University College Mission & Values

Mission
University College supports the students, faculty, and staff of the undergraduate programs of the academic colleges through programs and services in academic advising and transfer services, student academic success centers, developmental education and first year programs.

University College provides access, guidance, and academic support to first-year, transfer, and adult students in a nurturing, diverse, respectful, and supportive environment; assisting students in making a successful transition to college and appropriate majors. Additionally, University College provides ongoing academic support to all undergraduate students throughout their college career at Wright State University while developing the foundations for civic engagement and lifelong learning.

Our Values

Collaboration
We collaborate with students, faculty, and staff of the undergraduate programs of the academic colleges to help ensure a successful and fulfilling academic experience for all students at the university.

Diversity
We recruit a staff rich in diverse experiences and perspectives. Because we value this diversity among ourselves, we embrace the diverse experiences and perspectives of Wright State’s students, faculty, and staff. We believe diverse perspectives produce better results.

Innovation
We commit ourselves to lifelong learning. We stay abreast of best practices in advising, academic support, and student development. We utilize our diversity and our commitment to lifelong learning to cultivate curiosity and experimentation in our methods in search of even better solutions to the problems of education.

University Mission, Vision & Strategic Initiatives (appendix A)

ARTICLE I: University College Staff

Organizational Chart (appendix B)

Section 1. Membership

The University College (UC) staff shall comprise all full- and part-time classified and unclassified staff & faculty members in the University College.

Section 2. Officers

The officers of the University College shall be the dean, associate and assistant deans.
Section 3. UC Staff Meetings

A regular meeting of the UC Staff shall be called by the dean, on average, once a semester during the academic year. Special meetings shall be called by the dean as needed, or upon written request to the dean of at least 25% of the staff. Regular and/or special meetings may only be cancelled by the dean.

Section 4. Conduct of Meetings

a. The dean or designated representative shall preside at meetings of the University College staff. Such meetings will be conducted informally, in the spirit of camaraderie (or, when warranted, in accordance with the most recent edition of Robert’s Rules of Order, Revised, insofar as those rules are consistent with these bylaws).

b. The dean in consultation with the University College Administrative Team (UCAT) shall prepare the agenda for each regular meeting. When possible, the agenda for each meeting shall be circulated one day prior to the meeting. After all items on the regular agenda have been addressed, additional items may be brought to the floor for discussion. Minutes shall be taken by the designated recorder and circulated to UC staff members prior to the next UC staff meeting. Meetings may be held with any number of the members of the staff; however, a quorum for transacting business shall be one-half plus one of the University College staff.

Section 5. Powers and Duties

a. The officers of the University College lead and/or carry out the mission and business of the college; appoint such committees as deemed appropriate; and make appropriate decisions on an ongoing basis, both independently and in consultation with one another as well as with UC staff in general, for the welfare and continued viability of the services we provide.

b. University College staff individually and/or collectively may recommend policies regarding academic issues; and investigate, discuss and make recommendations to the dean or any appropriate officer regarding any matter of interest to the college, staff and students.

Article II. The University College Leadership Team

Section 1. Membership

The University College Leadership Team shall be comprised of the dean, associate and assistant deans, and others as designated by the dean.

Section 3. Leadership Team Meetings

The University College Leadership Team shall meet regularly at a time and in a place determined by the dean, unless, by a majority vote, the Leadership Team shall otherwise determine. Special meetings shall be called by the dean or upon request to the dean.

Section 4. Conduct of Meetings
The dean or designated representative shall preside at meetings of the Leadership Team. A quorum shall consist of a majority of the members of the Leadership Team. All meetings will be conducted informally, in the spirit of camaraderie (or, when warranted, in accordance with the most recent edition of Robert's Rules of Order, Revised, insofar as those rules are consistent with these bylaws).

Section 5. Powers and Duties

The University College Leadership Team serves as the administrative and governing body of the University College. The University College Leadership Team represents the interests of all University College staff and students as well as the formally constituted units of the College; develops, in consultation with UC Staff, appropriate operational policies and procedures, and ensures daily adherence to them; preserves and honors the mission and values of the University College with a vision for the College’s future programs and services; ensures appropriate and efficient use of the College’s resources; and works with the dean to secure resources needed to ensure a viable future. As the administrative and governing body of the college, the Leadership Team communicates on an ongoing basis, including through UC Staff Meetings, with all UC Staff, as well as with all other UC constituents.

ARTICLE III. Committees of the University College

Section 1. Categories

a. The UC standing committees are:
   1. Retention Committee;
   2. First-Year Student Advisory Committee;
   3. Outreach Committee;
   4. Student Success Research Committee.

b. Subcommittees may be formed within standing committees as needed.

c. The Faculty Senate standing committee is:
   1. Undergraduate Student Success Committee.

d. Each UC unit may appoint its own committees as needed to carry out unit business.

e. Other committees may be appointed by the dean as needed.

