

Ramapo College Academic Policy Council By-laws

Name

This committee shall be known as the Academic Policy Council.

Purpose

The committee's purpose is to provide oversight, recommendations, and guidance on matters related to academic policy at Ramapo College of New Jersey. The committee is responsible for reviewing and proposing academic policies in support of the maintenance of academic standards, and facilitating communication and collaboration among faculty, staff, and administration in academic matters. The committee may also serve as an informal advisory board to the Provost on academic matters.

Membership of the Academic Policy Council

The Committee shall consist of the following members:

1. the Provost (Chair or may designate chair);
2. the Vice Provost
3. the Assistant Provost for Budget, Planning and Administration;
4. the Deans of the Schools and the Library/Learning Commons;
5. the Registrar;
6. the President of the Faculty Assembly;
7. the Chair of the Academic Review Committee (ARC), or their designee;
8. the Chair of the Graduate Council;
9. Faculty representatives from the five Schools and Library/Learning Commons;
10. the Vice President of Strategic Enrollment, Outreach and Engagement or designee;
11. the Assistant Vice President for Student Success;
12. the Senior Director of EOF & Student Success;
13. the Director of the Office of Specialized Services;
14. the Director of the Degree Completion Program;
15. the Chief Information Officer;
16. the Director of International Education;
17. a representative from the Office of Equity Diversity and Inclusion and Compliance;
18. a representative from the Student Government Association.

Quorum

A quorum for conducting Council business shall consist of 50% plus one of voting members.

Voting

A matter pending before the committee shall pass when approved by the majority of those committee members present at the time of the vote.

Officers

1. Chair: The Provost or their designee shall serve as Chair to oversee the operation of the Committee, including constructing the meeting agendas, inviting guests on an ad hoc

basis, conducting meetings, appointment of subcommittees, dissemination of meeting notes, and moving policies through governance and dissemination.

2. Recorder: The Recorder is responsible for taking the minutes of each meeting and is elected annually by the membership. The Assistant to the Vice Provost should play this role.

Duties and Responsibilities of Members

Members are expected to:

- Attend regularly scheduled meetings as well as any special meetings called by the Chair;
- Communicate the business and outcomes of the Council to any stakeholders they represent
 - Faculty representatives will communicate business and outcomes to the Unit Council
- Serve on subcommittees to conduct review of policies and procedures or other business
- Vote on matters before the Council or abstain when appropriate.

Meetings

The Academic Policy Council will meet once a month during the academic year. Specific dates are published on the Academic Policy Council website. Special meetings may be called by petition of one-third of the membership or by the request of the Provost, provided that, in the latter case, a minimum of 48 hours notice is given. Minutes will be posted on the Academic Policy website.

Quorum

A meeting shall be deemed official when a simple majority of the members or their alternatives are present. Without a quorum, a discussion session may take place, but no votes may be taken. Minutes of meetings shall list both those members present as well as those absent.

Policy Areas

Policy Areas include all academic areas.

Amendments

The by-laws may be amended by a two-thirds majority vote of the Council membership. Proposed amendments must be submitted in writing at least five (5) business days prior to the vote.

Ratification

These by-laws shall be considered ratified upon approval by a two-thirds majority vote of the Council membership.

These by-laws are hereby adopted and enacted by the Academic Policy Committee of Ramapo College on October 26, 2023.