

Harper College

Academic Standards Committee FINAL

I. Name

This charter constructs an Academic Standards Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Academic Standards Committee is to establish and maintain high academic standards and to provide systems for faculty and students to monitor student achievement. The Academic Standards Committee shall review all aspects of the academic environment not under the purview of other student success committees and make policy recommendations, as required, to the Student Success Policy Council. All non-policy recommendations emanating from the Academic Standards Committee shall be submitted to the Provost for approval.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Academic Standards Committee shall consist of the following:

- Two (2) Business and Social Science Faculty
- Two (2) Liberal Arts Faculty
- Two (2) Mathematics and Science Faculty
- Two (2) Career Programs Faculty
- Two (2) Academic Enrichment and Engagement Faculty
- One (1) Resources for Learning Faculty
- One (1) Wellness and Human Performance Faculty
- One (1) Student Development Faculty
- Assistant Provost and Dean of Enrollment Management
- Two (2) Administrators from the Provost's Area
- One (1) Student

In the spirit of collaboration, an adjunct faculty may serve in any of the faculty-designated membership slots.

The names of individuals selected as voting members of the Academic Standards Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Academic Standards Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the Academic Standards Committee have the following responsibilities:

- Attend Academic Standards Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Academic Standards Committee members

B. *Non-voting Members:* Non-voting members of the Academic Standards Committee shall include the following:

- Provost whose role shall be to:
 - Ensure items coming before the Academic Standards Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Academic Standards Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Academic Standards Committee
 - Ensure open, broad-based communication of Academic Standards Committee activities and actions.
- Administrative Support Staff member assigned to support the committee in its work

A current listing of the voting and non-voting members of the Academic Standards Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Academic Standards Committee. The Chair shall ensure that the actions of the Academic Standards Committee meetings are recorded and distributed. Only voting members of the Academic Standards Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Academic Standards Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a member of any shared governance group at Harper College at any time prior to being appointed to the Academic Standards Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Academic Standards Committee, and shall preside over meetings of the Academic Standards Committee in the Chair's absence. Only voting members of the Academic Standards Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Academic Standards Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of

no less than two (2) business days. Written notices may be in the form of e-mail.

- Meeting days and times must take into account the working schedules of Academic Standards Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted to the college portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Academic Standards Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Academic Standards Committee within the fiscal year without arranging for a designated alternative representative, the Chair of the Academic Standards Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to committee members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the college portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Academic Standards Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Academic Standards Committee members who are subject matter experts (SMEs) but at least two (2) members must come from the Academic Standards Committee membership. The Chair of any standing work group must be a current voting member of the Academic Standards Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Academic Standards Committee.

G. *Ad hoc Work Groups*: From time to time, the Academic Standards Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Academic Standards Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Academic Standards Committee members who are subject matter experts (SMEs). The responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Academic Standards Committee.

IV. Decision-Making, Quorums and Voting

The Academic Standards Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of nine (9) voting members (>50%). A quorum for taking action on recommendations before the Academic Standards Committee shall consist of eleven (11) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

An Academic Standards Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Academic Standards Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Academic Standards Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Academic Standards Committee will be posted to the college portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Academic Standards Committee.