

Student Operations Committee Memorandum of Understanding with the Student Progress & Promotions Committee

Purpose

The Student Operations Committee serves as subcommittee of the Student Progress and Promotion Committee (SPPC) in which Student and Academic Affairs collaborate to monitor the progress of all students through the curriculum. Responsibilities of the SOC are to monitor student progress, review student performance data, identify mechanisms to support students through the curriculum (e.g., monitor progress on remediation plans, target specific staff check-ins, connect with campus/community resources, etc.), and consistently apply policies.

Membership

Members of the Committee consist of representatives from Student and Academic Affairs. Associate Deans for Academic and Student Affairs identify representatives to this Committee which may include but not limited to the following members:

- Associate Dean for Student Affairs
- Associate Dean for Academic Affairs
- Assistant Dean for Curriculum
- Director of Student Affairs
- Director of Student Success
- Registrar
- Director of Program Evaluation and Student Assessment
- Associate Director of Academic Skills Support

Authority and Scope

SOC makes operational decisions related to Student and Academic Affairs administrative duties and responsibilities within their scope of supporting students, upholding and implementing policies, and monitoring the academic progress of students. These operational duties include overseeing remediation plans for individual students (i.e., required check-ins), approval of external surveys involving medical students, and recommending steps/meetings to foster their progress in the curriculum.

SOC supports policies and procedures by preparing documentation, accounting for individual student situations, and offering recommendations in which SPPC is the named authority for rendering a decision. These policies and procedures include, but are not limited to:

- Step Delays
- Leave of Absences

SOC reviews policies for consistency and fairness, as well as identifies and drafts additional policies to be considered for approval by the appropriate faculty standing committee or Carle Illinois' Executive Leadership Team.

SOC serves as a consultive resource for the Associate Deans for Student and Academic Affairs in which members offer advice and insight to inform decisions in the scope of their roles such as administrative leave.

SOC relies on consensus to make operational decisions and recommendations to SPPC. When consensus is not rendered for operational decisions the appropriate Associate Dean may make the final decision or they can defer to SPPC. For non-consensus recommendations related to policies and procedures in which SPPC has oversight, a member of SOC will present the individual case to SPPC that reflects the different perspectives of the SOC membership.

This memorandum was approved by the Student Progress and Promotion Committee on May 13, 2021 and may be reviewed every three years or early at the request of SPPC.