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| <b>BGSU Firelands</b><br>Governance Document Instruction | Academic Committees     | AAC Chair Duties |
| Approved by:   | Date Revised<br>2-20-07 | <b>FC 4031</b>   |

**PURPOSE**

Provides a suggested list of duties of the Academic Affairs Committee (AAC) Chair.

**INSTRUCTION**

The Chair of the AAC should:

preside over meetings.

arrange for chair selection of Academic Review Board and Program Review Committee.

remind department chairs in March of the need to elect members to the committee by the end of April.

notify the Dean's secretary and Instructional Services Office of the committee membership no later than the first week of May. They will prepare the college wide committee list and prepare for distribution of minutes and other documents regarding committee matters.

provide committee membership with a copy of the Ohio Board of Regents (OBOR) *Operating Manual for Two-Year Campuses* (available from the OBOR site) and relevant copies of the governance document and bring attention to relevant forms and information on the Provost's web pages.

be aware of the procedures and filing methods for the archive of committee minutes in the Instructional Services Office and the Office of the Dean.