

**COLLEGE OF ENGINEERING ACADEMIC  
PLANNING COUNCIL BYLAWS**  
Revised, December 2024

The College of Engineering Academic Planning Council (APC) advises the dean on college programs and budgetary planning, and presents departmental, school, or college views and opinions.

The College of Engineering Academic Planning Council includes:

- One faculty member elected from each department in the College. Each department will determine its election procedures.
- Two academic staff members elected by the academic staff in the College
- The Dean shall appoint the Associate Deans
- The Dean
- The College of Engineering Academic Planner (ex officio)

Elected members of the APC may select substitutes to attend individual meetings if they must be absent. Should an elected member not be able to attend three (3) consecutive meetings or 50% of the total annual meetings, the appropriate unit shall elect another member to serve out the term.

The term of office for the elected faculty and staff members of the APC is three (3) years. Any elected member may serve up to two (2) consecutive terms. Appointed members will serve annually with appointment by the Dean.

The College APC shall conduct its business in accordance with FPP 3.08.

Regular meetings of the APC are to be open meetings. Departmental chairpersons, faculty and college staff are encouraged to attend and participate in agenda items of particular importance to them.

Appointment of APC chair and vice chair rotates alphabetically by department.

**ADDITIONAL COE APC POLICIES**  
[adopted AY22-23]

**Adding Agenda Items by Elected Members:**

Elected members of the APC may add items to the agenda at least 5 days in advance of the meeting by contacting the dean, the dean's staff liaison to the council, and the council chairperson. Items may be added to the agenda on the day of the meeting, but no action may be taken on such items until the following meeting.

**Advance Circulation of APC Agendas:**

Agendas of APC meetings will be posted on the COE APC web site at least five days prior to the meetings.

Annually, the dean's staff liaison to the council will email faculty and staff to note that agendas and minutes are available on the COE APC website.

**Availability of APC Minutes:**

Approved minutes of the APC meetings will be posted on the COE APC web site within five business days of approval.

**Notifying Faculty of APC Membership:**

A list of APC members will be posted on the COE APC web site at the beginning of the academic year and updated as needed during the academic year.