

**Constitution of the
Mercer County Community College
Shared Governance System**

Preamble

The Constitution of the Mercer County Community College Shared Governance System establishes a formal set of procedures through which members of the faculty and staff collaborate to review and make recommendations concerning matters of importance to the college's educational programs and services.

The Mercer County Community College Shared Governance System is composed of the College Assembly (CA) consisting of all faculty and staff members, the College Governance Council (CGC), the Faculty Council on Teaching and Learning (FCTL), and their Task Forces and Standing Committees. The above components of this shared governance system allow efficient and thorough consideration of governance issues by elected representatives of the faculty and staff, and also student representatives as appropriate.

The College's associations negotiate labor contracts (collective bargaining agreements or CBAs) on behalf of their members which include provisions regarding salaries, benefits, working conditions, job security, grievance procedures, and guidelines for hiring, firing, promotions, etc. Once a CBA is signed and ratified by a vote of the membership, these contracts are legally binding on both sides and can only be changed through negotiation and is legal agreement between management and elected union leadership.

The Mercer County Community College Shared Governance System is not authorized to negotiate contractual language with either administration or the associations, but they may have a legitimate interest in the academic implications of labor agreements. Similarly, union leadership may have a legitimate concern with the labor implications of decisions made through a shared governance process. The College strives to ensure that shared governance efforts should address all important issues of the

College, not only employment issues, from a viewpoint that supports the overall academic quality of the institution as well as the fair treatment of employees.

The shared governance system is a critical element in institutional leadership and decision-making for the benefit of continued improvement of the institution. The system is intended to efficiently, intelligently, and effectively address a wide range of issues and concerns that affect program quality and student success.

General Rules for Elected Governance Bodies

The following are general rules that will apply to the two Councils and all Task Forces and Standing Committees:

1. All members shall be elected each year at the end of the academic year on a schedule announced by the President of the College or his or her designee, on the basis of an updated organization/staff listing approved by the President. The election process shall be coordinated by the Office of Academic and Student Affairs and overseen by the CGC Executive Committee.
2. All elected terms shall be for one year, and there shall be no limit as to the number of consecutive terms an elected representative may serve. In any academic year, each designated electoral unit or group has the option not to fill one or more of its allotted representative positions, by formal action of the group reported to the Vice President for Academic Affairs (VPAA).
3. Each elected representative shall be expected to report regularly (at least once per semester) to the members of the unit or group that he or she is representing, and to solicit opinions and suggestions from those members on policy matters that come before the body to which he or she has been elected.
4. Elected members are expected to be actively involved in the work of the body to which they have been elected. In cases of unavoidable absence, a member may notify the chair of the body of a specific proxy member who has agreed to represent the group and vote at a particular meeting.
5. The officers of each Council shall be elected each academic year at the reorganization meeting of the respective body. No person may serve in a particular

office for more than two consecutive years.

6. The President or his or her designee is an *ex officio* non-voting member of each Council.
7. The authority of each Council includes the following:
 - a. may initiate and make recommendations by a simple majority vote of those members present
 - b. may create *ad hoc* committees or task forces to address particular issues
 - c. may adopt or amend by-laws for the effective operation of the body

[Note: unless otherwise specified therein, meetings shall be conducted under *Roberts Rules of Order, Revised, in Brief*]
8. All members of the college community are welcome to attend any meeting of either Council or any Standing Committee or Task Force. However, participation by non-members in the deliberations of the body may be limited by the chair.
9. The President or his or her designee shall respond to recommendations of each Council within two weeks of receipt, offering reasons when a recommendation is not accepted or returned to the body for further deliberation.
10. The CGC will review the governance system every three years and will develop recommendations for consideration and action by the CA, President, and Board of Trustees.
11. The CGC will review the status of the current Strategic Plan one year before its expiration and assist in the process of developing a new Strategic Plan. Ideally the review of the governance structure will be coordinated with the redevelopment of the Strategic Plan.

The College Assembly

Role

1. The CA shall provide opportunities for the President to report to the entire faculty and staff on the general well-being of the college and on progress toward college-wide goals.
2. The CA shall provide opportunities for the entire faculty and staff to act in an

advisory capacity to the President on matters affecting the general well-being of the college, and on goals for the future.

