

BYLAWS
ACADEMIC STANDARDS, POLICIES, and REGULATIONS COMMITTEE
Approved by Mercy College Senate on Friday, March 16, 2018

Article I: Name

This committee shall be known as “The Academic Standards, Policies, and Regulations Committee” hereinafter referred to as the “ASPR Committee” or simply, “the Committee.” This committee shall serve as a standing committee of the Faculty Senate.

Article II: Purpose

This Committee shall enable the faculty to carry out its responsibility for defining and maintaining UNDERGRADUATE AND GRADUATE academic policies and regulations as they relate to academic standards.

To fulfill this purpose, the committee shall perform the following functions:

Review all proposals for changes in academic standards, policies, and regulations under such headings as the following:

- Those, exclusive of curricular requirements, which govern the academic standing and progress toward a degree of matriculating students or the academic standing of students who have matriculated and those which pertain to the admission of students, including those pertaining to the granting of credit in transfer from other institutions.
- New and existing academic standards, policies, and regulations (as needed).
- The academic calendar(s) presented by the Office of the Provost on a rolling three-year timeframe.

In all such matters the Committee shall present their views and recommendations to the Faculty Senate, as it deems appropriate.

Article III: Members

§1: The Committee shall consist of the following twelve voting members as appointed by the Committee on Committees Members of the Faculty Senate:

- Two full-time, core faculty from each school WITH REPRESENTATION FROM UNDERGRADUATE AND GRADUATE FACULTY
- One full-time, core faculty from the Library.
- The Provost or his or her designee shall serve as an ex-officio voting member

Of these twelve members, one shall be a senator. If one is not a senator, a non-voting Faculty Senate representative will be appointed by the Committee on Committees of the Faculty Senate.

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§2: Eligibility for Membership:

No special qualifications are needed to serve on the committee. Refer to Article III, Section §1 for the required committee composition and appointment thereof. §3: Membership Terms:

A faculty member's term on the Committee shall begin on September 1 in the academic year of his or her appointment and shall be for the duration of three years. No member shall serve more than two consecutive terms. Regular participation is expected, and the Committee reserves the right to remove and/or replace a member, with a vote of two-thirds of the committee, where that member's participation is less than desirable.

THERE IS NO TERM LIMIT FOR THE EX-OFFICIO MEMBER OF THE COMMITTEE.

Article IV: Officers

§1: Officers

The Committee shall have the following two officers: a Chair and a Secretary, who shall serve one-year terms and be eligible to serve up to a maximum of two consecutive three-year terms.

§2: Election of Officers

The Committee shall elect its officers from among its membership by majority vote. The exofficio member is not eligible to serve as an officer.

§3: Duties of the Chair

The responsibilities of the Chair are as follows:

- Coordinating the work of the committee, including calling meetings, setting agendas, ensuring the subsequent election of officers, and reporting back to the Faculty Senate
- Preparing and submitting the committee's annual report of activities to the Faculty Senate
- Distributing materials to the committee, and other appropriate parties, that are necessary to conduct committee business
- Conducting necessary follow-up on meeting outcomes with appropriate College and faculty personnel

§4: Duties of the Secretary

The responsibilities of the Secretary are as follows:

- Recording minutes at each meeting, and disseminating those minutes to the committee members for approval
- Leading committee meetings in the absence of the committee Chair
 - Sending approved meeting minutes to the Provost Office representative, committee members, and Faculty Senate Secretary
 - Maintaining an archive of approved meeting minutes, and making these minutes available to the larger College community via the College's repository as designated by the Faculty Senate.

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§5: Vacancies

In the event of a vacancy of the Chair, the Secretary will assume the role of Chair until an election can be held. (See Article IV, Section §2: Election of Officers).

Article V: Meetings

§1: Regular Meetings

The Committee will conduct regular meetings as required, with a minimum of two meetings a semester.

§2: Quorum

There must be a quorum at any meeting at which the committee conducts business. Quorum is defined as half (50%) of the total number of members, plus one.

§3: Special meetings, as needed:

In order to allow the Committee to conduct additional business outside of its regular meetings, special meetings may be called by the chairperson as needed.

§4: Order of Business

There shall be an agenda for each meeting provided to members at least one week in advance of the meeting whenever possible.

The normal order of business at meetings is:

- Approval or correction of minutes
- Review of outstanding business from prior committee meeting
- Scheduled agenda items
- New Business

§5: Cancellation of Meetings

Meetings of the Committee may be cancelled in cases where there is a lack of quorum or due to any other exigency.

§6: Other Meeting Modalities

Members may participate in person or via other modes as agreed upon by the Committee.

§7: Minutes

Minutes of the previous regular or special meeting shall be made available, by the Secretary, in written form and read for approval at the next regular meeting. The approved meeting minutes will be distributed and archived as outlined in Article IV, Section §4.

§8: Rules Regarding Non-Members at Membership Meetings

Non-member participation in committee meetings will be made at the request of the Chair and be considered invited guests.

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Article VI: Subcommittees

The Committee shall be empowered to form and delegate tasks to subcommittees, as needed, on a standing or ad hoc basis. Normally, subcommittee members must also be members of the full committee.

Article VII: Parliamentary Authority

In questions of parliamentary procedure, the Committee shall refer to the current edition of Robert's Rules of Order, Newly Revised, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the Constitution for Faculty Participation in the Governance of Mercy College.

Article VIII: Reports

The Committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the Committee must be reported to the Senate, and the Committee shall submit an annual report of Committee business to the Senate.

Article X: Transfer of Records

Each year, the outgoing Secretary of the Committee shall deliver to the incoming Secretary, all records of the Committee including, but not limited to bylaws, minutes, and standing rules and procedures. In the event that the incoming secretary has not yet been elected, the outgoing Secretary shall ensure that the Committee's records have been delivered and archived as outlined in Article 4, Section §4.

Article XI: Amendment of Bylaws

Any of the provisions of these bylaws may be amended upon a vote by a two-thirds (67%) majority of the Committee. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments cannot be introduced as new business at a meeting because doing so would fail to meet the notification requirement. Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.