

**SMC 9
Committees
1963-present**

Extent

22 boxes (12 linear ft)

Arrangement

Committees is arranged alphabetically into series by committee. Most of the committees are further arranged chronologically.

History

The committee record group is made up of non-student/non-trustee committees that exist or have existed on the Saint Michael's campus. The purpose of the committee is usually indicated in the charge of the committee, although not all committees have charges. The names of many committees are quite descriptive as well. Committees are, for the most part, divided into two different groups; administration or faculty.

Administration committees are established by an administrator to assess or advise on a particular aspect of the institution. There are two types of administration committees: standing committees and ad hoc committees. Standing committees are established by the president to assist in some aspect of the administration of the institution. Responsibilities and membership in regards to these committees are designated by the president. The committee reports to either the president or a vice president. Duties of the committee may not overlap or perform the work of a statutory committee. Membership on administration committees usually lasts for a two year period. An ad hoc committee may be established by the president, a vice president, the dean, or a director. An ad hoc committee is established to be advisory on a specific matter. In appointing members to the committee the administrator should seek guidance from the faculty council or other committees. The administrator must report the existence of an ad hoc committee and its purpose to the Chair of the Faculty Welfare Committee.

Faculty committees are arranged in much the same way, with either standing or ad hoc status. The faculty committees are overseen by the Faculty Assembly, however and responsibilities and membership are outlined by the assembly, rather than the President or a Vice President. Membership on those committees also usually spans a two year period. There are also Faculty Statutory Committees whose charge is outlined in the Faculty regulations.

9.1 Ad Hoc Committee on Academic Advising

9.2 Ad Hoc Committee on Admission of High School Students

9.3 Ad Hoc Committee on Graduate, Extension and Summer Session Compensation (1975-1978)

9.4 Administrative Users Group

9.5 Art Committee 1987-

9.6 Benefits Committee 2000

9.7 Blue Ribbon Benefits Committee 2001

9.8 Curriculum and Educational Policy Committee 1972-

9.9 Employee Wellness 1988-2000

9.10 Education Technology Committee 1993-

9.11 Enrollment Management

9.12 Faculty Development Committee 1997-

9.13 Faculty Welfare Committee

9.14 Faculty Evaluation of Administrators

9.15 Faculty Stewardship Committee 2001-

9.16 Honors Program Committee 1992-

9.17 Institutional Review Board 2000-

9.18 Lecture Committee

9.19 Library and Instructional Materials Committee

9.20 Math and Science Technology Committee

9.21 Multicultural Planning Committee

- 9.22 Pension Advisory Committee 1976-
Personnel Advisory Committee (See Staff Welfare Committee)
Personnel Welfare Committee (See Staff Welfare Committee)
Professional Growth Committee (See Faculty Development Committee)**
- 9.23 Publications Committee c.1986**
- 9.24 Committee on Registration and Scheduling 1992-1993**
- 9.25 Risk Management and Safety Committee 1998-**
- 9.26 Committee on Spirituality and the Intellectual Life 2000-
Safety Committee (See Risk Management and Safety committee)**
- 9.27 Strategic Planning Committee 1999-
Student Admissions and Financial Aid Committee (See Committee on Enrollment Management)**
- 9.28 Teaching Resources Committee 1990-**
- 9.29 Technology Steering Committee 1997-**
- 9.30 Womens Caucus**
- 9.31 Staff Welfare Committee 1997-present**
- 9.32 Women's Center Advisory Committee**
- 9.33 Campus Culture Committee**
- 9.34 Catholic Mission Group**
- 9.35 AAUP**
- 9.36 Joanne Rathgeb Day Committee**
- 9.37 Academic Probation Committee**
- 9.38 Committee on Aims**
- 9.39 Steering committee on the Coordination of Academic Advising 1980-1988**
- 9.40 Committee on Student Welfare 1968**
- 9.41 Ad Hoc Committee on Mission 1976-1977**
- 9.42 Committee on Academic Status 1963-1965**
- 9.43 Committee on Space Utilization 1977-1979**
- 9.44 President Advisory Committee on Saint Anne's Shrine 2005**
- 9.45 Staff Compensation Committee 2004**
- 9.46 Committee on Student Financial Aid 1969**
- 9.47 Affirmative Action Committee 1976-1977**
- 9.48 Student Affairs committee 1968-1982**
- 9.49 Peace and Justice Committee**
- 9.50 NE-10 Study Committee 1992**

9.1 Ad Hoc Committee on Academic Advising(1976-1978)

The committee was formed in the fall of 1976 by Academic Dean Vernon Gallagher. Its purpose was to examine academic advising at Saint Michael's and offer ways to improve the system. Many recommendations of this committee were later adopted by the Steering Committee on the Coordination of Academic Advising (SMC 9.39)

General

9.2 Ad Hoc Committee on Admission of High School Students (1977)

Over the years some students from local high school were allowed to take course at SMC for college credit. In 1977 this committee was formed to assist in institutionalizing the process. The records include a draft report.

