



Eastern FloridaSM
STATE COLLEGE

Academic Affairs Handbook

**Operational Manual
for the
Academic Affairs Council**

Version: October, 2018

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1 **ARTICLE I. INTRODUCTION**

2 **Section 1.01** Preamble

3 The Academic Affairs Council (AAC), representing the full-time faculty and
4 serving as liaison to the curriculum clusters, develops, interprets, and
5 recommends operational procedures related to the welfare of the faculty
6 and student body. The AAC considers matters referred to it by the faculty,
7 staff, administration, and students.

8 **ARTICLE II. MISSION**

9 **Section 2.01** Primary Responsibilities

10 The Academic Affairs Council’s (AAC) primary responsibility is to review policy
11 and procedures and to make recommendations to the College President
12 relating to its educational programs and in accordance with the College’s
13 mission:

14 Eastern Florida State College (EFSC) is committed to engaging our diverse
15 population in quality, accessible learning opportunities that successfully meet
16 individual and community needs. To fulfill that mission, EFSC offers:

- 17 (a) Specified baccalaureate degree programs through formal written
18 agreements between the College and other regionally accredited
19 postsecondary educational institutions or with the College for the purpose
20 of meeting district, regional or statewide workforce needs.
- 21
- 22 (b) Undergraduate studies and Associate Degrees for students pursuing a
23 Baccalaureate Degree delivered in traditional face-to-face classes, partially
24 online classes and online classes.
- 25
- 26 (c) Technical and vocational training for Associate Degrees and Certificates to
27 enter the workforce, improve professional skills and develop new
28 competencies.
- 29
- 30 (d) Instructional support services such as advising and career guidance.
- 31
- 32 (e) Activities supporting cultural enrichment, economic development, sports,
33 wellness and quality of life.
- 34
- 35 (f) Workshops and classes for personal growth, developmental instruction and
36 lifelong learning.

37 EFSC is committed to being our community's center for quality teaching and
38 lifelong learning. EFSC's key values and beliefs are:

39 (a) Respect the individual, manifested through courtesy and civility in
40 every endeavor;

41 (b) Recognize that we exist in a dynamic environment. We foster
42 innovation to promote continuous improvement in student,
43 employee and organizational development;

44 (c) Spark the flame of human curiosity by creating an environment
45 to ignite and sustain a passion for lifelong learning;

46 (d) Value leadership styles that engender trust and confidence and
47 that empower people to make sound decisions;

48 (e) Encourage a sense of belonging by employees and students
49 through promoting an atmosphere of teamwork that embraces
50 the college's mission and goals;

51 (f) Provide quality service to students, colleagues, and the
52 community with the intention that all those served achieve
53 higher levels of success and satisfaction;

54 (g) Systematically review, evaluate, and be accountable to achieve
55 our mission; and

56 (h) Value achievement and reward those who strive to their best.

57 **Section 2.02** Policy and Procedure Initiatives

58 The Eastern Florida State College Academic Affairs Council (AAC) is active in
59 the development of operational procedures related to both faculty and
60 academic endeavors. This handbook outlines or references policies and
61 procedures governing the AAC and the faculty including the Procedures
62 Manual ([http://www.easternflorida.edu/administration-](http://www.easternflorida.edu/administration-departments/documents/procedures-manual.pdf)
63 [departments/documents/procedures-manual.pdf](http://www.easternflorida.edu/administration-departments/documents/procedures-manual.pdf)) and the current Collective
64 Bargaining Agreement (CBA). It also addresses policies and procedures
65 related to the academic success of the EFSC student body.

66 **Section 2.03** Educational Program Initiatives

67 The AAC reviews educational programs and submits recommendations
68 concerning the appropriate actions needed for the following academic
69 matters, and in accordance with the CBA:

70 (a) Developing and reviewing curriculum

71 (b) Developing new programs

- 72 (c) Placement of program(s) on moratorium;
- 73 (d) Award of college credit;
- 74 (e) Other substantive educational changes;
- 75 (f) Developing and recommending operational procedures on
- 76 grading, attendance, and academic honesty;
- 77 (g) Ensuring Academic freedom;
- 78 (h) Adapting and implementing state-mandated changes and
- 79 regulations affecting curriculum and programs;
- 80 (i) Participating in institutional effectiveness initiatives as outlined
- 81 by the Southern Association of Colleges and Schools Commission
- 82 on Colleges (SACS COC) and all other accrediting bodies, as
- 83 applicable.

84 **Section 2.04** Additional Responsibilities

85 Responsibilities of the AAC also include making the following

86 recommendations:

- 87 (a) Improving information flow between administration and the
- 88 curriculum clusters;
- 89 (b) Forming and facilitating appropriate
- 90 committees/committees/subcommittees;
- 91 (c) Improving processes affecting performance in the classroom;
- 92 (d) Reviewing processes affecting students such as, but not limited
- 93 to, withdrawal, registration, transfer audits, and credit-by-
- 94 exam;
- 95 (e) Reviewing and acknowledging institutional articulation
- 96 agreements;
- 97 (f) Recommending changes to current procedures on academic
- 98 standards;
- 99 (g) Reviewing laboratory fees associated with courses, and any
- 100 curricular recommendations impacting budget;
- 101 (h) Reviewing procedures related to academic technologies,
- 102 including software upgrades, impacting student learning;
- 103 (i) Reviewing textbook/course material processes in accordance
- 104 with the current Collective Bargaining Agreement (CBA).

105 **ARTICLE III. MEMBERSHIP**

106 The Academic Affairs Council consists of the following members:

107 **Section 3.01** Cluster Representatives

108 A faculty member and an alternate are elected to two-year terms by their

109 respective clusters to represent each of the curriculum clusters. Clusters

110 with 20 or more members may opt for one additional representative and

111 alternate. When the elected and alternate member cannot attend meetings

112 the additional cluster representative can serve as voting members of the

113 AAC in place of the absent representative at a meeting. Alternates are non-
114 voting members unless serving in place of the representative at a meeting.

