

## POLICIES AND PROCEDURES

Reference:	B-XV	Effective Date	Fall 2020
Subject:	Instructional Council: Purpose & Membership		
Source:	Vice President, Instruction		
Approval Authority:	President	Approval Date	Fall 2020
History:	Previously approved Fall 2019, effective Fall 2019		
Remarks:			

The purpose of the Instructional Council shall be to consider and recommend policies and procedures relating to teaching and learning. This includes the conduct/support of classes, the review and recommendation of new or closure of courses/certificates/degrees, the review and recommendation for new programs, the consideration of program improvement, and the sharing of information and suggestions related to other instructional items brought before the Council.

All recommendations from the Council shall go to the Vice President of Instruction.

### I. **INSTRUCTIONAL COUNCIL MEMBERSHIP**

The Instructional Council shall be composed of the members listed below.

- A. Vice President of Instruction (Chairman)
  
- B. Voting Members:
  - Dean of Arts and Sciences
  - Dean of Workforce and Public Service
  - Dean of Health Professions
  - Director of Athletics/Division Chair, PHED
  - Faculty of Arts and Sciences (4)
  - Faculty of Workforce and Public Service (3)
  - Faculty of Health Professions (1)
  - Faculty Council Representative (1)
  - Division Chair of Visual and Performing Arts
  - Division Chair of Social/Behavioral Sciences
  - Division Chair of Language, Literature & Communication
  - Division Chair of Math & Sciences
  - Division Chair of Business Programs
  - Division Chair of Human Services and Education
  - Director of Emergency Services Education Center
  
- C. Ex Officio, non-voting members:
  - Vice President of Research, Effectiveness, & Information Technology  
(Reviews agenda items for a substantive change evaluation.)

Director of Center for Teaching and Learning  
Director of University Center  
Director of Admissions & Recruitment  
Director of Student Development  
Director of Financial Aid  
Director of Information Systems and Services or Designee  
Director of Library Services/Educational Information  
Systems or Designee  
Director of Student Records & Registration or Designee

## **II. SELECTION OF DESIGNATED MEMBERS**

Arts and Sciences faculty shall elect four full-time faculty representatives with Language, Literature & Communication faculty electing one, Social/Behavioral Sciences faculty electing one, Visual and Performing Arts faculty electing one, and Math/Sciences faculty electing one to serve a one-year term. Representatives may serve no more than two consecutive terms. Elections will be held in April for the subsequent academic year.

Workforce and Public Service faculty shall elect three full-time faculty representatives with Human Services and Education faculty electing one, Emergency Services Education Center faculty electing one, and Business Programs faculty electing one to serve a one-year term. Representatives may serve no more than two consecutive terms. Elections will be held in April for the subsequent academic year.

Health Professions faculty shall elect one full-time faculty representative to serve a one-year term. The representative may serve no more than two consecutive terms. Elections will be held in April for the subsequent academic year.

## **III. MEETINGS**

The Vice President of Instruction shall call meetings, normally on a monthly basis, and prepare an agenda in advance. Minutes from all meetings shall be distributed to members of the Council, President and Vice Presidents.

## **IV. OFFICIAL DOCUMENTATION**

All official documentation of the Council's transactions will be kept in the office of the Vice President of Instruction.