



**Western Oregon University Board of Trustees
Academic and Student Affairs Committee (ASAC)**

MISSION

The Academic and Student Affairs Committee (ASAC) of the WOU Board of Trustees is charged with ensuring effective operations related to teaching, research and public service programming of the university as well as programming and policy decisions in support of campus life. The ASAC is responsible for making recommendations to the Board, consistent with Board Statements and University policy, and to fulfil other duties as assigned by the Board.

AUTHORITY AND RESPONSIBILITIES

Academic Curriculum

The ASAC is responsible for review of and recommendation to the WOU Board of Trustees actions on the introduction of new degree, certificate or minor programs and assurance of maintenance of appropriate standards for academic accreditation.

Educational Policy

The ASAC is responsible for advising, reviewing, and recommending actions proposed by the University to the WOU Board of Trustees on admissions requirements, enrollment strategies, educational delivery methods and curricular program collaborations external to the university.

Academic Organization

The ASAC is responsible for review of and recommend to the WOU Board of Trustees actions proposed by the University on academic operational organization in support of students and faculty.

Student Co-Curricular Programming

The ASAC is responsible for reviewing, advising and making recommendations to the WOU Board of Trustees regarding the program and service offerings that affect the overall quality, satisfaction and outcomes of the student experience.

Student Health and Safety

The ASAC is responsible for reviewing, advising and recommending actions to the WOU Board of Trustees on policies and programs related to student health and safety.

Policies Governing Student Conduct and Student Organizations

The ASAC is responsible for reviewing, advising and recommending actions to the WOU Board of Trustees on policies related to student conduct and student organizations. The committee should include student interests in all policy decisions made by the Board.

ORGANIZATION

Membership; Structure; Quorum

The ASAC, consistent with the Board Statement on Committees, will consist of five members from the Board of Trustees. The chair of the ASAC will be appointed by the Board chair. The Vice President for Academic Affairs and the Vice President for Student Affairs will serve in their capacity as non-voting, ex officio members of the ASAC. A quorum of the ASAC will be three committee members, excluding the Vice President for Academic Affairs and the Vice President for Student Affairs.

Meetings

The ASAC will meet at least quarterly each year. ASAC meetings will be conducted in substantial compliance with the Board Statement on the Conduct of Public Meetings. Because committees meet more frequently than the full Board of Trustees, the Chair or staff are encouraged to convene meetings by telephone or videoconference for the convenience of the committee members.

Agenda, Minutes, and Reports

The chair, in collaboration with the staff designee(s), is responsible for establishing the agendas for meetings. An agenda, together with relevant materials, will be sent to committee members at least seven (7) days in advance of the meeting. Minutes for all meetings shall be drafted by the staff designee(s), reviewed by the Secretary to the Board, reviewed by the committee chair, and approved by committee members at the following meeting.

Staff Designee

The Vice President for Academic Affairs and the Vice President for Student Affairs will be staff to the ASAC.

Review of Charter

This charter shall be reviewed and reassessed by the ASAC at least annually, and any proposed changes shall be submitted to the board for approval.

Document History

- Discussed and revised at May 27, 2015 ASAC Committee Meeting
- Approved by the Board of Trustees at October 28, 2015 Meeting