



BAU
Bay Atlantic
University

CONCORDIA PER ERUDITIONEM

Governance Guide



TABLE OF CONTENTS

INTRODUCTION	3
PARTICIPATORY GOVERNANCE	3
THE UNIVERSITY CULTURE	4
Overview	4
Mission	4
Core Values	4
Culture of Inclusiveness	5
Culture of Collaboration	5
Culture of Transparency	5
Philosophy on Informed Decision Making.....	6
ROLE OF constituency groups.....	7
Role of the Board of Trustees	7
Role of Faculty	7
Role of Staff.....	8
Role of Students.....	8
Role of Administrators (Leadership Team)	9
TYPE AND STRUCTURE OF GROUPS	10
TYPES OF GROUPS	10
Governance Councils.....	10
Associated Student Government	10
Advisory Committees	10
Standing Committees.....	11
Sub-committees, Work Groups, Task Forces	11
MEMBERSHIP IN UNIVERSITY GROUPS	11
Governance Councils.....	11
Advisory Committees	11
Standing Committees.....	11
Sub-committees, Work Groups, and Task Forces.....	11
APPROVAL PROCESS FOR UNIVERSITY GROUPS	11
Governance Councils.....	11
Advisory Committees	12

Standing Committees.....	12
Sub-committees, Work Groups, and Task Forces.....	12
Evaluation of the Process	14
Appendices	15
Appendix I	16
Governance Council Charters	16
Appendix II	17
Advisory Committee Charters.....	17
Appendix III	18
Standing Committee Charters	18
Appendix IV	19
Sub-committees, Work Groups, and Task Forces Charters	19
Appendix V.....	20
Sample Evaluation Form	20
Appendix VI.....	21
Growth Plan	22
Executive Council.....	22
Administrative Services Council.....	22
Academic Council.....	22
Student Services Council.....	23
Staff Council.....	23
Figure 1: Non-policy Organizational Structure	12
Figure 2: POLICY Organizational Structure.....	13
Figure 3: Future Organizational Structure	24

INTRODUCTION

PARTICIPATORY GOVERNANCE

The purpose of this document is to describe the structure for making informed decisions at Bay Atlantic University. These processes put into practice the mechanisms through which the voices of the University's constituent groups are heard in making decisions.

This document describes the primary facets of the university decision-making process:

- The University Culture
- Philosophy of Informed Decision Making
- Role of Faculty, Staff, Students and Administrators
- Type and structure of groups that develop recommendations
- Charters for Councils and Committees
- Participatory Governance Flow Chart
- University Governance Model
- Assessment of the Governance Model

THE UNIVERSITY CULTURE

Bay Atlantic University values a culture of input from all levels of the university community by encouraging inclusiveness, collaboration, transparency, and responsibility which impact decisions in both formal and informal ways. Therefore, the purpose of this manual is to describe the philosophy and practices that define participatory governance at Bay Atlantic University (BAU).

OVERVIEW

Participatory governance at BAU is a collaborative effort of administration, faculty, staff, and students for the purpose of providing high quality university programs and services. All members of the university community are invited to participate in promoting the mission and vision of the university and developing policies and procedures through governance councils, committees and working groups under which the university is governed and administrated.

Mission

The mission of Bay Atlantic University (BAU) is to provide high quality education through a variety of career-related programs that:

- Enable BAU students to enhance and achieve their academic potential.
- Provide them the necessary skills, experience and qualifications to advance their professional careers.
- Cultivate among them the intellectual curiosity, critical thinking abilities, and creativity that are urgently needed in the global community.

Core Values

- Bay Atlantic University aspires to provide education and scholarship of the highest quality, to advance the frontiers of knowledge and to prepare individuals for life, work, and leadership.
- At BAU, we have four core values: **Respect, Academic Achievement, Diversity, and Integrity**; values which benefit a globally-oriented institution of higher education. We expect members of the BAU community to treat one another with respect; to strive for high academic achievements; to express diverse ideas and reflect diverse backgrounds; and to approach their personal and academic lives with integrity.
- Our students participate in serving those in need, and contribute much time to help make the world a better place. We are extremely proud of our students, staff, and faculty for making an impact; while educating themselves about the many struggles of the world. Bay Atlantic University hopes to generate compassionate world citizens and well rounded individuals.
- The more we embrace these values in our daily lives, the more we create and sustain an environment of trust, cooperation, lively inquiry, and mutual understanding; the better we can advance our commitment to education, which all of us share.

Culture of Inclusiveness

Participatory governance is meant to be inclusive and efficient, to engage all levels of the university community to encourage diverse thoughts, decisions, and recommendations. All members of the university community are invited and encouraged to participate in shaping decision-making. Inclusiveness promotes consensus through understanding issues impacting groups other than our own and working together to seek proposed solutions.

Culture of Collaboration

Promoting collegiality in the decision-making process, BAU understands that all interested parties are united in a common goal of success. Therefore, working with respect for differing roles and opinions, university-wide committees and councils are typically composed of representatives from faculty, staff, students and administration.

- The University is meant to be a safe environment so that constituents feel safe to voice opinions, seek assistance, fail, and learn how to move on from failure. Regardless of the forum, sharing ideas and information is valued. In order for collaboration to take place, ideas, suggestions or questions should be allowed without criticism, which allows for divergent views to be fully explored and thoughtfully considered, ultimately leading towards consensus.

Culture of Transparency

Transparency is the cornerstone to a culture of inclusion and collaboration. Transparency of issues and proposed solutions, decisions and justification for the decisions promote accountability and trust between constituencies.

- To facilitate transparency, schedules and meeting minutes for council and committee meetings shall be posted on the website. Meetings are open to all members of the university community, unless otherwise stated. Other means of communication, such as university-wide emails and open discussion meetings are used to disperse information on current issues and decisions.

PHILOSOPHY ON INFORMED DECISION MAKING

Bay Atlantic University embraces the following philosophy with respect to participatory governance:

1. To base decisions on data.
2. To encourage widespread institutional dialog.
3. To base the participatory decision-making process on cooperation, trust, and participatory values rather than confrontation.
4. To focus on issues that are institutional in nature and affect the university as a whole.
5. To reach solutions that are made better through the expertise of the participants and made more acceptable through the participatory process.
6. To foster a climate of mutual trust, creative conflict resolution, and positive communication skills.
7. To communicate regularly and clearly with those stakeholders directly affected by decisions.
8. To effectively use time and resources by streamlining the processes to avoid duplication of effort.
9. To identify purpose, function, membership, and reporting relationships for each council, committee, or work group.
10. To maintain reasonable balance and continuity of representation within each participatory governance group.
11. To expect representatives on committees to be familiar with committee functions, to be responsible for attendance, and to regularly consult and communicate with constituents.
12. The participatory governance process will be reviewed yearly.

ROLE OF CONSTITUENCY GROUPS

Decisions at BAU are made utilizing the philosophies of participatory governance. Members of the University community have the authority and responsibility to make recommendations in matters appropriate in scope to their roles in the University.

ROLE OF THE BOARD OF TRUSTEES

The control of university operations rests with its Governing Board. The main function of the Board, as described in the bylaws, is twofold: to develop policies for the advancement of Bay Atlantic University, and to support the president/CEO of the university with the implementation of those policies. In addition, Bay Atlantic University's Board provides guidance, monitoring, and assistance to the president/CEO of the university in public affairs and in building key alliances to assist in and support the growth of the university. The Board gathers formally twice a year, October or November in Fall and April or May in Spring.

Although the Board is responsible for assuring that all university departments comply with the policies, procedures, and regulations of all state, federal and accreditation agencies, it does not participate in the details of daily operations and institutional management, which are delegated to the university president. The board appoints the President/CEO of the university who is responsible for the overall management and accountable to the Board.

The President/CEO delegates specific responsibilities to members of the executive team: Chief Financial Officer (CFO), Chief Academic Officer and Institutional Effectiveness, and Chief Growth Officer. Each member of the administrative staff is fully accountable for the operation of the respective department of the university. The CFO oversees the financial affairs, the facilities including technological infrastructure and human resources. The CAO is responsible for the overall leadership, management and organization of the university's academic affairs. The CAO also oversees academic advancement, academic quality, career counseling, registrar, and library services. The CGO is responsible for the marketing and admissions operations and the enrollment growth of the university. All these officers report directly to the President/CEO.

