

## **Charter for Academic Affairs Council**

### **1. PURPOSE AND GOVERNANCE**

1.1 The Academic Affairs Council operates to exclusively promote and support Utah Valley University (“University”) and its mission to educate every student for success in work and life through excellence in engaged teaching, services, and scholarship, and to support the University’s current and future needs as a vital component in the community’s economic and educational engines (“Purpose”).

1.2 The Academic Affairs Council of the University is a university entity convened by the Provost/Senior Vice President of Academic Affairs and comprised of academic executives, executives, and staff support. The Academic Affairs Council makes and conveys to the university community the official decisions and positions of the University’s academic executives.

1.3 Administrative oversight of the Academic Affairs Council will be the responsibility of the Provost/Senior Vice President of Academic Affairs. This Charter is subject to University Policy 102 University Governance Committees. In the event of any conflict, inconsistency, or discrepancy between University policy or procedure and this Charter, University policy or procedure shall govern. The Academic Affairs Council provides consultation, deliberation, discussion, and/or takes action within the scope of delegated governance authority.

### **2. MEMBERSHIP**

2.1 The membership of the Academic Affairs Council includes:

#### **Voting Members**

Provost/Senior Vice President of Academic Affairs  
Dean, College of Health and Public Service  
Dean, College of Humanities and Social Sciences  
Dean, College of Science  
Dean, School of Education  
Dean, School of the Arts  
Dean, Smith College of Engineering and Technology  
Dean, Woodbury School of Business

#### **Non-voting Members**

Deputy Provost  
Associate Provost - Academic Innovation  
Associate Provost - Academic Programs and Assessment  
Associate Provost - Student Success and Retention  
Special Assistant to the Provost  
Associate Vice President - Student Experience and Enrollment Management  
Faculty Senate President or designee  
Utah Valley University Student Association President or designee  
Executive Assistant - Provost/Senior Vice President of Academic Affairs

### **3. MEETINGS**

3.1 The Academic Affairs Council shall hold regular meetings on a bi-weekly basis pursuant to a schedule issued by the Executive Assistant - Provost/Senior Vice President of Academic Affairs. Special meetings and/or extended meetings of the Academic Affairs may be held upon the call of the Provost/Senior Vice President of Academic Affairs.

3.2 All members of the Academic Affairs Council are requested to attend every meeting. If they are unable to attend, they may send a replacement. In case of absence (with or without a replacement), notification shall be sent to the Executive Assistant - Provost/Senior Vice President of Academic Affairs before the meeting.

3.3. Guests must be invited by an Academic Affairs Council member and are limited to those directly related to the subject matter under discussion. Individuals asked to present or speak to an item will be invited to come into the meeting at the time they are scheduled to speak. It is expected that they will exit at the conclusion of their presentation. Academic Affairs Council members or their staff support personnel shall provide the Executive Assistant - Provost/Senior Vice President of Academic Affairs with a list of invited guests no later than 5pm two business days prior to the meeting.

3.4 The Provost/Senior Vice President of Academic Affairs shall approve meeting agendas and appropriate briefing materials in advance of each Academic Affairs Council meeting. The Provost/Senior Vice President of Academic Affairs shall preside at all meetings. At the request of or in the absence of the Provost/Senior Vice President of Academic Affairs, the designated University executive shall preside at meetings and otherwise fulfill the duties and obligations of the Provost/Senior Vice President of Academic Affairs. The Executive Assistant - Provost/Senior Vice President of Academic Affairs will send out agendas prior to meetings, keep adequate minutes of meetings, and shall present any findings, actions taken, activities or recommendations to the Academic Affairs Council and the University upon request. Minutes shall be filed with all other Academic Affairs Council records that are accessible to members.

3.5 The Academic Affairs Council is authorized and empowered to adopt its own rules of procedure not inconsistent with (a) any provision hereof, (b) any provision of the University's policies and procedures, or (c) the laws of the state of Utah. A quorum shall consist of a majority of the members who are entitled to vote.