

Academic Program Review Committee Standing Rules

The Academic Program Review Committee (APRC) is a subcommittee of the Faculty Senate Curriculum Policies Committee (CPC). The Committee oversees the formal system, based on peer review, of academic program quality assurance that supports the educational mission and goals of the university.

I. Charge

- A. Facilitate internal input as per the Academic Program Review Policy through two-person teams.
- B. Utilize self-studies and external reviewer reports to provide academic units with input that considers campus-specific concerns and constraints as per procedures.
- C. Review the Academic Program Review Policy and related procedures periodically to recommend changes as needed.
- D. Prepares an annual report to the Faculty Senate.

II. Membership

A. Voting Members

1. Eight (8) faculty members. Nominations and elections will be college-based and coordinated through the Faculty Senate Office.
 - a. Seven faculty members, one from each college.
 - b. One faculty member from the University Library

B. Non-Voting/Ex-Officio Members

1. The Academic Affairs Officer responsible for Academic Program Review*;
2. The Faculty Senate Chair;
3. A faculty representative from the Office of Academic Program Assessment*; and
4. One liaison from, and appointed by, the Curriculum Policies Committee (CPC).

*Administrative positions are appointed by the President or designee.

Additional ex-officio membership may be recommended by the subcommittee, the Faculty Policies Committee, the Executive Committee, or the President or designee.

C. Term

1. Voting Members: The term of appointment for faculty representatives shall be for two years, with the possibility of reappointment. Appointments will be staggered to ensure that approximately one-half of the faculty members are appointed each year.
2. Non-Voting/Ex-Officio Members: The term of the non-voting/ex-officio members will be one-year.

III. Officers

A. Chair

1. The Chair shall be elected each Spring from and be among the voting members of the Committee.
2. The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the Spring semester in which elected and shall end at noon on the last day of the Spring semester of the following year.
3. A faculty member may be elected to serve up to three consecutive terms of one year each as the Committee Chair. After an interval of a year following the end of the third consecutive term, the faculty member shall become eligible again for election to the Chair of the Committee.
4. The Chair is responsible for establishing the agenda for each meeting.

B. Vice-Chair

1. At its first meeting of the academic year, the Committee shall elect from its voting members a Vice-Chair.
2. The term of office of the Vice-Chair shall be one academic year. The term shall begin upon election of the Vice-Chair at the first committee meeting of the year and shall end at noon on the last day of the Spring semester of the academic year.
3. The Vice-Chair shall preside over the routine business of the Committee in the absence of the Committee Chair or should the office of the Committee Chair become vacant, until the election of a new Committee Chair.

IV. Operations

- A. The Committee shall be a subcommittee of, and reporting to, the Curriculum Policies Committee.
- B. Issues addressed by the Committee may be referred to the Curriculum Policies Committee and/or the Executive Committee.
- C. Any of the Standing Policy Committees of the Faculty Senate may refer issues to the Committee either through the Curriculum Policies Committee or the Executive Committee.

V. Committee Meetings

- A. The Committee shall meet monthly or as needed at a designated time and place.
- B. Committee meetings shall be open, except for when the Committee is deliberating on specific program recommendations.
- C. The meeting agenda shall be distributed and supporting documentation provided to the Committee at least 72 hours prior to the meeting.
- D. Committee agendas will be published and made accessible to the campus community at least 72 hours prior to the meeting.
- E. To be a constituted committee/subcommittee (able to officially conduct business) the majority (more than 50%) of the seats must be filled (non-vacant).
- F. A quorum for all committees/subcommittees exists only if a majority (more than 50%) of the filled seats of the voting membership are present.

VI. Adoption of Standing Rules

- FS 20/21-100/APC/EX: Adopted February 4, 2021
- FS 19/20-34/EX: Quorum – Senate adoption October 3, 2019
- FS 14/15-148/PROC/CPC/EX: Adopted March 19, 2015
- FS 03-57: Adopted November 20, 2003
- AS 96-88: Adopted November 14, 1996