Articles of Organization
The Academic Council of Prince George's Community College
<mark>DRAFT REVISONS 9/20/11</mark>

Historical Background
In 2007, The Faculty Senate proposed the creation of an Academic Council within the Academic Affairs area at Prince George's Community College. The Senate believed the proposed Academic Council would improve communication and governance in two important ways: (1) The Academic Council would act as a focal point for the discussion of academic policies, academic procedures, and the academic success of our students. (2) The Academic Council would become that part of the college's governance structure responsible for oversight of the academic program of the college. This will be a major step toward addressing issues raised by the Middle States Commission on Higher Education, which include having faculty and academic professionals responsible for devising and developing the college's academic program. The first meeting of the Academic Council was held March 27, 2008. The Council has continued to meet twice a month during the academic year and occasionally in the summer since that time.

I. Functions of the Academic Council

The primary functions of the Academic Council include reviewing and revising academic policies and procedures, and making recommendations to the Vice-President for Academic Affairs. The Academic Council is also responsible for coordinating the following aspects of the academic program, and ensuring 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. In carrying out these functions, the Academic Council works closely with the faculty, department chairs, and academic deans.

II. Purview of the Academic Council

A. Policies supported by the Academic Council that are of a clearly academic nature are recommended to the VP for Academic Affairs. The VP may then forward these policy recommendations to the President of the College for approval by the Board of Trustees. Examples of such policies include establishing new baseline requirements for students to enroll in developmental courses.

B. Policies and procedures supported by the Academic Council that have broad impact on the college community are also recommended to the VP for Academic Affairs. The VP then forwards these recommendations to either the College-wide Forum or the Senior Team, depending upon the nature of the recommendation. After review by the CWF or Senior Team, 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.

C. 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.

D. Issues of limited scope are handled by the relevant committees of the Academic Council (*e.g.*,the Curriculum Committee). Examples include changes in course descriptions, scheduling of course assessments, etc.

III. Membership of the Academic Council

The Academic Council is composed of at least sixteen voting members as follows. A simple majority (51%) of the voting members **must be faculty**.

- The President of the Faculty Organization, and two additional members of the Faculty Organization (one full-time and one adjunct) appointed by the Faculty Senate
- Two Department Chairs, appointed by the Chairs' Council
- Two Academic Deans, appointed by the Academic Deans
- One student appointed by the Student Governance Board
- One Co-Chair of the Curriculum Committee, appointed by the Curriculum Committee*
- The Co-Chair of the Academic Affairs Assessment Committee*
- The Chair of the General Education Task Force*
- The Chair of the Faculty Professional Development Committee*
- The e-Learning Liaison
- The Dean of Learning Technologies and Support Services
- One representative from Workforce Development and Continuing Education, appointed by the VP for WDCE
- One representative from Student Services, appointed by the VP for Student Services
- The faculty Co-Chair of the College-wide Forum
- Sufficient at-large faculty members to ensure all six academic divisions are represented on the Academic Council and the simple majority of voting members are faculty. If all divisions are not represented through the membership requirements listed above, those divisions will be asked by the Council to appoint an at-large member.

*It is expected that the designated chair of this committee will have faculty status. If that is not the case, then the chair will not serve as a voting member of the Academic Council. Rather, the committee will elect one of its faculty members to serve as the voting member of the Academic Council. The chair of the committee will still encouraged to attend meetings of the Council.

B. The Vice-President for Academic Affairs serves as the Chair of the Academic Council, in a non-voting capacity. Members of the VP's staff may participate as non-voting members when requested by the VP.

C. Other non-voting members include the Dean of Planning, Assessment, and Institutional Research, and the Director of Outcomes Assessment and Institutional Effectiveness.

C. The Academic Council strives to reach consensus, but may recommend matters to the VP for Academic Affairs based on a simple majority vote.

