

## **UWF BOT Academic & Student Affairs Committee Charter**

### **Purpose**

A standing committee of the University of West Florida Board of Trustees is the Academic and Student Affairs Committee. The primary purpose is to assist the Board in its oversight responsibilities relating to the quality and regional relevance of the university academic programs; aspects of student life and student conduct; academic standards for the tenured appointment of faculty; the infrastructure and resources necessary to deliver the academic and student life programs and for the accreditation of the University and professional programs. In carrying out these responsibilities, the following principles will be used with regular reviews of data as appropriate:

- Regular monitoring of academic programs, student activities and associated support facilities
- Monitoring the University's strategies in enrollment management, retention, student diversity and development.
- Monitoring the university's student learning outcomes assessment program to demonstrate the effectiveness of the UWF educational experience
- Monitoring the outcomes of accreditation reviews and other peer evaluations
- Reviewing the faculty tenure process to ensure expected outcomes are achieved in attracting and retaining outstanding faculty
- Interactive communication with UWF academic leadership and faculty
- Interactive communication with UWF student affairs leadership and personnel
- Taking responsibility for serving as diligent and knowledgeable members regarding academic and student life areas

The Committee serves as the focal point of communication between the Board of Trustees, the Academic Affairs division, the Student Affairs division and relevant state agencies. The liaison to the UWF BOT Executive Committee is the chair of the Academic and Student Affairs Committee. This committee shall take all appropriate actions to set the overall university tone for quality academic and student programs, sound business practices and ethical behavior.

### **Composition**

The committee will be comprised of trustees, including the faculty trustee and the student trustee. A majority of the members should be knowledgeable about academics and university life. It would be helpful if members had an understanding of academic and student life issues, faculty and personnel selection and advancement, the tenure process and criteria, and policies having an impact on the University's success in attracting and retaining outstanding students. Members should also have an awareness of State and National academic environments that have an impact on UWF.

The Provost and the Vice President for Student Affairs will serve as staff and primary liaisons to the Committee.

## **Meetings**

The committee shall meet at least four (4) times annually. Additional meetings may be held as the circumstances dictate. The meetings will be open to the public. The committee will invite members of management, faculty, or others to attend meetings and provide pertinent information.

## **Exemption from Public Meetings**

The Academic and Student Affairs Committee and Board of Trustees meetings are confidential and exempt from the public when these meetings address areas that are of a sensitive nature concerning individuals or on-going investigations pursuant to Sections 119.07 (3)(w); 119.07 (3)(y); 112.3187 and 112.3188, and 286.0111, Florida Statutes.

## **Responsibilities and Duties**

The committee shall bring action items and make reports to the Board as it deems necessary. The committee's policies and procedures will remain flexible to best react to changing conditions and provide reasonable assurances to the Board that the academic programs, quality of faculty, and student policies are appropriate and in compliance with state and federal laws, regulations and requirements.

The Academic and Student Affairs Committee shall be responsible for reviewing and recommending to the Board policies affecting the overall academic and student affairs of the University. This includes matters related to hiring of faculty, adding programs, deleting programs, recruiting and admission of students, and furthering their education. The Committee shall review and consider all academic programs and student activities and make recommendations to the Board on these and all matters referred to it.

Currently, (SACS) Southern Association of Colleges and Schools reviews and affirms the accreditation for the University of West Florida. This Academic and Student Affairs Committee is responsible for reviewing significant findings and recommendations received from SACS and ensuring that any recommendations and requirements are addressed appropriately within the designated timeframe. Similarly the committee shall, also, monitor the professional accreditations of programs in the colleges.

Specific Responsibilities of the Committee include:

- Adopting a formal written charter that is approved by the full UWF Board of Trustees specifying the scope of responsibility, process, membership, etc. The charter will be reviewed as necessary but at least every two years, beginning two years from the adoption date.
- Maintaining minutes and records of the meetings and activities.
- Conducting or authorizing investigations into matters within the Committee's scope of responsibilities. The Committee shall be empowered to retain independent counsel or others to assist it in the conduct of any investigation.
- Reporting Committee actions to the Board with such recommendations the Committee may deem appropriate.
- Bringing to the attention of the Board any matters concerning the University's academic programs, staffing, faculty or buildings and grounds on which it requires guidance or direction from the Board.
- Considering and advising on any matter referred to it by the Board, the University President, the Provost, or the Vice President of Student Affairs.

- Performing other governance oversight as assigned by the Board.

The Committee's responsibilities shall also include (but not be limited to):

- Monitoring and reviewing the quality of the educational experience of students.
- Monitoring and reviewing policies associated with faculty quality.
- Ensuring efficient feedback on the quality of student life and conditions.
- Ensuring efficient feedback on the status of faculty recruitment and retention.
- Providing opportunities for undergraduate and graduate students studying in fields of interest and regional demand.
- Exploring academic freedom and tenure issues.
- Maintaining regular communications with the faculty senate through the office of the Provost.
- Maintaining regular communications with student services and the student government association through the Office of the Vice President for Student Affairs.
- Recommending to the Board approval of new programs.
- Recommending to the Board the deletion of academic programs when appropriate.
- Receiving and reviewing proposals from the Provost and Vice President for Student Affairs.
- Representing the interests of students and faculty.

**Committee members 2005:**

- Roy Smith, Chair
- JoAnn Morgan, vice chair
- Ret. Gen. Chuck Horner
- J. Collier Merrill
- Dr. Jay Gould, Faculty Senate Representative
- Tim Roberts, Student Government Association President

**University staff liaisons 2005:**

- Sandra M. Flake, Provost
- Deborah L. Ford, Vice President for Student Affairs