1. Role of the Academic Policies Committee
The mission of the Academic Policies Committee (APC) is to review, maintain, and improve policies and procedures affecting academic policy and curriculum at Ithaca College.

1.1 Membership

1.1.1 Voting Members
The dean of each of the schools (or their designated representatives); two faculty members from each school (one of whom should be tenured) elected by the faculty of the respective schools; three additional faculty members (all of whom must be tenured) elected by the faculty of the whole College with the election to be supervised by Faculty Council; one additional faculty member from Faculty Council, elected by Faculty Council (individual schools and Faculty Council may establish specific criteria for representation); one student from each school elected by the Student Government Association (which may establish specific criteria for student representation).

1.1.2 Ex-officio (non-voting) Members
The Provost and Vice President for Academic Affairs (VPAA) and the Registrar (or their designated representatives), and the Student Government Association Vice President of Academics.

1.1.3 Elections
The Office of the Provost/VPAA will notify each school, the chair of the Faculty Council, and the Student Government Association of the need for new members by March 1 of each academic year. Election of new members to the APC shall be completed by April 15 of each academic year.

1.2 Term of Office.
The terms of the elected faculty members shall be three years; one-third designated each year so that one of the at-large faculty members shall be elected each year. A school may elect only one representative each year. The term of the faculty member from Faculty Council shall be one year. Student terms are for one or two years as designated by the Student Government Association at the time of election. If a member of the committee resigns, then the group that originally elected the member shall elect a replacement.

1.3 Electing a Chair.
The committee shall elect a chairperson from among its faculty members. The procedure for electing a chairperson is as follows:

1.3.1 Nominations will be accepted during the next to last regularly scheduled APC meeting of the fall semester. If a faculty member wishes to be considered as chair but his or her term on APC is ending at the end of the current academic year, the faculty member’s school or Faculty Council may hold a special election for that
particular seat prior to the election for chair.

1.3.2 Candidate(s) will be asked to provide a brief written statement for distribution to the electors. These statements will be sent to the members of the committee during the month of November.

1.3.3 Faculty and student representatives and the deans of each school shall vote in the election.

1.3.3.1 If there is more than one candidate, ballots will be distributed with the candidate statements, to be collected and tallied by the Office of the Provost/VPAA. Election results will be announced as soon as votes are tallied, but no later than the final meeting of the fall semester.

1.3.3.2 If there is only one candidate, the election will proceed by show of hands at the final meeting of the fall semester.

1.3.4 The chair-elect will normally take office at the beginning of the following academic year. However, the outgoing and incoming chairs may determine a different date for this transition.

1.3.5 The chair is entitled to three credits of released time per semester.

1.4 Duties of the Chair

1.4.1 The chairperson shall work closely with the Provost/VPAA (or his/her designated representative) in coordinating the functioning of the subcommittees and the committee of the whole, directing the entire policy and curriculum review operation and ensuring effective communication among all participants in the curriculum and policy development process.

1.4.2 The APC chair will rely on the Office of the Provost/VPAA for providing staff support to the committee.

1.4.3 The chair is allowed to vote when the voting is done by ballot and in all cases where the chair’s vote would alter the outcome (except on motions that refer to the chair).

1.4.4 Items tabled must be returned to the proposal’s resource person with an explanation and recommendation for resubmitting the document.

1.5 Quorum

1.5.1 A quorum shall consist of at least two-thirds of the number of voting members.

1.6 General Duties of APC

1.6.1 To consider any matter affecting academic policies in the institution.

1.6.2 To review and recommend proposals for new and revised programs and courses
including standard proposals, expedited proposals, and exempt proposals.

1.6.3 To recommend appropriate action to the faculty.

1.6.4 To counsel the Provost/VPAA in academic matters.

1.7 Meetings
Regular APC meetings will be held on a monthly basis during the academic year according to a schedule determined by the chair in consultation with the Provost/VPAA (or his/her designee). The schedule for the year will be posted and sent to the campus community prior to the first day of classes for the fall semester.

1.8 Rules of Order
1.8.1 The rules contained in the current edition of the 21st Century Roberts’ Rules of Order shall govern the operation of meetings of this committee unless other special rules have been adopted.

1.8.2 A majority vote is more than one-half the votes cast. Abstentions do not count in the tally of votes cast.

1.8.3 While absent members may send substitutes for purposes of information only, no proxy votes will be allowed. In the absence of the dean, however, the associate/assistant dean is recognized as a full voting member.

1.9 Action on Motions
1.9.1 Curricular Issues
The APC makes recommendations to the Provost/VPAA who reviews and then forwards them to the President for final institutional review and approval.