Section 2. Membership

UC staff will be solicited for interest in serving on the college committees. The dean or dean’s designee will appoint committee members trying to meet the requests of the UC staff while ensuring each committee is appropriately staffed. Additionally, if appropriate, membership may include other university representatives, who have personally indicated an interest in serving on the committee, or who have been directly and personally solicited by the officer establishing the committee. Each committee may also have student representatives, including one or more from the UC Student Council. Each standing committee shall select a chair from among its members if not designated by the bylaws. The dean of the college or his/her representative shall serve as ex-officio/non-voting member of all committees.
Section 3. Conduct of Meetings

The committee chair or designated representative shall preside at meetings. A quorum shall consist of a majority of the members of the committee. Minutes of meetings shall be taken by the designated recorder and circulated to members prior to the next meeting. All meetings will be conducted informally, in the spirit of camaraderie (or, when warranted, in accordance with the most recent edition of Robert’s Rules of Order, Revised, insofar as those rules are consistent with these bylaws).

Section 4. Powers and Duties

The dean and/or the establishing officer shall define the powers and discharge of duties of each committee and determine each committee’s responsibilities. Committee chairs shall report all committee actions and recommendations to the dean and/or establishing officer for review and action within a time period specified. All committee chairs shall submit to the dean written reports each semester and report at the UC Staff meeting.

Section 5. Standing Committees

Standing Committees are composed of members representing the diversity of UC students served and include membership from across all units within the University College and, in some instances, members from strategic campus partners.

a. Retention Committee: The Retention Committee identifies initiatives that focus on implementing retention strategies at the department and college level. Retention initiatives may include micro targeting key population groups with the goal of improving retention rates, movement to major and outreach to students who have been academically dismissed. Additionally, the committee will focus on identifying barriers at the unit level, college level and university level that lead to students leaving Wright State University.

   1) Academic Standing Review and Appeals (ASRA) Sub-Committee. The Academic Standing and Appeals Sub-Committee serves as the judiciary board for UC actions related to college dismissals, reinstatements, readmission, issues related to academic standing, and course grade appeals. ASRA reviews and makes recommendations on all undergraduate petitions submitted by University College students. After review, the subcommittee shall forward petitions to the University Undergraduate Petitions Council for final action. The subcommittee is chaired by the Lead Advisor/Coordinator for Retention. The lead advisors and Assistant Dean for Academic Advising are permanent members.

   2) Scholarship Sub-Committee. The Scholarship Sub-Committee evaluates and implements procedures and policies affecting the CJ McLin Jr. Scholarship program, review and determine final actions on all University College scholarship applications, grants, special assistance requests, appeals, awards, and aid requests.

b. First-year Student Advisory Board: The First-Year Student Advisory Committee identifies and reviews the major components of first-year experience activities, identifies the learning objectives and developmental theories of those activities, and makes recommendations for improvement and implementation of programs and activities for first-year students. The First-Year Student Advisory Committee aims to achieve a seamless student experience of welcome
and success, from admission and participation in orientation through the first year and into the second year. The First-Year Student Advisory Committee will approve grant proposals from first-year seminar instructors to enhance first-year seminars with co-curricular activities and review award nominees to select instructional team recipients of First-Year Seminar Awards.

c. Outreach Committee: The Outreach Committee oversees efforts to share information about programs and services and build community with internal and external constituents through efforts to coordinate events, improve morale, increase productivity, and provide ongoing educational opportunities. The committee develops strategies, policies, and procedures related to enhancing communication and marketing of University College services, goals, and accomplishments. The Outreach Committee also evaluates and provides recommendations on professional development opportunities to ensure University College provides high impact practices by exceptionally qualified staff and faculty.

d. Student Success Research Committee: The Student Success Research Committee conducts and disseminates research about current high-impact practices in student success; creates and reviews the procedures and technology needed to establish and maintain an efficient and sustainable data collection system; coordinates the collection of and analyzes Wright State University’s student success data; establishes reporting requirements and standardize metrics for student success. The committee makes recommendations to the Provost, and the deans of the degree-granting colleges and University College to help guide and fulfill the university’s data-driven strategic focus on student success. The committee may establish subcommittees and/or working groups as needed to fulfill its charge.

The committee is composed of Executive Director of Student Success/Associate Dean (Chair), Assistant Dean of Academic Success & Foundation Studies, Assistant Dean of Academic Advising, and four (4) additional members of University College to be selected by the Dean from among the remaining members of the leadership team and staff at large (selections should be made with an eye toward balancing representation from all University College units). Additional members include: University College Administrative Support Coordinator or other person responsible for supporting internal data systems, designated representative from CaTS with the authority to establish and maintain the necessary data system infrastructure, designated representative(s) from Institutional Research.

