



Mission Statement

To engage in a continuous improvement process for all university academic units.

Role

The BYU Academic Support Unit Review Council (ASURC) is a standing committee reporting to the Office of Assessment and Planning. The ASURC reviews the university's non-academic units every seven years. Each review concludes with an internal report highlighting each unit's strengths, areas of concern, and commendations and recommendations. The ASURC's advisory role is essential to the university's overall mission, ensuring that BYU is continually progressing in its ability to "assist individuals in their quest for perfection and eternal life."

Membership

The membership of the ASURC consists of employees from each of the university's non-academic units. The office size determines the number of council members serving from each office. The Assistant to the President for Assessment and Planning solicits nominations from each line vice president. Ex-officio members are the Assistant to the President for Assessment and Planning, the Director of Academic Support Unit Reviews, the Dean of Graduate Studies, and an administrative assistant. Members serve a three-year term, renewable for an additional three years.

Meetings

The ASURC shall meet as needed, typically monthly. The purpose of these meetings is to discuss the reports prepared by the internal review team. Evidence of the discussions of the ASURC is reflected in recorded minutes of the meeting taken by the administrative assistant. Attendance is also recorded in the minutes. Copies of minutes are forwarded to the Director of Academic Support Unit Reviews and the Assistant to the President for Assessment and Planning.

Responsibilities

The ASURC's member's specific responsibilities are as follows:

- (1) Accept assignments from the director to participate in unit reviews.
- (2) Write a report highlighting the findings based on the on-site review and other materials.
- (3) Attend monthly ASURC meetings to discuss internal reports.
- (4) Present the findings of the unit review to the vice president overseeing the given unit.

Policies & Protocol

The following is a list of ASURC protocols:

1. Sensitive topics are discussed during ASURC meetings; thus, all report discussions must be kept confidential.
2. All discussions/questions raised during the meetings should focus on items that will help refine, clarify, and improve the report, avoiding long philosophical discussions or detours from the purpose at hand. Those who desire can also provide written comments directly to the internal team leader.
3. Those whose home unit internal report is to be discussed should recuse themselves from attending or from that portion of the meeting if two reports are to be presented. As a council member, they will receive a copy of the internal report and are welcome to peruse it but may not comment. They must not share the report with



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anyone outside the ASURC, including the members of their unit. After the presentation to the vice president, appropriate unit leadership receives the official final report.