

Academic Affairs Committee Procedures Manual

1. The Academic Affairs Committee shall be concerned with the study and improvement of academic standards, academic policies and regulations, and academic organizational structures. The committee shall review and recommend changes to academic policy (section five of the CWU Policies manual, Academic Policies). It shall perform other duties as may be requested by or approved by the Senate Executive Committee. The membership of the Academic Affairs Committee shall consist of nine (9) voting members and four (4) non-voting members.

Voting members will be made up of two (2) faculty from CEPS, CAH, COTS, and CB and one from the Library.

Non-voting members will be drawn from the following campus stakeholders:

- One (1) student selected by ASCWU
- One (1) representative of the Provost
- One (1) representative of the Registrar
- One (1) representative of the Academic Department Chairs Organization (ADCO)

2. Responsibilities of the committee

2.1 The AAC will consider charges and requests for additions, deletions, and/or changes to University academic policy from the following sources:

2.1.1 The Faculty Senate Executive Committee

2.1.2 Academic and non-academic deans and departments

2.1.3 Other faculty committees operating in academic areas of concern

2.1.4 AAC members as representatives of their respective constituents

2.1.5 Any faculty member

2.2 Reports from the AAC will take the form of:

2.2.1 Recommendations and motions to the Faculty Senate Executive Committee for additions, deletions, and/or changes to University academic policy.

2.2.2 Responses to the source of a request regarding final decisions and recommendations for additions, deletions, and/or changes to University academic policy.

3. Process for election of the committee Chair

3.1 Nomination process: The AAC Chair for the following year will be elected before workload plans are due.

3.2 Election process: If there is only one nominee, the election can be held by voice vote. If there is more than one nominee, voting will be held by secret written ballot. The newly elected Chair will take office at the first meeting of the following Fall quarter.

4. Responsibilities of the AAC Chair
 - 4.1 Ensure that the AAC's responsibilities, outlined in Section 2, are met
 - 4.2 In collaboration with AAC members, determine meeting days, times, and location (typically meets 2nd and 4th Thursday 3-5 p.m.)
 - 4.3 Manage the AAC meetings
 - 4.3.1 Call meetings online and make all meeting materials available online in a shared electronic folder
 - 4.3.2 Set agenda for meetings
 - 4.3.3 Preside over meetings
 - 4.4 Manage the AAC workload.
 - 4.5 Ensure that meeting minutes are taken and handled appropriately.
 - 4.5.1 A rotating AAC member will take minutes.
 - 4.5.2 Review draft minutes and suggest revisions as necessary
 - 4.5.3 Forward the revised draft minutes to the AAC members for review and approval
 - 4.5.4 Ensure that AAC approved minutes are sent to the Faculty Senate Office
 - 4.6 Liaise between the AAC and the Faculty Senate
 - 4.6.1 Report to the Faculty Senate on the work of the AAC as requested.
 - 4.6.2 Report to the AAC on any Faculty Senate work relevant to the AAC.
 - 4.7 Liaise between the AAC and the Faculty Senate Executive Committee
 - 4.7.1 Provide the Faculty Senate Executive Committee with timely written and oral communications as needed regarding the committee's work and concerns.
 - 4.7.2 Prepare and present motions to the Faculty Senate Executive Committee for consideration
 - 4.7.3. Prepare and present the AAC's annual report to the Faculty Senate Executive Committee.
 - 4.8 Collaborate with other Senate and University committee chairs (as needed)
 - 4.9 Prepare and send evaluative letters of committee members regarding participation
5. Responsibilities of the meeting minute taker.
 - 5.1 Prepare meeting minutes, to include meeting date and time, names of attending and absent members, and motions as approved by the AAC, start and end times
 - 5.2 Forward draft minutes to the AAC Chair for review and make revisions as necessary.
6. Responsibilities of the AAC members
 - 6.1 Attend AAC meetings
 - 6.2 Participate actively in carrying out the AAC's responsibilities as listed in Section 2