

University Council

The purpose of the University Council is to support university leadership and stakeholders in shared governance processes which are engaging, ongoing, integrated, and involve institution-wide research-based planning and evaluation processes that 1) incorporate a systematic review of institutional mission, goals, and outcomes; 2) result in continuing improvement of institutional quality; and 3) demonstrate that ETSU is effectively accomplishing its mission.

CHARGE of the COUNCIL:

The University Council will serve as an advisory body to the President. Toward that end, the Council will approve and make recommendations, on proposals brought before the body, to the President. The Council is charged to:

- Review, recommend and/or approve university-wide policy, proposals to pursue new strategic agendas that include creating new entities, pursuing new initiatives, approving new commitments to programs that require significant investments of university funds.
- Ensure that consideration of major new goals is accompanied by purposeful critique, through assessment and consideration of impact, coordination with the budget process, and an implementation plan that provides for appropriate monitoring and reasonable evaluation of ongoing success.
- Communicate information to and from constituency groups regarding matters that appear before the Council such as new/ongoing university projects, changes to university policies, etc.
- Review the university's vision, mission, values, and strategic goals annually, overseeing development of tracking and report accountability protocols for key performance indicators and other strategic planning outcomes.
- Submit to the President any recommended revisions to the strategic plan and assure consideration of the university's mission in all planning activities on campus.
- Review and make recommendations regarding the annual evaluation and assessment of the university's institutional effectiveness, planning, and budgeting processes.
- Monitor the university's compliance with SACSCOC requirements and the implementation as assessment of the Quality Enhancement Plan.
- Scan the environment for social, economic, educational, and political developments with implications for the university, explore appropriate responses to these developments, assure that institutional processes take into appropriate account environmental factors, and report on these matters at least annually to the president.

STANDING RULES of ORDER for the COUNCIL:

- The University Council shall meet on the 2nd Monday of each month.
- Meeting order will follow a standard agenda. (See attached)
- Agenda items will be received in the President's Office no later than 2 weeks prior to the meeting.
- The agenda and supporting documentation will be distributed to the membership no later than one week prior to the scheduled meeting.
- Special meetings of the Council may be called for unfinished and/or pressing business matters.
- Sub-Councils of the University Council will be convened to consider: 1) budget and finance issues; 2) strategic planning; 3) evaluation and assessment; 4) legislative/governmental issues; and 5) *ad-hoc* bodies as needed.
- The University President serves as the Chair of the University Council.
- A Vice Chair, who will preside at all meetings of the Council, will be elected annually from the membership.
- New terms of appointment will start in July at the beginning of each fiscal year.
- Parliamentary Procedure according to *Robert's Rules of Order* will be used.
- A "Period for Public Comment" will be enforced for all policy items prior to a vote by the Council.

MEMBERSHIP

Membership requires a readiness to regularly attend meetings of the Council and to participate fully in its business. This includes discussing issues, voting on motions, and serving on sub-councils as needed. It is the continuous obligation of the members of the Council to report to the members of their constituencies about the discussions, decisions, and recommendations of the Council and to solicit questions and suggestions from them for presentation to the Council.

Member	Comments
Athletic Director	Ex Officio (voting)
Chairs' Council Representatives –Four (4) department chairs to be selected by the Chairs' Council (two from Academic Affairs and 2 from Health Affairs)	Will serve two year terms that are renewable. Initially terms will be “staggered” by drawing of a straw indicating an initial one-year term and an initial two-year term within the Academic and Health Affairs. (Should a chair who served on the IUC be selected to serve another term, that term will automatically be the one-year term)(voting)
Deans' Council Representatives – Four (4) deans to be selected by the Academic Deans and Health Affairs Deans respectively (i.e., two from Academic Affairs and 2 from Health Affairs)	Will serve two year terms that are renewable. Initially terms will be “staggered” by drawing of a straw indicating an initial one-year term and an initial two-year term within the Academic and Health Affairs. (Should a dean who served on the IUC be selected to serve another term, that term will automatically be the one-year term)(voting)
Executive Director, University Relations	Ex Officio (voting)
Faculty Senate President	Ex Officio (voting)
Faculty Senate Vice President	Ex Officio (voting)
Provost and Vice President for Academic Affairs	Ex Officio (voting)
Special Assistant to the President for Equity and Diversity/Affirmative Action Director	Ex Officio (voting)
Staff Senate President	Ex Officio (voting)
Staff Senate Vice President	Ex Officio (voting)
Student Government President Representative to be selected by the SGA	1 year term with an identified alternate
Graduate & Professional Student Association Representative (1) to be selected by the Graduate & Professional Student Association	1 year term with an identified alternate
University Counsel	Ex Officio (voting)
Vice President for Finance and Administration (currently Acting CFO)	Ex Officio (voting)
Vice President for Health Affairs	Ex Officio (voting)

Vice President for Student Affairs	Ex Officio (voting)	
Vice President for University Advancement	Ex Officio (voting)	
Senior Vice Provost for Information Technology Services	Ex Officio (voting)	
Vice Provost for Research and Sponsored Programs	Ex Officio (voting)	
Vice President for Administration and University Chief Operating Officer (currently Acting COO)	Ex Officio (voting)	
President	Chair, non-presiding (non-voting)	
Chief of Staff for Internal Operations	Support Staff, non-voting	
Chief of Staff for External Operations	Support Staff, non-voting	
Secretary of the Board of Trustees	Ex Officio, non-voting	
SACS Liaison	Ex Officio, non-voting	
AVP for Planning and Decision Support and Chief Planning Officer	Ex Officio, non-voting	

AGENDA

University Council
Monday, July 10, 2017
(Consider New Meeting Location)
8:30 a.m. – 11:00 a.m.

1. Call to Order
2. Roll Call
3. **Standing Items**
 - 3.1 Review agenda
 - 3.2 Approve minutes of previous meeting
 - 3.3 President's Report
 - 3.3 Report of Completed Action Items from
 - 3.3.1 Academic Council
 - 3.3.2 Information Technology Council
 - 3.3.3 Facilities /Construction
 - 3.3.4 Research Council
 - 3.3.5 Faculty Senate/Staff Senate/ SGA
 - 3.4 Sub-Council Reports
4. **Action Items**
 - 4.1 Old Business
 - 4.2. New Business
5. Adjournment