

Name:	Student and Academic Affairs Council				
Purpose:	To provide guidance to the college administration and the board, through the College Council, on all elements of the academic mission of the college aimed at student success.				
Sponsor:	Provost				
Chair:	Faculty Senate President-Elect				
Recorder:	Elected from Membership				
Membership:	Members (By Title or Constituency)	Member Type	Division/ Department	Voting (Y or N)	Other Notes
	Faculty Senate President-Elect	Chair	Varies	Y	
	Staff Senate President-Elect	Permanent	Varies	Y	
	Director of Financial Aid	Permanent	Financial Aid	Y	
	Director of PR & Marketing	Permanent	PR & Marketing	Y	
	Dean of Student Life and Wellness	Permanent	Student Affairs	Y	
	Registrar	Permanent	Registrar's Office	Y	
	Associate Provost	Permanent	Associate Provost	N	
	1 Instructional Dean	Representative	Varies	Y	
	1 Staff	Representative	Advising	Y	
	1 Faculty	Representative	Assessment Committee	Y	
	1 Staff	Representative	Library	N	
	1 Staff	Representative	Informational Technology Services	N	
	1 Staff	Representative	Institutional Research	N	
	3 Faculty Senators	Representative	1 Faculty Senator from each school	Y	
	4 Faculty	At-Large	Varies	Y	
1 Student	At-Large	N/A	Y		
Membership Totals:	17 voting, 4 non-voting, 21 total members				

Resources:	Strategic Plan, AHECB, College, DoE, and HLC Policy
Meeting Schedule:	4th Wednesday, monthly at 2:00 PM
Duties: (Reviewed Annually)	<ol style="list-style-type: none"> 1. Review/make recommendations regarding the institution’s academic Master Plan, enrollment management plan and student success policies. Particularly in the following areas: barriers to success from entry to completion, the student first year experience, institution-wide academic advising and career services initiatives, ensuring prospective students have all appropriate information and resources, and the identification and intervention of at risk students. 2. Ensure the institution’s academic programs are appropriate for its students and review the quality and integrity of curriculum and programs ensuring equity of services to diverse populations such as minority students, students with disabilities and/or veterans. 3. Conduct annual review of Student Complaints. 4. Conduct annual review of student satisfaction and student academic progression data to guide academic priorities and address areas of concern. 5. Review student admissions and academic performance to maintain appropriate level for the college and its programs. 6. Review and make recommendations for areas that support academics: library, distance learning, professional development, and all support services. 7. Review and make recommendations to College Council regarding the decisions of this council’s subcommittees. 8. Identify key partnerships and student success strategies among student programs to ensure the greatest number of students are being served and resource duplication is at a minimum.
HLC Alignment:	All Criteria
Boundaries:	<ul style="list-style-type: none"> • The Chancellor and Board of Trustees are the final authority for matters involving the strategic plan, board policy, and budget. • The Chancellor reserves final decision-making authority for operational matters. • Recommendations should not be counter to any accreditation standards or other external compliance or regulatory expectations. • Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures.
Operating Guidelines:	<p><u>General Guidelines</u></p> <ol style="list-style-type: none"> 1. Annually review charter. 2. Annually staff and train members on effective and efficient

meeting practices using quality tools.

3. Annually elect chair, recorder, and parliamentarian if needed.
4. Review work delegated by Council and assign work (with deadlines) to appropriate committees and/or members.
5. Receive and review reports on a monthly basis. Provide feedback to each committee.
6. Submit recommendations to appropriate Council.
7. Prepare monthly reports for appropriate Council.
8. Review data sets assigned to the group for analysis, make recommendations that support data-based decision making, establish deadlines for recommendations, and develop strategies for sharing results college-wide.

Committee/Council Business

1. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee/council. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation.
2. Agenda items and related materials may be submitted by group members and non-group members to the chair/liaison for consideration; they should be submitted at least five (5) business days prior to the meeting by 5 PM.
3. Meeting notices and tentative agenda will be distributed at least three (3) business days in advance of the meeting.
4. Minutes of proceedings—Minutes will be recorded for each meeting and provided in advance of the next meeting. Minutes will be reviewed for accuracy and completeness. Approved minutes will be posted in the designated document repository within three (3) business days of the approval meeting.
5. All action items must be completed in a timely manner; preferably by the established deadline.

Meetings

1. Regular Meetings— Meetings will occur once per month.
2. Special Meetings—As needed and defined/called by the chair.
3. The first meeting of the academic year will be dedicated to orienting members.
4. Attendance at meetings—Attendance is an expectation of appointment and will be recorded at each meeting.
 - It is the responsibility of the group member to notify the committee chair when he/she will not be able to attend a

scheduled meeting.

- If a member of the group has three (3) absences (Proxies included) in one (1) academic year, the chair will notify the member and his/her supervisor or constituency about the absences and will submit a request for a replacement to the supervisor or constituency.

If a member is unable to attend, s/he may send a proxy. Proxys are permitted to engage in questions and debate but are only entitled to vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxys may not introduce new business. Proxys are used to determine a quorum at the initiation of the meeting, but proxies may not constitute more than half of the attending members at any meeting. On votes other than Old Business they are not counted in determining majorities, but their presence shall continue to count toward the required quorum for the vote. No member may have more than three (3) proxies in one (1) academic year.

5. Meetings will be open to all represented persons, although privileges may be limited.
6. Begin and end meetings on time: use cell phones as universal time
7. Quorum will be 50% plus one of the total current membership.
8. The group will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order. The chair may appoint a parliamentarian to assist the chair.
9. Decisions will be made based on a majority vote of those present.

Member Conduct/Ground Rules

1. Come prepared; Read all materials prior to meeting.
2. The meeting environment is a safe zone; there is no rank in the room.
3. Members of the group will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
4. One speaker at a time.
5. Agree only if it makes sense to do so.
6. Support decisions made on consensus.
7. Keep comments on target with topics/tasks at hand.
8. Be respectful of one another.

	<p>9. All ringers on cell phones/electronic devices should be turned off or set on vibrate.</p> <p><u>Annual Evaluation Process</u></p> <p>A. Past Year’s Accomplishments of Goals</p> <p>B. Committee/Council Self-Evaluation</p>
Subcommittees:	General Education Curriculum & Alliances, Academic Program Planning & Viability, Academic Assessment, Technology Supported Learning, Library
Versions:	<ul style="list-style-type: none"> • Charter Drafted: Spring 2018 • Charter Adopted: April 6, 2018 • Revised: July 1, 2019 • Revised: September 27, 2023