

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) Standard 4.1 SACSCOC Principles of Accreditation 2024 Edition

(d) Standard 4.2 SACSCOC Principles of Accreditation 2024 Edition

(e) Standard 4.3 SACSCOC Principles of Accreditation 2024 Edition

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, independent advice and recommendations on matters pertaining to United States 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 (MCU) and discusses matters pertaining to the MCU institutional accreditation and other matters including: Mission and Vision Statement, applicable Department of Defense (DoD) Instructions, 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 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 every meeting. In the absence of the Board's DFO, an

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 Deputy Provost of Academic Affairs currently serves as 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 11 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. Likewise, no sitting Members of Congress 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 Colleges and Schools Commission on Colleges (SACSCOC) 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 policymaking.

(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 interests 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.

a. The ADFO will coordinate BOV meetings, in conjunction with the protocol officer and other MCU staff members, to include travel and related administrative actions.

b. The DFO or ADFO will approve the meeting agenda, per the FACA (The Federal

Advisory Committee Act (FACA) Brochure | GSA. The President, MCU will be briefed on the agenda for commentary.

- c. BOV charter and bylaws will be reviewed and updated, as necessary, annually.
- d. The ADFO coordinates BOV requirements with the Advisory Committee Management Office and other higher authority.
- e. The Committee Chair will review and sign the BOV meeting minutes within 90 days of the meeting. The meeting minutes will then be published to the FACA Database.
- f. Attendees. BOV meetings are open to the public; however, the following MCU personnel will attend BOV meetings.

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

g. All other aspects of the MCU 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 (under review)

BoV Bylaws (subject to change, per any Charter revisions)

General Services Administration FACA Management Final Rule Website

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