

Academic Affairs Committee Charter

1. Overall Purpose and Objectives:

- 1.1 The Academic Affairs Committee (“Committee”) is a committee of the University of West Florida (“University”) Board of Trustees (“Board”) whose members are appointed by the Chair of the Board.
- 1.2 The general purpose of the Committee is to review and make recommendations to the Board regarding the institution’s academic mission, as well as policies and resources needed to realize that mission, execute UWF’s academic strategic priorities, and ensure the quality and integrity of each of UWF’s academic programs.
- 1.3 The Committee shall provide governance oversight on such matters as academic program development, review, accreditation, and discontinuance; student admission and performance standards; faculty tenure; major academic initiatives; and maintaining an appropriate balance among teaching, research/scholarship, and service.

2. Authority:

The Board authorizes the Committee to:

- 2.1 Monitor the relationship between academic mission and strategy.
- 2.2 Review proposals for new academic programs, information from periodic program reviews and accreditation processes, and proposals for the discontinuance of any academic programs.
- 2.3 Ensure appropriate alignment between the University’s academic philosophy and plan and ensure that programs are appropriate to respond to student interest and professional workforce needs.
- 2.4 Monitor University compliance with the Board’s academic regulations.
- 2.5 Ensure that the academic budget reflects the institution’s academic mission and priorities.
- 2.6 Ensure that faculty personnel policies and other academic policies address state and federal expectations and complement the University’s academic priorities.
- 2.7 Ensure that the institution assesses the effectiveness of its academic programs.

3. Organization Membership:

- 3.1 The Chair of the Board will appoint the chair and members of the Committee.
- 3.2 The Committee will be comprised of at least three (3) members, including the president of the Faculty Senate, all of whom are voting Trustees of the University.
- 3.3 The Chair of the Board will serve as an ex officio voting member of the Committee.
- 3.4 A majority of the Committee members, if not all, shall possess general knowledge about University academics at the governance level.
- 3.5 Members will serve on the Committee until their departure, resignation, a new Faculty Senate president begins his or her term, or replacement by the Chair of the Board.
- 3.6 The Chair of the Committee serves as the liaison to the Board's Executive Committee.
- 3.7 The Provost/Vice President of Academic Affairs will serve as staff and primary liaison to the Committee.

4. Meetings:

- 4.1 A simple majority of the members of the Committee will constitute a quorum for the transaction of business.
- 4.2 The Committee shall meet at least four (4) times annually. Additional meetings may be held as the circumstances dictate. The meetings will be open to the public. The Committee will invite members of the administration, faculty, or others to attend meetings and provide pertinent information.
- 4.3 The Committee shall maintain written minutes of its meetings, and the Committee Chair shall approve each meeting's agenda.
- 4.4 The Provost/Vice President of Academic Affairs will regularly meet and correspond with the Chair of the Committee. Said Provost/Vice President of Academic Affairs will further advise and keep informed, as needed, both the President and the Chair of the Board on a regular basis regarding matters brought before and actions taken by the Committee, as well as proposed additions to, amendments to, or deletions of academic policies that otherwise would not come before the Committee.
- 4.5 The Committee shall provide regular updates of Committee activities to the Board for matters within the Committee's area of responsibility.

- 4.6 The Committee may request special presentations or reports that may enhance members' understanding of their responsibilities.
- 4.7 It is the intent of the Committee for matters within its purview to come before the Committee as early as possible, and likewise proposed additions, amendments, or deletions of academic policies that otherwise would not come before the Committee, so that the Committee can issue its recommendations and exercise its oversight at the beginning of any particular project or matter.

5. Roles and Responsibilities:

- 5.1 The Committee shall be responsible for reviewing and recommending to the Board policies affecting the overall academics of the University. The Committee shall bring action items and make reports to the Board as it deems necessary.
- 5.2 Regularly review pertinent data and other information to monitor academic programs to ensure that they reflect the University's mission, priorities, and strategies.
- 5.3 Ensure that the University's strategic plan is built upon a comprehensive academic plan.
- 5.4 Review academic policies and propose new or revised policies, as appropriate, to the Board.
- 5.5 Monitor the University's strategies in enrollment management.
- 5.6 Monitor the integration of information technology into the University's teaching and learning.
- 5.7 Review significant findings and recommendations received from the University's institutional accreditor and specialized accrediting agencies and ensure that any recommendations and requirements are addressed appropriately within designated timeframes.
- 5.8 Review the University's data and peer institution data regarding educational status, performance, quality, and value, and ensure that academic Key Performance Indicators are appropriately set and met.
- 5.9 Maintain appropriate flexibility to address changing conditions and provide reasonable assurances to the Board that the academic programs, quality of faculty, and academic policies are appropriate and in compliance with state and federal requirements.
- 5.10 Take responsibility for serving as diligent and knowledgeable Board members regarding academic programs and policies.
- 5.11 Specific Responsibilities of the Committee include:
 - 5.11.1 Conduct or authorize investigations into matters within the Committee's scope of responsibilities. The Committee shall be

empowered to retain independent counsel or others to assist it in the conduct of any investigation.

- 5.11.2 Report Committee actions to the Board with such recommendations the Committee may deem appropriate.
- 5.11.3 Bring to the attention of the Board any matters concerning the University's academic programs or faculty on which it requires guidance or direction from the Board.
- 5.11.4 Consider and advise on any matter referred to it by the Board, the University President, or the Provost/Vice President of Academic Affairs.
- 5.11.5 Perform other governance oversight as assigned by the Board.

6. Charter Review:

- 6.1 Adopting a formal written charter that is approved by the Board. The charter shall specify the scope of responsibility, process, membership, etc. The charter will be reviewed as necessary but at least every two years, beginning two years from the adoption date, and the Committee will present any required or recommended changes to the Board.
- 6.2 Ensure that the charter is approved or reapproved by the Board after each update.

History: originally an integral part of the former BOT Academic and Student Affairs Committee, 12/09/05; realigned as a stand-alone committee and adopted, 03/08/12; substantive revisions adopted 11/14/2024; revised [date].