President of the Classified Association (or designee)	Automatic	Voting	Two years
Classified Staff	Elected by Classified Association Executive Committee	Voting	Two years
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Student (At-Large) Representative	Appointed by ASCOCC Student Council	Voting	One year, but may be appointed quarterly as needed
COCC Board Member	Appointed by COCC Board of Directors	Non-Voting	Two years

Chair Election:

Chair to be elected annually.

G-6-3 Academic Affairs Committee (AAC)

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.

Membership, Voting Status and Terms

Faculty At-Large (1)	Elected by the Faculty	Voting	Two years
Vice President for Instruction (VPI)	Automatic	Voting	Standing

Department Chairs Representative	Appointed by Chairmoot	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
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

* 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. (CTE)

Each voting member will recuse themselves from voting on decisions in which they believe they 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 Vice President of Instruction (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 propos
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 policies 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 may communicate directly with the Vice President for Instruction and/or Academic Deans and the President of the College.

G-6-3.1 Learning Community Committee

CHARGE: The Learning Community (LC) Committee is a sub-committee of the Academic Affairs Committee and will review all new proposals and revisions for learning communities. The LC Committee will promote and support the teaching of learning communities on our campus.

Among its primary functions the Learning Community Committee will:

1. Review and make recommendations to the Vice President for Instruction for the approval of learning community applications. All new and revised learning communities will be reviewed by the LC Committee prior to instruction.
2. Maintain and facilitate documentation related to the learning communities' review and support process.
3. Review each learning communities' assessment of student performance outcomes as part of its evaluation of the viability of LC college offerings.
4. Work closely with the offices of the VPI and Student Services to consider issues related to the offerings of learning communities' courses such as compliance with college standards, accreditation standards, fiscal efficiency, and alignment with the college mission, values, and learning outcomes.

Membership Voting Status and Terms

Faculty (5)*	Elected by Faculty Forum	Voting	Three Years