

BREVARD COMMUNITY COLLEGE

Academic Affairs Handbook

Operational Manual for the
Academic Affairs Council

Version: October 2010

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Article I. INTRODUCTION

Section 1.01 Preamble

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

Article II. MISSION

Section 2.01 Primary Responsibilities

The Academic Affairs Council's (AAC) primary responsibility is to review policy and procedures and to make recommendations to the College President relating to its educational programs and in accordance with the College's mission: Brevard Community College strives to

- (a) engage its "diverse population in quality, accessible learning opportunities that successfully meet individual and community needs";
- (b) foster a learner-centered environment that empowers "students to take responsibility for their own learning" and facilitates "the achievement of measurable and meaningful learning outcomes"; and

- (c) prepare students “to live and work in a dynamically changing world by emphasizing student growth and lifelong learning.”

Section 2.02 Policy and Procedure Initiatives

The Brevard Community College Academic Affairs Council (AAC) is active in the development of operational procedures related to both faculty and academic endeavors. This handbook outlines or references policies and procedures governing the AAC and the faculty. It also addresses policies and procedures related to the academic success of the BCC student body.

Section 2.03 Educational Program Initiatives

The AAC reviews educational programs and submits recommendations concerning the appropriate actions needed for the following academic matters, and in accordance with the Collective Bargaining Agreement:

- (a) Curriculum development and review;
- (b) Elimination of program(s) or placement of program(s) on moratorium;
- (c) Award of college credit;
- (d) Other substantive educational changes;
- (e) Operational procedures on grading, attendance, and academic honesty;

- (f) Academic freedom “not related to a specific faculty member” or “apart from contract”;
- (g) Adaptations to implement state-mandated changes and regulations that affect curriculum and programs;
- (h) Participation in institutional effectiveness initiatives as outlined by the Southern Association of Colleges and Schools (SACS) and all other accrediting bodies, as applicable.

Section 2.04 Additional Responsibilities

Responsibilities of the AAC also include making recommendations concerning:

- (a) Improving information flow between administration and the curriculum clusters;
- (b) Forming and facilitating appropriate sub-committees;
- (c) Improving processes that affect performance in the classroom;
- (d) processes affecting students such as, but not limited to, withdrawal, registration, transfers audits, and credit-by-exam;
- (e) Reviewing and acknowledging institutional articulation agreements;
- (f) Recommending changes to current procedures on academic standards;

- (g) Reviewing laboratory fees associated with courses, any recommendations impacting budget will be reviewed and submitted by April 1st;
- (h) procedures related to academic technologies, including software upgrades, that impact student learning;
- (i) textbook processes per the Collective Bargaining Agreement.

Article III. MEMBERSHIP

The Academic Affairs Committee consists of the following members:

Section 3.01 Cluster Representatives

A faculty member and an alternate are elected to represent each of the curriculum clusters. Clusters with 20 or more members may opt for one additional representative and alternate. An additional representative and alternate from the prep disciplines are also elected. Cluster representatives are voting members of the AAC. Alternates are non-voting members unless the cluster representative is unable to attend a meeting. In this case, the alternate, if available, acts as the voting representative.

Section 3.02 At-Large Representatives

Faculty at each campus and at established centers shall choose a representative and an alternate. These campus/center representatives are called at-large representatives and are voting members of the AAC. Alternates are non-voting members of the AAC unless the at-large representative is unable to attend a meeting. In this case, the alternate acts as the voting representative.

Section 3.03 Chair

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

Section 3.04 Vice Chair

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

Section 3.05 Resource Staff

Administrative, support and departmental staff members may be invited to attend meetings to share their expertise in areas under their jurisdiction; however, they are considered non-members. They serve as a resource to the AAC, but they will be non-voting.

Article IV. MEETINGS

Section 4.01 Meeting Schedule

The Academic Affairs Council will meet a minimum of four times each semester, generally on the third Friday of each month during the fall and spring terms. Representatives, per the Collective Bargaining Agreement (Article 8.7), are expected to attend said meetings. Failure of a representative to regularly attend meetings may result in removal from the Council.