ROLE OF FACULTY

Full-time faculty members are provided with opportunities to participate in the decision-making process at BAU regarding issues affecting faculty.

For purposes of university governance, faculty members are represented by the Faculty Council. The Faculty Council represents the faculty in making recommendations to the university administration on instructional and professional matters, which are specifically defined as:

- curriculum, including establishing prerequisites and placing courses within disciplines,
- degree and certificate requirements,
- grading policies,

- standards or policies regarding student preparation and success,
- University governance structures, as related to faculty roles,
- faculty roles and involvement in accreditation processes, including self-study and annual reports,
- policies for faculty professional development activities,
- personnel policies that concern faculty including faculty workload and expectations of faculty,
- appoint Association representatives to serve on all appropriate university councils, committees, and taskforces, and arrange for representation at any appropriate meeting or function.

The University President of BAU agrees to function with the Faculty Council in instructional and professional matters in a collegial manner, which means that faculty and administrators will work in good faith to reach agreement on instructional and professional matters. In instances where mutual agreement, the University President commits that his/her decision will be based on a clear and substantive rationale.

ROLE OF STAFF

All regular, benefit-eligible university staff are provided with opportunities to participate in the decision-making process at BAU regarding issues that will affect them.

For purposes of university governance, staff members are represented by the Staff Council in making recommendations to the University administration. The Staff Council will:

- prepare recommendations to be brought before the staff,
- recommend committees to the staff and appoint representatives to serve on all appropriate university councils, committees, and taskforces, and arrange for representation at any appropriate meeting or function.

ROLE OF STUDENTS

The students at BAU are provided with opportunities to participate in the decision-making process at the university regarding issues that will affect them. For the purpose of university governance, students are represented through the Student Government Association (SGA).

Students may make recommendations to university administration in areas that have a significant effect on them, such as:

- grading policies,
- codes of student conduct,
- academic disciplinary policies,
- curriculum development,
- courses or programs that should be initiated or discontinued,
- processes for institutional planning and budget development,
- standards or policies regarding student preparation or success,
- student and learning services planning and development,
- any other matter that the university administration determines will have a significant effect on students, and
- appoint student members to university councils, committees, and taskforces, or other groups dealing with the issues listed above.

ROLE OF ADMINISTRATORS (LEADERSHIP TEAM)

The administrators supervise university budgets, personnel, and related operational responsibilities. In addition, administrators are responsible to:

- provide leadership and expertise in assessing, identifying, formulating, and aiding in implementing the overall academic direction for the university,
- plan, organize, direct and evaluate the activities of the university pursuant to university mission and goals as set forth by the Board of Education,
- report on university achievement of university goals,
- plan and recommend the instructional and student services programs, university budget, and organizational structure of the university,
- support institutional research related to student learning, development, and outcomes,
- remain current on emerging services, methodologies, and technologies relevant to the university's educational programs and student services,
- establish and maintain liaisons with business and community representatives as participants in the planning, development and modification of curriculum and programs,
- serve as a resource to, and collaborate with, faculty, staff, and students in developing, coordinating, and evaluating the university's programs and services,
- ensure that the university's educational programs and student services comply with the state and federal regulations, accreditation standards, university policies, and articulation agreements, and
- promote the appropriate inclusion of students, faculty, and staff in participatory decision-making processes.

TYPE AND STRUCTURE OF GROUPS

The participatory governance process at Bay Atlantic University is grounded in respect for the roles and scope of authority of each of the university's constituencies. This is most clearly demonstrated by council, committee, and taskforce members' understanding and acceptance that their work is a recommendation to a specific person or group.

At BAU, groups that contribute recommendations to the decision-making processes are organized into three categories based on the group's responsibilities and their source of authority. The groups in all three categories are essential to the involvement of the university community in making decisions and being informed about issues of university-wide importance.

TYPES OF GROUPS

Governance Councils

Governance councils are those whose authority is derived through representation of their constituency. Therefore, their voices are heard in university conversations through representatives who are appointed by the respective constituent group. Since the university is small, council membership would be too small or there would be duplicated membership on all councils. Therefore, in order to streamline, an abbreviated model (figure 2) has been adopted until growth warrants a larger constituency group. As the University grows, additional representation will be added as follows (see appendix VI Growth Plan):

- Academic Council – minimum of 10 fulltime faculty
- Staff Council – minimum of 25 fulltime administrative staff below the manager or director level
- Administrative Council – minimum of 25 employees at a manager or director level
- Student Engagement Council – minimum of 500 students enrolled
- Executive Council – upon activation of both Administrative and Student Engagement Councils

Student Government Association

The Faculty, Staff, and Student groups are constituents of-the whole, meaning that their membership includes all members of the faculty, staff, or students.

Advisory Committees

Advisory committees are formed at BAU as a venue for university-wide conversations on topics chosen by the University as important and worthy of concentrated university-wide focus. These

groups are charged by the University President to perform specific functions that benefit the university community. These committees are divided into two categories:

- General campus committees (support specific efforts)
- Program Oversight Committees

Standing Committees

Standing Committees are formed at BAU to do assigned work on an ongoing basis that are university-wide in scope. These committees are charged by the University President.

Sub-committees, Work Groups, Task Forces

Sub-committees, work groups, and task forces are formed at BAU to do assigned work for a specified amount of time or until a specific project is completed that are specific to a committee or council. These teams are charged by the respective committee or council.

MEMBERSHIP IN UNIVERSITY GROUPS

University groups are populated through various methods contingent on the source of authority on which the group is based.

Governance Councils

The faculty, staff, and students each elect their representatives and officers. Administrators are appointed by the University President.

Advisory Committees

Generally, membership in these committees is appointed based on position.

Standing Committees

Membership in these committees may be voluntary or appointed based on position. These committees include representatives from the University appropriate to the charge of the group.

Sub-committees, Work Groups, and Task Forces

Membership may be voluntary or appointed based on position. These teams include representatives from the university appropriate to the charge of the project.

APPROVAL PROCESS FOR UNIVERSITY GROUPS

Governance Councils

Recommendations from either governance council having a university-wide impact are made to the University President.

- If favorable vote occurs at the council level, the recommendation is forwarded to the University President.
- President's decision is communicated to the governing group.

Advisory Committees

- If favorable vote occurs, recommendation is forwarded to the University President.
- University President's decision is communicated to the initiating group.
- If unfavorable vote occurs, University President returns recommendation to initiating group with explanation.

Standing Committees

- If favorable vote occurs, recommendation is forwarded to University President or appropriate Chief Officer.
- University President's or appropriate Chief Officer's decision is communicated to the committee as well as the initiating group.
- If unfavorable vote occurs, committee returns recommendation to initiating group with explanation.

Sub-committees, Work Groups, and Task Forces

- If favorable vote occurs, recommendation is forwarded to University President or appropriate Chief Officer.
- University President's or appropriate Chief Officer's decision is communicated to the committee as well as the initiating group.
- If unfavorable vote occurs, council committee returns recommendation to initiating group with explanation.

The following organizational charts outline the relationship of the councils and committees for non-policy (figure 1) and policy (figure 2) recommendations.



Figure 1: Non-policy Organizational Structure

Policy is recommended through each department represented by the leadership team to the University President, who in consultation with the Leadership Team recommends policy adoption to the Board of Education.

