



MINNESOTA STATE ACADEMIC AFFAIRS COUNCIL CHARGE DOCUMENT

Type: The Academic Affairs Council is an ongoing council with an advisory role to the Senior Vice Chancellor for Academic and Student Affairs and the Academic and Student Affairs Coordinating Commission.

Purpose: The Minnesota State Academic Affairs Council will be the principal group responsible for advising the Senior Vice Chancellor for Academic and Student Affairs on academic initiatives and programs that are planned, piloted, adopted, and/or implemented for system-wide benefit.

Scope: Undergraduate and graduate teaching and learning, including: instructional development, professional development, accountability framework, student readiness and college transitions, career and technical education, career preparation and workforce development, program alignment and effectiveness, e-education, and inter-campus collaboration.

Responsibilities:

1. Act as a forum to facilitate communication among faculty, administrators, students and System Office staff.
2. Act in an advisory role to system leadership on system-wide academic affairs issues.
3. Make recommendations to the Senior Vice Chancellor and Commission that result from a process of discovery, planning, adoption and analysis.

Member Appointments:

The Council is comprised of members representing the following groups. The appointing authorities listed will appoint members to the Council from one up to two- or three-year terms.

- **College Students:** Appointed by LeadMN, two (2) members
- **University Students:** Appointed by Students United, two (2) members
- **College Faculty:** Appointed by Minnesota State College Faculty (MSCF), three (3) members.
- **Professionals:** Appointed by the Minnesota Association of Professional Employees (MAPE), three (3) members

- **University Faculty:** Appointed by the Inter Faculty Organization (IFO), three (3) members.
- **University Administrative and Service Faculty:** Appointed by the Minnesota State University Association of Administrative and Service Faculty (MSUAASF), three (3) members

College and university administrators: Appointed by the Senior Vice Chancellor, up to six (6) members, to include:

- a. Three (3) administrators from colleges and three from universities
- b. At least one senior academic affairs officer and one academic dean

System Office Academic and Student Affairs Division Staff: Appointed by the Senior Vice Chancellor, staff may include one (1) Associate Vice Chancellor or designee, two (2) System Office staff.

Council Member Expectations: Members are expected to:

- Attend and participate in meetings as scheduled.
- Represent the positions of their constituents.
- Work with all members to build consensus in Council decisions and recommendations.
- Respond objectively to subcommittee reports.
- Provide recommendations to the Senior Vice Chancellor that meet student, institutional and system needs
- Communicate discussions and recommendations back to their constituents.

Council Leaders: Chair and a chair-elect who will serve as co-chair for one year and then succeed to the role of chair. The chair-elect will be selected from the members of the Council by consensus of the members of the Council annually at the first fall meeting. The chair and the Associate Vice Chancellor will take the lead in identifying issues to be discussed by the Council, and help develop the full Council agenda.

Committees (standing): The Council has the following system-wide committees, as approved by the Coordinating Commission:

- Faculty Development Committee
- Academic Equity Committee
- Global Education Committee
- Graduate Education Committee

Committees (ad hoc): In order for the committee to function in the most effective manner, ongoing or short-term committees can be formed to address specific areas addressed in the committee charge. These committees may include subject matter experts who are not currently serving on the Council. Committees forward recommendations to the Council for submitting recommendations to the Senior Vice Chancellor.

Meeting Times and Dates: The Council typically meets 4-5 times each academic year on a schedule and using formats agreed upon by the consensus of the Council. The System Office will pay travel expenses for faculty and student members as needed. Institutions are expected to pay expenses for administrators.

Council Information: The Council charge document, Council membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted publicly.

Approval of Minutes: Minutes from a Council meeting will be sent to Council members electronically two weeks after a meeting. One week will be allowed for members to submit additions or corrections. If none are submitted, the minutes will be considered approved.

Responsible Associate Vice Chancellor, System Office:

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System Office Staff Support:

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12/16/11; Revised 01/06/12; 03/30/12; 03/29/13; 06-24-15; 09/09/15; 06/22/2017; 8/2018, 11/2019

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