



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Instructional Council	EFB – I	3	8/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
E – Instruction	Curriculum Design: Degrees and Certificates	EFB	8/26/2025

### PURPOSE

The purpose of the Instructional Council (IC) 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. IC will be the central collection point for all documentation on course, credential, certificate and degrees, for both credit and non-credit programs.

Items brought to IC will include those that require a vote by members and those that are informational only. Those requiring a vote include:

- Adding new credit courses, credentials, certificates, and/or degree;
- Changes to credit courses that modify the course composition to including contact hours, course loading, prerequisites/corequisites, and CIP code changes;
- Continuing Education Occupational Skills Awards (OSA), Institutional Credentials that Lead to Licensure or Certification (ICLC), Level 1 Certificates and credentials that require reporting to the Coordinating Board for funding
- Changes to credentials, certificate and degrees that entail course sequencing, adding or removing courses, closures; and.
- SACSCOC/Substantive changes to sites, programs and degree levels.

Informational items include:

- Changes or updates to course format (i.e., online, F2F, blended, hyflex);
- Inactivating a course;
- Changing a course title and/or description to align with changes in the ACGM or WECM;
- Listing of all CE courses offered in the current academic year; and
- Listing of all dual credit courses offered in the current academic year.



All recommendations from the Council shall go to the Vice President of Instruction and Student Engagement (VPISE).

## **I. INSTRUCTIONAL COUNCIL MEMBERSHIP**

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

### **A. Vice President of Instruction and Student Engagement (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
- Director of Continuing Education

### **C. Ex Officio, non-voting members:**

- Vice President of Strategic Planning and Enrollment, SACSCOC Liaison (Reviews agenda items for a substantive change evaluation.)
- Director of Center for Teaching and Learning
- Director of Educational Partnerships
- Director of Admissions & Recruitment
- Dean of Students
- Director of Financial Aid
- Director of Library Services
- Director of Student Records 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 VPISE 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 including the master copy of all approved courses, credentials, certificates and degrees will be kept in the office of the VPISE.