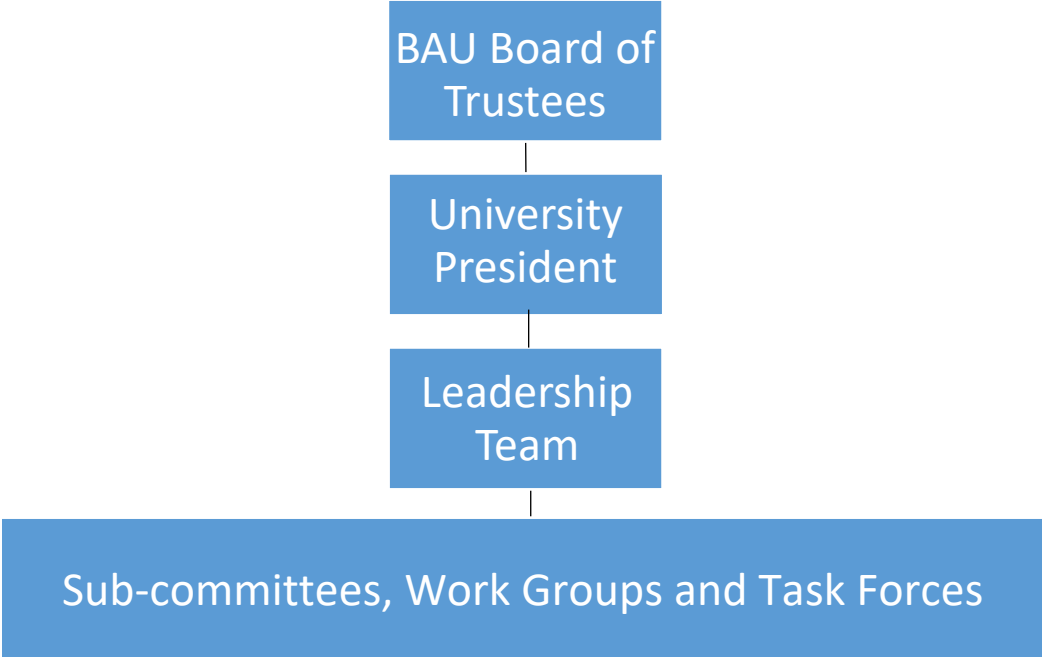


Figure 2: POLICY Organizational Structure

EVALUATION OF THE PROCESS

In order to assure institutional improvement of the teaching and learning environment, the participatory governance and decision-making processes are evaluated annually. Each Chair will take primary responsibility for assuring this evaluation is completed. These evaluations are set up to ensure the participatory governance structure provides for:

- decisions are based on data
- participatory decision-making process is based on cooperation, trust, and participatory values rather than confrontation
- issues are institutional in nature and affect the university as a whole
- a climate of mutual trust, creative conflict resolution, and positive communication skills is encouraged
- communication is regularly and clearly articulated with stakeholders directly affected by decisions
- constituents can identify purpose, function, membership, and reporting relationships for each council, committee, or work group
- a reasonable balance and continuity of representation is maintained within each participatory governance group

APPENDICES

- Appendix I: Governance Council Charters
- Appendix II: Advising Committee Charters
- Appendix III: Standing Committee Charter
- Appendix IV: Sub-committees, Work Groups, and Task Forces Charters
- Appendix V: Sample Evaluation Form
- Appendix VI: Growth Plan

APPENDIX I
GOVERNANCE COUNCIL CHARTERS

Student Government Association

**BAU INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION (SGA)
Adopted 2018**

SECTION A: CONSTITUTION

1. PREAMBLE

Students have a right to play a clearly defined and significant role in the formation and application of institutional policy affecting both academic and student affairs. A democratic student government is the best means by which this role may be played. Therefore, we the graduate students of BAU International University hereby ordain and establish this Constitution for the Student Government Association (SGA) of BAU International University.

2. MISSION OF THE STUDENT GOVERNMENT ASSOCIATION

“Our mission is to empower students as the official voice of BAU’s student body. We aim to celebrate cultural diversity, protect the interests and rights of students, and further efforts to advance their development.”

This mission statement shall manifest itself through a spirit of cooperation and professionalism between the SGA and the University. This mission statement shall also serve as the ideological foundation for all work done through committees.

3. LEGISLATIVE AUTHORITY

All legislative powers herein shall be vested in the General Committee of the Student Government Association of BAU International University. The General Committee consists of all members of the student government, who will have equal voting powers.

The General Committee of the SGA shall have the power to enact bylaws which determine the total number of Representatives and other founding policies of the SGA. Such bylaws shall only be adopted or amended by a majority vote of the entire SGA membership.

**BAU INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION (SGA)
Adopted 2018**

SECTION B: GOVERNING BYLAWS

1. DUTIES OF REPRESENTATIVES

All Representatives, in order to discharge their duties, shall have the following responsibilities:

- a) The Voice of Constituents: Each Representative shall serve as the official voice of their constituents in issues affecting their constituencies and the student body as a whole.
- b) Attendance at Representative Meetings: Representatives shall be required to attend all meetings of the General Committee and any other committee(s) of which they are members. Failure to comply with this requirement is subject to the stipulations outlined in Section B.2.
- c) Ethics: All representatives shall serve as high examples of moral and ethical conduct and shall maintain professional conduct in all interactions with other SGA members and all members of the BAU community.

2. ELECTIONS POLICY

Every Graduate student of BAU International University is eligible to run for Student Government. Elections shall be held during the fall semester of each academic year. Students can run in two capacities: either to become the SGA President or to become a general SGA Representative. Among the candidates for President, the student who receives the most votes will become SGA President. General SGA members will be chosen based on number of votes from the entire pool of student candidates. Upon completion of the election, the SGA President will nominate two members for Vice President, and the SGA members will vote to determine who will fill that role. That process will then be repeated to select a Treasurer. All SGA Representatives must be re-elected every voting cycle. There is no limit to the number of times a BAU student can run for or serve in any capacity within the SGA.

Oath of Office: The Oath of Office shall be administered to all new Representatives during the first General Committee meeting after their election.

Assignment to Committee: The newly elected President of the SGA shall support the appointment of each Representative to a Representative Committee mentioned in Section 4.

If a seat is vacated by a Representative for any reason, the Internal Affairs Committee will conduct a special election among the BAU student body as expeditiously as possible to fill the vacated seat.

3. ATTENDANCE POLICY

**BAU INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION (SGA)
Adopted 2018**

A Representative may be excused from attending a meeting of the General Committee or any other committee in case of illness, a family or personal emergency, extreme and unforeseen circumstances, a test or other official academic commitment, or participation as an athlete in a scheduled intercollegiate competition. A representative may also be excused in the event that a meeting is scheduled during a known conflict for said representative. Social and extracurricular commitments shall not be considered legitimate reasons for a last-minute absence. The following criteria apply regarding attendance:

- a) **Timely Notification of Chair:** The Representative must notify the President (for General Committee meetings) or the Chair of any other committee of his or her absence at least twenty-four hours before the start of a meeting, or as soon as practically possible in the event of extreme and unforeseen circumstances.
- b) **Maximum Number of Excused Absences:** A Representative may not accumulate more than three (3) excused absences from all relevant meetings per semester.
- c) **Additional Excused Absences:** A Representative may petition the President to receive additional excused absences, which shall be granted at the President's discretion.
- d) **Unexcused Absences:** A Representative who is absent without meeting any of the criteria outlined in the policy above shall receive an unexcused absence.
- e) **Maximum Number of Unexcused Absences:** A Representative may accumulate no more than two unexcused absences per semester.
- f) **Consequences for Unexcused Absences:** A Representative who accumulates more than two unexcused absences in a single semester shall be considered to have resigned from office. The President shall declare the seat vacant by resignation, enter such declarations in the minutes of the next General Committee meeting, and begin the process for filling the open seat.
- g) **Late Arrival and Early Departures:** All SGA meeting must have explicitly identified start and end times. The Chair of a meeting shall have the discretion to record a one-half absence for any Representative who arrives conspicuously late to a meeting without prior notification of the meeting's Chair, or leaves a meeting while official business is still pending without similar prior notification; this one-half absence shall only be considered excused if it meets all of the criteria listed in Part 1.

4. REPRESENTATIVE COMMITTEES

All Representatives, in order to discharge their duties, shall organize internal, external, and student concerns committees as follows:

- a) **Internal Affairs Committee (3 members):** Shall consider matters internal to SGA such as (a) management of SGA meetings and records; (b) SGA-internal activities and events; (c) maintenance of documents and transition binders; (d) SGA elections and special elections; (e) judicial proceedings under the SGA's jurisdiction; and (f) other matters at the discretion of the Chair.

**BAU INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION (SGA)
Adopted 2018**

- b) **External Affairs Committee (3 members):** Shall consider matters external to SGA such as (a) public events; (b) media relations; (c) web management; (d) relations with other branches of student government, University administration, and outside organizations; and (e) other matters at the discretion of the Chair.
- c) **Student Concerns Committee (3+ members):** Shall consider matters related to the welfare of the BAU student body such as (a) constituent outreach (organization of town halls, etc.), (b) advocacy for student rights and support for student activism; (c) the development of collaborations with the University's Student Services Office; and (d) other matters at the discretion of the Chair. Non-SGA-member graduate students may petition to serve on this committee, and up to 8 may do so solely with the express consent of both the Chair of the committee and the President of the SGA.

