IUSO AY 2016-17 Committees

**Note:** Numbers next to committee members’ names indicate the academic year of the appointment start followed by the end date. In the case of a reappointment to the committee, the date indicates the most recent appointment start date. So the date (14/16) would mean that the current appointment started in July of 2014 and ends with the 2016 academic year (i.e. June 30, 2017).

**Academic Fairness Committee**

Academic Fairness Committee arbitrates and adjudicates grading disputes in cases of procedural errors or questions about the evaluation process. Issues dealing with substantive quality of the student's academic performance or misconduct lie outside the Committee's jurisdiction. The committee is composed of three (3) students and three (3) faculty appointed by the Dean of the School of Optometry. The faculty members serve three (3) year terms on a rotating basis to preserve continuity. All records of deliberations, electronic and hard copy, are archived in the Dean’s office.

Committee Members:
**Dr. Lyon, Chair** (14/16)
Cheryl Oldfield, Committee recorder

- Dr. Valapala (15/17)
- TBD (OD Class of 2019)
- Rachel Muessel (OD Class of 2018)
- Dr. Srinivas (08/16)

**Academic Review Committee**

The Academic Review Committee reviews the records of all students not making satisfactory academic progress to determine if the student should be dismissed, or if a student is to be reinstated, and reviews all students who have earned a “C-“ or lower grade in any course. The committee also reviews and provides interpretation and guidance to faculty in situations that arise when students request a variance from an established procedure. The committee is chaired by the Associate Dean for Academic Affairs and is made up of the Director of Student Affairs and three faculty members. The faculty members are appointed by the Dean for three (3) year terms and may be re-appointed.

Committee Members:
**Dr. Kohne, Associate Dean for Students, Chair**

- Dr. Tonekaboni (13/15, 16-18)
- Dr. Sutton (15/17)
- Dr. Srinivas (16-18)
- Ms. Vance
Budgetary Affairs Advisory Committee

The Budgetary Affairs Advisory Committee advises the Dean with regard to the use of School of Optometry funds. The committee consists of three (3) faculty members, one (1) Student Administration Director, the president of the student body and the Director of Budgetary Planning and Administration. The Dean is an ex-officio member of the committee and the Director of Budgetary Planning and Administration is the chair of the committee. The faculty elects the faculty members on the committee for rotating three (3) year terms. There should always be at least one member of the clinical faculty and one member of the tenure-track faculty on the Committee. Elections are held in the Spring of each year with the new committee starting July 1, of each year.

Committee Members:
Ms. Lepore, chair
Craig Combs, committee recorder

Voting members:

- Dr. Burns (14/16)
- Andy Fischer (student member)
- Dr. Perotti (10/12; 13/15, 16-18)
- Dr. Henderson (12/14; 15/17)
- Ms Vance

Non-voting members:

- Associate Dean for Fiscal Affairs, Dr. Richard Meetz
- Dean Bonanno

Compliance Committee

The IUSO Compliance Committee has a responsibility to ensure that, as a public institution, the School, its faculty, staff and/or students do not knowingly or unknowingly compromise public resources. The IUSO has developed a Compliance Plan that seeks to ensure that the affairs of the School of Optometry are conducted in accordance with laws and regulations applicable to healthcare and activities engaged in by its faculty, staff and students.

The IUSO Compliance Committee is charged to continuously evaluate and update the plan to strengthen and further demonstrate the IUSO’s commitment to maintain its Environment of Excellence. The committee will be chaired by the Compliance and Privacy Officer. Members are appointed by the Dean for three (3) year terms and may be re-appointed.

Clare Tempel, Chair

Committee Members:

- Ms. Switzer (16-18)
- Dr. Pence Associate Dean for Clinics and Patient Care Services
• Dr. Lyon (11/16)
• Ms. Wood (15/17)
• Dr. Sutton (15/17)
• Dr. Pete Kollbaum, Associate Dean for Research

Curriculum Committee

The Curriculum Committee maintains preliminary authority over matters pertaining to the optometric curriculum, including review and recommendations of requests for new courses, requests for changes to previously approved courses, and oversight responsibility for ongoing curriculum review. Requests for additions, deletions or modifications to the curriculum and the committee’s recommendation are presented to the IUSO faculty for discussion and approval.

