

Policy 1-06: College Policy Advisory Committee

The principle underlying these bylaws is a belief that the most effective system of governance is one in which the college faculty, staff, and administration have a mutual concern for the successful operation of the college. That concern requires a participatory system of shared governance in which the faculty, staff, and administration collaborate with each other. The College Policy Advisory Committee (CPAC) is designed to facilitate that collaboration.

1. Responsibilities and Duties

The College Policy Advisory Committee is not a decision making body, but a deliberative body established to facilitate communication and collaboration among the members of the college community. The committee shall have the following functions:

- To advise the dean and the College Council on matters of college administrative policy and procedure.
- To review current policies and to research and develop new policies and procedures for consideration by the College Council and the dean.
- To facilitate the development and maintenance of a college handbook.
- To act as a consultative and advisory body to the community on matters that may affect the attainment of the educational objectives of the college.

The College Policy Advisory Committee is directly accountable to the college as a whole, from which it is elected. The extent of the committee's responsibilities and authority are determined by the College Council.

2. Membership

The College Policy Advisory Committee shall be composed of six members of the college faculty, one member of the college/departmental staff, one student, and the dean.

- Faculty
 - The six faculty members shall be comprised of two representatives from each of the college's academic units (School of Architecture, Department of City and Metropolitan Planning, and Design Program).
 - The representatives shall be elected by a majority vote of all members of the faculty within each unit.
 - The terms for each representative shall be two years. However, to establish a rotation of staggered terms, for the 2015-16 academic year, one of the two representatives from each unit shall have only a one-year term.
 - *Faculty* shall be defined as any member of the faculty with an academic appointment, including tenure-line, career-line, and adjunct faculty.
- Staff
 - The staff representative shall be elected by a majority vote of all staff members in the college.
 - The term for the staff representative shall be two years.
 - *Staff* includes all persons in the college classified as staff by University Human Resources.
- Student
 - The student representative on the committee shall be the currently serving ASUU Senate Representative for the college.

- The term for the student representative shall be co-terminus with the term of the student's ASUU office.
- Dean
 - The dean shall serve as an *ex officio* member of the committee and shall not have a vote.

3. Structure of the Committee

There shall be two officers of the College Policy Advisory Committee: a chair and a co-chair, both of whom will be elected by the members of the College Policy Advisory Committee. The chair and co-chair must be members of different units of the college.

- Responsibilities of the chair: The chair shall call and preside at meetings of the College Policy Advisory Committee. The chair shall prepare and publish committee notices and agendas.
- Responsibilities of the co-chair: The co-chair shall be responsible for preparing and publishing a written summary of all committee proceedings including votes and formal recommendations of the committee which shall be part of the permanent record of the college. The co-chair shall act in the place of the chair during the chair's absence.
- Members of the College Policy Advisory Committee shall be responsible for reporting regularly to their electing bodies (department faculty, staff, students) on committee activities.

4. Meetings

Subject to the provisions of university policy, the direction of the College Council, and these bylaws, the College Policy Advisory Committee shall determine its own procedures, including appointment of subcommittees as appropriate.

The College Policy Advisory Committee may set its own agenda. Every agenda shall have an open slot for faculty, staff, and students to introduce new business or discussion items.

During the academic year, the College Policy Advisory Committee shall meet at least once each term (fall, spring, and summer). The chair may call additional meetings as appropriate.

All members of the college community (faculty, staff, and students) may attend meetings of the College Policy Advisory Committee.

Approved by College Council: November 11, 2015