

## Academic Standards Committee By-Laws

Adopted March 2012

The Academic Standards Committee is responsible for the standards of the College including the review, development and monitoring of grading systems, honors, probation and suspension.

The Academic Standards Committee (ASC) will be governed by the following:

### **Quorum**

There must be 2/3 of the Committee members present (exclusive of student members) to conduct official business. Only appointed members or their designated alternates will be included in the quorum count.

### **Meetings**

The Chairperson or designee will conduct each meeting. Meeting minutes will be taken by any member present, on a turn by turn basis.

Each year the Committee members will develop a regular meeting schedule.

### **Voting**

Items requiring a vote will be approved by a simple majority of those present at an official meeting.

Only appointed members or their designated alternates are eligible to vote.

### **Orientation**

All new Committee members will participate in an orientation discussion to familiarize them with the processes and procedures of the ASC. The discussion will be held during a regular business meeting.

### **Evaluation**

There will be a yearly self-evaluation each May, of the work undertaken by the Committee. This summary document will be reviewed by the Committee members, and once approved, will be submitted to the Agenda Committee.

### **Elections**

The ASC Chairperson will be elected at the first official meeting of each academic year. There are no other officers.

### **Committee Membership**

Regular and Alternate members serving on the ASC will be appointed by their respective organizational units.