

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

**I. Preamble**

The college's governance system establishes a formal set of related groups and procedures through which members from throughout the faculty and staff collaborate to review and make recommendations concerning matters of importance to the college's educational program and services.

The College Assembly (CA) consists of all full-time faculty and staff members, and is the pre-eminent recommending body on those matters on which it acts. The College Governance Council (CGC), the Faculty Council on Teaching and Learning (FCTL) and their Task Forces and Standing Committees allow efficient and thorough consideration of governance issues by elected representatives of the full-time faculty and staff, and also include student and adjunct faculty representatives as appropriate.

The governance system is a critical element in the sharing of leadership and decision-making opportunities throughout the faculty and staff, and for the inclusion of student perspectives on continued improvement of the institution. The system is intended to have a bias for action—for efficiently, intelligently and effectively addressing a wide range of issues and concerns that affect program quality and student success.

**II. 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 or at the beginning of the next 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 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.

### **III. The College Assembly**

#### **A. Role**

1. The CA shall provide opportunities for the President to report to the entire full-time 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 full-time 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 full-time 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.

#### **B. 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 first regularly scheduled meeting of the CA each academic year, and election for each position shall be by majority vote. The chair (or, if unavailable, the vice-chair) of the CA from the previous academic year shall convene the first meeting of the CA and conduct the election of officers at the first meeting of each new academic year.

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.

#### **IV. The College Governance Council**

##### **A. Role**

The College Governance Council (CGC) provides a college-wide governing body of elected representatives for discussion, and debate and approval of recommendations of 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 Executive Team. The scope of work of the CGC includes, but is not limited to:

- 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
- providing a forum for the consideration of matters of general interest to the college community
- recommending actions resulting from this discussion to the Executive Team
- reviewing its governance structure every three years or on an as-needed basis
- reinforcing MCCC as "one college" by ensuring effective communication of key initiatives with the entire college community via the Committee page on MLink, member reports to their respective units or groups, and other venues.

##### **B. Membership**

1. Fair and equitable representation from both the West Windsor campus and the Trenton Campus of the college community on the CGC shall be as follows:
  - a. Business and Technology Division – three (3) representatives from the full-time faculty members
  - b. Arts and Communication Department [Liberal Arts Division] – two (2) representatives from the full-time faculty members
  - c. English/Languages Department [Liberal Arts Division] – two (2) representatives from the full-time faculty members
  - d. Social Sciences Department [Liberal Arts Division] – one (1) representative from the full-time faculty members
  - e. Health Professions Cluster [MSHP Division] – one (1) representative from the full-time faculty members
  - f. Mathematics Department [MSHP Division] – one (1) representative from the full-time faculty members
  - g. Science Cluster [MSHP Division] – one (1) representative from the full-time faculty members
  - h. Adjunct Faculty – one (1) adjunct-faculty representative per academic division to be elected at the Fall Adjunct Convocation (total: 3)
  - i. Teaching Assistants – one (1) representative from the full-time Teaching Assistants
  - j. Academic Deans – one (1) representative

- k. Academic Affairs Staff – two (2) representatives from the full-time staff members based at the West Windsor campus and one (1) representative from the full-time staff members based at the Trenton Campus (total: 3)
- l. Organization Development and Community Programs Staff – one (1) representative from the full-time staff members
- m. Student Affairs Staff– two (2) representatives from the full-time staff members based at the West Windsor Campus and one (1) representative from the full-time staff members based at the Trenton Campus (total: 3)
- n. College Advancement and Marketing Staff – one (1) representative from the full-time staff members
- o. Finance/Purchasing Staff – one (1) representative from the full-time staff members
- p. Human Resources Staff – one (1) representative from the full-time staff members
- q. Information Technology Services Staff – two (2) representatives from the full-time staff members
- r. Professional Union Staff – one (1) representative designated through the union
- s. Administrative Professional Union Staff – one (1) representative from the full-time staff members based at the West Windsor Campus and one (1) representative from the full-time staff members based at the Trenton Campus (total: 2)
- t. Maintenance Staff – one (1) representative from the full-time staff members based at the West Windsor Campus and one (1) representative from the full-time staff members based at the Trenton Campus (total: 2)
- u. Security Staff - one (1) representative from the full-time staff members based at the West Windsor Campus and one (1) representative from the full-time staff members based at the Trenton Campus (total: 2)
- v. Student Government Association – three (3) students elected by the Student Government Association

Total number of Elected Representatives: 38

2. At the end of each academic year or the beginning of each academic year, member shall be elected at the meetings of each respective department or unit. Names of elected members shall be submitted to the CGC secretary.
3. Members' responsibilities shall include:
  - attending regularly scheduled CGC meetings
  - serving on one CGC standing committee. Each member will serve on at least one committee each year but may serve on more than one committee. CGC members' committee involvement will be equitably distributed throughout all CGC standing committees.
  - notifying the CGC chair and sending a proxy to a meeting if unable to attend a scheduled meeting. If a CGC member misses two (2) consecutive meetings without a proxy or has three cumulative absences during an academic year, the Executive Committee may solicit a voluntary resignation from the member, the seat will be declared vacant, and the CGC chair will call for an election of a new member from the representative group.
4. 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.
5. 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, Master Plan, Information Technology, and College Effectiveness Assessment. 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.