3. The CA shall provide opportunities for the entire faculty and staff to hear reports of the activities and accomplishments of the Councils and, when appropriate, Standing Committees and Task Forces.
4. The CA may adopt or amend by-laws for its effective operation.
5. The CA may initiate and make recommendations to the President by a simple majority vote of those present.
6. The CA shall recommend amendments to the Constitution of the College Governance System, subject to approval by the President and the Board of Trustees.

Membership, Officers and Meetings

1. The CA shall include all full-time faculty and staff members as voting members. Students and part-time faculty and staff members are welcome to attend but may not vote.
2. The CA shall have as its officers a chair and vice-chair. Nominations for these positions will be submitted by motion at the last scheduled meeting of the CA each academic year, and election for each position shall be by majority vote.
3. The Executive Committee of the CA shall consist of the chair and vice-chair of the CA, the President or his or her designee, and the chair of each Council. The Executive Committee shall establish and distribute the agenda for each meeting and resolve any jurisdictional boundary issues that may emerge between the two Councils.
4. The CA shall meet twice a year, at the beginning and end of the academic year, with other meetings to be scheduled as needed.
5. A quorum shall be considered present when one-third of all current full-time faculty and staff members are present.

The College Governance Council

Role

1. The College Governance Council (CGC) provides a college-wide body of elected representatives for discussion and debate, and for providing recommendations regarding college initiatives, practices, and procedures having campus-wide impact across the various constituencies of the college. It is responsible for guiding, supporting and monitoring the college's strategic planning efforts and communicating information on the decisions and issues that are of interest to the entire college. The group is a conduit for the concerns of the community to the President's Leadership Team. The scope of work of the CGC includes, but is not limited to:
 - a. advising and working with the President and other administrators as designated by the President on college-wide initiatives and on ensuring compliance with the Strategic Plan
 - b. providing a forum for the consideration of matters of general interest to the college community
 - c. recommending actions resulting from this discussion to the President's Leadership Team
 - d. reviewing its governance structure at a minimum of every three years or earlier if needed.
 - e. reinforcing MCCC as "one college" by ensuring effective communication of key initiatives with the entire college community via the CGC Committee page on MLink, member reports to their respective units or groups, and other venues.

Membership

1. Fair and equitable representation from both the West Windsor campus and the James Kerney Campus of the college community on the CGC shall be as follows:
 - a. Departments may change divisions, to meet the college's needs. The following allocations of faculty and staff may be shifted to another area without requiring a revision of OMB801. Staff members may be from the Professional or the Administrative Professionals group.
 - b. Business, Technology and Professional Studies Division (four)

- i. Business Department – one representative from the full-time faculty members
 - ii. Technology Department – one representative from the full-time faculty members
 - iii. Professional Studies Department – one representative from the full-time faculty members
 - iv. One representative from the staff of the division
- a. Health Professions, Math, and Science Division (five)
 - i. Mathematics Department – one representative from the full-time faculty members
 - ii. Science Department – one representative from the full-time faculty members
 - iii. Health Professions – two representatives from the full-time faculty members
 - iv. One representative from the staff of the division
- b. Liberal Arts Division (six)
 - i. Arts and Communication Department – two representatives from the full-time faculty members
 - ii. English/Languages Department – two representatives from the full-time faculty members
 - iii. Social Sciences Department - one representative from the full-time faculty members
 - iv. One representative from the staff of the division
- c. Adjuncts (three) – one adjunct-faculty representative per academic division to be appointed by the Adjunct Faculty Executive Board for a total of three
- d. Dean or Assistant Dean – one representative appointed by the supervising Vice President.
- e. Enrollment Management Student Experience (two) – one representative from the staff members based at the West Windsor campus and one representative from the staff members based at the James Kerney Campus appointed by the department supervisor
- f. Student Affairs Staff (two) – one representative from the staff members based at the West Windsor Campus and one representative from the staff members based at the James Kerney Campus appointed by the department supervisor
- g. College Advancement and Marketing Staff (one) – one representative from the staff members appointed by the supervising Vice President
- h. Finance/Purchasing Staff (one) – one representative from the staff members appointed by the supervising Vice President
- i. Human Resources Staff (one) – one representative from the staff members appointed by the department supervisor