Section 4.02 Meeting Attendance and Participation

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

Section 4.03 Additional Meetings

The chair will schedule additional meetings as required

- (a) By the president;
- (b) By petitioning full-time faculty members, who will attend the meeting;
- (c) By other special circumstances as warranted.

Section 4.04 Curriculum Cluster Committees

Curriculum cluster committees will meet at least once during each major academic term, typically at the beginning of the fall and spring terms. Additional meetings will be scheduled, as required, by the cluster chair, the AAC chair, and/or the president. As per the Collective Bargaining Agreement (Article 8.7), all faculty members are required to attend said meetings.

Section 4.05 Ad Hoc and Subcommittee Meetings

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

Article V. TRANSACTION OF BUSINESS

Section 5.01 General Rules of Order

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

- (a) The Council shall loosely follow Robert's Rules of Order as a general guide. Specifically, the AAC shall adhere to the following general rules:
 - (i) To preserve order, a member should be acknowledged by the chair if he or she wishes to speak. As a departure from Robert's Rules..., members may raise their hands to indicate their desire to make a remark; they are not required to stand (as maintained in Robert's Rules...)
 - (ii) Members should keep their remarks brief (one minute or less) to facilitate equal and fair discussion among all members wishing to contribute. The chair has the right to interrupt members and ask them to limit their input so others have the opportunity to participate.

- (iii) Discussion and voting will take place according to the procedures described below in sections 5.02 & 5.03.

Section 5.02 Procedure

- (a) At the end of each meeting, the chair will open discussion about the time and place of the next meeting. If the date and time are "TBA," members should check their BCC email for notices from the chair regarding the dates of future meetings.
- (b) The chair will give at least five working days notice before a meeting is to be held.
- (c) If a representative cannot attend, he or she should contact his or her alternate as soon as possible so that full faculty representation is preserved. However, if both a representative and his/her alternate are absent, business may proceed with a quorum present.
- (d) Minutes will be recorded during each meeting. Minutes must be approved by a simple majority of the AAC before being disseminated to the faculty. The chair (or the designee) is responsible for distributing the minutes to the faculty and appropriate administrators.
- (e) A majority is needed to conduct business at any AAC meeting or subcommittee meeting.

Section 5.03 Voting

- (a) Voting may be by voice vote or show of hands unless the majority of those present desire a secret ballot or a roll call. If there is no contest, vote may be by acclamation.
- (b) The chair of the AAC will break any tie votes.
- (c) A quorum is necessary for voting to take place.
- (d) Representatives or their alternates may vote. An alternate may not vote if his or her representative is present.
- (e) The names of the members making a motion and seconding the motion will be recorded in the meeting minutes.
- (f) Members may vote “present” if they do not wish to confirm or vote down the motion in question.
- (g) All voting members are required to vote on each motion. They may vote in favor, vote nay, or vote present.
- (h) Amending the Procedures Handbook requires a 60% majority vote.

Article VI. LEADERSHIP AND REPRESENTATION

Section 6.01 Chair

- (a) Qualifications

- (i) The chair is elected for a two-year term from the general membership of the AAC with at least one year of prior experience on the AAC.
- (ii) The chair will be a member of the AAC.
 - 1) The chair will no longer act as a cluster or at-large representative.
 - 2) The alternate will then take the representative's seat and a new alternate will be elected from the faculty formerly represented by the chair.
- (b) Duties
 - (i) Call AAC meetings;
 - (ii) Provide agendas;
 - (iii) Maintain order;
 - (iv) Maintain meeting minutes in a centralized location;
 - (v) Organize subcommittees as needed;
 - (vi) Communicate with faculty, staff and administration;
 - (vii) Distribute approved minutes to the faculty at large and appropriate administrators;
 - (viii) Act as a non-voting member of the AAC except in cases of a tie. In case of a tie, the chair will be the tie-breaking vote.
- (c) Other

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

Section 6.02 Vice Chair

(a) Qualifications

- (i) The vice chair will be elected for a one-year term from the general membership of the AAC at the first meeting of the academic year.

