

## POLICIES AND PROCEDURES

Instructional Council:  
Subject: Purpose & Membership Reference: B-XV  
Source: Vice President, Instruction Eff. Date: Fall 2019  
Approval Auth: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated Fall 2017  
Date: Fall 2019

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 or closure of courses/certificates/degrees, to review and recommend new programs, to suggest ways of program improvement, and to provide 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.

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

Vice President of Instruction\* (Chairman)  
Vice President of Research, Effectiveness, & Information  
Technology (Reviews agenda items for a substantive change  
evaluation.)\*  
Vice President of Student Success\*  
Dean of Arts and Sciences  
Dean of Workforce and Public Service  
Dean of Health Professions  
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\*  
Director of Athletics/Division Chair, PHED  
Director of Center for Teaching and Learning\*  
Director of University Center\*

Faculty of Arts and Sciences (4); Workforce and Public Service (3); Health Professions (1); Faculty Council Representative  
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

\*Ex Officio, non-voting member

#### 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.

#### 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.

#### Official Documentation

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