

BY-LAWS OF THE ACADEMIC COUNCIL

Revised May 2011

PREAMBLE:

These by-laws are established in accordance with the Constitution of the Academic Council as revised by the Academic Council on May 3, 2011

ARTICLE I: OFFICERS

Section 1: Nomination

- A Nomination Committee shall consist of three (3) members elected at a regular meeting and shall present a slate to the entire Membership at least three (3) weeks prior to the annual meetings. Additional nominations may be made from the floor at the time of the election.
- Additional nominations must be submitted to the recording secretary at least one (1) week before elections. The recording secretary shall then notify the membership regarding additional nominations.

Section 2: Election

- Officers shall be elected by the voting membership except for the parliamentarian, who is appointed by the President.
- Election shall be by secret ballot. A simple majority of the votes cast shall constitute an election.

Section 3: Term of Office

- The usual term of office shall be two (2) years, from June 1 until May 31 of the next election year.
- Vacancies in any office except Parliamentarian may be filled at any regular meeting by special election. Such elections shall require written notice of all members at least ten (10) days prior to the election. Office nominations shall be from the floor, and a simple majority of the votes cast shall constitute an election.

Section 4: Duties

4.1 President

The President of the Academic Council shall:

- Call and conduct meetings of the Academic Council.
- Set the agenda in consultation with the executive officers.
- Serve as ex-officio member, without vote, of all committees.
- Appoint the Parliamentarian.

- Perform the duties commonly associated with executive leadership, the jurisdiction and declared policies of the Academic Council.
- Be a tenured member of the full time teaching faculty.

4.2 Vice-President

The Vice-President of the Academic Council shall:

- Perform the duties of the President in case of the absence or incapacity of the President.
- Formulate, with the President and the Corresponding Secretary, the agenda of all meetings.

4.3 Corresponding Secretary

The Corresponding Secretary of the Academic Council shall:

- Conduct all necessary correspondence.
- Distribute the agenda of the regular and annual meetings at least three (3) days prior to the meetings.
- Distribute the meeting minutes to the regular membership, the ex-officio members, the student government organization, and the Board of Trustees.

4.4 Recording Secretary

The Recording Secretary of the Academic Council shall:

- Keep minutes of the meeting and other official records of the meetings.
- Keep official membership lists and accurate attendance records at the meetings.
- Keep accurate records of all votes and tallies.
- Be responsible for maintaining current information on the Academic Council Web Page.

4.5 Parliamentarian

The Parliamentarian of the Academic Council shall be appointed by the Academic Council President and shall:

- Assume responsibility for adherence to the rules and order and procedures for all meetings.
- Give consultative assistance upon request of committee members to clarify responsibilities and eliminate procedural problems and difficulties.

Section 5: Executive Committee

The Officers identified in the previous section and the immediate past President shall constitute the Executive Committee. For planning purposes, the President may at times include the chairpersons of standing committees at Executive Committee meetings.

ARTICLE II: MEETINGS

Section 1: Regular Meetings

At least two (2) regular meetings shall be held during the fall semester and at least two (2) in the spring semester.

Section 2: Annual Meetings

- The annual meeting shall take place at the end of the spring semester (in late April or early May).
- The election of officers and members of standing committees shall take place at the annual meeting.
- Election to standing committees is by Academic Council membership unless stated otherwise in by-law sections on committee membership.
- Written annual reports shall be received from all standing committees and ad hoc committees at the annual meeting.

Section 3: Special Meetings

- Special meetings may be called by the President or petition of one-third (1/3) of the voting membership.
- No business shall be conducted at a special meeting except the business stated in the call for the meeting. Written notice of a special meeting must be given to the membership at least 24 hours prior to the meeting, and notice shall be posted at the main entrance of each building of the College.

Section 4: Quorum

- Twenty-five percent (25%) of the regular membership shall constitute a quorum for voting purposes.

ARTICLE III: STANDING COMMITTEES

Section 1: Chairpersons

The chairperson of standing committees shall be chosen through committee elections.

