

REVISED AGENDA

ACADEMIC AFFAIRS AND ENROLLMENT MANAGEMENT COMMITTEE

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

September 1, 2016

**1. APPROVAL OF RECOMMENDATION TO ADOPT ACADEMIC AFFAIRS AND ENROLLMENT
MANAGEMENT COMMITTEE CHARTER**

The Academic Affairs and Enrollment Management Committee Charter (Attachment A) was presented to the Board of Trustees at its meeting on July 14, 2016.

Approval of a recommendation to the Board of Trustees for adoption of the proposed Academic Affairs and Enrollment Management Committee Charter (Attachment A) is recommended.

2. REPORT ON SCHEDULE PLANNER

Ms. Sandy Frank, registrar, will give a presentation on Schedule Planner. The Schedule Planner helps students easily create optimal class schedules by selecting preferred classes, blocking off breaks for life obligations, and instantly generating all possible schedules available for registration. Optimized class schedules can allow students to register for more credit hours each semester and graduate earlier.

University of Southern Indiana Academic Affairs & Enrollment Management Committee Charter

Purpose:

The Academic Affairs and Enrollment Management Committee (“Committee”) is responsible for reviewing and making recommendations to the Board of Trustees (“Board”) regarding the institution’s academic mission, as well as policies and resources needed to realize that mission, and ensure the quality and integrity of each of University of Southern Indiana’s academic programs. The Committee also monitors and makes recommendations to the Board regarding the institution’s policies, plans and initiatives for student recruitment, retention, and financial assistance. The Committee shall provide governance oversight on such matters as academic program development, review, accreditation and discontinuance; faculty tenure; major academic initiatives; maintain an appropriate balance among teaching, research/scholarship and service; and recruitment and retention programs and plans.

Membership

The Academic Affairs and Enrollment Management Committee will consist of a minimum of four trustees, and the Board of Trustees will select one of these members to serve as Committee Chair. The trustees should endeavor to be knowledgeable about University academics at the governance level.

The University’s Provost and the Vice President for Enrollment Management will serve as staff and primary liaisons to the Committee.

Meetings

The Academic Affairs and Enrollment Management Committee shall meet at least four times annually, with regular reports to the full Board. Additional meetings may be held as the circumstances dictate. The meetings will be open to the public, and the Committee will invite members of the administration, faculty or others to attend meetings and provide pertinent information.

Committee Authority and Responsibilities

The Committee should have the power and authority to perform the following duties and fulfill the following responsibilities:

Primary Governance Role in Academic Affairs:

- Regularly review pertinent academic program data and policies to ensure that they reflect the University’s mission, priorities and strategies.
- Review proposals for new academic programs, information from periodic program reviews and accreditation processes, and proposals for the discontinuance of any academic programs.
- Ensure appropriate alignment between the University’s mission and strategic plan, and ensure that programs are appropriate to respond to student interest and professional workforce needs.
- Ensure that the academic budget reflects the institution’s academic mission and priorities.
- Ensure that the institution assesses the effectiveness of its academic programs.

- Ensure that University of Southern Indiana's strategic plan is built upon a comprehensive academic plan.
- Monitor the integration of information and technology into University of Southern Indiana teaching and learning.
- Review University of Southern Indiana data and peer institution data regarding educational status, performance, quality and value, and ensure that performance standards are appropriately set and met.
- Review findings from regional [Higher Learning Commission] and program accreditation reviews and monitor the progress of institutional responses to any recommendations from those reviews.
- Take responsibility for serving as diligent and knowledgeable Board members regarding academic programs and policies.

Primary Governance Role in Enrollment Management:

- Ensure that the University's policies, plans, goals and objectives for student recruitment, retention, and financial aid support the University's institutional mission;
- Ensure student recruitment, retention and financial aid policies and practices comply with state and federal regulations and guidelines;
- Ensure that resources dedicated to the areas within enrollment management are appropriate to support the University's strategic policies, plans and goals.
- Review and monitor progress on the institution's enrollment management plan.
- Monitor the performance of the University's student recruitment, financial aid, and retention functions, taking into consideration the goals approved by the Board, the University's past performance and the performance of peer institutions.

Because this Committee has a broad range of duties, a minimum of two meetings each year should focus solely on Academic Affairs, and a minimum of two meetings each year should focus solely on Enrollment Management.