

# Student Affairs Advisory Council Charter



## Background

The six colleges of the Medical University of South Carolina ("MUSC") operate with substantial autonomy, a common feature among academic health sciences centers. To facilitate MUSC's ability to work cohesively related to student activities, policies, and decisions that affect all colleges, an academic council was established to share information and gather input across the colleges and the division of Education Innovation & Student Life.

The Student Affairs Advisory Council (SAAC, "Council") was formed at the direction of the Associate Provost for Education Innovation & Student Life to participate in the University policy process and provide ongoing quality improvement and oversight of student affairs and resources.

## Classification/Terms of Review

This is a university-level standing council. This charter shall be reviewed at least every three years by the Associate Provost for Education Innovation & Student Life for determination of continued need, and if continued, necessary revisions or updates will be made in accordance with this charter.

## Definitions

1. **Academic Standards:** Criteria and policies governing academic performance, progression, and integrity. These standards may intersect with student affairs in areas such as remediation, student conduct, or the appeals process.
2. **Key Performance Indicators (KPIs):** Quantifiable metrics used to evaluate progress or success related to strategic goals, which may include those related to student satisfaction, retention, engagement, or utilization of student services.
3. **South Carolina Commission on Higher Education (SC CHE):** The state agency responsible for coordinating public higher education in South Carolina. SC CHE reviews and approves new academic programs, program modifications, and certificates proposed by public institutions to ensure alignment with statewide academic, workforce, and economic priorities. It also provides policy oversight, conducts research, and advises the Governor and General Assembly on higher education issues.

## Formal Charges

The Council, working in close partnership with other stakeholders in the MUSC governance process, will:

1. Review student resource impact regarding new degree programs, program modifications, and certificates that require submission to the South Carolina Commission on Higher Education (SC CHE).
2. Review university-wide results from annual student satisfaction surveys, students' evaluations of faculty and courses, and any key performance indicators (KPIs) related to student affairs.
3. Provide recommendations regarding student life and select academic standards and policies that overlap significantly with student affairs.
4. Discuss current issues and future issues in education and student affairs that are of mutual interest.

5. Share information and provide updates among the colleges and the Division of Education Innovation & Student Life (EISL).

## Reporting Channels/Procedures

The Council reports directly to the Executive Vice President for Academic Affairs & Provost ("Provost").

## Membership

Voting members are designated as they directly reflect the colleges and so are providing their support for items to go to their respective Dean for approval in the Provost's Council. The following individuals shall serve as voting members:

- Assistant/Associate/Vice Dean for Student Affairs of each college (N=6)
- Associate Provost for Education Innovation & Student Life

The following individuals shall serve as ex officio, non-voting members:

- Assistant Provost for Interprofessional Initiatives
- Associate Director, Student Health Services
- Associate Provost for Educational Planning & Effectiveness
- Chair, Behavioral Support Intervention Team (BSIT)
- Director, Counseling & Psychological Services (CAPS)
- Director, MUSC Libraries
- Director, Office of Institutional Effectiveness
- Director, The Wellness Center
- Executive Director, Center for Academic Excellence (CAE) & Writing Center
- Executive Director, Center for the Advancement of Teaching & Learning (CATL)
- Executive Director, EISL Finance & Administration
- Executive Director, Office of Student Engagement (OSE)
- MUSC General Counsel
- Student at the recommendation of the Student Government Association (SGA)

## Membership Appointment

Membership of the Council shall be determined by the Associate Provost for Education Innovation & Student Life and the Provost, who shall periodically review the membership and make adjustments as necessary in writing.

## Membership Terms

Terms of membership for voting members are concurrent with terms of office. All ex officio members are appointed at the discretion of the Chair.

## Officers

The Associate Provost for Education Innovation & Student Life shall serve as Chair. The Chair may appoint a temporary Chair if necessary for the Council to meet in the Chair's absence.

## Subcommittees

There may be ad hoc, task-oriented subcommittees formed as needed.

## **Meeting Frequency**

The Council shall meet monthly and may meet more often as needed.

## **Notice of Meetings**

Meetings shall be scheduled at least two days in advance of each scheduled meeting. Notice of any last-minute cancellations shall be communicated as soon as possible prior to the scheduled meeting.

## **Meeting Agenda & Support Materials**

An agenda and pertinent supportive materials will accompany the meeting notice. Members will be called upon to assist in developing each agenda.

## **Meeting Quorum**

A simple majority of the voting members will constitute a quorum for conducting official business.

## **Decision-Making & Voting Procedures**

Decisions shall be made through a formal vote of the voting members. Each voting member shall have one vote. A quorum must be present for any vote to be considered valid. Unless otherwise specified, decisions shall be adopted by a majority vote of those present. In the event of a tie, the Chair shall cast the deciding vote.

## **Meeting Minutes**

Minutes shall be prepared for each meeting and disseminated in a timely manner to all members.

## **Staff Support**

A staff support person shall be provided by the Chair.

## **Amendments to this Charter**

Should any amendment to this charter be required between scheduled reviews, the Chair will confer with the Council to formulate such amendments and present them to the Provost for consideration. If approved, the amended charter shall be completed, signed, and issued with all possible haste.

## **Effective Date**

This charter is effective as of July 15, 2020, as amended on March 25, 2025. This charter should be reviewed again on March 1, 2028.