

# PRAIRIE VIEW A&M UNIVERSITY

## Administrative Procedures Manual

### 12.99.99.P0.04 University Academic Council By-Laws

Revised: January 17, 2002

Supersedes: APM 80.11

#### GENERAL

Through the University Academic Council (UAC), academic policies and procedures affecting the undergraduate curriculum and the academic organization shall be given full consideration by the faculty, students, and administration representing the academic component of the University.

#### Article I. FUNCTIONS AND RESPONSIBILITIES

The University Academic Council (UAC) has the following major areas of responsibility and authority:

- A. Review, develop and recommend to the President of the University, through the Provost and Vice President for Academic Affairs, and the Deans, any and all policies, proposals, procedures and actions relating to the development, maintenance, and continuous improvement of quality undergraduate education at Prairie View A&M University.
- B. Provide oversight for the development, coordination, and dissemination of undergraduate admissions policies to include separate criteria for admission to specific undergraduate programs.
- C. Develop methods of assisting the Office for Academic Affairs with maintaining consistently high quality and intellectual integrity in the academic programs at Prairie View A&M University.
- D. Promote quality, through the conduct of course and program reviews and monitoring of effectiveness and efficiency.

**Promote Quality.** Standards of the Board of Regents, Texas A&M University System; Texas Higher Education Coordinating Board; the Commission on Colleges, Southern Association of Colleges and Schools; recognized best practices applicable to distance education, academic programs, and administrative structures; and the University will guide all reviews, recommendations, and actions.

The University Academic Council (UAC) shall recommend rules and procedures appropriate to promoting the highest academic quality. It shall review all proposed courses and curricula to discern the extent to which they are aligned with goals of the University, the objectives of specific academic programs, and the needs of the State of Texas.

**Conduct of Course and Program Reviews.** The University Academic Council shall review and make recommendations on requests for substantive and non-substantive undergraduate course, program, and administrative changes.

The University is required to review its admissions standards. The President reports to the Texas A&M University System Board of Regents (TAMUS BOR) the University's standards for the upcoming academic year. Upon TAMUS BOR approval, the admission standards are reported to the Texas Higher Education Coordinating Board (THECB). As shown in figure 1, the UAC reviews the University's undergraduate admissions standards as well as separate program admissions standards (e.g. nursing) and periodically conducts audits to ascertain adherence to standards. It recommends improved compliance where appropriate.

**Monitor Efficiency and Effectiveness.** The University Academic Council shall study all course, program and administrative change requests to avoid unnecessary duplication across disciplines and/or programs and to ensure that proposed changes reflect best practices.

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In approving course, program, and administrative changes, the UAC shall ensure that measures have been taken to provide adequate faculty, facilities, support personnel, faculty development, library and instructional support, distance learning technology where applicable, and student support services (e.g. career planning, counseling).

### **Article II. MEMBERSHIP AND PARTICIPATION**

Two groups are recognized for attendance at meetings of the University Academic Council and participation in its affairs: 1) members and 2) other participants.

#### **A. Membership**

The membership of the University Academic Council shall be constituted as follows:

One member of the regular, full-time University faculty from each school/college appointed by the dean or elected by the faculty at that college or school.

One member of the regular, full-time University faculty who is a member of the Faculty Senate and who has been elected or appointed by that body to represent the Faculty Senate on the University Academic Council (UAC);

The Director of Admissions;

Two student members to be elected annually by the Student Government Association;

Two college deans to be elected by the Council of Deans;

One professional staff member in addition to the Director of Admissions to be appointed by the President from the staff of Student and Enrollment Services;

A member-at-large to be appointed by the Provost and Vice President for Academic Affairs.

All members of the University Academic Council shall serve for two year terms except student members and members-at-large who shall serve one year terms.

To ensure continuity in the UAC, the Colleges of Arts and Sciences, Agriculture and Human Sciences, Education, Engineering, and the University College will elect representatives in even numbered years. The School of Architecture, College of Business, School of Juvenile Justice and Psychology, and College of Nursing will elect representatives in odd-numbered years. All members from the listed schools/colleges shall be voting members.

#### **B. Other participants**

Individuals asked to attend any meeting of the UAC by the chair, another UAC member, or by an invited guest are to notify the Chair of the intent to attend prior to the scheduled meeting.

### **Article III. OFFICERS**

#### **A. Chair**

The University Academic Council shall be chaired by the Associate Provost and Associate Vice President for Academic Affairs as designated by the Provost and Vice President for Academic Affairs.

#### **B. Co-Chair**

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The Co-Chair of the Council shall be a professional staff representative from Student and Enrollment Services.

C. Task Forces and Committees

The Chair of the University Academic Council may appoint committee chairs and task force leaders from among the Council membership or, on an as needed basis, from among non-members in the schools and colleges. Any member of the University community may request a special committee or task force.

D. Other Support

The Chair shall ensure support personnel to assume duties associated with preparing for meetings; maintaining records; managing correspondence; recording meeting minutes; and ensuring appropriate distribution of materials, files, and documents approved for processing.

