2005-2006
ASUCSD Bill #29
May 25, 2005

Submitted By: Harry Khanna, VP Academic Affairs

Subject: Approval of the Amendment to the ASUCSD Academic Affairs Charter.

The A.S. Council approved the Amendment to the ASUCSD Academic Affairs Charter. Document Attached.

Approved: consensus
Against: 
Abstain: 

Council Approval;
Certified by:

_________________________ _______________________
Presidential Approval: Date for Chair of the Council

_________________________
Date for President
ACADEMIC AFFAIRS CHARTER

ARTICLE I. NAME
The name of this organization shall be the ASUCSD Academic Affairs Office.

ARTICLE II. PURPOSE
The purpose of the ASUCSD Academic Affairs Office shall be:
1. To maximize student involvement in academic governance by strengthening student influence on the creation and implementation of University policy.
2. To initiate policy or other academics-related recommendations to the Academic Senate.
3. To research academic policies and issues of concern to students at UC San Diego.
4. To coordinate student representation to faculty and administration on issues of academic policy, academic life, and the academic environment on campus, in order to enhance the value and quality of undergraduate education.
5. To increase student awareness of relevant and important academic issues in addition to the processes whereby academic policy is formulated.
6. To initiate programs, committees, and task-forces that will benefit undergraduate students in the area of Academic Affairs.

ARTICLE III. STRUCTURE
A. ASUCSD Vice President: Academic Affairs, herein referred to as the “Vice President.”
B. Academic Affairs Chief of Staff Office Assistant: Internal
C. Academic Affairs External Assistant Office Assistant: External
D. Academic Affairs Office Assistant: Committee Coordinator
D. E. ASUCSD Academic Affairs Office Advisory Board
  1. Chair
     a. Vice President: Academic Affairs
  2. Vice-Chair
     a. Chief of Staff Committee Coordinator
  3. Voting Members
     a. Academic Affairs External Assistant
     b. All undergraduate representatives to Academic Senate Committees
     c. All undergraduate representatives appointed to campus-wide committees by the ASUCSD Academic Affairs Office
     a. Academic Affairs Office Assistant: Internal
     b. Academic Affairs Office Assistant: External
     c. Academic Senate Undergraduate Representative Elect
     d. Academic Senate Undergraduate Representative Elect
     e. Campus-wide Academic Committee Representative Elect
  4. Non-Voting Ex-Officio Members
     a. Representatives to the following Academic Senate Committees:
        i. Academic Freedom
        ii. Academic Information & Technology
        iii. Admissions
        iv. Affirmative Action & Diversity
        v. Campus & Community Environment
        vi. Distinguished Teaching
        vii. International Education
        viii. Library
        ix. Planning & Budget
        x. Preparatory Education
        xi. Undergraduate Scholarships & Honors
     a. ASUCSD President
     b. Task-Force Chairs
     c. ASUCSD Student Advocate, or his/her designee
     d. Representatives to the following campus-wide committees:
ARTICLE IV. POWERS AND RESPONSIBILITIES

A. Vice President: Academic Affairs
   1. Shall act as the representative from the Fall Quarter of the term through the respective
      Academic Year to the following bodies:
         a. Academic Senate Representative Assembly
         b. Academic Senate Committee on Educational Policy and Courses (CEP)
         c. Senior Vice Chancellor of Academic Affairs Program Review Committee
   2. Shall act as the representative to the UCSA Committee on Academic Affairs.
   3. Shall oversee all activities within the Academic Affairs Office.
   4. Shall select the membership of the Academic Affairs Office.
   5. Shall Chair the ASUCSD Academic Affairs Office Advisory Board
      a. Shall prepare or approve the agenda for all Advisory Board meetings prior to convening.
      b. Shall preside over meetings of the Advisory Board.
      c. Shall vote only in case of a tie.
      d. Shall be responsible for all finances relating to the Academic Affairs Advisory Board.
   6. Shall meet regularly with members of the Academic Affairs Board to formulate policies,
      agendas, and activities.
   7. Shall be responsible for all finances relating to the Academic Affairs Office.
   8. Shall use discretion in referring paid staff members in violation of these bylaws to the A.S.
      Vice President Internal or Judicial Board for personnel review and/or termination.
   9. Shall have final approval on all projects and actions taken by the Academic Affairs Office that
      do not come before the ASUCSD Council.
   10. Shall serve as, or appoint from the Advisory Board, the interim representative in the event of
       vacancy on any Academic Senate Committee.
   11. Shall be the official representative of the ASUCSD on all matters pertaining to Academic
       Affairs.
   12. Shall appoint all representatives to Academic Senate Committees, subject to confirmation by
       the ASUCSD Council.
   13. Shall appoint representatives to the following campus-wide committees:
         a. Chancellor’s Advisory Committee on Instructional Improvement
         b. TA Development Advisory Committee
         c. Program Review Committee
         d. Summer Session Advisory Committee
         e. Course Materials Fee Committee
         f. Enrollment Planning Committee
   14. Shall serve as an ex-officio member to all task-forces created through the Academic Affairs
       Office.

