

---

## COMMITTEE CHARTER – ADMINISTRATIVE COUNCIL

---

### Reports to Executive Council

#### **Purpose:**

The Administrative Council serves as the primary interdepartmental operational forum for the purpose of advisement, communication and decision-making.

#### **Objectives and Authority:**

1. Assume responsibility for college strategic planning, including advisement to Executive Council, coordination of departmental plans, approval of specific strategic plan, and recommendation to Board of Trustees for strategic college directions.
2. Develop budget proposals and monitor ongoing financial performance.
3. Provide approval for operational policies and procedures. Examples include financial policies and student life initiatives.
4. Enhance communication throughout college of operational issues undertaken by the Council.
5. Advise Executive Council regarding other operational issues for which larger college perspective is desired.
6. Provide opportunity for departments to share operational concerns and present recommendations about issues having interdepartmental impact.
7. Conduct annual review of goals and accomplishments.

#### **Membership (Total = 20):**

President, Chair  
Dean for Undergraduate Academic Affairs  
Dean for Graduate Academic Affairs and Nursing  
Dean for Enrollment and Student Life  
Senior Finance Administrator  
Director of Division of Arts & Sciences  
Chair of Humanities & Social Sciences  
Chair of Sciences and Mathematics  
Director of Division of Nursing

Chair of AS Nursing and BSN Programs  
Chair of Diagnostic Medical Sonography  
Chair of Respiratory Care  
Chair of B.S. In Health Professions  
Chair of Physician Assistant Program  
Director of Student Finance  
Director of Student Life and Residence  
Director of Alumni and Career Services  
Registrar  
Director of Libraries  
Director of Academic Support Services

**Meeting Frequency:** Monthly

**DATE OF ORIGIN:** Faculty Handbook 2014-15

**LAST REVIEWED:** March 10, 2017

**LAST REVISED:** September 20, 2012

**REPLACES:**

**APPROVED BY:**

**EFFECTIVE DATE:** March 10, 2017