

Educational Advisory Council (EAC) 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.