The Curriculum Committee consists of four (4) faculty, the Director of Student Administration, and a representative from the IU Optometric Student Association (one year term). The Dean appoints the committee.

Committee Members:
Dr. Henderson, chair (13/15, 16-18)
Jennifer Pemberton, committee recorder

• Dr. Hassan (14/16)
• Dr. Kohne (12/14; 15/17)
• Dr. Liu (16-18)
• Dr. E. Kollbaum (14/16)
• Dr. Himebaugh (12/15, 16-18)
• Tyler Vermeer (class of 2017)
• Ms. Vance (Director of Student Administration)
• Dr. Brooks, EAD (ex-officio member)

Dean's Student Advisory Committee

The Dean’s Student Advisory Committee meets with the dean 2 to 3 times a year to encourage student engagement. The committee makes recommendations to the dean. The meetings are called and chaired by the president of the Indiana University Optometry Student Association (IUOSA). The committee consists of the IUOSA officers, trustee and trustee-elect of the Indiana Chapter of the American Optometric Student Organization (AOSA), optometry class representatives, and a graduate student representative.

• Committee Members:
  • President of IUOSA
  • President-elect IUOSA
  • IU-AOSA Trustee
  • IU-AOSA Trustee-elect
  • IU NOSA President
  • Graduate student representative
  • 2016 class reps
  • 2017 Class Reps

Andrew Fisher, chair
TBD
TBD
Rotating 4th yr

IUSO AY 2016/2017 Committees, June 30, 2016
• Class of 2018
• Class of 2019 TBD

Emergency Control & Safety Committee

The Responsibilities of the Emergency Control & Safety Committee are:
• Assess nature and extent of all emergencies
• Assume initial control of all emergency actions until IUPD arrives and assign persons to carry out specific actions.
• Order evacuation if necessary, report to designated evacuation sites, take roll call.
• Take any other action necessary to protect life.
• Liaison to campus EHS and research safety offices

Additional responsibilities include reviewing the Emergency Action Plan annually and make revisions as necessary. Instruct personnel of their duties (if any) in a given situation. Plan training exercises to test the evacuation plan.

The membership of the Emergency Control Committee shall be composed of Safety Officer, Associate Dean for Research, Director of Technology, Facilities Manager and the Floor Monitors/Assistant Floor Monitors.

Committee Members:

Pete Kollbaum  Associate Dean for Research & Chairperson
Ann Elsner  Safety Officer
Jeff Johnson  Director of Technology
Craig Combs  Facilities Manager

Indiana University School of Optometry Floor Monitors:

<table>
<thead>
<tr>
<th>Floor</th>
<th>Monitor</th>
<th>Assistant Monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement</td>
<td>Dan Jackson</td>
<td>Tim Thacker</td>
</tr>
<tr>
<td>1st</td>
<td>Sharon Marsh</td>
<td>Ginger Long</td>
</tr>
<tr>
<td>2nd</td>
<td>Craig Combs</td>
<td>Teresa May</td>
</tr>
<tr>
<td>3rd</td>
<td>Bobbi Dunderdale</td>
<td>Dr. Candy</td>
</tr>
<tr>
<td>4th</td>
<td>Shimin Li</td>
<td>Xiaofeng Qi</td>
</tr>
<tr>
<td>5th</td>
<td>Cheryl Oldfield</td>
<td>Jeff Johnson</td>
</tr>
</tbody>
</table>

Atwater Eye Care Center Floor Monitors:

<table>
<thead>
<tr>
<th>Floor</th>
<th>Monitor</th>
<th>Assistant Monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Laura Robinson</td>
<td>Dr. Dawn Myers</td>
</tr>
<tr>
<td>2nd</td>
<td>Kim Wood</td>
<td>Leslie Cracraft</td>
</tr>
</tbody>
</table>
Faculty Agenda Committee

