



MINNESOTA STATE ACADEMIC AFFAIRS COUNCIL ACADEMIC EQUITY STANDING COMMITTEE CHARGE

Purpose: Its purpose is to advise the Academic Affairs Council on academic priorities relative to eliminating gaps in educational opportunity and achievement systemwide.

Scope: Disparities in access to educational opportunities, in classroom and other learning experiences, and in achievement and outcomes. The scope includes all experiences relative to teaching and learning, including: academic preparation, instructional and academic program development, faculty and staff professional development, student academic support, and post-graduation academic and work opportunities.

Primary Responsibilities: The primary responsibilities of this committee are to:

1. Review data on opportunity and achievement gaps across the system and at individual Minnesota State colleges and universities.
2. Engage stakeholders to inform focused recommendations on relevant priorities for the work of the council.
3. Examine retention of faculty, staff, and students from diverse groups and its impact on student achievement.
4. Make recommendations to the Academic Affairs Council that result from a process of discovery, planning, and analysis. The Council will forward a final set of recommendations to the Vice Chancellor for Academic and Student Affairs.

Operating Guidelines:

1. The Committee has two co-chairs. The chairs will be selected from the members of the workgroup by consensus of the members. The chairs will take the lead in identifying issues to be discussed by the group and help develop the full workgroup agendas.
2. The Committee charge document, membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted to ASA Connect.
3. A liaison from the Committee will attend Council meetings.

Meeting Times and Dates: The Committee meets on a regular basis during the academic year, with a minimum of one meeting per term and a maximum of one meeting per month, in downtown Saint Paul. The Committee co-chairs will determine the frequency and schedule of meetings with input from Committee members. The system office will pay travel expenses for faculty and student members as needed. Institutions are expected to pay expenses for administrators.

Committee Member Expectations: Members are expected to:

1. Attend and participate in meetings as scheduled.
2. Represent the positions of their constituents.
3. Work with all members to build consensus in decisions and recommendations.
4. Respond objectively to Council requests and direction.
5. Provide recommendations to the Academic Affairs Council that meet student, institutional, and system needs.
6. Communicate discussions and recommendations back to their constituents.

Committee Members: Membership should include at least one member from each of the following groups. The appointing authorities listed will appoint members to the Committee from one up to two- or three-year terms. Other appointees shall be recruited by the co-chairs with assistance from the responsible system office administrator.

1. University Faculty (IFO)
2. College Faculty (MSCF)
3. University Administrative and Service Faculty (MSUAASF)
4. Professional Staff (MAPE)
5. University Students (Students United)
6. College Students (LeadMN)
7. College Administrators
8. University Administrators
9. Academic and Student Affairs Division Staff, System Office
10. Office of Equity and Inclusion Staff, System Office
11. Community Representatives: up to four members from Minnesota councils or independent organizations that represent the state's communities of color, women, and people with disabilities.

Responsible System Administrator:

Jesse L. Mason

Interim Associate Vice Chancellor for Academic Affairs

651-201-1496 | jesse.mason@minnstate.edu

Sandi Quiñones

Assistant, Academic Affairs

651-201-1853 | sandi.quinones@minnstate.edu



MINNESOTA STATE STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT_COUNCIL CHARTER

Purpose: The purpose of the *Minnesota State Student Affairs and enrollment management Council* is to be the principal group responsible for advising the Senior Vice Chancellor for Academic and Student Affairs on student affairs and enrollment management issues, initiatives, and programs that are planned, piloted, adopted, and /or implemented for system–wide benefit.

Scope: The council receives reports and information about issues of system interest from its committees and other student affairs and enrollment management groups and provides recommendations to the Senior Vice Chancellor for Academic and Student Affairs. In response to emerging issues, the council may appoint limited-term ad-hoc committees to further review these issues and provide reports and recommendations for its consideration.

Primary Responsibilities: The primary responsibilities of the Minnesota State Student Affairs and Enrollment Management Council are to:

1. Act as a forum to facilitate communication among faculty, administrators, students, and System Office staff.
2. Act in an advisory role to system leadership on system-wide student affairs and enrollment management issues.
3. Make recommendations to the Vice Chancellor and Commission that result from a process of discovery, planning, adoption, and analysis.

