Purpose

The purpose of the Committee on Academic Affairs is to provide oversight of all matters relating to the undergraduate and graduate educational programs and all research programs. Committee members ensure that academic priorities are unambiguously stated, appropriately funded, and consistent with the overall educational mission of the University as well as provide policy guidance to promote a safe and intellectually stimulating learning environment that encourages academic success, personal development, and student satisfaction. Committee members also review, discuss, and, when appropriate and necessary, recommend action on important and substantive issues and proposals regarding goals, strategies, issues and accomplishments in University activities relating to enrollment, scholarship and financial aid. Committee members furthermore provide policy guidance to promote a safe and intellectually stimulating learning environment that encourages academic success, personal development, and student satisfaction.

Organization

Review of Charter

This charter shall be reviewed and reassessed by the Committee on Academic Affairs at least annually, and any proposed changes shall be submitted to the Board of Trustees for approval.

Membership/Structure/Quorum.

The Committee on Academic Affairs shall be composed of not less than five Trustees. At least two faculty members, and at least two students (at least one of whom shall be a graduate or professional student) shall serve as representatives to the Committee without the power to vote. The Provost shall serve, ex officio, as a non-voting member of the Committee, and the President may appoint other non-voting members as required to properly exercise the duties of the Committee.

A quorum of any meeting of the Committee on Academic Affairs shall consist of a majority of its voting members.

Staff Designee

The Provost and Senior Vice President for Academic Affairs and/or his/her designee(s), shall be staff to the Committee.

Meetings

Meetings shall be held in conjunction with regularly scheduled meetings of the Board, or as deemed necessary by the Chair of the Committee.

Agenda, Minutes and Reports

The Chair of the Committee, in collaboration with the staff designee, shall be responsible for establishing the agendas for meetings of the Committee. An agenda, together with relevant materials, shall be sent to the Committee members in advance of each meeting. Minutes for all meetings shall be prepared in draft form by the staff designee and reviewed by the Chair, and shall be approved by the Committee members at the following meeting. The minutes shall be distributed periodically to the full Board of Trustees. The Committee shall make regular reports to the Board of Trustees.
Roles and Responsibilities

The Committee’s primary responsibilities are as follows:

- Monitor the academic, experiential learning, and research programs for consistency with the University’s mission and strategies and for match with the demographic trends in enrollments, and recommend how they can be modified and/or strengthened;
- Ensure that the academic budget reflects the University’s priorities;
- Determine that faculty personnel policies, including criteria and standards for tenure and promotion, are clearly articulated, accessible to faculty members, and applied systematically and equitably across the University;
- Approve faculty candidates for appointment with, or promotion to, tenure status;
- Development and oversight of goals for retention and graduation rates;
- Monitor the University’s strategic planning efforts;
- Representing students’ interests in all policy decisions made by the Board;
- Reviewing financial resources supporting comprehensive student development programs;
- Reviewing Board policies with students' changing needs, particularly as the University enrolls a more diverse student body;
- Reviewing Board policies to ensure adequate financial resources in support of a safe and secure campus environment;
- Promoting the campus as a community;
- Review of University policies regarding admission of students and the impact of these policies on the University as a whole;
- Oversight of matters of policy relating to students’ admission, registration and record keeping;
- Review and oversight of the University’s enrollment goals with regard to the overall number of students, their academic quality, and their ability to impact positively the campus community;
- Review of, on an annual basis, operational guidelines for the admission of new freshman during the next application year;
- Review of, on an annual basis, the language used in publicizing the University’s admission requirements, including a profile of characteristics typical of students who are academically successful;
- Review and oversight of performance metrics and objectives regarding selectivity and applicant yield in addition to total enrollment;
- Development and implementation of approaches to broaden domestic geographic and international appeal of the University;
- Oversight of initiatives to increase the diversity of students;
- Monitor the University’s assessment of the effectiveness of all of its academic programs, at both the departmental and program level, whether or not an external evaluation is required for professional accreditation purposes; and
- Conduct an annual self-evaluation of the performance of the Committee, and the effectiveness and compliance with this charter.