

**METROPOLITAN COMMUNITY COLLEGE
ACADEMIC COUNCIL CHARTER**

**ARTICLE I
Purpose**

The Metropolitan Community College Academic Council (“Council”) provides an organizational structure where faculty can discuss issues related to teaching and learning and make recommendations to the Vice President for Academic Affairs. The Council will promote and improve communications and mutual understanding between faculty and the administration, students, and staff.

**ARTICLE II
Members**

Section 2.1 Members. The Council will be composed of voting and non-voting members.

Section 2.2 Voting Members. The voting members of the Council include:

2.2.1 Full-time Faculty. Faculty representatives from each academic dean area as listed, with no two from the same discipline/prefix:

- 1 – Academic Success
- 1 – Business
- 2 - Career and Technical Education
- 1 – Culinary and Horticulture
- 1 - Health Careers
- 2 - Humanities and the Arts
- 1 – Information Technology and Workforce Innovation
- 1 - Math and Natural Sciences
- 2 - Social Sciences

2.2.2 Curriculum Design Studio – One representative from Curriculum Design Studio.

2.2.3 Adjunct Faculty. One representative from the general education/transfer discipline area and one representative from the career/program discipline area.

2.2.4 Academic Deans. Two representatives as determined by the academic deans and Vice President for Academic Affairs.

Section 2.3 Non-voting Members. The non-voting ex officio members of the Council are:

2.3.1 Vice President for Academic Affairs

2.3.2 Assistant to the Vice President for Academic Affairs shall serve as Secretary for the Council.

2.3.3 Ex officio faculty representative to the Board of Governors

2.3.4 Past Chair of the Council

2.3.5 Vice President of Student Affairs (or designee)

ARTICLE III
Election, Term, Vacancies

- Section 3.1 Elections. Elections will be conducted consistent with the purposes of the Council and according to established academic dean area practices.
- 3.1.1 Full-time Faculty. Each dean area will elect its full-time faculty representative during Academic Affairs week of the new academic year.
 - 3.1.2 Adjunct Faculty. The transfer and career disciplines will regularly elect one “active” representative in February. “Active” status is determined by Human Resources.
 - 3.1.3 Academic Deans. The Academic Deans and Vice President for Academic Affairs will determine the representatives to the Council.
 - 3.1.4 Council Chair. Nominations for Council Chair will be taken during the May Council meeting. A vote will be taken during the August Council meeting. Faculty members entering the second year of their term are eligible to be nominated for Council Chair. The Council Chair will be appointed based on the majority vote.
- Section 3.2 Term, Number of Terms. Voting members will serve a two-year term. The term commences the first Council meeting of the academic year and ends the last Council meeting of the next academic year.
- 3.2.1 Full-time faculty. Terms will be staggered to ensure one-half the full-time faculty membership is elected each year. There is no limit to the number of terms a full-time faculty representative may serve.
 - 3.2.2 Adjunct faculty. Adjunct faculty will serve a two-year term.
 - 3.2.3 Academic Dean. Academic Deans will serve two years. Terms will be staggered.
 - 3.2.4 Council Chair. The Council Chair will serve one year. The Council Chair may serve an additional year as Past Chair of the Council.
 - 3.2.5 Past Chair may attend meetings for up to one year after the election of the new chair
- Section 3.3 Vacant Memberships.
- 3.3.1 Academic dean areas will appoint a replacement to fill faculty vacancies.
 - 3.3.2 Academic Deans and the Vice President for Academic Affairs will appoint a replacement to fill an Academic Dean vacancy.
 - 3.3.3 The Council Chair and Vice President for Academic Affairs will appoint a replacement to fill an adjunct faculty vacancy mid-term.

