



Charter for Academic Council

August 2021 – June 2025

This Charter is established between the Academic Council and the Institutional Strategic Planning Council to structure the process and planned outcomes included herein thru the 2024-2025 academic year.

Purpose

The Academic Council (AC) coordinates, discusses, and makes recommendations regarding functions, plans, and activities related to instructional programs, career technical education (CTE), educational partnerships (e.g., prison education and dual enrollment), library and learning support services. The AC provides leadership and retains responsibility for ACCJC Standards IIA/B, while serving as a communication link to the rest of the college regarding strategic and operational matters associated with their assigned EMP objectives. The AC makes recommendations to the College Council and the Vice President of Academic Affairs. Recommended membership provided to the appointing bodies for AC is based on subject-area knowledge and experience. The College recognizes that these are recommendations only and that appointments are made solely by the appointing bodies.

Charge

- The Academic Council (AC) is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below. Operational items are to be handled at the departmental, task force, project team, or work group level often determined by job title or functional area of responsibility.
- Objective 1.1 - Go from 7,366 to 8,759 total FTES
- Objective 1.3 - Expand enrollment with strategic groups (Dual Enrollment, International, Online, California Rehabilitation Center, Veterans, etc.). Shared with Student Support Council.
- Objective 2.1 - Increase number of degrees completed by 15% annually
- Objective 2.3 - Decrease AA degree unit accumulation from 88 to 74 total units on average
- Objective 2.7 - Increase number of students who complete transfer level math and English by 20% per year
- Objective 6.1 - Establish and expand relationships with regional educational institutions
- Objective 6.4 - Work toward reducing recidivism through incarcerated student education
- Objective 6.8 - Stimulate regional arts development
- Objective 7.7 - Build and support academic support services to improve student success
- Objective 9.5 - Develop strategy to maximize student-faculty time; Resist pulling faculty from students to do administrative work; Evaluate release time

The AC is responsible to:

- Provide guidance and recommendations on instructional planning and operational issues including class scheduling, enrollment management, program development,

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learning support services, special programs development, and educational policy matters.

- Foster the development of new educational programs in accordance with the Education Master Plan and the developing needs of the community and industry partners.
- Provide guidance and recommendations on implementation of Guided Pathways procedures related to teaching and learning, student equity, retention, and success.
- In consultation with the VPAA and the School Deans, establishes annual scheduling priorities, goals, and objectives for the Academic Affairs division, based on the goals and objectives from each school as determined through the program review process.
- Implement, review, and make recommendations to the pertinent sections of the College strategic plan.
- Review and recommend revisions to the Academic Affairs program review as part of the College program review process.
- Provide guidance and recommendations on accreditation efforts in support of continuous improvement leading to full accreditation, including the development of the Institutional Self- Evaluation Report and the annual accreditation report required by the Commission.
- Oversees instructional support including the library, learning resource center, instructional laboratories.
- Provide guidance and recommendations to foster Distance Education expansion and continuous quality improvement.
- Provide guidance and recommendations on the publication of the College schedule of classes and catalog.
- Provide guidance and recommendations to support and grow Career Technical Education, Prison Education, Dual Enrollment, Credit for Prior Learning (including the Military Articulation Platform), Community Education, Workforce Development, and Noncredit Education.
- Oversees enrollment management activities related to setting and achieving annual FTES/FTEF targets; improving student access, success, completion as well program efficiency and effectiveness, including room utilization and instructor workload.

Accreditation Standards & Budget

Accreditation Standards guiding the Council are:

- Standard IA, B, D
 - Standard I.A.3
- Standard IIA, B
- Standard IIIA
 - Standard III.A.9
- Standard IV

There is no associated budget with the Council's charge.

Scope & Expected Deliverables

1. Provide guidance and recommendations on instructional planning and operational issues including class scheduling, enrollment management, program development, learning support services, special programs development, and educational policy matters.

