



Name:	Academic Program Planning & Viability Committee				
Purpose:	The purpose of the Academic Program Planning & Viability Committee is to guide the College through a continual process of strategic educational program planning that includes a systematic cycle of evaluation, monitoring, and review. In addition, the Committee will make recommendations on issues related to the College's progress in implementing these plans successfully.				
Sponsor:	Provost				
Chair:	Elected from membership				
Recorder:	Elected from membership				
Membership:	Members (By Title or Constituency)	Member Type	Division/ Department	Voting (Y or N)	Other Notes
	Provost	Permanent	Academic Affairs Administration	N	
	1 Staff	Representative	Institutional Research	N	
	1 Dean	Representative	Varies	Y	Must be from one of the three instructional Schools
	1 Staff	Representative	Student Affairs	Y	
	1 Staff	Representative	Admissions & Financial Aid	Y	
	3 Chair or Program Directors with load	Representative	1 from each school	Y	
	9 Faculty	Representative	3 faculty from each school	Y	May not be a chair or program director, and cannot have more than one faculty member from the same instructional department
	Membership Totals:	15 voting (80% faculty), 17 total members			
Resources:	AHECB Policy Manual; ADHE, Dept. of Education, HLC Policy				

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Last Revised: 10/26/22

Meeting Schedule:	2 nd Monday, monthly at 3:00 PM
Duties: (Reviewed Annually)	<ol style="list-style-type: none"> 1. Support the Chief Academic Officer in ensuring sound academic program development and maintaining programmatic excellence throughout the College. 2. Review academic program proposals and makes a recommendation by majority vote to the Student and Academic Affairs Council to approve, modify, or reject the proposal. 3. Assure compliance with established procedures, structure and approval requirements for new academic programs. 4. Assist the College is making coordinated decisions for program development, resource allocation, and external regulatory compliance. 5. Ensure appropriate consistency and due diligence in designing and presenting new academic program proposals. 6. Clarify institutional procedures that govern internal and external approvals to eliminate confusion. 7. Monitor changes in format of delivery and programmatic changes which have implications for one or more other programs across the College. 8. Establish Program Viability Review (PVR) procedure to provide a thorough and equitable process to assess weak or nonproductive programs and to determine an appropriate course of action. 9. Support the effective implementation of the Program Viability Review (PVR) process. 10. Conduct comprehensive review and validation of all instructional programs of study. 11. Provide regular reports and submit action items to the Student and Academic Affairs Council. 12. Make recommendations to the Planning and Budget Council. 13. Accept and may request reports from other areas of the College on any issues affecting the Committee's work.
HLC Alignment:	Criterion 3, 4, and 5
Boundaries:	<ul style="list-style-type: none"> • Committee input is related to the defined purpose and may be strategic, operational or improvement focused in nature. • The Chancellor and Board of Trustees are the final authority for matters involving the strategic plan, board policy, and budget. • The Chancellor reserves final decision-making authority for operational matters. • Recommendations should not be counter to any accreditation standards or other external compliance or regulatory expectations. • Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures.
Operating Guidelines:	<p><u>General Guidelines</u></p> <ol style="list-style-type: none"> 1. Annually review charter. 2. Annually staff and train members on effective and efficient meeting practices using quality tools. 3. Annually select chair in September. The chair is limited to three consecutive full terms not including partial terms (Full term is defined as starting with the September election and continuing to the next academic year's September

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election. Partial term is defined as any term that starts between two September elections).

4. Annually select recorder, if needed.
5. Review work delegated by Council and assign work (with deadlines) to appropriate committees and/or members.
6. Receive and review reports on a monthly basis. Provide feedback to each committee.
7. Submit recommendations to appropriate Council.
8. Prepare monthly reports for appropriate Council.
9. Review data sets assigned to the group for analysis, make recommendations that support data-based decision making, establish deadlines for recommendations, and develop strategies for sharing results college-wide.

Committee/Council Business

1. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee/council. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation.
2. Agenda items and related materials may be submitted by group members and non-group members to the chair/liaison for consideration; they should be submitted at least five (5) business days prior to the meeting by 5 PM.
3. Meeting notices and tentative agenda will be distributed at least three (3) business days in advance of the meeting.
4. Minutes of proceedings—Minutes will be recorded for each meeting and provided in advance of the next meeting. Minutes will be reviewed for accuracy and completeness. Approved minutes will be posted in the designated document repository within three (3) business days of the approval meeting.
5. All action items must be completed in a timely manner; preferably by the established deadline.

Meetings

1. Regular Meetings— Meetings will occur once per month.
2. Special Meetings—As needed and defined/called by the chair.
3. The first meeting of the academic year will be dedicated to orienting members.
4. Attendance at meetings—Attendance is an expectation of appointment and will be recorded at each meeting.
 - It is the responsibility of the group member to notify the committee chair when he/she will not be able to attend a scheduled meeting.
 - If a member of the group has three (3) absences (Proxies included) in one (1) academic year, the chair will notify the member and his/her supervisor or constituency about the absences, and will submit a request for a replacement to the supervisor or constituency.
 - If a member is unable to attend, s/he may send a proxy. Proxies are permitted to engage in questions and debate but are only entitled to vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxies may not introduce new business. Proxies

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	<p>are used to determine a quorum at the initiation of the meeting, but proxies may not constitute more than half of the attending members at any meeting. On votes other than Old Business they are not counted in determining majorities but their presence shall continue to count toward the required quorum for the vote. No member may have more than three (3) proxies in one (1) academic year.</p> <ol style="list-style-type: none">5. Meetings will be open to all represented persons, although privileges may be limited.6. Begin and end meetings on time: use cell phones as universal time7. Quorum will be 50% plus one of the total current membership.8. The group will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order. The chair may appoint a parliamentarian to assist the chair.9. Decisions will be made based on a majority vote of those present. <p><u>Member Conduct/Ground Rules</u></p> <ol style="list-style-type: none">1. Come prepared; Read all materials prior to meeting.2. The meeting environment is a safe zone; there is no rank in the room.3. Members of the group will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.4. One speaker at a time.5. Agree only if it makes sense to do so.6. Support decisions made on consensus.7. Keep comments on target with topics/tasks at hand.8. Be respectful of one another.9. All ringers on cell phones/electronic devices should be turned off or set on vibrate. <p><u>Annual Evaluation Process</u></p> <ol style="list-style-type: none">A. Past Year's Accomplishments of GoalsB. Committee/Council Self-Evaluation
Subcommittees:	None

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Versions:	<ul style="list-style-type: none">• Charter Drafted: Spring 2019• Charter Adopted:• Revised: Spring 2022 (Chair election policy and position name change to Institutional Research)• Revised:• Revised:
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