

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revisions to the Board of Regents Policy Manual
Date: January 19, 2005

Recommended Action:

Approve, as first reading, the revisions to section 1.06 – Interinstitutional Committees of the Board of Regents Policy Manual by rescinding the current section and substituting the proposed language found in Attachment B.

Executive Summary:

The name of the Interinstitutional Committee on Educational Coordination has been changed to Council of Provosts to eliminate confusion with other educational coordinating groups.

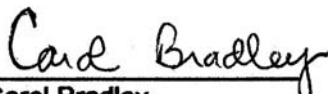
Distance Education has been added to the title of the State Extension and Continuing Education Council. The subsection relating to this council has been moved within Section 1.06 to reflect its relationship to the Council of Provosts more clearly. It was subsection 1.06 (C); it is now 1.06, (A),3.

New language indicates that the Council of Provosts will select a chair designee to serve a two year term. That name will be submitted to the President of the Board who will appoint the Chair.

There are no changes to the subsections relating to the Committee on Library Coordination or the Regent Committee on Educational Relations.

Subsection C now contains new language that includes the Iowa Public Radio Executive Council in the policy manual. The membership, mission and responsibilities are taken from the consultant's report and subsequent action taken by the Board at its December 2004 meeting. The responsibilities subsection will, no doubt, require further amendment as the implementation plan is developed.

Attachment A is the current section 1.06 and Attachment B is the proposed revision of that section.


Carol Bradley

Approved: 
Gregory S. Nichols

1.06 Interinstitutional Committees

The Board has approved several interinstitutional committees, identified as follows: Committee on Educational Coordination, Committee on Library Coordination, Regent Information Committee, Regent Committee on Educational Relations, State Extension and Continuing Education Council, and Committee on Affirmative Action and Equal Opportunity.

A. Committee on Educational Coordination

The Committee on Educational Coordination shall consist of the Provost from each of the three universities, appointed by the Board upon nomination of their respective presidents. A vacancy caused by death, resignation, or incapacity shall be filled for the remainder of the unexpired term by Board appointment upon nomination by the appropriate president. An ex-officio representative of the Board Office will be appointed by the Executive Director.

The function of the committee shall be to study such aspects of the relationships of the teaching, research, and service programs of the institutions as may be referred to it by the Board or that may come to its attention from other sources from time to time.

The committee shall report directly to the Board at each regular meeting; and its report shall, in each case in which the Board action is considered desirable, embody its recommendation in a form appropriate for such action, or be only factual if so directed by the Board. In case of disagreement among the members of the committee, majority and minority reports and recommendations may be submitted to the Board.

In order that the presidents of the three universities may be fully informed and may register agreement or disagreement with the terms of any report of the committee at the Board meeting at which the report is to be presented, the committee shall, not less than 10 days before submission of report to the Board, furnish a copy of the report to the presidents of the three universities. When majority and minority reports are submitted to the Board, each president shall be furnished with a copy of both.

1. Committee on Library Coordination

The membership of the subcommittee shall consist of the librarians of the State University of Iowa, the Iowa State University, and the University of Northern Iowa.

The powers and duties of the Subcommittee on Library Coordination shall be as follows:

- a. To organize and name its chairperson.
- b. To meet from time to time to consider matters in connection with the coordination of library resources.
- c. To consider such other related matters as might be referred to it by the Committee on Educational Coordination.
- d. To submit reports and recommendations to the Committee on Educational Coordination to be handled in the same manner as reports and recommendations of that committee are handled.
- e. To prepare an annual report for presentation to the Board of Regents at a stated time.

2. Regent Committee on Educational Relations

The committee functions are as follows:

- a. To establish closer relationships and cooperation with post-high school institutions in the state.
- b. To facilitate articulation between and among secondary schools and colleges in the state.
- c. To determine the acceptability of credit from nonpublic Iowa colleges not fully accredited by the regional accreditation association.
- d. To develop procedures for the validation or acceptance of credit in instances other than those delineated herein.
- e. To recommend for consideration by the Regents possible modifications in the general policy concerning admission of undergraduate students.
- f. To coordinate student record keeping practices and support joint research efforts related to student academic progress and performance within the Regent universities.
- g. To review appeals on residency classifications for admission and fee purposes on referral from the Board of Regents, State of Iowa, and to make recommendations to said Board on appeals so reviewed.