### C. 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 or at the first meeting of the next 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:

- establishing and distributing the agenda for each meeting of the CGC
- preparing informational reports for the college community and posting them on MLink
- 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:

- scheduling and conducting meetings of the CGC and the Executive Committee of the CGC
- ensuring that the order of business is followed at meetings
- reporting to the College Assembly twice a year
- serving on the Executive Committee of the College Assembly
- coordinating the assignment of CGC members to committees at the first meeting in each academic year
- 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:

- assuming the duties of the Chair if the Chair is absent
- succeeding the Chair if the Chair vacates the office prior to the expiration of the term of office
- *maintaining an orderly meeting following Robert's Rules of Order, Revised, in Brief*
- coordinating the assignment of CGC members to committees
- participating in meetings of the Executive Committee
- working with the Secretary to ensure accuracy and timeliness of notices and minutes to CGC members
- fulfilling other duties as may be assigned by the Chair.

6. Duties of the Secretary include:

- keeping the minutes of the meetings and posting them to the CGC website
- keeping attendance records and alerting the Chair of members in need of contact
- communicating with the keeper of the official college governance chart about any changes in voting membership

- distributing the agenda and minutes of the meetings to CGC members prior to a scheduled meeting
  - coordinating and recording online voting in absence of a meeting quorum
  - sending recommended action items to the Executive Team
  - communicating with members of the CGC, standing committees, administration, or other groups as directed by the Executive Committee of the CGC or the Chair
  - 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.

#### **D. 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
- fulfill the charges assigned to them
  - establish the links between policies and procedures and the initiatives of the Strategic Plan
  - focus on the initiatives, and follow up on any recommendations
  - investigate other college-wide issues that may arise during the year
  - perform other duties as may be assigned.
3. The following committees are initially recommended:
- 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). **Training & Resource Development**—Gathers, discusses, and disseminates information regarding employee development training and resource development needs across the MCCC campuses. Collaborates and has formal communication processes with other CGC subcommittees to insure information sharing and training needs by area. In conjunction with HR, works to develop a systematic format for mandated training as required by outside agencies. In conjunction with HR & IPIC, develops an assessment format of training programs and processes. Makes recommendations for training and the 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.

4. Standing committees may recruit additional members with particular expertise from the greater college community as needed.

5. New standing committees may be formed as needs are identified. Standing committees may also be dissolved if the need for them is determined by the membership to be no longer necessary.

6. Each standing committee shall have a Chair, who must be an elected member of the CGC. A non-voting member of a standing committee who wishes to become chair must first gain voting privileges as a representative of his or her college unit or group. 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.

7. 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.

## **E. Meetings**

- 1. The CGC shall meet monthly on the second Tuesday, with other meetings to be scheduled as needed.
- 2. Notice and a statement of the agenda of each meeting along with minutes of the previous 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 where it 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:

- call to order
- approval of minutes of preceding meeting
- standing committee reports
- reports from representatives to college-wide committees
- unfinished business (tabled items)
- new business (agenda items)
- announcements, comments
- 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.

## **F. Amendments**

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.

## **V. The Faculty Council on Teaching and Learning**

### **A. 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.

## **B. 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 JKC-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 or the beginning 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 or at the first regularly scheduled meeting of the FCTL each academic year, and election for each position shall be by majority vote. The chair (or, if unavailable, the vice-chair) of the FCTL from the previous academic year shall convene the first meeting of the FCTL.
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
      - A. 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.
      - B. The AIC holds disciplinary hearings related to alleged multiple or egregious violations of academic integrity policy.
      - C. 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
      - A. The membership of the AIC shall consist of:
        1. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
        2. The Registrar
        3. One (1) representative from the full-time counselors
        4. One (1) representative from the adjunct faculty
        5. Two (2) students (elected by the Student Government Association)
      - B. 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.

C. The AIC shall meet monthly from September through April and shall conduct hearings year-round as necessary.

iii. Administrative liaison

A. The VPAA or his or her designee shall:

1. develop a monthly meeting schedule for the AIC prior to the beginning of the fall semester each year;
2. maintain the membership list for the AIC; and
3. designate an office to provide secretarial services in support of the committee.

b. The Curriculum Committee )

i. Role

- A. 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.
- B. 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.
- C. The CC may discuss non-credit courses.
- D. 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

A. The membership of the CC shall consist of:

1. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
2. The Registrar
3. The Director of Library Services
4. The Director of Transfer Services
5. A representative from the Center for Continuing Studies
6. A representative from the Publications Office
7. One (1) representative from the adjunct faculty
8. Two (2) students (elected by the Student Government Association)

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

iii. Administrative liaison

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

b. The Instruction and Professional Improvement Committee

i. Role

A. The Instruction and Professional Improvement Committee reviews faculty professional development practices and priorities related to teaching and learning and makes recommendations to the President, appropriate administrators and or the Faculty Council on Teaching and Learning (FCTL).

B. 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.

C. 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.

D. 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 for faculty, requesting faculty to “share” information obtained at

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

A. The membership of the IPIC shall consist of:

1. One (1) faculty member for every ten (10) full-time faculty members or fraction thereof from each academic division or department
2. One (1) representative from the full-time Teaching Assistants
3. One (1) representative from the JKC-based full-time Education Specialists
4. One (1) representative from the adjunct faculty

B. 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.

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

iii. Administrative liaison

A. The VPAA or his or her designee shall:

1. develop a monthly meeting schedule for the IPIC prior to the beginning of the Fall semester each year;
2. maintain the membership list for the IPIC; and
3. designate an office to provide secretarial services in support of the committee.
4. provide material support for IPIC projects and initiatives.