SF ASA CC Working Group Charge

Group Name: Academic and Student Affairs Policy Group

Group Charge:

- Responsible for the effective consolidation of Community College policies and associated practices and rules to develop the policies and practices in the one college catalog

- Adhere to NECHE (Standard 9: Integrity, Transparency, and Public Disclosure), Federal (Title IV and IX), State, and BOR policies, as well as, when appropriate, other relevant policies for programs with specialized accreditation

- Determine the scope of need for consolidating policy and practice for the single college, including an audit of currently active policies and practices from the Board of Trustees Policy Manual, the Board of Regents Academic and Student Affairs Policies, and individual Community College policies
  - Identify consistencies and inconsistencies in policies and in the ways in which policies are operationalized at the colleges
  - Determine the policies, practices, and rules that need to be aligned in the single college and which can remain local to a campus
  - Determine criteria for which policies, practices, and rules will be aligned

- Create a work plan / timeline

- Make recommendations for and coordinate the process for aligning policies, practices, and rules

- Convene relevant stakeholders, including system wide councils and groups, to inform and make policy and practice alignment recommendations; these groups should include but are not limited to:
  - Academic Council
  - Student Affairs Council
  - Continuing Education Council
  - Admissions Council
  - Registrars Council
  - Deans of Administrative Affairs
  - Directors of Finance Council
  - Financial Aid Council
  - Advisors Council
  - Test Administrators Council

- Perform cost analysis / resource needs to operationalize policies
  - Work closely with the Banner and Technology Transition Team

- Make recommendations about the appropriate governance processes for approving aligned policies

Group Leads: Recommend the VP of Enrollment Management, an Academic Dean, a Dean of Student Affairs, and a Registrar

Group Membership: (13-15 members) Include representation from: Academic Deans, Admissions, Advisors, Banner Team, Continuing Education, Deans of Student Affairs, Enrollment Management, Faculty, Financial Aid, PA 1240 Council, Registrars, Student Activities, Test Administrators Council; all 12 colleges should be represented in this work group
Timeline for Work:
Spring/Fall 2019: Assemble group
By September 2019: Deliver initial audit – identification of existing policy areas to be considered for consolidation  
  Audit group membership: Manager responsible for delivering the audit
By December 2019: Deliver work plan
May 2021: Complete work and produce final draft of single catalog policies

Signed by Jane Gates,
CSCU Provost and Senior VP Academic & Student Affairs

05.13.19
Charge Date