

PEPPERDINE UNIVERSITY ACADEMIC COUNCIL CHARTER

Proposed Revision, 09/2019

Authority

The University Academic Council (UAC) is constituted under the authority of the Provost and President of Pepperdine University. This committee serves as the senior faculty body charged with oversight of all academic programs at Pepperdine University. The committee possesses authority to make decisions regarding academic policies, programs, procedures, and standards for the entire University, though decisions are subject to review and potential reversal by the Provost and President. Specifically, the following are normally considered to be under the purview of the UAC:

- University level academic policies
- Goals and elements for coordination of the entire academic enterprise of the university, particularly those that relate to program review, development of learning outcomes, and assessment plans
- Resolution, where necessary, of differences between the academic units of the University with reference to such matters as overlapping curricula, inconsistent degree requirements, variations in academic standards, and any similar points at issue
- Long-range academic goals, plans, and objectives of the University
- Maintenance and enhancement of academic quality and standards throughout the institution

In addition to these matters, the UAC is charged with reviewing and advising other committees, councils, or individual University managers on issues that impact the academic enterprise. In carrying out its responsibilities, the UAC may review items that are brought to it from the schools' academic councils, and it may also initiate discussions on its own.

Composition of UAC

The Provost or a delegate appointed by the Provost will chair the University Academic Council. The chairperson is a non-voting member of the UAC committee but is responsible for management of UAC materials, developing the meeting agendas,

calling meetings, and informing the Provost of committee discussion and recommendations. Voting members are 1) the deans of the five schools and the University Libraries, or a delegate selected by the dean from these bodies; 2) one elected faculty representative from each of the five schools, and 3) the Dean/**Executive Director** of International Programs **or an appointed faculty delegate**. Committee members who do not hold faculty status may serve in an advisory role, but only members with faculty status will vote on committee matters. The University Registrar, the Associate Provost for the Office of Institutional Effectiveness and Assessment, the Associate Provost of Finance, the Associate Provost for Online Programs, Associate Registrar, the Associate Director of International Student Services, and a representative from University Financial Assistance will serve on the UAC in advisory roles. Wherever possible, the faculty bodies responsible for selecting faculty representatives within each school should make multi-year appointments of two to three years to help ensure continuity of the Council.

Meetings, Quorum, and Voting

The UAC will meet monthly during the fall and spring terms, with the first meeting occurring in September and the last meeting occurring in June. The meeting shall typically occur on the fourth Friday of the month and will convene at 10 A.M. Voting will be by a simple majority. In the case of a tie vote, the committee can either table the discussion for a subsequent meeting, or forward the agenda item to the Provost as a split vote. A quorum for business shall be at least 1/2 of the voting membership, the UAC chairperson, and the University Registrar.

Agenda

Any member of the UAC may submit items for inclusion in the agenda of the regular meeting. Agenda items shall be submitted to the Office of the Provost at least two weeks prior to the regular meeting. The chairperson shall have discretion over the order and content of the agenda.

Consent Items

Routine items of a perfunctory nature, such as those that involve minor changes to course titles or descriptions, clarification of program or course requirements, removal of a course, changes in prerequisites, adjustments to the

sequences of courses, reactivation of a course, cross-listing of courses, or minor changes to the catalog, are defined as consent items. These items will be identified as consent items in the agenda of each UAC meeting and may be voted upon as a group. Any committee member may choose to activate a consent item for committee discussion and formal vote for approval. The chairperson is provided discretion to review and, in consultation with the University Registrar, to approve time-sensitive consent items outside of a formal UAC meeting. Prior to such action, the UAC committee will be notified of the item via email, and any committee member may request that the item be brought forward to a formal UAC vote. This request must be made within 2 working days of notification from the chairperson. Consent items addressed outside of a UAC meeting will be summarized in the minutes of the next UAC meeting.