1977

9.3 Ad Hoc Committee on Graduate, Extension and Summer Session Compensation (1975-1978)

This committee, an ad hoc faculty committee, studied the compensation that both adjunct and regular faculty received for teaching courses outside the undergraduate curriculum. Material includes some correspondence and reports.

General

9.4 Administrative Users Group (1996-)

The Administrative Users Group was formed to discuss office processes as they pertain to Datatel (Colleague and Benefactor) Group also discusses other issues that may impact general services offered to students. Although the group does not have any sort of statutory or other accountability, the group does make decisions regarding the implementation of features and the documentation used by users of Datatel. The series includes minutes, some correspondence and announcements and various reports and presentations used by the group. It is arranged chronologically.

1996

1997

1998

1999

2000

2001

2002

2003

2004

2005

2005 Name and address conventions

2006

9.5 Art Committee 1987-

In 1987, the college created the Art committee began in 1987 to implement the goal of displaying high quality art in the public areas of the college. The committee was to review currently owned art and frame if warranted, manage the sale of inappropriate works, define public areas for display, including planning for each area, create a database of owned art, explore additional funding sources. The committee answered to the VP for operations but was made up of faculty and staff from across campus. In addition to those areas, a major accomplishment of the committee was to create a policy for gifts of art that inserted the committee into the process as necessary. Later on, the committee instituted an Artists in Residence Program in which an artist would be given housing and studio space for the summer and in return the college would get a significant piece of art. A small budget allowed for the framing of certain items as well. In 2006-7 the committee reviewed the artists in residence program to better integrate the work with the curriculum. This is arranged into series, chronological, artists and artists, and artists in residence. The art and artists series consists of subject files of artists or pieces of art associated with campus in some way. It is arranged alphabetically by artist, although a few significant items are filed by the title of the piece, rather than the artists. The other series are arranged chronologically

Folder list

1987-1989

1991-92
 1991 Images of War: Henry Moore and Gwyneth King Brown
 1992-3
 1993-4
 1994-5
 1995-6
 1996-7
 1996-7 inventory
 1997-98
 1997-98 artists in residence
 1997-1998 Dupont Tower
 1997-98 Gifts
 1997-98 Policy on donation of art
 1997-98 Receptions
 1998-99
 1999-2000
 Art and Artists Appraisal (2)
 Art and Artists Aschenbach, Paul (Emmaus Sculpture)
 Art and Artists Beethoven bust (Spaulding, Paul)
 Art and Artists Belaski murals (North Campus gym)
 Art and Artists Benoit Anthony
 Art and Artists Brown, Gwyneth King
 Art and Artists Brown, Joe
 Art and Artists Card File n.d.
 Art and Artists Carlson, Thor (Starship Alpha Omega)
 Art and Artists Database printout
 Art and Artists Database table
 Art and Artists Database with dollar figures
 Art and Artists Davison, Bill
 Art and Artists Eggleston, William
 Art and Artists folkedanserforeningen
 Art and Artists Hartigen, Grace
 Art and Artists Hughes, Patrick
 Art and Artists Hugo, Leopold
 Art and Artists Jaffee, Jay
 Art and Artists Karp, Ethan
 Art and Artists Kennedy, Roy
 Art and Artists Kerson, Sam
 Art and Artists Keyhani Mostofa St Michel
 Art and Artists Kitaj, R. B
 Art and Artists Lee, Brian
 Art and Artists Lugo, Alejandro Rosales
 Art and Artists Motherwell, Robert
 Art and Artists Pfeifer, Rita (Mont-St-Michel painting)
 Art and Artists Phillips, Tom
 Art and Artists Porter, Katherine
 Art and Artists Ramirez, Edi
 Art and Artists Richbourg, Lance
 Art and Artists Russell, Clark
 Art and Artists Simonian, Judith
 Art and Artists Sloane, Cy
 Art and Artists Sweeney, Patrice
 Art and Artists Utrillo
 Art and Artists Wurtz, Adam Romeo and Juliet etchings
 Artists in Residence 1997 Simonian and Zevin
 Artists in Residence 2000 Dunne and Weinberg

Artists in Residence	2001	Engler, Eung Ho Park, Goldenberg
Artists in Residence	2002	Beale

9.6 Benefits Committee (2000)

The Benefits Committee was a campus wide committee that met over the summer of 2000 to look at a number of questions related to benefits at the college. The committee ceased meeting with the onset of Fall semester 2000. It made no recommendations to the administration, although it was soon followed by the Blue Ribbons Benefits Committee, which did make recommendations to the college. Membership on the committees overlapped.

2000

9.7 Blue Ribbon Benefits Committee (2001)

The Blue Ribbon Benefits Committee was appointed in March 2001, by Provost Janet Sheeran, who also served as Chair of the committee. This committee was formed in response to the abrupt rise in healthcare costs. This committee was an ad hoc committee comprised of twenty faculty and staff members of various employment levels throughout the college. It studied the health care issues and made recommendations to the administration. The Administration did not implement any of the Committee's recommendations. The series includes reports, drafts and meeting minutes from the committee.

Folder list

2001	Total Compensation Assessment	
2001	Final Report	
2001	Community Feedback	
2001	Reports by Watson Wyatt	2000-2001
2001	Email/Correspondence	
2001	Draft Report	
2001	Updated Drafts and Agendas	January – May
2001	Proposals	2000 – 2001
2001	Statements	
2001	Mission Statement	March 12 th
2001	Mission Statement Revised	May 21 st
2001	Draft Recommendation	
2001	Report on Blue Cross Benefits Committee Role and Activities	
2001	Total Compensation Philosophy	October
2001	Total Rewards Compensation Philosophy	October 19 th
2001	Draft Statement on Salary and Benefits	
2001	Meeting Minutes	February – March
2001	Employee Health Care Contributions	February 16 th

9.8 Curriculum and Educational Policy Committee (1972-)

The Curriculum and Educational Policy Committee is a statutory committee of the Faculty Assembly. It reviews the college's undergraduate programs as a whole, as well as reviewing issues and proposals from faculty members and the dean. It is advisory to the assembly and the Vice President for Academic affairs. The records are primarily minutes of meetings and some associated files, but reports and other associated documents also appear, particularly during periods of curriculum review. The Dean's office also includes some curriculum committee materials. Records are arranged chronologically.

Folder list

1961-1962
1963-1966
1967-1969
1972-1973
1973-1974
1974-1975
1974-1975 Report to the Curriculum comm. of the subcomm. on aims and purposes (2)
1975-1976 October to March
1975-1976 April to June
1975-1976 Aims and Purposes
1976-1977

1976-1977 Brief history of the curriculum...
1977-1978
1978-1979
1979-1980
1980-1981
1981-1982
1982-1983
1983-1984
1984-1985
1985-1986
1986-1987 Aug-Dec
1986-1987 Jan-June
1986-1987 Course proposals
1987-1988 Aug-Dec
1987-1988 Jan-June
1988-1989 July-Dec
1988-1989 Jan-June
1988-1989 Notes
1989-1990 July-Jan
1989-1990 Feb-June
1990-1991 July-Dec
1990-1991 Jan-June
1991-1992
1992-1993
1993-1994
1995
1997-1998
1998-1999
1999-2000
2000-2001
2000-2001 Reports
2001-2002
2001-2002 Reports
2002-2003
2003-2004
2004-2005
2005-2006
2006-2007

9.9 Employee Wellness (1988-2000)

The SMC Employee Wellness Committee was a campus wide committee run through the Human Resources office. The committee offered a variety of exercise classes and sponsored programs and lectures on a number of topics, including dealing with stress, nutrition, and parenting. The committee was extremely active for the years of its existence and even won an award for worksite wellness in 1999. Its work was so time-consuming, however, that the committee felt the college should hire a professional. Fiscal realities stopped this from happening, and in August 2000, the committee voted to disband. Some attempts to revitalize the committee never got off the ground.

Folder list

- 1988-1992
- 1993-4
- 1994-5
- 1995-6
- 1996
- 1996 Newsletters
- 1998
- 1999
- 2000

9.10 Education Technology Committee (1993-)

The Education Technology Committee began as the Academic Technology Committee in 1993. It was formed in response to the rise in availability of affordable technology. It was intended to represent different areas of the college in its membership, and therefore compensate for the different technological needs in different areas, such as teaching, learning, and research. In the 1995-96 academic year it acted as an ad hoc administrative committee with faculty representation. In 1996-97, it became the Educational Technology Committee after an evaluation of purpose. Its purpose is to review the technology available for use in education. Their mission statement states "the committee shall seek to establish a philosophy of how it will promote, coordinate, and assist faculty efforts to explore and use technologies in teaching and research." They work to make educational technology available and accessible on campus. They also sponsor gatherings, seminars, and lectures for faculty and students about technology in the teaching environment. This committee is one of the Faculty Standing Committees. The material is arranged chronologically and includes minutes, reports, and some correspondence.

