

Academic Affairs Council 2016-17 Charter

CONTACT

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PURPOSE

To assist with instructional leadership at LBCC, Academic Affairs Council (AAC) will:

- Lead the college in determining instructional priorities and practices.
- Help individuals or groups determine the appropriate venue for addressing issues that affect instruction, faculty, and students.
- Make recommendations to appropriate individual(s)/group(s) regarding major college-wide instructional issues, policies, procedures, and practices.

SCOPE INCLUDES BUT IS NOT LIMITED TO

- Instruction
- Learning environment
- Student issues and initiatives
- Student engagement: Advising, retention, and recruitment
- Enrollment

STRUCTURE

Academic Affairs Council Executive Committee (AACEC)

AACEC Membership

- Vice President, Academic Affairs & Workforce Development
- Dean of Instruction
- Two deans/Center Directors
- Five faculty department chairs
- AAC Faculty Co-chair
- AAC Faculty Co-chair-elect
- At-Large Member from the Faculty Senate
- Faculty Association Representative

AACEC Selection

- Deans:
 - By May 1, deans and center directors will decide who will fill these two positions for the following academic year.
 - No dean will serve more than three consecutive years.
- Department chairs:
 - Deans will nominate department chairs with at least one year of experience as a chair. By May 15, the Executive VP and the AAC Faculty Co-chair will make selections based on the goal of creating a representative group.
 - Positions are for three years. Any faculty member who leaves the department chair role after one year will remain on the AACEC for a second year.

- AAC Faculty Co-chair:
 - Filled by AAC Faculty Co-chair-elect of previous academic year.
- AAC Faculty Co-chair-elect:
 - By May 31, the AAEC will fill this position from faculty department chair members of AAEC.
- At- Large Representative from Faculty Senate:
 - Senate chair or other member appointed by the Senate.
- Faculty Association Representative
 - Member appointed by the Faculty Association

AAEC Member Responsibilities

- Vice President, Academic Affairs & Workforce Development:
 - Serve as AAEC and AAC Co-chair and facilitate meetings with faculty co-chair.
 - Involve AAC, through initial contact with AAEC, at the beginning of instruction-related Student Affairs Issues.
- Dean of Instruction:
 - Involve AAC, through initial contact with AAEC, at the beginning of any change process, including Board Policies and Administrative Rules.
- Deans/Center Directors:
 - Bring appropriate items from Instructional Management Team.
- Faculty Co-chair:
 - Serve as AAEC and AAC Co-chair and facilitate meetings with Executive VP.
- All members:
 - Attend meetings two to three meetings per term. When meetings are scheduled, they will fall on any of the following, Tuesday of the 2nd, 6th, and/or 10th weeks of fall, winter, and spring terms, 3-5 p.m.
 - Summer meetings are optional depending on the work needed (dates and times TBA).
 - Consider items for the AAC agenda. Refer items to other groups as appropriate.
 - Ensure that a packet of information is provided to AAC members one week prior to meeting.
 - Collect and review feedback on AAC issues; summarize and make recommendations, considering the entire college in addition to any areas represented.

Academic Affairs Council (AAC)

Membership

- Department Chairs/Program Chairs
- Faculty Association representative
- At-Large member from the Faculty Senate
- Deans
- Benton and Linn County Regional Directors
- Associate Dean, Student Affairs
- Director, Educational Partnerships
- Director, eLearning
- Director, Center for Accessibility Resources
- Student Government representative
- Vice President, Academic Affairs & Workforce Development (*nonvoting*)
- Vice President, Finance & Operations (*nonvoting*)

- Vice President, Student Services (*nonvoting*)
- Dean of Instruction (*nonvoting*)

AAC Member Responsibilities

- Attend AAC meetings through out the year, or send a representative.
- Review materials prior to meeting.
- Consider the entire college in addition to representing the interests of your department.
- Communicate with your department on issues, gather feedback, and report back to AAEC and/or AAC as requested.

GENERAL INFORMATION

Voting

The members present at any meeting for which proper notice has been given, as defined in the charter, shall constitute a quorum at such meeting. The action of a majority of those voting at any such meeting shall be the action of this Council. Only those members or designated proxies present at a meeting, either physically or participating by teleconference, may vote.

Membership Requests

Any LBCC staff member may request membership on AAC through the following process:

- During spring term, a letter of application for membership should be sent to AAC co-chairs. This letter of application should document the purposes of the Council that match the applicants' work/job description. A recommendation from the employee's dean or director must accompany the application for membership.
- Council Co-chairs and Co-chair-elect will review the request and determine whether or not to approve it. They may also decide to take the request to AAC for further consideration.
- Membership requests that are approved will become effective at the beginning of the next academic year.

Open Meetings

AAC meetings are open to any LBCC staff member, and minutes are published [on the Linn-Benton Academic Affairs Council webpage](#).

Ad Hoc Subcommittees

The Council may create ad hoc subcommittees to study complex or temporary issues. The Council may appoint members outside of the Council to these ad hoc subcommittees.

Revised 10/19/2016