- h. To coordinate and make recommendations on other matters concerning relations with secondary schools and with other segments of post-secondary education as assigned by the Committee on Educational Coordination.
- i. To prepare an annual report for presentation to the Board of Regents, State of Iowa, at a stated time.

Organizational Structure

This committee reports directly to the Committee on Educational Coordination.

- a. Specific assigned committee responsibilities are received from the chairperson, Committee on Educational Coordination, and reports are submitted to the same committee.
- b. Joint committee meetings with the Committee on Educational Coordination are called by the chairperson, Committee on Educational Coordination.
- c. Ad hoc committees shall be set up as needed to undertake specific problems. Membership on these committees may be drawn from outside the Regent Committee on Educational Relations membership. The ad hoc committee shall report to the Regent committee acting as a whole.

Committee Membership

- a. The committee is comprised of four representatives appointed by the Board of Regents, State of Iowa, from each of the universities, including the registrar, the director of admissions, a representative from Academic Affairs Administration, and another academic representative.
- b. An ex-officio representative of the Division of Community Colleges and Workforce Preparation will be appointed by the state Director of Education. An ex-officio representative of the Iowa Association of Community Colleges, a president of an Iowa community college, will be appointed by the Executive Director of the Iowa Association of Community Colleges. These representatives will be non-voting members.
- c. An ex-officio representative of the Board Office will be appointed by the Executive Director. This representative will be a non-voting member.
- d. The term of service of each member will be at the discretion of the appointing authority.

- e. Officers of the committee shall consist of a chairperson and a secretary. The officers are to be elected at the last meeting of the spring semester for the forthcoming academic year. There shall not be more than one officer from each university.

B. Regent Information Committee

The committee shall consist of the principal information officer of each Regent university and a representative of the Board Office, to be designated by the Executive Director. The committee will meet "at the call" of the Executive Director.

The functions and responsibilities of the committee are as follows:

1. In general, to act as the professional information resource of the Board by combining the talents and resources of individual members and the organizations they represent into a unified and coherent information effort on behalf of the Board and its institutions.
2. To develop and implement such information projects as may be assigned to it by the Board and provide such information and assistance as may be requested by the Executive Director.
3. To develop and maintain for the Board at its Board Office an information system consisting of statistical and other vital information regarding all major aspects of institutional operations. The system should be designed to permit quick and accurate retrieval of information required by the Board, the Board Office, the institutions, the committee, and other agencies of state government, or the public.
4. To assist in the development for Board consideration of policy positions on matters having public relations implications by examining and making recommendations on the public relations aspects thereof.
5. To advise and make recommendations to the Board Office regarding any major policy matter which has or may have public relations implications.
6. To assist in the preparation of reports, brochures, pamphlets, and other factual or promotional material as required in support of legislation programs, public information efforts, or professional publications requirements of the Board.

The following relationships should obtain among committee members and between the committee and other elements of the Regent organization:

1. Individually, each committee member acts for his or her own organization; collectively, they act for the Board and its institutions. In either case, the member should be guided by the best interests of the entire Regent operation.
2. To function effectively, the committee must have a clear and continuing understanding of the programs, policies, and problems of both the Board and its institutions. There must, therefore, be a free exchange among committee members of documents, correspondence, background information, and oral briefings related to both institutional and Board matters which are, or may become, of public interest.

C. State Extension and Continuing Education Council

The State Extension and Continuing Education Council makes its reports and recommendations through the Committee on Educational Coordination.

The council is composed of two members from each of the three universities. Members are nominated by the presidents and appointed by the Board for three-year terms. Members are eligible for reappointment. At least one council member from each institution will, at the time of appointment, have administrative responsibility for the conduct of extension/continuing education work. The chair of the council rotates among the three universities on an annual basis.

The duties of the council are as follows:

1. To review the extension/continuing education resources and existing programs at the institutions and make recommendations for needed improvements.
2. To review the continuing and emerging problems of the people of Iowa with which extension/continuing education services should be concerned.
3. To make recommendations concerning expanded cooperative efforts and coordination to meet the problems studied.
4. To make recommendations concerning the establishment and operation of new programs or the discontinuance of a program.
5. To provide staff support at each institution for development of the annual distance education report to the Board of Regents, State of Iowa.

