To be reviewed for April 18, 2016 and subsequent meetings.

Discussion will revolve around general procedures of Academic Affairs as a policy committee and a review of the current charge of the committee, including membership.

Items of focus are **highlighted/italicized.**

G-6-0 COMMITTEE STRUCTURE
Approved: 1/9/97; Revised: 9/28/11; 5/17/2011; 11/12/13

Central Oregon Community College values shared governance. Shared governance entails full and active participation by faculty, administrators, staff, and students, who share responsibility as equal stakeholders for the mission, vision, goals, academic integrity, and institutional sustainability of the College. This mutual responsibility requires that stakeholders engage in ***free and open discussion, join in collaborative decision-making, and mutually inform one another of resolutions.***

College committees have been established to implement present policies and procedures and to plan for the future. Committee members, consisting of elected or appointed members from the various areas on campus, collaborate in the decision-making process on broad curricular, academic, and policy issues.

Some primary responsibilities for implementation and decision-making reside with particular stakeholders. The guiding principle is that institutional policy making is done in collegial collaboration with respective college stakeholders and their representatives.

Shared governance requires all such decisions be communicated effectively to the general college community, with special emphasis on the need for accountability with timely, reasoned explanations for any modification or rejection of recommendations. For specific language on the approval process refer to G-6-1.3.

In order to be effective, shared governance requires respect for the process and all participants, open communication, and a mutual basis of trust that enables all to express their views freely with the expectation that their contributions will carry weight in the decision-making process.

The College utilizes a number of different kinds of committees to carry out its work. When applied to a committee, the term "College," in most cases, implies that the committee has broad representation from a number of groups within the College and has required broad-based agreements in defining the functions of the committee.

The College has six types of committees or organizations:

- *Policy: Committees with the authority to recommend policy, within their scope of responsibility, to the President.*
- Advisory: Committees which provide guidance and recommendations to an administrative unit of the College.
- Administrative: Committees responsible for various aspects of day-to-day administration of College policy and practice, albeit instructional, administrative or other focus.
- Ad Hoc: Committees which are brought together to review a specific topic and recommend policy or direction to the appropriate policy committee or campus dean/vice president.
- Employee Organizations: Generally the executive leadership teams for employee groups.
- Student Organizations: Generally the student government association for the College.

G-6-1 *College Governance & Other Committees*

Approved: 12/14/99
Revised: 3/1/09; 9/28/11; 6/14/13

College governance committees have been established to implement present policies and procedures and to plan for the future. The College governance committees include:

- College Affairs;
- Academic Affairs;
- Student Affairs;
- Institutional Support;

and each has a specific area of jurisdiction for study and recommendation; because of the complex nature of the College it is advisable for committee chairs to communicate with each other regularly, by appropriate and expeditious means to ensure inter-committee cooperation on items of interest and overlapping responsibility common to more than one group.

Meetings of all College governance committees are open and any staff member or student wishing to include an item on the agenda may do so by scheduling that item with the chair of the committee. While a committee meeting is in progress, any committee member may request permission for a member of the audience to speak to an item under consideration. (This may not apply to College special purpose committees.)

Committee members may not be represented by alternates or proxies.

Task forces may be created to address specific topics or perform detailed review of issues within the areas of jurisdiction for study of the major governance committees. Task forces will follow the same general procedural guidelines as the major committee and will report to the appropriate governance committee and will normally complete their work in two years.

G-6-1.1 *Decision-Making Style, Process and Quorum for All Committees*

College committee chairs may select the **style of decision-making process which is appropriate for the work at hand, from modified Robert's Rules to consensus. The process must be clearly defined.**

All proposals in College committees shall go through a first and second reading before a decision is made, **unless otherwise waived by committee discretion.**

A majority of the committee members shall constitute a quorum for the transaction of business.

G-6-1.2 *Definition of Membership for All Committees*

Appointments to College governance committees will be made in Spring term for service in the following academic year.