- j. Information Technology Services Staff (one) – one representatives from the staff members appointed by the supervising Vice President
 - k. Innovation, Online Education and Student Success Division (three) - three representatives from the staff members appointed by the department supervisor
 - l. Library – one representative from the librarians and library staff, appointed by the department supervisor
 - m. Non-credit and grant funded programs based at the James Kerney Campus - one representative from the staff members appointed by the supervising Vice President
 - n. Division of Lifelong Learning – one representative from the staff members appointed by the department supervisor
 - o. Unions (three)
 - i. Professional Union Staff (one) – one representative designated from the union
 - ii. Administrative Professional Union Staff (two) – one representative from the staff members based at the West Windsor campus and one representative from the staff members based at the James Kerney Campus designated from the union
 - p. Facilities and Maintenance Staff (two)– one representative from staff members based at the West Windsor Campus and one representative from the staff members based at the James Kerney Campus
 - q. Security Staff (two) - one representative from the staff members based at the West Windsor Campus and one representative from the staff members based at the James Kerney Campus
 - r. Student Government Association (two) – two students elected by the Student Government
 - s. CGC Executive Committee (three) – the CGC Executive Committee is composed of the Chair, Vice Chair, and Secretary. The presiding officer shall not vote, unless it is required to break a tie.
2. Member of the President’s Leadership Team or those who hold a Vice President position or higher are ineligible to be voting members of the CGC. They may attend meetings and serve on committees in an advisory capacity.
 3. By September 1st and/or after the first academic division meeting at the beginning of each academic year, members for the academic year shall be elected or appointed by their respective department supervisors or Vice Presidents. Names of voting members shall be submitted to the CGC secretary.
 4. Members’ responsibilities shall include:

- c. attending regularly scheduled CGC meetings
 - d. voluntary service on one CGC standing committee. Each member must volunteer for at least one committee each year but may serve on more than one committee and a list will be maintained for each with a cap of 6 members per committee, unless additional members are deemed necessary. With written notice and coordination approval from the Vice Chair, a member can shift to a different committee. CGC members' committee involvement will be equitably distributed throughout all CGC standing committees.
 - e. sending a proxy if unable to attend a scheduled meeting. When a member misses a second missed consecutive meeting absent or without a proxy, at the second missed consecutive meeting and onward, the member will be excluded from the quorum calculation, until they or a proxy come to another meeting.
5. If a vacancy occurs during the academic year, the chair of the CGC may appoint an individual from the same subgroup from which the vacancy occurs to serve the balance of the term. Failure to appoint a new member will result in that seat being declared vacant and will no longer be counted towards quorum.
 6. Two members of the CGC shall be elected as representatives to the FCTL and shall attend all meetings of the FCTL and shall provide written and oral reports at the CGC meetings. The CGC shall elect one representative to each college-wide committee including, but not limited to, Strategic Planning and the Assessment Steering Committee. Duties of these representatives include attending meetings of the college-wide committees and reporting to the CGC on the initiatives being presented at these meetings.

Officers

1. The CGC shall have as its officers a Chair, Vice-Chair, and Secretary. Nominations for these positions will be submitted by motion at the May transition meeting of the CGC each academic year, and election for each position shall be by quorum vote. The candidates nominated must be elected members of the CGC. Officers may not serve in a particular office for more than two **(2)** consecutive years.

2. If the Chair of the CGC must vacate the position, the Vice-Chair will assume the position of Chair for the remainder of the academic year, and an election shall be held as soon as possible for the position of Vice-Chair. If either the Vice-Chair or Secretary must vacate the position, an election shall be held as soon as possible to fill that position.
3. The CGC Executive Committee shall consist of the Chair, Vice-Chair, and Secretary of the CGC, the President of the College, and the chair of each CGC standing committee. If the President is unable to attend an Executive Committee meeting, (s)he will appoint a designee to attend. The President, or said designee, is an *ex-officio* member of each CGC standing committee. Duties of the Executive Committee include:
 - a. establishing and distributing the agenda for each meeting of the CGC
 - b. preparing informational reports for the college community and posting them on MLink
 - c. meeting at least once a year (early in the Fall semester) with the Executive Committee of the FCTL to coordinate and integrate the work of the two Councils.
4. Duties and responsibilities of the Chair include:
 - a. scheduling and conducting meetings of the CGC and the Executive Committee of the CGC
 - b. ensuring that the order of business is followed at meetings
 - c. reporting to the College Assembly twice a year
 - d. serving on the Executive Committee of the College Assembly
 - e. coordinating the assignment of CGC members to committees at the first meeting in each academic year
 - f. meeting with the college President on a regular basis to present recommendations made by the CGC.
5. Duties and responsibilities of the Vice-Chair include:
 - a. assuming the duties of the Chair if the Chair is absent
 - b. succeeding the Chair if the Chair vacates the office prior to the expiration of

the term of office

- c. maintaining an orderly meeting following *Robert's Rules of Order, Revised, in Brief*
- d. coordinating the assignment of CGC members to committees
- e. participating in meetings of the Executive Committee
- f. working with the Secretary to ensure accuracy and timeliness of notices and minutes to CGC members
- g. fulfilling other duties as may be assigned by the Chair.

