

POLICIES AND PROCEDURES

Subject: Instructional Council: Purpose & Membership Reference: B-XV

Source: Vice President, Instruction Eff. Date: February 21, 2008

Approval Auth: President Approved: _____

Remarks: Replaces previous policy date November 20, 2007.

Date: February 21, 2008

The purpose of the Instructional Council shall be to consider and recommend policies and procedures relating to teaching and learning and the conduct/support of classes, to review and recommend new courses, to review and recommend new programs, to suggest ways of program improvement, and to provide information and suggestions related to other items brought before the Council.

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

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

Vice President of Instruction* (Chairman)
Vice President of Research, Planning, & Information Technology*
Vice President of Student Services*
Vice President of Program Development*
Dean of Arts & Sciences
Dean of Continuing Education
Dean of Distance Learning
Dean of Workforce Education
Director of Admissions & Recruitment*
Director of Career Development Services*
Director of Financial Aid*
Director of Information System and Services* or Designee*
Director of Library Services
Director of Records & Registration* or Designee*
Faculty of Arts & Sciences (4); Workforce Education (4)
Faculty Council Representative
Arts & Sciences Division Directors (4) **
Workforce Education Division Directors (3)

*Ex Officio, non-voting member

** One Arts & Sciences Director each year will serve in an ex officio capacity as determined by the Dean.

Selection of Designated Members

Arts and Sciences faculty shall elect four full-time faculty representatives with Language, Literature & Communication faculty electing one, Social/Behavioral Science faculty electing one, Visual and Performing Arts faculty electing one, and Math/Science/HPE 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 Education faculty shall elect three full-time faculty representatives with Business Programs faculty electing one, Health Sciences faculty electing one, and Human Services faculty electing one to serve a one-year term. Workforce Education Dean shall select one full-time faculty representative from Veterinary Technology Program 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.

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.