

EAST CATHOLIC SCHOOL ADVISORY COUNCIL



1/10/2017

Academic & Student Affairs Committee Charter

This document provides the basic framework of operation of the Academic and Student Affairs Committee, which is sanctioned by Section 7.1 of the East Catholic School Advisory Council By-Laws. This version of the charter was approved by the East Catholic School Advisory Council on January 10, 2017.

East Catholic School Advisory Council

ACADEMIC & STUDENT AFFAIRS COMMITTEE CHARTER

MISSION STATEMENT

Advise, assist and advocate the pursuit and maintenance of academic excellence and a faith-filled education of the East Catholic school community of faculty, students, administrators and parents.

ORGANIZATION AND EMPOWERMENT

The committee reports directly to the East Catholic School Advisory Council.

The committee is to be chaired by a member of the East Catholic School Advisory Council.

The committee chair is responsible for organizing committee work and making reports to the Advisory Council.

The committee makes suggestions to the Advisory Council. Once those suggestions to the Advisory Council have been discussed by the Council, the will be made to the Principal and Pastors.

FULFILLING THE COMMITTEE'S MISSION

Advising

The Committee can and should be expected to receive input from faculty, students, administrators and parents; HOWEVER, the Committee should not undermine or replace existing communication mechanisms.

Unless specifically authorized by the Council, the committee would not directly advise faculty, students, administrators or parents—the committee would normally provide all advice directly to the Council for discussion.

Examples of advice to the Council could include:

- Present unsolicited feedback received by Committee members from school stakeholders, along with any recommendations.
- Offer suggestions for improvements to existing academic activities.
- Offer suggestions for new academic activities, including expected learning outcomes.
- Provide analysis of existing academic activities. For example, this could include participation rates, real and perceived learning outcomes, strengths and shortcomings, cost/benefit, comparisons with peer institutions, etc.
- Offer suggestions for improvements that will enrich or otherwise improve the school's academic program.

Assisting

As the Committee is yet to be formed, there isn't much to say here right now and I'm reluctant to start a list of solution that aren't tied to known problems. Also, areas of focus will in some part be determined by the interest and talents of volunteer members. That said, it's easy to imagine things like:

- Assisting in the execution of new or existing activities. This would include organizing volunteers, donations, etc.
- Conducting surveys and performing comparative studies.
- Identifying and fulfilling resource needs.
- Creating and maintaining a talent database of stakeholders that the school may draw upon (e.g., grant writers).
- Outreach to organizations that can provide enrichment activities.

Advocating

Preparing information to help stakeholders better understand what happens at the school, and how to help (time, talent, treasure) to make the academic mission more successful. Actual communication would normally be handled by the communications team, not the academic committee.