Committee on Academic Affairs and Student Life
Operating Guidelines

I. PURPOSE

As set forth in the Bylaws, the Committee on Academic Affairs and Student Life (AASL) shall consider and report or recommend to the Board on matters pertaining to, but not limited to:

- The educational policies and programs of the University, including the long-range educational development of the University;
- The faculty;
- Educational policy matters pertaining to instruction, research and continuing education; and
- All phases of student life.

II. COMPOSITION

The Committee shall consist of not less than five (5) appointed members appointed by the Chair of the Board of Trustees in accordance with the Bylaws, in addition to ex-officio members. In addition, in accordance with the Board’s Standing Orders, the Chair of the Board of Trustees is authorized to invite faculty representatives, student representatives or other constituent representatives to attend and participate in the meetings of the Committee (other than executive sessions) as non-voting members. The Executive Vice President and Provost, the Vice President of Student Affairs and the Vice President and Dean for Undergraduate Education will serve as on-going resources for, and administrative liaisons to, the committee.

Other members of the University administration, faculty, staff and student body may be invited to participate as non-voting guests as deemed appropriate by the Chair of the Committee.

III. MEETINGS

The Committee shall meet at least five (5) times each calendar year, or more frequently as needed, at the discretion of the Chair of the Committee. Meetings shall take place during regularly scheduled sessions of the Board and on an ad hoc basis as determined by the Chair of the Committee.

Meeting updates may include, but are not limited to:

- Reports from the leaders of student government organizations: the University Park Undergraduate Association, Graduate and Professional Student Association, and the Council of Commonwealth Student Governments.
- Report from the Executive Vice President and Provost
- Report from the Vice President and Dean of Undergraduate Education
- Report from the Vice President of Student Affairs
- Report from the Faculty Senate
- In conjunction with the Board meetings held at a campus, a report from campus representatives
• At the conclusion of each programmatic year of the Administrative Fellows Program, a report by the outgoing fellows
• Other reports/presentations as determined by the chair

IV. AUTHORITY/RESPONSIBILITIES

Working in conjunction with relevant liaisons, the Committee’s responsibilities include:

1. A commitment to giving consideration to student success as a priority in all Board considerations and decisions.
2. Participation in future strategic directions of academic and student affairs in order to ensure that academic programs are consistent with the university’s mission and strategic plan, and that adequate resources are provided for academics and student services.
3. Ensuring that faculty personnel policies align with academic priorities.
4. Ensuring that the university uses assessments of educational quality and applies these assessments for ongoing improvement of academic programming.
5. Supporting the university’s efforts to promote student engagement inside and outside the classroom.
6. Informing AASL Committee members and all Trustees about the student experience.
7. Ensuring that the enterprise risk oversight areas of responsibility assigned to the Committee are appropriately addressed and reported out.
8. Setting yearly committee goals, and self-assessment at the end of each year.

V. AASL ACTION ITEMS

The following shall be presented to the Committee for Committee action and recommendation to the Board of Trustees.

• Establishment of Schools and Colleges
• Name changes: College, School, Department
• Mergers of Departments
• Administrative Appointments: Executive VP or Provost, VP of Student Affairs, VP and Dean of Undergraduate Education, VP of Commonwealth Campuses, Academic Deans, Dean of the Schreyer Honors College

VI. INFORMATIONAL ITEMS

The following matters shall be presented to the Committee on a regular basis for informational purposes only

• New curricula – undergraduate and graduate
• Major curricula changes – undergraduate and graduate