The Faculty Agenda Committee serves to establish the agenda for IUSO faculty meetings. Members of the committee provide a liaison between individual members of the faculty and the Faculty Presider to bring matters of concern to faculty meetings. The committee is chaired by the elected Faculty Presider and includes three elected members from the following constituencies: Clinical Rank faculty, Tenure/Tenure-track faculty, and At-Large. The Dean will be a non-voting member of the committee. Faculty members of any permanent rank can vote for the At-Large candidate. Members will be elected for a three-year term with no more than two consecutive terms allowed.

Adopted March 23, 2009

Dr. Lyon, presider (July 1, 2016 to June 30, 2018)
(The faculty presider is elected for a two year term of service.)

- Dr. P. Kollbaum (14/16) Tenure Track member
- Dr. King (15/17, Clinical rank member)
- Dr. Candy (13/15, 16-18) At large member
- Dr. Bonanno, Dean, non-voting member

Faculty Awards Committee

The School of Optometry will use a coordinated and collaborative approach to nominate its faculty for awards within Indiana University or beyond. The Faculty Awards Committee will develop a list of potential awards that IUSO faculty can and should be nominated for and work with the faculty on annual basis to nominate IUSO faculty for these awards.

Committee members:
Ann Elsner, Chair (14/16)

- Dr. Swanson (16-18)
- Dr. Hassan (16-18)

Honor Council

Composition of the Honor Council

The Honor Council will consist of seven student members and three appointed faculty members. Two student members will be elected from each of the first, second, and third year classes. The Associate Dean of Students will select the seventh student member from the
third year class. The Honor Council Coordinator will advise the Honor Council, keep track of notes and minutes from meetings, and make sure that due process takes place.

The Honor Council will elect a chair annually during the fall semester. The Chair will be responsible for gathering records, soliciting and distributing reports from faculty and contacting the accused student. The Chair will also be responsible for providing all materials, including the written Honor Council decision, to the Director of Student Administration for a central repository.

Honor Council Coordinator. The Dean will appoint three faculty members – each of who will serve a three year term - to the Council. One of the appointed will be the Coordinator, a full time faculty member to provide advice at Honor Council committee meetings and hearing procedures for suspected violations of the Honor Code. This faculty member will not have voting power in the hearing procedures, but shall give input in Council meetings, report progress to the School faculty, and must agree to attend all meetings. In addition, this faculty member will be limited to serving three consecutive terms, and he/she will not be eligible to serve again until three years after their last appointment. The two remaining faculty members, as selected by the Dean, are to function as members of the Council. They will hear violations, ask questions and, based on facts, make a determination on discipline. They share the mission of the Honor Council.

Terms of Appointment on the Honor Council

The six elected Honor Council class representatives will serve through the end of their third year unless they resign or are removed by a majority vote of the other six Council members and faculty advisor. Student members can be removed and replaced by the Dean or Associate Dean of Students. Removal from the Council will occur due to non-participation, an honor code infraction, or request for removal.

The student member appointed by the Associate Dean of Students will serve until the end of their third year.

Faculty

• Dr. Bradley (Coordinator) (15/17)
• Dr. Connolly (15/17)
• Dr. Himebaugh (15/17)

Student Members

• 1st year
  o X
  o X
• 2nd year
  o Teddy Chow
  o Antony Chavez
• 3rd year
  o Lindsey Becker Lucas
  o Alice Grasso
• Appointed
  o X

**Library Liaison**

The Library Liaison serves in an advisory capacity to the Dean. The Library Liaison advises concerning policy issues that may affect the level of services provided by the Library to the faculty, staff, and students within the School. The Health Sciences Librarian consults with the Optometry liaison when such issues arise. Examples of issues considered include serials cancellation projects; major changes in budget, staffing, or procedures; major gifts and donations, etc.

