

Academic Standards and Policies Committee
Mission Statement and Bylaws

KUTZTOWNUNIVERSITY
Kutztown, PA 19530

MISSION

The Academic Standards and Policies Committee reports to the University Senate and is responsible for the following:

- Reviewing Kutztown University policies regarding academic standards, admissions standards, and policies for all student programs, undergraduate and graduate.

BYLAWS

I. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition

1. One faculty representative from VPA, CoE, CoB and three from LAS is appointed by the Committee on Committees.
2. The Registrar.
3. One representative from the Graduate Exceptions Committee who is a faculty member.
4. The Director of Admissions.
5. One student representative appointed by the Student Government Board.
6. One representative (designee) of the Provost.
7. A maximum of two At-Large Members may be appointed by the Committee on Committees.

B. Terms of Appointment

1. Appointed representatives serve for a staggered two-year term.
2. Student representative serves for one-year term.
3. At-Large member(s) serve for one-year term with no limits on the number of terms of reappointment.

C. Elections

Election of Officers will take place at the last meeting of the spring semester to take effect for the following fall semester. Each elected officer shall serve for a term of one academic year. Officers may be reelected for an unlimited number of terms. If any vacancies exist at the beginning of the fall semester (or at any other time during the academic year) a special election will be called to fill the vacancy, whereby the newly elected officer will take office immediately, and serve for the remainder of the academic year.

II. DUTIES

A. Duties of Committee Members are:

1. Elect the Academic Standards and Policies Chair and Vice-Chair.
2. Review the Academic Standards and Policies Committee's Mission and Bylaws on an annual basis.
3. Attend meetings on a regular basis.
4. Inform Chair if unable to attend a meeting.
5. Perform committee duties as assigned by the Chair.
6. If serving as a representative of a department or college, provide regular feedback to appropriate constituency.

B. Duties of Chair

1. Distribute Mission Statement, Bylaws, and Operating Guidelines to members at the first meeting of the year for information and review.
2. Submit any revision of the Bylaws to the Committee on Committees for approval.
3. Call meetings on a regular basis.
4. Set the agenda and distribute prior to the meeting.
5. In the absence of administrative clerical support, the Chair will appoint a recording secretary.
6. Ask for administrative expertise to attend specific meetings as needed.
7. Inform the Committee on Committees of any changes in structure, membership, or mission.

C. Duties of Vice-Chair

1. Act as Chair in the absence of the Chair
2. Perform other responsibilities as designated by the Chair

D. Duties of Recording Secretary are:

1. Record the minutes of each meeting.

2. Record the names of those attending and those not attending at each meeting.
3. Submit copies of minutes to the University Senate Office for archival purposes.

III. MEETINGS

1. The Academic Standards and Policies Committees will meet at least once per semester.
2. Members who miss two regularly scheduled meetings in any given semester may be assumed to have withdrawn from the committee and in such a case the Committee on Committees and/or Student Government Board will identify an appropriate replacement.

IV. AGENDA

- A. The Agenda shall consist of the following order of priority:
 1. Call to Order
 2. Approval of Minutes
 3. Announcements
 4. Old Business
 5. New Business
 6. Adjournment
- B. Agenda items will be sent out to all members of the committee with a copy of the minutes at least one week prior to the meeting.
- C. The final agenda for the meeting will be available for the members of the committee on the day of the meeting.

V. RULES OF ORDER

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ASPC or University Senate may adopt.
- B. A quorum will consist of a simple majority of the members of the full committee. A quorum is needed to hold meetings and conduct business.
- C. All members of the committee have full voting privileges.
- D. In order to have a vote, there must be a quorum.
- E. Amendments of the Bylaws shall require a two-thirds majority of the total voting membership.

Approved: