

# Louisiana State University Health Sciences Center – NO Office of the Vice Chancellor for Academic Affairs

## Standing Committee Overview

### A. Membership Representation and Term of Office

Members of the LSU Health Science Center – New Orleans standing committees are appointed by the Chancellor based on the recommendation of the Vice Chancellor for Academic Affairs. Committee membership is based on faculty, staff, and student expertise with representation from the health sciences center schools as appropriate. The term of office for standing committee membership is for a period of three years with eligibility for reappointment, except where noted in the committee description.

### B. Standing Committees Purpose/Function:

1. ***Academic and Research Integrity Committee*** – The Academic and Research Integrity Committee conducts inquiries and formal investigations on matters of potential or actual scientific misconduct. This committee operates in accordance with the policy and procedure outlined in the Faculty Handbook – Section 10.7: Reporting Misconduct in Research. This committee will consist of six (6) senior tenured faculty members with research experience selected by the Dean of each school.
2. ***Academic Performance Resources in LSUHSC-NO (APRIL) Committee*** – The Academic Performance Resources in LSUHSC-NO Committee reviews and provides recommendations for the development or improvement of academic support services within the health sciences center. This committee is responsible for the communication of academic support services available to students.
3. ***Animal Care Advisory Committee*** – The Animal Care Advisory Committee collaborates with the Director of Animal Care to establish policies and procedures concerning the housing and cost of research animal care. The committee provides recommendations on the maintenance of the physical animal care facility and oversees the Animal Surveillance Program and the Animal Education Program.
4. ***Commencement Committee*** – The Commencement Committee plans, organizes, and provides recommendations for improvements in the commencement ceremony. The committee meets at least once a semester to plan the forthcoming commencement ceremony and provide recommendations for the commencement speaker.
5. ***Conflict of Interest Committee (COI)*** – (CM-35 <https://www.lsuhscc.edu/administration/cm/cm-35.pdf>).
6. ***Emergency Planning Committee*** – The Emergency Planning Committee provides recommendations for changes to the Emergency Response Plan to the Chancellor, reviews preparations for the upcoming hurricane season, to include providing updates of school and departmental plans, updates essential personnel contact lists; and assesses and provides feedback on the results of drills, exercises and actual events (<https://www.lsuhscc.edu/emergencypreparedness/erp.aspx> [emergency Response Plan \(lsuhscc.edu\)](https://www.lsuhscc.edu/emergencypreparedness/erp.aspx))

7. **Executive Committee for Environmental Health & Safety** – The Executive Committee for Environmental Health & Safety promotes a safe and healthy workplace for all LSUHSC personnel and ensures compliance with Office of Risk Management Guidance. The scope of this committee is to assess LSUHSC safety programs and make recommendations to enhance the overall safety readiness (<https://www.lsuhs.edu/admin/pfm/ehs/docs/ehs400.09%20-%20Exec%20Committee%20Charter.pdf>).
8. **Faculty Appeals Committee** – The Faculty Appeals Committee investigates and advises the Chancellor on formal faculty appeals in accordance with CM-24. This committee shall be composed of six (6) faculty members and six (6) alternate faculty members, representative of each health sciences center school (CM 24 - <https://www.lsuhs.edu/administration/cm/cm-24.pdf>; Faculty Handbook – Section 10.10).
9. **Faculty Handbook Committee** – The Faculty Handbook Committee, in conjunction with the Vice Chancellor for Academic Affairs and Research, reviews, revises, and updates the faculty handbook.
10. **General Safety Committee** - The General Safety Committee will promote a safe and healthy workplace for all LSUHSC personnel and ensure compliance with Office of Risk Management guidance. The scope of this committee is to address issues related to general safety, to include accident/incident trends, fire safety, driving safety, and laboratory/building safety. Furthermore, the committee will serve as a forum to gather information from and distribute critical safety information to the LSUHSC community (<https://www.lsuhs.edu/admin/pfm/ehs/docs/EHS400.01%20-%20General%20Safety%20committee%20Charter.pdf>).
11. **Honorary Degree Committee** – The Honorary Degree Committee identifies, reviews, or recommends persons worthy of an honorary degree in accordance with PM-7 (<https://www.lsuhs.edu/administration/pm/pm-7.pdf>). This committee also compiles biographical information for inclusion in the commencement program.
12. **Infectious Disease Committee** – The Infectious Disease Committee provides recommendations involving infectious and blood borne disease threats. This committee develops and revises policies, procedures, and guidance to ensure a safe campus community. The committee is responsible for the development and revision of the health sciences center pandemic response plan.
13. **Information Technology Governance Committee** – The Information Technology Governance Committee provides institution-wide oversight to ensure the alignment of Information Technology (IT) strategies and resources in accomplishing the goals of LSUHSC New Orleans.

#### Responsibilities

- Establish and broadly communicate the University’s IT vision and priorities.
- Improve the awareness of IT governance and the decision-making process.
- Establish and monitor key Institution-wide IT performance metrics.
- Determine investment strategies and responsibility for Enterprise IT initiatives by determining critical opportunities and actions that will best position the University to support and advance its teaching, learning, clinical, research, and service missions.
- Ensure University-wide IT policies sufficiently address the changing IT environment.

