

University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to James Bryant Smith, Chair of the Policy and Procedure Committee email: james.smith@nicholls.edu

<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Section Number/Title: 1.14.2.12
Effective date:	December 1, 2019
Source of Change:	<input type="checkbox"/> Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors <input type="checkbox"/> Policy change that are the result of activities by the policy or procedure-making bodies of the University through the President's Cabinet <input type="checkbox"/> Informational change that does not need to be cleared with policy or procedure-making bodies
Office of origin:	Ellender Memorial Library
Key contact person:	Elizabeth Batte; elizabeth.batte@nicholls.edu
Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i>	Reference: 1.14.2.4 General Education Committee Member List 1.14.2.12 University Required Education Committee
Policy/procedure applies to (check all that apply):	<input checked="" type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above
Submitted by:	

REASON FOR CHANGE:

The library has a representative on the General Education Committee, as they do on a majority of committees comprised of faculty members. When the University Required Education Committee was being formed, the library was asked for the name of their representative. However, when the official committee was formed, the library was left out. This request is to add a library representative to the committee as the library feels they can offer important insights for this committee as they have done for the GEC.

Procedure(s):

PROPOSED CHANGE:

FROM: Membership (14):

One faculty member from each of the university required areas: Computer Literacy, Oral Communication, Writing Intensive, and Freshman Seminar; One faculty member from each of the Academic Colleges. One student appointed by SGA. Chair, Courses & Curricula (ex officio)

nonvoting), Chief Articulation Officer (ex officio nonvoting). One representative from the Office of Assessment and Institutional Research (ex officio nonvoting)

TO: Membership (15):

One faculty member from each of the university required areas: Computer Literacy, Oral Communication, Writing Intensive, and Freshman Seminar; One faculty member from each of the Academic Colleges and the Library. One student appointed by SGA. Chair, Courses & Curricula (ex officio nonvoting), Chief Articulation Officer (ex officio nonvoting). One representative from the Office of Assessment and Institutional Research (ex officio nonvoting)

Reviewed: N/A
Vice President for Finance and Administration

Reviewed: Sue Westbrook
Provost and Vice President for Academic Affairs

Approved: [Signature]
President

<i>For PPM Committee use only:</i>	
Date Reviewed by PPM Committee	
Date Sent to UC	
Date Approved by President's Cabinet	
President's Approval (signature) obtained	
Addition/Revision to P&P Manual (date, Section, made by)	Date: Section: Made by:
Date of Campus Notification	