

Date: March 30, 2016

To: School of Education (SoE) Academic Planning Council (APC)

Cc: Dean Diana Hess

From: Self-study sub-Committee (Kimber Wilkerson, Ann Fillback-Watt, Fong Chan)

Re: APC Policies and Procedures

### **Brief Recap of Activities to Date**

In Fall 2015, at Dean Hess's request, Kimber Wilkerson initiated a review of the SoE APC procedures and provided a draft report to Dean Hess and the APC. This report was approved as an APC self-study at the February 2016 meeting.

FP&P requires that APCs complete a self-study every 5 years be filed with the University Committee (UC) for review. The UC also requests a copy of each APC's policy document. One of the recommendations to come out of the self-study was for the APC to draft Policies and Procedures. Ann Fillback-Watt and Fong Chan volunteered to form a sub-committee with Kimber Wilkerson to finalize an APC Policies and Procedures document and advise the APC committee on next steps.

Draft Policies and Procedures documents were submitted to the APC for review at the January, February and March 2016 APC meetings. The attached version, dated 3-30-16, reflects APC's consensus about membership configuration and election cycles and is submitted for additional review and approval.

### **Elections and Membership**

Per APC's March, 2016 decision, faculty representation on the APC will continue to be by department (i.e., one faculty member will be elected from each department). In order to accommodate variation in departmental preference about whether department chairs should be eligible to be nominated for APC membership, the SoE APC policy will remain silent on this issue, allowing for departmental variation on whether or not department chairs can also serve.

Departmental elections for APC membership for AY 2016-17 should occur in spring 2016 with ballots submitted to the Dean's office. Departments' initial terms will be for either 1-, 2- or 3-years, with regular 3-year terms thereafter. Departments were assigned to initial term lengths based on their preferences.

Also pursuant to discussion at the March 2016 APC meeting, academic staff representation will increase from one to three members. CASI will solicit nominations and conduct those elections.

Details of these decisions are reflected in the 3-30-16 version of the Policies and Procedures document, which is provided for discussion and possible approval at the April 6, 2016 APC meeting.