
**THE UNIVERSITY OF TENNESSEE
BOARD OF TRUSTEES**

**ACADEMIC AFFAIRS AND STUDENT SUCCESS COMMITTEE
CHARTER**

PURPOSE

The Academic Affairs and Student Success Committee oversees a broad range of matters related to the university's educational mission of teaching, research, and service. The committee's oversight includes consideration of the needs of the faculty and administration in creating and sustaining the university's academic environment and consideration of the interest of students in the central curricular and co-curricular life of the university. The committee attends to faculty members' concerns about matters such as faculty evaluation and compensation, library and other learning resources, and currency of academic structures. The committee attends to students' concerns about matters such as tuition and fees; admissions, retention, and graduation requirements; campus facilities; faculty teaching and advisement; student life; student conduct and housing rules; and staff support and services.

POWERS AND RESPONSIBILITIES

The committee's general responsibility shall be to recommend to the Board needed action or policies relating to the university's educational mission of teaching, research, and service, including matters such as (1) what and how students learn; (2) how students are admitted; (3) how faculty are selected, developed, and assessed; (4) how the academic structure is organized; and (5) what student services are needed to support each campus as a learning community. The Vice President for Academic Affairs and Student Success shall regularly solicit information on these matters from administrators, faculty members, students, and external higher education policy resources and work with the committee chair to bring system-wide issues and concerns to the attention of the committee.

Specifically, the committee shall approve and recommend to the Board:

1. Mission statements for the University of Tennessee System and for each campus and institute;
2. Strategic and long-range academic plans;

3. Proposals concerning the development of new academic programs and the significant revision of existing programs relating to instruction, research, and service;
4. Establishment of new academic organizations, such as major campuses, institutes, colleges or schools, and academic departments;
5. Evaluation of existing academic programs and their administrative structures;
6. Termination of programs and structures that no longer are needed;
7. Admission, progression, retention, and graduation standards;
8. The university's policy on *Academic Freedom, Responsibility, and Tenure*, campus implementing procedures, and any other faculty personnel policy requiring Board approval;
9. Proposals and any necessary policies concerning information technology, including its effects on the intellectual property rights/responsibilities of employees and students;
10. Proposals and any necessary policies concerning system-wide use of academic services including libraries and computer labs;
11. University rules concerning student conduct, rights, and responsibilities required to be promulgated under the Tennessee Uniform Administrative Procedures Act;
12. Proposals and any necessary policies related to the non-academic aspects of student life, including student services and student conduct; and
13. Proposals and any necessary policies related to campus enrollment and facilities capacity.

The committee composition (described below) serves as a communication link among student groups, the administration on all UT campuses, and committee members. Student groups meet with the committee on a regular basis to discuss issues related to academic policies and student life.

The committee is apprised of and discusses issues related to student success at the University, including campus-based financial aid; statewide Hope scholarships and Tennessee Student Assistance Corporation programs; system-wide application processes; academic advising; diversity; and programs to increase retention, progression, and graduation.

COMPOSITION OF THE COMMITTEE

The voting membership of the committee shall be no less than three members of the Board of Trustees appointed by the Board upon the recommendation of the Vice Chair of the Board, with the advice and consent of the Governance Committee. The Vice Chair of the Board, Voting Student Trustee, Voting Faculty Trustee, Commissioner of Agriculture, and Commissioner of Education shall be *ex officio*, voting members of the committee. The President of the university, Non-voting Student Trustee, Non-Voting Faculty Trustee, Executive Director of the Tennessee Higher Education Commission, Faculty Senate Presidents, and Student Government Presidents (including Graduate Student Government Presidents) shall be *ex officio*, non-voting members of the committee. Committee appointments shall be made at the annual meeting for a two-year term, but *ex officio* appointments shall not exceed the term of office.

The chair of the committee shall be designated by the Board for a two-year term, upon the recommendation of the Vice Chair, with the advice and consent of the Governance Committee. No Trustee may serve more than two consecutive two-year terms as chair of the committee.

The President shall designate one or more members of his or her senior administrative staff to provide staff support to the committee.

MEETINGS

Required Number and Call

The committee shall meet at least three times annually, in conjunction with regular meetings of the Board of Trustees or at any other time upon the call of the committee chair. A meeting of the committee may also be called at any time by the Chair or Vice Chair of the Board, by the President of the university, or by the Secretary upon the written request of two members of the committee.

Notice

Notice of committee meetings shall be given to all committee members. Notice may be given by regular mail, electronic mail, or facsimile transmission. At least five (5)

days' notice shall be given when feasible, but less notice may be given when there is a need for urgent action by the committee. If written notice is not feasible, by reason of urgency or other exigent circumstance, notice may be given by telephone.

All meetings of the committee shall be open to the public unless otherwise provided by the Tennessee Open Meetings Act or a judicially-recognized exception to the Act.

Agenda

An agenda shall accompany the notice of every meeting of the committee when feasible, but when not feasible, the notice shall state the purpose or purposes for which the meeting is called.

Development of the committee agenda shall be the responsibility of the chair, in consultation with the President and committee staff. The agenda shall list in outline form each matter to be considered at the meeting. The committee may use a consent agenda in the manner provided by the Bylaws.

Matters not set forth on the agenda or in the notice may be considered only upon an affirmative vote of a majority of the entire committee.

Quorum

A quorum shall be a majority (more than one-half) of the voting members of the committee. The Vice Chair shall be counted for quorum purposes, but the President and other *ex officio* non-voting members of the committee shall not be counted for quorum purposes. In the absence of a quorum, those attending may adjourn the meeting until a quorum is present.

Minutes

Committee staff shall prepare minutes of all committee meetings, review the minutes with the committee chair, and provide the minutes to all committee members before the next committee meeting.