**Academic Policy Committee**

**Operating Procedures 2024-2025**

*Approved by APC at its 6 Sep 2024 meeting*

1. **Robert’s Rules of Order** shall be utilized for all committee meetings. The Academic Policy Committee is composed of 11 members, so 6 members must be present at any meeting to establish a quorum to conduct committee business. Any agenda items must be presented to the committee no later than one week before the next scheduled meeting, barring emergencies. Meetings will begin on time and will proceed expeditiously, although the ability of all committee members to voice their opinions will be considered sacrosanct. On the extremely rare occasions that a meeting must exceed its scheduled time, the committee must choose to extend the meeting time by majority vote. New items will only be considered by the committee through the consensus of the committee. Whenever possible, the committee will encourage guests to attend meetings to clarify information related to committee discussions.
2. **Electronic Discussion** The standing operating procedures of the Academic Policy Committee permit for electronic discussion of items if achieving and maintaining a quorum becomes difficult. In addition, in special cases, the committee may consider and vote on items via email.
3. **Committee Charge**
4. **V.Section2.C.1.a. Membership**. The Academic Policy Committee shall have no fewer than eleven (11) and no more than thirteen (13) members distributed as follows: no fewer than nine (9) and no more than eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as a designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.
5. **V.Section2.C.1.b. Scope**. The Academic Policy Committee shall review and recommend for or against 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, general university degree requirements, educational processes, academic calendar, academic assessment, and academic ceremonies. This committee also provides advice, as appropriate, on academic procedural matters at the institution which includes, but is not limited to, academic assessment and those matters relating to the educational process.