

ACADEMIC COUNCIL BY-LAWS

Mission

The Academic Council deals with the academic affairs and concerns of the College. The Council shall, as a consequence, be an advocate for developing, establishing, and maintaining standards of academic excellence at Independence Community College.

Vision

To support, guide, and provide oversight for curriculum and academic policies.

Responsibilities

The Council shall be responsible for:

1. Giving direction, guidance, and oversight to matters of curriculum, such as curricula development and curricula evaluation, and those matters relating to programs and courses of study.
 - a. Examples include proposed changes to course names, course descriptions, a course's credit hours, the course outcomes, the college's policies, all program changes, and changes to the Catalog (this list is not all inclusive)
2. Developing, promoting, and recommending policies in matters relating to academic affairs such as attendance, prerequisites, degree requirements, scholarship requirements, and such other matters as the Council considers appropriate.
3. Appointing any ad hoc committees deemed necessary by the Council; such a committee is to be composed of Council members who will address a specific issue for a specified period of time.
4. Preparing a one-page summary of the effectiveness of its work for the Council of Chairs at the end of each Academic year.

Voting Membership

- A. Regular Faculty-Each Division may select up to one representative for every three full-time faculty members of the Division, and one representative for any two full-time equivalent remainder members. In addition, there will be one faculty librarian representative.
- B. Administration-The Vice President of Academic Affairs (VPAA) (ex-officio, but not a voting member) and not more than three other representatives selected by the VPAA.
- C. Physical Education/Athletics – The Athletic director and one coach.
- D. Additional voting members may be added for one-year terms, if nominated by a member and approved by a two-thirds majority vote of the Council.

Members' names shall be a matter of record, and regular participation is expected. However, member-designated alternates shall be accorded participation and voting rights through a written or stated request by the member to the Chair of the Council. Any college employee or student shall be welcome to attend meetings of the Council; and, in a nonvoting capacity, may participate in the proceedings, at the request of, or the approval of the Council.

Meetings

Regular Council meetings will be held on the first Friday of each month during the fall and spring semesters, and during the summer if necessary. However, the Chair reserves the right to call special meetings as circumstances may require. Once approved, minutes will be made available to ICC and Community as determined by the President of the college.

Procedure-officers

The Vice-Chair will be elected at the last Academic Council meeting of the academic year and will begin their term at the beginning of the next academic year. For AY2021-2022, the change from calendar year to

academic year will be retroactive starting in August 2021. The current Chair will remain until the end of July 2022. The Chair will represent Academic Council on the ICC Council of Chairs. The Vice-chair will administer the chair's duties when the chair is unavailable and will assist the chair at the chair's discretion.

The Secretary will be elected at the last Academic Council meeting of the academic year and will begin their term at the beginning of the next academic year. For AY2021-2022, the change from calendar year to academic year will be retroactive starting in August 2021. The current Secretary will remain until the end of July 2022. The Secretary will provide written documentation (minutes) of each regular and special meeting.

An employee initiates request on "Change Request Proposal Form" with syllabus or program outline. Proposal and application are reviewed, revised, and/or accepted by the faculty of the appropriate division(s). The employee who initiated the proposal request presents it to the Academic Council. Rejections and/or requests for revisions are sent back to the division. See Appendix A for detailed procedures.

Approval of items by the Council shall be by a majority vote of the voting members present. Approved items will normally be given to the VPAA or their designee for approval. The VPAA will either approve the course/program or return the course/program with detailed comment to the Academic Council for revision within ten working days.

A quorum, for conducting official business of the Council, shall be one more than one-half of the membership.

Agenda

The chair will send a campus announcement requesting agenda item(s) at least one week before a regular meeting so that the agenda can be distributed to the members two days prior to the meeting. The names of individuals will be listed on the agenda in association with the appropriate item. The Chair will ask for announcements that may need to be presented to the Council at the start of the meeting. Discussion of all agenda items shall commence with a motion.

In the case of multiple minor curriculum changes, a consent agenda may be created by the Chair and Chief Academic Officer.

Special meetings shall be devoted to discussion only. However, agenda items may be approved and distributed at the special meeting itself or a subsequent meeting. Under these circumstances, the next meeting of the Council may be held within two days.

Appendix A: Academic Council Approval Procedures for New Programs/Courses or Changes to Existing Programs/Courses

- Step 1: Prior to seeking approval of the division
 - For New Courses, obtain a copy of the Master Syllabus Template for the current Academic year and add relevant information.
 - If you are updating a course, make changes to the current Master Syllabus for that course
 - For new Programs of Study, create the degree plan.
 - For changes to a Program of Study, update the degree.
 - Complete the Change of Course/Program Proposal Form

- Send the Proposal Form to the Registrar to verify that all the required information is present on the form. Make changes as needed.
- Once these steps are completed, take your documentation and proposal form to your division meeting. If you are making changes to a course/program, it is very helpful to the reviewing body if you also provide the originals for comparison.
- **If you have not completed these steps, you should not present it to your division.**
- Step 2: Receive Division Approval
 - If approved by your division, have the division chair sign the proposal form, make any changes that were agreed to as part of the approval, and then move on to Step 3.
- Step 3: Prior to Academic Council
 - Send an email to the Chair of Academic Council requesting to be on the next meeting's agenda
 - Email all documentation of the changes to the Chair of Academic Council by the Wednesday prior to the next meeting so it can be transmitted to members of Academic Council for review prior to the meeting.
 - If any of the above items are not completed, your item will not be placed on the agenda.
- Step 4: Take it to Academic Council
 - Bring the Proposal form signed by your division chair.
 - Attend and be prepared to answer questions at Academic Council.
 - Academic Council meets the first Friday of each month.
 - If approved, the Chair will sign the Proposal Form and give it to the Registrar.
- Common Questions to expect from Academic Council
 - Transferability within the State of Kansas
 - Comparison to trends at other Kansas 2-year and 4-year colleges and universities
 - Is it appropriate for our student body and/or is it something that will go on our books but never get used?
 - Who all is affected by this change at ICC? Would other programs or specific subgroups of the student population will be affected by the change?

Modified November 5, 2019

Approved by Academic Council Members, December 6, 2019

Approved by Council of Chairs, January 2020

Modified January 25, 2022