SUMMARY:

The Academic Affairs Committee considers and recommends to the Faculty Senate actions on requests for additions, deletions or changes in undergraduate courses or programs. The committee also considers and notifies the senate of minor changes in courses, such as course titles, descriptions or credit hours. These minor changes do not require senate approval, but are submitted to the senate for notification. When considering additions, deletions or changes to courses, special attention will be given to avoiding duplication or obsolescence. The committee will also evaluate educational policies, admission standards and new programs of instruction.

POLICY:

I. MEMBERSHIP

A. The committee shall consist of the following:
   1. nine to 11 faculty members: two from each college, one of whom must be tenured, and one elected from the library,
   2. two students (nonvoting),
   3. an ex-officio (provost’s designee),
   4. an Admissions Office designee, and
   5. the University Registrar.

B. Service on this committee may entail significant time commitments such as summer meetings or meetings scheduled with short notice.

II. COMMITTEE PROCEDURES

A. All course and program submissions must be completed using the electronic system. Proposals for new policies or changes to academic policies, admissions standards, etc., must be clearly stated and submitted in writing to the chair of the Academic Affairs Committee at least 14 days prior to the scheduled meeting date.
B. Proposals must be approved by the appropriate dean 14 days prior to the
Academic Affairs Committee’s scheduled meeting date to be considered as
agenda items.

C. A departmental representative should be at the meeting to answer any questions
concerning submitted proposals. Proposals may be removed from the agenda and
addressed at the following meeting if no representatives are available.

D. Representatives are responsible for briefing their department chairs of any
revisions or changes required in their proposal(s). These revisions are due one
week after the Academic Affairs Committee meeting in order to meet the
deadline for consideration at the next Faculty Senate meeting.

E. Attachments - Only Microsoft Word documents (.doc or .docx). DO NOT attach
PDF files (Adobe portable document files).