



## MINNESOTA STATE ACADEMIC AFFAIRS COUNCIL CHARGE

**Type:** The Academic Affairs Council is an ongoing council with an advisory role to the Senior Vice Chancellor for Academic and Student Affairs and the Academic and Student Affairs Coordinating Commission.

**Purpose:** The Minnesota State Academic Affairs Council will be the principal group responsible for advising the Senior Vice Chancellor for Academic and Student Affairs on academic initiatives and programs that are planned, piloted, adopted, and/or implemented for system-wide benefit.

**Scope:** Undergraduate and graduate teaching and learning, including instructional development, professional development, accountability framework, student readiness and college transitions, career and technical education, career preparation and workforce development, program alignment and effectiveness, e-education, and inter-campus collaboration.

### Responsibilities:

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 academic affairs issues.
3. Make recommendations to the Senior Vice Chancellor and Commission 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 from one up to two- or three-year terms.

- **College Students** (*two members*): Appointed by LeadMN
- **University Students** (*two members*): Appointed by Students United
- **College Faculty** (*three members*): Appointed by Minnesota State College Faculty (MSCF)
- **Professionals** (*three members*): Appointed by the Minnesota Association of Professional Employees (MAPE)
- **University Faculty** (*three members*): Appointed by the Inter Faculty Organization (IFO)
- **University Administrative and Service Faculty** (*three members*): Appointed by the Minnesota State University Association of Administrative and Service Faculty (MSUAASF)

- **College and University Administrators** (*up to six members*): Appointed by the Senior Vice Chancellor. To include:
  - a. Three administrators from colleges and three from universities
  - b. At least one senior academic affairs officer and one academic dean
- **System Office Academic and Student Affairs Division Staff:** Appointed by the Senior Vice Chancellor. Staff may include:
  - a. One Associate Vice Chancellor or designee
  - b. Two System Office staff

### Council Member Expectations

- Attend and participate in meetings as scheduled
- Represent the positions of their constituents
- Work with all members to build consensus in Council decisions and recommendations
- Respond objectively to subcommittee reports
- Provide recommendations to the Senior Vice Chancellor that meet student, institutional and system needs
- Communicate discussions and recommendations back to their constituents

**Council Leaders:** Chair and a chair-elect who will serve as co-chair for one 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.

**Committees (standing):** The Council has the following system-wide committees, as approved by the Coordinating Commission.

- Academic Equity Committee
- Assessment for Course Placement – Added October 2022
- Developmental Education Committee/Workgroup – Added October 2022
- Educational Development Committee
- Global Education Committee
- Graduate Education Committee
- Teacher Education

**Committees (ad hoc):** For the committee to function in the most effective manner, ongoing or short-term committees can be formed to address specific areas addressed in the committee charge. These committees may include subject matter experts who are not currently serving on the Council. Committees forward recommendations to the Council for submitting recommendations to the Senior Vice Chancellor.

**Meeting Times and Dates:** The Council typically meets 4-5 times each academic year on a schedule and 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 Council charge document, Council membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted publicly.

**Approval of Minutes:** Minutes from a Council meeting will be sent to Council members electronically two weeks after a meeting. One week will be allowed for members to submit additions or corrections. If none are submitted, the minutes will be considered approved.

**Administrator:**

Jesse L. Mason  
Interim Associate Vice Chancellor for Academic Affairs, System Office  
651-201-1496 | [jesse.mason@minnstate.edu](mailto:jesse.mason@minnstate.edu)

Sandi Quiñones  
Assistant, Academic Affairs  
651-201-1853 | [sandi.quinones@minnstate.edu](mailto:sandi.quinones@minnstate.edu)

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## 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](mailto:jesse.mason@minnstate.edu)

Sandi Quiñones

Assistant, Academic Affairs

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MINNESOTA STATE

## Assessment for Course Placement Committee Charter

### Type of Group:

The Assessment for Course Placement Committee (ACPC) is a standing, systemwide committee with an advisory role to the Academic Affairs Council

### Charge:

The Assessment for Course Placement Committee (ACPC) 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

- 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 committee that meets every year. The time commitment requires members to participate for the 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 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 shall be composed of the following members. The appointing authorities will appoint representative members to the ACPC from one up to three-year terms. As a standing committee, its membership shall be rotating. The ACPC is chaired/facilitated by a system office staff.