115 **Section 3.02** At-Large Representatives

116 Faculty at each campus and at established centers shall choose a
117 representative and an alternate. These campus/center representatives are
118 called at-large representatives and are voting members of the AAC.
119 Alternates are non-voting members unless serving in place of the
120 representative at a meeting.

121 **Section 3.03** Chair

122 The chair heads the AAC according to the duties described in section 6. The
123 chair is a non-voting member, except in the case of a tie.

124 **Section 3.04** Vice Chair

125 The vice chair assists the chair according to the provisions in Section 6. The
126 vice chair is a voting member and serves for one year.

127 **Section 3.05** Resource Staff

128 Administrative, support, and departmental staff members may be invited to
129 attend meetings to share their expertise in areas under their jurisdiction.
130 They are considered non-members. They serve as a non-voting resource to
131 the AAC.

132 **ARTICLE IV. MEETINGS**

133 **Section 4.01** Meeting Schedule

134 The Academic Affairs Council will meet a minimum of four times each
135 semester, generally on the third Friday of each month during the fall and
136 spring terms. Representatives, and Alternates, per the current CBA, are
137 expected to attend said meetings. Failure of a representative to regularly
138 attend meetings may result in removal from the Council.

139 **Section 4.02** Meeting Attendance and Participation

140 AAC meetings are open to the public and subject to Florida's
141 Sunshine laws. Attendees other than officially designated voting
142 representatives and their alternates must request permission from
143 the AAC Chair to speak.

144 **Section 4.03** Additional Meetings

145 The chair will schedule additional meetings as required

- 146 (a) By the college president;
- 147 (b) By petition from full-time faculty members who will attend the
- 148 meeting;
- 149 (c) By other special circumstances as warranted.
- 150

151 **Section 4.04** Curriculum Cluster Committees

152 Curriculum cluster committees will meet at least once during each major
153 academic term, typically at the beginning of the fall and spring terms. As per
154 the current CBA, all faculty members in the academic cluster are required to
155 attend unless on approved leave. Additional meetings will be scheduled, as
156 required, by the cluster chair, the AAC chair, and/or the college president.

157 **Section 4.05** Committee/Subcommittee and Ad Hoc Meetings

158 Meetings of the AAC's other permanent committees and ad hoc
159 committees/subcommittees will meet a minimum of once each semester.
160 Additional meetings will be scheduled, as required, by the committee chair,
161 the AAC chair, and/or the college president. A committee/subcommittee
162 representative will attend the subsequent AAC meeting and report to the
163 body.

164 **ARTICLE V. TRANSACTION OF BUSINESS**

165 **Section 5.01** General Rules of Order

166 The AAC will conduct business in a timely, organized and transparent
167 manner. The AAC shall adhere to the following rules and guidelines for
168 transaction of business:

- 169 (a) The Council shall loosely follow Robert's Rules of Order as a
170 general guide. Specifically, the AAC shall adhere to the following
171 general rules
 - 172 a. To preserve order, a member should be acknowledged
173 by the chair if he or she wishes to speak. As a departure
174 from Robert's Rules, members may raise their hands to
175 indicate their desire to make a remark; they are not
176 required to stand (as maintained in Robert's Rules...)
 - 177 b. Members should keep their remarks brief (one minute
178 or less) to facilitate equal and fair discussion among all
179 members wishing to contribute. The chair has the right
180 to interrupt members and ask them to limit their input
181 so others have the opportunity to participate.
 - 182 c. Discussion and voting will take place according to the

183 procedures described below in sections 5.02 & 5.03.

184 **Section 5.02** Procedure

- 185 (a) The chair will give notice at least five business days before a
186 meeting is to be held.
- 187 (b) If a representative cannot attend, he or she should contact his
188 or her alternate as soon as possible so that full faculty
189 representation is preserved. However, if both a representative
190 and his/her alternate are absent, business may proceed with a
191 quorum present.
- 192 (c) Minutes will be recorded during each meeting. Minutes must be
193 approved by a simple majority of the AAC before being
194 disseminated to the general faculty. The chair (or the designee)
195 is responsible for distributing the minutes to the faculty and
196 appropriate administrators for comment and posting the
197 approved minutes to the AAC website.
- 198 (d) A quorum is needed to conduct business at any AAC meeting or
199 subcommittee meeting.

200 **Section 5.03** Voting

- 201 (a) Voting may be by voice vote or show of hands unless the
202 majority of those present desire a secret ballot or a roll call. If
203 there is no contest, vote may be by acclamation.
- 204 (b) The chair of the AAC will break any tie votes.
- 205 (c) A quorum is necessary for voting to take place. A majority of the
206 quorum is necessary for motion to be carried.
- 207 (d) Representatives or their alternates may vote. An alternate may
208 not vote if his or her representative is present.
- 209 (e) The names of the members making a motion and seconding the
210 motion will be recorded in the meeting minutes.
- 211 (f) All voting members are required to vote on each motion. They
212 may vote “yay”, “nay”, or “present”. Members may vote
213 “present” if they do not wish to confirm or vote down the
214 motion in question.
- 215 (g) Amending the AAC Procedures Handbook requires a 60%
216 majority vote of all AAC representatives.
- 217 (h) AAC members may be asked to step down from their position
218 via a vote of “no confidence” from their constituency. In such
219 cases either the alternate will assume responsibilities or an
220 election will be held.

221 **ARTICLE VI. LEADERSHIP AND REPRESENTATION**

222 **Section 6.01** Chair

223 The chair is elected for a two-year term from the general
224 membership of the AAC with at least one year of prior
225 experience on the AAC.

226
227 Duties of the Chair:

- 228 (a) Call AAC meetings;
- 229 (b) Provide agendas;
- 230 (c) Maintain order;
- 231 (d) Organize committees/subcommittees as needed;
- 232 (e) Communicate with faculty, staff, and administration;
- 233 (f) Distribute approved minutes to the faculty at large and
234 appropriate administrators;
- 235 (g) Act as a non-voting member of the AAC except in cases of a tie.
236 In case of a tie, the chair will be the tie-breaking vote.

237 Other

238 The chair of the AAC will receive the equivalent of 3 credits (30
239 points) of release time for each semester of duty (per Article
240 6.16 of the Collective Bargaining Agreement).

