

Board of Visitors

Functional Lead: Provost

Division: Academic Affairs

Responsible Office: Faculty Development and Outreach Coordinator

Reference: (a) 10 USC 8592(d)

(b) FACA Database

(c) Principle 4.1 SACSCOC Principles of Accreditation

(d) Principle 4.2 SACSCOC Principles of Accreditation

(e) Principle 4.3 SACSCOC Principles of Accreditation

1. Purpose. This policy supplements the Board of Visitors (BOV) charter and establishes policy for the board.

2. Background

a. The Board, pursuant to 10 U.S.C. § 8592(d), shall provide the Secretary of Defense and/or the Deputy Secretary of Defense, through the Secretary of the Navy and the Commanding General, Training and Education Command independent advice and recommendations on matters pertaining to U.S. Marine Corps Professional Military Education, all aspects of the academic and administrative policies of the University, higher educational standards and cost effective operations of the University, and the operation and accreditation of the National Museum of the Marine Corps. The Board focuses primarily on the internal procedures of Marine Corps University and discusses matters pertaining to the Marine Corps University accreditation and other matters including: Mission and Vision Statement, applicable DoD Instructions, diversity, wargaming, and external engagement.

b. The Secretary of Defense, pursuant to 10 U.S.C. § 8592(d) and in accordance with the Federal Advisory Committee Act (FACA) (5 U.S.C., Appendix) and 41 C.F.R. § 102-3.50(a), established this non-discretionary Board. Each federal agency that sponsors advisory committees must adhere to the requirements established by the FACA, as well as regulations promulgated by the U.S. General Services Administration's (GSA) Committee Management Secretariat. GSA has had the responsibility for overseeing the FACA since 1977. (See the U.S. General Services Administration website for more information.)

3. Policy

a. Agency or Official to Whom the Committee Reports. The Board reports to the Secretary of Defense and/or the Deputy Secretary of Defense, through the Secretary of the Navy and Commanding General, Training and Education Command. The Secretary of the Navy, pursuant to Department of Defense (DoD) policy, unless otherwise directed by statute, may act upon the Board's advice and recommendations.

b. Designated Federal Officer. The Board's Designated Federal Officer (DFO), shall be a full-time or permanent part-time DoD officer or employee designated in accordance with DoD policies and procedures. The Board's DFO is required to attend all Board and subcommittee meetings for the entire duration of each and every meeting. However, in the absence of the Board's DFO, a properly approved Alternate DFO (ADFO), duly designated to the Board in accordance with established DoD policies and procedures, must attend the entire duration of all Board and subcommittee meetings. The DFO, or the ADFO, calls all Board and subcommittees meetings; prepares and approves all meeting agendas; and adjourns any meeting when the DFO or the Alternate DFO determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures. The Provost serves in the DFO role. The Faculty Development and Outreach Coordinator is the Alternate DFO.

c. Termination. The Board shall terminate upon rescission of 10 U.S.C. § 8592(d).

d. Membership and Designation. The Board shall be composed of at least seven and not more than eleven members, per the Board of Visitors Charter. The members shall be eminent authorities in the fields of defense, academic administration, international affairs, and/or leadership. No full-time or permanent part-time University employees will serve on the Board. Membership designations are detailed in the Board of Visitors Charter.

e. Board of Visitors Subcommittees and Recordkeeping. These items are detailed in the Board of Visitors Charter.

f. Southern Association of Schools and Colleges board requirements. MCU will have a public board of at least five members that

(1) has broad and significant influence on the institution's programs and operations and plays an active role in policy-making.

(2) ensures that the financial resources of the institution are used to provide a sound educational program.

(3) ensures that both the presiding officer and a majority of other board members are neither civilian employees of the military nor active/retired military. Both the presiding officer of the board and a majority of other voting board members are free of any contractual, employment, personal or familial financial interest in the institution.

(4) is not controlled by a minority of board members or by organizations or interest separate from the board except as specified by the authorizing legislation.

(5) is not presided over by the chief executive officer of the institution.

4. Procedures

a. The Provost will budget for at least one meeting per year, preferably two, one in the fall and one in the spring.

b. The ADFO will coordinate BOV meetings, in conjunction with the protocol officer, to include travel and related administrative actions.

c. The President, MCU will approve the meeting agenda.

d. BOV charter and bylaws will be reviewed and updated, as necessary, annually.

e. The ADFO coordinates BOV requirements with higher authority.

f. The ADFO will publish BOV meeting minutes to FACA Database within 90 days of the meeting.

g. Attendees. BOV meetings are open to the public; however, the following MCU personnel will attend BOV meetings.

- (1) President MCU
- (2) Chief of Staff
- (3) DFO/Provost
- (4) ADFO
- (5) Director, ASD/Deputy VPAA
- (6) Faculty Council Chair
- (7) Vice President Business Affairs
- (8) Vice President Distance Learning
- (9) Vice President Operations and Plans
- (10) Comptroller
- (11) School/Program Directors

h. All other aspects of the Marine Corps University Board of Visitors procedures and processes such as the Board Balance Plan and Board Terms of Service are detailed in the BOV Charter. More detailed information about federal laws and regulations can be found on the General Services Administration 41 CFR Parts 101–6 and 102–3 Federal Advisory Committee Management; Final Rule.

Related Policies and Forms:

[U.S. General Services Administration Website](#)
[BoV Charter](#)

[BoV Bylaws](#)

[General Services Administration FACA Management Final Rule Website](#)

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