SGA Representatives shall serve as Chairs of representative committees on a rotating basis for a third of each regular semester or summer session.

A representative may file a motion to amend these committees and subsequent responsibilities at any time to best reflect the goals of the SGA, provide the best outcome for active assignments, and represent the student body.

5. MEETINGS AND MEETINGS PROCEDURES

a) General Rules for Meetings:

- I. When discussing SGA matters, only SGA members may be allowed to enter the meetings.
- II. A motion for a non-representative to enter a meeting may be made at any time by any Representative, and shall require the majority approval of all Representatives present.

6. VOTING

- a) **Types of Voting:** Votes within any committee may be taken by voice, show of hands, or by a calling of the roll; no votes shall be taken by secret ballot.
- b) **Tie Votes:** In accordance with standard parliamentary practice, a tie vote shall be considered a failing vote; all votes must achieve a numerical majority in order to be considered passing, except for such procedural motions and situations explicitly stated in these Bylaws.

7. RULES OF ORDER

Except as specified otherwise in these Bylaws, the Representative Body's meetings shall be governed according to the most recent official edition of Robert's Rules of Order.

**BAU INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION (SGA)
Adopted 2018**

8. MEETINGS OF THE GENERAL COMMITTEE

The purpose of General Committee meetings shall be for the Representative Body to hear updates from the different committees and the VP.

- a) **Schedule of General Body Meetings:** General Committee meetings shall be held two times per regular semester.
- b) **Modifications:** The frequency of meetings may not be changed except by amendment to the Bylaws.
- c) **Agenda:** All regular meetings shall proceed according to the order of business as stated in the agenda distributed by the President. Once meeting has started, its agenda may be altered with the consent of two-thirds of all Representatives present.

9. DUTIES OF THE PRESIDENT

- a) **Representing the Entirety of the Student Body:** The President shall represent the Student Body of BAU International University at official functions and ceremonies. If a representative is needed at an event and the SGA President cannot attend, first the Vice President and then any other SGA member may attend in the President's place.
- b) **Liaison to Administration:** The President shall meet with senior members of the administration to bring issues of concern to their attention, and provide input into University governance.
- c) **Creation of Policy:** The President, along with the rest of the SGA Representatives, shall be responsible for formulating and implementing policies to improve the quality of life of students at BAU International University.
- d) **Supervision of Representative Committees:** The President shall, with the assistance of the rest of the SGA representatives, oversee the Representative Committees and the Vice President's oversight of them.
- e) **Attendance at General Committee Meetings:** The President shall attend and participate in all meetings of the General Committee.
- f) **Resignation of President:** Should the President decide to abdicate the Presidency, the Vice President will become the President. Should the Vice President decline the position, there will be an internal vote to fill the role.

10. DUTIES OF THE VICE-PRESIDENT

- a) **Oversight of SGA Representative Committees:** The Vice-President shall be responsible for overseeing all internal operations of the various Representative Committees, including their finances, documentation and record keeping, publicity, and programs throughout the school year.
- b) **Attendance at Representative Meetings:** The Vice-President shall attend and participate in

**BAU INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION (SGA)
Adopted 2018**

meetings of the General Committee.

11. DUTIES OF THE CHIEF FINANCIAL OFFICER (TREASURER)

- a) **Oversight of SGA Budget:** The Chief Financial Officer (Treasurer) shall balance and reconcile the SGA budget on a monthly basis and inform all SGA members of the current budget status.
- b) **Management of Additional Revenues:** The Chief Financial Officer (Treasurer) shall receive and account for all moneys raised by SGA Representatives of other BAU students for the purposes of funding programs affiliated the SGA.
- c) **Disbursement of Payments:** The Chief Financial Officer (Treasurer) shall be responsible for making all disbursements of SGA funds.
- d) **Attendance at General Committee Meetings:** The Chief Financial Officer (Treasurer) shall attend and participate in all meetings of the General Committee.

12. BUDGET POLICIES

- a) **Fiscal Year:** The SGA shall have an annual budget provided by the University. The fiscal year, like that of the University, is July 1 to June 30.
- b) **Oversight of the Budget:** The budget shall be monitored as follows:
 - I. **Balancing of Budget:** The Chief Financial Officer (Treasurer) shall balance and reconcile the SGA budget on a monthly basis.
 - II. **Procedure for Irregularities:** If the Chief Financial Officer discovers any serious irregularities, he or she shall bring them to the attention of the Vice-President.
 - III. **Carryover of Budget Surplus.** Any surplus in the SGA's budget at the end of a fiscal year shall be carried over to the following fiscal year.
 - IV. **Misuse of SGA Funds:** The deliberate use of SGA funds by any member for a purpose other than that specified in the SGA's annual budget, as approved by the General Committee, shall constitute grounds for impeachment.
- c) **Creation of the Annual Budget:** The budget shall be created as follows:
 - I. **Initiation of Process:** A budget may not be submitted to the Student Services Department at BAU University until after the SGA Representatives are elected.
 - II. **Drafting of Budget:** In consultation with the President, Vice President, and other SGA representatives, the Chief Financial Officer shall draft an annual budget for the coming year, based on anticipated revenues.
- d) **Format of Budget:** The annual budget shall specify the following:
 - I. **Allocations to the SGA:** The amount of money allocated to the various parts of the SGA.
 - II. **Discretionary Funds:** The amount of any discretionary funds that may be spent under the authority of the SGA President, after the approval and vote of the General Committee.

**BAU INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION (SGA)
Adopted 2018**

- III. Reserve: The amount of money in a contingency reserve fund.
- e) **Approval of Budget:** Within five weeks of the annual SGA elections, the General Committee of the SGA will approve a budget. The Treasurer will then submit that budget to BAU International University in the form of a bill. The SGA budget shall cover the current academic year and the part of the next academic year up until the next SGA elections.
- f) **Modification of Budget:** If for any reason the SGA wants or needs to modify original, approved budget, it may do so by the following process: 1- the Treasurer, in consultation with SGA members, will draft a new budget; 2- the General Committee will vote to approve or disapprove the new budget. If the new budget is disapproved by the General Committee, the process repeats itself until a budget is approved.

13. RULES AND ETHICS BOARD POLICIES

- a) **Conflicts of Interest:** SGA members shall refrain from exercising his or her official authority in cases where a conflict of interest would likely be perceived by an informed and neutral observer. Accordingly:
- I. Conflicts of Interest for Representatives: Representatives shall disclose any conflicts of interest regarding business pending before any committee, and abstain from voting or participating in debate on such business.
- b) **Use of Position for Personal Benefit:** SGA members shall refrain from using their position in ways that would primarily benefit themselves or their associates at the expense of other students, such as:
- II. Appointments to Official Positions: Appointments to official positions shall be made according to qualifications only. Officers shall delegate decisions regarding the appointment of close personal friends to other representatives.
 - III. Handling of SGA Funds: SGA members shall ensure that all SGA allocated funds are spent in an impartial manner, solely for the benefit of SGA and the Student Body.
 - IV. Decisions about External Organizations: SGA members shall not participate in official decisions regarding external organizations in which they are actively involved.
- c) **Non-Discrimination:** Per the non-discrimination clause in its Constitution, members of SGA shall work to ensure that all members of the University community are equally eligible to participate on and benefit from the SGA, regardless of age, citizenship, color, disability, gender, race, religion, national origin, political affiliation, sexual orientation, or status as a disabled veteran or veteran of any era.
- d) **Expectations of SGA Members as BAU Community Members:** SGA members are expected to be exemplary members of the BAU community. This entails following student guidelines as set forth by the university in the Academic Catalog. SGA members at all times make a conscious effort to embody the values of BAU International University.