241
242 **Section 6.02** Vice Chair

243 The vice chair will be elected for a one-year term from the
244 general membership of the AAC at the last meeting of the
245 academic year to serve for the next academic year.

246 Duties of the Vice Chair:

- 247 (a) The vice chair assists the chair in performing his or her duties.
- 248 (b) The vice chair performs the duties of the chair in the event of
249 the chair's absence.
- 250 (c) The vice chair is a voting member of the AAC unless performing
251 the duties of the chair.
- 252 (d) If the chair is unable to complete his or her term, the vice chair
253 will assume the role of chair until the next meeting, when an
254 election will be held. If necessary, a new vice-chair will be
255 elected from the general membership of the AAC.

256 **Section 6.03** Secretary

257 The secretary will be elected for a two-year term. Elections will
258 be held during the spring semester, with duties commencing
259 in the fall semester. The Secretary must be tenured faculty
260 with at least one year of prior experience on the AAC.

- 261 Duties of the Secretary:
- 262 (a) The secretary will record and distribute the minutes in the
- 263 format selected by the AAC;
- 264 (b) Maintain meeting minutes in a centralized location;
- 265 (c) The secretary will perform other duties as assigned by the chair/
- 266 Council.

267 **Section 6.04** At-Large Representatives

268 At-large representatives are chosen by the faculty members on

269 their campus/center by majority vote for a two-year term. They

270 may be non-tenured full-time faculty. At-large representatives

271 may serve on committees/committees/subcommittees

272 Duties of At-Large Representatives:

- 273 (a) Represent the interests of their respective campuses/centers.
- 274 (b) Attend all AAC meetings.
- 275 (c) The at-large representative should attend all designated
- 276 academic leadership team meetings in order to ensure adequate
- 277 representation.

278 **Section 6.05** Cluster Representatives

- 279 (a) Cluster representatives are elected by the members of their
- 280 respective curriculum cluster per majority vote for a two-year
- 281 term. They may be non-tenured full-time and serve on
- 282 committees/subcommittees.
- 283 (b) For a list of the clusters, see current cluster list (available from
- 284 AAC chair)

285 Duties of Cluster Representatives:

- 286 (a) The Cluster representatives represent the interests of their
- 287 respective clusters on the AAC.
- 288 (b) Cluster representatives attend all AAC meetings.
- 289 (c) Cluster representatives attend all cluster meetings in order to
- 290 ensure adequate representation.
- 291 (d) Cluster representatives report on AAC business and solicit
- 292 feedback from their respective clusters.
- 293 (e) If a Cluster representative's alternate cannot be present, the
- 294 Cluster chair may serve as a voting proxy

295 **Section 6.06** Alternate At-Large and Cluster Representatives

- 296 (a) Alternate at-large and cluster representatives are elected by the
- 297 members of their respective campus/center or cluster per
- 298 majority vote for a two-year term. They may be non-tenured full
- 299 time faculty and serve on committees/subcommittees.
- 300 (b) Each representative on the AAC must have one alternate.

- 301 (c) Alternate cluster representatives may also act as cluster chairs.
302 (d) In order to preserve voting equity, the cluster chairs should not
303 double as at-large representatives.

304 Duties of Alternate At-Large & Cluster Representatives:

- 305 (a) Alternates should attend all meetings of the AAC.
306 (b) Alternates do not act as voting members on the AAC unless the
307 representative (either at-large or cluster) is unable to attend a
308 meeting. In this case, the alternate acts as the voting
309 representative.
310 (c) Alternates for at-large representatives should attend
311 campus/center academic team meetings in order to ensure
312 adequate representation.

313 **ARTICLE VII. COMMITTEES/COMMITTEES/SUBCOMMITTEES**

314 **Section 7.01** Committee/Subcommittee Mission

315 The AAC may establish committees/subcommittees to study and report on
316 matters of concern to the faculty. The AAC will provide each
317 committee/subcommittee with a mandate for action.

318 Committees/subcommittees will report their findings and make
319 recommendations directly to the AAC. Dissenting subcommittee members
320 may submit a minority report or alternate recommendation to the AAC.

321 **Section 7.02** Committee/Subcommittee Structure

322 Each committee/subcommittee of the AAC consists of a minimum of three
323 full-time faculty members. All faculty members are eligible to volunteer on a
324 given committee. Typically, five business days are provided as a window of
325 opportunity to volunteer.

326 **Section 7.03** Standing Committees

327 The standing committees are as follows (see appendix for more
328 information):

- 329 (a) Educational Technology Advisory;
330 (b) Library;
331 (c) Academic Diversity;
332 (d) Curriculum Development;
333 (e) Assessment;
334 (f) Learning Management System;
335 (g) SACS and Accreditation.

336 **ARTICLE VIII. CLUSTERS**

337 **Section 8.01** Curriculum Cluster Mission

338 Each curriculum cluster is a standing committee of the Academic Affairs
339 Council, or AAC (per the current Collective Bargaining Agreement). All
340 full-time faculty are members of a curriculum cluster, and as such, work
341 together to promote academic excellence. The curriculum cluster is the
342 forum in which full-time faculty within a given discipline or group of
343 disciplines decide academic matters. Clusters communicate their goals,
344 concerns, and decisions on academic matters to the AAC, which then acts
345 upon them.

