

## Academic Requirements Review Committee (ARRC)

### Bylaws

#### **Purpose:**

The ARRC acts on student petitions covering waivers and substitutions to requirements for:

- Transfer/general education degrees and certificates (e.g. AAOT, AGS, AST etc.)
- Exceptions to college policy for career technical degrees and certificates (e.g., an appeal to waive a writing or math requirement)

#### **Process**

The ARRC acts in an advisory capacity to the Vice President of Academic Affairs and the Vice President of Student Affairs on the topic of academic rules and regulations for Lane Community College, and has the authority to make decisions regarding petitions submitted by students. If students disagree with the Committee's decision, they may file an appeal to the Vice Presidents. A voting member should recuse themselves if there is a potential conflict of interest. The recused member may vote on other petitions during that meeting.

A student must appeal the decision to the Vice President of Academic Affairs and Vice President of Student Affairs by the end of the following term after receiving the committee's decision. Spring and summer term applicants will have until the end of the following fall term to appeal the decision.

#### **Outcomes:**

The nature of the work of this Committee is to review specific student petitions. Details for each student petition are recorded and maintained in that student's academic record, sent to their program academic advising team via the advising notetaking system as well as the meeting minutes (see Agenda and Minutes).

#### **Scope and Philosophy**

In evaluating petitions, the ARRC considers what will cause the least harm to the student and to the institution. Given that the Northwest Commission on Colleges and Universities Standard 1-C (Student Learning) calls for institutions to award credentials for programs based on outcomes that demonstrate "appropriate breadth, depth, sequencing, and synthesis of learning," requirements should not be waived outright.

Instead, student petitioners must inquire about the possibility of a course substitution or waiver through the respective instructional Dean or designee. Evidence that the student is meeting the spirit of the requirement should be the primary criterion for approving the substitution. Further, substitutions for courses in foundational skills or discipline studies requirements within their relevant career technical degree or certificate may be approved, as long as the courses are within the same categorical requirements (e.g., an arts and letters course substitutes for another arts and letters course; a human relations course substitutes for another human relations course etc.).

If a substitution is not possible, a waiver of a requirement should be an exception and case-specific; otherwise waiving a requirement for one student opens up the possibility to waive for all, undermining the requirement and potentially the breadth, depth, sequencing, and synthesis of learning mandated by NWCCU.

The ARRC will not accept petitions solely for the purpose of improving a grade point average or any cosmetic reasons.

**Membership:**

Members serve in an advisory capacity to the Vice President of Academic Affairs and the Vice President of Student Affairs. Members of the ARRC are appointed to the Committee by their respective appointing body to serve a three-year appointment. Members desirous of serving more than three years must be reappointed by their respective appointing body.

Provisions shall be made for staggered replacement so the committee will necessarily include a requisite number of experienced members.

**Members:**

The ARRC shall consist of 11-15 members.

**Chair and Vice Chair:**

The Chair and Vice Chair are elected from the voting members. Each position consists of a two-year appointment. New Chairs shall be elected by the membership during spring term. Terms of service shall begin the following fall term.

Primary duties of the **Chair:**

- Facilitate Committee meetings using a simplified Robert's Rules of Order;
- Periodically report out to Faculty Council (generally via email);
- Address any patterns or concerns with college processes with College Council;
- At the completion of service, the outgoing chair will review bylaws and the COPPS website, in collaboration with the incoming Chair and the Degree Evaluator.

Primary duties of the **Vice Chair:** In the temporary absence of the Chair, the Vice Chair assumes the duties of the Chair. If the Chair steps down, a new chair must be appointed at the next meeting.

**Representation on the Council:**

**Voting Members**

If a voting member cannot attend a meeting, they are responsible for sending a proxy to the meeting. The proxy should be within the same representation group and ideally from the same division area of the college as the voting member. Ex. An academic advisor for an academic advisor or career-technical faculty for career technical faculty.