**BAU INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION (SGA)
Adopted 2018**

14. ENFORCEMENT OF CODE OF ETHICS

- a) **Responsibility for Upholding Code:** All members of SGA, regardless of whether they are elected or appointed, shall be expected to uphold and enforce the SGA's Code of Ethics in the performance of their duties, and promptly address any reported violations. If knowledge of violations is discovered, then the person in question will be immediately suspended from all duties on SGA and reported to University's Student Services Department. Any action or lack thereof by the University shall not be construed to protect any individual from action by the SGA.
- b) **Hearings by Rules and Ethics Board:** Complaints regarding violations of the SGA's Code of Ethics may be directed to the Internal, which shall be empowered to conduct hearings and order appropriate corrective action.

15. MAINTANENCE OF DOCUMENTS AND TRANSITION BINDERS

In order to improve institutional memory, clarity, and enhance the efficiency of SGA transitions, each SGA committee is to maintain an official binder recording its activities for eventual handing over to its successor.

- a) The President shall note important agreements, communications, and initiatives undertaken publicly and privately for the benefit of his or her successor. Minutes of General Committee meetings and information pertaining to committee minutes as recorded by committee officials.
- b) The Vice-President shall maintain record of Committee meeting minutes and make records of attendance publicly available.
- c) Representative Committees shall maintain records of important communications and initiatives undertaken publicly and privately for the benefit of their successors.
- d) The President is to maintain a transition binder containing the following documents for use at all meetings:
 - a. The BAU GSA Constitution and By-laws;
 - b. Legislation currently in force, including that extended from previous Presidents and legislative terms;
 - c. Robert's Rules of Order, in accordance with Section 7 of the SGA By-laws;
 - d. Written memorandums, records, and reports concerning previous rules' interpretations, including those made by previous Officers, unless overridden by subsequent ruling.
 - e. Transition binders are not matters of public record except where specifically noted in this legislation.

**BAU INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION (SGA)
Adopted 2018**

Certification

We hereby certify that the foregoing legislation was duly considered by the President of BAU International Student Government Association at a meeting that was approved by a vote of _____ in favor and _____ opposed, this _____ day of April, 2019.

I hereby sign this legislation into law.

President of the Student Government Association
BAU International University, Washington DC

APPENDIX II
ADVISORY COMMITTEE CHARTERS

Program Advisory Committee

Program Advisory Committee

Statement on Policy and Procedures

Adopted: February 2022

Amended:

Amended:

CHARTER OF GOVERNANCE PROGRAM ADVISORY COMMITTEE

Membership:

The membership of the Program Advisory Committee for each program area shall be composed of:

- Program Chair
- At least one faculty member
- At least one representative from the industry
- At least one academic representative outside the University
- Director of Distance Education
- Director of General Education (undergraduate programs)
- Program graduate(s)

Function:

The Program Advisory Committee shall have the following duties:

- To review the academic program(s) on an annual basis.
- To make recommendations for program development and improvement based on the needs of the industry/society.

Charges of the Program Advisory Committee:

- To support the standards and integrity of the academic program(s).
- To make recommendations regarding the improvement and development of academic programs to ensure that the programs remain abreast with latest trends and development in the global environment.
- To meet annually with program leadership who will present recommendations to the University Curriculum Committee for action.
- Consider the following questions:
 - Does the program serve the needs of its student population?
 - Is the content of the program still relevant?
 - Does the program emphasize the set of skills that employers demand?
 - Does the program provide opportunities for students to learn about the practical, hands-on experiences in the work environment?

PROCEDURES AT MEETINGS

1. The program chair will e-mail the agenda as well as any materials needing review to the members of the committee. The program chair will **NOT** provide a hard copy of the items that have been sent to the members prior to the meeting.
2. The program chair will invite the committee members to submit questions or agenda items for additional discussion during the meeting.
3. The program chair is responsible for taking meeting minutes and subsequently sharing with the Committee members within a week of the meeting.
4. The program chair presents any recommendations and a summary of the meeting to the University Curriculum Committee and academic leadership for future action.
5. Any implemented recommendations will be shared with the Committee at its next scheduled meeting.

MEETING SCHEDULE

1. The meeting of the Committee shall be held annually in the Spring.
2. Meetings may be held virtually or at the University campus, as appropriate, to facilitate the business of the Committee.
3. The program chair will communicate the date of the next meeting to the Committee at least a month before.

APPENDIX III
STANDING COMMITTEE CHARTERS

Curriculum Committee

Institutional Effectiveness Committee

Scholarship Committee

Distance Learning Committee

CURRICULUM COMMITTEE

Statement on Policy and Procedures

Adopted: December 2021

Amended:

Amended:

CHARTER OF GOVERNANCE CURRICULUM COMMITTEE

A. Membership:

1. The membership of the Curriculum Committee shall be composed of:
 - Chief Academic Officer
 - one full-time representative from each academic program of the University
 - Registrar
 - Director of Teaching and Learning
 - Director of Distance Education
2. The representatives shall be elected by each Program and their names submitted to the Committee for final approval.
3. The Chief Academic Officer or his/her designee shall serve as the final decision in case of a tie vote.

B. Function:

The Curriculum Committee shall have the following duties:

1. To evaluate and recommend new courses in accordance with Board of Trustees guidelines.
2. To evaluate and recommend any modifications of current courses in the curriculum, including credits, hours, titles, course descriptions, language of instruction, prerequisites, co-requisites, etc.
3. To review and recommend approval of degree requirements and distribution requirements for existing programs.
4. To review and recommend approval of all Letters of Intent and final proposals for all degree and certificate programs.
5. To present to the President¹, for approval, any items voted upon and recommended by the committee.

C. Charges of the University Curriculum Committee:

1. To develop and maintain the Academic Master Plan.
2. To establish and maintain the standards and integrity of the University curricula.
3. To review existing curricula periodically and recommend changes where appropriate.
4. To encourage the development of new courses, concentrations, and

¹ Please note, the University is small and therefore the same academic members would participate in a 'curriculum committee' and a 'faculty Council', the approval goes directly to the President of the University. As the University grows (as set forth in the governance document), the Faculty Council will be another level of review and recommendation.

programs consistent with the mission of the University by providing a university-wide forum for consideration of all new courses and program proposals.

5. To review all curriculum proposals for their conformity to the University mission and objectives of the Program(s).
6. To review and approve the final draft of the curricular offerings in the University catalog.
7. To preserve the institutional history of the Committee by keeping minutes, records, and reports.
8. To make recommendations regarding all curriculum proposals, and to transmit all such recommendations to the President.

STATEMENT OF POLICY ON CURRICULUM DEVELOPMENT AND MODIFICATION

1. The faculty of the University is responsible for the development, critical evaluation, and revision of curriculum.
2. The educational program of the University must be dynamic and flexible, but not, however, subject to erratic modification.
3. There must be continuous evaluation of present curricula and individual course offerings as well as the study of the development of new curricula.
4. The initiation of proposals for revision in existing curricula and development of new curricula may arise from any source after consultation with the chairperson(s) of the programs affected.
5. Active participation in the curriculum process is recognized as part of the professional responsibility of every faculty member.
6. The Curriculum Committee will adhere to procedures established and voted upon by the Committee.

CURRICULUM MODIFICATIONS ARE AS FOLLOWS:

1. Course Number
2. Course Title
3. Course Description
4. Course Sequence
5. Consolidation of Courses
6. Level of Courses
7. Pre-or-co-requisites
8. Number of class hours or credits

CURRICULUM MODIFICATION SHALL BE CATEGORIZED INTO TWO TYPES

1. Major Curriculum Modification
 - A. Establishment of new degrees or curricula including certificate programs.
 - B. Major Changes other than new degrees or curricula.
 - C. New Courses.
2. Minor Curriculum Modification

MAJOR CURRICULUM MODIFICATIONS ARE AS FOLLOWS:

Major items shall be defined as all curriculum changes that involve the establishment of a

new degree, curriculum, or the dropping of an existing degree or curriculum; these would include such items as:

1. The addition or elimination of programs, including certificate programs.
2. The addition or elimination of degrees.
3. Changes in generic degree requirements.
4. Major changes that would affect the educational objectives of the division or University.

MINOR CURRICULUM MODIFICATIONS ARE AS FOLLOWS:

1. Number
2. Course Title
3. Description
4. Sequence
5. Consolidation of Courses
6. Level of Courses
7. Pre-or-co-requisites
8. Number of class hours or credits

In addition, curriculum changes may be made in the following categories:

1. Required Courses
2. Pre-requisites
3. Changes in Hours and Credits

CURRICULUM GUIDELINES

1. Any changes in curriculum, including, but not limited to, new courses, new programs, change in pre/co-requisites, changes in course description, changes in course titles, changes in hours, changes in credits, and adding/deleting courses to an existing program, **MUST** go through the governance process.
2. The curriculum item(s) is/are initiated by the program.
3. Once the curriculum item(s) is/are approved in the program, the program representative requests to be placed on the agenda for the next Curriculum Committee Meeting.
4. The Chair of the Curriculum Committee includes the curriculum item(s) on the next Curriculum Committee agenda for discussion and vote.
5. Once the Curriculum Committee approves the item(s), the chair presents the items to the President of the University. If the item(s) is/are voted down, then the program representative takes the item(s) back to the program for revision based on discussion at the meeting of the Curriculum Committee. The program representative must present the item(s) again to the members of the Curriculum Committee for their vote.
6. The President of the University decides on the recommendation and may request additional information or a discussion for clarity. If the University President approves the item(s), the chair of the Curriculum Committee sends the item(s) to the Chief Academic Officer for inclusion in the Academic Report to the Board. If the item(s) is/are voted down, then the chair of the Curriculum Committee brings the item(s) back for revision based on recommendation of the President. The chair of the Curriculum Committee must present the item(s) again to the President for a new decision.
7. Only curriculum items that are listed in the Academic Report to the Board can be included in the University Catalog.

PROCEDURES AT MEETINGS

1. The chair will e-mail the agenda and curriculum items to the members of the committee. The members will bring the items to the meeting. The chair of the Curriculum Committee will **NOT** provide a hard copy of the items that have been sent to the members prior to the meeting.
2. The chair will list the curricular items in the agenda in the order in which the items were submitted to the chair.
3. The chair will ask the program representative and/or faculty who developed the curriculum changes to present the curricular items.

Faculty Presenting Curricular Items for a Vote

Faculty presenting curricular items from their programs for a vote should:

- a. illustrate the way the new course or revisions in course description or revision in pre/co-requisites or deletion of a course are in line with the program mission and goals/objectives
 - b. confine the presentation to the course description and rationale.
 - c. make the presentation for five minutes, the maximum time allocated for each curricular item on the agenda.
4. The chair will invite the committee members to ask the representative questions on the curricular items after the program representative has made the presentation.
 5. Once discussion is ended, the chair will make a motion to accept the curricular items. Any one of the committee members will second the motion.
 6. The chair will call for the vote.
 7. A quorum must be in attendance for voting to take place.
 8. The chair will announce the results and indicate that the motion has passed or failed.
 9. The program can then elect to make changes recommended by the Committee and ask the program representative to present the revisions to the program.

MOTIONS

For items that arise from discussion

The Curriculum Committee observes Roberts Rules of Order.

ATTENDANCE AT MEETINGS

1. If a member misses one meeting without a reasonable explanation sent in writing to the chair of Curriculum Committee, the chair will send an e-mail to the member reminding him/her of the attendance policy. A copy of the e-mail will be sent to the program chair.
2. If the member has a second unauthorized absence, the chair will send an e-mail to the program chair that the member is in danger of dismissal from the Curriculum Committee. A copy of the e-mail will be sent to the member.
3. After the third unauthorized absence, the chair will send an e-mail to the member that he/she is dismissed from the committee. The program chair will receive a copy of the e-mail. The chair will send an e-mail to the program chair that the program needs to replace the member who was dismissed.
4. If a program representative is sick and unable to attend meetings for a semester, the program votes for a replacement for the program representative. The chair of the program informs the chair of the Curriculum Committee in writing of the results of the vote and the name of the substitute representative.

Institutional Effectiveness Committee

Statement on Policy and Procedures

Adopted: February 2022

Amended:

Amended:

CHARTER OF GOVERNANCE INSTITUTIONAL EFFECTIVENESS COMMITTEE

Membership:

The membership of the Curriculum Committee shall be composed of:

- Chief Academic Officer
- Chief Financial Officer, or designee
- Chief Growth Officer, or designee
- one full-time representative from each academic program of the University
- Registrar
- Director of Teaching and Learning
- Director of Distance Education
- Director of Outreach Programs
- Director of Student Services and one other representative
- President of SGA

Function:

The Curriculum Committee shall have the following duties:

- To evaluate university assessment efforts.
- To evaluate Performance Measurement Report.
- To validate the success rate of the Performance Measurement Report.
- To evaluate academic program reviews.

Charges of the University Curriculum Committee:

- To establish and maintain the standards and integrity of the University assessment efforts.
- To establish and maintain the standards and integrity of the University's Performance Measurement Report.
- To preserve the institutional history of the Committee by keeping minutes, records, and reports.
- To make recommendations regarding assessments and reports, and to transmit all such recommendations to the President.
- To present annually to the Board of Trustees.

PROCEDURES AT MEETINGS

1. The chair will e-mail the agenda to the members of the committee. The members will bring the items to the meeting. The chair of the Institutional Effectiveness Committee will **NOT** provide a hard copy of the items that have been sent to the members prior to the meeting.
2. After the initial meeting, if desired, the committee may ask for clarification from the program representative who has direct knowledge of the assessment or reporting item. In this case, the Chair will plan a meeting of the committee and invite each representative to present.
3. The chair will invite the committee members to ask the representative questions after the program representative has made the presentation.
4. Once discussion(s) has ended, representatives are excused, or another meeting is planned to discuss and evaluate the assessments and reports.
5. Once all assessments and reports have been evaluated, an opinion is rendered and documented into the Annual Report of the Institutional Effectiveness Committee.
6. A final meeting is required to vote on the final version of the Annual Report of the Institutional Effectiveness Committee. The Chair will forward the report to the President for approval.
7. The Chair or designee will present the Annual Report of the Institutional Effectiveness Committee to the Board of Trustees.
8. After review of the Board of Trustees, the Annual Report of the Institutional Effectiveness Committee will be published on the BAU website.

MEETING SCHEDULE

1. The initial meeting of the committee shall be held between September 1 and September 15 each year.
2. Consecutive meetings shall be held as determined by the committee in order to complete the charge of the committee.
3. The Annual Report of the Institutional Effectiveness Committee must be completed on or before November 1 each year in preparation for the Annual Assessment/Planning meeting that must take place before November 15 each year.

ATTENDANCE AT MEETINGS

1. If a member misses one meeting without a reasonable explanation sent in writing to the Chair, the Chair will send an e-mail to the member reminding him/her of the attendance policy.
2. If the member has a second unauthorized absence, the Chair will send an email to the President that the member is in danger of dismissal from the Institutional Effectiveness Committee. A copy to the e-mail will be sent to the member.
3. After the third unauthorized absence, the chair will send an e-mail to the member that he/she is dismissed from the committee. The President will receive a copy of the e-mail requesting a recommendation to replace the member who was dismissed.
4. If a program representative is sick and unable to attend meetings during the committee session, the Chair will ask the President for a recommendation for a replacement.

Scholarship Committee
Statement on Policy and Procedures

Adopted: *February 2022*

Amended:

Amended:

CHARTER OF GOVERNANCE
SCHOLARSHIP COMMITTEE

Membership:

The membership of the Scholarship Committee shall be composed of:

- Chief Academic Officer
- Registrar
- Department Chair of General Education
- Director of Admissions & Marketing
- Professional School Counselor
- Ex-officio - Admissions officers in charge of a preliminary evaluation of scholarship applications

Committee Chair:

Nominations for Committee Chair will come from the membership and the membership votes. Committee Chair election will be held annually in July.

Function:

The Scholarship Committee shall have the following duties:

- To evaluate new scholarship applications
- To determine the scholarship rates of new scholarship applicants
- To evaluate and determine the scholarship rates of scholarship re-evaluation applicants
- To prepare reports of new scholarship and scholarship evaluation requests

Charges of the Scholarship Committee:

- To establish and maintain the standards and integrity of the scholarship evaluation efforts.
- To establish and maintain the standards and integrity of the Scholarship Rubric.
- To preserve the institutional history of the Committee by keeping minutes, records, and reports.
- To make recommendations regarding assessments and reports, and to transmit all such recommendations to the President.

