



Instructional Council Bylaws

NAME

Instructional Council of Lower Columbia College

AUTHORITY

The Instructional Council is a standing committee of the department of Instruction.

MISSION STATEMENT

Review and inform policy on instructional issues by providing meaningful input.

1. Serve as a resource to instructional departments regarding Instructional Council processes, activities, recommendations, discussions and decisions.
2. Facilitate, monitor, and coordinate communication exchange with various committees, task forces, and groups that are a part of Instruction.
3. Systematic Review of instructional policies, procedures & committees.
4. Provide input and take action as needed regarding college priorities
5. Review data relevant to program & instructional activities
 - a. Monitoring reports
 - b. Program reviews
 - c. Other

MEMBERSHIP

The Instructional Council shall consist of:

Voting Members:

1. The Vice President of Instruction.
2. The department chair of each instructional department.
3. All instructional deans and directors who are responsible for supervising faculty.
4. A student representative appointed by the student government.

Non-Voting Members

1. Vice President of Student Services
2. Director of eLearning
3. Director of Instructional Operations
4. Faculty Union President
5. Recorder

CHAIRPERSON

1. The Vice President of Instruction chairs the committee.

DUTIES OF VICE PRESIDENT OF INSTRUCTION

1. Convene and chair the meetings of the Council.
2. Prepare and distribute the agenda for the meetings after input from department chairs and deans on agenda items.
3. Forward Council recommendations as appropriate.

RULES OF PROCEDURE

1. *The Standard Code of Parliamentary Procedure, 4th ed.* by Alice Sturgis governs parliamentary procedure.
2. Additional Lower Columbia College established rules and procedures as applicable.
3. The term of membership for department chairs is for three academic years.
4. The term of membership for the student is one academic year.
5. The academic year is fall, winter and spring quarters.

VOTING

1. All voting members of the Council receive one vote.
2. A quorum consists of 51 percent of the members.
3. For voting, a simple majority of the members present is required to take an action.
4. The Council shall vote on all items requiring action.

MEETINGS

1. Council meets at least monthly during the fall, winter and spring academic quarters. No meetings are called during summer quarter.
2. The Vice President conducts the meetings. In the Vice President's absence a dean will be designated to chair the meeting.

RECORDER

1. Designated by the Vice President of Instruction.
2. Publishes the approved agenda before the meeting.
3. Notifies members of meeting dates and arranges meeting place.
4. Takes minutes during the meeting.
5. Posts the minutes on the Instructional Council website.

RECORDS

The Recorder for the Instructional Council:

1. Maintains the records of all meetings.
2. Posts the minutes on the college internal website.
3. Keeps the minutes of the Instructional Council for five years.
4. Maintains the permanent committee archive file.

Authority: Instructional Council

Reviewed/Approved: Dec 6, 2024

Instructional Council Bylaws 12/24

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