346 **Section 8.02** Curriculum Cluster Duties

347 The duties of a curriculum cluster include, but are not limited to:

- 348 (a) Communicating goals, concerns, and decisions on academic
349 matters to the AAC by way of the AAC cluster representative;
- 350 (b) Creating, modifying, and implementing academic courses and
351 programs. "All full-time faculty members will participate with
352 other faculty colleagues in their respective academic disciplines
353 in order to develop, revise and implement courses or programs
354 as needed" (per the Collective Bargaining Agreement);
- 355 (c) Meeting at least once during each major academic term,
356 typically at the beginning of the fall and spring terms.
357 Additional meetings will be scheduled, as required, by the
358 Cluster Chair, the AAC Chair, and/or the President. As per the
359 current Collective Bargaining Agreement (CBA), all faculty
360 members are required to attend said meetings that do not
361 interfere with teaching duties unless the faculty member has an
362 excusable absence approved by their supervising administrator
363 and the cluster chair has been notified of such absence;
- 364 (d) Electing a chairperson: Each curriculum cluster will elect, by
365 simple majority vote, a chairperson from among the full-time
366 faculty members comprising the cluster. The curriculum cluster
367 chair will not be the cluster representative to the AAC. The
368 curriculum cluster chair will serve a term of two years. An
369 alternate cluster chair will also be elected by simple majority
370 vote, and will replace the chair if the chair is unable to perform,
371 or if the cluster, by a quorum majority vote, acts to remove the
372 chair. Elections should occur during the spring semester

373 with duties commencing in the fall. Ideally the
374 chairperson should be tenured faculty. This duty may be
375 shared by co-chairs in exceptionally active or large clusters.

376 **Section 8.03** Curriculum Cluster Chair Duties

377 The duties of the curriculum cluster chair as discussed in the CBA
378 Include, but are not limited to:

- 379 (a) Convening cluster meetings and ensuring that minutes are
380 taken and forwarded to the AAC secretary for publication;
- 381 (b) Conducting elections, as necessary;
- 382 (c) Working closely with the cluster representative to the AAC to
383 ensure that the goals, concerns, and decisions of the cluster are
384 faithfully represented;
- 385 (d) Coordinating the decision-making process of the curriculum
386 cluster in all academic matters;
- 387 (e) Facilitating cooperation among the faculty members within the
388 cluster;
- 389 (f) Coordinating preparation and submission of new or revised
390 course plans and curriculum changes in accordance with AAC
391 guidelines;
- 392 (g) Collecting and putting forward the names of volunteers from
393 among the cluster members when such volunteers are
394 requested by provosts, department chairs, or other persons
395 responsible for organizing committees, including campus-based
396 and college-wide tenure committees (per the current
397 Collective Bargaining Agreement);
- 398 (h) Communicating the goals, concerns, and decisions of the
399 cluster directly to the AAC in the event that such
400 communication does not occur directly between the cluster and
401 the AAC representative.

402 **ARTICLE IX. CURRICULUM, EDUCATIONAL MATERIALS, & PROGRAM**
403 **DEVELOPMENT**

404 **Section 9.01** Statement of Purpose

405 Ensuring the quality of educational programs is a critical function of the
406 faculty. The AAC will support initiatives in the areas of program change and
407 development, course revision, educational materials, and curriculum design.
408 This process will ensure that educational programs meet necessary state
409 requirements, accreditation mandates, and standards of excellence

410 consistent with the mission of the College.

411 **Section 9.02** Curriculum Procedures

412 Participants must adhere to the timeline established by the AAC and follow
413 the process. There are five (5) levels to the curriculum creation and approval
414 process.

415 (a) Level 1 is the development of curriculum by Faculty using performance-
416 based language. For this section Faculty is defined as full-time faculty
417 with familiarity with the subject matter and projected student target.
418 Adjunct faculty may initiate the process in concert with a full-time faculty
419 member. Once the curriculum is created, it is submitted to the
420 academically appropriate cluster.

421 (b) Level 2 is discussion and approval of the curriculum by full-time faculty
422 members of the discipline and cluster. The voting results must be
423 recorded.

424 (c) Level 3 is the confirmation of faculty review and approval of the
425 curriculum by the Cluster Chair. The Cluster Chair then uploads the
426 appropriate documents, including voting evidence, into the Curriculum
427 Approval Tracking System (CATS) on or before the approved deadline for
428 Fall or Spring term. The submission into CATS indicates the curriculum is
429 ready for a level 4 review. Curriculum will not be reviewed in the Summer
430 semester.

431 (d) At Level 4 the curriculum is reviewed by the Curriculum Development
432 Committee (CDC). All curriculum will be reviewed by a minimum of 2
433 members of the CDC. If necessary, a comprehensive review by the full
434 committee may be called by the membership. The CDC will then make
435 recommendations, deny, or approve the curriculum. Once curriculum has
436 been approved at level 4, it moves onto level 5.

437 (e) At Level 5 the curriculum is reviewed by the AAC. All curriculum will be
438 reviewed by a minimum of 2 members of AAC. If necessary, a more
439 comprehensive review may be called by the membership. The AAC will
440 then make recommendations, deny, or approve the curriculum. Once
441 curriculum has been approved at level 5, the curriculum is sent forth for
442 administrative and State approval. [For](#) more information regarding
443 procedures, documents, and forms refer to
444 [http://www.easternflorida.edu/faculty-staff/academic-affairs-](http://www.easternflorida.edu/faculty-staff/academic-affairs-council/curriculum-forms-instructions.cfm)
445 [council/curriculum-forms-instructions.cfm](http://www.easternflorida.edu/faculty-staff/academic-affairs-council/curriculum-forms-instructions.cfm) or contact the AAC chair.

446 **Section 9.03** Scheduling of courses

447 A course that has not been approved by the State of Florida cannot be
448 scheduled. A course that is greater than 10-years of age since its last review
449 and submission through CATS cannot be scheduled.

450 **Section 9.04** Educational Materials

451 The intent of the Educational Materials Selection Process is to create a
452 standardized college-wide process for educational materials selection. This
453 will help the College track and provide documentation that all applicable laws
454 are being following, specifically FSS 1004.085 and FR 6A-14.092.

455 Any educational materials, such as a textbook, to be used in a course must go
456 through the Educational Materials Selection Process. Any educational material
457 that has not gone through this process cannot be used as a required course
458 textbook/instruction material. This includes any textbook or software
459 adoptions for Pilot courses. This will, at minimum, ensure that all required
460 educational materials address all curriculum for a particular course.

461 Once an educational material has been selected by an instructor for a
462 particular course section through this process, last minute changes to an
463 instructor's educational material for a course section cannot be made without
464 documentation of extenuating circumstances. This documentation must be
465 provided to the Administrative Liaison to the instructor's Cluster and the
466 Administrative Liaison must approve the change. This does not preclude
467 educational material changes from one previously approved educational
468 material to another approved educational material when a new instructor has
469 been assigned to a course section (i.e. if an instructor is assigned a course
470 section two weeks or less to a course start date they will be allowed to use a
471 different Cluster approved educational material).

