

**Willow International Community College Center
Academic Standards Committee
Operating Agreement**

Purpose

The Academic Standards Committee will ensure that the academic policies and procedures of the college will be upheld fairly and uniformly in accordance with California statutes and State Center Community College board policies. The Academic Standards Committee has the authority to waive or suspend these academic policies and procedures and shall do so only rarely and then consistently with statutes, policies and committee precedents.

The committee will review and approve or deny student petitions on academic matters, including, but not restricted to, academic renewal; disqualification and suspension; program, major, and degree requirements; appeal of waiver of course prerequisites; and transcript evaluations. The committee will also initiate, review, and make recommendations regarding policies and guidelines relevant to all academic matters within its authority and jurisdiction.

Jurisdiction

The committee is a committee of the Academic Senate. The committee will make regular reports to the Academic Senate on the affairs of the committee. California Education Code §70902(b)(7) provides the Academic Senate the authority to assume primary responsibility in matters of academic standards. The Academic Senate has empowered the Academic Standards Committee to decide matters of academic standards on its behalf. Also, the committee will operate as a subcommittee of the Reedley College Academic Standards Committee until initial accreditation status is granted to the Willow International Community College Center. The faculty co-chair of the Willow International Community College Center Academic Standards Committee will attend the meetings of and will make regular reports to the Reedley College Academic Standards Committee.

Composition

1. An academic officer of the office of instruction who will serve as administrative co-chair. The academic officer is a voting member of the committee.
2. Four faculty representatives, one from each division, appointed by the Academic Senate for staggered two-year terms. In appointing these faculty representatives, every effort shall be made to include a range of faculty representing developmental mathematics, developmental English, counseling, and a primarily academic or vocational discipline. Each faculty member is a voting member of the committee.
3. A representative of the Office of Admissions and Records who will provide information relevant to student petitions and perform the duties described in Operating Procedures, section 3, of this agreement. The representative of the Office of Admissions and Records is a non-voting member of this committee.

The committee shall have two co-chairs: one faculty member and the academic officer.

Presented to Reedley College Academic Standards Committee by Willow & International
Ad Hoc Academic Standards Formation Committee, May 16, 2012

Amended by Reedley College Academic Standards Committee, May 16, 2012
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Meeting Schedule

The committee shall meet monthly on a specified day at a time not in conflict with the schedules of the committee members. The meeting schedule may be adjusted by the committee co-chairs as needed.

Quorum and Voting

All voting and action of the committee may occur only at formal meetings of the committee at which a majority of those present are faculty members. A motion will pass with a simple majority (fifty percent plus one) of the voting members in favor.

Operating Procedures

1. The academic officer of the committee will chair the meetings of the committee.
2. The Academic Senate will appoint the faculty co-chair from among the faculty representatives.
3. Duties and responsibilities of the representative of the Office of Admissions and Records:
 - a. Place students' petitions on the meeting agenda.
 - b. Provide all supporting documentation for students' petitions to committee members
 - c. Records the actions of the committee on students' petitions.
 - d. Archive all documents relevant to students' petitions.
 - e. Ensure the policies and procedures within the purview of the committee are followed by all offices of the Division of Student Services.
4. Duties of the administrative co-chair:
 - a. Prepare the meeting agenda in consultation with the faculty co-chair and the representative of the Office of Admissions and Records.
 - b. Oversee preparation and dissemination to all committee members of all relevant meeting materials at least twenty-four hours in advance of each meeting.
 - c. Coordinate all clerical work of the committee not coordinated by the representative of the Office of Admissions and Records.
 - d. Post all committee documents on the committee website, including meeting minutes, agendas, and other materials of the committee. Posted materials must remain confidential and secure.
 - e. Archive all other documents relevant to the business of the committee.
 - f. Schedule and arrange the meetings of the committee.
 - g. Record the minutes of the meetings of the committee.
 - h. Notify petitioning students of the committee's actions within ten working days of the committee's decisions
 - i. Ensure the policies within the purview of the committee are followed by all college officers and their delegates.
 - j. Ensure that the members of the committee are aware of current regulations in state statutes, district board policies and administrative regulations, and college academic regulations.

5. Duties of the faculty co-chair:
 - a. Report to the Academic Senate at regularly scheduled meetings at least twice each semester.
 - b. Work collaboratively with Willow International Community College Center counseling faculty to communicate any changes to procedure or policy within the jurisdiction of the committee.
 - c. Serve a two-year term.
 - d. Prepare an exit report to the Academic Senate at the end of each term of service, assessing the committee's ability to execute the operating agreement, suggesting improvements to the operation and effectiveness of the committee. The faculty co-chair will maintain a copy of this exit report for purposes of accreditation and program review.
 - e. Serve as a member of the Reedley College Academic Standards Committee and, in that capacity, act as the liaison between the Reedley College Academic Standards Committee and the Willow International Community College Center Academic Standards Committee. The faculty co-chair will regularly present the decisions of the Willow Academic Standards Committee as an item of consent to the Reedley College Academic Standards Committee.
6. Each faculty member of the committee is responsible for serving as a liaison between his/her respective division and the committee.
7. The committee will be responsible for the development and statement of all academic regulations of the college.
8. The committee may form *ad hoc* sub-committees relevant to the jurisdiction and responsibilities of the committee.
9. The committee will meet at least once annually for the express purpose of evaluation and revision of the goals and procedures of the committee.
10. Procedures for student petitions:

Petitions will be available to students in the Counseling Office. Students are responsible for gathering and presenting in writing all information relevant to their petitions, with the exception of academic records of the college. The representative of the Office of Admissions and Records will present to the committee the academic records of the college relevant to the students' petitions.

The committee, by majority vote of those present, will approve or deny the students' petitions, in whole or in part. The committee may consider recommendations to be given to students along with the committee's decisions on the students' petitions. If the committee concludes there is insufficient evidence to judge a student's petition, it may reject the student's petition and urge the student to re-submit the petition with additional information.

The decisions of the committee are final. Students may not re-submit the same petitions in the same semester. The authority to decide student petitions on academic matters rests solely with the Academic Standards Committee. Because the California Education Code gives the Academic Senate the authority to assume primary responsibility in matters of

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academic standards and the Academic Senate has empowered the Academic Standards Committee to make decisions in matters of academic standards on its behalf, the decisions of the Academic Standards Committee may not be overruled by any other body, except in limited cases of fraud, bad faith, or incompetence where the final grade determination concerning removal or change of grade may be made by the college president (California Education Code §70902 and State Center Community College District Administrative Regulation 4321).

If a member of the committee is an instructor of a course involved in a student petition, the committee member may recuse himself/herself and not vote or request another representative of his/her division vote in his/her place.

In the event that the Reedley College Academic Standards Committee rejects one of more items on the Willow International Community College Center Academic Standards Committee's consent agenda, a joint meeting of the two committees will be held to resolve disagreements, if possible.

Products

1. Student petition forms.
2. Yearly committee goals.
3. Review of new and proposed modifications of academic regulations.
4. Academic standards guidelines: Specify policy, procedures, and authority delegation for each type of academic matter under the jurisdiction of the committee.

Communication

1. The faculty co-chair shall report to the Academic Senate at least twice each semester at regularly scheduled meetings.
2. The faculty co-chair shall prepare an exit report to the Academic Senate at the conclusion of each term.
3. The representative of the Office of Admissions and Records shall inform the student petitioners of the committee's decisions.
4. Each division representative for communicating to his/her division faculty about the affairs of the committee.

See the appendix for statutes and regulations related to academic standards.

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