- 6 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 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 faculty members, Minnesota State University Association of Administrative & Service Faculty (MSUAASF) representatives
- 4 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 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 Students United representatives
- 2 LeadMN representatives
- 4 administrators from academic and student affairs
- 3 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 committee 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 committee 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 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. Sub-workgroup forward recommendations to the ACPC for consideration to be submitted as committee recommendations to the Academic Affairs Council.

### **Resources**

In order to complete its work, the ACPC 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 committee may include:

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

### **System Office Responsible Administrator**

Anthony Miller, System Director for P20 and Student Success, [Anthony.miller@minnstate.edu](mailto:Anthony.miller@minnstate.edu)

### **System Office Staff Support**

Nicole Merz, Project Manager, [Nicole.merz@minnstate.edu](mailto:Nicole.merz@minnstate.edu)

Sandi Quinones, Administrative Assistant, [sandi.quinones@minnstate.edu](mailto:sandi.quinones@minnstate.edu)



## Course Resource Affordability Committee (Standing) - Charter

### Type of group

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

### Charge

The course resource affordability committee acts as a conduit between various stakeholders across the system, including students, faculty, staff, administrators, and external partners, to raise awareness around educational materials and the processes that support them.

### The committee:

- evaluates and identifies opportunities for the system within an evolving educational resource landscape including traditional textbooks, open educational resources, inclusive access options, library resources, and programs, etc.
- advises on trends and best practices to technology groups, bookstores, libraries, and other relevant stakeholders in matters surrounding educational resources, and
- explores and supports options that align with the system-wide objective to offer an affordable, equitable, high-quality educational experience to Minnesota State College and University students.

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

- Serve as a forum for discussing, exploring, and raising awareness surrounding textbooks and course resources course
- Create project teams and workgroups as needed
- Identify and share, where appropriate, best practices from institutions across Minnesota and nationally
- Oversee prevalence of guides and tutorials for information related to or arising from course resource affordability initiatives
- Identify and measure key performance indicators of success



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

### In Scope

- Participate in the [Microsoft Teams Site for Course Resources Affordability](https://mnsu.sharepoint.com/teams/SO-TextbookAffordability-Team) (<https://mnsu.sharepoint.com/teams/SO-TextbookAffordability-Team> and the [Chat and Discussion channel on Teams](#))
- Gather, organize, review, and discuss current efforts on course resource affordability, system-wide and on individual campuses
- Advocate for coordination of similar or overlapping projects arising from separate groups (e.g., two or more campuses, a group or campus and the system office, etc.)
- Develop and distribute tools for measuring perception and awareness of topics, questions, and initiatives among various stakeholders, including students, faculty, staff, administrators, and specific groups or teams.
- Recommend messaging to students on the impact of including the course resource cost in course selection
- Contribute to system reports on the situation of course resource affordability initiatives in Minnesota

### 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 Team 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

## Membership:

Note: Since there is a Teams site set up for this purpose, the group will identify two different types of Membership -- (1) Members: those participants invited/added to the Teams site, and (2) Committee: those who are responsible for driving the discussion, establishing meetings, writing reports, etc.