B. Academic Affairs Chief of Staff Office Assistant: Internal
   1. Shall share the responsibilities of the Vice President: Academic Affairs in the casework
      pertaining to the Academic Senate and the Committee on Educational Policy and Courses.
   2. Shall serve as the alternate representative to all Academic Senate and campus-wide
      committees the Vice President sits on the Committee on Educational Policy and Courses, in
      the instance the Vice President Commissioner cannot attend.
3. Shall review agendas for all Academic Senate meetings and further investigate issues that directly affect student interests.
4. Shall appoint Assistant Researchers, if necessary, with the final approval of the Vice President: Academic Affairs.
5. Shall assist the Vice President in communications with the Advisory Board, AS Council, student body, faculty, and staff.
6. Shall review academic policies and participate in the rewriting of the University academic policies affecting students which are outdated, unworkable, conflicting with other policies, or in violation of students' rights.
7. Shall maintain the Academic Affairs Office Archives.
8. Shall meet regularly with Representatives to Committees and Task-Forces appointed through the Academic Affairs Office.
9. Shall regularly collect and compile all reports from Committee Members.
10. Shall serve as Vice-Chair of the Academic Affairs Office Advisory Board
   a. Shall be a voting member
   b. Shall take and archive minutes of all Advisory Board meetings
8. Shall serve as a voting member on the Advisory Board.
9. Shall serve as an ex-officio member to all task-forces created through the Academic Affairs Office.

C. Academic Affairs External Assistant Office Assistant: External
1. Shall be responsible to the Vice President: Academic Affairs for development and operation of a research function to support efforts of the Academic Affairs office and Advisory Board.
2. Shall develop a system of quickly measuring the attitudes and opinions of various publics in relation to Academic Affairs issues.
3. Shall work to attain true student input in the formulation of University Academic policies and procedures.
4. Shall conduct and supervise attitude and opinion surveys.
5. Shall provide an intelligence system and reference file accessing whatever information is needed for decision making and for achieving the Academic Affairs Office objectives.
6. Shall serve as Chair of the Academic Affairs Advisory Board Subcommittee on Recognition and Acknowledgement.
6. Shall plan, coordinate, and execute a quarterly Finals Week event open to all members of ASUCSD.
7. Shall serve as the Advisory Board representative to the ASUCSD Finance Committee.
8. Shall serve as a voting member on the Academic Affairs Advisory Board

D. Committee Coordinator
1. Shall meet regularly with Representatives to Committees and Task-Forces appointed through the Academic Affairs Office.
2. Shall serve as the alternate representative to the Program Review Committee, in the instance the Vice President cannot attend.
3. Shall serve as Vice-Chair of the Academic Affairs Office Advisory Board
   a. Shall be a voting member
   b. Shall Chair the Advisory Board should the Vice President be unable.
   c. Shall keep the minutes of all Advisory Board meetings and submit them to the Academic Affairs Office Internal for archiving.
4. Shall act as a liaison between the Academic Affairs Advisory Board and the Representatives to the Academic Affairs Office Committees.
5. Regularly collect and compile all reports from Committee Members and submit them to the Vice President or the Internal Assistant.
6. Shall serve as an ex-officio member to all task-forces created through the Academic Affairs Office.

E. Representatives to Academic Senate or campus-wide Committees
1. Shall attend and represent the ASUCSD in all meetings of their respective Academic Senate or campus-wide Committees.

2. Shall meet regularly with the Vice President or the Chief of Staff Committee Coordinator to discuss topics brought up in their respective Academic Senate or campus-wide Committee meetings.

3. Shall submit a written report to the Chief of Staff Committee Coordinator regarding all meetings attended.

4. Shall elect two of the Academic Senate Representatives to voting positions on the Advisory Board.

5. Shall serve as a voting ex-officio member on the Academic Affairs Advisory Board.

6. Shall serve terms through the Academic Year.

F. Task-Force Chairs

1. Shall serve as chairs of all task-forces created through the Academic Affairs Office.

2. Shall regularly submit progress reports to the Committees Coordinator, the Vice President or the Chief of Staff, or the Internal Assistant.

3. Shall work with the External Assistant to attain true student input in the formulation of University Academic policies and procedures.

4. Shall perform research and compile information on such student academic rights issues and other tasks as delegated to them by the Vice President: Academic Affairs or the Committees Coordinator.

G. Academic Affairs Office Advisory Board

1. Shall serve as the principle academic advisory committee for the Academic Affairs Office and ASUCSD Council.
   a. Shall make formal recommendations on Academic Senate Issues brought before it by committee members and (or) the Vice President.

2. The board shall review and offer informal recommendations on all other issues brought before it by the Vice President or ASUCSD Council.

3. Shall contain a subcommittee on Recognition and Acknowledgement
   a. Shall formulate and review proposals and budget breakdowns for the Advisory Board and (or) Vice President in cases of special recognition, acknowledgement, and thanks.

4. Shall make informal recommendations to the Finance committee on Academic Affairs monetary expenditures brought before it by the Vice President: Academic Affairs, Vice-President Finance, or ASUCSD Council.

ARTICLE V. AMENDMENTS, SUSPENSIONS, AND RATIFICATION

1. Amendments to this charter may be proposed by any ASUCSD Council Member, or submitted to the ASUCSD Council on behalf of the Academic Affairs Office by the Vice President: Academic Affairs.

2. Ratification and amendments to this charter shall require a majority vote of the ASUCSD Council.

3. Suspension of this charter shall require a two-thirds vote of the ASUCSD Council.

Amended 1/14/04
Amended 3/3/04
Amended 05/25/05