

# HSC ACADEMIC TEAM

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## GENERAL

The HSC Management Group has established a series of teams to oversee various portions of the Health Science Center building operations. The HSC is a cooperative venture and it is expected that arrangements will be worked out between member organizations to most effectively and efficiently deliver the services for the good of the whole.

The Team Chair, or a designee, will report on the status of activities to the HSC Management Group on a routine basis. The Team Chair is encouraged to attend the HSC Management Group meeting, as a non-voting member, when there are applicable items to bring forth to the HSC Management Group for discussion and/or decisions on Team recommendations.

## VALUES, MISSION & VISION

**Core Values:** We will act with integrity characterized by mutual respect, honesty and trustworthiness with a commitment to do good.

**Mission Statement:** We provide academic leadership and optimize the use of Health Science Center resources for the HSC community in order to create and share knowledge, provide service to the community as we educate healthcare professionals.

**Vision Statement:** Our vision is excellence in academic programs within a collaborative, interdisciplinary learning environment.

## CHARGE

The Academic Team is an advisory team to the HSC Management Group and the main focus will be on issues relevant to:

- A. Faculty having adequate educational tools "inside the classrooms, labs and teaching areas" to service the students and their instructional needs.
- B. Discussion on additional collaborative programming development with the Partner organizations.
- C. Evaluate and offer recommendations related to building, technology and service support to ensure instructional needs are met.

This would include:

1. Making routine non-budgetary decisions that affect the faculty and teaching areas. (ie: office space requests, sharing lab space, using student computer lab for testing)
2. Suggested improvements as technology and instructional needs change etc. Members of the Academic Team (individually or jointly) would complete an Instructional Support Technology Improvement form and forward to the HSC IT/AV Team for review.
3. Reviewing, updating or creating policies that affect Academic Staff. If the policy would create a potential HSC budget change, it should be discussed by the Academic Team and a recommendation provided to the HSC Management Group. (ie: longer building hours, joint equipment replacement etc.). Joint equipment for programs would be discussed among the applicable programs since this would not fall under the HSC operating budget.
4. Any "charges" the HSC Management Group requests of the Academic Team will be discussed and a recommendation would be provided to the HSC Management Group for further review and final decision.
5. Other areas of input:
  - Distance Education Scheduling
  - Class Scheduling
  - Program Assistance Issues
  - Service Operations Involving Academic Matters
  - Collaborative Programming
  - Shared Support Systems
  - Staff Development Joint Efforts
  - Innovative Planning

## MEMBERSHIP

It is the intent that the Academic Team members consist of representatives of the member organizations occupying space in the building and are individuals that typically oversee these functions in their respective organizations.

## OPERATIONAL

- The team will elect its own chair, from those Partners using 5% or more of the HSC, and will alternate this position on an annual basis
- The team will meet monthly during the academic year (Sept-April) as necessary
- The team will record its own minutes and forward a copy to the HSC liaison
- The team will report, upon notice, to the HSC Management Group
- The team will invite attendance from other individuals and staff as needed to provide expertise and information
- The chair will provide a staff person from their respective organization to assist with the agenda, send out the e-mail notice and take minutes
- The process for determining recommendations and decisions will be discussed and voted on by the current team members in attendance. Currently items are brought forth for discussion and if necessary, an ad hoc committee is formed to review the issue and options are brought forth to the next Academic Team meeting. The ad hoc committee will be representative of all departments affected by the issue.
- For each meeting, the intent is to have relevant agenda items, team discussion and team consensus on resolution
- All agenda items should be forwarded to the Team Chair by the 3<sup>rd</sup> Wednesday of the month with a brief description of the item
- Items that need to move forward quickly will be distributed via e-mail for team input

Approved: Academic Team – January 22, 2007  
HSC Management Group – February 12, 2007  
HSC Management Group – July 14, 2010  
Academic Team – October 22, 2012