472 The full procedure can be accessed at:
473 [http://www.easternflorida.edu/faculty-staff/academic-affairs-](http://www.easternflorida.edu/faculty-staff/academic-affairs-council/documents/ed-materials-process.pdf)
474 [council/documents/ed-materials-process.pdf](http://www.easternflorida.edu/faculty-staff/academic-affairs-council/documents/ed-materials-process.pdf)

475 Access to the supporting forms, documents, and submission procedures can
476 be located under the documents and forms tab at:
477 <http://www.easternflorida.edu/faculty-staff/academic-affairs-council/> or
478 contact the AAC chair.

479 **Section 9.05** Program Development

480 The creation of a program is initiated at the administrative level. Programs
481 may be created by faculty or an administrative designee. Although the

482 direction, content, and outcomes of a program are often decided without full
483 cluster input, it is recommended, but not required by the AAC, that programs
484 be vetted through the respective cluster. Newly created programs and
485 programmatic changes are to be submitted through the CATS system for
486 tracking purposes and to check for structure, grammar, and correctness. For
487 information regarding the process of creating and implementing an academic
488 program, contact the Vice President of Academic and Student Affairs.

489 **ARTICLE X. HANDBOOK**

490 **Section 10.01** Procedure for Additions

491 This handbook is constantly evolving to meet the changing needs of the
492 United States Government, the State of Florida and EFSC's academic
493 community. The process of making changes to this document can be lengthy;
494 however, in recognition of the possible need to quickly adopt and
495 implement time-sensitive sections, the Handbook Committee will submit
496 completed sections to the AAC for adoption through simple majority vote.

497 Once approved, additions are forwarded to UFF-Brevard and EFSC
498 Administration for approval. The additions will not go into effect until the
499 AAC Chair receives notification of approval by EFSC administration and UFF-
500 Brevard.

501 **Section 10.02** Procedure for Revision and Update

502 As changing circumstance demands, the committee may revisit particular
503 sections of the handbook for update. Updates will be submitted to the AAC
504 for consideration. The Handbook Committee will remain as a permanent ad
505 hoc committee for this purpose.

506 **Section 10.03** Procedure for Amendments

507 Amendments to the AAC Handbook are made under the following provisions
508 carried out in sequence:

509 (a) Initiation of Proposed Amendments

510 a. Initiation of proposed amendments requires a majority vote of the AAC
511 membership.

512 (b) Procedure for Proposed Amendments

513 a. Amendments are submitted to the AAC.

514 b. Action on proposed amendments is delayed until the AAC has had a
515 sufficient period of time to consider and discuss the changes.

516 c. If additional discussion and consideration are required, a vote may be
517 delayed for a period of time agreed upon by the majority.

518 (c) Adoption of Proposed Amendments

519 a. Approval requires a 60% majority.

520 b. Once approved, the additions are forwarded to UFF-Brevard and EFSC
521 Administration for approval. Additions will not go into effect until the AAC
522 Chair receives notification of approval by EFSC Administration and UFF-
523 Brevard.

524 c. Subsequent to approval notification, the amendment goes into effect
525 immediately unless otherwise stipulated by the amendment itself.

526 **Section 10.04** Editorial Corrections

527 (a) Editorial corrections are those that do not substantively alter
528 the intent or meaning of the original entry.

529 (b) Editorial changes require only a simple majority approval.

530 (c) Editorial changes take effect immediately upon approval by the
531 AAC.

532 **Section 10.05** Publication of the Handbook

533 (a) Upon adoption of any revisions to the AAC Handbook, it will be
534 made available online at www.uff-brevard.org and

535 www.easternflorida.edu

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AAC Committee Descriptions

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AAC-SACS Committee

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Purpose:

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The AAC-SACS Committee organizes as needed. When organized the purpose of the AAC-SACS Committee is to offer guidance and oversight in academic concerns to ensure that EFSC is complying with the Core Requirements and Comprehensive Standards that SACS-COC has identified as integral to institutional success. Specifically, the Committee will work with the Chief Learning Officer, the Assessment Committee, and other faculty in coordinating academic assessment, helping conduct any and all academic assessment required for compliance with SACS-COC requirements and comprehensive standards, and coordinating with other units of the College to lead faculty in the development of an appropriate academic plans for the institution. The ultimate purpose of compliance is to enhance student learning and success.

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Meetings:

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Meetings are held once during the fall and spring semesters and may be called at additional times as necessary. Minutes are taken at every meeting. The committee reports its minutes to the AAC and stores them in a central location.

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Membership:

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Faculty Representative (Voting Members): Membership will be made up of at least 5 full-time faculty members. Terms are for two years and are renewable. The first year's committee should have staggered terms. Members of the committee may volunteer to serve a one-year term in order to facilitate the necessary overlap. If none volunteer, members will draw straws for one- or two-year terms.

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Non-Faculty Representatives (Non-Voting Members):

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569

Chief Learning Officer
Registrar

570 Academic Technology
571 Other staff members as determined necessary

572 **Membership Selection**

573 The AAC Chairperson will solicit full time faculty volunteers for
574 membership on the committee. The names of those interested will
575 be put to a faculty vote to decide who will serve on the committee.

576 **Chairperson Selection**

577 The SACS Chairperson must be a voting member. The chairperson
578 shall be selected by a vote of the voting faculty members. The
579 election of the chairperson shall occur every two years. The term of
580 the Chair is two years. A member must be on the committee for
581 one year before becoming eligible to be Chair. The Vice Chair
582 volunteers or is elected from the membership.

