

## **Advisory Councils to the Antoinette Westphal College Dean**

Six advisory councils exist to support the Dean's office in making decisions and managing relevant issues, as well as advocating for the future of the Antoinette Westphal College of Media Arts & Design (Westphal). The following document defines each council's purpose, the roles and responsibilities and how the council is formed.

Westphal has a shared governance structure, sharing governance between the Dean's Office and Faculty Caucus. Governance is coordinated according to the [Westphal Charter of Faculty Governance](#) and the [Bylaws of the Westphal Faculty Caucus](#) documents approved on January 1, 2019. The role and reporting structure of administrative leadership positions in the Westphal College, including the roles of Dean, Associate Deans, Department Heads, Program Directors, and professional staff leadership is defined in this [document](#).

### **I. Academic Council**

Purpose:

Academic Council is the primary faculty and staff leadership advisory group to the Dean. Academic Council meets to discuss key issues about the administration, planning, and future of the College. The Dean may call Executive Session of the Academic Council to discuss issues related to faculty affairs or other confidential matters.

Roles and Responsibilities:

- Advise and provide honest feedback to the Dean
- Assist with creating/reviewing college policies
- Advising on how to manage the College's budget
- Inform faculty and staff teams of discussions that occur in Academic Council
- Administer follow up tasks from decisions made in Academic Council
- Enhance strategic planning process and implementation
- Serve as connectors and mentors for faculty and staff teams
- Attend bi-weekly meetings
- Send out summary notes to the college after the meeting

Council Formation:

Academic Council is made up of Associate Deans, Department Heads, Staff Leaders (Executive Director of Institutional Advancement, Executive Director of Communications and Events, Assistant Dean of Academic Advising, Director of Academic Operations, Director of Finance and Administration, and Director of Information Technology), and elected leadership of Faculty Caucus. Executive Session is made up of Associate Deans and Department Heads.

## **II. Dean's Council**

### **Purpose:**

The members of the Dean's Council serve as external advisors to the Dean and act as advocates and ambassadors on behalf of Westphal College. In demonstration of volunteer leadership on behalf of Drexel and Westphal, the Council engages regularly and participates in activities throughout the year, as well as providing philanthropic support to further Westphal's mission.

### **Roles and Responsibilities:**

- Advise the Dean on current trends in industry
- Connect corporate and personal contacts for the benefit of the Antoinette Westphal College
- Enhance strategic planning process and implementation
- Serve as connections and mentors for students
- Attend at least two meetings annually
- Provide philanthropic support for the College
- Provide support for program initiatives

### **Council Formation:**

Members are not employees of Drexel but include alumni and other leaders in the Media, Arts, and Design fields. Members are invited to the Council by the Dean in collaboration with the Executive Director of Institutional Advancement. No term limits exist for members of this Council, and they serve at the discretion of the Dean. Service may be terminated at any time.

## **III. Diversity, Equity, and Inclusion Council**

### **Purpose:**

The members of the Diversity, Equity, and Inclusion Council serve as advisors to the Dean of Westphal College and the College's Associate Dean of Diversity, Equity, and Inclusion and act as advocates and ambassadors on behalf of the Westphal community.

### **Roles and Responsibilities:**

- Address potential biases in recruitment
- Foster a culture of anti-racism through learning and education
- Ensure equity in policies and systems
- Support decision-making to enhance staffing and resource allocation
- Effect diversity in curriculum revisions
- Ensure equitable business practices and equitable community engagement
- Address oppression in any form

#### Council Formation:

Council members represent faculty, staff, administration, undergraduate and graduate students. DEIC co-chairs shall call for nominations to ensure consistent, diverse representation among departments and roles. Faculty, staff, and administration DEIC members serve two (academic) year terms; those representing the student community will serve one (academic) year term. The Council will select its own co-chairs and secretary. The Associate Dean of Diversity, Equity and Inclusion is an ex-officio member of the Council and the Dean's office liaison.

#### **IV. Staff Advisory Council**

##### Purpose:

Staff Advisory Council is the primary voice of professional staff to advise the Dean on issues pertaining to staff wellness and success. They advise on both the current state and future planning for the College.

##### Roles and Responsibilities:

- Meet with the Dean on a regular basis (at least quarterly)
- Provide advice about how to improve Westphal and how to support staff
- Advise on strategic planning and implementation.
- Run programming for staff as appropriate
- Help make a strong staff culture and supportive community
- Act as liaisons to staff offices for issues raised at Staff Council

##### Council Formation:

Staff Advisory Council will be made up of those with professional staff appointments only from across the College; no faculty administrators (Department Heads, Associate Deans, Program Directors) will serve. The Dean will do a yearly call for staff to ensure that all staff offices are represented. Staff serve for two years. The Council will select their own chair and co-chair.

#### **V. Student Council**

##### Purpose:

Student Council serves in an advisory capacity to the Office of the Dean and Westphal College as the primary voice of students to the Dean's office.

##### Roles and Responsibilities:

- Meet with the Dean on a quarterly basis
- Advise on strategic planning and implementation
- Provide honest feedback on the College's functions
- Act as liaisons to the student body for issues raised at Student Council

#### Council Formation:

Student Council is composed of leaders from numerous student organizations and other students from across the College programs. It should represent a diverse array of perspectives from across our College's many disciplines. Students may serve on Council as long as they please while enrolled in Westphal College. A yearly call to add new members will be sent at the beginning of Fall quarter.

### **VI. Research Council**

#### Purpose:

The Research Council undertakes activities and initiatives to increase the scope, reach, and impact of faculty research, scholarship, and creative activity (RSCA) at Westphal while fostering collaboration and positioning Westphal as a resource throughout the university, industry, and community. The Research Council's focus includes training and education, policies and procedures, and communications and outreach, and they act as advisors to the Dean and the Associate Dean of Research and Planning.

#### Roles and Responsibilities:

- Administer and oversee internal funding opportunities
- Create events that showcase and highlight Westphal RSCA
- Develop and enhance policies and procedures that facilitate increased RSCA
- Coordinate with Drexel's Office of Research & Innovation to educate faculty on university opportunities and resources
- Develop opportunities for RSCA collaboration within and outside of Westphal
- Participate in quarterly meetings and work in subgroups as needed
- Implement strategies around RSCA goals of the strategic plan

#### Council Formation:

The Research Council comprises faculty members representing each of Westphal's seven departments. Department Heads select or reappoint their faculty representative(s) at the start of each academic year. The Associate Dean of Research and Planning and the Director of Finance and Administration are ex-officio members of the Council and the Dean's office liaisons.