(b) Duties

- (i) The vice chair assists the chair in performing his or her duties.
- (ii) The vice chair performs the duties of the chair in the event of the chair's absence.
- (iii) The vice chair is a voting member of the AAC unless performing the duties of the chair.
- (iv) If the chair is unable to complete his or her term, the vice chair will assume the role of chair until the next meeting, when an election will be held. If necessary, a new vice-chair will be elected from the general membership of the AAC.

Section 6.03 Secretary

(a) Qualifications

- (i) The secretary will be elected for a one-year term from the general membership of the AAC at the first meeting of the academic year.

(b) Duties

- (i) The secretary will record and distribute the minutes in the format selected by the AAC.
- (ii) The secretary will perform other duties as assigned by the chair/Council.

Section 6.04 At-Large Representatives

(a) Qualifications

- (i) At-large representatives are chosen by the faculty members on their campus/center by majority vote.

(b) Duties

- (i) The at-large members represent the interests of their respective campuses/centers.
- (ii) The at-large representative and alternate should attend all AAC meetings.
- (iii) The at-large representative should attend all designated academic leadership team meetings in order to ensure adequate representation.

(c) Other

- (i) At-large representatives serve a two-year term.
- (ii) The at-large representative may be asked to step down from his or her position if the faculty members belonging to the representative's campus or center decide, via a vote of "no confidence," that they are not being properly represented.
- (iii) If an at-large representative is unable to fulfill his or her duties, the alternate will be assigned as representative and a new alternate must be chosen.
- (iv) At-large representatives may serve on subcommittees.

Section 6.05 Cluster Representatives

(a) Qualifications

- (i) Cluster representatives are elected by the members of their respective curriculum cluster per majority vote.
- (ii) For a list of the clusters, see current cluster list (available from AAC chair)

(b) Duties

- (i) The Cluster representatives represent the interests of their respective clusters on the AAC.
- (ii) Cluster representatives attend all AAC meetings.
- (iii) Cluster representatives attend all cluster meetings in order to ensure adequate representation.

- (iv) Cluster representatives report on AAC business and solicit feedback from their respective clusters.
 - (v) If a Cluster representative's alternate cannot be present, the Cluster chair may serve as a voting proxy
- (c) Other
- (i) Cluster representatives serve a two-year term.
 - (ii) Representatives may be asked to step down from their position if the members of the cluster express, via a majority vote of "no confidence," that they are not being properly represented.
 - (iii) In case of a representative being unable to fulfill his or her duties, the alternate will be assigned as representative and a new alternate will be chosen.
 - (iv) Larger clusters, i.e., those comprised of more than 20 members, may opt to elect an additional representative to the AAC.
 - (v) Representatives may serve on subcommittees.

Section 6.06 Alternate At-Large and Cluster Representatives

- (a) Qualifications
- (i) Alternate at-large and cluster representatives are elected by the members of their respective campus/center or cluster per majority vote.
 - (ii) Each representative on the AAC must have one alternate.

- (iii) Alternates will serve a two-year term.
- (iv) Alternate cluster representatives may also act as cluster chairs.
- (v) In order to preserve voting equity, the cluster chairs should not double as at-large representatives

(b) Duties

- (i) Alternates should attend all meetings of the AAC.
- (ii) Alternates do not act as voting members on the AAC unless the representative (either at-large or cluster) is unable to attend a meeting. In this case, the alternate acts as the voting representative.
- (iii) Alternates for at-large representatives should attend campus/center academic team meetings in order to ensure adequate representation.

(c) Other

- (i) Alternates may serve on subcommittees.