6. Duties of the Secretary include:

- a. keeping the minutes of the meetings and posting them to the CGC page on MLink
- b. keeping attendance records and alerting the Chair of members in need of contact
- c. communicating with the keeper of the official college governance chart about any changes in voting membership
- d. distributing the agenda and minutes of the meetings to CGC members prior to a scheduled meeting
- e. coordinating and recording online voting in absence of a meeting quorum sending recommended action items to the President' Leadership Team
- f. communicating with members of the CGC, standing committees, administration, or other groups as directed by the Executive Committee of the CGC or the Chair
- g. fulfilling other duties as may be assigned by the Chair.

7. An Officer may be removed from office by a majority vote of a quorum of the CGC present at any duly called meeting, providing notice of the vote to remove the Officer has been given at least fourteen (14) calendar days prior to the meeting at which the vote will be taken. The notice provided for in this Section must be in writing and must set forth the date, time and place of the meeting at which the vote to remove an Officer is to be taken, the name of the Officer and the name of the office held by such Officer whose removal is to be voted on, and shall be separately mailed to each and every Officer of the CGC. The Officers shall list the vote for removal of the officer as an agenda item for the next duly called meeting.

Standing Committees

1. The CGC shall determine the committee structure. A standing committee of the CGC is intended to consider matters pertaining to designated subjects and will meet on a regular basis. Chairs of standing committees must be elected members of the CGC. The CGC shall establish committees to deal with specific substantive areas as needed. Ad hoc committees are created to make recommendations on a particular subject as needed and meet until the given assignment is completed. A task force is created to address a specific college-wide subject or issue and meets until the issue is resolved.
2. Committees should
 - a. fulfill the charges assigned to them
 - b. establish the links between policies and procedures and the initiatives of the Strategic Plan
 - c. focus on the initiatives, and follow up on any recommendations
 - d. investigate other college-wide issues that may arise during the year
 - e. perform other duties as may be assigned.
3. The following committees are initially recommended and can be restructured and revised in the best interests of the college:
 - a. **Services for Student Success** –. Identifies, examines, and monitors programs and best practices that promote student success and engagement throughout the college community; discusses the effectiveness of college-wide student success services, assuring that all are aligned with the Strategic Plan; presents findings for CGC discussion in order to make recommendations for the promotion of student success.
 - b. **Community Connections**—Gathers information on local and state proposals that have an impact on the college and informs the college community; informs the local community of positions taken by the college, and of new programs and initiatives at the college; reviews community service offerings; serves as the link between the college community and the local community, including the business sector; reviews the Strategic Plan to identify and recommend

- goals and objectives for partnerships, community outreach and college involvement within the community.
- c. **Professional Development** - This committee works in conjunction with human resources, other departments, and CGC subcommittees across the MCCC campuses to assist in the assessment of training and professional development needs, disseminate findings to stakeholders, facilitate the creation and promotion of training and professional development events, and recommend training, professional development opportunities, and acquisition of resources based on institutional priorities in the Strategic Plan to the CGC.
 - d. **College Culture and Environment**—Gathers, discusses and disseminates information regarding the general welfare of the college community; identifies and examines programs and best practices that will enhance the work climate of all employees; aligns these programs and best practices to the Strategic Plan; plans and conducts, in conjunction with HR, employee recognition and other events that reinforce MCCC’s one-college policy; makes recommendations to the CGC based on discussions.
 - e. **Sustainability**—Serves as an advising body for positive environmental change at MCCC. Gathers, discusses, and disseminates information on sustainability-related issues and best practices to promote ecologically sound, socially and economically viable activities on both campuses. Works to ensure that both the Strategic Plan and the College’s Mission keep sustainability as a priority when creating policies and making decisions; makes necessary recommendations to the CGC.
 - f. **Diversity, Equity and Inclusion (DEI)** — Fosters a campus culture that celebrates diversity, equity and inclusivity, and that respects and supports the personal and intellectual growth of all students, faculty, and staff. Collaboratively plans, supports, and monitors activities, college publications, and events that create a more diverse, equitable and inclusive institution; gathers and disseminates information that identifies and addresses the needs of our diverse communities; reviews and recommends processes that cultivate and champion an inclusive and diverse college community. Makes necessary recommendations to the

CGC.

