

**BOARD OF VISITORS
DEFENSE LANGUAGE INSTITUTE
FOREIGN LANGUAGE CENTER (DLIFLC)
OPERATING PROCEDURES**

DLIFLC Mission

Our mission is to provide the highest quality culturally based foreign language education, training and evaluation to enhance the national security of the United States; and, as an Associate of Arts Degree and certificate granting Institution, DLIFLC is wholly committed to student service member success.

Purpose

The Defense Language Institute Foreign Language Center (DLIFLC) is a Department of Defense School under the executive agency of the U.S. Army. The DLIFLC Board of Visitors (BOV) is governed by the Federal Advisory Committee Act (FACA) of 1972, as amended, and is a subcommittee of the Army Education Advisory Committee (AEAC). The purpose of the DLIFLC Board of Visitors (BOV) is to provide the Commandant, through the Army Education Advisory Committee, with advice on matters related to the Institute's mission, specifically: academic policies, staff and faculty development, student success indicators, curricula, educational methodology and objectives, program effectiveness, instructional methods, research, and academic administration.

Roles and Responsibilities

The Board's primary role is to serve as an advisory panel and independent sounding board, furnishing constructive input to DLIFLC's leadership through the Army Education Advisory Committee. At the same time, the Board serves as a guardian of institutional integrity, assisting the Commandant in ensuring that DLIFLC continues to fulfill its stated mission.

The Board and DLIFLC leadership serve together to identify opportunities for Board members' participation in DLIFLC plans, programs, and activities. The Board provides observations and recommendations to its parent committee, the AEAC, on matters related to the successful accomplishment of DLIFLC's assigned mission. Members may also be asked to participate in the DLIFLC accreditation process.

Board members serve as advocates for the DLIFLC. Their expertise, access to government and private sector leaders, and understanding of DLIFLC's mission and vision make them a natural link to external audiences.

Composition

The Board will consist of not more than twelve appointed members. Members will be nominated by the Commandant, DLIFLC. Normally, members will include distinguished men and women from academia, business, government, military, research and other professionals. Efforts will be made to ensure diversity on the Board. Members will be appointed to the Board for a period of three years with provision for a reappointment for three additional years. The Secretary of Defense will approve the appointment of members to the BOV. Appointments will be forwarded for renewal annually.

Membership will be in accordance with Western Association of Schools and Colleges Accrediting Commission for Community and Junior College's policy on Governing Boards for Military Institutions.

Structure

The Board will select a Chair and Vice-Chair from its members to preside over meetings and serve as the focal point for contact with DLIFLC leaders. The Chair/ Vice-Chair may serve for the full extent of their appointment to the Board. If at the end of their term, the individuals serving in either position are granted an extension in accordance with Department of Defense Federal Advisory Committee Management Program, dated February 10, 2003, the Board may vote to extend those individuals' terms as Chair/ Vice-Chair.

Meetings

The Board will meet at least annually, or at the consensus of the Chair, Vice-Chair and the Designated Federal Official. Other meetings may be scheduled as needed. DLIFLC will provide meeting notice according to the Code of Federal Regulations (CFR). Although not required by the FACA for subcommittee meetings, notification of each meeting shall be published in the Federal Register at least 15 calendar days in advance of the date of the meeting. Meetings will be open to the public except when the Department of Defense, according to DoD policy and procedures, determines that the meeting may be closed or partially closed to the public.

Funding

Operating costs for the Board will be funded through the Commandant, DLIFLC. Primary costs will be travel with per diem expenses in connection with meeting attendance and other directed responsibilities. The direct personnel support for the Board is .5 FTE. No salary or stipend will be paid to members. All costs will be paid through the Commandant's office.

Reports

The Board forwards its reports to the AEAC whereby the AEAC deliberates the recommendations under the open-meeting rules. The parent committee will send the recommendations back to the Provost, DLIFLC, for action. Information copies of all unclassified reports will be forwarded to the Pentagon Library, Defense Language Institute Foreign Language Center Library and Command History Office.

Reports, records and minutes will be prepared with subcommittee Chair certification within 90 days after a meeting and maintained and/or submitted consistent with Appendix 2 of title 5, U.S. Code Annotated, Title 41, Code of Federal Regulations, Subpart 102-3, "Federal Advisory Committee Management."

Duties

The Chair and/or Vice-Chair, with the Provost, will set the agenda with the approval of the DFO. The Chair and/or Vice-Chair will conduct the meetings. The DFO will approve the meeting agenda prior to submitting the meeting announcement in the Federal Register. The Vice-Chair will assume the duties of the Chair in his/her absence. The Chair or Vice-Chair will approve the final draft of the minutes from each meeting. The Chair or Vice-Chair will submit the minutes to the AEAC DFO no later than 90 days after the close of the meeting.

A salaried employee of DLIFLC will be responsible for recording the minutes of each meeting. The minutes will be in accordance with DoD Instruction 5105.04, paragraph E3.12.10.2. A draft minutes will be sent the Chair or Vice-Chair within one month of the meeting for review and approval. Normally the review and approval should take one week. The minutes will then be sent to each Board Member within 45 days of the meeting for review. The Members will be asked to return the minutes with changes, if any, within two weeks. The Chair will approve the minutes. The Chair or Vice-Chair will forward the final version of the minutes to the AEAC. (See Reports section above.)

Board members will conduct a self-evaluation following each meeting and make public the results in accordance with Accreditation Standard IV.C.10 of the Accrediting Commission for Community and Junior Colleges.

Subcommittees

From time-to-time the Board may organize subcommittees from among its members to deal with specific topics of interest.

Quorum

A majority of the Board must be present to constitute a quorum.

Approval and Revision of Operating Procedures

Approval and implementation of these Operating Procedures requires a two-thirds vote of all the members. Revisions to the Operating Procedures require a two-thirds vote of the total membership of the Board. The Chair or Vice-Chair will conduct the voting for approval of the Operating Procedures or its revision. The Board will review the Operating Procedures at a minimum of every three years in accordance with Accreditation Standard IV.C.7 of the Accrediting Commission for Community and Junior Colleges.

A copy of the approved Operating Procedures and/or its revisions will be sent to the AEAC for inclusion in its records.

Approved 6 December 2017.

Board Approved: Dr. Richard Brecht, BoV Chair __(signature on file)_____

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