D. Committee on Affirmative Action and Equal Opportunity

The Committee on Affirmative Action and Equal Opportunity shall consist of two representatives from each of the institutions and the Board Office. The members shall be appointed by the Board upon nomination of their respective institutional heads and the Board Office. Their term of office shall be two years.

The responsibilities of the committee shall be as follows:

1. To organize and name its chairperson. The term of chairperson shall be one year and the office shall rotate among the institutions.
2. To meet periodically to develop common guidelines and general procedures for administration for Regent policies on equal employment opportunities and to exchange pertinent information.
3. To cooperate to minimize duplicative reporting as required by the Regent Equal Employment Opportunity Policy.
4. To prepare an annual report for presentation to the Executive Director who may include the report in the annual report on AA/EEO.

The committee shall seek the advice and assistance of the following:

1. Specialized personnel from each higher education institution who will act as consultants as needed.
2. The Iowa Civil Rights Commission.
3. Affected and interested employees, associations, groups, and organizations, such as human relations groups, labor organizations, and associations of manufacturers, contractors, and retailers, as may be appropriate and necessary in development and implementation of guidelines, procedures, and policies.

All minutes of the committee shall be sent to all Board members and institutional heads and the minutes shall be prepared in detail sufficient to reflect all ideas, statements, and proposed actions presented at committee meetings.

Recommendations of the committee shall be transmitted to the Board of Regents through the heads of the institutions and the Executive Director with such comments and recommendations as they may wish to make.

E. Interinstitutional Economic Development and Technology Transfer Committee

The Interinstitutional Economic Development and Technology Transfer Committee shall consist of members as follows:

- The Regent who chairs the Board of Regents Economic Development Committee,
- Three persons assigned to work on economic development, one from each university, appointed by the university President,
- Two persons assigned to work in research, one from SUI and one from ISU, appointed by the university President,
- Three persons from the Board Office staff appointed by the Executive Director, who may include the Executive Director.

The Committee chair shall be selected annually by the Regent who is chair of the Board's standing Economic Development Committee. The Committee shall meet throughout the year and shall regularly report on its activities to the Board's standing Economic Development Committee. The interinstitutional committee may at any time make recommendations to the Board's standing Economic Committee on policy and procedural matters related to the responsibilities of the interinstitutional committee. The Board's standing Economic Development Committee shall place such matters on the Board's docket as appropriate.

1.07 Special Committees

The Board may establish special committees on occasion. They shall exist only during the period required for the performance of their assigned duties and shall be discharged when their respective reports are accepted by the Board.

1.08 Membership on Other Boards, Commissions, Councils, and Committees

Members of the Board of Regents will also serve or appoint others to serve on a number of boards, commissions, councils, and committees. For example:

Iowa College Student Aid Commission (Iowa Code § 261)
Iowa Public Broadcasting Board (Iowa Code § 256.82)
Iowa Coordinating Council for Post-High School Education
Iowa Workforce Development Board (Iowa Code § 84A.1A)
Education Telecommunications Council
Iowa Student Loan Liquidity Corporation

A. Iowa College Student Aid Commission (Iowa Code § 261)

The Iowa College Student Aid commission, formerly known as the Higher Education Facilities commission, was established by legislation in 1990. The Commission is charged with preparing and administering a state plan, to be submitted to the Secretary of Education, regarding the participation of Iowa in programs authorized by the federal "Higher Education Facilities Act of 1963" and

amendments. The Commission also administers scholarship, tuition loan, and grant programs as described in Iowa Code § 261.

Membership of the College Aid Commission includes a member of the Board of Regents, State of Iowa, to be named by the Board, or the Executive Director if appointed by the Board. The Board representative shall serve for a four-year term, or until the expiration of the member's term of office.

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B. Iowa Coordinating Council for Post-High School Education

The main function of the council is to provide an effective means of voluntary cooperation and coordination among the various boards which are ultimately responsible for post-high school education in Iowa. The council provides a means for gathering data and information, studying problems and policies, and making recommendations to governing boards and institutions.