### Members of Microsoft Teams site

*Individuals meeting the following descriptions will be encouraged to join the Microsoft Teams site.*

- Librarians
- Center for Teaching and Learning members
- Campus Academic Technology Team members
- Chief Information Technology Officers
- Faculty members
- Students
- Instructional Designers
- Administrators
- Bookstore staff
- SO Educational Innovations members
- Creative Commons Certificate Course Graduates

### Committee Members

*The Committee will include stakeholders that represent the following with minimum number of representatives:*

- System Office (1 administrator)
- CIO (2)
- OER Librarian (1)
- College Librarian (1)
- University Librarian (1)
- College Faculty (2)
- University Faculty (2)
- College Students (2)
- University Students (2)

- College Dean (1)
- University Dean (1)
- College Bookstore Staff (1)
- University Bookstore Staff (1)
- AFSCME Representative (2)

### **Expectations of Committee Members:** *Members shall:*

Participate in discussions using the Microsoft Teams site

- Attend regular meetings

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

- Microsoft Teams Site for Course Resource Affordability  
(<https://mnsu.sharepoint.com/teams/SO-TextbookAffordability-Team>)
- [Microsoft Teams chat and discussions](#)

### **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:** *(groups or projects linked to the work of this group)*

- [Minnesota State OER Community Site](#)
- [Z-Degree Project](#)
- [Textbook Search and Display Project](#)

### **System Office Staff Support:**

Kim Lynch – Senior System Director for Educational Development and Technologies –  
651.201.1655– [kim.lynch@minnstate.edu](mailto:kim.lynch@minnstate.edu)

### **Questions or Clarification:**

Kim Lynch – Associate Vice Chancellor for Educational Development and Technologies –  
651.201.1655– [kim.lynch@minnstate.edu](mailto:kim.lynch@minnstate.edu)



## MINNESOTA STATE ACADEMIC AFFAIRS COUNCIL EDUCATIONAL DEVELOPMENT STANDING COMMITTEE CHARGE

### **Purpose:**

The Educational Development Subcommittee is a group responsible for advising the Academic Affairs Council on issues relative to educational professional development initiatives and programs system-wide.

### **Scope:**

Educational professional development needs and interests related to teaching and learning, instructional development, scholarly and professional expertise, online teaching and learning, student learning outcomes assessment, and inter-campus collaboration.

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

1. Act as a forum to facilitate communication among faculty, administrators, and system office staff.
2. Act in an advisory role to the Academic Affairs Council on system-wide educational development issues.
3. Make recommendations to the Academic Affairs Council that result from a process of discovery, planning, adoption and analysis.

### **Operating Guidelines:**

1. The Committee has a Chair and Chair-elect. 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's meetings should precede Academic Affairs Council meeting dates so that reports can be distributed to and discussed by the Council. 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:

The Educational Development Subcommittee is comprised of members of the Academic Affairs Council and other ad hoc members recruited by the subcommittee chair(s) and approved by the Council membership.

1.

Type	Appointing Body or Selected Representatives	Voting Members
College Students	LeadMN	1
University Students	Students United	1
College Faculty	Minnesota State College Faculty (MSCF)	2-3
University Faculty	Inter Faculty Organization (IFO)	2-3
Service Faculty	Minnesota State University Association of Administrative & Service Faculty	1-2
Professionals	Minnesota Association of Professional Employees (MAPE)	1-2
Administrators (College)	College administrators	1-2
Administrators (University)	University administrators	1-2
System Office ASA	Vice Chancellor for Academic and Student (ASA) Affairs Designees	1
Total		11-17

**Committee Leaders:** Chair and chair-elect, each to serve a one-year term in each role. The Chairs will be selected from the members of the Council by consensus of the members of the committee. The chair and the Council chair will take the lead in identifying issues to be discussed by the committee, and help develop the full committee agenda.

