

Rochester Community and Technical College Academic Affairs and Standards Council (AASC) Procedures

Rationale: Faculty have fundamental and unique responsibility in matters affecting the academic well being of state colleges. Administration and faculty agree that the faculty hold the critical role in academic decision-making at RCTC. In order to ensure this role, the AASC has been established to which management/administration and faculty will bring all proposals regarding academic affairs and standards. The purpose of the Council is to provide direction for the college president in all matters included in academic affairs, including course outlines, award requirements, academic standards, course and program components, and the inventory of course and program offerings.

Membership: AASC will consist of eight RCTC faculty members and three members of Administration and the DARS Coordinator. A faculty member shall serve as chair. The chair will set the agenda and meeting arrangements cooperatively with the Vice President of Teaching and Learning. Other individuals may be invited by the chair to address the council.

Operating Rules:

1. AASC will meet at least once a month during the Academic year (normally second Tuesday of each month).
2. The Vice President of Teaching and Learning, in consultation with the chair, will be responsible for distribution of proposals/publication of agendas at least seven school days prior to AASC meeting.
3. The chair, in consultation with the VP of Teaching and Learning, will designate the recorder of minutes. Agenda items come from faculty or administration. The VP of Teaching and Learning's office will be responsible for archiving minutes.
4. Drafts of minutes will be distributed on the Friday after the AASC meets to the chair and VP of Teaching and Learning for possible revision. Minutes will be published on the intranet web site one week after the AASC meets.
5. All curricular issues including, but not restricted to, additions, deletions, or revision of curriculum, including credit-bearing continuing education and customized training, and all curricular policy issues must be submitted to AASC for action.
6. Curriculum proposals must be signed by a UFT assigned field faculty member/program leader, and where appropriate, the faculty division chair (after presentation to the affected division). Any proposal submitted by a part-time faculty member must obtain the above signatures (co-sign). A limited faculty exception exists where a new program or area only has part-time faculty (no UFT assigned field or fulltime program leader). Administration can sign and submit proposals for anyone and include reference to the author, i.e. "Administration submits this proposal on behalf of _____" or "This proposal is drafted by _____ and submitted by Administration".
7. Prior to AASC meetings, faculty and administration meet separately to review proposals.
8. Actions taken at AASC include: 1) approving a proposal, 2) denying a proposal, 3) tabling a proposal, or 4) withdrawing a proposal. Consensus is a goal, but votes will be taken if no consensus.
9. Decisions of the council must be defensible in terms of the well being of the college and of the students. They must reflect both the need to uphold academic rigor and standards and the need for the curriculum mix at the college to change and grow.
10. Articulation agreements will be presented to AASC. No articulation agreement exists until AASC has passed it.
11. AASC has one standing committee: Academic Standards. The Academic Standards committee reports to and is under the supervision of AASC. Faculty appeals from Academic Standards decisions will be heard and acted upon in AASC. Academic Standards does not set or approve policy. Additional task forces or work groups will be created as needed.
12. Regarding AASC decisions, the norm shall be to follow the decision of the AASC. Any administrative override of an AASC decision must be presented with compelling rationale at the next AASC meeting. Faculty appeal of such an override is made to the college president. If the override is maintained by the college president, appeal can be made to the state level (MSCF/MNSCU).