Folder list

- 1993-
- 1995 Report: Toward Leadership for Saint Michael's May
- 1995 Correspondence December
- 1996 Meeting Agendas January – April
- 1996 Meeting Minutes January – October
- 1996 Ad Hoc Advisory Group: Technology Specific Changes draft Sept. 26th
- 1998 Meeting Minutes September
- 1999 Year End Report to Faculty Assembly April
- 2000 Email August – December
- 2000 Meeting Minutes September – November
- 2000 MouseClicks
- 2001 Departmental Technology Planning
- 2001 Email April – October (including final report)
- 2001 Meeting Minutes February – March
- 2002 Call for Proposals
- 2002 Email January – April
- 2002 Proposals
- 2003 Final report and announcements (no minutes)
- 2003-4
- 2005-06
- 2006-07

9.11 Enrollment Management

The Committee on Enrollment Management, formerly the Student Admission Committee is a faculty standing committee. It works with the Vice President of Admissions and Enrollment Management on issues involving the recruitment and admission of students. The committee is also involved in the awarding scholarships and other financial aid. The committee appraises the faculty assembly on these issues and policies. It may also make recommendations to the President and Provost. In addition to faculty members, the VP of Admissions and Enrollment Management is an ex officio member of the committee.

Folder list

2005-06
2006-07
2007-08

9.12 Faculty Development Committee (1997-)

The Faculty Development Committee, (also known as the Professional Growth Committee) started out as an ad hoc committee. It addressed the “burdens and ambitions of the teaching faculty.” Before the inception of the committee, faculty development was an individual responsibility. In 1981, the faculty recognized that they had a role to play in each individual faculty members’ development by creating this committee. Its role is to facilitate professional growth by identifying needs and by improving conditions so that all faculty can perform better. In 1984, the committee proposed that it become a standing committee. The committee name underwent a change from Faculty Development Committee to Faculty Committee for Professional Growth in 1985. It soon became simply the Professional Growth Committee. In 1997, the name changed once again to Faculty Development Committee. Its stated primary purpose is to encourage research among the faculty. It oversees and encourages faculty development initiatives and individual faculty development plans on campus. It gives out stipends to individuals encouraging research and encourages the sharing of research. The series consists of minutes of meetings, reports, and some email correspondence. It is arranged chronologically.

Folder list

1981	Meeting Minutes	May – Dec.
1981	Report and Purpose Statement	
1982	Meeting Minutes	Feb. – Dec.
1983	Meeting Minutes	Jan. – Dec.
1983	Faculty Regulations Statement	
1984	Re-establishment and consideration of Faculty Development Committee	
1984	Meeting Minutes	Jan. – May
1985	Meeting Minutes	Feb. – Dec.
1985	Corr. and Proposals	Mar. – Dec.
1986	Meeting Minutes	Feb. – Dec.
1986	Correspondence	Sept.
1987	Meeting Minutes	Jan. – Dec.
1987	Correspondence and Drafts	
1988	Meeting Minutes	Jan. – Nov.
1988	Year-End Report	
1988	Activities 1987-1988	
1989	Meeting Minutes	Jan. – Dec.
1990	Meeting Minutes	Jan. – Dec.
1990	Correspondence	
1990	“The Opportunity and Encouragement to Foster Their Love of Learning: a case study for faculty development”	
1991	Meeting Minutes	Jan. – Dec.
1991	1990-1991 Year-End Report	
1991	Correspondence	
1992	Meeting Minutes	Jan. – Dec.

1992	Corr. (grants and opportunities)	Apr. – Oct.
1992	Pamphlet (Spring 1992)	
1993	Meeting Minutes	January – December
1993	General, correspondence	
1995	Minutes	
1997	Minutes	September – December
1997	Endowment	
1998	Minutes	January – December
1998	Recommendations	
1998	Report 1997-1998	
1999–	Minutes	January – November
2000	Minutes	October
2001	Faculty Survey	
2002	Email	
2002	Faculty Reception	
2002	Report 2001-2002	
2003	Email	
2004	Email	
2004	End of year Report	
2004	Meeting Minutes	September – November
2005	Email	
2005	Faculty Development Report	
2005	Faculty Development Survey	
2005	Meeting Minutes	January – October
2006		

9.13 Faculty Welfare Committee (1963-)

The Faculty Welfare Committee advises the faculty and the administration on matters concerning faculty compensation, salary benefits, and related matters. They confer annually with the administration on matters related to faculty benefits and salaries and confer as needed in any process related to a statement of financial exigency. The committee also is charged with reviewing the Faculty regulations and making recommendations to the assembly for amendments. It does not enter into binding contracts on behalf of the faculty, nor does it advocate on the behalf of individual members of the faculty. It is a statutory committee of the Faculty Assembly. Material is arranged chronologically.

