

**CTC Procedure: Academic Council**

**Purpose**

The Academic Council is a college-wide advisory council whose primary responsibility is to review all proposals related to academic matters. Academic Council reviews and provides feedback on institutional curriculum improvements, accreditation concerns, revisions of academic policies and procedures, library/media services, faculty support services, advisory committee services, and new academic policies and procedures before approval by the President’s Leadership Team. Other matters may be brought before the Academic Council that may indirectly affect academic affairs.

**Members**

The Vice President for Academic Affairs serves as chair for Academic Council. The Council will consist of at least 50% faculty.

Following are members of Academic Council:

One or More Faculty Members from Each of the Following Areas:

* Technical and Industrial
* Nursing &Allied Health Sciences
* Public Services
* Business and Computers
* General Education
* Adult Education
* Economic Development

Vice President for Academic Affairs

Registrar or Asst. Registrar

Director of Financial Aid

Dean of the Library

Academic Deans

Coordinate of Information Technology

Members of the Council are selected based on position, or by nomination from his/her supervisor. Faculty members serve on the Council for a term of two years.

**Agendas**

Columbus Technical College (CTC) faculty and staff through their representative can bring items including policy and procedure issues to the agenda. Agendas are established by the chair based on input from Council members and CTC faculty and staff. Minutes of the meetings will be recorded by the Administrative Assistant to the Vice President for Academic Affairs. Minutes of the Academic Council meetings supporting documents will be posted on the CTC intranet following approval at the next meeting.

**Meeting Schedule**

Regular meetings of the Academic Council will be set at the beginning of each semester. The chair may call additional meetings of the Academic Council as necessary.

Approved: LBoD: 2-14

Responsible: Vice President Academic Affairs

Review Date: 2016