### Responsible System Administrator:

Jesse Mason, Interim Associate Vice Chancellor for Academic Affairs

Email address: [jesse.mason@minnstate.edu](mailto:jesse.mason@minnstate.edu)

Office phone number: (651) 201-1496

Catherine Ford, Program Director for Educational Development

Email address: [catherine.ford@minnstat.edu](mailto:catherine.ford@minnstat.edu)

Office phone number: (651) 583-5901

### Staff Support:

Sandi Quinones

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Office phone number: (651) 201-1853

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*Last updated November 2021*





## 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](mailto:brent.glass@minnstate.edu)

Paul Shepherd, System Director for Student Development and Success  
651-201-1743  
[paul.shepherd@minnstate.edu](mailto:paul.shepherd@minnstate.edu)

**Staff Support:**

Cindy Schaeckel Byholm, Administrative Assistant

651-201-1665

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**Last updated:** *9/23/2021*



## MINNESOTA STATE ACADEMIC AFFAIRS COUNCIL TEACHER EDUCATION STANDING COMMITTEE CHARGE

**Purpose:** To advise the Academic Affairs Council on issues, initiatives, and programs relative to professional education system wide.

**Scope:** Preparation of education professionals (teachers, school administrators, school counselors, etc.) including academic programming, instructional development, capacity building, and transfer; relationships and collaborations related to licensing, state approval from the Professional Educator Licensing and Standards Board (PELSB), and national accreditation; education professional workforce issues (pipeline and workforce development); and information and recommendations regarding legislative activity connected to education in Minnesota.

**Primary Responsibilities:**

1. Facilitate communication among faculty, administrators, and system office staff.
2. Advise the Academic Affairs Council on system-wide issues related to preparation of education professionals.
3. Make recommendations to the Academic Affairs Council that result from a process of discovery, planning, adoption and analysis.

**Equity 2030:** The Teacher Education Committee is responsible for the facilitation and nurture of the transformational ideals of Equity 2030. Equity 2030 seeks to address the educational attainment goals of an ever-growing diverse racial and socioeconomic student body, and those who represent first generation students. Facilitating and nurturing Equity 2030 requires the committee to demonstrate how diversity and inclusion are at the forefront of curriculum design in teacher education and how culturally relevant approaches are demonstrated in program/curricula development.

**Operating Guidelines:**

1. The committee has a chair and a chair-elect, each will serve a one-year term. The chair and chair-elect will be selected from the members of the committee by consensus of the members. The chairs, along with the chair of the Academic Affairs Council, will take the lead in identifying issues to be addressed by the group, and help develop the full committee 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 meetings of the Academic Affairs Council.

**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. The committee chair 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 travel 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 requests from the Academic Affairs Council or the Senior Vice Chancellor for Academic and Student Affairs.
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 of the committee should include at least one member from each of the following groups. The appointing authorities listed will appoint members to the Committee for one to three-year terms. Other appointees shall be recruited by the co-chairs with assistance from the responsible system office administrator. The membership will be approved by the Academic Affairs Council.

1. **University Faculty (IFO):** one faculty member who primarily teaches in undergraduate teacher education and one faculty who primarily teaches in graduate teacher education
2. **College Faculty (MSCF):** one faculty member who primarily teaches in teacher education
3. **University Administrators:** one undergraduate teacher education administrator and one graduate teacher education administrator.
4. **College Administrators:** one teacher education administrator
5. **University Administrative and Service Faculty (MSUAASF):** one member
6. **Professional Staff (MAPE):** one member
7. **University Students (Students United):** one undergraduate student enrolled in a professional education program and one graduate student enrolled in a professional education program
8. **College Students (LeadMN):** one student enrolled in an education program
9. **Academic and Student Affairs Division Staff, System Office:** one member



## Academic and Student Affairs > Technology Council > Charter

### Type of group: Council

The Academic and Student Affairs Technology Council (herein called the Council) is an ongoing Council with an advisory role to the Senior Vice Chancellor of Academic and Student Affairs.

### Charge

*Indicate the main purpose of the group*

The Council will be the principal group responsible for advising the Senior Vice Chancellor of Academic & Student Affairs on all academic and student service related technologies that are piloted, adopted, and/or licensed for use across the Minnesota State system. Additionally, recommendations made to the Senior Vice Chancellor of Academic and Student Affairs will be sent as an informational item to the Vice Chancellor of Information Technology Services.

