



## **Instructional Council**

### **I. Charter Statement**

Instructional Council contributes to the quality of education at Columbia Gorge Community College as the deliberative and advisory group on instructional matters, making recommendations to the President through the Chief Academic Officer (CAO) on the planning, delivery, and assessment of instructional programs and services. The College President approves or disapproves the recommendations.

### **II. Roles**

- A. Provides a forum dedicated to improvement of teaching and learning at Columbia Gorge Community College;
- B. Provides a critical nexus of communication among faculty, instructional staff, and administration;
- C. Addresses issues and proposals, sparks ideas and discussion, develops solutions, and assists with planning and implementing changes;
- D. Advances discussion of administrative decisions affecting the educational experience;
- E. Provides philosophical framework to guide instruction-related decision-making in other college committees, including but not limited to Academic Standards, Curriculum, and Institutional Assessment Committees;
- F. Facilitates communication and professional development among the faculty at large.

### **III. Membership and Voting**

- A. Voting Members of the Instructional Council will include the following positions:
  - a. Department Chair: Arts and Humanities
  - b. Department Chair: Career and Technical Education
  - c. Department Chair: English for Speakers of Other Languages
  - d. Department Chair: Math
  - e. Department Chair: Nursing and Health Occupations
  - f. Department Chair: Pre-College
  - g. Department Chair: Science
  - h. Department Chair: Social Science and Business
  - i. Department Chair: Writing, Literature, and Foreign Languages
  - j. Instructional Director: Career and Technical Education
  - k. Instructional Director: Nursing and Health Occupations
  - l. Instructional Director: Transfer and Pre-College
  - m. Director of Library Services
  - n. Chief Academic Officer (only to break a tie)

- B. Non-Voting Members include the following positions:
  - a. Instructional Coordinator
  - b. Distance Learning and Instructional Technology Coordinator
  
- C. The Instructional Council follows *Robert's Rules of Order* to conduct business. Decisions are forwarded to the Chief Academic Officer as recommendations. The CAO has authority to veto approved recommendations in order to request further research or consideration by the Council; after which, the Council may bring back a revised recommendation or may override the veto with a two-thirds or greater majority of the Council.

#### **IV. Terms**

- A. The Instructional Council is comprised of *ex officio* members as identified in Section III: Membership and Voting (above). Terms of office for Department Chairs are established through the Department Chair job description.

#### **V. Operations**

- A. Topics needing research, reflection, data collection, and analysis may be referred to work groups of the Council and other college staff or external partners as requested by the work groups as appropriate.
- B. The Chief Academic Officer or designee will be responsible for establishing a calendar of meetings and/or other work assignments, creating agendas, facilitating or designating facilitation of meetings and workgroups, and making meeting arrangements. Members may add agenda items as needed.
- C. The meetings are open to college faculty, staff, and administrators. College administrators, staff, faculty, students, and general public may be invited to participate in pertinent topics on a nonvoting basis. Only members are allowed to vote.
- D. Agendas and minutes will be posted on the shared drive and website.