

BGSU Firelands Governance Document Policy	Academic Committees	Academic Affairs
Approved by:	Date Revised 2-20-07	FC 4011

Voting Members:

2 members elected in April from each department, 3 year staggered term starting at spring commencement

Non-voting Members:

Associate Dean for Academic and Student Affairs
Undergraduate Council Representative
Manager Academic Advising
Member from Student Achievement Assessment Committee (SAAC)

POLICY

Study and recommend changes or innovations in courses, programs, curricula, college-wide grading policy, advising processes and procedures, articulation with main campus, and any other academic matters of concern to students and faculty of the College. In addition, the committee shall have responsibility for monitoring the academic quality in the various degree programs of the College through periodic review and evaluation.

An organizational meeting should be held during the first two weeks of the Fall semester.

A secretary of the committee should be chosen for the year, or, at a minimum, for a semester.

The chair and secretary of the committee will be aware of the procedures and filing methods for the archive of committee minutes in the Instructional Services Office and the Office of the Dean.

A log will be maintained by the Chair of the AAC of curriculum modifications (Blue Sheets) approved by the committee.

Recommendations regarding grading policies, advising policies and procedures, or articulation with main campus will be forwarded to College Council for final approval.

Minutes from Academic Affairs meetings will be posted in the faculty lounge.