Academic Council Charter

Purpose:

The Academic Council advises the Provost on matters that govern and underpin the delivery of academic services on campus. The council oversees curricula additions, deletions, and modifications; reviews curricula for compliance with state and accrediting guidelines/regulations as well as transferability to other institutions of higher learning; recommends development of new and innovative programs; leads the development and implementation of effective and innovative teaching methodologies; makes recommendations for improvements of facilities, technology, and services that will enhance the learning environment and enhance student success; makes data-informed recommendations for actions that will improve student success.

Scope of Work and Areas of Key Decision-Making:

- Review, revise, and develop academic policy and procedures
- Approve program and course revisions
- Approve new programs and curriculum development
- Review course outcomes and assessments where applicable
- Ensure that curricula are aligned with state and accrediting guidelines
- Review graduation requirements for programs and certificates
- Work with the Provost to determine the academic direction of the college
- Make recommendations to the Provost on pertinent academic and student success initiatives
- Participate in discussion forums on matters of academic concern

Membership:

Voting membership/Required to be in attendance:

- Department Chairs
- Program Coordinators
- Program Directors

Nonvoting membership:

- Provost & Executive Vice President of Academic, Enrollment and Student Services
- Academic Deans
- Invited guests who are in attendance to address an academic or faculty related matter
- Chairs of standing academic committees

Officers (one-year term):

Selected from and by vote of the Academic Council membership:

- Chair

Note Taker

The note taker will be a classified staff member appointed by the Provost and will be a non-voting member. The note taker will be responsible for taking the minutes, distributing the minutes for feedback, implementing changes when appropriate, and uploading the minutes to the intranet.

Meetings:

- Meetings will be held on a regular schedule throughout the academic year as determined by the membership.
- Meetings will be chaired by the nominated faculty Chair. For minor program or curricular changes, a quorum consists of a majority of voting members present. For major program or curricular changes, a quorum shall consist of 2/3 of the voting members present.
- Minor and major program or curricular changes shall be determined by a vote of the members present.
- Members are required to vote on items as presented in person. No other voting options are available, and a failure to vote will not be used as reason for delay. Final committee decisions will be based upon the votes of members present.
- In the absence of the faculty Chair, the faculty Chair shall nominate a faculty member to chair the meeting as an alternate.
- Meetings will be canceled if there is no identified or purposeful agenda.
- Meetings will be conducted using parliamentary procedure, or as outlined by the Provost.

Agendas:

- Any items for consideration of the Academic Council (AC) will be submitted via email to the respective Dean with a copy to the Chair no later than seven (7) business days prior to the desired AC Meeting.
- The Chair will develop the agenda with input from the membership and distribute to the membership.
- The Chair will distribute the agenda to the membership and invited guests 4-5 business days prior to the meeting.
- The agenda will clearly define informational items, as well as, voting items.

Decision Making/Recommendations:

- Minor program or curricular changes will be placed on a consent agenda for vote. One reading required. A majority of the members present at the meeting will constitute a passing vote.
- Major program or curricular changes will be considered on an individual basis and will require two readings. Vote will take place at the second reading. A 2/3 majority of votes cast is required to pass a major program or curricular change.
- Recommendations, program, and/or curricular modifications, and all other items being approved by the academic council will be referred to the Provost for consideration and implementation. Any item which cannot be implemented will be returned to the academic council with comment for reconsideration.

- Robert's Rule of Order will be followed as necessary to make decisions at times when there may be varying viewpoints.

<u>Communication:</u>

- The Chair will post the agenda, draft minutes from the previous meeting, and written supporting documentation where all AC members can access them approximately 5 days prior to the meeting.

<u>Committees/Councils working with Academic Council:</u>

- Academic Council will report to the Provost Council when necessary
- There are three primary standing committees of Academic Council.
  - Academic Planning and Policy Committee
  - Assessment and Curriculum Standards Committee (ACSC)
  - Teaching and Learning Committee
- The Chair of each of these standing committees shall attend and be invited to academic council.

If any of the above stated committees are unable to form due to faculty being unable or unwilling to serve, the tasks and responsibilities will be distributed to all of Academic Council.