Advisement & Policies Committee

Mission
The Advisement and Policies Committee is responsible for determining and evaluating various policies and procedures in three basic areas: advisement, academic affairs, and student academic conduct.

Objectives
A. Advisement: This committee establishes policies for supervising the faculty advisors, works with the Advising Office in articulating and disseminating basic guidelines for the advisement process, recommends procedures for handling advisement problems, and conducts assessment of advisement practices and policies in general and novel advisement policies in particular. Additionally, the committee may propose revisions to advisement and policy regarding degree requirements aimed at improving the quality and efficacy of advisement as well as more equitably distributing faculty responsibilities and managing workload issues.

B. Academic affairs: This committee reviews and implements policies regarding degree requirements that have been established by the full faculty, freshman requirements, petitions for the waiver of requirements, the colloquium and the MA thesis, independent study and internship requirements, grades, honors, transfer credits, academic standards, academic probation and expulsion, attendance, examinations, awards and scholarships, commencement honors, and the registration process.

C. Student conduct: This committee is responsible for recommending and implementing policies regarding student conduct in the classroom and disciplinary procedures regarding, e.g., cheating, plagiarism, disruptive activity, etc.

Responsibilities
Chair: The Chair works in consultation with the office of the Associate Dean of Students and the Assistant Dean of Advising to implement policies concerning academic affairs, and coordinate the advisement process, as described above in Objectives. Key duties: Set the schedule of meetings each semester. Produce the agendas for the meetings. Review and approve the meeting notes. At the start of each year: 1) Hold vote to select two faculty members from A&P to serve on the Student Conduct/Grade Grievance Committee; and 2) Review the student representative guidelines with the BA rep. Chair the meetings by leading discussions, assigning tasks to members, following up on tasks, and reporting to deans and larger faculty.

Associate Dean of Students: Identify the BA representative for the A&P Committee. Identify the BA and MA representative for the Student Conduct/Grade Grievance Committee. Engage as described in the Faculty paragraph below.
Faculty: Attend meetings, participate in discussions, offer ideas, receive and complete assignments from the Chair.

BA Representative: Become familiar with A&P student representative guidelines. Attend meetings, bring information from the Committee to the student body, and bring student opinions and ideas to the Committee.

Ex Officio: Assist with scheduling meetings each semester. Set up meetings and notify members of the schedule. Send out agendas to the committee. Produce and store meeting notes on shared Google drive. Maintain shared Google drive and manage the membership. Organize A&P documents on the drive. Assist with implementation on policy decisions. Update Gallatin Bulletin and website to reflect new policy changes.

Examples of prior work:
1. Sample IAPC, Rationale, Booklists website - currently under renovation to include new requirements and the List of Works
2. Development and implementation of new initiatives like the Senior Project, COLLQ-UG.
3. Shape the School’s internship policies: grades changed from letter grades to pass/fail; limits set to cap internship credits at 24 overall, 4 per semester; proposed and developed job description for internship senior director.
4. Maintain Bulletin text for all academic policies, and ensure Gallatin website is accurate. (e.g.: new Critical Race Studies requirement, see section Critical Race Studies Course Policies)
5. Maintain all forms like Plan of Study, IAPC to reflect changes in requirements.

Membership
2022-23
1. Rosalind Fredericks, chair
2. Pat McCreery, Associate Dean of Students
3. Amy Spellacy, Assistant Dean of Advising
4. Brad Lewis
5. Valerie Forman
6. Ethan Harkness
7. Stacy Pies
8. BA Student Rep: TBD
Celeste Orangers (ex officio)

Meeting Agendas and Notes