



Composition

The Academic Affairs Council is management body composed of all academic deans, administrative confidential staff, faculty chairs, and other NVC personnel who report to the Vice President of Academic Affairs (VPAA) or have programs or positions directly related to the operation of instructional departments and programs. The composition and charter of the Council is determined by the VPAA.

Role

The primary roles of the Academic Affairs Council are to advise the VPAA on all matters related to the delivery and support of instruction, to facilitate communication among divisions on operational matters affecting instruction, and to serve as an important voice for academic interests in management discussions and decisions. The Academic Affairs Council is an advisory staff meeting rather than a college governance or decision-making body.

Process

The Council operates according to basic rules of order pertaining to agendas, minutes, and meetings and develops recommendations and positions through consensus rather than voting procedures. All members of the Council participate fully and equally in all discussions.

Agendas are developed by the Vice President of Academic Affairs, with input from members of the Council. Agendas and meeting minutes are publicly available on the Office of Academic Affairs website.

Responsibilities

The specific responsibilities of the Academic Affairs Council include:

- Facilitate communication on instructional matters among academic divisions, departments, and programs.
- Providing advice and direction to the VPAA on matters related to instructional policies and procedures, administrative procedures, institutional technology, instructional facilities, and general management and operational issues within the academic affairs area and academic affairs as a whole.
- Discuss and develop recommendations for the VPAA on full-time faculty hiring, institutional and unit planning, and budget priorities for the academic affairs area.
- Discuss and articulate positions and recommendations on institutional matters through the VPAA to Cabinet, Council of Presidents, Planning and Budget, and other major college committees on behalf of the academic affairs area.
- Provide input and direction for the planning and implementation of professional development activities and processes for the academic affairs area.
- Review scheduling, enrollment, and student success data to develop recommendations for enrollment management and scheduling processes and planning.
- Review and discuss changes to federal and state regulations, policies, or processes related to the academic affairs area and develop recommendations for implementation.