**Article IV. ELECTIONS**

A. Election Procedures

The election of members of the University Academic Council shall take place in the Spring of each calendar year; the persons elected shall take office on the first day of the next academic year.

B. Terms of Office

The term of office of the Chair shall be coincident with occupancy of the administrative position unless the Provost and Vice President for Academic Affairs elects to delegate the authority and responsibility to another academic leader.

A person other than the Chair may serve no more than two consecutive two-year terms or three consecutive one-year terms. In case of change in status, no individual other than the Chair may serve more than four consecutive academic years.

**Article V. MEETINGS**

A. Quorum Requirement

For both regular and special meetings, with the exception of that part of a meeting called to amend or adopt by-laws, a quorum shall be a simple majority of the voting members of the University Academic Council. For that part of a meeting that addresses the by-laws of the body, a quorum shall be two-thirds of the voting members of the University Academic Council. In the absence of a quorum, those present may receive reports, may discuss matters, may move adjournment, and may recommend to the Provost and Vice President for Academic Affairs a date and time for an additional meeting. No votes shall be cast and not other business requiring UAC action shall be transacted.

B. Regular Meetings Schedule

Regular meetings of the University Academic Council shall be held on the first and third Thursday of each month of the regular session. Meetings during the summer session shall be conducted as necessary. Task forces and Committees may continue to meet as necessary during the summer. Normally, regular meetings will be held in the Academic Affairs Conference Room. The Chair shall issue the call for each meeting. Either the Provost and Vice President for Academic Affairs or the Associate Provost and Associate Vice President for Academic Affairs may issue a call for a special meeting.

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C. Agenda Pre-Approval Meetings

All substantive request shall be submitted no less than 30 days prior to the scheduled regular University Academic Council meeting. All non-substantive requests shall be submitted no less than 10 days prior to a scheduled regular meeting. The dean or his or her designee shall schedule an appointment with the UAC chair to review proposed changes. Generally, packages should be organized as outlined in [Attachment 1](#). The major purpose of the agenda pre-approval conference is to (1) clarify the intent of the unit presenting the proposed change; (2) determine if the package is complete and ensure that all coding is accurate; and (3) provide the presenters time to make any adjustments before the request packages are distributed to members of the University Academic Council (UAC). In the event the Chair is not available, the Provost and Vice President for Academic Affairs shall be contacted to schedule and conduct the agenda pre-approval meeting.

**Article VI. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the deliberations and actions of the University Academic Council and its officers and committee in all cases to which they are applicable and in which they are consistent with these by-laws or with any special rules of order of the Council. The President or the Provost and Vice President for Academic Affairs may offer the amendments to these bylaws when, in their judgment, the best interests of the University and its programs will be served.

**Article VII. OFFICIAL ACTION**

- A. The minutes of the University Academic Council meetings shall be recorded, distributed for review, approved by the membership, and made available for inspection and reference.
- B. Official public announcements of the University Academic Council shall be made by the Associate Provost and Associate Vice President for Academic Affairs, the Provost and Vice President for Academic Affairs or the President.
- C. Changes requiring approval by the President shall be transmitted to the President by the Provost and Vice President for Academic Affairs; changes defined as non-substantive (e.g. course title changes, course deletions) shall be transmitted by the Associate Provost and Associate Vice President for Academic Affairs to the Office of the Registrar for entry into the system.

**Article VIII. ARBITRATION**

The University Academic Council shall upon identification of areas of existing or potential academic conflict with respect to programs, curricula, course descriptions, administrative changes, et cetera request that deans or their designees respond to concerns. Upon consideration of information presented, the University Academic Council shall make a recommendation of action to be taken. In the event conflict resolution is not forthcoming from the hearing, the matter shall be referred to the Provost and Vice President for Academic Affairs and, as appropriate, a representative of Student and Enrollment Services.

**Article IX. ENACTMENT OF THESE BYLAWS**

- A. **Procedure.** These bylaws shall go into effect immediately upon approval by the University Academic Council, the Provost and Vice President for Academic Affairs and the President.
- B. **Effect on Existing Legislation.** Nothing in these bylaws shall be interpreted to modify or nullify existing actions of the University Academic Council or other entities of the University except as they may be consistent with these bylaws or amendments.

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**Article X. AMENDING OF BYLAWS**

- A. Procedure. These bylaws can be amended at any regular meeting called in whole or in part for such purpose, by a two-thirds vote of those present and voting, provided that the amendment has been submitted in writing at the previous meeting or submitted in writing to the membership at least ten days prior to the day of the next meeting.
- B. Effective Dates. Upon approval by the Provost and Vice President for Academic Affairs and the President, an amendment of these bylaws shall go into effect as soon as specified in the legislation authorizing such amendment.
- C. Distribution. The secretary shall distribute copies of an approved amendment to the President, the Provost and Vice President for Academic Affairs and the members of the University Academic council not later than with the call for the next meeting following its approval. At least one correct copy of these bylaws, as amended, shall be available for public inspection in the files of the University Academic Council, the Office for Academic Affairs, the Office of the Student Government Association, and the Faculty Senate.