STATUTES OF THE ACADEMIC PLANNING AND REVIEW COMMITTEE

ARTICLE 1: DUTIES

The Academic Planning and Review Committee is a regularly constituted University committee with authority to advise the Provost on all matters concerning undergraduate and graduate academic planning and review. The objectives of the committee are to coordinate the regular process of review of academic programs and to evaluate proposals for new programs, changes in existing programs, or deletions of programs.

The duties under this authority include:

1. Provide guidance to the administration and faculty concerning ideas for new or revised academic programs prior to the submission of a formal proposal;

2. Establishing procedures which must be followed in the formal submission of any proposal for a new or revised academic program;

3. Advising the Provost and the Dean(s) on all proposed new program or substantial changes or additions to existing programs; and

4. Evaluating goals and objectives, academic quality, and financial status of academic programs of the University.

The Committee is directly responsible to and submits its reports directly to the Provost. In addition, the committee must consult with the appropriate Dean when dealing with matters under the Dean’s jurisdiction.

The Committee will have authority to establish by-laws for its operation.

ARTICLE 2: MEMBERS

There shall be fourteen voting members of the committee: thirteen full-time faculty members (three from Bellarmine College of Liberal Arts, three from Science and Engineering, three from Business, two from the College of Communication and Fine Arts, one from the School of Education, and one from School of Film and Television) and one professional librarian. At least ten members must be tenured faculty.

In addition, the Associate Provost for Strategic Planning and Educational Effectiveness shall be an ex officio member.

The voting members of the Committee are appointed by the President upon the recommendation of the Faculty Senate as advised by the Committee on Committees.
The terms are for three years. Terms commence at the start of the Fall semester and terminate at the end of the appropriate Spring semester. The terms shall be staggered. (Initially there shall be three appointments for one year, three for two years, and three for three years; when the committee membership is expanded, 1/3 of the new members will be appointed for one year, 1/3 for two years, and 1/3 for three years.)

Any member shall be eligible for reappointment to a second consecutive term. No member shall be eligible to serve more than two consecutive terms without a term off before reappointment.

ARTICLE 3: OFFICERS AND DUTIES

The President appoints the Chair from among the membership of the Committee. The appointment is made upon recommendation of the Provost in consultation with the Faculty Senate. The Chair, with the consent of the Committee, shall appoint additional officers as needed.

The Chairperson is responsible for scheduling and conducting meetings, preparing the agenda, and other matters necessary for the functioning of the Committee. The Chair serves as the principal representative of the Committee in its dealings with university leadership.

ARTICLE 4: MEETINGS

Meetings are called by the Chair as required to accomplish the workload of the Committee.

A majority of voting members constitute a quorum.

The Committee will normally meet in executive session. A meeting may be opened to the University community by a majority vote.

All Committee members may be present at regular meetings. However, when the Chair calls a meeting to cast a final vote, members who serve as faculty in that program must recuse themselves. “Final vote” means a vote that results in a recommendation to the Provost. Similarly, when the Chair calls a meeting to discuss a final report on the Committee’s evaluation of a program review, faculty who serve in that program may not be present.

The Chair may call for a vote to be conducted by email. If a member of the committee objects, however, the vote must be conducted in a meeting of the committee.
ARTICLE 5: SUBCOMMITTEES

Subcommittees may be appointed by the Chair as needed.

Subcommittees shall report directly to the Committee.

Subcommittees shall meet as necessary for the conduct of business.

No member shall serve on a subcommittee studying a program with which the member is directly involved.

The committee may decide, by majority vote, to request external consultants as part of the reviews of existing programs or of programs proposals. Consultants will be selected from a list of nominees submitted by the department involved.

ARTICLE 6: AMENDMENT PROCEDURES

Amendments to these statutes may be proposed at any meeting of the Committee, but they shall not be voted upon until the next meeting.

After an amendment has been proposed, notice of the proposed amendment shall be sent in writing to all members of the Committee at least one week before the meeting during which the proposed amendment is to be voted upon.

A two-thirds majority of the committee shall be required for preliminary approval of an amendment. The amendment is then submitted to the Faculty Senate for consideration. Final approval rests with the Provost and the President of the University.

REVISED MARCH 5, 2015.
APPROVED BY THE FACULTY SENATE MARCH 12, 2015.
APPROVED BY PROVOST MARCH 20, 2015.