

SECTION 100.03  
ROLE STATEMENT

1. Academic Affairs Mission

- a. Academic Affairs provides an academic leadership support system for the delivery of on- and off-campus instruction of the highest quality. The mission of Academic Affairs at Lake Region State College encompasses leadership, management, support, and informational services which include the following functions: Computer Services, Continuing Education, Workforce Training, Interactive Video Network, Academic Skills Center, Adult Basic Education, Library and Media Services.
- b. In addition, the Academic Affairs area provides leadership and support for course development and delivery; provides assistance to faculty in their effort to deliver instruction; procures outside resources and recognition for faculty and students; delivers community and inter-institutional courses; maintains institutional computer networks and systems; provides for the professional development of faculty and staff, and manages institutional records and reporting requirements.
- c. The Academic Affairs area provides leadership and support to instructional faculty, who are divided into three divisions which have the following missions:
  - i. Academic Division Mission: The Academic Division focuses on the student, providing high-quality, accessible educational opportunities in the liberal arts. The Division strives to maintain an educational environment in which students learn to think critically and creatively and express themselves cogently, broadening their understanding of life and their ability to function successfully in a complex and changing society to their full potential.
  - ii. Career and Technical Education Division Mission: The Career and Technical Education Division offers various specialized programs. The Division frequently assesses industry trends and standards and alters curriculum to ensure the quality of its programs. It is the mission of the Career and Technical Education Division to provide students with current knowledge and training necessary for immediate entry into various specialties within the job market.
- d. Academic Affairs Statement of Purposes:
  - i. Promote excellence in instruction in all programs.
  - ii. Sustain high educational standards.
  - iii. Facilitate and deliver courses and programs via appropriate alternative modes.
  - iv. Provide adequate learning resources, physical plant and equipment.
  - v. Serve as a resource center for the community.
  - vi. Offer a broad range of relevant remedial and developmental programs.
  - vii. Maintain an environment that promotes logical reasoning and creative thinking.
  - viii. Deliver customized training in the region.
  - ix. Identify high quality instructors and trainers.
  - x. Enhance learning through the effective use of technology.
  - xi. Provide professional development opportunities for faculty and staff.
  - xii. Offer library and media services that support and enhance the curriculum.

- xiii. Provide curricula that gives the student a foundation for life-long learning and the development of the total person.
- xiv. Endorse a general education philosophy.
- xv. Provide curricula that prepares students for success in the world today and to meet the challenges of the future.
- xvi. Provide a program of courses that will enable the student to fulfill the system-wide general education requirements as set forth by the North Dakota University System.
- xvii. Develop and provide short-term training that meets the needs of business and industry.
- xviii. Deliver educational outreach opportunities through a variety of methods to meet the needs of the region.
- xix. Provide effective and supportive leadership and management to all departments and individuals working in Academic Affairs.
- xx. Access continuously societal trends and standards in order to develop new courses and programs or alter existing programs.

2. Student Affairs Mission:

- a. The mission of Student Affairs is to provide encouragement and assistance to students seeking access to Lake Region State College and to support successful college experiences for a diverse student population.
- b. To carry out this mission, Student Affairs will:
  - i. Implement a strong enrollment management program which provides the information students need for good decision-making throughout their college experience.
  - ii. Carryout efficient admissions procedures which offer guidance and assistance to students as they complete the process of enrolling in college.
  - iii. Provide financial aid services which are student-friendly and compliant with federal and state regulations.
  - iv. Collaborate with faculty to support the delivery of effective student advisement.
  - v. Provide resources for career counseling and assist students in accessing appropriate personal counseling when needed.
  - vi. Develop activity programming which provides a range of opportunities for students to become involved in the campus community outside the classroom, to include: varsity sports, intramural sports, campus clubs, student government, entertainment arts, humanities programming, etc.
  - vii. Provide resident life programming which promotes experiences and personal growth opportunities for all residents.
  - viii. Provide a safe campus community through education involving domestic violence, sexual assault, date rape, and stalking. Provide the campus community direct advocacy services for victims.
  - ix. Maintain educational records for all students and provide services for students who need to access and update the records as allowed by policies.
  - x. Provide a wide range of placement services for students and graduates.

3. Administrative Affairs Mission:

- a. Administrative Affairs effectively manages all activities relating to financial reporting budgeting, purchasing, accounts payable and receivable, student loan collections, equipment inventory, motor pool, payroll, and personnel functions in accordance with applicable policies, regulations, and laws. This division provides management

oversight for auxiliary functions: bookstore, housing, food services, and physical plant operations.

- b. Administrative Affairs Statement of Purposes:
    - i. Manage collegiate resources in a cost-effective manner, consistent with the goals of the College.
    - ii. Provide and manage effective auxiliary services for students.
    - iii. Maintain a safe and pleasant work and living environment for employees and students.
    - iv. Provide a supportive environment that is conducive to academic, social and personal growth.
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### **History**

Administrative Council Approved 100.03 (2) 08/21/01

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