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4. Standing committees may recruit additional members with particular expertise from the greater college community as needed.
5. Each standing committee shall have a Chair, who must be an elected member of the CGC. Nominations for the position of Chair will be submitted by motion at the first regularly scheduled meeting of each committee each academic year, and election for each position shall be by majority vote. The Chair of the committee from the previous academic year (or, if unavailable, the Chair or Vice-Chair of the CGC or a designee) shall convene the first meeting of each committee and conduct the election of the chair for the new academic year at the first meeting in each academic year.
6. Standing committees shall report verbally at CGC meetings and in writing to the Secretary of the CGC on their activities. Reports should include meeting times, actions taken, and issues pending.

Meetings

1. The CGC shall meet monthly on the second Tuesday, with other meetings to be scheduled as needed. The May transition meeting will be attended by current and newly elected members of the CGC. The election of CGC offices will occur at the May transition meeting.
2. Notice and a statement of the agenda of each meeting will be sent to all members and announced college-wide prior to the meeting.
3. Items to be placed on the agenda should be submitted to the Secretary, in writing, at least ten days prior to the meeting to allow time for the Executive Committee to set a formal agenda. Any member of the college community who wishes to submit an agenda item to the CGC may do so by submitting it to the Secretary in accordance with the prescribed timeline. If the item submitted is not within the scope of the CGC, the Chair shall return the request to the originator with the reason for not including the item on the agenda.
4. A quorum shall be considered present when more than one-half of all current elected

CGC members are present. In the event there is not a quorum present at a given CGC meeting, any matter needing immediate voting decisions shall be sent via email to all voting members to respond with their yea, nay or abstention vote by reply email. It shall be decided when voting has closed and a quorum vote has been reached. An official record of such shall be documented by the Secretary and become a part of the minutes from the meeting at which the question should have been voted on.

5. Items not on the agenda may be brought up during a CGC meeting for discussion only and may become part of the agenda for the next scheduled meeting.
6. The order of business for a CGC meeting shall be determined by the Chair but shall generally be as follows:
 - a. call to order
 - b. approval of minutes of preceding meeting
 - c. standing committee reports
 - d. reports from representatives to college-wide committees
 - e. unfinished business (tabled items)
 - f. new business (agenda items)
 - g. announcements, comments
 - h. adjournment
7. The Chair shall have the authority to place a time limit on remarks made at CGC meetings.
8. Members of the college community who are not members of the CGC may request the privilege of the floor on an item already before the CGC. The request should be made to the Chair of the CGC, through the Secretary, at least five days prior to the meeting at which the person wishes to speak.

Amendments

1. Constitutional amendments may be presented in writing to the Executive Committee of the CGC or at a regularly scheduled CGC meeting. The amendment shall be an agenda item at the next scheduled meeting, and may be adopted by a quorum vote.

The Faculty Council on Teaching and Learning

Role

1. The FCTL shall review and make recommendations to the President and/or other responsible administrator(s) concerning the teaching and learning process, programs, calendars, general education, academic standards, academic priorities and related matters.
2. The FCTL shall receive reports from designated Standing Committees of the FCTL and make recommendations to the President as appropriate.
3. The FCTL shall provide a forum for the consideration of issues of general interest that impact the teaching and learning process at the college.
4. The FCTL shall review matters brought to it by the President and advise the President on matters of importance to the teaching and learning process at the college.