The general membership of the council consists of all colleges and universities in Iowa that participate in state supported student financial aid programs administered by the Iowa College Aid Commission and constituent organizations. The 24 voting members include three members of the Board of Regents, one of whom may be from the Board of Regents staff and the president from each of the three Regent universities.

There are also five non-voting ex-officio representatives, to include one staff member from the Board of Regents.

C. Iowa Workforce Development Board (Iowa Code § 84A)

The Iowa Workforce Development Board consists of nine voting members appointed by the governor and seven ex officio nonvoting members. The ex officio nonvoting members are four legislative members; one president or the president's designee of the University of Northern Iowa, the State University of Iowa, or Iowa State University of Science and Technology, designated by the Board of Regents on a rotating basis; one representative from the largest statewide public employees' organization representing state employees; and one superintendent or the superintendent's designee of a community college, appointed by the Iowa Association of Community College Presidents.

The rotating terms of Regent appointees shall be for a period of two years.

D. Education Telecommunications Council (Iowa Code § 8D)

The Education Telecommunications Council consists of eighteen members and includes the following: two persons appointed by the Board of Regents; two persons appointed by the Iowa Association of Community College Trustees; two persons appointed by the area education agency boards; two persons appointed by the Iowa Association of School Boards; two persons appointed by the School Administrators of Iowa; two persons appointed by the Iowa Association of Independent Colleges and Universities; two persons appointed by the Iowa State Education Association; three persons appointed by the director of the Department of Education including one person representing libraries and one person representing the Iowa Association of Nonpublic School Administrators; and one person appointed by the administrator of the public broadcasting division of the Department of Education

The council establishes scheduling and site usage policies for educational users of the network, coordinates the activities of the regional telecommunications councils, and develops proposed rules and changes to rules for recommendation to the commission. The council recommends strategic plans for enhancements needed for educational applications. Administrative support and staffing for the council shall be provided by the Department of Education.

E. Iowa Student Loan Liquidity Corporation

The Board of Directors has eleven board members appointed by the Governor of the State of Iowa from specific business segments and the general public, as follows:

Iowa banking institutions (2)
General public (2)
State Superintendent of Banking (ex officio)
Iowa private colleges
Iowa Regent institutions
Iowa area merged schools
State guarantor
Iowa savings and loan institutions
Iowa credit unions

Each board member is appointed for three years with the exception of the State Superintendent of Banking, who serves for the duration of his/her tenure in office.

1.09 Affiliated Organizations

Affiliated organizations comprise a wide variety of special activities and interests intended to support the mission of the Regent institutions (Iowa Code § 262.9(8)). Annually, each Regent institution is directed to report to the Board Office on its activities with affiliated organizations. Any irregularities or significant issues arising in

connection with affiliated organizations should be brought to the Board's attention immediately.

1.10 Public Broadcasting Station Advisory Council

In recognition of continuing state interest in the public radio stations each station shall submit a biennial report to the Board. The report may include a report from the advisory council, if one exists. These reports should include information on programming, funding, audiences, and related activities of interest to the Board.

1.06 Interinstitutional Committees

The Board has approved several interinstitutional committees, identified as follows: Council of Provosts, Committee on Library Coordination, Regent Information Committee, Regent Committee on Educational Relations, State Extension, Continuing Education and Distance Education Council, Committee on Affirmative Action and Equal Opportunity and Iowa Public Radio Executive Council.

A. Council of Provosts

The Council of Provosts shall consist of the Provost from each of the three universities, appointed by the Board upon nomination of their respective presidents. An ex-officio representative of the Board Office will be appointed by the Executive Director.

The function of the committee shall be to study such aspects of the relationships of the teaching, research, and service programs of the institutions as may be referred to it by the Board, the Education or Student Affairs Committee or that may come to its attention from other sources from time to time.

The committee shall report directly to the Education and Student Affairs Committee and its report shall, in each case in which Board action is considered desirable, embody its recommendation in a form appropriate for such action, or be only factual if so directed. In case of disagreement among the members of the committee, majority and minority reports and recommendations may be submitted to the Education and Student Affairs Committee.

