COLLEGE ADVISORY COUNCILS

PREAMBLE
Throughout its history, the administration of Essex County College has emphasized the need for the college-wide participation of faculty, staff, administrators and students in formulating recommendations regarding important issues affecting the College. Bringing a broad range of subject area expertise together in given forums is crucial in objectively studying, discussing, and making recommendations regarding issues as varied as academic policies, courses and curricula, academic standards, program assessment, remedial (developmental) education, computing, and faculty and staff development.

The councils will be comprised of appointed members who have been chosen for their: (1) expertise in the matters set before them; (2) commitment to increasing the effectiveness and efficiency of college operations; (3) commitment to students; and (4) ability to work to resolve issues and concerns in a timely, fair, and impartial manner.

Each council will follow the same protocol in researching issues, discussing findings and implications, and making written recommendations to the Deans’ Council. Final decisions in all such matters shall rest with the President’s Cabinet.

TERMS AND DEFINITIONS

Chairpersons
The chairpersons of college advisory councils shall be appointed by the Executive Vice-President/Provost.

Membership
All college personnel will be given the opportunity to volunteer their services by serving on college advisory councils. Appointment/selection of volunteers will be based on their interest, expertise and commitment.

Terms of Office/Service
The term of membership shall be for a two (2) year period beginning September 1 until August 31 of the second year.

Attendance
Council members are expected to attend all scheduled meetings. In the event of an anticipated extended absence, the council chairperson must be notified so that a replacement can be appointed by the Executive Vice-President/Provost.

By-Laws
Chairpersons of each college advisory council will convene and collectively develop by-laws for approval by Deans Council. Any amendments to the by-laws will be submitted to Deans Council for approval.
I. ACADEMIC ADVISORY COUNCIL (AAC)

CHAIRPERSON: PATRICE DAVIS JD

VICE-CHAIR: ROBERT SPELLMAN PH.D

A. Membership

The Chairperson and all members of the Academic Advisory Council will be appointed by the Executive Vice-President/Provost:

Members

- Chairperson of Academic Advisory Council
- Three (3) faculty members
- Two (2) administration representatives
- One (1) student representative
- One (1) representative from Continuing Education
- Divisional Chairpersons (7)
- One (1) representative from West Essex
- President (ex-officio)
- Vice-President/Provost (ex-officio)
- Director of Institutional Research (ex-officio)
- Dean(s) (ex-officio)

B. Function and Scope of the Academic Advisory Council

The Academic Advisory Council will make recommendations to Deans Council concerning the policies, operations, and management of the academic life of the College.

II. COLLEGE CURRICULUM ADVISORY COUNCIL (CCAC)

CHAIRPERSON: PROF. BARBARA POGUE

A. Membership

The Chairperson and all members of the College Curriculum Advisory Council will be appointed by the Executive Vice-President/Provost and shall consist of the following:

Members

- Chairperson of College Curriculum Advisory Council
- A faculty representative from each of the following areas:
  - Humanities
  - Mathematics and Physics
  - Engineering Tech. & Comp. Sciences
  - Business
  - Biology & Chemistry
B. **Function and Scope of the College Curriculum Advisory Council**

The College Curriculum Advisory Council has as its primary function to review and make recommendations to the Dean of Faculty regarding:

1. Changes in existing courses
2. Changes in existing degree programs and certificates
3. New options to degree programs
4. New degree programs and certificates
5. New courses
6. Deactivations of courses and programs from all academic departments within the college
7. Changes in General Education requirements

III. **STANDARDS AND ASSESSMENT ADVISORY COUNCIL (SAAC)**

**CHAIRPERSON: SUSAN GAULDEN PH.D**

A. **Membership**

The Chairperson and all members of the Standards and Assessment Advisory Council will be appointed by the Executive Vice-President/Provost and consist of the following:

Members

- Chairperson of Standards and Assessment Advisory Council
- Divisional Chairpersons (2)
- Faculty Members (3)
- Associate Director of Student Life & Activities
- Financial Aid representative
- Enrollment Services representative
- Learning Center representative
- Counseling/Library representative
- Student representative (1)
- Dean(s) or designee (ex-officio)
- Director of Institutional Research (ex-officio)
- Divisional Chairpersons (ex-officio)

B. **Function and Scope of the Academic Standards and Assessment Advisory**
The Standards and Assessment Advisory Council has as its primary function the review of issues pertaining to the upholding of academic standards at the college. The Council is responsible for making recommendations to the Deans Council concerning academic standards and assessment including the following:

1. Academic integrity
2. Attendance, class size, computer access, grading policy, level of academic performance expected
3. Facilitating the process of program assessment
4. Making recommendations for program modifications

IV. INSTITUTIONAL COMPUTING ADVISORY COUNCIL (ICAC)

CHAIRPERSON: PROF. RONALD BANNON

A. Membership

The Chairperson and all members of the Institutional Computing Advisory Council will be appointed by the Executive Vice President/Provost and shall consist of the following:

Members
- Chairperson of Institutional Computing Advisory Council
- Director of Information Technology
- Divisional Chairpersons (2)
- Faculty Members (3)
- Administration representative
- Library representative
- West Essex representative
- Student representative
- Enrollment Services representative
- Chairperson for the Center for Technology (ex-officio)
- Dean(s) (ex-officio)
- Director of MPT or designee (ex-officio)

B. Functions and Scope of the Institutional Computing Advisory Council

The Institutional Computing Advisory Council is responsible for making recommendations to Deans Council concerning the following:

1. Policies and procedures which affect the use of technology for instructional purposes and distance education
2. The use of computer laboratories, use of computers by faculty
3. Establishment of purchase and upgrade priorities.

V. PROFESSIONAL DEVELOPMENT ADVISORY COUNCIL (PDAC)

CHAIRPERSON: RACHEL PERNIA

A. Membership
The Chairperson and all members of the Professional Development Advisory Council will be appointed by the Executive Vice-President/Provost and shall consist of the following:

Members

- Chairperson of Faculty Professional Development Advisory Council
- Divisional Chairpersons (2)
- Faculty Members (4)
- Representatives from Fraternal Order of Police (1)
- Representatives from West Essex (2)
- Representative from Security (1)
- Administration representative (1)
- Counseling/Library representative (1)
- Presidential appointee
- Dean(s) or designee (ex-officio)
- Director of Human Resources or designee (ex-officio)
- Divisional Chairpersons Representative (ex-officio)

B. Function and Scope of the Professional Development Advisory Council

The Professional Development Advisory Council is responsible for the professional development of college personnel.

VI. ACADEMIC FOUNDATIONS ADVISORY COUNCIL (AFAC)

CHAIRPERSON: PROF. RICHARD BOGART

A. Membership

The Chairperson and all members of the Academic Foundations Advisory Council will be appointed by the Executive Vice-President/Provost and shall consist of the following:

Members

- Chairperson of the Academic Foundations Advisory Council
- English Faculty (2)
- Math Faculty (3)
- Reading Faculty (1)
- Bilingual Faculty (1)
- Counselor (1)
- Divisional Chairpersons (2 – Math/Humanities)
- Director of Learning Center
- Director of Adult Learning Center
- Director of Institutional Research
- Student representative (1)
- Representative from Information Technology
- Representative from Enrollment Services
- Dean(s) or designee (ex-officio)

B. **Function and Scope of the Academic Foundations Advisory Council**

The Academic Foundations Advisory Council will advise the Deans Council on all matters relating to developmental education including:

1. Placement Testing
2. Outcomes/Assessment
3. Instructional Strategies
4. Technology
5. Academic Support Services
6. Faculty Support