

1.5 Pat Capps Covey College of Allied Health Professions Committees

Chairs' Council

The Chairs Council serves as an advisory body to the Dean of the College to evaluate and recommend changes in policy and procedures. Members of this committee include all Chairs, the Assistant Dean/Associate Dean and the Director of Graduate Studies, and it is chaired by the Dean or designee. Meetings are held on a regularly scheduled basis or as needed. Typically, meetings are held during each semester and are suspended when classes are not in session.

External Advisory Board

The goal of this Board is to assist the College in improving the quality of education, our research and scholarship, and our service to the community. The committee members of the External Advisory Board are successful members of the community who work in the health arena who may or may not be alumnae. They provide guidance into the future health care needs of our region and the country and provide advice and council on the academic programs offered by the College. Members are appointed by and serve at the pleasure of the Dean.

Faculty Evaluation, Promotion, and Tenure Committee

This committee is appointed every year to review faculty portfolios for tenure and/or promotion. For more information, see section on Promotion and Tenure and the USA Faculty Handbook section 3.10 and 3.11

Curriculum & Academic Programs Planning Committee

The purpose of the Curriculum & Academic Programs Planning Committee is to assist the College and its Departments in assessing the proposal and implementation of new and/or revised curricula or Programs initiated within the College. The committee will review all new and/or revised course proposals (curriculum action forms and accompanying documentation). Additionally, this committee is charged with reviewing proposed substantive changes in current programs of study and considering any and all new degree program proposals within the College. The committee will recommend approval or disapproval of same to the Dean. Specific areas of assessment include but are not limited to: review of all new course proposals for overlapping and duplication within the College and University; review of new program proposals for relevance to the mission of the Department and College, demonstrated regional and national societal need, resource implications, adequacy of Departmental resources to deliver the program and/or recommendations concerning academic affairs as deemed appropriate.

The committee shall submit a report to the Dean or designee indicating their recommendation(s) for approval, disapproval, or amendment of the proposed action. Integral to the committee's operation is the acquisition of adequate input from the department program in order to study the proposal, assess academic relevance, reflect on specific action proposal and formulate a recommendation on the action proposed to the Dean. The Committee has the right to request additional or clarifying information to facilitate its review.

This committee is composed of one full-time faculty member from each department. The Assistant Dean for Undergraduate Affairs serves as the Dean's designee for all new course proposals for undergraduate programs. The Director of Graduate studies serves as the Dean's designee for all new course proposal for graduate programs. The Assistant Dean for Undergraduate Affairs and the Director of Graduate Affairs serve as ex-officios on the Curriculum committee.

Curriculum proposals and Program proposals are subsequently routed to University-Level Committees for review and approval/disapproval as well.

Clinical Education Committee

This committee will review policy and procedures associated with clinical education. This committee is charged to consider innovative clinical training methods and propose methods to improve and/or streamline our training efforts. The members of this committee are selected as each member serves as the clinical lead for their respective program.

College Biosafety Committee

The Biosafety Committee ensures compliance with all applicable federal, state, and local biohazard requirements. The chair of the committee serves as a liaison with Office of Safety and Environmental Compliance. This committee reviews and collaborates with the clinical education committee on required immunizations for student clinicians. Additionally, this committee guides departments regarding laboratory/clinical incidents, infection control, immunizations, and safety issues. Committee members are recommended by the chair and are typically involved in laboratory, clinical work, or are selected due to expertise in relevant areas.

CAHP Equity, Diversity, and Inclusion Committee

This committee is charged to foster an environment that values equity, diversity, and inclusion in the College of Allied Health, by actively promoting and removing barriers for the advancement of individuals from cultural, linguistic, racial, ethnic, and socioeconomic diverse backgrounds, including individuals from the LGBTQ+ community, individuals with veteran status and those with disabilities. This committee is dedicated to the use and dissemination of evidence-based practice that aligns with this vision. The committee will provide training opportunities for students, faculty, and staff ensuring all graduates and employees are prepared to work in a diverse environment. Specifically, our efforts will focus on the recruitment, education, and retention of students and faculty from these diverse backgrounds and educate the College of Allied Health Professions community on the issues of diversity.

Scholarship Committee – Undergraduate

This committee reviews applications for and votes on awardees for undergraduate scholarships housed in the Deans office. The committee is composed of one full-time faculty member from each undergraduate program.

In addition, the College appoints the following committees each academic year per the USA Faculty Handbook:

Grade Grievance Committees, undergraduate and graduate (Faculty handbook section 8.1)

Textbook committee (Faculty handbook section 6.4.3)

Task Forces

The Dean may appoint task forces that work on a specific topic for a one-year period (renewable up to three years). Issues that need consideration for a longer period of time will need to be formalized as college committees.

Establishing new College-level Committees

College committees are recommended by employees of the college (i.e. faculty, staff, and/or administrators). Parties interested in recommending a new committee should provide a document to the Dean's office that includes a committee title, description of the work needed, rationale for the work needed, and suggested membership (i.e. not specific names but constitution such as "one faculty member from each department"). The Council of Chairs and CAHP Faculty Senators will review and consider the necessity of the new committee. Revisions to the committee proposal may be completed through the Council of Chairs and CAHP Faculty Senators. New committees require a majority vote from the Council of Chairs and CAHP Faculty Senators (serving as 2 separate bodies). In the event of a tie, the Dean would determine the outcome. The aim is to move forward our interests with respect to workload.

Committees and Task Force Appointments

The Dean of the College, in consultation with Department Chairs, the Assistant Dean, and Director of Graduate Studies will appoint committees annually. Committee appointments will generally be for a three-year time period and will be staggered so that each committee has a balance of member experience. Committees will vote to determine the committee chair each year.

Addendum

Task Forces for 2020-2021

Research

This task force aims to develop a plan to improve our research collaborations, particularly interdisciplinary collaborations, and inspire scholarly work, including grant activity. This includes, but not limited to, identification and leveraging our faculty's expertise, and targeting resources and opportunities to support scholarly activities.

Interprofessional Education

This task force aims to share current interprofessional education activities across disciplines, increase collaborative efforts, identify future IPE endeavors, and consider IPE events (e.g grand rounds, standardized patients, modules, courses) and/or a structured IPE curriculum or certificate program. This committee will also consider these activities for pedagogical research opportunities. We aim to collaborate with our partners across campus.

CAHP Executive Task Force:

Membership: Dean, Associate/Assistant Dean, Director of Graduate Studies, Chairs, Directors/Associate Directors, College Committee Chairs (Curriculum, Clinic, DEIC, Research, IPE), Specialists (Management Systems, Financial Operations, Academic Records), Department Secretary (one representative) and Admissions Coordinators (one representative).

Purpose: Shared discussion on current topics, procedural items, and progress updates (e.g committee reports). Additionally - Discuss and support recruiting, admissions, advising, curriculum, and other student or employee issues/needs.

Revisions were adopted after discussion at the December 2020 and January 2021 Council of Chairs meeting