Article VII. COMMITTEES/SUBCOMMITTEES

Section 7.01 Subcommittee Mission

The AAC may establish subcommittees to study and report on matters of concern to the faculty. The AAC will provide each subcommittee with a mandate for action and designate a subcommittee chair. Subcommittees will report their findings and make recommendations directly to the AAC. Dissenting subcommittee members may submit a minority report or alternate recommendation to the AAC.

Section 7.02 Subcommittee Structure

Each subcommittee of the AAC consists of a minimum of three full-time faculty members. All faculty members are given the opportunity to volunteer on a given committee. Typically, five working days are provided as a window of opportunity to volunteer.

Section 7.03 Standing Subcommittees

The standing subcommittees are as follows (see appendix for more information):

- (a) Educational Technology Advisory;
- (b) Learning Resources;
- (c) Diversity Infusion;
- (d) Honors Program;
- (e) Curriculum Development;

- (f) Assessment;
- (g) Learning Management System Steering;
- (h) SACS and Accreditation.

Article VIII. CLUSTERS

Section 8.01 Curriculum Cluster Mission

Each curriculum cluster is a standing subcommittee of the Academic Affairs Council, or AAC (per section 6.16 of the 2009-2012 Collective Bargaining Agreement). All full-time faculty members are members of a curriculum cluster, and as such, work together to promote academic excellence. The curriculum cluster is the forum in which full-time faculty within a given discipline or group of disciplines decide academic matters. Clusters communicate their goals, concerns, and decisions on academic matters to the AAC, which then acts upon them.

Section 8.02 Curriculum Cluster Duties

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

- (a) communicating its goals, concerns, and decisions on academic matters to the AAC by way of the AAC cluster representative;

- (b) creating, modifying, and implementing academic courses and programs. “All full-time faculty members will participate with other faculty colleagues in their respective academic disciplines in order to develop, revise and implement courses or programs as needed” (per 8.7. part B of the 2009-2012 Collective Bargaining Agreement);
- (c) meeting at least once during each major academic term, typically at the beginning of the fall and spring terms. Additional meetings will be scheduled, as required, by the Cluster Chair, the AAC Chair, and/or the President. As per the Collective Bargaining Agreement (Article 8.7), all faculty members are required to attend said meetings;
- (d) electing a chairperson: Each curriculum cluster will elect, by simple majority vote, a chairperson from among the full-time faculty members who comprise the cluster. The curriculum cluster chair will not be the cluster representative to the AAC. The curriculum cluster chair will serve a term of two years. An alternate cluster chair will also be elected by simple majority vote, and will replace the chair if the chair is unable to perform, or if the cluster, by a quorum majority vote, acts to remove the chair. Elections should be held at the first meeting during the fall semester.

Section 8.03 Curriculum Cluster Chair Duties

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

- (a) convening cluster meetings and ensuring that minutes are taken, published, and appropriately archived;
- (b) conducting elections as necessary;
- (c) working closely with the cluster representative to the AAC to ensure that the goals, concerns, and decisions of the cluster are faithfully represented;
- (d) coordinating the decision-making process of the curriculum cluster in all academic matters;
- (e) facilitating cooperation among the faculty members within the cluster;
- (f) coordinating the preparation and submission of new or revised course plans and curriculum changes in accordance with AAC guidelines;
- (g) collecting and putting forward the names of volunteers from among the cluster members when such volunteers are requested by provosts, department chairs, or other persons responsible for organizing committees, including campus-based and college-wide tenure committees (per section 11.1 of the Collective Bargaining Agreement);
- (h) communicating the goals, concerns and decisions of the cluster directly to the AAC in the event that such communication does not occur directly between the cluster and the AAC representative.

Article IX. CURRICULUM & PROGRAM DEVELOPMENT

Section 9.01 Statement of Purpose

Ensuring the quality of educational programs is a critical function of the faculty. The AAC will support initiatives in the areas of program changes and development, course revision, and curriculum design. This process will ensure that educational programs meet necessary state requirements, accreditation mandates, and standards of excellence consistent with the mission of the College.