### Roles & Responsibilities

*What tasks/milestones will this group achieve?*

1. Provide governance and act in an advisory function for existing academic, instructional, and student service technologies used by our colleges and universities.
2. Function as the advisory body for the Learning Management System shared across all colleges and universities.
3. Make recommendations to the Senior Vice Chancellor on academic and student affairs technologies that should be adopted and supported as “enterprise” tools. The recommendations should include how the technologies will be obtained (e.g., built, licensed or purchased), delivered, funded, and supported. The recommendations should result from a process of discovery, investment analysis, adoption and implementation planning.
4. Complete a report with recommendations and goals to the Senior Vice Chancellor of Academic and Student Affairs after the last meeting of the year.

### *Discovery*

1. Identify innovative and emerging technologies in use at our colleges and universities.
2. Identify technologies that have the greatest potential to facilitate and enhance effective teaching and learning and which support student success.
3. Share information about promising technologies and resources with system colleges and universities.

### *Investment Analysis*

1. Establish and use a set of criteria by which technologies are recommended for adoption, funding and support. The criteria will include: achievement of teaching and learning outcomes, efficient use of resources, reduction of redundancy, provision of common training, and sharing of common practices.
2. Develop and implement a process by which potential academic and student service related technologies are reviewed for adoption.

### Reference Information

Academic and Student Affairs  
Technology Council Charter

September 2019

### *Adoption and Implementation Planning*

1. Act as a resource for Information Technology Systems (ITS) in the implementation and support of Council recommendations.

### *Review and Assessment*

1. Evaluate the effectiveness of system-supported academic and student service related technologies.
2. Recommend changes to system-supported technologies in light of the effectiveness criteria.
3. Recommend changes such as software upgrades, planned downtimes, data retention, and integration with other technologies, based on academic requirements and support resources required.
4. Identify and recommend high-quality faculty and staff development opportunities, including software training and end-user support.

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

- In Scope: The Council will advise and make recommendations to the Senior Vice Chancellor of Academic and Student Affairs on educational technologies, including instructional related tools, online learning technologies and services, instructional media delivery, library technologies, and other instructional and student services technologies that have system wide application.
- Out of Scope: TBD

## **Duration and Time Commitment**

### *How long will this group be meeting, how often?*

The Council typically meets 4-5 times each academic year on a schedule and 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.

## **Meeting Times and Dates**

The Council typically meets 4-5 times each academic year on a schedule and 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.

## **Membership**

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

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

Type	Appointing Body or Selected Representatives	Voting Members
College Students	LeadMN	2
University Students	Students United	2
College Faculty	Minnesota State College Faculty (MSCF)	3
Professionals	Minnesota Association of Professional Employees (MAPE)	3
University Faculty	Inter Faculty Organization (IFO)	3
Service Faculty	Minnesota State University Association of Administrative & Service Faculty	3
College Administrators	College administrators	2
University Administrators	University administrators	2
System Office ASA	Vice Chancellor for Academic and Student (ASA) Affairs Designees	3
System Office ITS	Vice Chancellor for Information Technology Services (ITS) Designees	2

Type	Appointing Body or Selected Representatives	Voting Members
Total	N/A	25

Council Leaders: A chair and chair-elect, each to serve a one-year term and are selected from the members of the Council by consensus of the members. The Chair and the Vice Chancellor designees from ASA will be responsible for identifying issues to be discussed by the council.

## 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 Council decisions and recommendations.
- Respond objectively to subcommittee reports.
- Provide recommendations to 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 Council meeting materials
- Web conferencing service used to allow Council 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?*

In order for the committee to function in the most effective manner, standing or ad hoc (short-term) committees be formed to address specific areas addressed in the council charge. These committees may include subject matter experts that are not currently serving on the main Council. Committees forward recommendations to the 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)

## System Office Staff Support

LaShawnda Ford ([LaShawnda.Ford@minnstate.edu](mailto:LaShawnda.Ford@minnstate.edu)), 651-201-1451

## Questions or Clarification

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

Scott Wojtanowski ([kim.lynch@minnstate.edu](mailto:kim.lynch@minnstate.edu)), 651-201-1751



## Revision History

8/29/2019 – Document formatted to meet accessibility standards.