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2. Foster the development of new educational programs in accordance with the Education Master Plan and the developing needs of the community and industry partners.
3. Provide guidance and recommendations on implementation of Guided Pathways procedures related to teaching and learning, student equity, retention, and success.
4. In consultation with the VPAA and the School Deans, establishes annual scheduling priorities, goals, and objectives for the Academic Affairs division, based on the goals and objectives from each school as determined through the program review process.
5. Implement, review, and make recommendations to the pertinent sections of the College strategic plan.
6. Review and recommend revisions to the Academic Affairs Plan as part of the College program review process.
7. Provide guidance and recommendations on accreditation efforts in support of continuous improvement leading to full accreditation, including the development of the Institutional Self-Evaluation Report and the annual accreditation report required by the Commission.
8. Oversees instructional support including the library, learning resource center, instructional laboratories.
9. Provide guidance and recommendations to foster Distance Education expansion and continuous quality improvement.
10. Provide guidance and recommendations on the publication of the College schedule of classes and catalog.
11. Provide guidance and recommendations to support and grow Career Technical Education, Community Education, Workforce Development, and Noncredit Education.
12. Oversees enrollment management activities related to setting and achieving annual FTES/FTEF targets; improving student access, success, completion as well program efficiency and effectiveness, including room utilization and instructor workload.

In mid-spring of each academic year, the Academic Council will participate separately in dialogue sessions to 1) self-evaluate the effectiveness of their planning and decision-making processes through the Survey of Effectiveness, 2) self-report on EMP objective progress and appropriate objective assignment, and 3) self-assess the completion of their charter's scope/deliverables during the academic year. In late spring, the Academic Council will receive an executive summary from each standing committee addressing the above three areas for review and discussion at a designated council meeting. The receiving council (College Council for leadership councils) will make recommendations to, and receive recommendations from, each governance entity based on the results of the self-evaluation to determine if a charter needs to be revised/extended or not. The Academic Council will conduct its evaluation of effectiveness and post an executive summary on the Council's website.

Membership

The Academic Council will be comprised of 16 members inclusive of representatives of all primary constituency groups and assigned or appointed by their respective representative bodies OR defined membership based upon expertise, title, functional area of responsibility, etc.

- Vice President Academic Affairs, Chair – Administrator
- Administrator with oversight of School of STEM and School of Business & Management– Administrator
- Administrator with oversight of School of Social & Behavioral Sciences and Arts & Humanities– Administrator

Membership

- Administrator with oversight of Library and Learning Resource Center– Administrator
- Administrator with oversight of CTE or off-site programs– Administrator
- Chair or Rep from School of Arts & Humanities – Faculty
- Chair or Rep from School of Science, Technology, Engineering & Math– Faculty
- Chair or Rep from School of Social and Behavioral Sciences– Faculty
- Chair or Rep from School of Business and Management– Faculty
- CTE Faculty Rep– Faculty
- Distance Education Rep– Faculty
- Representative with knowledge/experience in area of career education programs– Classified Professional
- Representative with knowledge/experience in area of academic learning support– Classified Professional
- Representative with knowledge/experience in area of instructional scheduling and support– Classified Professional
- ASNC Representative– Student
- ASNC alternative (non-voting) – Student

*Chair of Chairs represents their School.

**It is recommended that one faculty representative is a Counselor or a Counselor serves as a non-voting, ex officio member.

Meeting Time/Pattern

The Academic Council meets monthly on fourth, Thursday, of the month at 12:50pm to 1:50pm, with Zoom option, for Fall and Spring Terms. Contact the co-chairs to place an item on a future agenda.

Roles of Chairs and Members

The Co-Chair(s) are accountable to Academic Council to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Academic Council based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Academic Council that can help to achieve the Academic Council charter deliverables (relevant strategic charge). Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Academic Council. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Academic Council peers with the intention of finding consensus on all issues that come before the Academic Council.

A co-chair (or a designated delegate) shall prepare a brief summary of each Council meeting and send it to the College community within 24 hours of the meeting to fulfill transparent communication reporting.

Meeting Procedures and Expectations

The Co-Chair(s), and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Minutes are taken to record the groups progress.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.