

## **Extended Campus Advisory Council (Effective September 2005)**

### Overview:

The **Extended Campus Advisory Council** organizational model for extended campus representation has been established in response to the extraordinary growth in our domestic extended campus system over the past ten years to better reflect our contemporary University. Not only has the number and mix of Metro and Military campuses increased dramatically, we have also become more widely distributed. This growth and geographic dispersion has challenged our ability to coordinate effective, efficient, and productive communication.

### Mission:

The **Extended Campus Advisory Council** will elevate the level and extent of participation by U.S. extended campus representatives in the important systemic and strategic initiatives of the Office of Academic Affairs. This organizational model offers the opportunity to realize the following mission:

- To improve **communication** between US directors and St. Louis executive staff
- To provide **consultation** on important University issues
- To enhance **collaboration** between the extended campus system and St. Louis
- To advance the **coordination** of Academic Affairs activities and events

### Advisory Council – Operating Focus:

The Advisory Council's primary focus will be on "big-picture" planning and implementation activities. Whereas much time and energy of the previous Executive Staff model was devoted to many detailed, campus level operational issues, it is important to refocus the principal efforts of the Advisory Council to a more purposeful strategic perspective that will lead to improvements in operations, planning, and new initiatives. Examples of Advisory Council functions would include:

- Planning for resource allocations
- Involvement in assorted new initiatives
- Consultation with Enrollment Management, Finance, Marketing, Information Technology or Development Offices
- Participation on other University-wide Councils, Committees, or Task Forces
- Assist with the planning and implementation of the annual Directors Meeting
- Direction on policy and implementation of new initiatives

- Participation in strategic planning
- Consultation to the Executive Vice President and the Academic Affairs team
- Consultation on policy development
- Professional development

Advisory Council functions would not include:

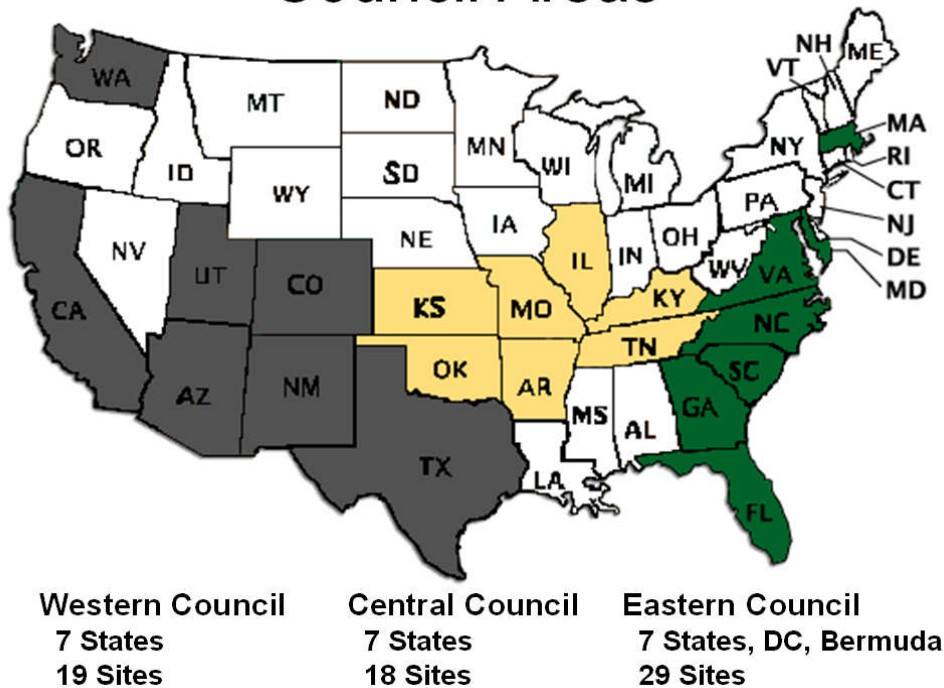
- Minor operational matters or complaints
- Personnel matters
- Grievances
- Management and supervision (not involved in the work of the local directors, regional directors, associate vice presidents, etc.)