# Minnesota State Transfer Governance Team Charge

## Purpose

The overarching purpose of this team is to improve student transfer experiences between Minnesota State colleges and universities and to support equitable education outcomes for Minnesota State students. To achieve this purpose, the team will identify system barriers to student transfer, develop recommendations to overcome them, and support implementation of continuous improvement efforts.

## Scope

Recommendations and advocacy for innovative, systemwide solutions to transfer issues, including, but not limited to:

1. building better college and university faculty communication and relationships;
2. eliminating barriers to transfer (administrative, data sharing, and financial aid);
3. increasing professional development focused on improving the transfer student experience;
4. dedicating system resources for staff that support student transfer to Minnesota State universities;
5. supporting innovative system partnerships to improve and expand online learning experiences;
6. increasing use of transfer tools among staff and students;
7. improving course/credit evaluation, Minnesota Transfer Curriculum, and transfer policies and procedures; and,
8. marketing transfer opportunities, transfer pathways, and benefits of transfer to system universities.

## Primary Responsibilities

The primary responsibilities of this committee are to:

1. facilitate communication about transfer among faculty, staff, students, administrators, and system office staff;
2. nurture the transformational ideals of Equity 2030 to close transfer student equity gaps;
3. build consensus and develop recommendations related to transfer through a process of discovery, data analysis, and planning; and,
4. make recommendations to the Senior Vice Chancellor regarding system transfer issues and solutions.

## Operating Guidelines

1. The Committee has two co-chairs, one MSCF or IFO member, rotating every other year and one MAPE or MSUAASF member, rotating every other year. The chairs will be selected by the group members at the first meeting. The chairs will work with the system office staff to identify issues to be addressed by the group, and help develop the workgroup agendas.

2. The committee charge document, membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted to Transfer Governance Team SharePoint site.
3. Transfer Governance Team recommendations will be shared with ASA Councils for feedback, at their regularly scheduled meetings and submitted to the Senior Vice Chancellor for Academic and Student Affairs. Recommendations made regarding transfer will take into account the feedback and opinions of those working in academic and student affairs.

## Meeting Times and Dates

The committee meets on a regular basis during the academic year, with a minimum of two meetings per term and a maximum of one meeting per month. The committee chairs will determine the frequency and schedule of meetings with input from committee members. The system office will pay travel expenses for faculty, staff, and student members as needed. Institutions are expected to pay travel 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 for recommendations.
4. Provide recommendations to the Academic Affairs Council, Student Affairs Council, and Senior Vice Chancellor that meet student, institutional and system needs.
5. Communicate committee discussions and recommendations to constituents.

## Committee Members

Membership is balanced to ensure equal representation from colleges and universities as well as metro and out-state institutions.

1. MSCF (3 members representing different colleges and areas of the state)
2. IFO (3 members representing different universities and areas of the state)
3. MAPE (2 members that work primarily with transfer and represent different organizations)
4. MSUAASF (2 members that work primarily with transfer and represent different organizations)
5. Registrars (2 registrars representing one college and one university)
6. LeadMN (2 members)
7. Students United (2 members)
8. Administration (2 members representing different organizations)
9. Minnesota State staff (2 members)

## Responsible System Administrator

**Jesse Mason**, Interim Associate Vice Chancellor for Academic Affairs  
[Jesse.mason@minnstate.edu](mailto:Jesse.mason@minnstate.edu)

**Sandi Quiñones**, Assistant to the Associate Vice Chancellor for Academic Affairs  
[sandi.quinones@minnstate.edu](mailto:sandi.quinones@minnstate.edu)