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.