Decision-making Process and Authority:

The Student Affairs and Enrollment Management Council is an ongoing council with an advisory role to the Senior Vice Chancellor for Academic and Student Affairs. Recommendations are typically based on a consensus among members on emerging issues. Council recommendations are reviewed by the ASA senior vice chancellor.

Membership: The Minnesota State Student Affairs and Enrollment Management Council is comprised of members representing the groups listed below, and are appointed by leadership of their respective organization:

- University Faculty (IFO) – Two (2) members, appointed by the Inter Faculty Organization
- College Faculty (MSCF) – Two (2) members, appointed by the Minnesota State College Faculty

- University Administrative and Service Faculty (MSUAASF) – Two (2) members, appointed by the Minnesota state University Association of Administrative and Service Faculty
- Professional Staff (MAPE) – Two (2) members, appointed by the Minnesota Association of Professional Employees
- University Students (Students United) – Two (2) members, appointed by Students United
- College Students (LeadMN) – Two (2) members, appointed by LeadMN
- College Administrators – Two (2) members, appointed by the Vice Chancellor- One (1) member from Senior Student Affairs Office and one (1) Student Affairs dean
- University Administrators – Two (2) members, appointed by the Vice Chancellor- One (1) member from Senior Student Affairs Office and one (1) Student Affairs dean
- Academic and Student Affairs Division Staff, System Office – One (1) Associate Vice Chancellor or designee, appointed by the Vice Chancellor
- Office of Equity and Inclusion Staff – (1)

Length of Term: The appointing authorities listed will appoint members to the Council from one-, two-, or three-year terms.

Leadership: Chair and a chair-elect who will serve as co-chair for one (1) year and then succeed to the role of chair. The chair-elect will be selected from the members of the Council by consensus of the members of the Council annually at the first fall meeting. The chair and the Associate Vice Chancellor will take the lead in identifying issues to be discussed by the Council, and help develop the full Council agenda.

Member Expectations: Members are expected to:

1. Attend and participate in meetings as scheduled.
2. Represent the positions of the constituents.
3. Work with all members to build consensus in Council decisions and recommendations.
4. Respond objectively to committee reports.
5. Provide recommendations to the Vice Chancellor that meet student, institutional, and system needs.
6. Communicate discussions and recommendations back to their constituents.

Meeting Dates and Times: The Council typically meets 4 times each academic year on a schedule and using formats agreed upon by the consensus of the Council.

Responsible System Administrator(s):

Brent Glass, Associate Vice Chancellor for Student Affairs and Enrollment Management
651-201-1673
brent.glass@minnstate.edu

Paul Shepherd, System Director for Student Development and Success
651-201-1743
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Staff Support:

Cindy Schaeckel Byholm, Administrative Assistant

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Last updated: *9/23/2021*



Type of group: The Assessment for Course Placement Committee (ACPC) is a standing, systemwide workgroup with an advisory role to the Academic Affairs Council.

Charge: The Assessment for Course Placement Committee (ACPC) workgroup exists to ensure the consistent and effective implementation of Board Policy 3.3 and System Procedure 3.3.1 Assessment for Course Placement. It periodically reviews the policy and recommends needed changes or implementation strategies; reviews and makes recommendations for the designation of system-endorsed instruments; helps design and conduct a research-based process for establishing scores for course placement; advises on assessment-related research needs of the system; and helps plan and implement professional development activities.

Roles & Responsibilities:

- Act as a forum to facilitate communication among faculty, administrators, and System Office staff.
- Act in an advisory role to system leadership on systemwide assessment for course placement issues.
- Make recommendations to the Academic Affairs Council that result from a process of discovery, planning, adoption and analysis.
- Evaluate student placement data based on college-level course placement criteria/cut scores.

