

**Educational Advisory Council (EAC) Degrees and Certificates (D/C) Chair Duties and Procedures:**

- Attend all EAC Leadership meetings:
  - EAC regularly scheduled meetings (monthly)
  - EAC Leaders' planning meetings the week before each EAC meeting (monthly)
  - EAC Leaders' meetings with the Deans of Instruction (DOI) immediately prior to each EAC meeting (monthly)
  - EAC Leaders' meetings with the District President and Vice-President of Academic and Student Affairs (VPASA) (monthly)
  - EAC Leaders' retreat in June (one day)
  - EAC Leaders' retreat in September (one-half day)
  - EAC retreat in September (one-half day)
  - Attend at least one PCC Board meeting per year
- Be familiar with and consult EAC by-laws.
- Degree/Certificate Meetings
  - Establish monthly meeting dates and times in consultation with EAC Chair, Curriculum Chair, and Curriculum Office
  - Establish catalog deadline dates and times in consultation with EAC Chair, Curriculum Chair, and Curriculum Office
  - Chair monthly meetings
  - Coordinate monthly meeting agenda with Curriculum Office administration and staff
  - Review and revise monthly meeting minutes before posting
  - Keep members posted on agenda status
  - Assist meeting guests in meeting preparation; this could include but is not limited to discussing agenda items over the phone or in-person, reviewing data for presentation, etc.
  - Prepare a written monthly report of the EAC meeting that outlines recommendations and provides an overview of other information and discussion items from the monthly meeting
  - Prepare and present a written report to the district president of all recommendations that have been brought before the EAC with their status of recommended or not outlined
- Northwest Commission on Colleges and Universities (NWCCU) Accreditation
  - Provide feedback and input into PCC's Accreditation report sections that directly pertain to the D/C oversight areas
- Catalog and Academic Handbook
  - Check for consistent language between catalog and Academic Handbook
  - Provide leadership when revising Academic Handbook sections that are in the D/C oversight

**Particular Monthly Duties:**

- September
  - D/C Retreat – Plan agenda and chair retreat

**Compensation:**

- Compensation is held within the contractual limitations for release time and has generally been 25% release time.