Procedure Number:	AS 103
Procedure Title:	Academic Success Procedure Committee

1. Purpose / Contents

1.1 This procedure provides a process for the creation and revision of academic success procedures by detailing the duties, membership, and work process of the Northwest Vista Academic Success Procedures Committee (ASPC) and aligns with NVC procedure A 001 Review and Approval of College Procedures.

1.2 This procedure contains the following sections:

Section 2: ASPC Mission Statement / Duties and Functions

Section 3: Representation and Membership / Membership Guidelines

Section 4: Election of Representatives

Section 5: Management

Section 6: Ad Hoc Committees

Section 7: Submissions

Section 8: Work Process

2. Academic Success Procedures Committee Mission Statement / Duties and Functions

2.1 ASPC is a collaboration of the entire Northwest Vista College (NVC) Academic Success team—including faculty, the Faculty Senate, and Academic Success leadership—whose purpose is to review all academic procedures for NVC. ASPC includes cross-functional membership with representatives from colleges services and student success.

2.2 The ASPC makes recommendations to the NVC Executive Team for the creation of, edits to, and changes of academic college procedures, handbooks, and progress or practice guidelines dealing with instruction, and other faculty responsibilities relevant to academic success

2.3 ASPC assists in reviewing accreditation procedures and documents.

2.4 ASPC also participates in reviews of any District Board Policy and Procedure that is academic in nature, and any consultation will be directed by the Faculty Senate President and Faculty Senate, who receives such reviews from the United Faculty Senate.

3. Representation and Membership / Membership Guidelines

3.1 Voting membership:

Faculty:

-1 full-time faculty member (who is not a Department Chair) from each of the 7

departments plus a representative from the Library, and a representative from the department of Student Development
-The Faculty Senate President
-1 Adjunct Senate Chair or Co-Chair
-1 Academic Department Chair

Administration:
-1 designated Dean for Academic Success (all may attend meetings, but only one may vote)
-1 designated Dean for Student Success (all may attend meetings, but only one may vote)
-1 Director from College Services

Students:
-1 Student Representative from the Student Government Association

3.2 Non-voting membership:

-Vice President for Academic Success (VPAS)

3.3 Membership guidelines:
3.3.1   For faculty members serving on this committee: faculty representatives will be elected from the seven academic departments of the college. These faculty representatives should not be current department chairs.
3.3.2   The library and the department of Student Development will also each elect a representative.
3.3.3   The Faculty Senate Vice President will facilitate elections, described in more detail below. Faculty members serve 2-year terms with a term limit of two.
3.3.4   The current Faculty Senate President will serve on this committee during the entirety of his or her presidency.
3.3.5   The Adjunct Senate Chair (or a co-chair) will serve on this during the entirety of his or her term.
3.3.6   One Department Chair will serve on this committee. This chair will be elected and will serve a one-year term with a term limit of two.
3.3.7   All Deans for Academic Success may attend meetings, but collectively have only one vote for each decision.
3.3.8   All Deans for Student Success may attend meetings, but collectively have only one vote for each decision.
3.3.9   All Directors for Academic and College Services may attend meetings, but collectively have only one vote for each decision.
3.3.10 One student representative from the Student Government Association will serve on this committee. This student, plus an alternate, will be elected by the Student Government Association. The student representative is expected to serve a one-year term. In the event of the student representative being unable to serve, the alternate will serve for the duration of the academic year. There are no term limits for student representatives.
3.3.11 The VPAS will serve as a non-voting member of this committee. The VPAS serves in a non-voting capacity since he or she will be voting and/or making decisions regarding the procedures as part of the Executive Team.

4   Election of Representatives

4.1 For the elected members of the Academic Success Procedures Committee, the Faculty Senate will preside over elections.

4.2 The current Faculty Senate Vice President shall hold an election in the spring of each academic year.

4.3 The Faculty Senate Vice President will accept nominations, including self-nominations, for two weeks, and will complete an election.

4.4 The election will include votes from the current faculty senate members and members of a respective area (i.e., all faculty in an academic department for a full-time faculty member representative election), all chairs for a chair election, and all Student Government Association members for a student election.

4.5 These elections can be held in person through ballots or electronically though Canvas, Qualtrics, or another helpful tool.

5 **Management**

5.1 Each Fall, the committee will elect by majority vote a Chair or two Co-Chairs for the academic year.

5.2 The duties and responsibilities of the Chair/Co-chair shall include:

5.2.1 Call meetings to order

5.2.2 Facilitate meetings

5.2.3 Develop and post agendas at least 72 hours in advance of a meeting.

5.2.4 Ensure that all committee materials are recorded and posted appropriately (e.g in the ASPC Canvas shell)

5.2.5 Prepare and distribute Minutes

5.2.6 Help ad hoc committee chairs to perform their work

5.2.7 Submit completed work and/or recommendations to VPAS or Cabinet.

5.3 Standing Agenda Items

5.3.1 Ad Hoc Committee Updates

5.3.2 Recommendation Updates

5.3.3 New business

5.4 Meetings will be conducted twice a month as needed during the academic year. Additional meetings will be scheduled when deemed necessary by the chair.