Outcomes will include recommendations for:

- System-endorsed instruments for college course placement
- Amendments to Board Policy 3.3 and related procedures
- Minimum scores on system-endorsed instruments to guide placement into developmental and college-level courses
- System assessment-related research
- Faculty, staff, and administrator professional development on assessment-related topics

Scope (i.e., boundaries of the project):

- In Scope: Recommendations for systemwide and campus-level assessment for course placement policies, procedures, and practices

- Out of Scope: Recommendations for developmental education curriculum, programs, and practices

Duration and Time Commitment: The ACPC is a standing workgroup that meets every year. The time commitment requires members to participate in all academic year for each term through attending meetings and completing tasks and responsibilities in between meetings. Members may also attend additional meetings for sub-workgroups and may complete additional tasks and responsibilities for the sub-workgroups.

Meeting Times and Dates: The ACPC workgroup meets at least five times per year (two meetings in the fall semester and three in the spring semester), with meetings held more frequently during those years when instrument review/selection and minimum score setting processes are undertaken. Each meeting is at least 2-hours in duration. There may be additional meetings for sub-workgroups.

To the extent possible, meeting locations should vary and/or utilize alternative methods of delivery (i.e., teleconferencing) to minimize travel time. Travel expenses for faculty and student association representatives will be paid by the system office.

Membership: The ACPC workgroup shall be composed of the following members. The appointing authorities will appoint representative members to the ACPC workgroup from one up to three-year terms. As a standing workgroup, its membership shall be rotating. The ACPC workgroup is chaired/facilitated by a system office staff.

- 6 (six) faculty members, Minnesota State College Faculty (MSCF) representatives (*8 additional members may be added during years when the course placement instrument is selected or course placement scores are determined*); representing academic disciplines of English, reading, mathematics, and/or ESOL
- 3 (three) faculty members, Inter Faculty Organization (IFO) representatives (*6 additional members may be added during years when the course placement instrument is selected or course placement scores are determined*); representing academic disciplines of English, reading, mathematics, and/or ESOL
- 3 (three) faculty members, Minnesota State University Association of Administrative & Service Faculty (MSUAASF) representatives
- 4 (four) college or university testing staff, representatives from American Federation of State, County and Municipal Employees (AFSCME), Minnesota Association of Professional Employees (MAPE), Middle Management Association (MMA), or Minnesota State University Association of Administrative & Service Faculty (MSUAASF)
- 2 (two) college or university institutional research and/or disability services staff, representatives from American Federation of State, County and Municipal Employees (AFSCME), Minnesota Association of Professional Employees (MAPE), or Middle Management Association (MMA)

- 2 (two) Students United representatives
- 2 (two) LeadMN representatives
- 4 (four) administrators from academic and student affairs
- 3 (three) system office Academic and Student Affairs division staff

Additional students, faculty, staff, and/or administrators may be invited to serve on the committees as subject matter experts and/or participate as needed in sub-workgroups formed to complete specific tasks, such as identifying appropriate minimum scores in specific disciplines.

Expectations of Committee Members: Members are expected to:

- Attend and participate in meetings as scheduled.
- Represent the positions of their constituents.
- Work with all members to build consensus in committee decisions and recommendations.
- Respond objectively to workgroup and sub-workgroup reports.
- Provide recommendations to the Vice Chancellor that meet student, institutional and system needs.
- Communicate discussions and recommendations back to their constituents.
- Assist in disseminating information relevant to the workgroup deliberations, recommendations, events, and tasks.

If a member misses or does not send another representative in their place for more than three meetings in a given year, then a new representative will be requested from the appointing authority.

Sub-Workgroups: In order for the ACPC workgroup to function in the most effective manner, ongoing or short-term sub-workgroups can be formed to address specific areas addressed in the committee charge. These sub-workgroups may include subject matter experts who are not currently serving on the ACPC workgroup. Sub-workgroup forward recommendations to the ACPC workgroup for consideration to be submitted as workgroup recommendations to the Academic Affairs Council.

Resources: In order to complete its work, the ACPC workgroup needs access to:

- Communication with campuses and ability to request information from campuses
- Communication with system office research division and IT division and ability to request information from research and IT

Consultation Process: The ACPC recommendations shall be submitted to the Academic Affairs Council, and then shall be forwarded to the Senior Vice Chancellor for Academic and Student Affairs for consideration. ACPC shall make every effort to consult with key stakeholder groups when preparing recommendations, including faculty, staff, students and union leaders.

The committee charge document, membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted on the system intranet. Information used by the committee members as resources will be posted on a committee Teams site, accessed only by committee members.

