

Draft for discussion and approval – 3/30/16

School of Education
Academic Planning Council (APC)
Policies and Procedures

APC Charge:

The School of Education (SoE) Academic Planning Council (APC) is a key governance body for the School of Education, established in accordance with Section 3.08 of the University of Wisconsin-Madison Faculty Policies and Procedures (FP&P).

The APC provides advice to the Dean on:

- 1) Program reviews and the development or deletion of academic programs (e.g., majors, certificates, PhD minors);
- 2) Strategic and long-term planning;
- 3) Budgetary planning and resource allocation;
- 4) Programmatic decisions likely to affect promotion and tenure or the non-renewal of faculty;
- 5) Diversity initiatives; and
- 6) Campus or school policies or other factors that affect the school's ability to fulfill its academic mission.

Rules governing the SoE APC:

- 1) Agendas will be posted on the APC website at least 5 days in advance of meetings.
- 2) Items may be added to the agenda at the meeting under new business. However, items added under new business will not be voted on until a later meeting.
- 3) Members of the SoE community (faculty and staff) are encouraged to bring items of interest to the attention of APC. Please contact the Dean's office regarding matters that might be brought to the council.
- 4) Minutes of meetings will be posted on the APC website.
- 5) Once per year, all SoE faculty and staff will receive an email that briefly describes the APC and its function and lets them know where agendas and meeting minutes can be found.
- 6) Notice of APC membership will be distributed to all faculty and staff at the beginning of the academic year.
- 7) In accordance with FP&P, the APC shall review the structure and functions of the APC every five years. The last review was submitted in Spring of 2016.

Elections and Membership:

The committee will have 13 elected members: one faculty member elected from each SoE Department and three academic staff members elected through the Committee on Academic Staff Issues (CASI). The Dean or his/her designee will serve as chair of the

committee. Committee members’ terms will be for three years. All elected members are voting members. A quorum is defined as any 7 members.

Election of committee members:

1. Department’s will conduct a call for nominations in the final year of their departmental representative’s term. Nominations can be made by any faculty member within a represented department. Unless otherwise specified in departmental policy, all tenure-line faculty are eligible to be nominated within their home department.
2. Election of faculty APC members will be conducted by departments. All faculty are eligible to vote in their home department.
3. CASI will conduct an annual call for nominations. Nominations for academic staff APC members may be made by any member of the SoE academic staff.
4. All academic staff in the SoE may vote for academic staff representatives in elections conducted by CASI. Academic staff elected to APC should represent the areas of instruction, outreach and/or research.
5. Ballots from APC member elections will be counted by departments, or CASI as appropriate, then submitted to the Dean’s Office at the conclusion of each election.

A summary of terms and election cycles is provided below.

Election Cycle Group	Academic Year									
	2016-17*	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
1	A1	B	B	B	C	C	C	D	D	D
2	A2	A2	B	B	B	C	C	C	D	D
3	A3	A3	A3	B	B	B	C	C	C	D

*Note: Members elected to serve on APC for AY 2016-17 will serve 1-, 2- or 3-year terms depending on their Election Cycle Group. The initial shortened term lengths for Groups 1 and 2 are structured to bring all Groups’ staggered terms into alignment. After these initial terms, all Groups will elect members to 3-year terms.

- Group 1: Counseling Psychology, Dance, EPS, T&D
 - Group 2: Educational Psychology, Kinesiology, RPSE
 - Group 3: Art, C&I, ELPA
- CASI will have one representative in each group.

Appointed and Ex-officio Members:

The Dean may appoint one voting member to the committee, (bringing the total number of voting members to 14), and additional ex-officio members at his/her discretion.