Membership, Officers, Meetings, and Task Forces

1. Representation from the full-time faculty, adjunct faculty, and professional staff on the FCTL shall be as follows:
 - a. One (1) faculty member for every six (6) full-time faculty members (or fraction thereof) in each academic division and department (e.g., if a division or department has 24 full-time faculty members, it will be entitled to elect 4 representatives to FCTL; whereas if a division or department has 25 full-time faculty members, it will be entitled to elect 5 representatives to FCTL)
 - b. One (1) representative from the full-time Teaching Assistants
 - c. One (1) representative from the James Kerney Campus-based full-time Education Specialists
 - d. The Learning Center director from each campus
 - e. One (1) representative from Organization Development and Community Programs professional staff
 - f. One (1) representative for every fifty (50) adjunct faculty members from each academic division and department
 - g. The chair of each of the FCTL Standing Committees (or his or her designee)

- h. Two (2) liaisons from the CGC
 - i. Two (2) students elected by the Student Government Association
- 2. Candidates for membership shall be elected at the end of each academic year within each academic division or department.
- 3. The FCTL shall have as its officers a chair, vice-chair, and secretary. Nominations for these positions will be submitted by motion at the end of each academic year, and election for each position shall be by majority vote.
- 4. If a vacancy occurs during the academic year, the chair of the FCTL shall request that the dean of the division or chair of the department from which the vacancy occurs to conduct an election within that division or department to serve the balance of the term. If the chair of the FCTL must vacate the position, the vice-chair will assume the position of chair for the remainder of the academic year, and an election shall be held as soon as possible for the position of vice-chair. If either the vice-chair or secretary must vacate the position, an election shall be held as soon as possible for that position.
- 5. The chair of the FCTL shall report to the College Assembly twice a year.
- 6. The chair of the FCTL shall serve on the Executive Committee of the CA.
- 7. Two members of the FCTL shall be elected as liaisons to the CGC and shall attend all meetings of the CGC.
- 8. The FCTL Executive Committee shall consist of the chair and vice-chair of the FCTL, the VPAA or his or her designee, and the chair of each Standing Committee. The Executive Committee will establish and distribute the agenda for each meeting of the FCTL and will prepare informational reports for the college community and the on-line bulletin board. Any member of the college community who wishes to submit an item of interest to the FCTL may do so by submitting it to the FCTL Executive Committee. The agenda shall be distributed college-wide at least three days prior to a scheduled meeting.
- 9. The Executive Committee of the FCTL shall meet at least once a year (early in the Fall semester) with the Executive Committee of the CGC to coordinate and integrate the

work of the two Councils.

10. The FCTL shall meet monthly from September through April and may elect to meet more frequently as necessary.
11. A quorum shall be considered present when more than one-half of all current FCTL members are present.
12. There shall be the following Standing Committees of the FCTL:
 - a. The Academic Integrity Committee
 - i. Role
 1. The Academic Integrity Committee (AIC) serves as a board of review for student appeals of grades and related academic decisions, in accord with established policies and procedures.
 2. The AIC holds disciplinary hearings related to alleged multiple or egregious violations of academic integrity policy.
 3. The AIC recommends to the FCTL concerning needed adjustments to college policies or procedures related to the committee's responsibility.
 - ii. Membership, Officers and Meetings
 1. The membership of the AIC shall consist of:
 - a. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
 - b. The Registrar
 - c. One (1) representative from the full-time counselors
 - d. One (1) representative from the adjunct faculty
 - e. Two (2) students (elected by the Student Government Association)
 2. The AIC shall have as its officers a chair, vice-chair, and secretary. Nominations for these positions will be submitted by motion at the first regularly scheduled meeting of the AIC each academic year, and

election for each position shall be by majority vote. The chair (or, if unavailable, the vice-chair) of the AIC from the previous academic year shall convene the first meeting of the AIC and conduct the election of officers at the first meeting of each new academic year. If a vacancy occurs during the academic year, the chair of the AIC shall request that the dean of the division or department from which the vacancy occurs to conduct an election within that division or department to serve the balance of the term. If the chair of the AIC must vacate the position, the vice-chair will assume the position of chair for the remainder of the academic year, and an election shall be held as soon as possible for the position of vice-chair. If either the vice-chair or secretary must vacate the position, an election shall be held as soon as possible for that position. The chair of the AIC shall serve on the Executive Committee of the FCTL.

3. The AIC shall meet monthly from September through April and shall conduct hearings year-round as necessary.
4. Administrative liaison
 - a. The VPAA or his or her designee shall:
 - i. develop a monthly meeting schedule for the AIC prior to the beginning of the fall semester each year;
 - ii. maintain the membership list for the AIC; and
 - iii. designate an office to provide secretarial services in support of the committee.

b. The Curriculum Committee

i. Role

1. The Curriculum Committee (CC) reviews proposals for new credit programs or courses and revisions or suspensions of programs or courses, and makes recommendations to the VPAA.
2. The CC reviews evaluations of credit programs and the overall

curriculum, and makes recommendations to the appropriate program coordinator, department chair and/or division dean and the VPAA.

