



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

# MINNESOTA STATE COLLEGES AND UNIVERSITIES

## ACADEMIC AND STUDENT AFFAIRS DIVISION

### COMMITTEE CHARGE DOCUMENT

Web Site: <http://asapolicy.project.mnscu.edu>

**Academic and Student Affairs Policy Council.** This is an ongoing committee.

**Policy Council Purpose:** The Academic and Student Affairs Policy Council provides constituent advice and consultation on proposed Board of Trustees academic and student affairs policies and Chancellor's procedures.

**Linkages to Strategic Directions:** The work of this council supports Strategic Direction 1: To increase access and opportunity, Strategic Direction 2: To promote and measure high-quality learning programs and services, and Strategic Direction 3: To provide programs and services integral for state and regional economic needs.

**Consultation Process:** The Policy Council provides recommendations to Office of the Chancellor staff responsible for the development and revision of Board of Trustees academic and student affairs policies and Chancellor's procedures. Recommendations of the policy council are considered as input to the policy development process. Policy and procedure recommendations are approved by the Senior Vice Chancellor prior to submission to the Board of Trustees or the chancellor for approval.

**Policy Council Members:** The Academic and Student Affairs Policy Council is comprised of twenty one (21) members representing:

**College students**, appointed by Minnesota State College Student Association (MSCSA): two (2) members

**University students**, appointed by Minnesota State University Student Association (MSUSA): two (2) members

**College faculty**, appointed by Minnesota State College Faculty (MSCF): three (3) members

**University faculty**, appointed by Inter Faculty Organization (IFO): three (3) members

**University Administrative and Service faculty**, appointed by Minnesota State University Administrative and Service Faculty (MSUAASF): three (3) members

**College academic and student affairs administrators:** four (4) members, appointed by the Office of the Chancellor

**University academic and student affairs administrators:** four (4) members, appointed by the Office of the Chancellor

**Policy Council Leader:** Mike López, Associate Vice Chancellor for Student Affairs, Office of the Chancellor

**Expectations of Policy Council Members:** Policy Council members are expected to

- Recommend clear, concise policy and procedure language that meets student, institutional and system needs
- Represent the policy positions of their constituents
- Communicate policy discussions and recommendations back to their constituents

**Meeting Times and Dates:** The Policy Council typically meets four to five times per fiscal year. The Office of the Chancellor will pay travel expenses for faculty and student members as needed. Institutions are expected to pay the expenses for administrators.

**Target Completion Date:** The Annual Policy and Procedure Work Plan of the Academic and Student Affairs Division of the Office of the Chancellor establishes the projected completion timelines for policy development work.

**Office of the Chancellor Staff Support:** Mike López, (651-296-9447, [mike.lopez@so.mnscu.edu](mailto:mike.lopez@so.mnscu.edu))

Kathy Weersma, (651-296-3874, [kathy.weersma@so.mnscu.edu](mailto:kathy.weersma@so.mnscu.edu))

**Responsible Associate Vice Chancellor:** Dr. Mike López, Associate Vice Chancellor for Student Affairs, (651/296-9447, [mike.lopez@so.mnscu.edu](mailto:mike.lopez@so.mnscu.edu))

10/13/06; revised 6/29/07; 9/18/08