

**Academic Advisory Committee
UC Washington Center**

July 2014

The UC Washington Center (UCDC) Academic Advisory Committee (AAC) provides advice on academic matters to the Executive Director of UCDC as well as to the UCDC Governing Council (Governing Council) and the UC Provost and Executive Vice President (or designee).

Membership

Membership on the AAC will consist of the following:

- *Campus representatives.* One faculty member or faculty administrator from each of the nine undergraduate campuses who has administrative responsibility for (or other close connection to) the UCDC program on the campus. Nominated by the campus Executive Vice Chancellor/Provost and appointed by the UC Provost or designee. These members will be Senate faculty and serve as long as they retain responsibility for UCDC on their campus. 9 members.
- *At-large faculty.* Three Senate faculty-at-large with interest in the academic goals of UCDC. Appointees should come from three different campuses (rotating among all nine campuses on a regular basis), represent a range of disciplines, and have experience with experiential learning, undergraduate curricular development, interdisciplinary programs, and/or organized research units. Appointed by the UC Provost from nominations forwarded by the Academic Council Chair. At least one member should be designated as the liaison to the University Committee on Educational Policy (UCEP). Three-year terms, renewable once, on agreement from the AAC Chair, the Academic Council Chair, and the UC Provost or designee. 3 members.
- *Ex-officio members.* Ex-officio members include the UCDC Executive Director; the UC Provost or designee; and the UCDC Manager of Business and Information Services. 3 members.
- *Chair.* With advice from the Chair of the Governing Council, the AAC Chair shall be appointed by the UC Provost from among the AAC members. The AAC Chair will also serve on the Governing Council as liaison from the AAC. Two-year term, renewable once.

Responsibilities

1. *Academic issues.* The AAC shall advise the Executive Director on key academic policy issues, including
 - Recruitment and selection of undergraduate students
 - Recruitment and selection of faculty for elective and unique, center-based instruction
 - Development of center-based curricula
 - Development of a common academic calendar

- Integration of internship program across all campuses
- Integration of coursework with campuses
- Use of distance and on-line learning opportunities.

Through the AAC Chair, the Committee will also provide input to the Governing Council in any academic issues the Council considers.

2. *Non-UC visiting faculty.* The AAC will play a special role in the review of non-UC visiting faculty through the following activities, all according to the agreement with the UC Provost and the University Committee on Academic Personnel (UCAP) on May 28, 2013 (see Appendix A):
 - Approval of the appointment of non-UC, visiting faculty
 - Review of annual report to UCAP, including evaluation of performance of visiting faculty
 - Review of and input into periodic audits of the visiting faculty program.
3. *Research and outreach.* The AAC will provide guidance on the development of research and public service initiatives at the Center.
4. *Serving as campus liaison.* Individual AAC members will serve as advocates for UCDC on their own campus, providing information on AAC issues to campus personnel involved in recruiting for and administration of the program on campus; they will be knowledgeable about their campus student selection and course approval processes; they will advocate for sufficient campus resources devoted to the program; and will assess the campus involvement in UCDC annually.

Meetings

The AAC will hold regularly meetings throughout the academic year, at least quarterly. As schedules and funding allow, the AAC should have two in-person meetings per year, at the Center, at UCOP, or on a UC campus. Other meetings to be held by teleconference.

Bylaws approved as amended by AAC, June 2014

Bylaws approved by Governing Committee Chair, July 2014

Bylaws approved by UC Provost, July 2014

Appendix A: May 28, 2013 agreement to process for UCDC visiting faculty program.