14. **Institutional Animal Care and Use Committee (IACUC)** – The Institutional Animal Care and Use Committee is responsible for reviewing, approving, and providing oversight of all activities involving the care and use of live vertebrate animals. All projects involving live vertebrate animals or the use of animal tissue or parts must be presented to IACUC for review, approval and oversight.

15. ***Institutional Biosafety Committee (IBC)*** – The Institutional Biosafety Committee acts as a framework for risk management associated with research-related, biosafety issues. The committee works in concert with the LSUHSC-NO Office of Environmental Health and Safety and the Office of Research Services.
16. ***Institutional Effectiveness Committee (IEC)*** - The Institutional Effectiveness Committee, under the direction of Academic Affairs, serves as a steering committee to provide oversight for institutional effectiveness functions across academic, support, and administrative units. The IEC provides recommendations for guiding institutional effectiveness policies and procedures by promoting a continuous improvement framework to achieve expected outcomes and meet related SACSCOC expectations, including:
  - **Student Learning Outcomes**  
The IEC provides guidance in developing and implementing appropriate policies and procedures to enhance the assessment of student learning outcomes for all degree programs, stand-alone academic certificates, and units defined as academic support and student services.
  - **Administrative/Operational Outcomes**  
The IEC provides guidance in developing and implementing appropriate policies and procedures to enhance the assessment of administrative/operational outcomes in conjunction with the university's strategic planning annual reporting requirements.
  - **Program Review**  
The IEC provides oversight for the academic program review process, which is required for all degree programs and stand-alone academic certificates. The IEC recognizes those degree programs with specialized accreditation may be eligible for a modified program review.
17. ***Institutional Review Board (IRB)*** – The Institutional Review Board is responsible for reviewing all research activities or investigations involving human beings, with the purpose of protecting the rights and welfare of individuals participating in such research.
18. ***International Education Experience (IEE) Committee*** – The International Education Experience Committee reviews and provides recommendations on international educational experiences and makes recommendations to CM-65 (<https://www.lsuhs.edu/administration/cm/CM-65.pdf>).
19. ***Library Advisory Committee*** – The Library Advisory Committee provides recommendations on library services and resources, conducts searches for the library director as needed, and coordinates the promotion of library faculty.
20. ***Parking Committee*** – The Parking Committee promulgates rules and regulations regarding parking and the maintenance of a safe parking environment.
21. ***Planning and Implementation Committee*** – The Planning and Implementation Committee provides a venue for the ongoing exchange of ideas and fosters interdisciplinary approaches to education, research, and planning.
22. ***Radiation Safety Committee*** – The Radiation Safety Committee will control the use of radio chemicals, radiation producing machines, sources, and nuclear safety; evaluate the qualification of applicants for the use of radio chemicals and other ionizing radiation producing units; review and grant approval, or disapproval, for the use of radio chemicals for routine or non-routine uses within the institution from the standpoint of radiation safety and the safety of Health Sciences Center personnel, patients, and

visitors; prescribe special conditions that will be required during a proposed use of byproduct materials and cyclotron produced products, such as requirements for bioassays, physical examination of users, minimum level of training and experience of users; receive and review records and reports from the LSUHSC Radiation Safety Officer; recommend remedial action to correct safety infractions; maintain written records of actions taken by the Committee; and meet a minimum of four times a year, and report annually to the LSU System Radiation Safety Committee. (<https://www.lsuhs.edu/admin/pfm/ehs/docs/EHS100.01%20-%20Radiation%20Safety%20Committee%20Charter.pdf>) .

**23. *Residency Appeals Committee*** – The Residency Appeals Committee reviews and provides recommendations on student residency appeals to the Vice Chancellor for Academic Affairs and Research. (PM-31 - <https://www.lsuhs.edu/administration/pm/pm-31.pdf>) and (CM-60 <https://www.lsuhs.edu/administration/cm/cm-60.pdf>)

**24. *SACSCOC Steering Committee*** – This committee is responsible for preparing written narrative responses and gathering appropriate accompanying documentation to address the required SACSCOC standards. The committee is composed of faculty, staff and administrators across the campus who best represent areas for which the university must demonstrate compliance. The full committee will meet at least twice per year or as needed. During the reaffirmation process, meetings are expected to occur on a regularly scheduled timeline. Subcommittee meetings will be held on an as-needed basis.

Specifically, the steering committee's responsibilities are as follows:

- Provide oversight and coordination of the SACSCOC submissions;
- Identify areas of concern relative to the Principles of Accreditation that should be addressed by the university prior to the submission of the report;
- Facilitate the compilation of materials required for the report;
- Draft and review written narratives for assigned principles;
- Ensure the accuracy and integrity of all responses; and
- Comply with established timeline of activities.

**25. *Student Affairs Committee*** – The Student Affairs Committee promotes communication among the Student Affairs Offices in the health sciences center, establishes policies and procedures for student organizations, recommends recognition of student organizations to the Vice Chancellor for Academic Affairs, and provides recommendations to improve student life within the health sciences center.

**26. *Student Health Committee*** – The Student Health Committee provides programmatic planning for student health services. This committee reviews and provides recommendations on student health insurance policy plans.

**27. *Wellness Committee*** - LSUHSC Wellness Committee promotes holistic health and well-being among faculty, staff, residents and students throughout the academic and work environment and fosters a culture that supports healthy lifestyle choices.