COUNCIL CHARGES FOR THE ACADEMIC YEAR 2019-2020

1.ACADEMIC STANDARDS

-Meet with relevant units (perhaps in collaboration with the Assessment Council) to determine whether and how policies and procedures are in place to assess the effectiveness of current academic policies (e.g., satisfactory progress policy, course repeat policy, etc.)

2.ADMINISTRATOR ASSESSMENT

-Prepare and administer assessments of the following administrators:

WPU President, Richard Helldobler

VP Administration and Finance - Steve Bolyai

VP Enrollment Management - Reginald Ross

VP Institutional Advancement - Pamela Ferguson

VP Marketing and Public Relations - Stuart Goldstein

VP Student Development - Miki Cammarata

-Recommend that on next year's AAC every member must be sophisticated in survey research. There should be a methodologist, a statistician, an expert on quantitative data analysis, an expert on qualitative data analysis, and an experienced report writer.

3.ADMISSIONS & ENROLLMENT MANAGEMENT

-Review and recommend policy for admission and retention in undergraduate programs.

-Liaise with administrators responsible for admission, retention, and enrollment management issues to review the effectiveness of current policies and practices on an ongoing basis.

-Analyze Enrollment Management reports to determine progress in increasing enrollment and addressing weaknesses in admission and retention. Collaborate with the Vice President for Enrollment Management *to prepare a report to the Faculty Senate* that will include recommendations for increasing enrollment.

-Analyze the effectiveness of the Starfish program in supporting students at risk for probation and dismissal.

4. ADVISEMENT & REGISTRATION

- Continue working on Advisor tab, which includes online training and other resource links for Advisors. Present to Senate.

- Continue developing a visual presentation form of syllabus to address expectations and definitions of the roles of advisor and advisee, along with other points. Incorporate into Advisor tab and new Student tab.

- Consult with the union on the recommendation that colleges should mandate initial and ongoing training for their advisors.

5. ASSESSMENT

- Continue to work on the charge with the Advisement and Registration Council.

- Continue to work on our Blackboard Shell- right now it is mostly content, but we would like to turn it into an assessment "help desk" of sorts.

6. BUDGET AND PLANNING

-Continue to examine the allotment and distribution of resources for making the campus more secure from crisis events, such as an active shooter.

-Liaise with the Graduate Council to explore the allotment of resources related to graduate and undergraduate recruitment and retention as it relates to administration of programs.

-Recommend ways to enhance attendance and involvement of students, faculty, staff at campus wide budget meetings.

7. ELECTIONS

-Review election process, determine calendar and new policy regulations in collaboration with the Faculty Senate Executive Council.

8. GOVERNANCE

- Propose the Senate approval procedure for non-department faculty appointments to said committees as authorized in the Faculty Handbook.

- Communicate with various Senate Councils in the areas where conflicts were noted in the Governance Council alignment review and collaborate to propose necessary or recommended amendments or corrections.

- Evaluate the existing Senate council's documentation and manuals. Assess the necessity of manuals or documentation for the various Senate Councils. Recommend the development of manuals or documentation where necessary and procedures for approving manuals and documents by the Senate.

9. GRADUATE POLICIES

-Growing, monitoring and enhancing Graduate Studies at WPU: A document with policies, procedures and rubrics for developing, evaluating and enhancing Graduate Programs.

- School of Graduate Studies: A proposal for building a school of Graduate Studies.

- Graduate Forum 2020: School of Graduate Studies and Workshop for Program Development.

- Graduate Academic, Diversity and Support Group (GAD-SSG).

-Review and recommend policies and procedures for developing, identifying, and coordinating academic, multicultural and social integration resources in order to support and mentor graduate students, including returning and international students.

- Collaborate with the Budget and Planning Council: With respect to reviewing and recommending policies and procedures for strengthening graduate programs (e.g., recruitment, retention, School of Graduate Studies).

10.GRADUATE PROGRAMS

-Continue to work on standing charges, as well as follow-up on the online course approval process to determine if our council can be of use in providing recommendations.

11.RESEARCH &SCHOLARSHIP

-Sponsor activities to clarify and articulate the meaning, value, and role of RSCE (Research, Scholarship and Creative Expression) activity by faculty and students with attention towards implementing the seven recommendations developed by the RSCE Working Group pertaining to connecting RSCE to the larger WPU community, ART, student-centered research, and research and art portals.

-Develop and propose to Faculty Senate a university-wide Open Access policy.

-Review the activities associated with the week of presentations of research and creative expression entitled "Explorations"; collaborate with administration to review what worked well and what could be improved for 2018-2019.

-Change the name of the Research & Scholarship Council to the Research, Scholarship and Creative Expression Council.

12.TECHNOLOGY

- Continue collaboration with the Research, Scholarship and Creative Expression Council to understand and advocate for the software needs of faculty engaging in research, scholarship and creative expression.

 -As the University works to create new online graduate programs with Academic Partnerships, support Instruction & Research Technology (IRT) in working with faculty teaching existing undergraduate and graduate online programs and courses to maintain course quality, e.g., use Quality Matters standards.

-Promote awareness of the Digital Literacy Initiative. Promote use of existing software (e.g., Lynda.com/LinkedIn Learning) and implementation of open resources (e.g., Jupyter Project [https://jupyter.org/]) by faculty and students.

13.UNIVERSITY CORE CURRICULUM

-Check existing courses for proper attributes and approvals.

-Develop a plan to re-assess courses along with a review of the overall UCC program.

14.UNDERGRADUATE

-No recommendations at this time.