Academic Success Programs (Committee for)

I. Objective
   A. To coordinate and assess co-curricular programs focused on academic success for all students.

II. Responsibilities
   A. Coordination of services and initiatives offered by all tutoring resources, academic advising, first year programs, orientation & first week programs, and educational access programs.
   B. Communication of services, initiatives to University community.
   C. Specifically, to include a monthly report to Academic Affairs/VPAA (Chair to submit)
   D. Conduct ongoing assessment of all student success programs.
   E. Research best-practices in student success programming and make recommendations to the University Senate regarding implementation or discontinuation of academic success programs.

III. Membership
   A. Total Membership: 14 (all voting) determined as follows:
      1. Coordinators of the Writing Center, Math Clinic, Math Emporium, Ancell Learning Commons, and the Tutoring Resource Center (5)
      2. First Year Coordinator (1)
      3. Student Success Librarian (1)
      4. The Director of Pre-Collegiate and Access Programs (1)
      5. The Director of Academic Advising (1)
      6. One teaching faculty advising liaison, appointed by the Provost/VPAA (1)
      7. VP Student Affairs or Designee (1)
      8. Provost/VPAA designee (1)
      9. One Student Representative, formerly in EAP or Upward Bound (1), appointed by the Director of Pre-Collegiate and Access Programs
      10. Academic Dean (Appointed by Provost) (1)
      11. In the event that the coordinators for the Writing Center and Math Clinic are not teaching faculty members, then a teaching faculty member from the math and/or writing departments will be appointed by the Provost/VPAA to maintain faculty representation on the committee. These appointees would increase the total membership to 15 or 16 depending on what appointments are needed.

IV. Conduct of Business
   A. Meetings
      1. The first meeting of each academic year shall be convened by the chair. In the event that there is no chair, then the President of the Senate can appoint a committee member to call the first meeting. Monthly meetings will be scheduled at the first meeting and published in the Academic Planning Calendar.
2. A quorum shall consist of 7 voting members, at least two of whom shall be teaching faculty.

3. This committee has the option to meet electronically as needed.

B. Officers
   1. The chairperson shall be elected by a majority vote at the last meeting of the academic year for the following year.

   2. The position of secretary shall be filled by each member in turn on an alphabetical rotating basis, (excluding the chair) unless otherwise agreed to by the committee.

C. Reports
   1. The committee, through its chair, shall report all policy recommendations to the University Senate, Provost and Vice President for Academic Affairs, and the Vice President for Student Affairs.

   2. The committee shall submit an annual report to the University Senate, Provost and Vice President for Academic Affairs, and the Vice President for Student Affairs.

   3. The committee shall submit assessment reports for each program to the University Assessment Committee.

D. Minutes will be distributed to
   1. All members of the committee.
   2. University Senate President.
   4. Provost/Vice President for Academic Affairs.
   5. Vice President of Student Affairs

V. Amendments
   A. These Bylaws may be amended by a two-thirds members present at any regularly scheduled meeting at which there is a quorum, and by the approval of the University Senate and the President of the University.

Approved by Basic Studies Committee: Mar. 8, 1991; Apr. 26, 1991
Senate Approval: May 15, 1991 (R-91-5-6)
Administrative Approval: Jun. 28, 1991
Senate Approval: May 10, 1995 (R-95-5-4)
Senate Approval Nov. 17, 1999:
Administrative Approval: Dec. 22, 1999
Senate Approval: Feb. 16, 2000
Administrative Approval: Mar. 14, 2000

Senate Approval: Feb. 21, 2007 (R-07-02-08)
Admin Approval: May 4, 2007
EA²P Committee Approval: February 19, 2016
Senate Approval: May 11, 2016 (R-16-05-05)
EA²P Committee Approval: April 7, 2017
Senate Approval: May 20, 2017 (R-17-05-20)
EA²P Committee Approval: March 28, 2019
Senate Approval: