Academic Senate

a) <u>Membership</u>:
   1) Eight elected faculty, two from each division plus two additional faculty at large
      (a) Only faculty who have served at the college for a minimum of 6 years are eligible for election to Academic Senate.
      (b) For divisional representatives, only faculty who currently serve or have previously served as department chair are eligible for election to Academic Senate.
      (c) Faculty are typically elected to 3 year terms, such that a maximum of one new senator is elected each year within each division.
   2) Provost and Dean of Curriculum and Educational Effectiveness (both *ex officio* without vote)
   3) Registrar
   4) W.C.S.A. President (or representative) (voice without vote)

b) <u>Observers:</u> Additional *ex officio* personnel including the Director of Off-Campus Programs, the Associate Provost for Planning and Research, and the Director of the Library and Information Services are welcome as regular participants in Academic Senate meetings. Academic Senate meetings are also open to other faculty. All such participants have voice without vote.

c) <u>Officers</u>:
   1) The Provost shall serve as chair.
   2) Each spring, the voting members of the following year's senate shall elect a vice-chair from among its faculty members. The vice-chair shall meet regularly with the Provost to set agendas and will chair Academic Senate in the Provost's absence.
   3) The Registrar shall serve as secretary.

d) <u>Responsibilities</u>:
   1) To steward and maintain the integrity of the academic program, including curriculum, general education, majors, support programs, and off-campus and special programs.
      (a) To engage in academic planning, to assist the Provost with the crafting and implementation of the strategic plan for the academic programs and to recommend changes in academic staffing resources.
      (b) To review, approve, and instate changes in academic programs, and to submit these changes through Faculty Council for action by the full faculty in cases where said changes are designated in section 1.3.3.2 b as requiring a vote of the full faculty.
      (c) To read and discuss annual reports from the Program Review, General Education, Academic Resources, and Off-Campus Programs committees, and to ensure that academic evaluation effectively takes place
      (d) To accept and consider proposals from students, faculty, staff, or other constituencies and respond with recommendations
      (e) To recommend changes in admissions policies and practices
      (f) To recommend changes in the area of learning resources, including the library and educational media
      (g) To initiate changes in grading practices and student evaluations
   2) To meet regularly and to distribute minutes to faculty in a timely fashion.
   3) To report to the full faculty any changes within existing curricular structures at the next regularly scheduled faculty meeting following such a decision. A representative of the Academic Senate shall report to the full faculty any changes within existing curricular structures at the next regularly scheduled faculty meeting following such a decision.

e) <u>Means of Appeal</u>: Appeal of actions by the Academic Senate shall be brought to the full faculty upon the request of seven persons with faculty status who have both voice and vote.

f) Subcommittee Assignment: Senators, excluding the chair, are appointed annually to 1-year terms on the subcommittees of the Academic Senate (Review Committee and Academic Resources Committee; three senators each) and the Strategic Planning Committee (two senators). Appointments are made by the Provost in consultation with the Academic Senate Vice-Chair elect. These appointments will occur in the spring term following Academic Senate elections, with the aim of maximizing continuity on the committee, divisional representation, and fit of expertise and experience.

Academic Senate: Review Committee

a) Membership:
   4) Provost or representative
   5) Registrar
   6) Three senators, each appointed by the Provost and Academic Senate Vice Chair to renewable one year terms.
   7) One student appointed by W.C.S.A. (voice without vote)
      All Academic Senate members shall have voice without vote at every meeting.
b) Officers:
      The chair shall be elected annually by the members of the Review Committee and the Registrar shall serve as secretary.
c) Responsibilities:
   1) Acts for the Academic Senate on student petition appeals, honors and alternative-major proposals.
   2) Acts upon minor curricular changes that do not involve, for example, the addition or deletion of a major, a change in units required for a major, or any change that signals a major shift in emphasis of the College.
   3) Appeals for action related to student petitions, honors, and alternative-major proposals shall be to the Provost; appeals for action to minor curricular changes shall be to the Academic Senate.

Academic Senate: Academic Resources Committee

The Academic Resources Committee (ARC) is concerned with recommending and implementing resources suitable for faculty and student use in the classroom and in the library. Additionally, the ARC makes recommendations to the Academic Senate regarding policy on use of instructional resources.

a) Membership:
   1) Provost or representative
   2) Director of Library & Information Services (*ex-officio*)
   3) Director of Information Technology (*ex-officio*)
   4) Three senators, each appointed annually by the Provost and Academic Senate chair to renewable 1 year terms.
   5) One additional full-time faculty member, selected by the Provost in consultation with Faculty Council, to serve a three-year term as committee chair
   6) One student appointed by W.C.S.A.
   7) On an ad hoc basis, such members of the library faculty or staff who may be required for a specific purpose, who will have voice without vote
      All Academic Senate members shall have voice without vote at every meeting.
b) Reports to:
   1) In matters regarding policy that affect instruction, the ARC reports to the Academic Senate.
   2) In matters regarding acquisition and implementation of technology, the ARC makes recommendations to the Director of Information Technology and reports to the Provost.
c) Purposes:

1) To assist the Director of Information Technology in determining what new technologies and products are appropriate for Westmont College, and which should be evaluated for instructional use.
2) To propose the acquisition and implementation of new instructional resources.
3) To work with the Director of Information Technology in educating and enabling faculty in the use of new and existing resources.
4) To recommend policy relating to technology issues that affect faculty and students.
5) To work with the Director of Library & Information Services in library-related matters, including collection development, building-related matters, staffing, programs, and budgetary issues.
6) To refer items (as appropriate) to the Senate for their recommendation to the faculty.