In order that the presidents of the three universities may be fully informed and may register agreement or disagreement with the terms of any report of the committee at the Education and Student Affairs Committee meeting at which the report is to be presented, the Council of Provosts shall, not less than 10 days before submission of report, furnish a copy of the report to the presidents of the three universities. When majority and minority reports are submitted, each president shall be furnished with a copy of both.

The Council shall select its own chairperson to serve a two-year term. That name shall be submitted to the President of the Board who shall appoint the Chair.

1. Committee on Library Coordination

The membership of the subcommittee shall consist of the librarians of the State University of Iowa, the Iowa State University, and the University of Northern Iowa.

The powers and duties of the Subcommittee on Library Coordination shall be as follows:

- a. To organize and name its chairperson.
- b. To meet from time to time to consider matters in connection with the coordination of library resources.
- c. To consider such other related matters as might be referred to it by the Council of Provosts.
- d. To submit reports and recommendations to the Council of Provosts to be handled in the same manner as reports and recommendations of the Council of Provosts.
- e. To prepare an annual report for presentation to the Council of Provosts at a stated time.

2. Regent Committee on Educational Relations

The committee functions are as follows:

- a. To establish closer relationships and cooperation with post-high school institutions in the state.
- b. To facilitate articulation between and among secondary schools and colleges in the state.
- c. To determine the acceptability of credit from nonpublic Iowa colleges not fully accredited by the regional accreditation association.
- d. To develop procedures for the validation or acceptance of credit in instances other than those delineated herein.
- e. To recommend for consideration by the Regents possible modifications in the general policy concerning admission of undergraduate students.
- f. To coordinate student record keeping practices and support joint research efforts related to student academic progress and performance within the Regent universities.
- g. To review appeals on residency classifications for admission and fee purposes on referral from the Board of Regents, State of Iowa,

and to make recommendations to said Board on appeals so reviewed.

- h. To coordinate and make recommendations on other matters concerning relations with secondary schools and with other segments of post-secondary education as assigned by the Council of Provosts.
- i. To prepare an annual report for presentation to the Council of Provosts at a stated time.

Organizational Structure

This committee reports directly to the Council of Provosts.

- a. Specific assigned committee responsibilities are received from the chair, Council of Provosts, and reports are submitted to the same council.
- b. Joint committee meetings with the Council of Provosts are called by the chair, Council of Provosts.
- c. Ad hoc committees shall be set up as needed to undertake specific problems. Membership on these committees may be drawn from outside the Regent Committee on Educational Relations membership. The ad hoc committee shall report to the Regent committee acting as a whole.

Committee Membership

- a. The committee is comprised of four representatives appointed by the Board of Regents, State of Iowa, from each of the universities, including the registrar, the director of admissions, a representative from Academic Affairs Administration, and another academic representative.
- b. An ex-officio representative of the Division of Community Colleges and Workforce Preparation will be appointed by the state Director of Education. An ex-officio representative of the Iowa Association of Community Colleges, a president of an Iowa community college, will be appointed by the Executive Director of the Iowa Association of Community Colleges. These representatives will be non-voting members.
- c. An ex-officio representative of the Board Office will be appointed by the Executive Director. This representative will be a non-voting member.
- d. The term of service of each member will be at the discretion of the appointing authority.

- e. Officers of the committee shall consist of a chair and a secretary. The officers are to be elected at the last meeting of the spring semester for the forthcoming academic year. There shall not be more than one officer from each university.

3. State Extension, Continuing Education and Distance Education Council

The State Extension, Continuing Education, and Distance Education Council makes its reports and recommendations through the Council of Provosts.

The council is composed of two members from each of the three universities. Members are nominated by the presidents and appointed by the Board for three-year terms. Members are eligible for reappointment. At least one council member from each institution will, at the time of appointment, have administrative responsibility for the conduct of extension/continuing/distance education work. The chair of the council rotates among the three universities on an annual basis.

The duties of the council are as follows:

1. To review the extension/continuing/distance education resources and existing programs at the institutions and make recommendations for needed improvements.
2. To review the continuing and emerging problems of the people of Iowa with which extension/continuing/distance education services should be concerned.
3. To make recommendations concerning expanded cooperative efforts and coordination to meet the problems studied.
4. To make recommendations concerning the establishment and operation of new programs or the discontinuance of a program.
5. To provide staff support at each institution for development of the annual distance education report to the Council of Provosts.

