

BAY STATE COLLEGE, INC.

**CHARTER OF THE ACADEMIC AND STUDENT AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES**

PURPOSE AND SCOPE

The primary function of the Academic & Student Affairs Committee (the "Committee") is to assist the Board of Trustees in fulfilling its responsibilities to ensure the College's academic programs are consistent with its mission and vision, are appropriate to a baccalaureate institution, and maintain a focus on quality and market relevance.

COMPOSITION

The Committee shall be comprised of a minimum of two trustees as appointed by the Board of Trustees, who shall be Trustees as defined in the bylaws of the College. Independent Trustees as defined in the bylaws of the College shall be referred to hereafter as "Independent Trustees". The Vice President of Academics shall be present at all regular meetings of the Committee and provide a report on matters pertaining to Academics and Student Affairs except when the Committee wishes to meet in the Vice President's absence.

The members of the Committee shall be appointed by the Trustees and shall serve until their successors shall be duly elected and qualified or until their earlier resignation or removal. Unless a Chair is elected by the Trustees, the members of the Committee may designate a Chair by majority vote of the full Committee membership.

The Committee may call on certain representatives of the Faculty Senate and Student Government Associations as invited participants in their meetings.

RESPONSIBILITIES AND DUTIES

Committee Meetings

1. At least annually, The Committee shall hold meetings with management each academic year, representatives of the Student Government and Faculty Senate, simultaneously or independently, and at any additional time as either the Board of Trustees or the Committee deems necessary;
2. The Committee shall provide sufficient opportunity for the College's Chief Executive Officer and Vice President of Academics to meet individually and privately with the Committee;
3. Minutes of each meeting will be kept and distributed to the entire Board of Trustees;

4. The presence of a majority of Committee members at any meeting shall constitute a quorum;
5. Members of the Committee may participate in meetings by means of conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, and such participation shall constitute presence in person at the meeting. The Committee may also act as otherwise permitted by law or the Company's Bylaws;

Scope of Responsibilities

- (1) Review and reassess the adequacy of this Charter periodically as conditions dictate and recommend any proposed changes to the Board for approval;
- (2) Review significant findings and recommendations of NEASC and the Massachusetts Department of Higher Education with respect to academic programs;
- (3) Regularly review results of learning outcomes assessment and associated corrective action plans;
- (4) Review and discuss the following with appropriate representatives of management:
 - (a) Program enrollment
 - (b) Program Retention
 - (c) Program currency and relevance;
- (5) Oversee the rank and promotion policy that applies to faculty at the college ensuring appropriate provision for teaching, service, and scholarship; and, ensure there are appropriate policies regarding work conditions, administrative procedures, and compensation for faculty; and, ensure fair methods for redressing grievances; and, oversee policies that give faculty reasonable contractual security; and, promote high professional and ethical standards for faculty;
- (6) Investigate other matters that are brought to the attention of the Committee within the scope of its mission. In performing its duties, the Committee may independently retain outside legal, accounting, or other advisors, and the Corporation will provide appropriate funding, as determined by the Committee;
- (7) Review all program self-study documents produced as part of the academic program review cycle;
- (8) Review annual student satisfaction survey results and, when appropriate, consider the student input and voice into deliberations to ensure an environment that is conducive to student success;

- (9) Approve policies and procedures relative to Freedom of Inquiry for faculty, students and staff to ensure the protection of the academic freedom of each faculty member;
- (10) Ensure appropriate independence of faculty and shared governance model is upheld via annual discussions with the chair of Faculty Senate;
- (11) Provide appropriate regular reports to the Board;
- (12) The Committee shall have such other duties as may be delegated from time to time by the Board.

General

1. The Board of Trustees shall have the right to modify or rescind any powers delegated to the Committee or to terminate the Committee in its entirety at any time or from time to time, provided that no such modification, rescission, or termination shall be deemed to cancel, limit, or otherwise adversely affect any action taken by the Committee within the scope of its authority prior to such modification, rescission, or termination.