Section 9.02 Curriculum Procedures

Participants must adhere to the timeline established by the AAC and follow the process outlined in the “Curriculum and Program Development Flow Chart,” available on ACE or from the AAC chair.

Article X. HANDBOOK

Section 10.01 Procedure for Additions

This handbook is a work in progress, which will necessarily be crafted over time and with great care; however, in recognition of the need to quickly adopt and implement the most time-sensitive sections, the Handbook Subcommittee will submit subsequent completed sections to the AAC for adoption through simple majority vote.

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

Section 10.02 Procedure for Revision and Update

Further, as changing circumstance demands, the subcommittee may revisit particular sections of the handbook for update. These updates will be submitted to the AAC for consideration. For this purpose, the subcommittee will continue as a permanent ad hoc committee after the initial handbook is complete and adopted.

Section 10.03 Procedure for Amendments

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

- (a) Initiation of Proposed Amendments
 - (i) Initiation of proposed amendments requires a majority vote of the AAC membership.
- (b) Procedure for Proposed Amendments
 - (i) Amendments are submitted to the AAC.
 - (ii) Action on proposed amendments is delayed until the AAC has had a sufficient period of time to consider and discuss the changes.

- (iii) If additional discussion and consideration are required, a vote may be delayed for a period of time agreed upon by the majority.
- (c) Adoption of Proposed Amendments
 - (i) Approval requires a 60% majority
 - (ii) **Once approved, the additions are forwarded to UFF-Brevard and BCC Administration for approval. The additions will not go into effect until the AAC Chair receives notification of approval by BCC administration and UFF-Brevard.**
 - (iii) **Subsequent to approval notification**, the amendment goes into effect immediately unless otherwise stipulated by the amendment itself.

Section 10.04 Editorial Corrections

- (a) Editorial corrections are those that do not substantively alter the intent or meaning of the original entry.
- (b) Editorial changes require only a simple majority approval.
- (c) **Editorial changes take effect immediately upon approval by the AAC.**

Section 10.05 Publication of the Handbook

- (a) Upon completion and adoption of the first FULL draft, the AAC Handbook will be made available online at www.uff-brevard.org and www.brevardcc.edu

AAC Subcommittee Descriptions

Updated February 2011

Educational Technology Advisory Subcommittee

Purpose:

The Educational Technology Advisory Subcommittee (ETAS), a subcommittee of the Academic Affairs Council (AAC), reviews all educational software and hardware purchases and proposed technology upgrades that might have a direct impact on students and instructors. ETAS will make recommendations to the AAC based on these reviews.

Meetings:

1. The ETAS Chairperson must be notified by the Executive Director of Information Technologies of an educational technology purchase request. Upon notification, the ETAS Chairperson will convene the ETAS.

2. The ETAS Chairperson must be notified by the Executive Director of Information Technologies of an educational technology upgrade request. This includes any educational technology upgrades being considered by the Information Technologies Department. Upon notification, the ETAS Chairperson will convene the ETAS.
3. ETAS will convene if requested by the AAC in order to review or investigate an educational technology issue.
4. ETAS will convene, at least once annually, to assist the Executive Director of Information Technology with the review and development of the college's educational technology strategic plan.
5. ETAS will convene to review all proposed educational technology budget proposals for the upcoming academic year during the college's normal budget development cycle.
6. ETAS will convene and review any educational technology purchase requests and upgrades and make a recommendation to the AAC.

Membership:

Faculty Representative (Voting Members):

1. Cocoa Campus
2. Melbourne Campus
3. Palm Bay Campus
4. Titusville Campus
5. eBrevard
6. Workforce Training & Development
7. Library Science

Non-Faculty Representatives (Non-Voting Members)

1. Information Technologies
2. Academic Technologies
3. Learning Labs

Comment [LM1]: Any more thought to voting rights for any of these?

4. Office for Students with Disabilities
5. Other staff members as determined necessary

Membership Selection

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

Comment [LM2]: Any consideration for inclusion of institutes specifically?