Folder list

1963-1968

1969 – Retirement Plan for Salaried Employees

1970

1971

1972

1973

1974

1975

1976

1977

1978

1979

1994 meeting minutes

1995 meeting minutes

1996 faculty regulations drafts and amendments

1998 correspondence

1998 meeting minutes

1999 meeting minutes

2000 amendments and proposed amendments

2000 correspondence

2000 drafts of faculty regulations

2000 meeting minutes

2001 correspondence and salary discussions

2001 meeting minutes

2002 amendments and related correspondence

2002 meeting minutes

2003 meeting minutes

2003 report

2003-04 meeting minutes

2004 meeting minutes

2003-4 merit pay survey

2003-4 report

2004-05 general

9.14 Faculty Evaluation of Administrators

The Committee on Faculty Evaluation of Administrators coordinates the evaluation of administrators by the faculty. The senior management is evaluated on a rotating basis, allowing the faculty to evaluate a portion each year. The Committee is a Faculty Standing Committee. Materials are arranged chronologically.

Folder list
2003-2004

9.15 Faculty Stewardship Committee 2001-

The Stewardship Committee formed as an attempt to explore ways in which the faculty could have a better voice in discussions with the Board of Trustees.

Folder list
2001

9.16 Honors Program Committee: (1992-)

The Honors Committee is one of the Faculty Standing Committees. The purpose of this committee is to outline the parameters, guidelines, and requirements for the Honors Program of Saint Michael's College. They assess the effectiveness of the current program, and make adjustments year by year, for students joining the program. They control the honors course listings and the G.P.A. requirements. The series is arranged chronologically and includes minutes, correspondence in the form of email and some year end reports.

Folder list

1992
1993
1999
2000
2001
2002
2003
2004
2005

9.17 Institutional Review Board 2000-

In 2005 the Human Subjects Committee changed its name to the Institutional Review Board, when it added animal subjects to its mission. It was originally devised in relation to the psychology department to supervise proposals about studies using human beings as subjects. It is a faculty standing Committee. It includes the Institutional Animal Care and Use Committee (IACUC) a new subcommittee charged with overseeing all research projects on campus involving live animals. The committee must approve all protocols presented by researchers working with animals as subjects, complete bi-annual program and facility reviews and follow-up on all concerns and issues regarding animals in research. This committee is mandated by federal law for any project funded through NIH that involves research protocols using live vertebrate animals as subjects, although SMC will use this committee regardless of funding source. Federal law requires the IACUC to have a veterinarian, active researchers, lay people, and a member from the outside community on it. The Institutional Review Board changed its membership to meet these requirements and was then able to act as the IACAC as well. Records are arranged chronologically and include minutes and proposals.

Folder list

2000 Meeting Minutes October – December
2000 Proposal Checklist and Guidelines
2001 HSC Proposal, Including Cover Page and Checklist, And Athlete Consent Form
2002 Unofficial Meeting Minutes

9.18 Lecture Committee

The lecture committee is a faculty standing committee that offers assistance and guidance to the campus community related to lectures and programs. It is a faculty standing committee. Material is arranged chronologically.

1990

1992

2000

2001

2002

2002-03

2003-05

9.19 Library and Instructional Materials Committee

The Library Committee, as it is often called, reviews both the library and bookstore in areas related to the academic program and faculty work. The committee advises both the director of the library and the manager of the bookstore. It may make recommendations to the provost. It is a faculty standing committee.

9.20 Math, Science and Technology Committee (1996)

The committee was set up to establish the role of Math, science and technology as important aspects of the education of all Saint Michael's students, especially those not majoring in the sciences. The committee produced a report.

General

9.21 Multicultural Planning Committee

The multicultural programming committee has existed since the mid 1990s. The goals of the Multicultural Programming Committee include increasing awareness, educating, sensitizing and promoting appreciation for and understanding of multicultural and diversity issues at Saint Michael's College. With a view towards the college mission of bettering the human condition, the committee plans and implements ongoing programs for faculty and staff that utilize available resources both within and outside the college. Material is arranged chronologically.