**Dr. Goss, Liaison (16-18)**

**Optometry Admissions Committee**

The Admissions Committee formulates policies and procedures for the admission of students to the optometry program; determines the criteria that should be emphasized in the admissions process; assures that legal guidelines are followed; reviews the files of all applicants; and determines the students to be admitted. The Admissions Committee is composed of faculty members appointed by the Dean in consultation with the Executive Associate Dean for Academic Affairs. One of the faculty members serves as chair of the committee. Members are appointed by the Dean for three (3) year terms and may be re-appointed. The Associate Dean for Students serves as Chair.

**Committee Members:**
**Dr. Kohne, chair**

• Dr. Bradley (08/16)
• Dr. Jedlicka (16-18)
• Dr. Port (14/16)
• Dr. Grogg (11/16)
• Dr. Tonekaboni (13/15, 16-18)
• Dr. King (14/16)
• Dr. Connolly (15/17)
• Mr. Boes
• Ms. Vance

**Peer Merit Review Committee**

The Peer Merit Review Committee serves the dual function of being the instrument for peer (rather than administrative) evaluation, and giving consultative advice to the Dean, the Executive Associate Dean of Academic Affairs (EAD), and the Associate Deans of Research and Graduate
Studies regarding merit recognition. The committee’s duties fulfill the IU Bloomington policy of annual merit review (Annual Merit Evaluation Policy, BFC, 3/24/98).

This committee is appointed annually by the elected Agenda Committee of the Indiana University School of Optometry. The committee’s charge is to:

- assess the performance in teaching, research/creative activities and service;
- provide feedback/constructive criticism to the faculty members;
- provide the assessments to the Dean;
- promote faculty coherence and mutual respect.

**Composition of the Committee**

The committee will consist of:

a) At least one tenure-track faculty with no consideration of activities,
b) Two clinical faculty members and
c) One other tenure-track faculty member with an active research program.

The committee chair, who has served on the committee at some point within the previous three years will coordinate and guide the process. Members are appointed for one year terms with the possibility of a second consecutive appointment but no more than two consecutive years on the committee. The composition of the committee will be public.

The full Peer merit Review Committee Policy may be found at https://oncourse.iu.edu/access/content/group/de4e4912-8bf9-4448-be52-b1a778b41d82/FacultyPolicies/PMR_Policy_Amended_Jan15_2014.pdf

The Agenda Committee appoints the Peer Merit Review committee.

2015-16 Peer Merit Review Committee:
  Dr. Elli Kollbaum (chair)
  Dr. Elsner
  Dr. Jedlicka
  Dr. Port

**Quality Assurance Committee: Clinics**

The Quality Assurance Committee (QAC) for Clinics is responsible for maintaining and overseeing the quality and completeness of all clinical patient records and review quality of patient care. Yearly activities are outlined in: https://www.opt.indiana.edu/intranet/VPFAA/Policies/Clinical_QA_2014.pdf

Special audits of Clinical Quality may be conducted upon the request of the faculty, the staff, the Director of Clinical Administration, the Chief of any service, the Chief of Clinical Care, the Dean of the IUSO, the Compliance Committee or the Compliance Officer. The Committee will meet monthly and the chair will be responsible to call the meeting, keep minutes and report to the Compliance Committee and the Associate Dean for Clinics & Patient Care Services.
Committee Members:

Dr. Peabody (14/16), Chair

- Dr. Grogg (13/15, 16-18)
- Dr. Tonekaboni (11/16)
- Dr. Page (14/16)
- Dr. King (13/15, 16-18)
- Dr. Jedlicka (15/17)
- Pam Stewart (16-18)

Search and Screen Committee

The Search and Screen committee is appointed by the Executive Associate Dean for Academic Affairs on an ad hoc basis as required in consultation with the Dean’s Administrative Council. The committee advertises the position(s) and corresponds with potential candidates. The committee screens the candidates’ dossiers and recommends candidates to the faculty for recruiting visits. The committee conducts the visits and interviews (along with other faculty) of the potential candidates. In conjunction with faculty input, the committee makes recommendations to the Dean. The Dean puts forward a candidate to the faculty and conducts a show of hands or ballot on whether the proposed candidate should be offered a position.