1.9.2 Policy Issues
The APC makes recommendations to the Provost/VPAA who then presents them to Faculty Council for its review and response. If the Faculty Council responds favorably to a policy recommendation, it will report this to the Provost/VPAA. If the Faculty Council has concerns or reservations about a policy recommendation, then it will report these conclusions to the Provost/VPAA as soon as possible, but no later than two months after receiving the APC recommendation. The Provost/VPAA will consult with the Executive Committee of Faculty Council and with the APC and the Policy Subcommittee in an attempt to reconcile the differing perspectives on the policy. After such reconciliation and necessary revision(s), the Provost/VPAA will review and then forward the recommended policy to the President for final institutional review and approval.

1.10 Communication of Actions Taken
Following each meeting, the minutes will be distributed to the following: all voting and ex-officio (non-voting) APC members, Associate Provost, Dean of Enrollment Planning, Associate/Assistant Deans, Department Chairs, Chairs of School Curriculum Committees, Chair of Faculty Council, and the Library Archives.
1.10.1 New and Revised Policy
New and revised policy will be published in the appropriate publications and on the Provost/APC Website after final institutional review and approval.

1.11 Organization and Structure: the APC shall consist of two standing subcommittees: Curriculum and Policy.

2. Curriculum Subcommittee (APC-C)

2.1 Membership

2.1.1 Voting Members: One faculty member from each school, two all-college representatives, and at least two student representatives.

2.1.2 Ex-officio (non-voting) Members: The Provost and Vice President for Academic Affairs (VPAA) and the Registrar (or their designated representatives).

2.2 Electing a Chair

2.2.1 The subcommittee shall elect a chairperson from among its faculty members. The chair should have at least one year experience on the APC-C.

2.2.2 The chair should be determined at the last regular APC meeting of the fall semester by vote of all current subcommittee members. If a Curriculum Subcommittee member is interested in being considered for the chair position but their term is ending in the current academic year, the faculty member’s school or Faculty Council may arrange a special election for that faculty member’s seat prior to the election of APC-C chair.

2.2.3 The Curriculum Subcommittee chair is entitled to three credits of released time per semester.

2.3 Duties of the Chair

2.3.1 It is the APC-C chair’s responsibility to determine the agenda for each meeting, preside over subcommittee meetings, present the curricular issues on the agenda, and complete the necessary documentation regarding the outcome of each agenda item and distribute the results to the campus community.

2.3.2 The chair is responsible for contacting relevant individuals to gather more information regarding agenda items.

2.3.3 The chair serves as the contact person for persons wishing to attend the subcommittee meetings.

2.3.4 Ensures communication with school curriculum committees and other curricular bodies on campus as appropriate.

2.4 Quorum
2.4.1 A quorum shall consist of at least two-thirds of the number of voting members.

2.5 General Duties of the Curriculum Subcommittee
The Curriculum Subcommittee is responsible for reviewing all curricular revisions including changes in current programs, submission of new programs, revisions of existing courses, and submission of new courses. Specific details of these and other curricular issues are described below.

2.5.1 Curricular Issues Addressed by the Subcommittee

2.5.1.1 New and Revised Programs (major/minor/concentration, etc.) Refer to NYSED for state program requirements:
http://www.nysed.gov/college-university-evaluation/department-expectations-curriculum

2.5.1.1.1 All new majors, minors, concentration, certificate programs, emphases, and the like must be submitted to and approved by the APC prior to implementation. Programs such as Summer High School Programs, The Washington Semester Program, and credit granting workshops and seminars must also be approved by the APC.

2.5.1.1.2 New programs require authorization from the Provost’s office of the new academic degree prior to consideration of the program by APC.

2.5.1.1.3 Revisions to any existing program must be approved by the APC. Such revisions include the following:

2.5.1.1.3.1 Additions or deletions to required, elective, or restricted elective courses within the program. Substantial revisions indicate a revision in the nature of the program and not simply a revision because a course is no longer offered.

2.5.1.1.3.2 Revisions to the number of credits or the credit distribution (e.g., LA vs. NLA) required for the program.

2.5.1.1.3.3 Revisions to the program prerequisites, academic requirements, and any other policies that impact a student’s ability to complete the program.

2.5.1.1.3.4 Any revision in the degree granted (e.g., a revision from a B.S. to a B.A.).

2.5.1.1.4 New and revised programs are evaluated by the APC following NYSED approval criteria, which include:

2.5.1.1.4.1 Content and rigor.
2.5.1.4.2 Consistency with the missions and goals of the College.

2.5.1.4.3 The program can be completed in four years (a few programs may take longer than four years). New and significantly revised programs must complete a plan of study grid showing how the program can be completed in four years.

