

**ACADEMIC STANDARDS AND PRACTICES COMMITTEE**  
**Columbia Gorge Community College**

***CHARTER***

**The purpose of this committee is to make academic standards policy and procedures. These recommendations and procedures are to be given to the Chief Academic Officer and Chief Student Services Officer for appropriate disposition.**

**MEMBERSHIP**

**The committee will be composed of eight voting members.**

**The members will be:**

- A. two full-time faculty (serving three year terms),**
- B. two part-time faculty (serving three year terms),**
- C. one Director from Instructional Services,**
- D. two Student Services management representatives, and**
- E. one currently enrolled student.**

**Terms of service will be based upon academic years beginning with fall term rather than calendar years.**

**Faculty members may serve two back-to-back terms but must leave the committee at the end of the second term. After at least one academic year away from the committee, faculty may serve additional terms while employed at this College. With regards to the faculty member terms, it is desired that they be staggered whenever possible so as to avoid having more than two respective terms expire in any academic year. Faculty members may volunteer to serve on this committee or be recommended by their peers to serve. Disputes as to the selection of a faculty to serve a term will be settled by a majority vote of the current seated members of the committee.**

**The specific individual of each of these two management members along with their length of service on this committee will be at the sole discretion of the College management. A minimum term of two years is preferred.**

**The chair of the committee will be selected by majority vote of the voting members and will serve in the capacity as chair for a one year term. Should the initial vote be tied, a second vote will be taken. If this vote is tied, a flip of a coin will then be used to select the chair.**

**The committee may elect to limit the chair's voting privileges to instances necessary to break tie votes.**

**SCOPE**

**The scope of policy and procedure recommendations are those areas and topics that impact academic standards, academic degrees, programs and certificates, and other academic issues pertaining to or related to a credit granting institution of learning. Some of these areas are as follows:**

1. Grade or grading policy.
2. Policy on grade categories of incomplete, pass/no-pass, or audit.
3. Policy on articulation agreement(s) with other post secondary institutions.
4. Standards, prerequisites, or minimum qualifications for admission to credit classes.
5. Degree and Certificate standards.
6. Faculty qualifications to teach credit courses.
7. The procedures necessary to establish or maintain policies.

The scope of this committee specifically does not include these areas:

- A. The audit, review, and/or compliance reporting as it may relate to policy and procedures previously recommended. The committee does reserve the right to share or bring to the attention of College management and or the Board delays of policy implementation or non-compliance for policies once adopted by the College.
- B. Individual student grade disputes.
- C. Individual disputes between management and a faculty as to compliance with work load or grade policy or practices.
- D. Individual disputes of students or management in the areas of admissions, student qualifications, or completion of degree or certificate requirements.

### **MEETING FREQUENCY**

The committee will have a minimum of three meetings each academic year during the months of October, January, and April. Additional meetings will be based upon need and availability.

### **OPEN MEETINGS**

The meetings will be open to employees of the College and the public to observe. Participation by non-members as to input will be at the discretion of the meeting chair.

### **MEETING MINUTES**

Records of the meetings will be maintained. Minutes of the prior meeting are subject to review, editing for correction(s) and approval.

### **ACADEMIC STANDARDS REVIEW SCHEDULE**

All committee approved and adopted administrative rules will be reviewed every three years and updated as necessary.

### **COMMITTEE CHARTER**

The charter for this committee is subject to change over time. As the College and the needs of the College change and as the committee evolves, this charter will be revised by the committee.