

## **Century Community and Technical College**

### **3.14.0.1 Academic Affairs and Standards Council Purpose and Procedures**

#### **Academic Affairs and Standards Council**

The Academic Affairs and Standards Council is defined in the MSCF Employment Contract Between State of Minnesota, system Board of Trustees, and the Minnesota State College Faculty. Article 8, Section 2 specifically defines the Purpose of the Council, the Structure of the Council, and the Process under which it will function.

#### **I. Purpose:**

Article 8, Section 2, Subd. 1 – Purpose of the Council

*The purpose of the Council is to provide direction for the College president in all matters included in academic affairs, including course outlines, award requirements, academic standards, course and program components, and the inventory of course and program offerings.*

#### **II. Membership:**

Article 8, Section 2, Subd. 2 – Structure of the Council

*The Council shall consist of two-thirds faculty members and one-third administrators and/or other staff. The faculty members will be selected by the faculty president after consultation with the college president. The administrative members will be selected by the college president after consultation with the faculty president but must include the chief academic officer. The parties agree to make appointments that represent broadly the academic programming of the college. A faculty member shall serve as chair of the council. S/he shall develop agendas and meeting arrangements cooperatively with the Chief Academic Officer. Other individuals may be invited to address the council.*

#### **III. Responsibilities:**

Article 8, Section 2 – Preamble

*Faculty have fundamental and unique responsibility in matters affecting the academic well-being of the state colleges. The parties agree that the faculty hold the critical role in academic decision-making at the colleges. In order to ensure such role, the parties agree to establish an Academic Affairs and Standards Council to which management and faculty will bring all proposals regarding academic affairs and standards.*

#### **IV. Procedures:**

Article 8, Section 2, Subd. 3 – Process

*The council shall develop procedures for all curriculum matters to be discussed. The council shall, upon due consideration, forward its decisions to the administration. While it is recognized that the college president reserves the ultimate decision-making authority, the norm shall be to follow the decision of the Academic Affairs and Standards Council absent a compelling reason(s) to do otherwise. If the administration counters a decision of the council, the council chair may request that the college president attend an upcoming meeting of the council to hear an appeal on the issue.*

The Academic Affairs and Standards Council is responsible for the development of a Curriculum Guide that will assist faculty members as they request curriculum changes. This guide will include a description of the process to be followed, the necessary forms to be used, and examples to assist faculty. To the extent possible, all of this information should be made available to all faculty members in an online format.

**Date Proposed:**

**Date Approved:** 11/5/96

**Date Implemented:** 11/5/96

**Date Revised:** 11/15/96

2/8/08