



## COMMITTEE CHARTER

**NAME OF COMMITTEE:** Academic Policies and Procedures (AP&P) Committee

**MISSION:** Ensure student equity and due process through the review of student petitions involving policies and procedures affecting academic policy and curriculum at Taft College.

### SPECIFIC RESPONSIBILITIES:

As a sub-committee of the Academic Senate:

Make recommendations to the Academic Senate or Curriculum and General Education Committee regarding proposed changes to policies.

Review and make decisions on student petitions pertaining to:

1. Add, drop, and repeat policies
2. Modification of or substitution of an academic requirement
3. Unit limitations
4. Exceptions to student policies and procedures
5. Extenuating circumstances

### MEMBERSHIP REPRESENTATION:

The Academic Policies & Procedures Committee consists of:

- Vice President, Student Services or designee – Co-Chair (non-voting unless there is a tie vote on action items)
- Academic Senate representative Co-Chair ([voting](#), selected from Faculty representatives)
- Vice President, Instruction [or designee](#) (voting)
- Articulation Officer (voting, faculty member)
- Evaluator, Admissions and Records (voting)
- Director, Admissions and Records (voting)
- Division Representatives appointed by Academic Senate – (6 voting faculty members, including Athletic Counselor from Learning Support Division)
- Disabled Student Programs and Services Representative (voting, faculty member)
- 

Total: 12-8 faculty representatives, 4 administrative and/or management representatives.

### MEMBERSHIP AND MEETING POLICIES:

In accordance with Brown Act requirements, all meetings are open to the public.

To provide confidentiality of student information and abide by FERPA, documents will be redacted.

The Co-Chairs of the committee shall jointly develop and post the agenda in accordance with Brown Act requirements. Postings shall be on the committee website and the approved physical location for Taft College.



~~Co chairs shall not vote on items from the agenda except in the case of a tie.~~

Formatted: Strikethrough, Highlight

Formatted: Strikethrough

The recording secretary will be responsible to the Co-Chairs for contacting the members of the Committee, taking and distributing minutes, and setting the dates, times, and a meeting room, for each meeting.

**MEETING SCHEDULING, AGENDAS, AND MINUTES:** The Committee shall meet once a month to accomplish its mission and responsibilities.

**REVIEW:** The Charter will be reviewed annually by the Committee and recommendations for changes shall be submitted to the Academic Senate for Senate approval and then the Governance Council as an informational item.

**VOTING AND QUORUM:** At least 50% + 1 of the voting representation need to be present to meet quorum. At least five (5) faculty members must be present for any voting.

#### GUIDING PRINCIPLES AND EXPECTATIONS

Committee members shall:

- have integrity—be ethical in all of their actions
- be enthusiastic in matters pertaining to the Committee
- be knowledgeable about the issues pertaining to the Committee
- lead by example
- encourage others

Committee members further promise to:

- maintain a working familiarity with the Committee procedures
- meet the expectations being placed upon them
- take individual responsibility
- remain committed to doing the very best they can do to accomplish committee goals