

## **EAC Leadership Team Responsibilities**

### **Chair Duties and Procedures**

#### **Meetings:**

- EAC General meeting (monthly)
- EAC leaders meeting (monthly)
- EAC leaders/Deans of Instruction (DOI) meeting (monthly)
- EAC leaders meeting with Vice President of Academic and Student Affairs (VPASA) (monthly)
- EAC leaders meeting with District President and VPASA (monthly)
- EAC leaders--PCC Board (once a term)
- EAC Chair meeting with VPASA (monthly)
- EAC Chair meeting with district president (once a term)
- Budget/Planning Advisory Council (monthly)
- Meetings with taskforce chairs (as necessary)
- Meetings with individual standing committee chairs (as necessary)
- Meetings with campus presidents (once a year)
- Meetings with federation leadership (once a term)
- Meetings with student leaders (as necessary)
- Meetings with various other stakeholders regarding curriculum ideas, possible taskforces, leadership advice, etc.
- Brief presentations at New Faculty Institute and SAC Chair meeting regarding EAC's function in the college and appropriate news (once a year)
- EAC Leaders Retreat (yearly—June)
- EAC General Retreat (yearly in September)
- EAC Leaders half-day planning meeting (early September)

#### **Duties:**

- Prepare agenda for EAC meetings: coordinate with standing committee and taskforce chairs
- Coordinate (with administrative assistant) EAC meeting schedule and locations
- Chair EAC Meetings
- Post agenda and communicate priorities to EAC members one week before scheduled meetings
- Field individual questions from EAC members and members of the college community
- Communicate to college community regarding EAC agenda and highlights
- Prepare agenda for EAC leaders/DOI meeting (with designated DOI)
- Prepare agenda for EAC leaders meeting
- Prepare agenda items for meetings with EAC leaders and VPASA/district president as well as meetings with EAC chair and VPASA/district president
- Edit and post EAC meeting minutes
- Communicate with college community about EAC meeting highlights
- Coordinate taskforce organization and composition
- Organize (with EAC leaders) EAC retreats (agenda, location, food, etc)
- Organize EAC leaders retreat (agenda, etc.)
- Prepare agenda for EAC leaders half-day meeting (early September)

- Organize summer meetings with stakeholders where appropriate and necessary
- Maintain EAC website
- Post recommendations approved by the EAC and district president on the EAC website
- Coordinate with standing committee chairs about website content (general pages and standing committee)
- Welcome new EAC members
- Maintain EAC MyPCC channel (updating highlights and date/location of meetings)
- In addition to the formal meetings, communicate regularly with standing committee chairs as needed
- Ensure leadership succession planning for EAC chair and standing committee chair positions

### **Compensation**

- Compensation is held within the contractual limitations for release time and has generally been 50% release time.

### **Curriculum 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.
- Curriculum Meetings
  - Establish monthly meeting dates in consultation with the Curriculum Office, EAC Degrees and Certificates (D/C) Chair and EAC Chair
  - Chair Curriculum Committee meetings
  - Work with the Curriculum Office to help prepare SAC Chairs who are bringing items through the Committee
  - Maintain contact with SAC Chairs and occasionally help them with curriculum issues
  - Coordinate monthly meeting agenda with the Curriculum Office
  - Keep members posted on the agenda status
  - Review minutes of monthly meetings before posting
  - Review and sign each item submitted at monthly meetings with recommendations and then forward to Deans of Instruction for their review
  - Consult and work with the Curriculum Office regarding catalog deadlines
  - Review and maintain EAC Curriculum Committee membership by selecting members when needed
  - Authorize experimental courses to be taught a third time using discretion
  - As needed facilitate communication with faculty regarding statewide curriculum changes, e.g. changes to general education, cultural literacy.
  - Communicate regularly with former and current chairs of the curriculum and degrees and certificates committees and the curriculum office regarding issues, policies and practices.

### **Particular Monthly Duties**

- September
  - Chair EAC Curriculum Committee Retreat and plan agenda

### **Compensation**

- Compensation is held within the contractual limitations for release time and has generally been 33% release time.

### **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.

### **Student Development Committee (SDC) 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 Bylaws.
- Student Development meetings
  - Chair the SDC meeting monthly
  - Joint meeting with SDC Leaders and Deans of Instructions, often monthly
  - Attend a Deans of Student Development (DOSS) meeting, monthly
- Specific duties
  - Monthly SDC meetings
    - Prepare and distribute the monthly agenda
    - Provide for minutes and disburse to members; post minutes and SDC reports on the web page
    - Keep membership list current and on file with the Chair of the EAC Membership committee
    - Arrange presentations on relevant topics
    - Report on issues from EAC, DOIs, and non-confidential information from various EAC-related meetings
    - Recruit members to represent a variety of student development areas
    - Work with student leaders and/or Student Leadership Coordinators to hear about student issues;
  - Communicate with other PCC departments and help to problem solve student development issues.

