

# 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 Affairs Council*** - This council serves to support all schools through discussion and collaboration with the vice chancellor for academic affairs (VCAA) and academic affairs deans. The council is primarily responsible for policy recommendations: recommendations of new institutional policies and regular review of existing policies. The VCAA is responsible for final approval and submission of such policies and proposals and for routing to relevant institutional, governing, and accrediting bodies. The council serves as a communicative body regarding system level, health science center and school level policies, procedures and academic standards. Updates are provided from the LA Board of Regents, LA Board of Supervisors, health science center and VCAA to respective schools and vice versa.
- 2. *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.
- 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. *Behavior Intervention Team Committee*** - The Behavior Intervention Team (BIT) is a multidisciplinary team of professionals engaged in responding to individuals who may need assistance and connecting them to resources. The purpose of the BIT is to provide caring, supportive, and early intervention to individuals whose behavior is disruptive or concerning. The BIT endeavors to identify and support individuals in distress to reduce the individual's risk, increase safety, and prevent violence. The team addresses behavior with a nexus to campus (regardless of where it occurs) for current students, faculty, and staff. This holistic approach helps LSUHSC-NO campuses enhance safety, retain students, and promote an individual's aptitude for success.
- 5. *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.

6. ***Conflict of Interest Committee (COI)*** –The Conflict of Interest Committee (COI) determines whether specific potential or actual Institutional or Investigator conflict of interest exists and, if so, develops an appropriate plan to manage the conflict of interest. Review [CM-35 Policy: Managing Conflicts of Interest in Research](#) for additional information.
7. ***Executive Policy Group*** – The EPG will recommend changes to this plan to the Chancellor; review preparations for the upcoming hurricane season, including updates of school and department plans and updates to essential personnel contact lists; and assess and provide feedback on the results of drills, exercises, and actual events.
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. Review [CM 24 Procedures for Faculty Grievances/Appeals](#) for additional information.
9. ***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 include establishing and broadly communicating the University’s IT vision and priorities; improving the awareness of IT governance and the decision-making process; establishing and monitoring key Institution-wide IT performance metrics; determining 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; and ensuring University-wide IT policies sufficiently address the changing IT environment.
10. ***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.
11. ***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.
12. ***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.
13. ***International Education Experience (IEE) Committee*** – The International Education Experience Committee reviews and provides recommendations on international educational experiences and makes recommendations related to Global Health Education Opportunities. Review [CM 65 Global Health Education Opportunities](#) for more information.
14. ***Lab Safety Committee*** - The Committee is charged with fostering and ensuring a culture of laboratory safety on campus. The Committee will assess the adequacy of existing training and other protections related

to laboratory safety; and ensure the university's compliance with federal and state regulations and University policies regarding laboratory activities. It will serve as a forum to gather and address laboratory safety concerns, and to keep the LSUHSC community informed of new or proposed changes to laboratory safety regulations; review safety/health policies and training established by the University pertaining to laboratory safety not within the purview of the Institutional Biosafety and Radiation Safety Committees; review incidents involving work-related fatalities, injuries, illnesses and near misses related to laboratory safety; and review summary reports from Environmental Health and Safety laboratory inspections and make recommendations to improve compliance.

15. **LAHEFSA Committee** - Louisiana Higher Education Foreign Security Act (LAHEFSA) Committee – The LAHEFSA Committee tracks and verifies all information regarding screening foreign researchers and research support employees and approving & screening any employment-related international travel to and activities related to foreign adversary countries.
16. **Library Advisory Committee (Dental School)** - 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. Its membership includes appointments by position with no term limits and elected members with term limits assigned. Members with term limits may be reappointed for a follow-up term/terms. Members are appointed by the Dean. The committee is composed of six faculty members, including the chairperson. Members should have an interest in effective library services and resources. Membership includes the two librarians appointed by position, three elected faculty members, and a student member. The primary charge of the committee is to assist the librarians in the formulation and implementation of new services; inform the librarians of trends and programs in the dental school that affect the library; serve as a liaison between the library and the dental school community; be an advocate for the library; recommend resources for purchase by the library; advise the librarians on the development and scheduling of library workshops. A member of the committee shall act as a representative to assist with hire of new librarians.
17. **Parking Committee** – The Parking Committee promulgates rules and regulations regarding parking and the maintenance of a safe parking environment.
18. **QEP Committee** - The QEP Committee aims to impact the larger campus community by identifying, developing, and maintaining “Be Well: Student Success and Wellness” that supports the mission of LSUHSC New Orleans in preparing students for careers as healthcare professionals.
19. **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. Review [EHS-100.01 Radiation Safety Committee Charter](#) for more information.

20. **Residency Appeals Committee** – The Residency Appeals Committee reviews and provides recommendations on student residency appeals to the Vice Chancellor for Academic Affairs and Research. Review [PM 31 – Student Residency Classification for Tuition Purposes](#) and [CM 60 Residency Appeals](#) for additional information.
21. **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 the established timeline of activities.
22. **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.
23. **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.
24. **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.