SCHOLARSHIP APPLICATION PROCESS

1. All applications are documented in Salesforce.
2. Admissions officers receive scholarship applications and review for qualified applications. All qualified applications are sent electronically to the Chair 3 days prior to each meeting.
3. After each meeting, the approved scholarship amount(s) will be documented in Salesforce, and a scholarship letter will be sent to the student.
4. The scholarship letter will be signed by the Committee Chair.

PROCEDURES AT MEETINGS

1. Three business days prior to each meeting, the agenda and necessary documents are uploaded to OnBoard for members to review.
2. If desired, the committee may ask for clarification from the admissions officer and registrar who have direct knowledge of the assessment or reporting item. In this case, the Chair will plan a meeting of the committee and invite each officer in charge to present.
3. The Chair will invite the committee members to ask the admissions officers questions ~~and~~ ~~subject to~~ ~~approval~~. If necessary, the committee members will verify the information given in the scholarship applications.
4. Once discussion(s) has ended, admissions officers are excused, or another meeting is planned to discuss and evaluate the assessments and reports.
5. The Chair will sign off on the Scholarship decision, assessments, and reports.
6. Once all assessments and reports have been evaluated and confirmed, they are documented into the Semester Report of the Scholarship Committee.
7. The Chair will forward the report to the President at the end of each term.

MEETING SCHEDULE

1. The committee shall meet at least once a week to review new scholarship applications or re-evaluation requests and prepare scholarship reports. In the event of no new applications, the Director of Admissions and Marketing will inform the Chair to cancel the next meeting.
2. Consecutive meetings shall be held as determined by the committee in order to complete the charge of the committee.
3. The Semester Report of the Scholarship Committee must be completed on or before the census date each semester.
4. An annual report will be submitted to the Institutional Effectiveness Committee in preparation for the Annual Assessment/Planning meeting that must take place before November 15 each year.

ATTENDANCE AT MEETINGS

1. If a member misses one meeting without a reasonable explanation sent in writing to the Chair, the Chair will send an e-mail to the member reminding him/her of the attendance policy.
2. If the member has a second unauthorized absence, the Chair will send an email to the President that the member is in danger of dismissal from the Institutional Effectiveness Committee. A copy of the e-mail will be sent to the member.
3. After the third unauthorized absence, the chair will send an e-mail to the member that he/she is dismissed from the committee. The President will receive a copy of the e-mail requesting a recommendation to replace the member who was dismissed.
4. If a program representative is sick and unable to attend meetings during the committee session, the Chair will ask the President for a recommendation for a replacement.

Distance Education Committee

Statement on Policy and Procedures

Adopted: February 2022

Amended:

Amended:

CHARTER OF GOVERNANCE DISTANCE EDUCATION COMMITTEE

Membership:

The membership of the Distance Education Committee shall be composed of:

- President
- Chief Academic Officer
- Director of Distance Education
- Director of Information Technology
- At least one faculty member
- At least one student representative

Function:

The Distance Education Committee shall have the following duties:

- To evaluate the effectiveness of the Distance Education Plan (DEP) and resource allocations that impact distance education quality.
- To review policies and procedures for maintaining high-standard Distance Education programs.
- To assess the effectiveness and efficiency of technology necessary for providing high-quality online teaching and learning experience.

Charges of the Distance Education Committee:

- To develop and maintain the Distance Education plan.
- To monitor the standards and integrity of the digital tools and resources used in the distance education program(s).
- To review recommended emerging technology that shall enhance teaching and learning experiences for online courses.
- To recommend enhancing technology and digital infrastructure to the stakeholders for decision making.

PROCEDURES AT MEETINGS

1. The director of distance education will e-mail the agenda as well as any materials needing review to the members of the committee. The director will **NOT** provide a hard copy of the items that have been sent to the members prior to the meeting.
2. The director of distance education will invite the committee members to submit questions or agenda items for additional discussion during the meeting.
3. The director of distance education is responsible for presenting the overall outcomes of online teaching and learning experience, including recommended technology to enhance distance education's overall performance and reliability.
4. The director of distance education will produce meeting minutes and distribute it to the committee members which requires all committee members' signatures as proof of attendance and participation.
5. The director of distance education will produce a meeting minutes summary and distribute it to the committee members, which requires all committee members' signatures as proof of attendance and participation.
6. The director of distance education will provide reports, including any recommendations and a summary of the meeting to the Distance Education Committee and related stakeholders for future action.

MEETING SCHEDULE

1. The meeting of the Committee shall be held annually in the Spring.
2. Meetings may be held virtually or at the University campus, as appropriate, to facilitate the business of the Committee.
3. The director of distance education will communicate the date of the next meeting to the Committee at least a month before.

APPENDIX IV
SUB-COMMITTEES, WORK GROUPS, AND TASK FORCES CHARTERS

Student Success Task Force

Statement on Policy and Procedure

Adopted: September 7, 2022

Amended:

Charter of Governance

Student Success Task Force

Membership:

The membership of the Student Success Task Force shall be composed of:

- Career Counselor/Student Life Coordinator
- Mentora College Academic Director
- University Librarian
- BAU General Education Department Chair

Committee Chair:

Committee Chair will be the Career Counselor/Student Life Coordinator.

Function:

The Student Success Task Force will have the following duties:

- To provide students with programming to improve student achievement.\
- To be an academic resource for students in need

Charges of the Student Success Task Force:

- To establish and maintain the standards and integrity of the Student Success Task Force efforts.
- To preserve the institutional history of the Task Force by keeping minutes, records, and reports.
- To make recommendations regarding future academic programming and reports, and to transmit all such recommendations to the President.

Procedures at Meetings

1. The meeting agenda will be sent out via email two days prior to the meeting.
2. Task Force members will discuss student data and to evaluate current programs/workshops and its effectiveness.
3. The Task Force will then adjust programming accordingly.

Meeting Schedule

1. The Student Success Task Force will meet monthly to determine programming effectiveness and to review student data from said programming.
2. The Chair will share updated information to Leadership Team during scheduled meetings.
3. The next meeting is determined during the end of the prior meeting.

APPENDIX V
SAMPLE EVALUATION FORM

Governance Self Assessment

The purpose of this survey is designed to obtain input about the performance and functioning of a governance council, committee or taskforce for the past 12 months ending June 30.

This questionnaire is part of the governance self-evaluation process for continuous improvement.

* Required

* This form will record your name, please fill your name.

1. Select which governance group for which you are completing this survey:

*

- Curriculum Committee
- Institutional Effectiveness Committee
- Scholarship Committee
- Student Success Taskforce
- Leadership Team
- Academic Leadership Team
- Marketing Team

2. The roles and responsibilities of the members are clear *

Strongly Agree 1 2 3 4 5 Strongly Disagree

3. This group has the right amount of meetings per year *

Strongly Agree 1 2 3 4 5 Strongly Disagree

4. Group members have the right amount of input into setting agenda items for the meetings *

Strongly Agree 1 2 3 4 5 Strongly Disagree

5. There is enough time at meetings for presentation and/or discussion of topics *

Strongly Agree 1 2 3 4 5 Strongly Disagree

6. Meetings are well organized and planned, and an effective use of time *

Strongly Agree 1 2 3 4 5 Strongly Disagree

7. Group members have adequate input into discussion of topics *

Strongly Agree 1 2 3 4 5 Strongly Disagree

8. As a group member, I am heard and my input is valued *

Strongly Agree 1 2 3 4 5 Strongly Disagree

9. The scope of work done in this group follows the scope documented in the charter *

Strongly Agree 1 2 3 4 5 Strongly Disagree

10. This group accomplished its goals this past 12 months *

Strongly Agree 1 2 3 4 5 Strongly Disagree

11. I would volunteer to serve on this group again *

Strongly Agree 1 2 3 4 5 Strongly Disagree

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

Student Government Association Self Assessment

The purpose of this survey is designed to obtain input about the performance and functioning of a governance council, committee or taskforce for the past 12 months ending June 30.

This questionnaire is part of the governance self-evaluation process for continuous improvement.

* Required

* This form will record your name, please fill your name.

