

Academic Policy Committee (APC)
Operating Procedures
2015-2016

The Academic Policy Committee is charged by the University Senate as follows:

APC shall be concerned with policy relating to undergraduate and graduate education matters that have broad impact or implication to the university as a whole, which includes, but is not limited to, policies relating to grading, scholastic probation and honors, academic appeals, academic standing, standards for admission, academic calendar, academic ceremonies, intellectual property, human subjects and research. This committee also provides advice, as appropriate, on academic procedural matters at the institution. (V. Section 2.C.1.b)

Member Responsibilities

The members of the APC act for the good of the University.

Members should

Attend and participate in scheduled meetings and extend regrets when unable to do so;

Communicate openly and candidly with the other members of the committee;

Communicate on behalf of the committee only with the committee's approval;

Seek out and identify agenda items for discussion;

Agree to provide appropriate research of agenda items when asked by the committee leadership with committee approval.

Committee Officer Responsibilities

Chair

Draft, in consultation with the committee, the agenda for committee meetings;

Distribute proposed agenda with supporting documents;

Advertise committee meeting times, locations, and agendas to university community;

Preside at the committee meetings;

Present the committee report to ECUS-SCC and University Senate Meetings or appoint a proxy;

Enter committee motions proposed for University Senate consideration into the online database;

Other duties as assigned by the committee.

Vice-Chair

Assume duties of the absent chair;
Other duties as assigned by the committee.

Secretary

Draft, in consultation with the committee, minutes for committee meetings;
Circulate minutes to the committee and update with suggested edits;
Post committee meeting minutes in a manner consistent with University protocol after the minutes have been reviewed by the committee;
Other duties as assigned by the committee.

Monthly Meetings, Fall 2015 and Spring 2016

Fridays, 2:00 p.m. -3:15 p.m.

Arts & Sciences 3-15.

Communication

Communicate via the APC@list.gcsu.edu e-mail list or e-mail distribution list. A member of the committee has 72 hours to respond to an issue/proposal. The absence of a response within 72 hours indicates approval.

Notify the committee chair and the secretary to extend regrets prior to committee meetings.

Quorum and Voting

A majority of the committee shall constitute a quorum (Article V, Section 1.B)

A majority vote is necessary for committee approval.

In all committee votes taking place during a meeting, the voting threshold is applied to the number of voting members present assuming the presence of a quorum.

Agenda

A tentative agenda for the next APC meeting is drafted at the end of the monthly meeting and reviewed by the committee before adjournment, if possible. The chair will call for additional agenda items prior to each meeting.

Agenda items will be prioritized by relative importance and time sensitivity.

The tentative agenda is distributed by the chair in advance of the meeting.

The final agenda is sent to the committee with supporting documents the week of the meeting and posted on the Senate website.

Documents

Members will bring their own copies of all documents to meetings except in cases where the document has not been previously distributed.

Minutes

Within seven days of the meeting, the secretary will send a draft of the minutes, via email, to committee members.

Minutes of the previous meeting will be approved in the current meeting.

Approved minutes will be posted by the Secretary on the Senate Website.

Flow of Meetings

In addition to the usual agenda items, each member will have an opportunity to present issues raised by her or his constituency.

At the end of the meeting, the Secretary will clarify any item for the minutes.

Parliamentary Authority

The current edition of *Robert's Rules of Order : Newly Revised* shall govern the committee in all cases where applicable and in which they are not at inconsistent with University Senate bylaws.

Deliberation

In advisory matters, deliberation shall be informal.

In policy matters, Robert's Rules apply.

Amendment

These committee operating procedures may be amended by a majority vote at any scheduled committee meeting. Any such revisions that are approved are effectively immediately following the committee vote.

Please note: Portions of these operation procedures are borrowed and/or adapted from RPIPC documents.