5.5 Apart from the first meeting calendar, the meeting calendar of the upcoming academic ear will be set prior to the last meeting of the current year.

5.6 Quorum will consist of two-thirds of voting members being present at a meeting. Voting during a meeting will only occur when there is a quorum. Electronic voting may take place if deemed necessary by the committee.

5.7 The ASPC uses a consensus decision-making model amongst the voting members. If consensus cannot be reached amongst the voting members, a vote will be taken. A vote of 80% is required for approval when this occurs.

5.8
The ASPC meetings will be open to everyone within the college.

5.9
An archive for the ASPC will be established and maintained on college platform and will contain

all agendas, minutes, and recommendations made from ASPC.

5.10

The ASPC will evaluate this Charter and Operating Agreement on an annual basis. With a quorum present, changes to the Charter and Operating Agreement may be adopted by 80% approval.

6 **Ad Hoc Committees**

6.1 The ASPC will consider procedures for revision, creation, or editing according to the requests submitted from the procedure submission form. Priority decisions will be made according to time sensitivity and importance.

6.2 The ASPC will consider requests for other work, such as recommendations for process documents, the faculty handbook, etc.

6.3 New issues will be considered and prioritized as each previous issue is resolved.

6.4 Any faculty member, staff member, or administrator may submit a procedure submission form to the ASPC.

6.5 Any faculty member, staff member, or administrator may submit a request for other work, such as for recommendations or work on process documents, the faculty handbook, etc.

6.6 If a procedure request is accepted, ad hoc committees will be formed to work on writing and/or revision of procedures. Each ad hoc committee will have a chair or lead.

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6.8

ASPC ad hoc committee chairs may reach out to internal and external people with appropriate expertise for particular procedures

7 **Submissions**

7.1 A faculty member, a staff member, or an administrator may submit a request to the Academic Success Procedures Committee (ASPC) to write, revise, or archive a procedure. Submissions will occur via an online form called the "NVC Procedures Request Form." The ASPC itself or another procedures committee may also initiate the review or creation of a procedure.

7.2 Upon receipt of the request, the committee chair will place the request on the agenda for the next meeting. Before each meeting, to promote transparency, an agenda listing all proposals to be discussed will be made available to all faculty and staff.

7.3 When ASPC reviews the request, the committee may choose to:

7.3.1 Accept and embark on the procedure work.

7.3.2 Decline the request with a short, written explanation to the initiator. A denial shall occur if a request for the creation or revision of a procedure is submitted but members disagree that such a procedure or revision is needed for the success of the college or if members do not believe the item is an appropriate matter for inclusion in college procedures.

7.3.3 Transfer and entrust the procedure work to another committee (such as if a request would be best completed by College Services or Student Success). The above decisions will take place by consensus or 80% vote by the ASPC members.

7.4 If a submission identifies the ASPC as primary committee, but representative members of one of the other areas (Student Success or College Services) believe that the work would better be completed by their committee, then the dean or director representative shall advocate to the members of the ASPC to either transfer this work to another committee or the representative shall advocate for the formation of an ad hoc subgroup of members of both committees to complete this work collaboratively. The ASPC shall recommend transfer and formation of ad hoc subgroups, which shall be outlined in the operations agreement document referenced above.

8 Work Process

8.1 For each procedure request accepted, the ASPC shall create and follow an operations agreement detailing scope of work and timeline for completion. This operations agreement may include the formation of an ad hoc committee and in such cases a lead will be named for the ad hoc committee

8.2 If a particular procedure request requires expedience due to institutional need (for example, accreditation requirements), the VPAS may request prioritization for a procedure request.

8.3 Since two core values of this committee are transparency and faculty engagement, all work products will be subject to a period of faculty feedback as deemed appropriate by the ASPC. The time frame and method of communication for faculty feedback will be recommended by the ad hoc group and approved by the committee. The feedback time frame and method should be commensurate with the gravity/scope of the edit, revision, or procedure creation. The ASPC member leading the procedure request will oversee feedback collection and work with the committee to adjust proposals as deemed appropriate.

8.4 When work on a procedure request is completed, the ASPC will vote to present their recommendations to the VPAS, NVC Executive Team, or other body as deemed appropriate.

8.5 When United Faculty Senates receives drafts of newly created Board Policy and Procedures or those that are up for review, the Senate President shall facilitate the review of these items by the ASPC and return the completed work to the United Faculty Senates.

8.6 When the ASPC receives any kind of request for other work, such as recommendations or input on other process documents, such as the faculty handbook, it will follow the steps outlined above where deemed necessary.

8.7 The ASPC will evaluate the Charter and this Work Process document on an annual basis. With a quorum present, changes to the Charter and/or Work Process may be adopted by at least 80% approval.

Contact for Interpretation: Vice President for Academic Success

Relevant Board Policy:	B.2.1 Organizational Plan
Relevant SACSCOC Documents:	10.4 Academic Governance
Originating Unit:	Academic Success
Maintenance Unit:	Academic Success
Implementation Date:	Fall 2023
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