



Category
ACADEMIC AFFAIRS COMMITTEE - 6:10:00:04
Approval
Leadership Council Approved: October 27, 2017
Effective Date/Approved: October 27, 2017
Revised: April 24, 2012; October 28, 2016; October 27, 2017
Responsible Party: Vice President for Academic Affairs

I. PURPOSE

The Academic Affairs Committee is a recommending body to the President to organize and serve the best interest of the academic program.

II. DUTIES

The duties of this committee are:

- A. Reviews, evaluates, and votes on course proposals and other matters related to the curricula, and programs of study at the College to ensure their academic rigor and contribution to the Strategic Plan.
- B. Periodically reviews and updates academic policies, procedures, and practices.
- C. Recommends the academic calendar.
- D. Develops and maintains the College Catalog.
- E. Solicits from the college community feedback regarding academic affairs policies, procedures and practices.

III. MEMBERS

- A. This committee is composed of the following members:
 - 1. Vice President for Academic Affairs, Chair (Ex-officio, voting)
 - 2. Executive Secretary to the Vice President for Academic Affairs, recording secretary
 - 3. One student (Voting) nominated by the Student Government Association (SGA)
 - 4. One faculty member from each of the academic departments with two or more full-time faculty:
 - a. Nursing & Allied Health
 - b. Business & Technology
 - c. Mechatronics
 - d. Humanities
 - e. Languages
 - f. Mathematics
 - g. Natural Science
 - h. Social Science
 - 5. Curriculum Chairs/Director from each academic department
 - 6. Director of Student Success
 - 7. Dean of Career & Technical Programs
 - 8. Dean of Digital Learning
 - 9. Dean of Allied Health & Director of Nursing
 - 10. Dean of McMinnville campus

11. Dean of Moore County campus
12. Assistant Dean of Fayetteville campus (Ex-officio, non-voting)
13. Dean of Smyrna campus
14. Assistant Dean of Smyrna campus (Ex-officio, non-voting)
15. Director of Admissions & Records
16. Chief Information Officer (Ex-officio, non-voting)
17. SACSCOC Liaison (Ex-officio, non-voting)
18. Coordinator of Academic & Adjunct Services (Ex-officio, non-voting)

- B. The Student Government Association, with the concurrence of the Dean of Students, nominates a student member for a one-year term.
- C. Any faculty member from an academic department is eligible to be nominated by his or her Curriculum Chair for a two-year period of membership.

The Vice President for Academic Affairs serves as chair of the committee and will vote only in the case of a tie. The Executive Secretary to the Vice President for Academic Affairs records the proceedings and prepares the minutes of each meeting.