# University Flexible Learning Council Bylaws

## Mission

The University Flexible Learning Council innovates delivery of academic curriculum to enable anytime, anyplace, anyhow, and any pace learning.

## Vision 2030 Alignment (Strategic Initiative #1B and #2B)

By strategically increasing the supply of quality flexible learning options, UVU will enhance student success by simultaneously improving access to education, reducing barriers and time to completion, and increasing the likelihood of student persistence and completion.

Utah Valley University has benefitted from sustained growth in campus enrollments. Because Utah county is predicted to lead the state in future growth (more than 200,000 additional residents aged 19-44 by 2050\*), UVU must innovate beyond the traditional on-campus, 8AM-5PM delivery model to meet demand. There is also evidence that mixed modality bolsters student persistence and makes it more possible for students to carry a full credit load. Because the delivery of the academic curriculum is complex and engages many functional areas and eight colleges/schools, the Flexible Learning Council necessarily encompasses broad membership from academic affairs, student affairs, marketing, and budget/planning.

## Composition

**Members**: The University Flexible Learning Council (UFLC) is composed of broad campus representation including the following:

Associate Dean as designated by the Dean of each college/school (8)

College/School FLC Chairs (faculty) - elected by majority vote (8)

Faculty Senate- voted in by the Senate (1)

Enrollment AVP (1)

Academic Programs Associate Provost (1)

Advisor manager as selected by them (1)

Completion as selected by AVP (Ex)

Registration as selected by AVP (Ex)

Scheduling office as selected by AP (Ex)

OTL as selected by Senior Director of OTL (3)

Academic IT/IT as selected by AP (1)

Marketing as selected by VP (Ex)

COED as selected by AP (1)

Students as selected by UVUSA President (1)

Committee Co-Chair (1 per)

Others may attend, but voting is limited to those on the council and no member holds more than one vote. There are no term limits but inactive members may be asked to step down.

**Accountability and Oversight**:

The UFLC is accountable to the Provost and Vice President of Academic Affairs with the Associate Provost of Academic Programs serving as the executive sponsor for the UFLC. UFLC oversees the eight CFLCs. CFLC representatives may include an experienced full-time faculty member from each department, the associate dean, advising, and others. Each CFLC oversees departmental FLCs.In some colleges, the DFLCs may be combined for efficiency and collaborative purposes.

**Elections:**

**UFLC:** The UFLC chair shall be selected through majority vote (round 1 for nominations and round 2 to select among top four candidates). Nominees shall have served on the UFLC for at least one year prior to selection. The chair shall serve a three-year term and may be re-elected for subsequent terms. The co-chair shall be a director of the Office of Teaching and Learning (OTL). OTL and UFLC act in partnership as the governance structure and under the sponsorship of the Associate Provost of Academic Programs. The council is accountable to the Provost.

**CFLCs:**  The Associate Dean serving at the UFLC level will participate in and may chair/co-chair the CFLC. CFLC chair elections shall be elected through majority vote among the membership as facilitated by the Associate Dean (round 1 for nominations and round 2 to select among top four candidates). Nominees shall have served on the CFLC for at least one year prior to selection. The chair shall serve a three-year term and may be re-elected for subsequent terms.

## Activities and Responsibilities

The UFLC:

* Provides guidance to CFLCs to assist in strategic planning and alignment of university flexible priorities
* Pulls strategic plans from CFLCs in annual cycles
* Collaborates with OTL to efficiently leverage instructional design services
* Paces quality review cycles by CFLCs and archives review data to ensure the vitality of the university's online portfolio
* Maintains focus of key performance indicators across the FLC system, e.g. waitlists, success rates, fill rates, supply of flexible courses, DFW and completion rates, etc.
* Establishes targets focused on meeting UVU’s 45% completion goal, e.g. increasing the number of students taking 15 credits per term and mixed modality
* Cross-pollinates and supports best practices and innovations across the university
* Communicates across the FLC structure and represents the collective voice of academic departments
* Provides compliance and accreditation guidance to CFLCs relating to online and flexible learning
* Reports to Assoc Provost and Provost on a regular basis

The CFLC:

* Conducts regular quality review cycles
* Plans college’s three year online course development priorities
* Monitors progress and responsively adapts towards university goals
* Establishes processes for prior learning assessment
* Reviews and ensures web pages related to online courses/programs are current and updated
* Develops and communicates college-wide flexible standards
* Communicates upline with UFLC
* Supports DFLCs and department online programs

The DFLC

* Monitors success rates for courses
* Establishes department standards and best practices
* Develops processes to manage quality; identifies courses that will be reviewed by CFLC
* Plans departmental 3-year online course development
* Responsively schedules to meet student demand
* Assists and supports online program development and delivery

**Meetings**

The UFLC meets regularly during the Fall and Spring terms, typically 2 hours per week. Members may need to commit extra time to work teams and decision-making during the Summer term. Regular participation by all members in UFLC meetings is essential to shared governance of the delivery of the academic curriculum.

**Budget**

UFLC budget is held within the Office of Teaching and Learning’s budget as a separate index. The UFLC manages the funds for quality reviews and marketing of online programs.

Ratification

The adoption of this charter was ratified and approved by the majority of the UFLC on January 17, 2020.