1. The roles and responsibilities of the SGA members are clear *

Strongly Agree 1 2 3 4 5 Strongly Disagree

2. SGA has the right amount of meetings per year *

Strongly Agree 1 2 3 4 5 Strongly Disagree

3. SGA members have the right amount of input into setting agenda items for the meetings *

Strongly Agree 1 2 3 4 5 Strongly Disagree

4. There is enough time at meetings for presentation and/or discussion of topics *

Strongly Agree 1 2 3 4 5 Strongly Disagree

5. Meetings are well organized and planned, and an effective use of time *

Strongly Agree 1 2 3 4 5 Strongly Disagree

6. SGA members have adequate input into discussion of topics *

Strongly Agree 1 2 3 4 5 Strongly Disagree

7. As an SGA member, I am heard and my input is valued *

Strongly Agree 1 2 3 4 5 Strongly Disagree

8. The scope of work done in SGA follows the scope documented in the constitution *

Strongly Agree 1 2 3 4 5 Strongly Disagree

9. I would volunteer to serve on SGA again *

Strongly Agree 1 2 3 4 5 Strongly Disagree

10. SGA accomplished its goals in the past 12 months *

Strongly Agree 1 2 3 4 5 Strongly Disagree

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

APPENDIX VI

Growth Plan

GROWTH PLAN

As the University grows, additional representation will be added as follows:

Academic Council – minimum of 10 fulltime faculty (faculty are free to meet at any time before the formal council is established)

Staff Council – minimum of 25 fulltime administrative staff below the manager or director level

Administrative Council – minimum of 25 employees at a manager or director level

Student Engagement Council – minimum of 500 students enrolled

Executive Council – upon activation of both Administrative and Student Engagement Councils

EXECUTIVE COUNCIL

Review new policies or revised policies recommended by the Academic, and Administrative Services Council prior to submission to the Administrative Team. The council has representation from all university constituent groups.

Specific functions:

- Review all policy recommendations emanating from the various policy councils
- Adopt, modify, and/or reject policy recommendations emanating from the various policy councils
- Recommend policy statements and procedures to the BAU President . The President makes recommendations to the Board of Education in areas of authority reserved for the Board
- Interpret policy statements, administrative rules, and procedures
- Recommend items for consideration by the policy councils
- Function under Robert’s Rules of Order
- Jointly work with other governance councils on policies and procedures that affect areas covered by the other councils.

ADMINISTRATIVE SERVICES COUNCIL

Develop and recommend to the Executive Council clerical, operational and regulatory policies that may impact university resources as they relate to the general operation of Bay Atlantic University.

Specific functions:

- Review, evaluate and recommend various financial operations of the university
- Review, evaluate and recommend the annual budget and budget operations for compliance with existing policy and cohesion to the current strategic plan.

ACADEMIC COUNCIL

Develop and recommend policies and procedures relating to the instructional programs of the university.

Specific functions:

- Recommend new degrees and changes and revisions to existing degrees, programs, and certificates, specifically major changes to the content or credit value of professional technical degrees or to the foundational skills and distribution courses in transfer degrees.
- Review and recommend proposals for new full-time faculty positions; may include general recommendation for priorities.
- Review and recommend the academic calendar.
- Recommend policies and procedures for the evaluation of adjunct faculty.
- Initiate and / or recommend and review policies and procedures for proposals that directly affect instructional processes, including library services.
- Jointly work with other governance councils on policies and procedures that affect both instruction and areas covered by the other councils.
- Approval of curriculum as recommended by the Curriculum Committee

STUDENT SERVICES COUNCIL

Develop and recommend policies and procedures:

1. designed to provide and promote a broad cultural, social, and recreational student life program for students including the broader university community;
2. relating to student services, programs and academic standards;
3. relating to student's rights and responsibilities including regulations governing student behavior within the university community.

Specific functions:

- Recommend priorities for programs and services in the area of student services
- Recommend student programs including student organizations, clubs, student government, publications, cultural events and social activities
- Recommend sports programs including intercollegiate athletics, intramural and recreational programs
- Recommend admissions/registration operations including policies and procedures which may include student records, grades, withdrawals, academic standards, and admission standards
- All counseling activities to include counseling, advising, testing, financial aid operations, enrollment services and special programs associated with the counseling center

STAFF COUNCIL

The Staff Council are constituents of-the whole, meaning that their membership includes all members of the staff with elected representatives to participate as the Staff Council voice on other Councils.

The future organizational structure to accommodate the growth plan is below. Policy is recommended through each council to the Executive Council. The Executive Council recommends policy adoption to the University President, who in consultation with the Leadership Team recommends policy adoption to the Board of Trustees.

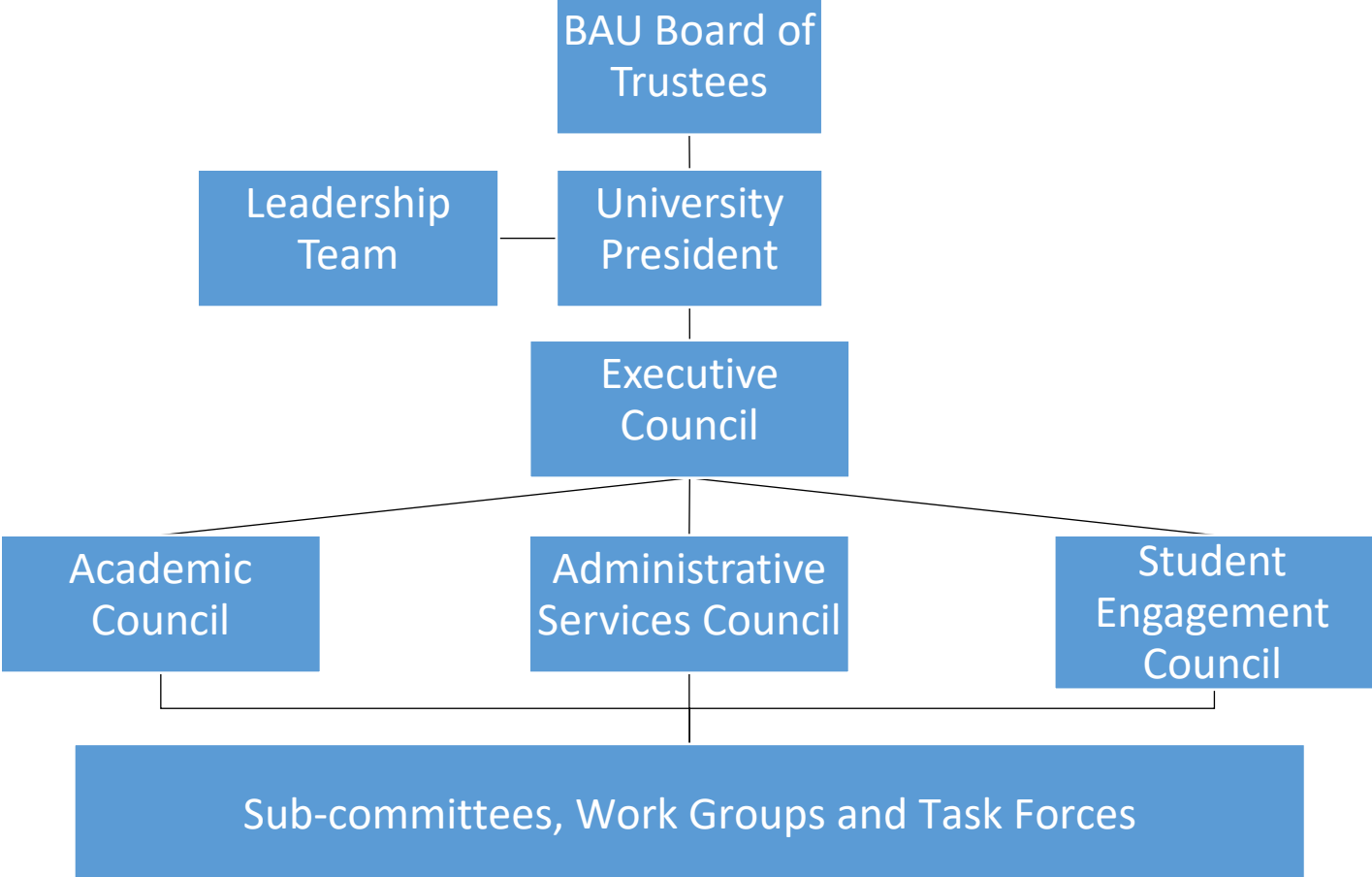


Figure 3: Future Organizational Structure