Links: Other groups or projects that are linked to the work of this group may include:

- Academic Affairs Council
- Student Affairs Council
- ELL Workgroup
- PSEO Workgroup

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System Office Responsible System Director: Janica Austad, Ed.D.,
janica.austad@minnstate.edu.

Approved October 2016; Updated September 2017, Updated January 2021, Updated October 2022

Minnesota State Equity & Inclusion Council

Council Charge

Title: Equity & Inclusion Council

Type: The Minnesota State Equity & Inclusion Council is a system-wide committee with the charge to help advance equity outcomes and to serve as advisory support to the Chief Diversity Officer.

Purpose: The Minnesota State Equity & Inclusion Council is the principal group responsible for advising the Chief Diversity Officer on strategies, initiatives, programs, and policies that are planned, piloted, adopted, and/or implemented for system-wide benefit and related to matters of equity, inclusion, and diversity.

Scope: The Equity & Inclusion Council receives reports and information regarding issues of system-wide interest from organized subcommittees and other equity and inclusion user groups and committees and provides recommendations to the Chief Diversity Officer and staff. In response to emerging issues, the Council may appoint limited-term subcommittees to further review special issues and provide reports and recommendations for action/consideration. Standing subcommittees will be designated at the first convening meeting of the Council. Areas of focus include policy review, academic equity and student success, campus climate, cultural competency education/training, employee hiring and retention, and supplier diversity,

Responsibilities:

1. Act as a forum to facilitate communication among system stakeholders, including students, faculty, staff, administrators and system office staff.
2. Examine all relevant data, review best practices, review existing system-wide initiatives, discuss challenges, and identify strategies that could be supported
3. Act in an advisory role to system leadership on system-wide equity, inclusion, and diversity issues.
4. Make recommendations to the Chief Diversity Officer that result from a process of discovery, planning, adoption, and analysis.

Member appointments:

The Council is comprised of members representing the following groups. The appointing authorities listed will appoint members to the Council for one- up to two- or three-year terms.

College Students: Appointed by LeadMN, two (2) members.

University Students: Appointed by Students United, two (2) members.

College Faculty: Appointed by Minnesota State College Faculty (MSCF), two (2) members.

University Faculty: Appointed by the Inter Faculty Organization (IFO), two (2) members.

Professionals: Appointed by the Minnesota Association of Professional Employees (MAPE), one (1) member, AFSCME- American Federation of State, County and Municipal Employees (AFSCME), one (1) member, Middle Management Association (MMA), one (1).

University Administrative and Service Faculty: Appointed by the Minnesota State University Association of Administrative and Service Faculty (MSUAASF), two (2) members.

College and University Administrators: Appointed by the Chancellor, up to 5 members to include:

- a. Two (2) administrators from colleges and universities including at least one campus diversity officer.
- b. One college president from the Minnesota State system
- c. One university president from the Minnesota State system
- d. The system Chief Diversity Officer

Council Member Expectations:

1. Attend and participate in meetings as scheduled.
2. Represent the positions of their constituents.
3. Work with other Council members to build consensus in Council decisions and recommendations.
4. Recommend clear, concise policy and procedure language that meets student, college, university, and system needs
5. Represent the policy positions of their constituents
6. Communicate policy discussions and recommendations back to their constituents

Council Leadership: The council shall be co-chaired by a council leader to be appointed by the Chancellor before the first convening meeting of the year. The chair and the Chief Diversity Officers will take the lead in identifying issues to be discussed by the Council and to help develop the full Council agenda.

Work-Groups: In order for the committees to function in the most effective manner, ongoing or short-term work groups can be formed to address specific areas addressed in the committee charge. These work-groups may include subject-matter experts who are not currently serving on the Council. Work-groups can forward recommendations to the Council for review and recommendations to the Chief Diversity Officer.

Meeting Times and Dates: The Council will meet on a quarterly basis using formats agreed upon by the consensus of the Council. The system office will pay travel expenses for faculty and student members as needed. Institutions are expected to pay expenses for administrators.

Council Information: The charge document, membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted publicly.

System Office Staff Support:

TBD

Responsible Chief Diversity Officer, System Office:

Dr. Clyde Wilson Pickett, 651-201-1472, clyde.pickett@minnstate.edu



Media Management and Web Conferencing (Standing) Charter

Type of group: Committee (Standing)

The Media Management and Web Conferencing Committee is a standing committee under the Academic and Student Affairs Technology Council.

Charge

Indicate the main purpose of the group

Provide recommendations on the utilization of, changes to, and maintenance of two Minnesota State enterprise services, Kaltura MediaSpace (Media Management), and Zoom (Web and Video Conferencing).

The Media Management and Web Conferencing Committee makes recommendations to the ASA Technology Council regarding decisions that would affect the operation of the selected services for all institutions. The Academic and Student Affairs Technology Council aggregates information from the Media Management and Web Conferencing Committee and other stakeholders to recommend adjustments and initiatives to Senior Vice Chancellor of Academic and Student Affairs.

This committee ensures that all stakeholders of the learning environment are informed about the operation and utilization of the enterprise services.

Roles & Responsibilities

What tasks/milestones will this group achieve?

1. Review release notes and/or anticipated updates for each service.
2. Approve/reject functional changes that can be configured at the discretion of Minnesota State service owner(s).
3. Make recommendations to the service owner for functional changes that may have an impact on user workflows.
4. Determine metrics for the evaluation of the service including, but not limited to utilization/saturation, satisfaction, etc.
5. Define Service Level Agreements for each service.

Duration and Time Commitment

How long will this group be meeting, how often?

This is a standing committee of the ASA Technology Council and committee appointments are for three years. The committee will hold a monthly 1 ½ hour meeting, via web conferencing during the academic year. Additional meetings may be scheduled depending on the need.

Membership

Indicate how membership in the group is determined and who is leading the group

Committee membership is open to members from the ASA Technology Council or individuals appointed by the corresponding bargaining unit or associations. Experience with the identified enterprise services is preferred for all members. The suggested term for members is three years, unless otherwise specified by the bargaining unit or association.

Type	Appointing Body or Selected Representatives	Voting Members
College Students	LeadMN	1
University Students	Students United	1
College Faculty	Minnesota State College Faculty (MSCF)	1
Professionals	Minnesota Association of Professional Employees (MAPE)	1
University Faculty	Inter Faculty Organization (IFO)	1
Service Faculty	Minnesota State University Association of Administrative & Service Faculty	1
Administrators (College)	College administrators	1
Administrators (University)	University administrators	1
Learning Network Regions	Designee from the Learning Network of Minnesota	2
System Office ASA	Vice Chancellor for Academic and Student (ASA) Affairs Designees	1
System Office ITS	Learning Management System Admin	1
At large	At large	1
Total	N/A	13

Expectations of Committee Members

Chair Responsibilities:

The committee is chaired by an elected member of the committee. The chair will serve a term of three years. In collaboration with System Office Staff committee members, facilitate monthly committee meetings.

- As needed, assist with and participate in-person meetings with the representatives from each vendor
- Assist with and participate in monthly committee meetings

Committee Members are expected to:

- Attend committee meetings.
- Complete work tasks between meetings.
- Be prepared for “rapid deployment” participation when or if urgent issues arise, with a commitment towards meeting targeted time frames.
- When making recommendations, consider what’s best for the teaching and learning process for the system as a whole.
- Where input and consultation is needed, communicate to constituents and gather input to bring back to the committee.
- Represent the positions of their constituents (appointing bargaining units and associations).
- Make recommendations that reflect a short-term and long-term strategy for the learning environment.

Resources

What will the group need access to in order to do their work?

- [SharePoint collaboration site](#) used to disseminate committee meeting materials
- Web conferencing service used to allow committee members to participate at a distance when in person presence is not possible.

Consultation Process

How will the work of the group be communicated and to whom?

- System Office ASA staff consult with the Media Management and Web Conferencing Committee on topics that can impact the operation of the learning environment at all institutions. The Learning Environment Committee makes recommendations to the ASA Technology Council regarding decisions that would affect the operation of the learning environment for all institutions.
- The committee will provide reports of monthly meetings to the ASA-Technology Council, Campus Site Administrators, and Campus Academic Technology Teams regarding recommendations of the committee (standing).

