

Academic Council

Function of the Committee

- Reviews and revises academic policies and procedures, and makes recommendations to the Vice-President for Academic Affairs.
- Coordinates the following aspects of the academic program, and ensures that they operate in a manner consistent with the strategic goals of the college:
 - academic regulations and standards
 - curriculum development
 - academic assessment, and
 - academic professional development.
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Issues to be Brought to and Decided Upon by the Academic Council

- The Academic Council considers all matters that affect student learning as potential items for the agenda. Any individual member of the campus community or any deliberative body of the college may forward a proposal to the Council for consideration.

Where Approved Decisions Go

- All non-policy decisions pertaining to Academic Affairs that are recommended by the Academic Council and supported by the VP for Academic Affairs may be implemented by Academic Affairs. *Examples include procedures for the assessment of courses within Academic Affairs.*
- Approved items that affect College policy require the President and Board of Trustees' approval.
- Policies and procedures supported by the Academic Council that have broad impact on the college community will be recommended to the VP for Academic Affairs. The VP may then forward these recommendations to the President of the College, the College-wide Forum, or the Senior Team, depending upon the nature of the recommendation. After review by the appropriate body or person, the President of the College may take the matter to the Board of Trustees for approval. *Examples include matters that involve commitments of personnel, finances, facilities, or other resources that extend beyond Academic Affairs.*

Academic Affairs Assessment Committee

Function of the Committee

- Develops, implements, and ensures that departments are following processes for academic assessment.
- Develops plans for assessing courses, programs, and CLOs.
- Assists faculty and department chairs in developing plans for assessment.
- Publishes deadlines for assessments and results. Stores data on status of assessments, student performance, and how results have been used.
- Reports results to the Academic Council at the end of each semester regarding student learning in courses and CLOs.
- Examines new course and program proposals for measurable outcomes and ways in which faculty propose to assess those outcomes.

Decisions Made by the Academic Affairs Assessment Committee

- While the committee works with faculty to develop assessment plans for current courses and to articulate outcomes for new courses, the decision to approve or reject an assessment plan and/or a new course's outcome rests solely with the committee.

Where Approved Decisions Go

- Approved course proposals are forwarded to the Curriculum and/or General Education Committee and later to the Vice President for Academic Affairs for approval.
- Changes in the college-wide assessment plans require Academic Council approval.

General Education

Function of the Committee

- Defines what a general education at Prince George's Community College is.
- Determines the qualities of a general education course.

- Keeps abreast of internal and external general education requirements and proposes new mechanisms for compliance in each.

Decisions Made by the General Education Committee

- Determines the course list for General Education Program and ensures compliance with internal and external general education policies.
- Examines and assesses course proposals that are requesting General Education status.
- Determines the course list that comprises electives in General Education.

Where Approved Decisions Go

- Approved course proposals seeking general education status are forwarded to the Curriculum Committee and later to the Vice President for Academic Affairs.
- Changes in the college-wide General Education plans require Academic Council approval.

Curriculum Committee

Function of the Committee

- Provides mechanisms for faculty to propose courses and programs that will adhere to PGCC standards while addressing external interests' needs.
- Provides directions of the processes of developing a course and/or program (see Blackboard Site labeled 'Curriculum Review' and download 'Curriculum Plan').

Decisions Made by the Curriculum Committee

- Ensures the quality and validity of the program curriculum at PGCC.
- Examines existing and new courses and program proposals to ensure that internal and external policies, procedures, regulations and accreditation standards are being met. These include prerequisite requirements, job validity of programs, etc.
- Assesses changes, additions, and deletions of program-specific (non-general education) courses and programs.

Where Approved Decisions Go

- Approved course and program proposals and/or revisions are forwarded to the Vice President for Academic Affairs.
- Changes in the college-wide General Education plans require Academic Council approval.

Faculty Senate

Function of the Senate

- Enacts, supports, and advances Prince George's Community College's beliefs about education.
- Sets and promotes appropriate professional standards for faculty.
- Represents the faculty viewpoint in decision-making at the college.
- Promotes the well-being of all full-time and adjunct faculty members.

Issues to be Brought to and Decided Upon by the Faculty Senate Council

The Senate is the representative body elected by the Faculty Organization to handle *faculty affairs*, be they academic or non-academic in nature. As such, any item that affects student learning or faculty life will be considered as an agenda item.

Where Approved Decisions Go

- The Senate drafts its own proposals, which, depending on their nature, may be forwarded to the Academic Council, the CWF, President of the College, or any other appropriate body.
- The Faculty Organization President will have to determine whether to submit such policies first to the VP for Academic Affairs, the College-wide Forum, or the President of the College. After review by the appropriate body or person, the President of the College may take the matter to the Board of Trustees for approval.
- Non-policy decisions pertaining to a majority of faculty often require an all-faculty referendum. *Examples include establishing the parameters for of a 10-month contract.*

- Approved items that affect College policy require the President and Board of Trustees' approval. *Examples include revision of promotion and tenure policies.*

Chairs' Council

Function of the Chairs' Council

The Department Chairs' Council consists of the department chairs from the academic areas and the library. The Council primarily supplies advice and consent (or not) regarding policies, procedures, and documents originating elsewhere on campus but that chairs will be responsible for implementing in their departments. It also collaborates with the Vice President for Academic Affairs and the various governing bodies on campus to:

- Enact, draft, and vet proposals on issues pertaining to academic programs and faculty. *Examples include departmental release-time ECH formula and student grade complaint/appeals forms and procedures.*
- Provide advice to the various governance bodies established on campus.
- Participate in the creation or revision of faculty-centered policies such as evaluation and promotion and tenure programs.