### **Monthly Duties**

- September
  - Call and lead the SDC retreat

### **Compensation**

- Compensation is held within the contract limitations for release time and has generally been the practice of obtaining substitutes for time spent in EAC duties up to 24 hours per month.

## **Academic Standards and Practices (ASAP) 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
- EAC ASAP Committee
  - Establish monthly meeting dates for the ASAP Committee in consultation with the EAC Chair, the Dean of Enrollment Services, the Registrar, and the ASAP Committee members.
  - Create and distribute agendas in advance of each ASAP meeting.
  - Compose and distribute minutes for each ASAP meeting.
  - Prepare a report for each EAC meeting that outlines the recommendations from the ASAP Committee and that provides an overview of other information and discussion items from recent ASAP meetings.
  - Prepare and present a report to the District President of all the recommendations that have been brought before the EAC.
- **Compensation:**
  - Compensation is held within the contractual limitations for release time and has generally been 25% release time.

### **Membership 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
- Appoint members to the EAC Membership Committee pending approval of the EAC.
- Keep charge of the EAC membership in conjunction with others of the EAC Membership Committee:
  - When someone is recommended by the committee, whether new or a replacement, send the list to the EAC Chair as an agenda item, and to the person who is taking the minutes.
  - When approved by the EAC, bring before the district president for a signature, if possible at a regularly scheduled meeting (if this is not possible, you may leave it for a signature with his administrative assistant).
  - When the signature is secured, give the list to the district president's administrative assistant so she can send each person a formal letter of welcome to membership.
  - Also send the list to the EAC Chair for addition to the email list, and to the person who takes minutes, again, this time for nameplates. Voting members should have a rectangle around their names.
  - Send the new members the list of duties.
  - Send updates to the Curriculum Office (currently Stacey Timmins, stimmins@pcc.edu) who will post to the website.
  - Keep track of members' attendance at meetings.
  - Keep charts of members updated – one to show membership; the other to show distribution.
- Be familiar with and consult EAC By-laws
- Provide guidance on meeting procedures based on Dorothy Zimmerman's *Roberts Rules in Plain English*.

### **Membership Chair Duties by month:**

- September
  - EAC Leaders retreat and EAC retreat
  - Send forward the new students' names (if it hasn't been done already in June) and the committee members' names.
- October
  - Bring standing committee members' names to the EAC for approval.
- January/February
  - Send targeted messages to the PCC community asking for EAC volunteers for the next academic year, depending upon the vacancies that are open.

- Send message to mail-users asking for nominations for EAC Chair and place an item on the February agenda to ask for further nominations.
- March
  - Meet with EAC Membership Committee to determine which names to send forward based on a spread of diverse representation among campuses and disciplines.
  - Introduce nominees for the EAC Chair and provide an opportunity to make a statement regarding their qualifications
- April
  - Bring names before the EAC as nominations for EAC membership.
  - Run the election in the April EAC meeting for EAC Chair
- May
  - Bring nominated members' names to the District President for approval and then follow the process above
  - Remind standing committee chairs that next September they will need to have a list of their members to present to the EAC. Suggest names to them from EAC applicants who were not able to become members this year. The standing committee chairs appoint them with EAC approval.
  - Obtain the names of students who have agreed to serve on the EAC from the Student Leadership Coordinator for recommendation in September.

**Compensation:**

- Compensation is held within the contractual limitations for release time and has generally been 10% release time.

**Suggestions on how to find various members:**

**Vice President of Academic and Student Affairs** is permanent

**Deans of Instruction:** do not need to be recruited nor is there a term of office. There will be one from each campus.

**Campus President** (rotate among campuses): consult the Vice-President of Academic and Student Affairs

**Dean of Student Development** (three-year term): Will rotate among campuses. Consult with the outgoing dean and/or consult with the EAC Chair.

**Division Deans:** (three year term, renewable once): One from each campus – usually recommended by Deans of Instruction.

**Enrollment Services:** is permanent

**Students:** Check with the Student Leadership Coordinator. There should be one student representative from each campus. Check with the coordinators rather than the students as to whether they want to renew.

**Student Leadership Coordinator** (three-year term): Rotates between campuses.

**Full-time Faculty** (three-year term, renewable once): Send email to Department Chairs/Division Deans/SAC Chairs/FTFaculty lists for nominations.

**Part-Time Faculty** (up to three-year term, renewable once): Send email to Department Chairs/Division Deans/Part-timers for nominations of ----- status. Strive for one from each campus; part-timers may be paid at the college projects rate for attendance.

**Academic Professionals** (three year, renewable once): One from each campus - three

**Classified** (three-year term, renewable once): Two – from different campuses

**EAC Chair** (one-year term, renewable four more times): Must be a full-time continuous appointment faculty member, but not necessarily an EAC member.

**EAC standing committee chairs (one year terms, renewable):** These are appointed by the EAC Chair.

**EAC Committee Members** (no term limits): Send suggestions to the standing committee chairs in May or June in anticipation of the following year. Ask to have their names by September.