List other groups or projects that are linked to the work of this group

- ASA-Technology Council
- Learning Environment Committee (Standing)
- Accessibility Committee (Ad hoc)
- Academic Affairs Council > Faculty Development Committee

System Office Staff Support

[Brock Behling](#), Program Director, Minnesota State System Office (ASA), 651-201-1862

Questions or Clarification

Who should people contact if they have questions about the group?

- [Brock Behling](#), Program Director, Minnesota State System Office (ASA), 651-201-1862

Revision History

8/30/2019 – Document formatted to meet accessibility standards.

11/2/2021 – Meeting dates updated for 2021-2022 academic year.

9/9/2022 -- Meeting dates updated for 2022-2023 academic year. Adobe Connect Service was removed from charge statement and contact Information was changed from Scott Wojtanowski to Brock Behling
2/22/2023 --Previous academic year meeting dates removed.



Academic and Student Affairs > Technology Council > Online Education Committee Charter

Type of group: Committee

The Online Education Committee is a standing committee under the Academic and Student Affairs Technology Council.

Charge

Indicate the main purpose of the group

The Online Education committee will examine current practices associated with delivering courses online and will make recommendations to the ASA Technology Council on ways to improve online education for the colleges and universities of Minnesota State. This committee will assess and recommend changes to existing Minnesota State policies, procedures, operating procedures and other practices associated with online education. This may also include recommendations for acquiring technology tools and making them readily available.

The Online Education Committee makes recommendations to the ASA Technology Council regarding decisions that would affect the operations of all institutions. The Academic and Student Affairs Technology Council aggregates information from this committee and other stakeholders to make recommendations to Senior Vice Chancellor of Academic and Student Affairs.

Roles & Responsibilities

What tasks/milestones will this group achieve?

1. Identify and share effective practices by campuses that support online education.
2. Develop resources and provide guidance for campus (and/or program) accreditation planning, review and make improvements to the resources and guidance provided to campuses included in the Quality Improvement Process site (including, but not limited to, financing online education, faculty development to support online education, and student services for online students).
3. Recommend changes to Board of Trustees policies, procedures, and operating instructions that could improve the state of online education within Minnesota State.

Duration and Time Commitment

How long will this group be meeting, how often?

The committee typically meets via web conference for one hour, 6 to 7 times each academic year on a schedule agreed upon by the consensus of the committee.

Membership

Indicate how membership in the group is determined and who is leading the group

Reference Information

Academic and Student Affairs
Technology Council Charter

October 2020

The committee is comprised of members representing the following groups. The appointing authorities listed below will appoint members to the committee.

Type	Appointing Body or Selected Representatives	Voting Members
College Students	LeadMN	1
University Students	Students United	1
Employees	American Federation of State, County and Municipal Employees (AFSCME)	1
College Faculty	Minnesota State College Faculty (MSCF)	2
Professionals	Minnesota Association of Professional Employees (MAPE)	2
University Faculty	Inter Faculty Organization (IFO)	2
Service Faculty	Minnesota State University Association of Administrative & Service Faculty	1
College/University Dean	College/University Deans – Areas of responsibility include online learning	1
College/University SAO/SSAO	College/University Senior Academic Officer/Senior Student Affairs Officer	1
Campus Diversity Officer	College/University Campus Diversity Officers	1
Chief Financial Officer	College/University Chief Financial Officers	1
Chief Information Officers	College/University Chief Information Officers	1
System Office ASA	Vice Chancellor for Academic and Student (ASA) Affairs Designees	1
System Office ITS	Vice Chancellor for Information Technology Services (ITS) Designees	1
Total	N/A	16

Committee Coordination: The System Office ASA representative will be responsible for coordinating committee meetings including soliciting agenda items (identifying issues to be discussed by the committee), scheduling committee meetings.

Expectations of Committee Members

Members are expected to:

- Attend and participate in meetings as scheduled.
- Represent the positions of their constituents.
- Work with all members to build consensus in committee decisions and recommendations.
- Provide motions to the ASA Technology council for consideration of the Senior Vice Chancellor that meet student, institutional and system needs.
- Communicate discussions and recommendations back to their constituents.

