

Appendix 1 Administrative Policy Committee Charter

Purpose

The Administrative Policy Committee (APC) convenes regularly to review, advise on, and guide the development of new and substantively revised University Policies, serving as consultants throughout the policy development and approval process. Prior to drafting, the APC reviews the justification and scope of proposed policies or revisions, checking for alignment with existing policies and advising on consultation with collaborative stakeholders. After drafting, the Committee is responsible for recommending the policy for presentation to the President's Cabinet for final consideration.

Responsibilities

The Administrative Policy Committee is responsible for:

- Policy Development Oversight – Reviewing the justification, scope, and need for new policies or revisions prior to drafting.
- Guidance on Policy Drafting – Ensuring policies are clearly written, formatted consistently with the Policy Template, and comply with university standards.
- Stakeholder Engagement – Advising on appropriate consultation with relevant university offices and stakeholders.
- Policy Alignment – Evaluating potential conflicts between new or revised policies and existing policies.
- Approval and Endorsement – Reviewing policies and recommending them for final approval by the President's Cabinet.
- Communication and Dissemination – Advising on effective methods for communicating policies and ensuring accessibility through the Electronic Policy Catalog and other channels.
- Policy Review and Retirement – Establishing review timelines and recommending the retirement of outdated or redundant policies.

Membership

APC members are appointed from key administrative units to ensure broad representation from divisions responsible for implementing and enforcing University Policies. Members may include representatives from:

- Academic Deans
- Athletics
- Development and Alumni Affairs
- Facilities and Operations
- Financial Affairs
- Human Resources
- Information Technology Services
- Legal Affairs
- Marketing and Communications
- Office of the President
- Office of the Provost
 - Senior Vice Provost for Research
 - Chief of Staff
- President of University Senate
- Public Safety
- Registrar
- Student Enrollment, Engagement, and Success

The Committee may consult with additional subject matter experts or stakeholder groups as needed, depending on the specific policy under review.

Meeting Cadence and Documentation

- The Administrative Policy Committee (APC) meets regularly to review new policy proposals and substantive revisions. Meetings are structured to allow flexibility while ensuring consistent progress on policy development. The APC operates on a quorum basis, allowing meetings to proceed without full attendance while ensuring decision-making integrity.
- To promote efficiency and timely feedback, much of the committee's work—such as the review of concept submissions and revised policy drafts—may be conducted electronically through asynchronous collaboration.
- Members serve staggered two-year terms to ensure continuity and knowledge retention. Co-chairs are selected on a staggered basis, and at least one co-chair will have prior experience serving in the role.
- The APC documents all agendas, discussions, and formal recommendations to ensure transparency, accountability, and continuity. The Committee also maintains a dynamic inventory of policies under review and monitors upcoming review deadlines as recorded in the Electronic Policy Catalog.