IV. Relationships with Existing Governance Bodies

A. <u>Relationship with the general college community.</u> The Academic Council is the focal point on campus for discussions of academic matters, and meetings of the Council are open to the

entire campus community. Based on these discussions, the Academic Council may recommend policies and procedures, as well as academic regulations, standards, programs, etc. to the VP for Academic Affairs. Any individual member of the campus community or any deliberative body of the college may forward a proposal to the Council for consideration. The Chair of the Academic Council is responsible for transmitting any such proposals to the entire membership of the Academic Council at least one week prior to discussion at a meeting of the Council. Members of the Council, in turn, distribute proposals to their constituencies either prior to discussion by the Council or in a timely fashion thereafter. Discussions of proposals within these constituencies are expected.

B. <u>Relationship with the President of the College and the Board of Trustees.</u> Policies that are supported by the VP for Academic Affairs, but require approval of the Board of Trustees, may be recommended to the President of the College in two ways:

    1. Policies of an academic nature that fall under the description of Section IIA may be sent by the VP for Academic Affairs directly to the President. The President may then forward these policies to the Board of Trustees for approval.

    2. Policies and procedures that have broad impacts on the college and fall under the description of Section II.B may be sent by the VP for Academic Affairs to the CWF or to the Senior Team for consideration. Such policies and procedures should be developed with input from the appropriate persons (*e.g.,* the relevant committee of the CWF) prior to approval by the Academic Council. After review by the CWF or Senior Team, the President may implement these procedures or forward policies to the Board of Trustees for approval.

If the President of the College elects not to support a recommended policy or procedure, the matter may be referred to another body or individual (*e.g.,* the CWF) for further review.

C. <u>Relationship with the College-wide Forum.</u> The VP for Academic Affairs may refer policies of broad impact (as in Section II.B) directly to the CWF for consideration. Regardless, the VP for Academic Affairs updates the CWF about the Academic Council at each meeting. The VP for Academic Affairs may also recommend policies directly to the President (as in Section II.A) or to the Senior Team (as in Section II.B). In such cases, the VP for Academic Affairs will send the recommendation concurrently to the CWF as an "information item." These policies do not require action by the CWF. However, the President of the College or the Senior Team may elect to refer the policy to the CWF for a recommendation. The leadership of the Academic Council and CWF communicate with each other on a regular schedule to ensure that policies and procedures established in each benefit students.

D. <u>Relationship with the Faculty Senate.</u> The Senate and the Council have overlapping but distinct responsibilities, and they often work together. However, the Senate remains the representative body elected by the Faculty Organization to handle *faculty affairs*, be they academic or non-academic in nature. The Senate continues to draft its own proposals, which, depending on their nature, may be forwarded to the Academic Council, the CWF, or any other appropriate body. The President of the Faculty Organization still has direct lines of communication to the President of the College and the Board of Trustees via meetings with the President and reports to the Board of Trustees.

E. <u>Relationship with the Chairs' Council.</u> Academic policies and procedures developed by the Chairs' Council will be presented to the Academic Council. Matters that affect primarily the

chairs may be settled by the Chairs' Council or sent directly to the VP for Academic Affairs. Continued direct communication between the Chairs' Council and the VP for Academic Affairs is expected. Individual chairs continue to work with and report to their respective deans on matters related to individual departments.

F. <u>Relationship with the Academic Team? .</u> Academic policies and procedures developed by the Academic Team will be presented to the Academic Council. Matters that affect primarily the deans may be settled by the Academic Team or otherwise dealt with in an appropriate manner. Individual deans will continue to work with and report to their respective vice-presidents.

G. <u>Committees of the Academic Council.</u> The following committees are committees of the Academic Council: the Curriculum Committee, the General Education Committee, the Academic Affairs Assessment Committee, the Faculty Professional Development Committee, and the e-Learning Advisory Committee. The Academic Regulations and Standards Committee was dissolved, as oversight of academic regulations and standards will be one of the functions of the Academic Council. The Academic Council may create *ad hoc* committees as necessary to deal with specific issues.