3. The CC may discuss non-credit courses.
4. The CC recommends to the FCTL concerning needed adjustments to college policies or procedures related to the committee's responsibility.

ii. Membership, Officers and Meetings

1. The membership of the CC shall consist of:
 - a. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
 - b. The Registrar
 - c. The Director of Library Services
 - d. The Director of Transfer Services
 - e. A representative from the Center for Continuing Studies
 - f. A representative from the Publications Office
 - g. One (1) representative from the adjunct faculty
 - h. Two (2) students (elected by the Student Government Association)

2. The CC shall have as its officers a chair and a secretary. Nominations for these positions will be submitted by motion at the first regularly scheduled meeting of the CC each academic year, and election for each position shall be by majority vote. The chair (or, if unavailable, the secretary) of the CC from the previous academic year shall convene the first meeting of the CC and conduct the election of officers at the first meeting of each new academic year. If a vacancy occurs during the academic year, the chair of the CC shall request that the dean of the division or chair of the department from which

the vacancy occurs to conduct an election within that division or department to serve the balance of the term. If the chair or secretary of the CC must vacate the position, an election shall be held as soon as possible for that position. The chair of the CC shall serve on the Executive Committee of the FCTL.

3. The CC shall meet monthly from September through April and may elect to meet more frequently as necessary.

iii. Administrative liaison

1. The VPAA or his or her designee shall:
 - a. develop a monthly meeting schedule for the CC prior to the beginning of the fall semester each year;
 - b. maintain the membership list for the CC; and
 - c. designate an office to provide secretarial services in support of the committee.

c. The Instruction and Professional Improvement Committee

i. Role

1. The Instruction and Professional Improvement Committee (IPIC) reviews faculty makes recommendations to the President, appropriate administrators and /or the professional development practices and priorities related to teaching and learning and Faculty Council on Teaching and Learning (FCTL).
2. The IPIC generates ideas and/or mechanisms for professional development related to teaching and learning, and initiates activities consistent with the Strategic Plan and other college goals.
3. The IPIC recommends teaching and learning materials and resources for the college to acquire, and provides advisement on the effective implementation of such materials and resources.

4. The IPIC researches and evaluates emerging pedagogical methods for both traditional and online teaching and shares such findings with the wider college community. Research and evaluation includes attendance at professional conferences, communicating opportunities for state and national conferences, evaluation of research journals and sources (e.g. 20 Minute Mentor), and institutional surveys regarding teaching and learning needs conducted by the committee.

ii. Membership, Officers and Meetings

1. The membership of the IPIC shall consist of:

- a. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
- b. One (1) representative from the full-time Teaching Assistants
- c. One (1) representative from the James Kerney Campus-based full-time Education Specialists
- d. One (1) representative from the adjunct faculty

2. The IPIC shall have as its officers a chair and a secretary.

Nominations for these positions will be submitted by motion at the first regularly scheduled meeting of IPIC each academic year, and election for each position shall be by majority vote.

The chair (or, if unavailable, the secretary) of IPIC from the previous academic year shall convene the first meeting of IPIC and conduct the election of officers at the first meeting of each new academic year. If a vacancy occurs during the academic year, the chair of IPIC shall request that the dean of the division or chair of the department from which the vacancy occurs to conduct an election within that division or

department to serve the balance of the term. If the chair or secretary of IPIC must vacate the position, an election shall be held as soon as possible for that position. The chair of IPIC shall serve on the Executive Committee of the FCTL.

3. The IPIC shall meet monthly from September through April and may elect to meet more frequently as necessary.

iii. Administrative liaison

1. The VPAA or his or her designee shall:
 - a. develop a monthly meeting schedule for the IPIC prior to the beginning of the Fall semester each year;
 - b. maintain the membership list for the IPIC;
 - c. designate an office to provide secretarial services in support of the committee; and
 - d. provide material support for IPIC projects and initiatives.

Approved: Board of Trustees

Revised: June 25, 1998
June 19, 2003
September 21, 2006
March 19, 2009
December 10, 2015
November 19, 2020
November 18, 2021