CHARTER OF THE BELLEVUE UNIVERSITY ACADEMIC REVIEW COMMITTEE

December 2006

ARTICLE I: NAME, PURPOSE, OBJECTIVES, AND PROCESS

1. Name: The name of this body is the Academic Review Committee (ARC) of Bellevue University.

2. Purpose: The purpose of the committee is to aid in the development of high quality educational programs that support the mission of Bellevue University.

3. Objectives: The committee will provide an independent review of a syllabus's quality and course objectives to ensure that they are meeting academic and University standards and to identify that courses do not duplicate existing courses of other colleges.

4. Process: Through a committee review process, the committee will review new and changed syllabi that are required to be submitted for an independent review as identified in ARTICLE VI. In addition, the committee will provide input on new and changed programs to the Program Planning Committee (PPC) through the Faculty Senate President.

ARTICLE II: ORGANIZATION

The ARC is a standing committee of the Faculty Senate and consists of one faculty member from each curricular college.

ARTICLE III: MEMBERSHIP

Members from each curricular college are elected for two year terms. Membership service on the committee will be staggered such that two members will be replaced each year. Nominations for service on the ARC will be made in writing to the Faculty Senate

by the Dean of each College. The Faculty Senate will approve each nominated member for service on the ARC.

ARTICLE IV: MEETINGS OF THE ARC

1. Monthly Meetings: The ARC will meet once a month to consider new and changed courses. The date and time of the monthly meetings will be at the discretion of the ARC. A monthly agenda for each meeting will be prepared and distributed to members of the ARC and to the program or course advocate one week before the scheduled meeting. The advocate of the course must attend the meeting to present the proposal. If the advocate (developer or designated representative) does not attend the meeting, the submission will be tabled until the next ARC meeting.

2. Special Meetings: Under special and exceptional circumstances, the ARC may, at the discretion of the members, meet to consider review of new or changed courses and/or programs.

ARTICLE V: OFFICERS

1. Officer Positions: The ARC will elect a Chairperson at the beginning of each academic year. The Chairperson will serve a one-year term and will be the primary liaison with the Faculty Senate. The Chairperson will preside over all ARC meetings. The Chairperson will be responsible for the conduct of the ARC. The Chairperson must have at least one year's experience on the ARC.

2. Recorder: The Recorder will keep accurate minutes of all ARC meetings. The Recorder will work with the Chairperson to ensure that the agenda is prepared and forwarded to the ARC members as specified in Article IV. The Recorder will serve as the single point for receipt of all new/changed courses and programs submitted for ARC consideration.

ARTICLE VI: GENERAL SUBMISSION REQUIREMENTS, RULES, AND PROCEDURES

1. The following are items that must be submitted to the ARC:

    a. New courses

    b. Changes that result in substantial modifications in course content and/or objectives

2. Proposals and changes will proceed through the established ARC submission process. The proposal or changes will be submitted to the ARC after they are approved and signed by the appropriate signatories of the College.

3. The ARC's submission process, working rules, and procedures are outlined in a separate document.

SIGNATURES:

Chair, Academ[illegible]ittee	3-19-07 Date
Presider[illegible]	3-21-07 Date
D[illegible]ormation Technology	3-21-07 Date
~~Interim~~ [illegible] and Sciences	4/2/07 Date
Dean, Coll[illegible]	3-27-07 Date
Dean, C[illegible]sional Studies	4/11/07 Date
Prov[illegible]	4-19-07 Date
President	5/2/07 Date