Section 6. Faculty Senate Committee

a. Undergraduate Student Success Committee: The Undergraduate Student Success Committee shall plan, develop, and provide ongoing evaluation and improve the effectiveness of first year seminars, and learning communities, as well as other aspects of the first-year experience. This includes, but is not limited to, long-term oversight of first-year outcomes and remediation strategies for conditionally admitted students. The committee will also review and assess outcomes to increase the preparedness of students from local and area high schools to enter Wright State University. Committee responsibilities include meeting at least once per term, keeping minutes and attendance, providing Faculty Senate Executive Committee with a copy of meeting minutes within seven working days of meetings, and submitting other reports to the Faculty Senate as requested. Committees must meet face to face at least once per term. Otherwise, routine committee business may be conducted either by e-mail or through a secure web page. At the discretion of the committee chair or at the request of a majority of committee
members, the committee will meet face to face to conduct business. Electronic votes shall be treated as roll call votes and sufficient members must vote on each item of business to constitute a quorum of the committee. Members shall be given five (5) business days in which to cast a vote. The committee chair shall maintain a record of each vote cast. One faculty member from each undergraduate college (appointed by the Faculty Senate) and up to three University College faculty/staff directly involved with the first-year experience (appointed by the Dean of University College). A faculty representative may designate an alternate faculty representative who has voting privileges when the regular member is absent. Committee members shall serve two-year staggered terms.

ARTICLE IV. Advisory Board

University College shall have an advisory board consisting of members of both the Wright State and local community to review UC programs and to provide input on methods for improving UC services and programs. The Advisory Board will meet at least once a semester. UC staff may recommend candidates for membership on the Advisory Board to the dean.

ARTICLE V. Selection and Review of the Dean

If a vacancy occurs in the Dean’s position, all applications for the position will be made available for staff review. In the case of an external search, candidates’ visits to campus will be scheduled in order for staff to have an opportunity to interview the candidates and provide input to the review process. In consultation with the UC staff, the Provost may make an internal appointment to the Dean’s position.

The Dean will be reviewed according to the terms of the University document, “Review of University Administrators,” developed by the Provost’s Office. That document specifies that formal feedback be solicited from the entire undergraduate faculty and colleges as well as from UC staff on a five-year basis, though informal feedback may be solicited and/or given annually.

ARTICLE VI. Amendments

Amendments may be initiated by the Dean, by the University College Leadership Team, by majority vote of UC staff at a properly called meeting, or by submission to the Dean of a petition signed by at least 20 percent of the UC staff. No amendment shall be recommended unless distributed in writing to all members of the UC staff at least two weeks in advance of the meeting.
APPENDIX A

Wright State University Mission Statement
We transform the lives of our students and the communities we serve.

We will:
- build a solid foundation for student success at all levels through high-quality, innovative programs;
- conduct scholarly research and creative endeavors that impact quality of life;
- engage in meaningful community service;
- drive the economic revitalization of our region and our state and empower all of our students, faculty, staff, and alumni to develop professionally, intellectually, and personally.

Vision Statement
Wright State University, inspired by the creative spirit of the Wright brothers, will be Ohio’s most learning-centered and innovative university, known and admired for our inclusive culture that respects the unique value of each of our students, faculty, staff, and alumni and for the positive transformative impact we have on the lives of our students and the communities we serve.

Values
Wright State University values
- **People**: Success, diversity
- **Learning**: Discovery, innovation, scholarship
- **Partnerships**: Regional, entrepreneurial, global
- **Relationships**: Collegial, professional, ethical
- **Sustainability**: Social justice, economic opportunity, environmental protection
- **Stewardship**: Fiscal, intellectual

University Strategic Initiatives addressed by University College

**Goal 1: Academic Quality and Program Distinctiveness**
Enhance our distinctive learning experiences to produce talented graduates with the knowledge, skills, and dispositions essential for lifelong learning and the ability to lead and adapt in a rapidly changing world.
- **Objective A**: Assess student learning and program level outcomes; gather and analyze data; and use results to improve learning.
- **Objective B**: Enrich academic and professional programs.
- **Objective C**: Recruit and retain a nationally/internationally recognized diverse, learning-centered faculty and staff.

**Goal 2: Student Access and Educational Attainment**
Enhance student access and success of a diverse student body through quality and innovative instruction and student life programs that lead to graduation and career placement.
- **Objective A**: Improve the enrollment and retention of direct-from-high-school, graduate, and nontraditional student populations.
- **Objective B**: Enhance degree completion.
- **Objective C**: Develop effective educational processes to assist students in meeting post-graduation career and educational goals.
Appendix B

University College & Student Success
effective July 1, 2016

Academic Success Centers (SC 122) & Foundations Studies (SC 222)