Configured as needed.

Research Space Committee

The Research Space Committee will make recommendations, based on current research space policy, to the dean on allocation and utilization of research space in the School of Optometry. The committee will also make recommendations for future space needs.

Dr. Miller, Chair (13/15, 16-18)

Committee Members:

- Dr. Pete Kollbaum (13/15, 16-18)
- Dr. Hassan (13/15, 16-18)
- Dr. Burns (13/15, 16-18)

Staff and Faculty Advocacy Committee

The role of the Staff and Faculty Advocacy committee is to address staff and faculty concerns, if not resolved by the direct supervisor, in all areas except Compliance in a timely and professional manner. Compliance related issues should be routed to the Compliance Officer/Committee. Interactions with both entities, Staff and Faculty Advocacy Committee and the Compliance Officer/Committee, will be held in the strictest of confidence unless the individual making the report agrees to the release of information. The Committees will report the number of complaints and resolutions on an annual basis to the Dean of IUSO who will report to both the IUSO faculty and the staff.
Committee Members:

Richard Meetz, Chair (11/16)
Cheryl Oldfield, committee recorder

- Dr. Kovacich (11/16)
- Ms. Gingrich (11/16)
- Ms. Larsen (10/15, 16-18)
- Dr. Page (14/16)

Student Awards and Honors Committee

The Student Awards and Honors Committee communicates the available student awards; where appropriate receives nominations and applications for awards; and determines the recipients of the awards. The committee is composed of five (5) faculty members and two (2) staff members from the office of Student Administration appointed by the Dean. Members are appointed by the Dean for three (3) year terms and may be re-appointed.

Committee Members:
Dr. S Kovacich (14/16) (Chair)

- Dr. Bedwell (15/17)
- Dr. Connolly
- Ms. Vance

Technology Committee

The Technology Committee is advisory to the Dean, IT Director, and the Faculty. The technology committee is responsible for writing and reviewing all policies related to technology, in-conjunction with the IUSO Compliance Officer (Clare Tempel). The committee is responsible for strategic planning related to the use of electronic technologies that are not part of clinic operations. The committee often serves on search committee's for new IT staff hires. The chair of the Technology Committee is supervisory to the IUSO web programmer (Rob Pesce).

Examples include:
- IUSO Computer Security Policies and Procedures document for all Students, Staff, and Faculty.
- Consult with students, staff, and faculty about new printer and copiers technologies.
- Consult and advise on the organization of the IT department
- Work with Curriculum Committee and EAD to institute Classroom and Learning Technology, e.g. clickers, exam taking hardware/software, …

The Technology Committee is composed of four faculty members from the School of Optometry, appointed by the Dean for three (3) year terms.

Committee Members:
Dr. Perotti, Chair (14/16)

- Dr. Swanson (16-18)
- Dr. Peabody (11/16)
- Dr. Elsner (16-18)
Tenure and Promotions Committee

The Tenure and Promotions Committee completes a detailed review of the tenure and promotions dossier of each un-tenured tenure track and assistant clinical professors at IUSO at the end of the third year of the probationary period; periodically report to the Executive Associate Dean for Academic Affairs on the progress towards tenure of each un-tenured or assistant clinical professors; insures that each prospective tenure and promotion candidate is fully apprised, annually, of his/her progress towards tenure or promotion; assists the Executive Associate Dean for Academic Affairs in the creation and selection of a primary peer review committee to evaluate the candidate for tenure or promotion; and joins with all other tenured and appropriately ranked Optometry faculty members to render the School level evaluation of the candidate for tenure or promotion.

• Dr. Begley, Chair

For consideration of promotion in non-tenured tracks, all faculty at higher levels participate in the committee.