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**Approval:** District President

**Responsibility:** Vice President for Academic and Student Affairs

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**Prior Versions:** Yes

## **Educational Advisory Council By-Laws**

### **I. Name**

Educational Advisory Council (EAC)

### **II. Object of the Organization**

#### **A. Mission**

As a critical component of Portland Community College's governing structure, work with the college community to explore and examine issues concerning the educational experience at PCC and to create and recommend district-wide guidelines, standards, and practices.

#### **B. Goals**

- 1.** Provide opportunities for exchanging views regarding educational issues at PCC, whether initiated by students, faculty, staff, or administration. Create and propose guidelines, standards, and practices responsive to these issues in light of the input offered and recommend changes, revisions, and additions to curriculum, degrees, and certificates.
- 2.** Facilitate open and honest communication regarding educational guidelines, standards and practices to all of those affected.
- 3.** Provide an open forum for all voices within the instructional and student development communities.

4. Advance discussion of administrative decisions affecting the educational experience.

### **C. Objectives**

1. Craft and revise guidelines, standards, and practices that pertain to academic, curricular, student development, and student governance issues.
2. Review recommendations about curriculum, degrees, certificates, standards, and practices from the standing and ad hoc committees.
3. Make recommendations about curriculum, degrees, certificates, standards, and practices to the district president.
4. Periodically review existing guidelines, standards, and practices in order to anticipate and respond to the changing needs of the PCC community.

## **III. Membership**

- A. Membership shall include students, administrators, staff and faculty drawn from the subject areas, programs, and locations of the college. The resulting membership shall be broad and representative in composition. Faculty shall constitute a voting majority of the EAC members.

### **1. Voting Members**

- a. Students: One student from each of the campuses on which there is a recognized student leadership program.
- b. Administrators: The Deans of Instruction from each of the campuses, a Dean of Student Development from one of the campuses, the Dean of Student Affairs, and a Division Dean from three of the campuses.
- c. Continuous Appointment Faculty: Up to 25 members broadly representative of instructional areas, support services, and campuses. Exceptions to continuous appointment status may be recommended by the EAC Membership Committee.
- d. Part-Time or One-Year Temporary Faculty: Up to five members, each eligible for assignment rights, striving for one member from each campus.
- e. Three Academic Professionals; at least one from Advising.
- f. Two classified employees.
- g. One Student Leadership Coordinator.

### **2. Non-voting Members**

- a. The Vice President for Academic and Student Affairs, an ex-officio member, shall serve as the EAC's resource person and shall be responsible for publication and distribution of agendas, minutes and other official documents.

- b. A Campus President, rotating among the campuses.
- c. The Deans of Instruction from contracting colleges.
- d. The current EAC Chair (except in the case of a tie vote, when the EAC Chair may cast a deciding vote).
- e. The past EAC Chair.
- f. Standing committee chairs who are not appointed members of the EAC.
- g. Dean of Academic Affairs

**B. Terms of membership**

1. Term lengths shall be as follows:
  - a. Student Leadership Coordinator – three years
  - b. Students – up to three years
  - c. Deans of Instruction – continuous
  - d. Division Deans – three years
  - e. Dean of Student Development – three years
  - f. Dean of Student Affairs – continuous
  - g. Continuous appointment faculty – three years
  - h. Academic Professionals – three years
  - i. Part-time or one-year temporary faculty – up to three years
  - j. Classified Staff – three years
  - k. Vice-President of Academic and Student Affairs – continuous
  - l. Campus President – three years
  - m. Deans of Instruction from contracting colleges – continuous
  - n. Dean of Academic Affairs – continuous
  - o. Past EAC Chair – one year (immediately following term of office)
2. Terms shall begin on July 1 of each year.
3. Length of service for voting members shall not exceed two consecutive terms. Members who have completed two consecutive terms may rejoin the EAC following a break of at least one year.
4. If a member resigns, leaving less than six months to be served, the position may be left vacant for the remainder of the year.
5. Council members must inform the EAC Chair prior to absences; no proxies shall be allowed. For members serving a term, multiple absences could result in replacement on the EAC.

6. As members are needed, the Membership Committee shall contact members of the PCC community (faculty, SAC chairs, ASPCC, or the appropriate administrator) and shall do initial screening as requested by the EAC Chair. Appointments shall be made by the District President from a list of nominees approved by the EAC.

#### **IV. Meetings**

- A. Meetings shall be held at least once a month during the academic year.
- B. Meeting locations shall rotate among the campuses.
- C. Meetings shall be open to the public. Attendees wishing to address the EAC shall sign in at the beginning of the meeting.
- D. More than fifty percent (50%) of the voting members shall constitute a quorum. The EAC may continue business in the absence of a quorum unless a member calls for a quorum.

