

OUS Provosts' Council

Organization and Operation

(Adopted by the Oregon State Board of Higher Education on July 1, 2004; Amended and Approved by the Board's Academic Strategies Committee on June 23, 2011)

1. Charge of the Provosts' Council

- a. The Provosts' Council is responsible for making recommendations to the Chancellor of the Oregon University System (OUS) regarding (1) proposed new undergraduate and graduate degrees, (2) all other substantive changes to undergraduate and graduate academic programming at the OUS universities, (3) institutional mission alignment, and (4) other matters relevant to the academic operations of an institution or the System.

(Note: The term "OUS universities" includes Oregon Health & Science University in this document.)

- b. The Provosts' Council is responsible for considering and, where appropriate, for making policy recommendations to the OUS Board regarding community college and K-12 program articulation, student retention policies, and other questions or concerns which directly affect the quality of academic programs at OUS universities.
- c. Because the Council plays a key role in recommending and implementing Board policy affecting academic programming at the OUS universities, the OUS Vice Chancellor for Academic Strategies will work closely with the Council and with its provost co-chair to ensure effective communication regarding Board policies and their implementation.
- d. The Council will seek ways to work collaboratively in regard to state and federal grant opportunities and other initiatives which strengthen both the System as a whole and the individual universities.

2. Council Membership

- a. Membership of the Council shall be comprised of the provosts (or their designees) of Eastern Oregon University, Oregon Health & Science University, Oregon Institute of Technology, Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University. Each Council member (or designee) shall be a voting member.
- b. The OUS Vice Chancellor for Academic Strategies will serve as co-chair and a non-voting *ex-officio* member of the Council.

- c. Regular participation in Council meetings by non-member individuals appropriate to the agenda will be at the discretion and invitation of the Council co-chair. Such individuals would include a representative of the OUS Interinstitutional Faculty Senate (IFS) and other representatives from the campuses and OUS as appropriate.

3. Appointment and Duties of the Co-chair

- a. The OUS Chancellor will recommend to the Provosts' Council the provost co-chair to be endorsed during the regular June meeting. The provost co-chair may serve not more than two consecutive terms.
- b. The co-chairs shall be responsible for the operation of the Provosts' Council including setting meeting agendas, scheduling, convening, and chairing, publishing meeting minutes, and reporting the recommendations of the Council to the OUS Board, the Board staff, and other appropriate constituencies. The co-chairs represent the Council to other governing agencies as necessary.

4. Meetings

- a. The Council will hold regularly scheduled meetings.
- b. The co-chairs may call special meetings as needed or as requested by a majority of the Council members.
- c. A quorum is defined as five of the eight OUS (including OHSU) voting members present at a regularly scheduled Provosts' Council meeting.

5. Meeting Agendas

- a. The co-chairs will call for agenda items from the members at least three weeks in advance of regularly scheduled meetings. Agendas for regularly scheduled meetings will be posted to the Provosts' Council website at least one week in advance of the meetings.
- b. Exception to the regular agenda schedule may be made at the discretion of the Council co-chairs with the consent of Council members.

6. Operating Procedures, Degree Consideration, and Other Program Proposals

a. Program Submission and Review

New degree program proposals and other substantive curriculum business will be distributed electronically to Council members at least three weeks prior a regularly scheduled meeting for inclusion on the Council's agenda. During this time period, the

Council members will solicit written responses to the proposal from affected programs at their universities. These written responses will be shared with the proposing university provost when the proposal is officially considered as a Council agenda item. Whenever possible, the written responses will be shared prior to the Council meeting. The Council may act to approve the proposal or return it for further refinement.

b. Forwarding Approved Proposals

- (1) New undergraduate degree programs recommended by the Council will be forwarded to the OUS Vice Chancellor for Academic Strategies who shall act as OUS contact person for the Office of Degree Authorization (ODA). OUS will post the required electronic ODA program notification for the required notification period. At the end of this period, the Provosts' Council co-chairs will then forward the new degree proposal, with any comments, to the OUS Academic Strategies Committee of the Board for inclusion on the next Academic Strategies Committee agenda.
- (2) New graduate degree proposals will require an external program review conducted by the proposing institution with the support of the Provosts' Council co-chairs.

c. Consensus Recommendations

The provosts will attempt to approve curriculum and other business by arriving at consensus. Any provost may request an official vote by the voting members of the Council if consensus is not apparent. If a vote is called, approval requires a majority "yes" vote.

d. Program Proposal Formats

The standard OUS proposal formats for new degree programs, certificate programs, and other substantive changes will be used.

7. Administrative Support for the Council

- a. OUS Division of Academic Strategies will provide staff support for the Council.
- b. The support duties will include maintaining the Provosts' Council website, attending and recording Council minutes, distributing the minutes, report writing, correspondence, and other duties requested by the Council.