

**NAME OF COMMITTEE:** Education Advisory Committee

**BACKGROUND:** MUSC's six colleges operate with substantial autonomy, a common feature among academic health centers. To facilitate the university's ability to work cohesively related to educational activities, policies, and decisions that affect all colleges, a university-wide academic committee has existed in various forms for over 25 years--first as the University Curriculum Planning and Coordinating Committee, then the University Education committee (1990 – 2000), and most recently, the Education Advisory Committee (established 2000). This charter reflects the current realm of activities and responsibilities of the EAC.

**CLASSIFICATION/TERMS OF APPOINTMENT:** The EAC is a university-level standing committee. Terms of service reflect ex-officio appointments.

**FORMAL CHARGES:**

1. Review and approve all new degree programs (following approval by relevant college-level curriculum committees).
2. Review and approve all degree program modifications that require submission to the South Carolina Commission on Higher Education.
3. Review university-wide results from annual student satisfaction surveys
4. Review university-wide results from students' evaluations of faculty and courses.
5. Advise the Office of Interprofessional Initiatives on the development of interprofessional courses and activities.
6. Review and approve university-wide academic standards and policies.
7. Discuss current issues and future issues in education that are of mutual interest.
8. Advise leadership related to the educational infrastructure.
9. Advise leadership in the formulation of university-wide programmatic needs and directions.

**REPORTING CHANNELS/PROCEDURES:** The EAC shall report to the Vice President for Academic Affairs and Provost through the Associate Provost for Educational Affairs and Student Life.

**MEMBERSHIP:** Membership of the EAC includes the Associate Provost for Educational Affairs and Student Life (Chair), the Associate Deans of Academic Affairs of each college (N=6), the Director of the Office of Enrollment Management, the Director of Instructional Technology and Faculty Resources, the Assistant Provost of the Office of Interprofessional Initiatives, the Director of the Library and Learning Resources, and the Director of the Office of Institutional Effectiveness & University Accreditation Liaison. Additional members to the Committee may be appointed at the discretion of the Chair.

**MEMBERSHIP APPOINTMENT:** All members are ex-officio. Faculty members at large may be appointed based on recommendations from the Chair of the EAC.

**TERMS OF MEMBERSHIP:** Concurrent with terms of office.

**SUBCOMMITTEES:** There may be ad hoc, task-oriented subcommittees appointed as needed.

**FREQUENCY OF MEETINGS:** The EAC meets monthly and may meet more often as needed.

**NOTICE OF MEETINGS:** Written notice of meetings, with an agenda and other pertinent materials, shall be distributed to committee members by the Office of the Associate Provost for Educational Affairs and Student Life at least 3 days in advance of each scheduled meeting. Committee members shall be invited to submit agenda items.

**COMMITTEE MINUTES:** Minutes shall be prepared of each meeting and disseminated in a timely manner to all committee members.

**STAFF SUPPORT:** Staff support shall be provided by the Office of the Associate Provost for Educational Affairs and Student Life

**AMENDMENTS TO THIS CHARTER:** Should any amendment to this charter be needed, the Associate Provost for Educational Affairs and Student Life will confer with EAC members and propose amendments to the Vice President of Academic Affairs and Provost for approval.

This updated EAC Charter is effective as of November 2015.



Mark Sothmann, PhD  
Vice President for Academic Affairs & Provost



Darlene Shaw, PhD  
Associate Vice President for Educational Affairs and Student Life  
EAC Chair