B. Regent Information Committee

The committee shall consist of the principal information officer of each Regent university and a representative of the Board Office, to be designated by the Executive Director. The committee will meet "at the call" of the Executive Director.

The functions and responsibilities of the committee are as follows:

1. In general, to act as the professional information resource of the Board by combining the talents and resources of individual members

and the organizations they represent into a unified and coherent information effort on behalf of the Board and its institutions.

2. To develop and implement such information projects as may be assigned to it by the Board and provide such information and assistance as may be requested by the Executive Director.
3. To develop and maintain for the Board at its Board Office an information system consisting of statistical and other vital information regarding all major aspects of institutional operations. The system should be designed to permit quick and accurate retrieval of information required by the Board, the Board Office, the institutions, the committee, and other agencies of state government, or the public.
4. To assist in the development for Board consideration of policy positions on matters having public relations implications by examining and making recommendations on the public relations aspects thereof.
5. To advise and make recommendations to the Board Office regarding any major policy matter which has or may have public relations implications.
6. To assist in the preparation of reports, brochures, pamphlets, and other factual or promotional material as required in support of legislation programs, public information efforts, or professional publications requirements of the Board.

The following relationships should obtain among committee members and between the committee and other elements of the Regent organization:

1. Individually, each committee member acts for his or her own organization; collectively, they act for the Board and its institutions. In either case, the member should be guided by the best interests of the entire Regent operation.
2. To function effectively, the committee must have a clear and continuing understanding of the programs, policies, and problems of both the Board and its institutions. There must, therefore, be a free exchange among committee members of documents, correspondence, background information, and oral briefings related to both institutional and Board matters which are, or may become, of public interest.

C. Iowa Public Radio Executive Council

Membership

The Iowa Public Radio Executive Council shall consist of an appointee of the president of each of the Regent universities, a non-voting member from a statewide "Friends" citizen support organization to represent individual listeners and contributors and the Iowa Public Radio Executive Director.

Mission

Iowa Public Radio Executive Council shall oversee all public radio facilities and operations of the Regent universities which together shall be known as Iowa Public Radio and identified in print and on air as a service of the University of Iowa, Iowa State University and the University of Northern Iowa.

In doing so, the Iowa Public Radio Executive Council shall be guided by the following mission statement:

Iowa Public Radio reflects and enhances the civic, cultural and Intellectual life of Iowa, statewide and regionally, making the state a better place to live and work.

The station contributes to the outreach mission of the three Regent universities and fosters communication between the universities and Iowa residents.

Responsibilities

The Iowa Public Radio Executive Council shall:

1. Evaluate continuously the performance of Iowa Public Radio and report to the Board annually using established criteria;
2. Recruit, identify, select and annually evaluate an Executive Director for Iowa Public Radio;
3. Recognize an independent statewide "Friends" organization to receive, insert, and disburse funds on behalf of Iowa Public Radio.

D. Committee on Affirmative Action and Equal Opportunity

The Committee on Affirmative Action and Equal Opportunity shall consist of two representatives from each of the institutions and the Board Office. The members shall be appointed by the Board upon nomination of their respective institutional heads and the Board Office. Their term of office shall be two years.

The responsibilities of the committee shall be as follows:

1. To organize and name its chairperson. The term of chairperson shall be one year and the office shall rotate among the institutions.
2. To meet periodically to develop common guidelines and general procedures for administration for Regent policies on equal employment opportunities and to exchange pertinent information.
3. To cooperate to minimize duplicative reporting as required by the Regent Equal Employment Opportunity Policy.
4. To prepare an annual report for presentation to the Executive Director who may include the report in the annual report on AA/EEO.

The committee shall seek the advice and assistance of the following:

1. Specialized personnel from each higher education institution who will act as consultants as needed.
2. The Iowa Civil Rights Commission.
3. Affected and interested employees, associations, groups, and organizations, such as human relations groups, labor organizations, and associations of manufacturers, contractors, and retailers, as may be appropriate and necessary in development and implementation of guidelines, procedures, and policies.

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