2001

9.22 Pension Advisory Committee 1976-

One of the benefits offered Saint Michael's College employees is a retirement plan. For many years, this retirement or pension plan acted under the advisement of an advisory committee made up of members of the SMC community. The committee began in 1976 at the request of President Ed Henry as a temporary committee. It felt that a permanent committee, representative of all pension members, would provide stability and greater expertise on matters related to the pension. Material is arranged chronologically.

1969-1984

1985-1987

1988-1989

Personnel Advisory Committee (See Staff Welfare Committee)

Personnel Welfare Committee(See Staff Welfare Committee)

Professional Growth Committee (See Faculty Development Committee)

9.23 Publications Committee (c.1986)

The publications committee was a campus wide committee charged with studying publications on campus. One of their charges was to change the logo. They also managed photo shoots and other campus wide photographs.

General

9.24 Committee on Registration and Scheduling 1992-1993

The Committee on Registration and Scheduling was an ad hoc committee charged with studying the registration and course scheduling process and making recommendations for improvements. The four credit course had recently been approved, which was one of the reasons for the committee. The committee presented a report to department chairs at the end of spring semester 1993. This series includes minutes and reports. It is arranged chronologically.

1992
1993 –

9.25 Risk Management and Safety Committee 1998-

The Risk Management and Safety Committee, formerly the Safety Committee, is an administration ad hoc committee. After the Board of Trustees gave the committee its full support around 2002, the committee changed its name and became more active. The committee's mission statement is "the primary focus of the Safety Committee is to work to have a safe work place for faculty, staff, students, and guests. It is guided by Federal, state, and local regulations regarding safe work protection." They publish the guidelines for safety on the college campus, including dorm room and OSHA regulations. Material is arranged chronologically.

1998	Meeting Minutes	August – December
1999	Meeting Minutes	January – December
2000	Meeting Minutes	March – October
2001	Meeting Minutes	January – December
2002	Meeting Minutes	February

9.26 Committee on Spirituality and the Intellectual Life 2000-

The Committee on Spirituality and the Intellectual life was created to tie together spiritual life
2001
2006 Reflection on the mission March 8, 2006
n.d.

Safety Committee (See Risk Management and Safety committee)

9.27 Staff Welfare Committee 1997-present

The Staff Welfare Committee began its life as the Personnel Advisory Committee. Its purpose was originally to serve as a council of advisors on all matters related to conditions of employment, personnel policies, and practices. The committee included the Director of Personnel, the Vice President for Administration, and a member of campus ministry. According to its charter, one of its purposes was to serve as a resource for the Vice President and Director of Personnel regarding employee concerns, perceptions, and attitudes. In 1998 the committee changed its name to PWC hoped to become a committee of action. The charter also changed, although only slightly. The committee did begin to take on issues in a proactive manner, exploring controversial issues such as downsizing, unionizations, and a living wage. As the campus struggled with financial setbacks, the committee took on a role of advocacy not realized before. In 2006, the committee again moved forward by asserting a role in the governance of non-academic affairs and in the life of the community. The committee continues as an elected organization acknowledged by both the trustees and the administration. Material is arranged chronologically and includes minutes, charters, correspondence, newsletters, and some subject files.

- 1997-1998
- 1998-1999
- 1999-2000
- 2000-2001 Blue Ribbon Benefits Committee
- 2000-2001 Charter
- 2000-2001 Correspondence
- 2000-2001 Correspondence w/ McLaughlin
- 2000-2001 Livable wages
- 2000-2001 Medical
- 2000-2001 Phased retirement
- 2000-2001 Unions
- 2000-2001 Watson Wyatt
- 2001-2002
- 2001-2002 newsletters
- 2002-2003
- 2003-2004
- 2004-2006

9.28 Strategic Planning Committee 1999-

The Strategic Planning Committee is a committee first convened by Provost Jan Sheeran in 1999. It is an administrative standing committee. Its purpose was initially to aid the provost in plotting out the goals of Saint Michael's College, and mapping a route to achieving the determined goals. The series consists primarily of meeting minutes and reports of the committee.

- 1999 Continuing Operation Objectives Process
- 1999 Presentation
- 2000 Meeting Minutes January – December
- 2000 Operating Objectives Standard Format
- 2000 Strategic Planning Template and Sample
- 2001 Meeting Minutes January – May
- 2001 Iteration 2000-2001
- 2002 Iteration 2001-2002
- 2003 Iteration 2002-2003
- 2003 Meeting Minutes
- 2004 Iteration 2003-2004

Student Admissions and Financial Aid Committee (See Committee on Enrollment Management)
9.29 Teaching Resources Committee 1990-

The TRG develops programs and gives guidance to the faculty to promote excellence in teaching. The committee may provide pedagogical advice to individuals, sponsor workshops, offer orientations, and seek outside funding to enhance the quality of teaching. The committee acts in a confidential manner and has no evaluative role in personnel matters. It is a faculty standing committee.

