Council, for staggered three (3) year terms;

12.3.3.1.1.2. Three (3) professional personnel appointed by the Professional Personnel Council, for staggered three (3) year terms;

12.3.3.1.1.3. One (1) undergraduate and one (1) graduate student appointed by the Student Government Association, for one (1) year terms.

12.3.3.1.2. Non-Voting

12.3.3.1.2.1. Provost and Executive Vice President for Academic Affairs, ex officio, or a designee;

12.3.3.1.2.2. Vice President for Business Affairs and Treasurer, ex officio, or a designee;

12.3.3.1.2.3. Dean of the College of Architecture and Planning, ex officio, or a designee;

12.3.3.1.2.4. Director of Disability Services, ex officio, or a designee;

12.3.3.1.2.5. One (1) member appointed by and from the Council on the Environment.

12.3.3.1.2. Responsibilities

12.3.3.1.2.1. Elect a Chairperson and Secretary from the appointed membership by majority vote for a one (1) year term;

- 12.3.3.1.2.2. Forward minutes of each committee meeting to the Chairperson of the Professional Personnel Council within a timely manner;
- 12.3.3.1.2.3. Solicit input from the University community on matters related to master planning and facilities;
- 12.3.3.1.2.4. Report on matters within its purview;
- 12.3.3.1.2.5. Assist in developing recommendations leading to the establishment of the master plan;
- 12.3.3.1.2.6. Carry out such duties concerning matters as the Senate or President may from time to time direct to the committee.

12.3.4. Publications and Intellectual Properties Committee

12.3.4.1. Membership

12.3.4.1.1. Voting

- 12.3.4.1.1.1. Three (3) members appointed by the Professional Personnel Council, one (1) of whom must be a member of the Professional Personnel Council, for staggered three (3) year terms;
- 12.3.4.1.1.2. Three (3) members appointed by the Faculty Council, for staggered three (3) year terms;
- 12.3.4.1.1.3. One (1) undergraduate student and one (1) graduate student appointed by the Student Government Association, for one (1) year terms.

12.3.4.1.2. Non-Voting

- 12.3.4.1.2.1. Provost and Executive Vice President for Academic Affairs, ex officio, or a designee;

- 12.3.4.1.2.2. Dean of University Libraries, ex officio, or a designee;
- 12.3.4.1.2.3. Associate Vice President for Research, ex officio, or a designee;
- 12.3.4.1.2.4. Director of University Media Services, ex officio, or a designee.

12.3.4.2. Responsibilities

- 12.3.4.2.1. Elect a Chairperson and Secretary from the appointed membership by majority vote for a one (1) year term;
- 12.3.4.2.2. Forward minutes of each committee meeting to the Chairperson of the Professional Personnel Council within a timely manner;
- 12.3.4.2.3. Develop and review policies concerning University interests in patents and copyrights and recommend revisions, when appropriate;
- 12.3.4.2.4. Consider and recommend for possible university financial support the publication, production, promotion, and distribution of original, non-published faculty scholarly and creative works (e.g., books, monographs, research reports, collections of drawings, computer software, films, videotapes, CDs and DVDs);
- 12.3.4.2.5. Initiate and recommend policies and procedures governing submission and consideration of works;
- 12.3.4.2.6. Act in an advisory capacity to those who administer the various institutional programs related to the publication and dissemination of intellectual property.

