**NAME OF COMMITTEE: Academic Publications Committee**

CLASSIFICATION: Senate Standing Committee

REPORTS TO: Senate

CHARGE: The Publications Committee will:

* evaluate materials referred by the Catalog and Policies and Procedures Manual Editor(s) (Registrar) to ensure it conforms to educational standards and other university policies;
* makes recommendations about clarifying language and eliminating/replacing unnecessary or duplicate material;
* make recommendations to the Senate for changes to the Catalogs and Policies and Procedures Manual when appropriate;
* Advise and assist the editor(s) with editorial policies and choices;
* Devises communication channels for policy to be shared with the university community;
* Keep publication of the Catalogs on the appropriate timeline.

COMPOSITION:

At least 1, but no more than 2 full-time faculty member representatives from each undergraduate college

2 appointed senators from the body at large (1 year terms)

The Catalog and Policy and Procedures editor or editors (indefinite)

2 administrators appointed by the Provost

1 student appointed by SGA (1 year terms)

PROPOSED CHANGES TO COMPOSTION:

NA

Chair: VACANT

LIST OF MEMBERS/VACANCIES: For a list of members, see the Senate Sharepoint master committee list.

QUALIFICATIONS OF COMMITTEE MEMBERS: This committee is best staffed by those who have an interest in the catalog and YSU Policy. There are no qualifications, other than those specified by the composition.

TERM: 2022-23

MEANS OF APPOINTMENT: Senate Chair, through Governance Committee

FIRST MEETING CALL BY DATE: August 2022

STANDARD MEETING TIME: TBD

CHAIR RESPONSIBLITIES: Meet a minimum of two times each semester. Report any significant business to the Senate. Ensure minutes are kept.

COMMENTS: NA

PROPOSED CHANGES TO ANY AREA OTHER THAN CHARGE AND COMPOSITION: NA