Academic Policies and Procedures 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:
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

The AP&P Committee will rely on Admissions/Records/Evaluations to forward petitions of various types as indicated above for review, as necessary; otherwise, the Committee has delegated the responsibility of petitions and/or decisions to officials in Admissions/Records/Evaluations. The Committee may request division chairs, division representatives, or individuals with specific areas of expertise and knowledge to attend a Committee meeting to provide further information on disputable petitions. In such cases, the Committee will determine the final outcome of the petition and will communicate the decision back to the applicable division/area on campus. In all matters, the Committee will uphold the students’ rights to due process and confidentiality.

MEMBERSHIP REPRESENTATION:
The AP&P Committee consists of:

- Vice President, Student Services or Designee – Co-Chair
- Faculty Representative, Co-Chair
- Vice President, Instruction
- Articulation Officer
- Assistant Director, Admissions and Records
- Coordinator, Counseling/Student Success
- Dean, Student Success
- Director, Admissions and Records
- Division Representatives appointed by Academic Senate
- Learning Disabilities Specialist
- Evaluator

MEMBERSHIP AND MEETING POLICIES:
To provide confidentiality of student information and abide by FERPA, meetings will be closed. The Vice President of Student Services or designee will serve as the Committee Chair. The person serving as chair in any particular meeting shall not vote in that meeting except in the case of a tie. The recording secretary will be responsible to the Chair for contacting the members of the Committee, taking and distribution of minutes, and setting the dates, times, and a meeting
MEETING SCHEDULING, AGENDAS, AND MINUTES:
The Committee shall meet once a month to accomplish its goals and responsibilities

REVIEW:
The Charter will be reviewed annually by the Committee and recommendations for changes shall be submitted to the Academic Senate.

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
- work within the AP&P Committee mandate/charter
- take individual responsibility
- remain committed to doing the very best they can do to accomplish committee goals