

# **CHARTER OF THE ACADEMIC AFFAIRS COMMITTEE OF THE OAKLAND UNIVERSITY BOARD OF TRUSTEES**

## **Purposes of the Academic Affairs Committee**

The purpose of the Oakland University Board of Trustees' Academic Affairs Committee is to assist the Board of Trustees with its oversight of the University's academic mission and strategic academic priorities.

The President and Senior Vice President for Academic Affairs and Provost (Provost) are administratively responsible for the educational quality of the University's academic programs; working in conjunction with the faculty through shared governance to shape the curriculum and assess student performance.

The Board's Academic Affairs Committee (Committee) will collaborate with the President and Provost to regularly monitor the educational quality of the University's academic programs and to consider the strategic focus of the following:

- Learning goals and outcomes;
- Program quality, University and program accreditation, and program review;
- Student retention, graduation and graduate school acceptance rates;
- Academic planning, including proposals for adding, modifying or discontinuing programs;
- Efficient and sensible organization of colleges and schools within the University; and
- Budgetary requirements for academic programs and services.

The Committee will report regularly to the Board and frame recommendations on matters of policy, quality, and funding that require Board consideration and approval.

## **Membership**

The Committee shall be composed of three Trustees who shall be appointed by the Board for three year terms; provided however, the initial appointments to the Committee will be for one, two and three year terms, and thereafter for three year terms. The Board shall appoint one of the Trustees as the Committee Chairperson, who may not serve more than two consecutive terms as Chairperson. All members of the Committee can vote, and a majority shall constitute a quorum. Each member shall be free of any relationship that would interfere with his or her exercise of independent judgment or give the appearance of a conflict of interest. The Provost will serve as staff and primary liaison to the Committee.

## **Responsibilities and Duties of the Academic Affairs Committee**

The Committee is advisory to the Board with the following responsibilities and duties:

### **Specific Responsibilities of the Committee**

The Committee shall:

1. Monitor the alignment of the University's academic programs to the University's academic mission, priorities, and strategic plans.
2. Consider proposals for new academic programs, information from periodic academic program reviews and accreditation processes, and proposals for the discontinuance of any academic programs.
3. Consider whether academic programs are appropriately responding to student interest and professional workforce needs.
4. Consider whether the academic budget reflects the University's academic mission and priorities.
5. Ensure that the University assesses the educational quality of its academic programs and uses the assessment for continuous improvement.

### **Specific Duties of the Committee**

In carrying out its responsibilities, the Committee shall:

1. Establish a work plan to ensure its responsibilities are being met.
2. Regularly review pertinent data and other information.
3. Oversee a comprehensive academic plan that supports the University's strategic plans.
4. Review academic policies and propose new or revised policies, as appropriate to the Board.
5. Monitor the University's strategies for enrollment management.
6. Review significant findings and recommendations received from the Higher Learning Commission of the North Central Association, and other specialized accrediting agencies, and ensure that any recommendations and requirements are addressed appropriately within designated timeframes.

7. Review University data and peer institution data regarding current educational status, historical trends, performance, quality, and value, and ensure that academic program key performance indicators are appropriately established and met.
8. Maintain appropriate flexibility to address changing conditions and provide reasonable assurances to the Board that the academic programs are appropriate and in compliance with state and federal requirements.
9. Take responsibility for serving as diligent and knowledgeable Board members regarding academic programs and academic policies.

### **Reporting and Recommendations**

1. Review and assess the adequacy of the Committee's charter as necessary.
2. Prepare and report to the Board with respect to such matters as are relevant to the Committee's discharge of its responsibilities and duties, and with respect to such recommendations as the Committee may deem appropriate. The report to the Board may take the form of an oral report by the Chairperson or any other member of the Committee designated by the Committee to make the report.

### **Meetings**

The Committee shall meet no less frequently than two times each fiscal year, and each meeting's agenda should allow ample time for purposeful discussion and analysis.

The Committee may request any faculty member, staff or student of the University to attend a meeting of the Committee or to meet with any member of the Committee as may be appropriate. The Committee may also request to meet jointly with other Board committees as may be necessary to develop a fuller understanding of the far reaching effects of academic programming on the University.

Members of the Committee may participate in a meeting of the Committee by means of conference call or similar communications equipment by means of which all persons participating in the meeting can hear each other. The Committee shall maintain minutes or other records of meetings of the Committee.

### **Authority of the Academic Affairs Committee**

The Board provides the Committee with the authority to discharge its responsibilities and duties.

### **Performance Self Evaluation**

Every two years, the Committee shall perform a review and evaluation, as necessary, of the performance of the Committee, and report its evaluation to the Board. The Committee shall conduct such evaluations and review in such manner as it deems appropriate.

### **Disclosure of Charter**

This charter shall be made available on the University's website.

### **Amendment**

Any amendment or other modifications of this charter shall be made and approved by the Board.