



Policy Title:	Academic Affairs Committee
Policy Number:	ACAD-124
Revision Date:	February 2024
Policies Superseded:	122; ACAD-122
Policy Management Area(s):	Faculty Senate

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.
 - 5. A University Advising representative (non-voting).
 - 6. 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 current submission 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 7 business days prior to the scheduled meeting date.

- B. Proposals must be approved by the appropriate dean 7 business 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 on 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) will be accepted. DO NOT attach PDF files (Adobe portable document files).