Chairperson Selection

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

Chair Responsibilities

Will be determined by the subcommittee

Vice-chair Responsibilities

Will be determined by the subcommittee

Voting

Will be determined by the subcommittee

Operational Processes

1. ETAS Chairperson or designated representative will report to the AAC when a recommendation is ready for AAC action or when the AAC requests information from ETAS.

Learning Resources Subcommittee

Purpose :

The Learning Resources Subcommittee serves as a liaison and advisory committee for the faculty, staff, students and the Libraries by providing input and feedback in planning and assessing resources and services which support lifelong learning of the BCC community.

Meetings:

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.

Membership:

The committee is comprised of full-time employee representatives from across the college: one non-librarian faculty representative from each campus, one librarian, one staff member, and Dean of College wide Libraries (Ex Officio). Students will be invited to attend.

Members will volunteer to be on the committee. The first year's committee should have staggered terms; Librarian initially takes a two year term and then the remaining members will stagger terms in order to ensure continuity for the committee. Members of the committee for the first year 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.

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

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

Organization:

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

Chair responsibilities:

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

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

Librarian [1]

Campus faculty representatives [4]

Staff member

Dean, Learning Resource Centers – Ex Officio

Other staff members as determined necessary

Voting: Each member has one vote. There must be a quorum present to vote. The committee votes to recommend ideas, policies, procedures, or services for the libraries to the AAC.

Diversity Infusion Subcommittee

Purpose:

To serve as a resource and review committee during curriculum development to ensure appropriateness of curriculum packets for designation as “diversity infused” or “diversity dedicated.”

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 employees of the college including full-time and part-time faculty, administrators and staff. The committee will have a minimum of five full-time faculty members.

Terms for full-time faculty are for two years and are renewable for one term. In the first year, one full-time faculty member will volunteer to serve only one year. 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.

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 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

Handbook version: August 2011

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

Honors Subcommittee

Description is forthcoming

Curriculum Development Subcommittee

[red font indicates "needs review by the AAC"]

Purpose :

This committee would serve as an advisory committee during curriculum development to ensure adequacy of curriculum packets for **paperwork, state requirements, articulation requirements and final editing prior to** final review by the AAC. The Curriculum Development Subcommittee will consist of faculty, administration and staff specializing in curriculum, state course numbering and articulation.

Meetings:

Meetings are held **at least** 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.

Membership:

The committee is comprised of full-time employee representatives from across the College: four full-time faculty members, one administrator with curriculum experience and two staff members specializing in curriculum. All members will vote. **Four alternates for the faculty members will also be selected. If the regular voting member is absent, the alternate will participate and vote in their stead.**

Students will be invited to attend and give input, but will not be voting members.

Membership Selection:

Faculty membership will be a two year commitment. There will be one faculty representative from each campus. Two faculty members will volunteer to serve only one term in the first year. Staff appointments to the committee will be permanent based on job description.

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

Alternates are encouraged to attend all meetings.

Chairperson selection:

The chair and vice-chair will be full-time faculty and will be selected by majority vote. They will serve a one year term.

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
- advertises meetings to students

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

Operational Processes:

TBA

Assessment Subcommittee (A.S.)

Purpose:

To focus on improving the quality of instruction through assessment and measurement of learning outcomes across the College, by providing faculty guidance and oversight for student outcomes assessment throughout the College by working with the Office of the Vice President for Planning and Assessment, the Provost and Dean of Faculty, and the Discipline Clusters in developing and implementing academic assessment plans. As directed by the AAC, the AS will assist in analysis and interpretation of assessment data and assist in the preparation of assessment reports and communication of assessment results to the College and other stakeholders.

