

COMMITTEE ON ACADEMIC PLANNING AND REVIEW

Policies and Procedures for Committee Operation

1.1) Preamble. As authorized by Article XV, Section 10 of the Bylaws of the University Faculty, ~~these the following~~ policies and procedures for conduct of ~~the its~~ operations ~~of the Committee on Academic Planning & Review have been adopted shall be established on adoption~~ by the majority vote of the members present of the Committee on Academic Planning & Review and approval by the Executive Committee of the Academic Senate.

2.2) Duties and Organization

A. The duties of the Committee shall be:

- ~~i)~~ To recommend to the Academic Senate policies that help the University to achieve its long-term academic goals in the light of changing social conditions;
- ~~ii)~~ To evaluate each existing academic program at intervals not to exceed five years, except as modified for outside accredited programs, and to recommend for each program reviewed, within eighteen months of the initiation of the review, one of the following: continuation without modification, continuation with specified modifications, continuation with monitoring by CAPR for a time to be specified, or discontinuance;
- ~~3.)~~ To review the Academic Master Plan of the University, to consider requests for revisions of that Plan, and to make recommendations to the Academic Senate for the adoption of each annual phase of revision of the Academic Master Plan;
- ~~iii)~~ To coordinate long range plans for academic development with campus planning of facilities development;
- ~~iv)~~ To make recommendations concerning principles and procedures (including procedures for faculty consultation) governing the development, improvement, and use of the academic facilities of the University and the allocation of all categories of funds and staff directly related to the instructional program;
- ~~v)~~ To consult with the appropriate administrators regarding academic planning, current budget issues, allocation of resources, and campus development, and to report periodically the nature of the consultation to the Executive Committee of the Academic Senate
- ~~i)~~ To coordinate long range plans for academic development with campus planning of facilities development; and
- ~~vi)~~ To consult, when appropriate, with other Standing Committees; and
- ~~vii)~~ To perform other duties regarding annual tenure-track faculty allocations as directed by the Executive Committee of the Academic Senate.

~~3)B)~~ The Committee shall recommend:

- ~~i)~~ To the Academic Senate on matters regarding the performance review of existing programs and the Academic Master Plan;
- ~~ii)~~ To the Academic Senate on principles and procedures governing the development, improvement, and use of campus facilities; and
- ~~iii)~~ To the Academic Senate on the use of facilities and the allocation of instructionally related resources.

~~5-C)~~ The membership of the Academic Planning and Review Committee shall be:

1. Eight (8) members of the ~~Colleges~~Schools of the University;
2. One (1) appointee of the President of the University;
3. One (1) representative of the Library;
4. One (1) representative of the ~~Division of~~ Student Services Electorate; and
5. Two (2) members of the student body of the University.
6. Note that the non-voting member from Extended Education is still in the Bylaws, but

has not been in the CAPR Policies since at least '92.

- D. The role of the Committee Chair is as follows:
1. The Committee shall elect a Chair to organize and conduct the Committee business (Article XV, Section 9). The Chair shall be a voting member.
 2. The Chair shall have the following responsibilities:
 - a. the preparation, organization, and distribution of proposed agendas to the Committee members;
 - b. notifying persons with business before the Committee of the Committee meetings and agendas;
 - c. conducting the Committee meetings and business;
 - d. transmitting Committee recommendations and reports to the Executive Committee;
 - e. overseeing the work of the subcommittees;
 - f. coordinating Committee activity with the work of other Standing Committees and special committees;
 - g. providing for representation of the Committee at meetings of the Executive Committee and Academic Senate when Committee recommendations or reports are on the agenda; and
 - h. preparing (with the assistance of the Secretary) the annual report of the Committee (Article XV,9);
 - i. updating the Five-Year Program Review Schedule during Spring Quarter;
 - j. notifying all programs scheduled for Five-Year Reviews during the next academic year and providing them with a copy of 00-01 CAPR 7 by the end of Spring Quarter; and
 - k. providing program Chairs and school Deans with a copy of the Senate approved CAPR Response to the Five-Year Program Review.
 3. In the absence of the Chair from a Committee meeting, the Secretary shall preside; in the absence of both Chair and Secretary, the Committee shall elect a Chair pro-tem for that meeting.
- E. The role of the Committee Secretary is as follows:
1. The Committee shall elect a Secretary to prepare and maintain its records.
 2. The Secretary shall have the following responsibilities:
 - a. the preparation, distribution and correction of the minutes of Committee meetings;
 - b. maintenance of a file of the complete agendas, with supporting materials; minutes; and records of the Committee; and
 - c. assisting the Chair in the preparation of the annual report of the Committee.
 3. In the absence of the Secretary from a Committee meeting, the Chair shall appoint a Secretary for that meeting.

III. Committee Procedures

- A. The regular meeting of the Committee shall be the first and third Thursdays of each month during the academic year, and at such other times as a majority of the Committee shall decide.
- B. A quorum for formal action by the Committee shall consist of a majority of the members serving, provided that in no case shall it be fewer than five.
- C. The agenda for each meeting shall be prepared by the Chair and sent, with pertinent supporting materials, to members of the Committee sufficiently in advance of the meeting

to allow for careful preparation for Committee action. As a rule, the agenda should reach Committee members at least three academic days before each meeting. The meeting agenda may be reordered or added to by a majority vote of members present.

- D. The order of business at regular meetings of the Committee shall be as follows:
 - 1. Approval of the agenda
 - 2. Approval of the minutes
 - 3. Report of the Chair
 - 4. Report of the Presidential appointee
 - 5. Report of the Subcommittees
 - 6. Other items of business
 - 7. Adjournment
- E. Committee business may be conducted informally, consistent with basic principles of parliamentary procedure for committees. Formal actions by the Committee require a vote in which the number of Yes votes, No votes, and abstentions is recorded.
- F. Committee minutes shall identify the topic of discussion; summarize discussions of the Committee; and record all motions with the name of the maker, the actual motion, the action on the motion, and the vote on the motion (including any count required under Section III.E above).

IV. Subcommittees

- A. The committee may establish special subcommittees as it deems necessary to expedite its business.
- B. Members of Subcommittees shall be appointed by the Chair subject to approval by the Committee. The membership of each Subcommittee shall include at least one member of CAPR in addition to the Chair of CAPR, who shall be a member ex officio of each subcommittee.
- C. Membership of all Subcommittees shall be submitted to the Executive Committee of the Academic Senate for approval.

V. Special Procedures

Provisions of 80-81 CAPP 1, for placement of a new program on the University Academic Master Plan, provisions of CAPP 6 as amended by 93-94 CIC 5, for discontinuance of an existing program, and 71-72 CAPP 1-B, for consideration of new and separate documents, continue in effect.

VI. Protocols for CAPR Reviews

The committee will use the attached protocols (CAPR Five-Year Review Protocol, CAPR Evaluation Response Form, and CAPR Format for Response to Five-Year Reviews) to guide its review process.

VII. Adoption and Amendment of Procedures

Adoption of new policies and procedures ~~to replace these interim procedures~~, or amendment of these ~~interim~~ procedures, shall be by majority vote of the Committee, subject to approval by the Executive Committee of the Academic Senate.

| VIII. Parliamentary Authority

Any questions of order or procedures not covered by the Policies and Procedures shall be dealt with according to the latest edition of Robert's Rules of Order, Newly Revised.

9/92

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