

## **ADMINISTRATIVE COUNCIL**

**Chairperson:** Provost and Vice President for Academic Affairs

**Secretary:** As appointed by Chairperson

### **Voting Members:**

1. Chairperson of the Council
2. The Deans of the undergraduate colleges
3. Dean of the School of Law
4. Dean of University Ministry
5. Director of Registration Services
6. Director of Administrative Services
7. Dean of Admissions and Enrollment Management
8. Dean of Libraries
9. Associate Vice President for Student Affairs
10. Chairperson of the University Senate
11. Dean of Summer Sessions
12. Director of the Jesuit Center
13. Vice President for Business and Finance (or appointee)
14. Vice President for Institutional Advancement (or appointee)

### **Non-voting Members:**

1. SGA representative
2. Executive Director of Information Technology

### **Terms:**

1. SGA Rep may be SGA President or appointed by SGA to serve an annual term. All remaining members serve ex officio.

### **Purpose:**

This committee reviews the administrative policies and practices of the University as they relate to the academic calendar, registration issues, and student services in support of academic affairs.

### **Duties:**

1. It shall establish the academic calendar for each year and submit the recommended calendar to the Administrative Council for final approval.
2. It shall serve as a review board on matters concerning registration issues and student services in support of academic affairs, and other appropriate matters.
3. It shall normally meet monthly during the academic year.

The Administrative Council shall report to the President through the Provost and Vice President for Academic Affairs.