

**Academic Affairs Council
2008-09 Charter**

Contact:

Richard Gibbs and Carol Schaafsma, co-chairs

PURPOSE OF COUNCIL:

To assist with instructional leadership at LBCC Academic Affairs Council will:

- Nurture and support a culture of teaching and learning excellence
- Provide a forum for discussion of ideas, decisions, and actions in order to educate other departments across campus
- Act as a sounding board for the president, vice presidents, and other councils and committees in order to get a reaction, take a pulse, or present a plan and see how it flies, etc.
- Advise the administration and the service areas of the college on policies or procedures that affect instruction, faculty, and students
- Inform the Council membership of decisions made elsewhere that affect students and learning
- Help individuals or groups sort out the appropriate venue for addressing issues that affect instruction, faculty, and students
- Lead the college in determining instructional priorities
- Make endorsements regarding major college-wide, instructional issues
- Disseminate information

SCOPE OF COUNCIL, INCLUDES BUT IS NOT LIMITED TO:

- Instruction
- Learning environment
- Student issues and initiatives
- Institutional integrity and the instructional commitments of the college
- Advising
- Retention
- Recruitment
- Enrollment

EXPECTATIONS OF MEMBERS:

- Participate in conversations about all issues brought before the Council
- Consider the entire college in addition to representing the interests of individual departments and divisions
- Ensure two-way communication between departments/divisions and the Academic Affairs Council.
- Attend or send a designee

THIS GROUP MAKES RECOMMENDATIONS TO:

AAC's recommendations go to many different places depending on the issue at hand. They

might go to the Vice President of Academic Affairs and Workforce Development, one of the other vice presidents, a particular department, or to another council or committee.

MEMBERSHIP:

Any LBCC staff member can attend meetings of the AAC, all meetings are open and minutes are published in the Paperless Office. At the annual review of the AAC charter, members will determine which positions in the college are necessary for the Council to successfully complete its work.

Voting Members

Department Chairs

Instructional Deans & Directors (one each)

- Academic Development & Library Services
- Arts & Communication
- Business & Auxiliary Services
- Business & Computer Systems
- Engineering & Industrial Technology
- Exercise, Health Education & Public Safety
- Family Resources & Education
- Health Occupations & Workforce Education
- Math & Science
- Benton Center
- Linn County Centers

Representatives (one each)

- Faculty Association
- Student

Nonvoting Members

Vice President, Academic Affairs & Workforce Development

Vice President, Finance & Operations

Vice President, Student Services & Government Relations

Dean, Instruction

Dean, Student Services

Assoc. Dean, Student Services: Student Development

Coordinator, Center for Teaching & Learning Excellence

Director, Educational Partnerships

Manager, Media Services

Exec. Asst. to Vice President, Academic Affairs and Workforce Development

Membership Requests

An LBCC employee may request membership on the Academic Affairs Council through the following process:

- During spring term, a letter of application for membership should be sent to Council co-chairs. This letter of application should document the purposes of the Council that

match the applicants' work/job description. A recommendation from the employee's dean or director must accompany the application for membership.

- Council co-chairs and co-chair-elect will review the request. They will determine whether or not to approve the request. They may also decide to take the request to Council for further consideration.
- Membership requests that are approved will become effective at the beginning of the next academic year.

MEETING TIME:

Tuesday of the 2nd, 4th, 6th, 8th, and 10th (if needed) weeks of fall, winter, and spring terms, 3:00-4:30 p.m. It will also meet as needed during the summer (dates and times to be announced).

2008-2009 WORK PLAN:

- Academic Master Plan
- Strategic Plan process
- CCSSE data analysis and discussion
- Continuing discussion of "best practices"
- Accreditation Recommendations: Advising, Assessment, Institutional Effectiveness, and Strategic Planning
- Other issues identified during summer retreat
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NOTES:

The Council may create ad hoc subcommittees to study complex or temporary issues. The Council may appoint members outside of the Council to these ad hoc subcommittees.