Resources

What will the group need access to in order to do their work?

- SharePoint collaboration site used to disseminate committee meeting materials
- Web conferencing service used to allow committee members to participate at a distance.

Consultation Process

How will the work of the group be communicated and to whom?

For the committee to function in the most effective manner, we ask committee members to consult and communicate with their constitutions about the work of the committee. The committee makes motions to the ASA Technology Council for submitting recommendations to the Senior Vice Chancellor.

Links

List other groups or projects that are linked to the work of this group

- Learning Environment - Committee (Standing)
- Media Management and Web Conferencing - Committee (Standing)
- Accessibility Committee (Ad hoc)

Questions or Clarification

Who should people contact if they have questions about the group?

Scott Wojtanowski (scott.wojtanowski@minnstate.edu), 651-201-1751

Revision History

2021-09-08 – Roles and responsibilities changes

- Campus accreditation planning added
- Removed review of yearly campus continuous improvement planning documents
- Added American Federation of State, County and Municipal Employees representative to charter



MINNESOTA STATE ACADEMIC AND STUDENT AFFAIRS POLICY COUNCIL CHARTER

Purpose: The Policy Council provides consultation advice on proposed ASA Board of Trustees policies and system procedures.

Scope: To review proposed new and current ASA board policies and system procedures. Terms and conditions of employment are addressed through labor negotiations and outside the scope of this council.

Primary Responsibilities:

1. Submit policy and procedure recommendations to the ASA Senior Vice Chancellor.
2. Review proposed new and current board policies and system procedures in the annual ASA Policy Work Plan.
3. Develop policy and procedure language through an equity-minded ~~lens~~ set.

Decision-making Process and Authority: The council is an advisory group to the ASA Senior Vice Chancellor. Recommendations are typically based on a consensus among members on proposed new or amended board policies and system procedures. When a consensus is not reached, a vote is taken. The minority vote may submit a written opposition explaining their position. The opposition document is attached to the policy or procedure draft as it proceeds through the ASA process. Council recommendations are approved by the ASA senior vice chancellor prior to submission to the chancellor for approval, and then the Board of Trustees for adoption of new policies and policy amendments.

Membership: The Policy Council is comprised of members representing the groups listed below, and are appointed by leadership of their respective organization:

- College students, appointed by LeadMN: *two (2) members*
- University students, appointed by Students United: *two (2) members*
- Professionals, appointed by the Minnesota Association of Professional Employees (MAPE): *three (3) 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 system office*
- University academic and student affairs administrators: *four (4) members, appointed by the system office*
- Policy Council Facilitator - ASA System Office representative: *one (1) member, appointed by the ASA Senior Vice Chancellor*
- Equity & Inclusion System Office representative: *one (1) member, appointed by the Vice Chancellor of Equity and Inclusion*

Length of Term: Membership term(s) are one year for student association and bargaining unit representatives, two years for administrators, and are renewable for a maximum of six years continuous service.

Leadership: Council members may nominate other members for the two co-chair positions. Co-chairs must be affirmed by a majority vote of the council members. If no member wishes to serve as co-chair, then the facilitator serves as chair. The chair or co-chairs lead the meetings and discussions while keeping the council on task.

Member Expectations: Members are expected to:

1. Participate in the scheduled council meetings
2. Recommend clear, concise policy and procedure language that meets student, college, university, and system needs
3. Represent the policy positions of their constituents
4. Communicate policy discussions and recommendations back to their constituents

Meeting Dates and Times: The policy council meets five times per fiscal year via Zoom. Meetings typically occur on the third Thursday in September, November, January, March, and April from 11:00 a.m. to 3:00 p.m.

Responsible System Administrator:

Gary Hunter, System Director for Policy, Procedure, and Intellectual Property
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Brent Glass, Associate Vice Chancellor for Student Affairs
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Staff Support:

Cindy Byholm, Administrative Assistant
651-201-1665, cindy.byholm@minnstate.edu

Last updated: July 19, 2022

Degree Audit, Graduation Planner, and Transfer Support Technologies Committee Charter

Type of committee

The committee is a volunteer standing committee that has an advisory role to the ASA Technology Council.