Faculty members on College governance committees and special purpose committees are chosen from the regularly appointed, full-time faculty, e.g., tenured or probationary contracts only, unless otherwise designated. Faculty in full-time one year temporary positions can run for positions that are for one year or less. For example, filling in for a quarter on a committee when a committee member is on sabbatical or maternity leave, etc.

Classified employees on College governance and special purpose committees are chosen from the regularly appointed, benefited, part-time or full-time classified employee group.

Administrative members of College governance committees must be regular employees working nine months or more.

Student members of College governance committees must be in good academic and disciplinary status and enrolled in a minimum of six credits.

G-6-1.3 *Recommendations*
Revised: 6/14/13

Decisions made by the Academic Affairs, Institutional Support, College Affairs or Student Affairs Committees are recommendations to the College President; it is his/her decision to accept, modify or reject the recommendation. However, any individual at the College may request that the committee recommendation be reviewed by the College Affairs Committee; such requests must be made in writing to the President of the College within two weeks of the approval by the respective committee.

All recommendations to the President by a College Committee shall be submitted using the following format: (Click the online Recommendation Form Link) [Recommendation Form](#) **(pdf).**

After a decision is made, the President of the College will inform the Committee Chair within ten working days of the decision. Following signature, Presidential action taken on Committee recommendations, with rationale if denied or tabled, will be posted by the Committee Chair to Electronic CommLines, with copies to: The Broadside, Student News folder and the committee that forwarded the proposal.

Approved Committee actions that change College institutional policy and procedures will be duly entered into the Procedures Manual by the Office of the President; copies of these and other changes will be posted electronically on the College's General Policies and Procedures website on an annual basis starting September 1 of each year.

G-6-1.4 *Committee Communications*
Approved: 12/14/99 Revised: 5/17/11; 6/14/13

Meeting agendas will include topics, first and second readings, action items, and time and location of coming meeting. Agendas will be posted to committee governance folders at least three business days before the meeting.

Meeting minutes will include the following items: date of meeting, attendance, agenda items, highlights of discussion points, outcomes (first and second readings, action items with the name of the person to complete the action and the date by which it will be completed, decisions), and date and time of next meeting. Minutes will not attribute comments or discussion points to individuals unless specifically requested by that individual.

Minutes will be posted to the committee governance folders well before the next meeting. In addition, first and second readings and accepted motions will be posted electronically in the appropriate committee folder to be accessible by the campus community.

G-6-3 *Academic Affairs Committee*
Approved: 12/14/99
Revised: 3/1/09; 5/17/11; 1/19/12; 8/28/12; 11/16/12; 12/9/13

Charge:
The Central Oregon Community College Academic Affairs Committee advocates for instruction at COCC. This committee develops and recommends academic policy, facilitates and streamlines decision-making on academic issues, and facilitates communication across the campus community on academic issues.

Academic Affairs makes decisions within the parameters of the policy governance articulated by the COCC Board of Directors.

Primary functions of Academic Affairs:

1. Coordinate long-range planning in curriculum and academic policy;
2. Set academic priorities that help shape budget decisions and allocations;
3. Act as the main clearinghouse/review committee for all instructional policy and procedure issues;
4. Provide oversight for Curriculum Committee, Learning Community Committee, and Academic Reinstatement Committee;
5. Assure that curricular decisions, academic priorities, and instructional policies are held accountable to the mission of the College;
6. Communicate decisions made by Academic Affairs to other campus groups;
7. Review Minutes from COCC's Curriculum and Learning Communities Committees. Minor issues may be dealt with by chair-to-chair discussions. Major issues may involve presentation by a Curriculum Committee member to Academic Affairs.

<u>Membership, Voting Status, and Terms</u>

Membership includes representation from a wide range of College constituents affected by Academic Policy.