583 **Chair Responsibilities**

- 584
- 585 • Creates and distributes agenda prior to meetings
 - 586 • Presides at meetings, recommends/creates
587 committees/subcommittees if situations warrant
 - 588 • Acts as advisory representative at AAC meetings, if called
 - 589 • Calls special elections/requests for volunteers if a vacancy occurs
 - 590 • Advertises meetings to stakeholders

591 **Vice-chair Responsibilities**

- 592 • Takes meeting minutes and records them
- 593 • Stands in for chair if unable to attend
- 594 • Assumes chair position until next election if a vacancy occurs

595 **Voting**

596 Each member has one vote. There must be a quorum present to
597 vote.

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Academic Diversity Sub-Committee

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Purpose:

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The Academic Diversity Sub-Committee seeks to highlight an inclusive academic environment which encourages multiculturalism and prepares students for global awareness, interaction, and responsibility. Our goal is to promote the inclusion and integration of individuals who represent different groups as defined by race, ethnicity, gender, sexual orientation, socioeconomic background, age, disability, national origin, and religion. To this effect, this sub-committee is also tasked with the responsibility of providing the academic diversity or diversity dedicated designation to **appropriate** academic and vocational courses.

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Meetings:

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Meetings will be held once during each fall and spring semester and will be called at additional times as necessary. Minutes will be taken at every meeting. The committee will report its minutes to the AAC and store them in a central location.

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Membership:

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The Academic Diversity Sub-Committee is a sub-committee of the CDC. The sub-committee is comprised of employees of the college including full-time and part-time faculty, administrators and staff. The sub-committee will have a minimum of five full-time faculty members.

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Terms for full-time faculty are for two years and are renewable for one term. Part-time faculty, administrator, and staff terms are for one year and are renewable for one term. When a member's term expires, a volunteer will be solicited. If no volunteers are forthcoming, with the member's agreement, a term may be renewed.

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Members must attend meetings; after two consecutive missed meetings a member may be removed.

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Organization:

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The chair will be a full-time faculty member.

632 **Chair responsibilities:**

- 633 • Creates and distributes agenda prior to meetings
- 634 • Presides at meetings, recommend/create
- 635 committees/subcommittees if situations warrant
- 636 • Acts as representative at AAC meetings if called
- 637 • Calls special elections/requests for volunteers if a vacancy occurs

638 **Vice chair responsibilities:**

- 639 • Takes meeting minutes and records them
- 640 • Stands in for chair if unable to attend
- 641 • Assumes chair position until next election if a vacancy occurs

642 **Voting:**

643 Each full-time faculty member has one vote. There must be a
644 quorum present to vote.

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Assessment Committee (AC)

Purpose:

The Assessment Committee (AC) organizes as needed and is charged with supporting assessment of the College’s degree programs and will meet as needed to maintain the assessment program

Primary Responsibilities:

Collaborate with the Office of Planning and Assessment to support College degree program assessment

Member Responsibilities:

- Communicate information about the assessment programs and procedures with the cluster.
- Serve as a liaison to the cluster and specified discipline adjunct faculty for assessment related questions.
- Attend professional development as necessary and related to assessment at EFSC.

Meetings:

Meetings are held as needed and determined in cooperation with the Office of Planning and Assessment. Minutes are taken at every meeting and reported to the AAC, who stores them in a central repository.

Membership:

Faculty Representatives (Voting Members): Faculty members should represent all disciplines, if possible, and are elected to two-year renewable terms.

Membership Selection:

A call will be sent out for new volunteers as needed. The names of those interested will be forwarded to the Assessment Committee for a vote.

Chairperson Selection:

The Assessment Chairperson must be a voting member. The chairperson shall be selected by a vote of the faculty members of the Assessment committee. The election of the chairperson shall occur every year. The term of service is one year. In the event that the Chairperson is not able to fulfill his or her responsibilities, a new Chairperson will be elected at the next meeting by the voting faculty members. A member must be on the committee for at least one year before becoming eligible to be Chairperson.

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Chair Responsibilities:

- Works with Planning and Assessment and cluster chairs as necessary to coordinate cluster level review and communicate relevant information about assessment reporting systems.
- Coordinate training of AC members in assessment
- Recommends/creates faculty committees/subcommittees when warranted
- Calls for special elections or requests volunteers if a vacancy occurs
- Represents the AC at AAC meetings, if called

Secretary Selection:

The secretary shall be selected by a vote of the voting faculty members of the Assessments Committee. The election of the Secretary shall occur every year. The term of service is one year. In the event that the Secretary is not able to fulfill his or her responsibilities, a new Secretary will be elected at the next meeting by the voting faculty members.

Secretary Responsibilities:

- Takes meeting minutes and records them
- Compiles input from cluster level review
- Provides minutes to the AAC Secretary
- Stands in for Chair if s/he is unable to attend

Voting:

Each member has one vote. There must be a quorum (majority of voting members must be present) of faculty in order for a vote to be called.

708 **Curriculum Development Committee**

709 **Purpose:**

710 This committee serves as an advisory committee during curriculum development to
711 ensure adequacy of curriculum packets for paperwork, state requirements, articulation
712 requirements, and final editing prior to final review by the AAC. The Curriculum
713 Development Committee (CDC) will consist of faculty, administration, and staff
714 specializing in curriculum, state course numbering, and articulation.

715 **Meetings:**

716 Meetings are held at least four times during the fall and spring semesters and may be
717 called at additional times as necessary. Minutes are taken at every meeting. The
718 committee reports its minutes to the AAC and stores them on the AAC website.

719 **Membership:**

720 The committee is comprised of full-time employee representatives from across the
721 college: a minimum of four full-time faculty members, one administrator with
722 curriculum experience, and two staff members specializing in curriculum. All members
723 present will vote. Alternates for the faculty members may also be selected. If the
724 regular voting member is absent, the alternate will participate and vote in their stead.
725 Students and other faculty may be invited to attend and give input, but will not be
726 voting members. Faculty members are also invited to meetings as non-voting,
727 contributing members.

728
729 **Membership Selection:**

730
731 Faculty membership will be a two-year commitment. There will be one faculty
732 representative from each campus. Staff appointments to the committee will be
733 permanent based on job description. Terms are for two years and are renewable. Open
734 slots should be solicited for volunteers. Members must attend meetings to vote except
735 in the case of a special circumstance electronic vote; membership for faculty members
736 completing the two-year commitment can include consideration of a reviewer-only
737 status. Upon member agreement, a term is renewed automatically if there are no other
738 volunteers. If there are no volunteers, membership will be solicited by the AAC Chair.
739 Alternates are encouraged to attend all meetings.