ARTICLE IV Responsibilities

- Section 4.1 Members. Members of the Council are responsible to:
- 4.1.1 Attend monthly meetings or designate an alternate from your area to attend in your absence.
 - 4.1.2 Solicit and advocate questions from the representative department.
 - 4.1.3 Consider issues and recommendations referred by the Vice President for Academic Affairs.
 - 4.1.4 Facilitate bilateral communications with college representatives on relevant matters consistent with the purpose of the Council.
 - 4.1.5 Study and process issues of importance to faculty by forming standing and ad hoc faculty committees.
 - 4.1.6 Appoint members to represent the Council on other college committees.
 - 4.1.7 Appoint non-members to serve on ad hoc committees.
 - 4.1.8 Serve as the sounding board for proposed policies that affect teaching and learning.
 - 4.1.9 Make recommendations to the Vice President for Academic Affairs.
 - 4.1.10 Report Council activities to faculty within the represented academic dean area.
 - 4.1.11 Review the Council Charter annually and make changes necessary to conform to the purposes of the Council.
 - 4.1.12 Perform other functions consistent with the purposes of the Council which are adopted by the Council.
- Section 4.2 Chair. The Chair is responsible to:
- 4.2.1 Solicit agenda items for Council meetings.
 - 4.2.2 Create the agenda for Council meetings
 - 4.2.3 Preside over Council meetings.
 - 4.2.4 Call meetings to order.
 - 4.2.5 Conduct meetings according to agenda approved by the Council.
 - 4.2.6 Facilitate meetings in a manner that promotes progress and a respectful environment where faculty can discuss agenda issues.
 - 4.2.7 Prepare the Annual Summary of the Council's accomplishments, ongoing initiatives, and barriers to success.
 - 4.2.8 The Chair may represent the Council at other meetings of interest to the Council.
- Section 4.3 Past Chair. The past chair may attend meeting for up to one year after the election of a new chair in an advisory role to the new Council.
- Section 4.4 Secretary. The Secretary of the Council is responsible to:
- 4.4.1 Attend all meetings of the Council.
 - 4.4.2 Record and maintain minutes of the Council.
 - 4.4.3 Post approved minutes to the Council web site.
 - 4.4.4 Maintain relevant records of the Council in a permanent location.
 - 4.4.5 Post the Annual Summary to the Council web site.
 - 4.4.6 Reserve meeting space.
 - 4.4.7 Maintain Council website.

- Section 4.5 Vice President for Academic Affairs. Vice President for Academic Affairs is responsible to:
- 4.5.1 Present council recommendations to the cabinet.
 - 4.5.2 Report back to the Council on the cabinet's decision and rationale, at the next possible Council meeting.

ARTICLE V Meetings

- Section 5.1 Regular Meetings. The Council will meet monthly September to August in each academic year, excluding June and July. Meetings are held the second Friday of each month, unless otherwise notified. Council meetings are open to all MCC faculty.
- Section 5.2 Special Meetings. The Chair may call a special meeting upon the written request of a majority of voting members or the Vice President for Academic Affairs. The Secretary will notify members of the special meeting date, time and location. A special meeting will be treated as a regular meeting in all ways.
- Section 5.3 Notice, Agenda. All faculty will receive email notification of regular and special meeting dates, times and locations and the meeting agenda at least four (4) days prior to the scheduled meeting. Member's requests to add to the agenda must email their request to the Chair at least seven (7) days before the scheduled meeting.
- Section 5.4 Quorum. A quorum is defined as over half of the voting members. Voting may occur only if a quorum is present.
- Section 5.6 Voting. Voting shall be counted by any acceptable manner approved by the Council.
- Section 5.7 Conduct. The Council may adopt rules for the orderly conduct of business. If rules are not adopted, meetings will be conducted according to Robert's Rules of Order, revised.
- Section 5.8 Recording. The Secretary will record minutes of each meeting. Approved minutes will be posted to the Council web site.

ARTICLE VI
Committees

Section 6.1 Standing Committees. The Council may create standing committees. A standing committee is a permanent committee intended to carry out responsibilities designated by the Council. Standing committees report to the Council at each meeting. Standing committees may be dissolved by a majority vote of the Members.

Section 6.2 Ad Hoc Committees. The Council may create ad hoc committees. An ad hoc committee is a temporary committee. The Council may appoint non-members to serve on a committee. A Council member will serve as chair of an ad hoc committee. Ad hoc committees report to the Council at a time appointed by the Council. Ad hoc committees will be dissolved after submitting a final report to the Council on the issue(s) the committee was asked to explore.

ARTICLE VII
Public Disclosure

Section 7.1 Annual Summary. At the May meeting of each academic year, members will summarize the Council's accomplishments, ongoing initiatives, and barriers to success for the year. The Chair will prepare the final report for review and approval at the last scheduled meeting of the academic year in August. The Annual Summary will be posted to the Council web site.

Section 7.2 Meeting Minutes. Draft minutes will be emailed to all faculty after they have been reviewed by the Council Chair. Approved minutes of the Council meetings will be posted to the Council website.

Section 7.3 Council Website. The web site will include:

- 7.3.1 Statement of purpose for the Academic Council
- 7.3.2 Council member names and representative departments
- 7.3.3 Academic Council Charter
- 7.3.4 Approved Meeting Minutes
- 7.3.5 Annual Summaries

Charter revised by the Academic Council on October 11, 2019.