Functions that are more operational in nature often times relate to questions about University business processes or other procedures. In these cases, directors who are presenting questions or concerns should seek to resolve the question with the specific office involved, working in conjunction with the appropriate associate vice president. If the issue is not office specific but is more broadly based, area Advisory Council representatives should be consulted and will serve as liaisons working with the appropriate associate vice president to resolve the matter. At times it may be necessary for representatives from the Advisory Council to work with an associate vice president to bring operational matters to the University's Friday Morning Group. This group of representatives from all offices of the University meets regularly to collaborate on systematic issues that affect broad areas of the university in order to find effective solutions.

#### Advisory Council – Organization and Structure:

The extended US domestic campus system will be organized into three geographic areas: East, Central, and West. The map below provides a view of these geographic areas and the alignment of current extended campuses within each area:

# Council Areas



## Extended Campus Advisory Council – Membership:

Three representatives will be elected from each geographic area, with no more than one representative per state when possible. Each representative will serve a three-year term. Regional Directors, Directors, and Assistant Directors with one year of service and in good standing are eligible to serve and to vote. Terms in each area will be staggered so that one new representative will be elected from each area each year. Interested candidates may be nominated or may self-nominate. Directors completing their term of service on the Advisory Council will wait at least one year before being eligible to serve again. Each area must have at least 1 metro representative and 1 military representative; hence, for a particular area in a given year, not everyone normally eligible may be eligible for election.

A committee comprised of the three outgoing council members will be responsible for planning and executing the election of new Council representatives. At the Annual Directors Meeting each area council will caucus to elect its new representative for the three-year term. Directors will assemble by area (East, Central, and West) to complete the election of their area representatives. Voting will occur on an area-by-area basis; Eastern area directors will vote for Eastern representatives, etc. Once the Advisory

Council membership has been elected, the members will designate a “Chair” of the Council to serve for the coming year.

Elected Council Membership:

	East	Central	West	Term Expires
1-Year Term				2006
2-Year Term				2007
3-Year Term				2008

Advisory Council – Operations:

The Extended Campus Advisory Council would regularly meet in St. Louis on a quarterly basis in order to foster consultation, collaboration, and communication on important issues and initiatives with the Office of Academic Affairs. In addition, council members from each area would likely meet at a regional level to address regional questions and to explore operational issues within each area. Additionally, the Executive Vice President may call a special meeting (or teleconference) as needed. Minutes of Advisory Council meetings, and other extended campus updates, will be regularly published and distributed by Academic Affairs. Annually, a report of the Advisory Council’s work and accomplishments will be published and distributed to all campuses. A committee comprised of the three outgoing council members and the Associate Vice President for Academic Affairs will be responsible for the full annual report.

The following are examples of possible Advisory Council agendas for these quarterly meetings. Specific decisions as to which university offices will participate in each Advisory Council meeting will be made with consideration of the natural flow of University business or activity in order to leverage the most appropriate timing for discussions with specific offices throughout the year.

**Quarterly Meetings and Example Agenda Activities:**

Quarter 1: June

- Prepare for Fall Directors Meeting

- ✓ Topics, speakers, recognitions for the conference
- ✓ Prepare for elections prior to annual meeting
- Review previous fiscal year performance
- Review new fiscal year resource allocations and plans
- Updates, reports, questions
- Consult with Academic Affairs team

#### Quarter 2: At Annual Directors Meeting - September

- Session(s) with all Directors and the full Council
- Discuss year's agenda and projects
- Meet with Academic Deans to discuss forecasted curriculum changes
- Sessions with Enrollment Management, Finance, Human Resources, Marketing, Information Technology, etc.
- Consult with Academic Affairs team

#### Quarter 3: December

- Focused topic such as Academics, Web Services, New Initiatives, Policy Implementation, or HR Issues. Council members would prepare beforehand, consult with constituents, etc.
- Collaborate on enrollment projections for next academic year
- Advise on Regional Faculty Meetings
- Updates, reports, questions
- Consult with Academic Affairs team

#### Quarter 4: March

- Focused topic such as Academics, Web Services, New Initiatives, Policy Implementation, or HR Issues. Council members would prepare beforehand, consult with constituents, etc.
- Prepare for Regional Faculty Meeting
- Review budget forecasts, including tuition rates
- Updates, reports, questions
- Consult with Academic Affairs team