740
741 **Chairperson selection:**

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743 The chair and vice-chair will be full-time faculty and will be selected by majority vote.
744 They will serve a one-year term and may be renewed in the absence of other
745 nominations.

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Chair responsibilities:

- creates and distributes agenda prior to meetings
- presides at meetings, recommends/creates subcommittees as situations warrant
- acts as advisory representative at AAC meetings, if called
- calls special elections/requests for volunteers if a vacancy occurs

Vice chair responsibilities:

- takes meeting minutes and submits approved minutes to AAC
- stands in for chair if unable to attend
- assumes chair position until next election if a vacancy occurs

Voting:

Each member has one vote. There must be a quorum (>50% of the full membership) present to vote. Students will not be voting members of the committee, but may be invited to meetings and allowed to give input.

Operational Processes:

Curricula must be submitted in the Curriculum Approval Tracking System (CATS) in compliance with the “Submitting Curriculum Packets (Instructions)” manual on the AAC website. All curriculum forms and manuals will be maintained and, if necessary, updated on the website a minimum of once per semester. Review of these documents will take place at the first meeting of every semester.

All curricula will be submitted electronically, including all pertinent documents. Each CDC meeting will include curriculum review. Curricula must have already been reviewed at the discipline and cluster level with documented approval vote prior to submission to the Office of the Registrar. The Office of the Registrar may return curriculum to the cluster chair through CATS for correction if there are more than three major errors or no vote count included. When the Office of the Registrar deems documents complete, they will be sent forward in CATS to the CDC for review. The CDC will review and vote on forward movement to the AAC or return to the cluster chair for editing. An authorized representative for each course must be present at the CDC meeting to approve any changes.

Curriculum review and voting may take place either face-to-face or via email. The Chair will assign curricula to members for preliminary review(s), then open them for general review at the meetings. The Chair will call for a vote on passage of packets to the AAC. Curricula not forwarded will be sent back to the cluster chair through CATS for further edits.

782

Educational Technology Advisory Committee

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Purpose:

784

The Educational Technology Advisory Committee (ETAC), a standing

785

committee of the Academic Affairs Council (AAC), reviews all

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educational software and hardware purchases and proposed

787

technology upgrades that might have a direct impact on students

788

and instructors. ETAC will make recommendations to the AAC based

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on these reviews.

790

Meetings:

791

(a) The ETAC Chairperson must be notified by the Executive

792

Director of Information Technologies of an educational

793

technology purchase request. Upon notification, the ETAC

794

Chairperson will convene the ETAC.

795

(b) The ETAC Chairperson must be notified by the Executive

796

Director of Information Technologies of an educational

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technology upgrade request. This includes any educational

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technology upgrades being considered by the Information

799

Technologies Department. Upon notification, the ETAC

800

Chairperson will convene the ETAC.

801

(c) ETAC will convene if requested by the AAC in order to review or

802

investigate an educational technology issue.

803

(d) ETAC will convene, at least once annually, to assist the Executive

804

Director of Information Technology with the review and

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development of the college's educational technology strategic

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plan.

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(e) ETAC will convene to review all proposed educational

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technology budget proposals for the upcoming academic year

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during the college's normal budget development cycle.

810

(f) ETAC will convene and review any educational technology

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purchase requests and upgrades and make a recommendation

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to the AAC.

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Membership:

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Faculty Representative (Voting Members):

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Cocoa Campus

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Melbourne Campus

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Palm Bay Campus

818 Titusville Campus
819 eLearning
820 Workforce Training & Development
821 Library Science
822 Non-Faculty (non-voting) Representatives:
823 Information Technologies
824 Academic Technologies
825 Learning Labs
826 Office for Students with Disabilities
827 Other staff members as determined necessary
828

Membership Selection:

830 The AAC Chairperson will solicit full time faculty volunteers from each of
831 the four campuses, eLearning, Library Sciences, and Workforce Training
832 & Development. Full-time faculty members from those seven areas
833 listed above, will vote for one representative to serve a two-year term
834 on the ETAC from the submitted volunteers from their respective areas.

Chairperson Selection:

836 ETAC Chairperson must be a voting member. The chairperson shall be
837 selected by a vote of the seven voting faculty members. The election of
838 the chairperson shall occur every two years.

Chair Responsibilities:

- 840
- Creates and distributes agenda prior to meetings
- 841
- Presides at meetings, recommends/creates
- 842
- committees/subcommittees if situations warrant
- 843
- Acts as representative at AAC meetings if called
- 844
- Calls special elections/requests for volunteers if a vacancy occurs

845 **Vice-chair Responsibilities:**

- 846 • Takes meeting minutes and records them
- 847 • Stands in for chair if unable to attend
- 848 • Assumes chair position until next election if a vacancy occurs

849 **Voting:**

850 Each member has one vote. There must be a quorum present to
851 vote. The committee votes to recommend ideas, policies procedures,
852 or services for ETAC to the AAC.

853 **Operational Processes:**

854 ETAC Chairperson or designated representative will report to the
855 AAC when a recommendation is ready for AAC action or when the
856 AAC requests information from ETAC.

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Faculty Handbook Committee

Purpose:

The Handbook Committee is tasked with the purpose of reviewing the Faculty Handbook for consistency with the Collective Bargaining Agreement and to make recommended changes to the AAC. This committee upon approval of its membership may choose to review and recommend changes to the AAC for other handbooks which may include but not limited to the Department Chair Handbook and Adjunct Faculty Handbook.

Meetings:

Meetings will be held once during each fall and spring semester and may be called at additional times as necessary. Minutes will be taken at every meeting. The committee will report its minutes to the AAC and store them in a central location.

Membership:

The committee is comprised of full-time faculty. The committee will have a minimum of three full-time faculty members. Terms for members are for one year. When a member's term expires, a volunteer will be solicited. If no volunteers are forthcoming, with the member's agreement, a term may be renewed. Members must attend meetings; after two consecutive missed meetings a member may be removed.

