

Academic Affairs Advisory Group (AAAG) Bylaws

Description:

The Academic Affairs Advisory Group (AAAG) is one of three College Council advisory groups under the current administrative organization – Academic Affairs, Administrative Services, and Student Services.

Charge:

AAAG provides a forum for communication among its membership about campus issues of common interest. Members are charged with representing the interests of their constituency at AAAG and with communicating back to their constituency the discussions and decisions of AAAG.

- AAAG makes recommendations for action to College Council on issues of policy (including Board Policy), planning, and resource allocation.
- AAAG makes recommendations to the Vice President for Academic Affairs on operational issues.

Membership:

Academic Affairs Vice-President, Chair
All Division Chairs (i.e., Business and Technology, Counseling, Creative Arts, Humanities, Library, Life Science, Physical Education, Physical Science, and Social Science)
Dean of Instructional Planning
Dean of Instruction
Associate Dean of Instructional Technology and Development
Director of Nursing
1 Representative of Student Services instructional faculty
Director of Information Systems
Director, Public Safety Training Center
1 student representative
1 MPCEA representative
1 MS (Management and Supervisors) representative

The Academic Affairs Vice President and the Director of Information Systems are non-voting members of AAAG.

Member Roles and Responsibilities

- Attend and fully participate in advisory group meetings
- Be knowledgeable of current Academic Affairs policies and procedures
- Communicate information and assist division members they represent regarding matters discussed at advisory group meetings
- Serve on subcommittees as needed

Meetings:

Meetings are normally scheduled monthly on the first and third Wednesday of each semester. Additional meetings may be called by the chair as necessary. All meetings are open to anyone wishing to attend.

Quorum

A quorum shall consist of fifty percent plus one of the voting membership of the advisory group.

Procedures

- Agendas will be established by the chair with input from members of the advisory group. The agendas will be distributed to the membership prior to each meeting in accordance with applicable regulations.
- Each agenda will consist of approval of notes from previous meetings, action items, information items, and reports from various groups on campus
- The administrative assistant to the Vice President of Academic Affairs will take notes at each meeting. The notes will include all actions taken and make note of all significant discussions. These notes will be posted after each meeting on the Academic Affairs website once approved.
- No action will be taken on any information item. If there is a need for action on any information item, it will be agendaized for a subsequent meeting as an action item.
- Action items regarding recommendations on board policies and to College Council normally require two readings. However, with the approval of a majority of the voting members present, a second reading can be waived.
- Action items may be approved, denied or tabled for future consideration on a majority vote of the voting members present at a meeting where at least the minimum quorum of members is in attendance.
- Proxy voting is allowed with prior notification of the chair