

**Governing Council
UC Washington Center**

DRAFT by-laws, October 2014

The UC Washington Center (UCDC) Governing Council (GC) has general oversight responsibilities for the UCDC program and advises the Executive Director as well as the UC Provost and Executive Vice President (or designee), to whom the Executive Director reports.

Membership

Members of the GC are appointed by the Provost and Executive Vice President based on input and nominees from various stakeholders. Membership on the GC will consist of the following:

- *COVC representative and Chair.* A senior academic administrator, usually a Provost and Executive Vice Chancellor, will serve as the chair of the Council. Chair convenes and leads meetings and serves as an adviser and strategist for the Executive Director and the Provost and Executive Vice President (or designee). S/he also serves as an advocate for UCDC with the President, Provost and Executive Vice President (or designee), and COVC. 1 member.
- *Chair of the AAC.* Chair of the UCDC Academic Advisory Council will serve on the GC to ensure coordination on issues. 1 member.
- *At-large faculty.* Two Senate faculty-at-large, preferably with experience at UCDC. Appointees should represent more than one discipline and have experience with program administration, experiential learning, interdisciplinary programs, and/or organized research units. Appointed by the UC Executive Vice President and 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). Substitutes may be designated. 2 members.
- *Undergraduate Dean.* 1 undergraduate dean. 1 member.
- *Facilities or housing staff.* A senior campus administrator in housing or facilities management. 1 member.
- *Student Affairs.* A Vice Chancellor or Associate Vice Chancellor for Student Affairs. 1 member.
- *UCOP Budget or Finance.* One senior administrator in budget or finance at UCOP. 1 member.
- *Ex-officio members.* Ex-officio members include the UCDC Executive Director; the UC Provost and Executive Vice President; the Vice Provost for Academic Personnel and Programs; and the UCDC Manager of Business and Information Services. 4 ex-officio members.

Terms of service. Members will serve 3-year terms, renewable once on approval of the Provost and Executive Vice President. Chair of the AAC and Ex-Officio members will serve by nature of their positions.

Responsibilities

1. *Central governance issues.* The GC shall advise the Executive Director and Provost and Executive Vice President (or designee) with regard to
 - Performance and evaluation and (where a vacancy exists) selection of the Executive Director.
 - Establishment of any fees that may be associated with student participation at the Center; for resident and non-resident students, UC and non-UC students.
 - Procedures at the Center, and alignment with campus-based practices and policies.
 - The annual operating budget.
 - Ongoing efforts to offer a high quality program to students at all undergraduate campuses.
 - The long-term facilities maintenance plan.
2. *Strategic Planning and reporting.* The GC will oversee ongoing strategic planning and evaluation and report on program performance annually to the UCProvost and to the University Committee on Educational Policy (UCEP).
3. *Coordination.* The GC will be informed of the issues and actions of the Academic Advisory Council (AAC) and any other ad-hoc committees or working groups.
4. *Operating rules.* The GC may formulate rules pertaining to its own operation and may create additional sub-committees and working groups as it deems appropriate. The GC shall meet no less than two times a year, with at least one meeting in-person. The GC will seek to meet in Washington, DC at least once every other year.
5. *Other member responsibilities.* Individual GC members will serve as advocates for UCDC on their own campus or at UCOP, providing information on GC issues to others involved in administration of the program at their location. They will be knowledgeable about their relevant campus processes, as appropriate.

Bylaws approved by GC, x-x-14

Bylaws approved by UC Provost, x-x-14

Appendix A: Academic Advisory Committee (AAC) by-laws. Approved, July 2014.