Organization:

The chair will be a full-time faculty member.

Chair responsibilities:

- Creates and distributes agenda prior to meetings
- Presides at meetings, recommend/create committees/subcommittees if situations warrant
- Acts as representative at AAC meetings if called
- Calls special elections/requests for volunteers if a vacancy occurs

Vice chair responsibilities:

- Takes meeting minutes and records them
- Stands in for chair if unable to attend
- Assumes chair position until next election if a vacancy occurs

Voting:

Each full-time faculty member has one vote. There must be a quorum present to vote. Motions are passed with a majority vote.

Learning Management Systems Steering Committee (LMSSC)

Purpose:

The Learning Management Systems Steering Committee (LMSSC) organizes as needed, a committee of the Academic Affairs Council (AAC), reviews all learning management software, hardware, uses, and proposed upgrades that might have a direct impact on students and instructors. LMSSC will make recommendations to the AAC based on these reviews.

This committee is composed of faculty and staff representing all of Eastern Florida State College's campuses. The LMSSC will provide advice, recommendations, and guidance to the college with regard to the use of the college's learning management system. When called up the committee attempts to meet every other month during the fall and spring semesters, or more often when circumstances dictate.

Membership:

Faculty Representative (Voting Members):

Cocoa Campus - 2

Melbourne Campus -2

Palm Bay Campus - 2

Titusville Campus - 2

eLearning - 2

Workforce Training & Development - 2

Library Science - 2

Non-Faculty Representatives (Non-Voting Members):

Information Technologies

Academic Technology

Learning Labs

Other staff members as determined necessary

Chairperson Selection

The LMSSC Chairperson must be a voting member. The chairperson shall be selected by a vote of the 14 voting faculty members. The election of the chairperson shall occur every two years.

945 **Selection of LMSSC Faculty Representatives**

946 The AAC Chairperson will solicit full time faculty volunteers from all
947 of the four campuses, eLearning, and Workforce Training &
948 Development. Full time faculty from those seven areas listed above
949 will vote for one representative to serve a two year term on the
950 LMSSC from the submitted volunteers from their respective areas.

951

952 **Library Committee**

953 **Purpose:**

954 Serves as a liaison and advisory committee between faculty, staff, and
955 students and the Libraries by providing input and feedback in planning
956 and assessing resources and services which support lifelong learning
957 of the EFSC community.

958 **Meetings:**

959 Meetings are held once during the fall and spring semesters and may be called at
960 additional times as necessary. Minutes are taken at every meeting. The committee
961 reports its minutes to the AAC and stores them in a central location.

962 **Membership:**

963 Committee composition, when possible, represents EFSC's diverse employee base and is
964 designed to increase participation, providing valuable perspectives on policy, resources,
965 and services of the Libraries. The committee is comprised of full-time employee
966 representatives from across the college: at a minimum one non-librarian faculty
967 representative from each campus, one librarian, one staff member, and the
968 Administrative Liaison for the Library Cluster (Ex Officio). Students will be invited to
969 attend. Additional members may be added as needed but the committee should not
970 exceed 13 members with the majority of the membership as faculty.

971 In order to attain the broadest range of representation, only one member per discipline or
972 office should serve on the committee at any one time if other volunteers are available. If
973 the number of volunteers exceeds the minimum membership requirement, new members
974 shall be selected based upon a review of their discipline area, schedule, flexibility, and
975 ability to support the committee's goals. It is also desirable to include representation that
976 reflects particular programs or initiatives (i.g. Honors, BAS, SLS, etc.)

977 Members will volunteer to be on the committee. The first year's committee should have
978 staggered terms; Librarian initially takes a two-year term and then the remaining
979 members will stagger terms in order to ensure continuity for the committee. Members of
980 the committee for the first year may volunteer to serve a one-year term in order to
981 facilitate the necessary overlap. If none volunteer, members will draw straws for one- or
982 two-year terms.

983 Terms are for two years and are renewable. Open slots should be solicited for volunteers.
984 Members must attend meetings; after two consecutive missed meetings a member may
985 be removed. Upon member agreement, a term is renewed automatically only if there are
986 no other volunteers. If there are no other volunteers, membership will be solicited by the

987 AAC chair.
988 The librarians will rotate terms between larger and smaller campuses. One term will have
989 a librarian from either Cocoa or Melbourne, another will have a librarian from Palm Bay or
990 Titusville.

991 **Organization:**

992 **Chair.**

993 The chair for the first year should be a librarian. After the first year, any full time faculty
994 member of the committee may volunteer from the membership. If there are no
995 volunteers, the committee will elect a chair from its membership. The term of the Chair is
996 one year. A member must be on the committee for one year before becoming eligible to
997 be Chair. The Vice Chair volunteers or is elected from the membership.

998 **Chair responsibilities:**

- 999 • creates and distributes agenda prior to meetings
- 1000 • presides at meetings, recommend/create subcommittees if situations warrant
- 1001 • acts as representative at AAC meetings if called
- 1002 • calls special elections/requests for volunteers if a vacancy occurs
- 1003 • advertises meetings to students

1004 **Vice chair responsibilities:**

- 1005 • records meeting minutes and records them
- 1006 • stands in for chair if unable to attend
- 1007 • assumes chair position until next election if a vacancy occurs

1008 **Membership:**

1009 **Librarian [1]**

1010 **Campus faculty representatives [4]**

1011 **Staff member**

1012 **Administrative Liaison to the Library Cluster – Ex Officio**

1013 **Voting:**

1014 Each member has one vote. There must be a quorum present to vote.
1015 The committee votes to recommend ideas, policies, procedures, or
1016 services for the libraries to the AAC.
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1022 Academic Affairs Council Handbook
1023 (10/2018)

1024 Signature Page

1025 (Certifying Approval)

1026 This is to certify that the foregoing handbook was approved by the Academic Affairs Council, the
1027 UFF-Brevard, and the Eastern Florida State College Administration.

1028 _____ Date

1029 _____ Date

1030 _____ Date

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