



Category
<b>ACADEMIC AFFAIRS COMMITTEE - 6:10:00:04</b>
Approval
<b>Leadership Council Approved:</b> September 21, 2018
<b>Effective Date/Approved:</b> September 21, 2018
<b>Revised:</b> October 28, 2016; October 27, 2017, September 21, 2018
<b>Responsible Party:</b> 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 Academic Technology
  - 9. Dean of Allied Health
  - 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 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.