The Chairs' Council also provides an operational view of what is possible to do to from within and across departments. As such, the Council works to:

- Develop strategies to solve institutional problems that affect all departments. *Examples include late registration procedures.*
- Weigh in on common or tasks to departments. *Examples include course assessment or procedures for program/option reviews.*
- Facilitate communication among chairs, faculty, administration, and classified personnel.
- Advise the Vice President for Academic Affairs.
- Serve as a liaison group with Continuing Education and Workforce Development.

Where Approved Decisions Go:

- Academic policies and procedures developed by the Chairs' Council will be presented to the Academic Council.
- Policies and procedures developed by the Chairs' Council that affect faculty job function will be presented to the Faculty Senate.
- Matters that affect primarily the chairs may be settled by the Chairs' Council or sent directly to the VP for Academic Affairs.
- Direct communication between the Chairs' Council and the VP for Academic Affairs is expected.
- Individual chairs work with and report to their respective deans on matters related to individual departments.

Academic Team

Function of the Academic Team

The Academic Team works consists of the Deans of the five academic areas, the Vice President for Academic Affairs, and the Senior Administrators for Academic Affairs. The Academic Team works collaboratively to set the strategic goals and the budget for Academic Affairs.

Decisions Made by the Academic Team

- Matters that affect primarily administrators may be settled by the Academic Team or otherwise dealt with in an appropriate manner.
- Final budget approval for Academic Affairs. (Two deans and the Vice President for Academic Affairs sit on the Academic Council).
- Prioritizes new hires (full-time faculty primarily) for Academic Affairs.
- Determines reassigned time.
- Determines departmental reassigned time (Chair hours).
- Develops new Academic Affairs plans such as the Academic Program Review Process.

Where Approved Decisions Go:

- Academic policies and procedures developed by the Academic Team will be presented to the Academic Council. *Examples include grade-change form.*

Senior Team

Function of the Senior Team as it Relates to Academic Affairs

The Senior Team consists of the four vice presidents, the Chief of Staff, and the President.

Academic Affairs Decisions Made by the Senior Team

Because the Senior Team consists of leaders from all constituencies of the College, it offers insight as to any potential roadblocks and/or mechanisms for implementing policies that come from Academic Affairs. In this way, the Senior Team does not make decisions regarding Academic Affairs' matters, but does make institutional choices, from funding and budgets to prioritizing institutional projects, that affect Academic Affairs proposals. *Examples include course sequencing, which requires input from Technology Services (changes in Colleague) and Student Services (advising).*

President

Function of the President's Position as it Relates to Academic Affairs

The President of the College reviews and decides upon proposals that potentially require policy changes. These proposals can be brought to the President by:

- The Vice President for Academic Affairs.
- The Academic Council through the Vice President for Academic Affairs.
- The College-wide Forum.
- The Faculty Senate.

The President also can charge these committees or people with tasks.

The President meets monthly with the Faculty Organization President, and, as such, the Senate has direct communication and collaboration with the President.

Academic Affairs Decisions Made by the President

Generally, only policy or personnel decisions reach the level of the President when coming from Academic Affairs. The President can:

- Recommended proposals and/or personnel decisions forward them to the Board of Trustees. *Examples include decisions on promotion and/or tenure or implementing new policies such as the Emeritus status policy.*
- Not approve proposals because of an array of reasons including, but not limited to, budgetary concerns or strategic plans. In these cases, the decision is communicated back to the committee and/or person who submitted the proposal.

Board of Trustees

Function of the Board of Trustees as it Relates to Academic Affairs

The Board of Trustees consists of eight members appointed by the Governor of Maryland. In terms of Academic Affairs, the Board of Trustees decides upon policies that are permanent in nature and also is held accountable, along with the President, for the College. As such, the Board reviews and is updated about Academic Affairs projects that coincide with institutional strategic initiatives.

Academic Affairs Decisions Made by the Board of Trustees

Generally, only policy, personnel, or strategic decisions reach the level of the Board of Trustees when coming from Academic Affairs. The Board of Trustees can:

- Accepted policy and/or personnel proposals. *Examples include decisions on faculty members' promotion and/or tenure or implementing new policies such as the Emeritus status policy or Same-sex Partner Benefit (initiated in the Senate, approved by the College-wide Forum, and submitted to the Board for decision).*
- Not approve proposals because of an array of reasons including, but not limited to, budgetary concerns or strategic plans. In these cases, the decision is communicated back to the committee and/or person who submitted the proposal