

**Montana State University Billings  
Council of Accreditation and Assessment  
BY-LAWS**

**PURPOSE**

The purpose of the Council of Accreditation and Assessment (AA Council) shall be to oversee and coordinate University assessment and accreditation process, and determine completeness of all necessary reports regarding University assessment and accreditation.

**MEMBERSHIP and TERMS OF MEMBERSHIP**

Members of the AA Council shall commence through volunteer or appointment. The term of membership shall be two (2) years, renewable by mutual consent of the member and the Council. The membership year shall commence fall semester (August), annually.

- Administrative Vice Chancellor (or designee)
- Vice Chancellor of Student Affairs (or designee)
- One representative of the General Education Committee
- College Deans (or designee) (5)
- Director of the Library (or designee)
- One representative of the Academic Senate
- One student representative
- One representative from Graduate Studies
- One representative from International Studies
- One faculty representative from each college (5)
- One representative from staff senate
- One representative from University Relations
- Support staff (2), Budget office designee, IR office designee

**CHAIR**

The AA Council shall be chaired by the Vice Provost for Academic Affairs (non-voting)

**MEETING SCHEDULE and RULES OF OPERATION**

The AA Council shall meet monthly during the academic year and in the summer as necessary.

The committee shall strive to achieve consensus. Formal rules of order shall apply only in instances when consensus cannot be reached. A quorum consisting of a simple majority will be necessary for decision making by consensus or vote.

Ad hoc subcommittees may be formed as necessary for specific tasks in limited timeframes and will be disbanded when the task is achieved.

**COMMITTEE RECORD and OVERSIGHT**

The AA Council reports directly to the Provost and Vice Chancellor for Academic Affairs (P&VCAA) through the chair. The reporting schedule will be determined by the needs of the P&VCAA and the immediate/continuing responsibilities of the committee.