

**SEAVER ACADEMIC COUNCIL PROCEDURES
SEPTEMBER 2013**

I. ROLE AND FUNCTION

The Seaver College Academic Council is the policy-making body for academic procedures, policies, and requirements. It reviews proposals for changes in the curriculum, graduation requirements, and general academic policies. Such proposals may come from members of the council, from academic divisions in the college, from the associate dean, or from appropriate faculty committees of Seaver College

Decisions made by the Seaver Academic Council are subject to approval by the University Academic Council. Decisions are not official until approved by the provost and/or president.

II. MEMBERSHIP

- A. Voting members of the council are the chairpersons of the academic divisions of the college, one elected representative from each academic division, and the associate dean (in the event of a tie).
- B. The associate dean serves as chairperson.
- C. Ex-officio members (non-voting) are the president, the provost, the dean of Seaver College, the registrar, the director of libraries, the chief information officer, the dean of admission and enrollment management, the coordinators of academic programs, the dean of international programs, the associate dean of teaching and assessment, the assistant dean of special academic programs, and a SGA-appointed student representative.

III. MEETINGS

- A. Meetings will normally be held on the first and, if necessary, continued on the second Monday of the month, from 2 to 3:50 p.m.
- B. Meetings of the SAC are open; any member of the University community may attend any official meeting as a non-voting observer.
- C. Special meetings of the SAC may be called at any time for discussion, but proposals may only be voted on at regular meetings.

IV. PROCEDURES

- A. Proposals must be examined initially for thoroughness and completeness by the Curriculum Review Committee (CRC) before they can be formally submitted by the

appropriate council member to the Seaver Academic Council (SAC). The CRC will ensure that divisions or departments affected by a proposal are aware of any potential impact before its submission to SAC. The CRC is authorized to review issues of academic concern and academic quality at Seaver College and issues dealing with interdisciplinary coordination of course offerings and to bring those issues deemed worthy of consideration to the SAC. The CRC is composed of the associate dean, one academic division chairperson, and one other member of SAC, all of whom shall be from different academic areas. They will be elected to one-year terms by the council at the September meeting. CRC meetings are held approximately three weeks prior to the SAC meeting.

- B. Proposals should be sent electronically to the associate dean or his or her designate, after which they will be distributed to council members. During the intervening time, proposals may be discussed in divisional meetings, committee meetings, or informally by interested parties. If, at the regular meeting, the council feels that further discussion is necessary, any proposal may be tabled until the next regular meeting. The council's deliberations will be limited to the discussion and disposition of only those proposals as noted above.
- C. Proposals **must** follow the format approved by the University Academic Council. Note the special format for proposals that involve changes in the Seaver College catalog.
- D. Requests for selected topics courses (292's/592's) are submitted to the associate dean along with a syllabus for each course (and a curriculum vitae if taught by an adjunct faculty member). Proposals for 292's/592's may be approved or denied by the associate dean, who may also choose to forward them to the council if more discussion is warranted. A selected topics course may be taught only twice after initial approval by the associate dean. Further requests must be submitted to the council.
- E. A quorum of two-thirds (11) of the voting members is necessary to vote on motions or to conduct an official meeting. Proposals must be approved by a majority of voting members present. When necessary, members may designate a substitute from their divisions to attend a meeting of the council as a voting participant. Vote may be by secret ballot upon the request of any voting member or the chairperson.
- F. Executive session: A majority of the voting members of the council who are present may vote to adjourn to executive session. The motion for adjournment to executive session must include an agenda. The purpose of the executive session is for discussion only; formal votes must be in an open session.
- G. Procedural rules may be suspended at any regular meeting by two-thirds of the voting members of the council.