1990-1991

1992	Meeting Minutes	September – December
1993	Meeting Minutes	January – December
1994	Meeting Minutes	January – April
1994	Learning Disabilities Presentation, information/invitation	
1995	Motivation Workshop Information	
1996	Teaching Resources Group (TRG) Events	January – October
1997	Teaching Resources Group (TRG) Events	January – March
1998	Annual Year End Report 1997-1998	
1998	Meeting Minutes	September – November
1999	Meeting Minutes	February
2000	Teaching Resources Committee (TRC) Tea and Events	
2000	October – November	
2001	What's Happening to Our Male Students?	February
2001	Teaching Resources Committee (TRC) Events	March – October
2002	Teaching Resource Committee (TRC) Events	March – November
2002	End of Year Report	
2002	Emails September 13 th	
2002	Reports April 29 th	
2004	Pedagogy Day	January 9 th
2004	Take a Colleague to Class Day	
2004	Year End Report	
2005	Annual Report to Faculty Assembly	

9.30 Technology Steering Committee 1997-

The Technology Steering Committee began in 1997 after a reorganization of the Institutional Technology and Library and Information Services Departments. The Committees tasks were to develop a technology planning process and a Technology Plan, planning for the capital technology needs, drawing up a guide for resource allocation, developing policies related to technology and solicits feedback from users.

Representation was drawn from across campus.

1997-1999

1999-2000

2000 Technology Mission and Goals

9.31 Womens Caucus

The Women's Caucus was formed in 1996 to form a support and advocacy group for women on campus. Their mission states that they aim to "improve women work study and life conditions in the community, to educate the community about gender issues and to achieve gender equity among students faculty and staff. The group is open to the women in the entire Saint Michael's community and includes subgroups that work on various issues. The committee was instrumental in creating the SMC Women's Center, which serves as an actual location where the community can address those issues. The Womens center is staffed by a director who is an employee of the college. The Caucus continues to provide mentoring, a Gender Studies forum, and advocacy.

1997

1999

2000

2001

2002

9.32 Women's Center Advisory Committee

9.33 Campus Culture Committee 1987-1992

The Campus culture committee incorporated a broad range of constituents from across campus, including students, faculty members, and members of the residential life staff. Pres. Reiss formed the committee in 1987 to "bring about a culture of student campus life which is more supportive of academic achievement." It reported to the Pres. Reiss and the cabinet and was to make recommendations to the president about promoting academic achievement. The series includes meeting minutes, reports, and some surveys.

General

9.34 Catholic Mission Group 1991-1992

In the early 1990's a group of interested faculty met to discuss the college's catholic identity. They discussed such issues as choices of commencement speakers, the role of the SSE on campus and hiring new faculty. They also discussed broader issues about catholic higher education. The group began as the Catholic Mission Discussion Group, although it also went by Catholic Identity Group until finally agreeing upon Newman circle. In order to differentiate between this group and the Newman Association this series is referred to as the Catholic Mission group. The series is minutes and related articles and is arranged chronologically.

General

9.35 AAUP 1969-1975, 1999-present

Since 1915, the American Association of University Professors has worked to advance the principles of academic freedom and shared governance while maintaining a system of quality higher education. The national organization has both individual members and chapters on a number of college campuses and in a number of states. In 1969, Saint Michael's faculty members who were individual members of the national organization proposed starting a chapter on campus. A local chapter was formed in January, 1972. Many faculty members joined the chapter, and they worked on issues related to faculty salaries and advocating for more shared governance in the running of the institution. The role of the chapter in campus governance was never clearly outlined however, and it struggled to achieve its goals. The chapter also met a great deal of resistance when it took a strong stance in the circumstances leading up to the resignation of Political Science professor Frank Bryan in 1972. At the same time, the Faculty regulations and the role of the Faculty Council and Faculty Welfare committee were undergoing changes, and in the end, the chapter folded entirely.

In 2000 a group of faculty again started a chapter. From the outset, the chapter had a clear relationship with the Faculty Assembly and the Faculty Welfare Committee, acting as a support to them and not as negotiators. This limited role has proven successful, and the chapter continues to exist, although not to thrive on campus.

