

Academic and Student Affairs Committee
Duties and Responsibilities

Committee established: 1993

Last revised: 10/14/2009; 8/23/2010; 5/23/2011; 9/5/2013

Approved by the Board of Trustees: 5/23/2011; 9/23/2013

The Academic and Student Affairs Committee shall have oversight of the following:

- curricular aspects of the University of Maine System (System), including the articulation of the academic mission of the System, the quality of the faculty, the quality of the academic program including but not limited to program delivery, degree completion, etc, and activities that support the academic mission of the System;
- all activities related to all populations of students including student recruitment, retention, student success, and all other activities and initiatives

Committee Authority

Academic Affairs:

Bylaws – Section 3

Board of Trustee Policy Manual

Section 213 – Honorary Degrees

Section 300 – Academic Affairs

Section 600 – Human Subject Review

Section 1000 – Review of Non-Academic Programs

Student Affairs:

Bylaws – Section 3

Board of Trustee Policy Manual

Section 500 – Student Affairs

The primary duties and responsibilities of the Committee shall be to:

Academic Affairs:

Have oversight of the shaping and reviewing of policies affecting the overall curricular program.

1. Review and make recommendations to the Board on the approval, suspension or elimination of degree programs at the universities.
2. Have oversight of the academic support programs, including faculty and academic staff development.
3. Make recommendations to the Board of Trustees with respect to promotion and awarding of tenure.
4. Review of periodic reports from the campuses reflecting on philosophy, organization, conduct, and funding of their athletic programs.
5. The Committee is responsible for sending the following agenda items to the Board of Trustees for review or approval:
 - a. Creation or Elimination of an Academic Program
 - b. University Mission Statements

- c. Awarding of Academic Degrees
- d. Organization and Establishment of Major Units
- e. Named Chairs and Professorships and University Professorships
- f. Tenure
- g. Academic Calendar
- h. Diversity Plans
- i. Honorary Degree Nominations

Student Affairs:

1. At least every three years ensure to conduct a review of the UMS Student Conduct Code and recommend for approval.
2. The Committee also reviews other student codes, behaviors, or ethics (i.e., student athletes).
3. The Committee is responsible for sending the following agenda items to the Board of Trustees for review or approval
 - a. Recruitment and Admissions Updates
 - b. Discussions Regarding Student Success
 - c. Retention Strategies
 - d. Financial Aid Discussions
 - e. UMS Student Conduct Code
 - f. Enrollment Reports
4. All Committee actions shall be reported to the Board for approval.

Membership of the Committee

The Academic and Student Affairs Committee shall be made up of at least three voting members of the Board of Trustees. Typically, the Chair and Vice-Chair of the Board and the Chancellor shall be ex-officio members, but the Chancellor shall have no vote. Faculty and Student Representatives to the Board may be members of the Academic and Student Affairs Committee, but have no vote.

Meetings

Meetings of the Committee ordinarily shall be called by the Committee Chair, but may be called by the Chair of the Board or a majority of the Committee.

Staff to the Committee

The Academic and Student Affairs Committee shall be staffed by the Vice Chancellor for Academic Affairs and the Chief Student Affairs Officer.