Primary Responsibilities:

- Establishing a program or timeline for continuous assessment in the general education core, including the periodic review of the effectiveness of existing assessment methods.
- Coordinating the assessment processes of all academic discipline clusters, particularly where no regular or measurable assessments are currently in place.
- Providing standards and guidance for a structured review of assessment processes at the discipline and college-wide levels involving all faculty members and in coordination with the Provost and Dean of Faculty and the Office of Planning and Assessment.
- Providing guidance and expertise for all academic units throughout the assessment cycle.
- Serving as a clearinghouse for assessments initiated by faculty in all disciplines and programs and other stakeholders.
- Communicating information and action items from AS to the AAC and to all appropriate administrators, staff, committees, departments, discipline clusters, and/or groups as directed by the AAC.

Meetings:

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.

Membership:

Faculty Representative (Voting Members): Membership will be made up of not less than 7 full-time faculty members with representatives from each campus as indicated below where feasible. 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.

Faculty Representatives (Voting Members)

1. Cocoa Campus
2. Melbourne Campus
3. Palm Bay Campus
4. Titusville Campus
5. eBrevard
6. Workforce
7. Library

Non-Faculty Representatives (Non-Voting Members)

1. Chief Learning Officer
2. Director of Academic Technologies
3. Student Services
4. AVP Planning and Assessment
5. Other staff members as determined necessary

Membership Selection

The AAC Chairperson will solicit full time faculty volunteers for membership on the committee. The names of those interested will be put to a faculty vote to decide who will serve on the committee in the event that there are many volunteers.

Chairperson Selection

The Assessment Chairperson must be a voting member. The chairperson shall be selected by a vote of the voting faculty members of the Assessment Subcommittee. The election of the chairperson shall occur every two years. The term of the Chair is two years. A member must be on the committee for one year before becoming eligible to be Chair (with the exception of the initial formation of the subcommittee). The Vice Chair will be selected from the membership.

Chair Responsibilities

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

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

Operational Processes

TBD

Learning Management Systems Steering Subcommittee (LMSSS)

Purpose:

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

This committee is composed of faculty and staff representing all of Brevard Community College's campuses. The LMSSS will provide advice, recommendations, and guidance to the college with regard to the use of the ANGEL learning management system. 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):

- 8. Cocoa Campus - 2
- 9. Melbourne Campus -2
- 10.Palm Bay Campus - 2
- 11.Titusville Campus - 2
- 12.eBrevard - 2
- 13.Workforce Training & Development - 2
- 14.Library Science - 2

Non-Faculty Representatives (Non-Voting Members)

- 6. Information Technologies
- 7. Academic Technology
- 8. Learning Labs

- 9. Other staff members as determined necessary

Chairperson Selection

The LMSSS 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.

Selection of LMSSS Faculty Representatives

The AAC Chairperson will solicit full time faculty volunteers from each of the four campuses, eBrevard, and Workforce Training & Development. Full time faculty from those seven areas listed above will vote for one representative to serve a two year term on the LMSSS from the submitted volunteers from their respective areas.

AAC-SACS Subcommittee

Purpose:

The purpose of the AAC-SACS Committee is to offer guidance and oversight in academic concerns to ensure that BCC is complying with the 12 Core Requirements and 73 Comprehensive Standards that SACS-COC has identified as integral to institutional success. Specifically, the Committee will work with the Office of the Vice President for Planning and Assessment, the provost and dean of faculty 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 Quality Enhancement Plan (QEP). The ultimate purpose of compliance is to enhance student learning and success.

Meetings:

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.

Membership:

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.

Non-Faculty Representatives (Non-Voting Members)

1. Provost / Dean of Faculty
2. Registrar
3. Academic Technology
4. Other staff members as determined necessary

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

Chairperson Selection

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

Chair Responsibilities

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

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

Operational ProcessesTBD

Handbook version: August 2011

Academic Affairs Council Handbook

May 2011

Signature Page

(Certifying Approval)

This is to certify that the foregoing handbook was approved by the Academic Affairs Committee, the UFF-Brevard and the Brevard Community College Administration.

Chair, AAC Committee or Designee

Date

Chief Negotiator, UFF-Brevard

Date

BCC Administrative Designee

Date