Faculty (4)*	Elected by the Faculty Forum	Voting	Two years
Faculty Forum President-Elect or Forum Executive Team designee when no PE is available	Automatic	Voting	One year
Faculty At-Large (1)	Elected by the Faculty Forum	Voting	Two years
Vice President for Instruction (VPI)	Automatic	Voting	Standing
Department Chairs Representative	Appointed by Chaimoot	Non-Voting	One year
ASCOCC Representative	Appointed by ASCOCC	Voting	One Year
Registrar	Automatic	Non-Voting	Standing
Curriculum and Workforce Data Specialist	Automatic	Non-Voting	Standing
IT Representative	Automatic	Non-Voting	Standing
Note Taker	*Appointed*	*Non-Voting*	*One Year*

* Four faculty members (at least 3 of whom are tenured) elected by the faculty forum, serve staggered two-year terms, with the option to stay for additional year if serving as chair in the third year. Faculty membership should represent a balance, with no more than one faculty member from any one department, with two from Transfer and two from Career and Technical Education.

Each voting member will recuse him/herself from voting on decisions in which he/she believes he/she may have a conflict of interest, including over-representation by any one department on pertinent issues.

The President of the College may appoint non-voting administrative liaisons to sub-committees or task forces.

Chair Election:

The committee shall elect a new Chair by the last meeting in April, prior to Faculty Forum Elections.

Presentations to Academic Affairs:

Academic Affairs encourages presentation of all instructional issues by all campus constituents. Examples of relevant instructional issues include but are not limited to:

- Significant changes (changes of 30% or more) to programs, degrees, creation of new programs.
- Instructional policies impacting admissions, advising, curriculum, Banner, students.
- Instructional policies impacting faculty, such as academic calendars, campus-wide outcomes, block scheduling, grading policies, final exam schedules.

Presentation Process:

Discussion Items: Presenters may simply want advisory input or to notify the committee of campus discussions. These presentations do not require a decision by the committee. In these situations, the Committee may advise and/or approve support but no first or second reading is required. These situations will be noted in the Minutes. If presentations include issues not relevant to Academic Affairs, presenters will be referred to appropriate campus resources, including other committees.

Action Items: Presentations including an Action Item are required to complete and submit the following form (Form #1: Presentations to Academic Affairs Checklist) prior to being scheduled. Following the presentation, a signature form (Form #2: Academic Affairs Action Item Signature Form) must be signed by the presenter, the chair of Academic Affairs and the VPI to indicate the decision has been reviewed. The presenter, chair, and VPI all receive copies of the form for their records.

Action Items may receive any of the following options:

1. Approve the proposal as submitted.
2. Approve an amended proposal.
3. Vote against a proposal.
4. Create a task force to address any issues arising as they relate to the needs and goals of the instruction at COCC.
5. Appoint additional individuals to a task force to broaden the range of interests and/or deepen the levels of expertise.
6. Modify the task given to a task force.
7. Refer the issue to the Vice President for Instruction/Instructional Deans and/or other appropriate College Committees (such as College Affairs, Student Affairs, Chairmoot, CTE Council, Institutional Support Committee, Faculty Forum) for broader review and consideration.

Final approval and communication of Actions and Recommendations of the Academic Affairs Committee shall be subject to the procedures defined in G-6-1.3 and G-6-1.4.

Recommendations made by Academic Affairs and approved by the President should be implemented by responsible parties. In addition to those presenting proposals to Academic Affairs, other parties may be involved in implementation and communications regarding action items. The table below describes individuals or groups potentially included in communication and implementation of recommendations.

Recommendations for Implementation of and Communications about Approved Proposals:

Recommendations	Parties included in communication/implementation
Program Level	Program Director, VPI, Dean, and/or Faculty Forum President
Instructional policies that impact admissions, advising, curriculum, banner, and students	VPI, other appropriate administrator, Dean and/or Faculty Forum President
Instructional policies that impact faculty	VPI and/or Faculty Forum President
Policies that impact the larger campus	VPI, Faculty Forum President, College Affairs and/or President

College Communication:

In order to facilitate communication between faculty and administration, the Chair of Academic Affairs communicates directly with the Vice President for Instruction and/or Instructional Deans and the President of the College.