



MINNESOTA STATE

---

**MINNESOTA STATE  
ACADEMIC AND STUDENT AFFAIRS  
COORDINATING COMMISSION  
CHARTER DOCUMENT**

**Type:** An ongoing committee with an advisory role to the senior vice chancellor for academic and student affairs and other system committee council groups as necessary.

**Purpose:** The Minnesota State Colleges and Universities Coordinating Commission (ASA-CC) will be the principal group responsible for advising the senior vice chancellor for academic and student affairs on academic and student affairs committees and taskforces that are proposed, planned, adopted, and/or implemented for system wide benefit.

**Scope and Responsibilities:**

1. Serve as a forum to plan and place new or emerging academic and student affairs-related issues in any or each of the councils or jointly for deliberation;
2. Serve as a venue for communication and sharing of information between or among councils to avoid duplication of effort; and,
3. Review major council activities and recommendations.

**Member Appointments:**

The Commission membership represents the following Councils:

- One chair from the Academic Affairs Council, Student Affairs Council, Policy Council and Technology Council;
- The Academic and Student Affairs staff leads to each Council; or,
- Alternates: In cases where the chair of a council is not available to attend and participate in meetings, an alternate may be designated to attend e.g. vice-chair, co-chair or chair-elect to that council.

**Coordinating Commission Member Expectations:** Members are expected to:

- Attend and participate in meetings as scheduled.
- Represent the positions of their councils.
- Communicate discussions and recommendations back to their councils.

**Commission Leader:** The Senior Vice Chancellor for Academic and Student Affairs or his or her designee shall be the convener of the Coordinating Commission.

**Committees (standing):** n/a

**Committees (ad hoc):** n/a

**Meeting Times and Dates:** The Coordinating Commission typically meets 4-5 times each academic year on a schedule and using formats agreed upon by the Commission. The system office will pay travel expenses for faculty, professional staff and student members as needed. Institutions and system office are expected to pay expenses for their respective representatives.

**Coordinating Commission Information:** The Coordinating Commission charter document, committee membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted publicly.

**Approval of Minutes:** Minutes from a Commission meeting will be sent to the Commission members electronically three weeks after a meeting. One week will be allowed for members to submit additions or corrections. If none are submitted, the minutes will be considered approved.

**Responsible Staff Member, System Office:**

Mary Rothchild, 651-201-1672

[mary.rothchild@minnstate.edu](mailto:mary.rothchild@minnstate.edu)

**System Office Staff Support:**

Sandy Loney, 651-201-1663

[sandy.loney@minnstate.edu](mailto:sandy.loney@minnstate.edu)

12/16/11; 1/6/12; 5/14/12; 9/25/13; 11/13/13; 09/10/14; 06/24/15; 12/06/17