#### **V. Standing Rules**

- A. The EAC Chair and the chairs of the standing committees should meet monthly during the academic year with the district president.
- B. Meetings shall be conducted by Robert's Rules of Order as interpreted by *Robert's Rules in Plain English* by Doris P. Zimmerman.
- C. Order of Business: The agenda shall be developed by the Chair with input from members of the EAC, standing committee chairs, and/or members of the college community.
  1. Agendas for an EAC meeting shall be distributed to the college community prior to the meeting.
  2. Minutes of an EAC meeting shall be distributed to the college community within fourteen days following the meeting.

#### **VI. EAC Chair Election**

- A. The EAC Chair must be a continuous appointment full-time faculty member whose length of service shall not exceed five consecutive years.
- B. In February of each year, the Membership Committee shall issue an invitation for EAC Chair nominations to the college community via email.
- C. At the EAC meeting in March, the nominees for EAC Chair shall be introduced by the Membership Committee and provided an opportunity to make a statement regarding their qualifications.
- D. At the EAC meeting in April, voting members of the EAC shall elect the EAC Chair for the following academic year.
- E. If a voting member is elected EAC Chair, s/he must give up his/her voting membership.

## **VII. Standing Committee Guidelines**

### **A. Standing Committees**

1. **EAC Academic Policies and Standards Committee:** The committee's primary responsibility is to review and develop the academic policies and standards of the college and to recommend them to the EAC.
2. **EAC Curriculum Committee:** The committee's primary responsibility is to oversee the academic integrity of the college's courses. The committee reviews—and makes recommendations regarding—new courses, revisions to existing courses, general education issues, transfer eligibility, cultural diversity designation, and embedded related instruction. The voting membership is comprised entirely of faculty. New course and course revision requests submitted to the Curriculum Office are reviewed by the committee, recommended to the administration when the requests are approved, and reported to the EAC.
3. **EAC Degrees and Certificates Committee:** The committee's primary responsibility is to oversee the academic and program integrity of the college's degrees and certificates, including compliance with degree requirements mandated by the Northwest Commission on Colleges and Universities, the state system of higher education, and policies particular to PCC. The committee makes recommendations to the EAC on issues relating to general education, basic competencies and course distributions as they impact degree, certificate, and course requirements. The committee oversees the college's residency and degree completion requirements and makes recommendations to the EAC on requests for exceptions to approved policies where feasible.
4. **EAC Membership Committee:** The committee's primary responsibility is to recommend EAC members and any replacements needed. The Membership Committee also holds yearly elections for the EAC Chair.
5. **EAC Student Development Committee:** The committee's primary responsibility is to review and recommend policies which affect the academic life of students, review and revise the Student Rights and Responsibilities Handbook, review and propose improvements to student service areas and procedures, and make recommendations to the EAC.

- B. Standing committee chairs shall be appointed by the EAC Chair and, with EAC approval, serve one year, renewable. Standing committee chairs comprise the EAC Leadership Team and attend regular meetings with the EAC Chair, the District President, the Vice President for Academic and Student Affairs (VPASA), the Deans of Instruction, and with others as needed. Compensation is determined in collaboration with the VPASA and may consist of course releases, time releases, or stipends. The VPASA consults with employees' supervisors to ensure appropriate coverage is possible in accordance with accreditation standards related to mission and core themes.**

- C. Standing committee members shall be appointed by the committee chair, with approval of the EAC. As much as possible, committee membership shall be broadly representative of different subject areas, programs, and locations of the college.
- D. Standing committees may continue business in the absence of a quorum unless a member calls for a quorum.

### **VIII. Task Forces**

#### **A. Purpose**

1. When an issue being considered by the EAC needs additional research before the body can reach a decision, the EAC Chair may form a special Task Force by appointing a Task Force Chair (or Chairs).
2. The particular question assigned to the task force shall be specified by the EAC Chair in consultation with the EAC Leaders who shall take into consideration the connection of the particular issue to the overall decision-making structure at PCC.

#### **B. Responsibility**

It shall be the responsibility of a Task Force to:

1. Research the question.
2. Share the status of its research with the EAC at each of its monthly meetings.
3. Update the EAC Chair between the monthly EAC meetings and to inform the Chair of any issues that may be presenting obstacles.
4. Conclude its research within a time frame as specified by the EAC Chair.
5. Bring recommendations to the EAC and include the advantages and disadvantages of each recommendation.

#### **C. Membership**

1. Membership on a Task Force shall be determined by the Task Force Chair(s) in consultation with the EAC Leaders.
2. Membership shall be representative of the groups who have a vested interest in the issue under discussion, and the membership needs to remain representative of these interests for the duration of the Task Force.