**a) Faculty:** 5-7 members including representation from college transfer programs, career-technical programs, and student services (instructional and non-instructional positions). Faculty are appointed by the **Faculty Council**.

**b) Managers:** 1-2 members. If there are two managers, they should represent different areas of the college: e.g., college transfer programs, career technical programs, or student services. Managers are appointed by the **Management Steering Committee**.

**c) Classified:** 1-2 members. One of the members must be an academic advisor. The second classified member should be in a position that is related to the functions of the committee. Classified members are appointed by **Lane Community College Employees Federation (LCCEF)**.

**d) Associate Students of Lane Community College (ASLCC):** During Winter Term 2014 and again in Winter term 2019, the committee members voted to remove students from this committee due to lack of interest. However, if in the future a student made their interest in serving apparent, the committee would reconsider a student member at that time

**Ex-Officio members (non-voting members) serve by virtue of their position at Lane and are appointed by their supervisor). They include:**

- Registrar
- Degree Evaluator
- Financial Aid Director or Advisor - preference given to an advisor with expertise in Maximum Timeframe Credit Limit Appeals

Ex-Officio members are non-voting members so they cannot make a motion to approve or deny petitions.

**Meetings:**

Meetings to review student petitions will be held on the seventh or eighth week of each quarter during the regular academic calendar: fall, winter and spring terms. Additional meetings will be scheduled as needed (see Ad Hoc). The degree evaluator will prepare the agenda, schedule a room, and be the note taker at the meetings.

ARRC does not meet during Summer term. If a petition is submitted during Summer term, decisions will follow the emergency committee process. In the event that three voting members cannot attend a meeting, the decision will go to the Registrar.

Voting members sending a proxy person in their place should notify the degree evaluator three days before the meeting so the new person can get the minutes and petitions before the meeting.

Business meetings will be scheduled as needed.

**Agenda and Minutes:**

The agenda and minutes will be created and maintained by the degree evaluator. The agenda and prior meeting's minutes will be emailed out to committee members through their Lane email accounts at least two days before the scheduled meeting. Minutes document discussion and deliberation in detail, decisions about petitions (including the rationale for the decision), and any recommendations to the student pertaining to the decision.

Additional Items not related to petitions may be placed on the agenda by contacting the degree evaluator, ideally, at least three days before the schedule or, of necessity, at the beginning of the meeting before the review of the petitions begin. If time permits, the additional item will be discussed; otherwise, additional items shall be tabled until the next meeting agenda.

**Student Petitions:**

- a) Petitions to the ARRC shall be submitted through the appropriate online form and accompanied by supporting documents. The degree evaluator will contact the student if their petition is incomplete or if their supporting documentation has not arrived within one week of the submission of the petition.
- b) The deadline for receiving student petitions and supporting documents shall be the Thursday during the week prior to the scheduled meeting.
- c) Students have one year past their catalog year expiration to submit an ARRC petition (exceptions may be made in the case of extenuating circumstances).
- d) Copies of all student petitions, along with their supporting documents, shall be delivered via confidential email to members through their Lanecc.edu account, no later than two days prior to the scheduled meeting.
- e) The degree evaluator will notify the student via their my.lanecc.edu account within two weeks of the committee's decision. The outcome of the decision will also be entered into the advising note taking system.

**Action and Vote:**

A quorum is defined as any six members (voting and non-voting) of the Committee and proxy members in attendance. If a quorum is established, action may be taken by the majority of voting members present.

Proxy voting is recognized by the ARRC, but email voting is not. A member who is unable to attend must find a replacement from their same employee representation group for the meeting so the committee can meet quorum.

ARRC proceedings will follow a simplified Robert's Rules of Order.

**Ad Hoc Committee:****Emergency Petition Committees**

In an emergency, the ARRC Committee Chair, in consultation with the Registrar, may convene an emergency petition subcommittee(s). This ad hoc committee(s) will consist of a minimum of three voting members.