

## **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
- Review program and course revisions
- Review new programs and curriculum development
- Review course outcomes and assessments where applicable
- Ensure that curriculum 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:

- 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

### **Officers (one year term):**

Selected from and by vote of the Academic Council membership:

- Chair
- Secretary

### **Meetings:**

- Meetings will be held the first and third Tuesday of each month.
- Meeting dates may vary during the beginning and end of terms as well as around holidays and closings.
- Meetings will be chaired by of academic council (or designee) with a quorum consisting of a majority of voting members.

- No alternates will be allowed in the event of a voting member absence.
- The Provost will chair meetings in the absence of a faculty chair.
- Academic Deans will chair meetings in the absence of the Provost and faculty chair.
- 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 who in turn will submit agenda items to the Provost Office no later than seven (7) business days prior to the desired AC Meeting.
- The Provost and Chair will work collaboratively to develop the agenda with input from the membership and distribute to the membership.
- The Provost will submit all approved agenda items to the secretary for inclusion on the agenda.
- The Secretary is responsible for the timely completion & dissemination of the meeting notes.

**Decision Making/Recommendations:**

- Minor program or curricular changes will be placed on a consent agenda for vote. One reading required.
- 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 via paper ballot.
- Recommendations, including tied votes, are forwarded to the Provost for review and final approval.
- Robert's Rule of Order will be followed as necessary to make decisions at times when there may be varying viewpoints.

**Communication:**

- Meetings will be scheduled at the beginning of the academic year on the first and third Tuesdays of each month.
- The Chair or Secretary will distribute the agenda to all AC members three (3) business days prior to the scheduled meeting once approved by the Provost.
- The Chair or Secretary will post the AC meeting notes to the UCC intranet within five (5) days following each AC meeting.

**Committees/Councils working with Academic Council:**

- Academic Council will report to the Provost Council when necessary
- There are three primary standing committees of Academic Council.
  - Academic Planning and Policy Committee
  - Curriculum Committee
    - General Education Task Force
  - Teaching and Learning Committee