Charge

The degree audit, graduation planner, and transfer support technologies committee acts as a conduit between various stakeholders across the system, including students, faculty, staff, administrators, and external partners, to provide guidance, review, and recommendations regarding the technologies that support degree audit, graduation planning, and transfer support. The current tools currently comprises the CollegeSource suite of resources, which includes uAchieve Degree Audit, uAchieve Graduation Planner and Schedule Builder, Transferology, and TES.

The committee:

- Provides oversight and guidance regarding the management of current degree audit, graduation planner, and transfer support technologies.
- Recommends priorities for financial and human resources that support these technologies.
- Identifies and evaluates existing, evolving, and emerging technologies which support student success.
- Will advocate for degree audit, graduation planner, and transfer support technologies as components of the NextGen project.

Roles and Responsibilities: *(What tasks/milestones will this group achieve?)*

- Serve as a forum for discussing, exploring, and raising awareness regarding degree audit, graduation planner, and transfer support technologies
- Advocate for the equitable use of these resources in supporting Minnesota State's students.
- Create project teams and workgroups as needed
- Identify, advocate, and share, where appropriate, best practices from institutions across Minnesota and nationally
- Provide guidance regarding technical configurations and support impacting degree audit, graduation planner, and transfer support technologies stakeholders
- Identify and measure key performance indicators of success

Scope *(i.e., boundaries of the project)*

In Scope

- Participate in the Microsoft Teams Site for Degree Audit, Graduation Planner, and Transfer Support Technologies.
- Gather, organize, review, and discussion on the impact of degree audit, graduation planner, and transfer support technologies on student success.
- Identify, evaluate, review, and recommend existing, evolving, and emerging degree audit, graduation planner, and transfer support technologies.
- Recommends priorities for financial and human resources that support these technologies.

Duration and Time Commitment:

- This group will meet at least quarterly during the academic year (one to two hours)
- The duration of this group shall be one year, and the group will assess the continuation annually.
- Additional time commitments include research, report contribution, and time for sharing and contribution in Teams discussions.

Meeting Times and Dates

- Meeting times and dates are to be determined.
- The initial recommendation is to meet once per month for one to two hours per meeting.

Sponsors

- Satasha Green-Stephen, Senior Vice Chancellor of Academic and Student Affairs

Committee Members

Membership will be drawn from the bargaining units and administration with representation from colleges and universities. If possible, membership will include a combination of members who represent the following expertise and stakeholder areas

- College Advisor (1)
- University Advisor (1)
- College CIO (1)
- University CIO (1)
- College Dean (1)
- University Dean (1)
- College Degree Audit Encoder (1)
- University Degree Audit Encoder (1)
- College Faculty – MSCF (1)

- University Faculty – IFO (1)
- College Transfer Specialist (1)
- University Transfer Specialist (1)
- College Student (1)
- University Student (1)
- College Registrar (1)
- University Registrar (1)
- System Office IT (1)
- System Office Administrator (1)

Ex Officio Subject Matter Experts

- System Office Assistant Director of Transfer
- System Office Degree Audit Support Analyst
- System Office Graduation Planner and Schedule Builder Support Analyst

Expectations of Committee Members: Members shall:

- Attend regular meetings
- Participate in discussions using the Microsoft Teams site

Resources: (what will the group need access to for their work?)

- Microsoft Teams Site for Degree Audit, Graduation Planner, and Transfer Support Technologies
- Members of Microsoft Teams site
Individuals meeting the following descriptions will be encouraged to join the Microsoft Teams site.
 - College/University
 - Administrators
 - Advisors
 - Degree Audit Encoders
 - Faculty
 - IT
 - Registrars
 - Students
 - Transfer Specialists
 - System Office
 - Academic Affairs
 - Educational Development and Technology
 - IT
 - Student Affairs

Consultation Process: *(how will the work of the group be communicated and to whom?)*

- Report back to the ASA Technology Council and relay communications as directed by the Council.

Links: *(resources available)*

- [Degree Audit, Graduation Planner, Transfer, and Transferology ASA Connect site](#)
- [Minnesota State webpages for students including documentation](#)

System Office Staff Support:

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michael.olesen@minnstate.edu

Questions or Clarification:

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