2.5.1.4.4 Appropriateness of the total number of credits and credit distribution.

2.5.1.4.5 The courses and other requirements meet the student learning outcomes of the program.

2.5.1.4.6 Evidence of communication with other departments affected by the proposal.

2.5.1.4.7 Curriculum content proceeds from introductory level to advanced level in logical sequence with appropriate breadth, depth, and currency; appropriate prerequisite knowledge and skill is required.

2.5.1.4.8 A list of student learning outcomes and an indication of how and when each outcome will be measured, and how the assessment data will be used to improve student learning.

2.5.1.5 New and revised programs should include the following information for evaluation by the Dean and Provost (but not APC):

2.5.1.5.1 Rationale provides evidence that the program can be sustained and draw a sufficient number of students.

2.5.1.5.2 Faculty needs, library resources, and financial impacts have been addressed.

2.5.1.6 A new or revised program may be submitted along with other documentation, including a brief cover letter stating the important revisions and rationale for revisions.

2.5.1.2 New and Revised Courses in a Program

2.5.1.2.1 Any new course intended for catalog copy or permanent placement in the curriculum requires completion of a new course proposal in the online curriculum management system. This also applies to any course previously offered on an experimental basis.

2.5.1.2.2 Any non-standard new or revised course for which Ithaca College credit is granted and grade assigned must be approved by the APC. For example, Summer High School and The Washington Semester Program courses must be approved by APC.
2.5.1.2.3 Substantial revisions in individual courses require completion of a standard course revision in the online curriculum management system. Revisions that fall into this category include:

2.5.1.2.3.1 Revisions in the course description or title that reflect a substantial revision in the level, focus, content, and/or learning objectives of the course.

2.5.1.2.3.2 Revisions in the course prerequisites or course level that reflect a substantial revision in the preparation necessary for the course or the rigor of the course material.

2.5.1.2.3.3 Revisions in classifying a course as LA vs. NLA.

2.5.1.2.4 New and Revised Courses are evaluated by the APC based in the context of the new or revised program. Detailed review of the course content, course syllabus, course description, etc. are the responsibility of the school curriculum committee. New and revised courses are evaluated by the APC based largely on the following criteria:

2.5.1.2.4.1 Appropriateness of course content in relation to programmatic learning outcomes.

2.5.1.2.4.2 Appropriateness of course level, prerequisites, number of credits and other course attributes. Learning objectives, topics and texts/resources for the course inform this evaluation.

2.5.1.2.4.3 Rigor of rationale for programmatic need for revision of or creation of new course.

2.5.1.3 Expedited Proposals (formerly Reports of Action)

2.5.1.3.1 Revised program or course proposals can be expedited for changes that are not substantial.

2.5.1.3.2 Typical revisions that can be expedited include:

2.5.1.3.2.1 Minor change(s) in course description or title, i.e., changes that are not a substantial revision in the level, focus, content, and/or learning objectives of the course.

2.5.1.3.2.2 Revisions in course numbering (not including a change in level).

2.5.1.3.2.3 Minor change(s) in prerequisites.
2.5.1.3.2.4 Minor changes in program made necessary because of revisions to courses within the program.

2.5.1.3.2.5 Changes in special academic policies and other catalog copy items that are not substantial enough to warrant a revised program proposal (e.g., minimum GPA to stay in a program).

2.5.1.4 Exempt Proposals

2.5.1.4.1 Some proposals are administrative changes rather than curricular changes. Such proposals are considered Exempt.

2.5.1.4.2 Typical revisions that can be exempt include:

2.5.1.4.2.1 Catalog correction or editorial change in courses or programs.

2.5.1.4.2.2 Change in frequency of course offering.

2.5.1.4.2.3 Change in term of course offering.

2.5.1.5 Course Deactivation Proposals

2.5.1.5.1 Courses to be removed from the catalog are submitted as Course Deactivation proposals.

2.5.1.6 Other issues that may also be addressed by the subcommittee include academic status standards and retention standards.

2.5.2 Other Curricular issues

2.5.2.1 Miscellaneous curriculum requests include: Requesting a new subject code, aligning a subject code with a new department, and requests to create a new course attribute. Miscellaneous requests require APC approval.

2.5.2.2 Some programs and courses use course attributes: e.g., themes for the Integrative Core Curriculum, or the social science perspective for the Environmental Studies degree. Assigning course attributes to individual courses do not require APC approval.

2.5.2.1.1 Course attributes for the Integrative Core Curriculum must be approved by the Committee for College-Wide Requirements (CCR).

