



Board of Trustees: Academic Affairs Committee Charter

Purpose:

The Academic Affairs Committee bears responsibility for ensuring that the institution's academic programs are consistent with the mission, that they are of appropriate quality, that they are suitably staffed and funded, and that appropriate policies and practices are in place. The committee ensures that the institution has the capabilities to realize its mission and achieve its strategic academic priorities. To fulfill its responsibilities, this committee works closely with the academic leadership of the institution, typically the provost or vice president of academic affairs.

Staff Officer:

The Provost, if none, the Vice President for Academic Affairs University shall serve as Staff Officer of this committee through the President of the University.

Meetings:

The committee shall meet at least three (3) times during the year and in conjunction with the regularly scheduled Board meetings. Generally, these meetings will occur the day before the regular Board meeting.

Agenda, Minutes and Reports:

The Staff Officer will be responsible for developing agendas and materials for the board, in collaboration with the chair of the committee. Minutes of all meetings shall be prepared by the Staff Officer. The minutes shall be approved by the committee at the following meeting. Minutes will also be sent, once approved, to the Executive Committee of the Board. The Chair will make regular reports on Committee actions at the following Board meeting.

Responsibilities:

- Ensure that the academic programs are consistent with the institution's mission and strategic plan.
- Ensure that the institution's academic programs are appropriate for its students.
- Ensure that the institution assesses educational quality and uses the assessment for continuous improvement.
- Bring recommendations concerning academic plans, programs and policy to the Board of Trustees.