1969-1972

1972-1973

1973-1975

1999-2000

1999-2000 bylaws
2000-2001
2001-2002
2002-2003
2003-2004
2004-2005
2005-2006

9.36 Joanne Rathgeb Day Committee

Joanne Rathgeb was a popular long time member of the SMC Theatre Faculty. Along with her husband Don, she also ran the SMC Playhouse for many years. After she was diagnosed with Breast Cancer, she spent a great deal of time and energy on raising awareness of the disease, speaking in many different venues, and organizing memorials of cancer victims. Upon her death in 1994, Saint Michael's continued her work in this venue through a biennial celebration of "Joanne Rathgeb Day." This series is the record of the committee created to administer the celebration. The college decided that the 2004 event would be the last. The series includes minutes, memos, programs, a memory book, and a memorial banner.

(One oversize Box)
General 1994-
Banner

9.37 Academic Probation 1984

Academic Dean Ron Provost established the ad hoc Academic Probation committee. The purpose of the committee was to study and make recommendations about the College's policies and practices related to academic probation. The committee worked from Feb. 1984 through April 1984. The committee recommended a revision of the Academic Standing policy.

General

9.38 Committee on Aims

The Committee on Aims was established in relation to the early 1970's curriculum review. Rather than looking at specific curricular issues, the Aims committee focused on the overall aims of the college. It looked at the expectations of a liberal education as considered by the College. The committee provided a report which laid out the aims, how the admissions policy interacts with it, and some generalities related to the curriculum.

General

9.39 Steering committee on the Coordination of Academic Advising 1980-1988

This committee began its work by taking on many of the recommendations of the Ad Hoc Committee on Academic Advising (9.1). The committee worked to better coordinate the needs of freshmen, undecided students, and transfer students.

General

9.40 Committee on Student Welfare 1968

The Committee on Student Welfare provided oversight to extracurricular areas of concern to students.

General

9.41 Ad Hoc Committee on Mission 1976-1977

President Ed Henry formed the Presidential Ad Hoc Committee on Mission to articulate the aims and purposes of the college. Much like the Committee on Aims (9.38) the committee assessed the meaning of catholic liberal arts college. It studied Vatican II documents, history, and experience. It had a broader focus than the more academic focus of the Committee on Aims.

General

9.42 Committee on Academic Status 1963-1965

The Committee on Academic status examined the qualifications of candidates for graduation and other academic policies.

General

9.43 Committee on Space Utilization 1977-1979

The Committee on space utilization studied the campus buildings and how they were used. It made recommendations to the president for changes.

General

9.44 President Advisory Committee on Saint Anne's Shrine 2005

President Marc vanderHeyden established this committee to study ways in which the SMC community could make use of St Anne's Shrine, a facility located approximately 45 minutes north of Campus on Isle LaMotte. The Shrine is an apostolate of the Society of Saint Edmund, which also owns the land on which the shrine is located. The committee studied both curricular and extracurricular uses.

General

9.45 Staff Compensation Committee 2004

This committee was formed to evaluate compensation practices and formulate a program for those practices. The idea was to make recommendations for a total staff compensation program that included staff representation at all stages of the process.

General

9.46 Committee on Student Financial Aid 1969

This committee established some guidelines for Student aid at SMC. The guidelines were general and related to all student aid programs.

General

9.47 Affirmative Action Committee 1976-1977

The affirmative action committee was charge with conducting a self evaluation of policies and practices to ensure that the college was in compliance with Title IX of the Educational Amendments of 1972. It dealt with both student and employees. The files include statistics, some recommendations of the committee, and committee reports and correspondence. It also includes information about specific actions the college took in order to establish compliance.

General

9.48 Student Affairs committee 1968-1982

The Student Affairs committee advised the Dean of student affairs on major issues of importance to students and the broader SMC community. Membership included representatives from across the campus office as well as some students and faculty members. The series includes minutes, memos and some reports.

1968-70

1975-1979

1980-1982

9.49 Peace and Justice Committee 1993-1994

The Peace and Justice committee was an administrative committee created to assist in the management of Peace and Justice oriented programming on campus. Prior to the formal inception of the Peace and Justice Program, Peace and Justice activities were often carried out through campus ministry programs. Once the formal program was established, the committee continued as an Advisory Committee.

General

9.50 NE-10 Study Committee 1992

Pres. Paul Reiss commissioned a group of faculty and staff to gather information on scholarships and the various options for the athletic program that had been outlined by Pres. Reiss previously. These options included remaining in NCAA Division II with financial aid policies governed by NCAA, Division II with scholarships in Basketball only, Division II with no scholarships and Division III. Fr. Michael Cronogue chaired the NE-10 study committee, which created a report for the President. It is clear that this was an especially difficult process for the college, and the committee documented it quite well. This series

includes the report, including an appendix with meeting minutes and a collection of letters gathered from across the community.

Introduction

Letters

Appendix