2.5.2.1.2 Some course attributes may require approval from other school or all-college bodies (e.g., attributes for the Honors Minor require approval of the Honors Steering
2.5.2.1.3 For other course attributes, to add, remove, or change an attribute, the proposer must communicate with the registrar’s office directly.

2.5.2.3 Experimental Courses do not require APC approval. Experimental courses can be offered a maximum of four times, after which the course must be submitted to APC for review as a new course.

2.5.2.4 Graduate programs do not require APC approval. Graduate courses do not require APC approval unless they are included in an undergraduate degree. Graduate courses and programs require approval from Graduate Council.

2.5.3 Proposal Process and approval

2.5.3.1 All proposals are created in the online curriculum management system.

2.5.3.2 Proposals (both for programs and for courses) are generated by a faculty member. Once complete, the proposal is submitted to the department chair or program coordinator for approval.

2.5.3.3 Proposals approved at the departmental or planning unit level are then submitted to the appropriate school curriculum committee for approval.

2.5.3.4 Proposals approved at the school level are submitted to the APC-C.

2.5.3.5 Standard new and revised program proposals will be reviewed at APC-C.

2.5.3.5.1 These items will be considered “With Discussion” at APC-C meetings.

2.5.3.5.2 Any new and revised course proposals, including expedited proposals, associated with standard new and revised program proposals will also be reviewed by APC-C and considered “With Discussion”.

2.5.3.5.3 Upon approval by APC-C, these items are submitted to APC-full for approval. These items are typically submitted to APC-full as “With Discussion.”

2.5.3.6 Expedited revised program proposals may be reviewed at APC-C.

2.5.3.6.1 Expedited revised program proposals may be considered “With” or “Without discussion.” at the discretion of the APC-C subcommittee
Any new and revised course proposals, including expedited proposals, associated with expedited revised program proposals may also be reviewed by APC-C at the discretion of the APC-C subcommittee chair.

Upon approval by APC-C, these items are submitted to APC-full for approval. These items are typically submitted to APC-full as “Without Discussion.”

Standard and expedited new and revised courses not associated with new or revised programs and course deactivation proposals will typically not be reviewed by APC-C.

These items will be considered “Without Discussion” at APC-C meetings.

APC members, Deans (or their representatives), school curriculum committees, or other faculty members can request that these items be reviewed by APC-C. Upon receiving such a request with rationale for the request, APC-C will consider the item as “With Discussion.”

Upon approval by APC-C, these items are submitted to APC-full for approval. These items are typically submitted to APC-full as “Without Discussion.”

Exempt revised program and course proposals will not undergo APC-C review.

Exempt proposals will not be reviewed by the APC-C subcommittee or the full APC committee.

These items will be reviewed by the APC-C chair.

Proposals approved by the APC-C chair will be submitted to the APC-full chair for approval.

Miscellaneous requests will typically not be reviewed by APC-C.

Miscellaneous requests will be reviewed by the APC-C chair, but these items will be considered “Without Discussion” at APC-C meetings.

APC members, Deans (or their representatives), school curriculum committees, or other faculty members can request that these items be reviewed by APC-C. Upon receiving such a request with rationale for the request, APC-C will consider the item as “With Discussion.”
2.5.3.9.3 Upon approval by APC-C, these items are submitted to APC-full for approval. Miscellaneous requests will be reviewed by the APC-full chair, but these items are typically submitted to APC-full as “Without Discussion.”

2.5.3.9.4 Requests for a new course attribute should occur after APC has reviewed the program revision that describes the curricular need for the attribute.

2.5.4 Conduct of Meetings

2.5.4.1 One-week prior to meetings all APC-C members should receive an agenda with new/revised courses, new/revised programs, expedited proposals, supporting documentation/memos, and miscellaneous information. The agenda will also be sent to an assistant or associate dean in each school.

2.5.4.2 All proposals that are “with discussion” (i.e. new/revised courses, new/revised programs, and expedited proposals) are discussed. A motion must be made to pass a proposal or send the proposal back for revisions or clarification.

2.5.4.3 The motion must be seconded. A majority vote of the quorum is needed to approve a motion. For expediency, the APC-C chair may choose to conduct meetings on a less formal basis.

2.5.4.4 Items that are approved at the APC-C level are then sent to the full APC for final approval. All items sent by the APC-C come to the full APC as seconded motions and, therefore, need only to be voted upon by the full APC.

