

Academic Policy Committee Operating Procedures 2017-18

Adopted by APC at the 15 Aug 2017 Governance Retreat

The committee elected to retain the operating procedures from the previous year:

“In terms of SOP, the committee agreed to keep meetings rather informal, except for votes on policies. APC is composed of 13 members, so there will need to be 7 members present to establish a quorum. To conduct committee business. Other SOP items of committee agreement were to bring up agenda items early; to be respectful of when meetings begin and end; to require approval of extended time at regularly scheduled end of an APC meeting; require consensus before new items for discussion are brought to the attention of ECUS; and when possible, to invite guests to clarify information related to committee discussions.”

We also acknowledged that US operating procedures permit for electronic discussion of items if achieving and maintaining a quorum becomes difficult.