

**POLICY REVIEW COMMITTEE
of the
ACADEMIC SENATE**

COMMITTEE PROCEDURES

I. MISSION STATEMENT

The Policy Review Committee is a sub-committee of the Academic Senate. The Committee serves largely in an advisory and developmental capacity. To that end, the Committee shall work with members of the faculty, administration as well as all campus groups in order to address campus policy and procedural concerns in an inclusive and collegial manner. The Committee is not intended to maintain full representative membership. The Committee is a creation of the Academic Senate. As such, all resulting work product must receive approval of the representative Academic Senate.

II. COMMITTEE DUTIES AND FUNCTIONS

A. The Committee is charged with the following duties and functions on behalf of the Academic Senate:

1. Reviewing Board Policies (BP) and Administrative Procedures (AP)
2. Drafting and proposing new and revised language to existing BP's and AP's
3. Drafting and proposing new BP's and AP's
4. Reviewing, drafting and proposing Academic Senate internal procedures at the request of the Academic Senate
5. Advising the Academic Senate on policy history, development and conclusions
6. Making recommendations regarding policies to the Academic Senate
7. Maintaining currency standards regarding BP's and AP's with other colleges, California Academic Senate Association, California Education Code and Title 5 of the California Code of Regulations.

III. MEMBERSHIP

A. GENERAL REQUIREMENTS

1. All members of the Committee must be current tenured, tenure-track or adjunct faculty of the College.
2. The Committee serves largely in an advisory capacity to the full representative Academic Senate. Therefore, Committee membership is not limited to only those faculty members serving on the Academic Senate.
3. At no time shall the Committee have fewer than 3 members.

4. There shall be no limits on how many faculty members may serve on the Committee.
5. The Academic Senate President shall appoint a member of the faculty to serve as Chair of the Committee for a two year term.
6. The appointment of Committee Chair shall be ratified by a majority of a quorum of the Academic Senate and shall take place in the spring semester of even numbered years. The two year term shall commence at the beginning of the following fall semester.
7. The Committee shall make every effort to maintain at least one Adjunct Faculty member at all times.

B. MEMBERSHIP APPOINTMENT/TENURE

1. Members may be appointed by the Committee Chair or the President of the Academic Senate
2. All appointments must be confirmed by a majority of a quorum of the Academic Senate and shall take place in the spring semester of even numbered calendar years. The member's term shall commence at the beginning of the following fall semester.
3. Appointments and subsequent confirmation can occur during any semester to fill an untimely vacancy that reduces Committee composition below three members.
4. Members are expected to serve a minimum of one full academic year but may tender their resignation from Committee service at any time.
5. Members may be removed from the Committee for non-performance by a majority vote of the other active Committee members with the approval of the President of the Academic Senate. Any vote for removal that is a perfect tie will be decided by the President of the Academic Senate. Non-performance is said to occur when a member has failed to attend 3 or more successive meetings and has simultaneously failed to participate in collaborative work with other Committee members in reviewing working proposals.

C. RESPONSIBILITIES OF THE COMMITTEE CHAIR

1. Serve a two year term
2. Serve as a member of the Academic Senate's Executive Committee
3. Submit an annual committee status report to the Academic Senate
4. Recruit and manage Committee membership
5. Schedule Committee meetings and agendas
6. Report policy and procedure proposals to the Academic Senate
7. Document policy and procedural history when appropriate or necessary
8. Ensure Academic Senate web site accurately reflects policy and procedure queue
9. Membership and attendance of the College Policy Council (CPC)
10. Advocate BP's and AP's passed by the Academic Senate to the CPC
11. Attend ASG meetings in an advocacy role of Academic Senate BP's and AP's

D. MEMBERSHIP RESPONSIBILITIES

1. Attend all regularly scheduled meetings of the Committee
2. Undertake due diligence in reviewing policies and procedures and all Committee assignments
3. Make advisory votes on policy and procedure proposals
4. Conduct policy research as required

E. ADJUNCT COMMITTEE MEMBERS

1. Adjunct members of the Committee must maintain a teaching assignment for the semester in which they serve on the Committee, and are thus potentially subject to a one semester term of service on the Committee.

IV. MEETINGS

A. DATES

1. The Committee will meet bimonthly in the second and fourth weeks of each month. Meeting dates and times are subject to change based on members' availability and schedules.

B. PROCEDURES

1. The Committee will utilize Robert's Rules of Order.

C. VOTING

1. The Committee is a voting Committee in an advisory capacity only.

V. SUBMISSION OF PROPOSALS

A. The authority of the Committee to address any policy or procedure, proposed or existing, is derived from any of the following:

1. Submission to the Committee by the Academic Senate.
2. Submission to the Committee by the President of the Academic Senate.
3. Submission to the Committee by the Faculty Chair of the Curriculum Committee.
4. Submission to the Committee by College Administration.
5. Proposal by Committee member and approved by a majority of the working Committee.

B. Any submission received by the Committee not received from the Academic Senate must be reported back to the Academic Senate at the next regularly scheduled meeting.

C. Any College policy, procedure or proposed document of any kind, including those mandated by State or local law agencies, that falls within the purview of the shared governance duties of the Academic Senate as outlined in Title 5 of the California Code of Regulations, Section 53200 et seq as formalized by COC BP 7215 must be submitted to this Committee. Doing so enables the Committee to create, maintain, organize and track Academic Senate and overall College policy and procedural action for transparent historical verification as the Academic Senate's formal policy committee of record.

D. SUB-COMMITTEES

1. The Committee may establish sub-committees from its membership. Sub-committees of this Committee must report back to the full Committee membership before submitting any formal draft to the full Academic Senate.
2. The Academic Senate may authorize the use of sub-committees from outside this Committee to develop policy, procedure or other proposed documents of any kind. Sub-committees of this Committee must report back to the Policy Review Committee before submitting any formal draft to the full Academic Senate.¹
3. Sub-committees whose membership is comprised from outside this Committee may defer to this Committee for oversight and assistance.
4. The Committee reserves the right to review the work product of all sub-committees charged with the duty of drafting policy, procedure or other proposed documents.

¹ The Committee will defer greatly to the work completed by sub-committees. Oversight of all sub-committees by the Policy Review Committee is designed primarily to enable accurate tracking and historical record keeping as the Academic Senate's policy committee of record.