2.5.4.5 Items may be passed even if they need some further work (e.g., grammatical mistakes in course description). Items may be passed with consultative comments made (e.g., comments for the proposer to consider such as clarifying language for advising purposes or a suggestion to work with their school assessment committee to strengthen the assessment plan) by the APC-C subcommittee.

2.5.4.6 Items returned to the appropriate level (e.g., Dean’s office, curriculum committee, department, or proposer) for revision will include an explanation and recommendation for resubmitting the document.

3. Policy Subcommittee (APC-P)

3.1 Membership

3.1.1 Voting Members
One faculty member from each school, one all-college representative, the Faculty Council representative, and at least two student representatives.

3.1.2 Ex-officio (non-voting) Members
The Provost/VPAA and the Registrar (or their designated representatives).

3.2 Electing a Chair

3.2.1 The subcommittee shall elect a chairperson from among its faculty members. The chair should have at least one-year experience on the APC. A chair should be determined at the last full APC meeting of the fall semester by a majority vote of all current subcommittee members.

3.2.2 If a Policy Subcommittee member is interested in being chair but her/his term is ending in the current academic year, the faculty member’s school or Faculty Council may arrange a special election for that faculty member’s seat prior to the election of APC-P chair.

3.3 Duties of the Chair

3.3.1 It is the APC-P chair’s responsibility to preside over subcommittee meetings and present the policy issues on the agenda.

3.3.2 The chair is responsible for contacting relevant individuals to gather more information regarding agenda items.

3.3.3 The chair serves as the contact person for persons wishing to attend the subcommittee meetings. Though subcommittee meetings are open, space may be limited.

3.3.4 The chair provides an appropriate report of the outcome of each agenda item to the APC.

3.4 Quorum

3.4.1 A quorum shall consist of at least two-thirds of the number of voting members.

3.5 General Duties of the Subcommittee

The mission of the APC Subcommittee on Policy is to create, maintain, and improve mechanisms for facilitating academic operations that ensure quality higher education at Ithaca College. Examples include: policies on plagiarism, student attendance, and enrollment on a pass/fail basis.

3.5.1 Submission of Issues Addressed by the Subcommittee

3.5.1.1 Any faculty, staff, or student of Ithaca College may present issues for this subcommittee to consider.

3.5.1.2 The issue for consideration should be presented in writing to the APC chair (via the Office of the Provost/VPAA) for consideration for inclusion as an agenda item at a subsequent meeting.

3.5.1.3 The APC chair will forward the issue to the APC-P chair.
3.5.1.4 The APC chair will report back to the individual or group who presented the issue with any decision about the issue.

3.5.2 Conduct of Meetings

3.5.2.1 One week prior to meetings, all APC-P members should receive an agenda (in paper or electronic format) and pertinent support documents.

3.5.2.2 All agenda items are discussed. A motion must be made to take action on an agenda item.

3.5.2.3 The motion must be seconded. A majority vote of the quorum is needed to approve a motion. For expediency, the APC-P chair may choose to conduct meetings on a less formal basis.

3.5.2.4 Items that are approved at the APC-P level are then sent to the full APC for final approval. All items sent by the APC-P come to the APC as seconded motions and, therefore, need only to be voted upon by the full APC. Items may be passed with “friendly” amendments made by the full APC.

4. Academic Program Review

Refer to the Academic Program Review Guidelines from the Provost’s Office for further information on content and the timeline. If alternate guidelines are used that have been approved by the Provost they will be provided to the APC Chair.

4.1 Subcommittee Membership

Typically, faculty members from APC-P are involved in the program review process. The APC Chair typically assigns two faculty members to each program undergoing review.

4.2 APC Chair

The APC Chair coordinates and plans the process by assigning faculty to the reviews, explaining the process of the review, being familiar with the documents, and acting as a liaison with the programs, which includes providing them with the subcommittee’s feedback after the preliminary review. The APC Chair reports to the full APC about what program reviews were received and what the final recommendations from the subcommittee are for their approval before reporting it to the Provost/VPAA.

4.3 Review Process

A formative review by the subcommittee for each of the programs occurs early in the spring semester to determine if the criteria from the Academic Program Review Guidelines were met. The APC Chair then gives the feedback to the Program Chair. A summative review is performed on the final report before the May APC meeting based on how well the self-study and outside reviewer report are taken into consideration in the proposed action plan to determine whether it adequately supports the conclusion presented. The recommendations are then forwarded to the full APC for their ratification.

4.4 Recommendations
A recommendation is provided to the Provost/VPAA regarding the program review documents and is given one of the following recommendations: 1. The program review strongly supports the action plan. 2. The program review supports the action plan. 3. The program review moderately supports the action plan. 4. The program review fails to support the action plan.