Section 2: Terms of Office

The term of membership shall be for a two (2) year period, June 1 until May 31 of the next election year, except in these cases where membership in a standing committee is ex-officio.

Section 3: Attendance

If a member of any committee misses three (3) consecutive meetings membership will be forfeited and a new election will be held at the next regular Academic Council meeting.

Section 4: Academic Appeals Committee

4.1: Membership

The membership of the Academic Appeals Committee shall consist of the following:

- Thirteen (13) teaching faculty from the following areas:
 - two (2) ESL
 - two (2) Mathematics
 - two (2) Developmental faculty teaching any basic skills area
 - one (1) English
 - one (1) Humanities/Social Science/Education
 - one (1) Health Sciences
 - four (4) Faculty at large
- Three (3) administrators (one from each of these campuses: Passaic, Wanaque and the Main Campus) appointed by the Chief Academic Officer or the Chief Campus Administrator
- Three (3) student development specialists (one from each of these campuses: Passaic, Wanaque and the Main Campus) appointed by the Dean of Student Affairs
- One (1) representative from the student affairs area
- One (1) representative from the EOF/Trio Program(s)

4.2: Duties

To make recommendations to the Academic Council and to perform the following:

- Hold hearings concerning continuation or reinstatement for students on suspension for academic reasons.
- Hear and adjudicate grade appeals.
- Make recommendations concerning appeals resolution to the Chief Academic Officer.
- Review and make recommendations regarding policies and procedures as related to academic appeals to the Chief Academic Officer.

Section 5: Academic Standards Committee

5.1 Membership

The membership of the Academic Standards Committee shall consist of the following:

- Seven (7) teaching faculty, one (1) of whom shall teach in each of the following departments/areas:
 - o Health Sciences
 - o Business/CIS/OST
 - o Math/Science/Engineering Technologies
 - o Humanities/Social Sciences/Human Services /ASL/Education
 - o English
 - o English as a Second Language (ESL)
 - o One faculty member at large
- Chief academic officer or designee
- Registrar
- Chief student affairs officer
- One (1) counselor elected at large
- One (1) student appointed by the chief student affairs/development officer

5.2 Duties:

To review and recommend to the Academic Council matters relating to academic standards and academic quality including, but not limited to, the following:

- Grading system and practices.
- Attendance policy and practices.
- Admissions policy and practices.
- Requirements for graduation.
- College calendar.
- Academic integrity.
- Academic probation and dismissal.

Section 6: Advisement Committee

6.1 Membership

The membership of the Advisement Committee shall consist of the following:

- Director of the Center for Student Success (CSS)
- Eight (8) faculty members from the following areas:
 - o Allied Health
 - o Math, Science
 - o Humanities, Social Sciences, Human Services, ASL, Education
 - o English
 - o Business, CIS, Engineering
 - o English as a Second Language (ESL)
 - o Two (2) faculty members at large
- Three(3) Counselors
- Chief Academic Officer or Designee

- One (1) registrar or designee

6.2 Duties

To review, identify problems and recommend means for improvement in matters relating to Academic Advisement and its quality including, but not limited to, the following:

- Advisement policies and procedures.
- Advisement practices, in person, on-line, and other.
- Faculty advisor/counselor training.
- Academic requirements and regulations.
- Academic support services (career, transfer, etc).
- Resources and technology.
- Review assessment results.

Section 7: Assessment Committee

7.1 Membership

The membership of the Assessment Committee shall consist of the following:

- Chief academic officer or designee
- Chief research officer or designee
- Dean of Students or designee
- Administrative liaison from the administrative assessment group
- Eight (8) faculty members from the following areas:
 - o Allied Health
 - o Math, Science
 - o Humanities, Social Sciences, Human Services, ASL, Education
 - o English
 - o Business, CIS, Engineering
 - o English as a Second Language (ESL)
 - o Two (2) faculty members at large
- One (1) student representative selected by student governance

7.2 Duties

The duties of the Assessment Committee include, but are not necessarily limited to:

- review and make recommendations regarding assessment in the academic area, specifically:
 - o the assessment grids for academic departments and programs
 - o course assessment grids
 - o use of assessment results

- o assessment activities, including workshops and training
 - o assessment plans.
- disseminate information about assessment.
- periodically review and make recommendations regarding the Institutional Effectiveness Process (IEP).
- In conjunction with the Professional Development Committee, participate in training for assessment and dissemination of assessment results.
- serve as a liaison between
 - o the Planning and Emerging Issues Committee regarding college-wide assessment issues
 - o the administrative assessment group.

Section 8: College Writing Committee

8.1 Membership

The membership of the College Writing Committee shall consist of the following:

- Two (2) English faculty
- One (1) ESL faculty
- Three (3) faculty from other areas as follows:
 - o Math, Science, Engineering, CIS, Business
 - o Nursing, Allied Health, HIT
 - o Humanities, Education, Criminal Justice, Human Services, ASL
- One (1) faculty member at large
- Academic testing administrator
- Writing center professional appointed by the Chief Academic Officer

8.2 Duties:

The functions of this Academic Council committee will be to:

- Participate in CWE norming and grading sessions.
- Review and make recommendations for policies and procedures for the College Writing Exam.
- Develop and support writing initiatives encouraging writing in all disciplines.
- Research and make recommendations for appropriate facilities and programs that support student writing.
- Develop and design the CWE topics, including the topics in the major(s) in collaboration with academic departments.
- Develop rubric(s) and standards for the CWE.
- Serve as a resource for training faculty in improving the incorporation of writing into courses.
- Participate with the General Education Committee by sending a designee to the General Education Committee meetings.

Section 9: Curriculum Committee

9.1 Membership

The membership of the Curriculum Committee shall consist of the following:

- Seven (7) teaching faculty, one of whom shall teach in each of the following departments/areas:
 - Health Sciences
 - Business/CIS/ Engineering
 - Math/Science
 - Humanities/Social Sciences/Human Services /ASL/Education
 - English
 - English as a Second Language (ESL)
 - One (1) faculty member at large
- The chief continuing education administrator or designee
- Librarian
- Chief academic officer or designee
- One (1) counselor elected at large
- One (1) student appointed by the chief student affairs/development officer

9.2 Duties:

To make recommendations to the Academic Council regarding the following:

- General education and all curricular matters related to program requirements.
- Addition and deletion of all academic programs and courses.
- Addition and modifications of course titles, descriptions, and objectives.
- Changes in pre-requisite/co-requisites for courses.
- Adoption of articulation agreements for transfer with four year colleges and universities.
- Review offerings of the continuing education department.
- Participate with the General Education Committee by sending a designee to the General Education Committee meetings.

Section 10: Educational Technology Committee

10.1 Membership

The membership of the Educational Technology Committee shall consist of the following:

- Five (5) faculty teaching distance courses, one from each of the following areas:
 - Health Sciences
 - Business/CIS/ Engineering
 - Math/Science

- o Humanities/Social Sciences/Human Services /ASL/Education
- o English
- Three (3) faculty members elected at large
- Chief academic affairs officer or designee
- Director of Distance Learning
- One additional representative from the Instructional Technology area.
- Administrator in charge of the Learning Resource Center or designee
- Chief information technology officer or designee
- Coordinator of instructional technology
- One (1) student member with experience in an online or ITV course, selected by the President of the Student Government Association.

10.2 Duties:

The functions of the Educational Technology Committee will be to:

- Assist in the development of long-range plans for educational technology.
- Develop criteria for evaluating distance courses, programs and certificates.
- Make recommendations regarding consortia and contractual arrangements affecting distance education.
- Make recommendations regarding college services and technology affecting distance education courses.
- Develop guidelines and policies related to technology.
- Make recommendations about the integration of technology into the curriculum and the teaching/learning/assessment process.
- Assist in the selection, development and application of new technologies.
- Assist in the assessment and evaluation of educational technology.
- Make recommendations for training in technology to the Professional Development Committee.

Section 11: Faculty Review Committee

11.1 Membership

The membership of the Faculty Review Committee shall consist of the following:

- Nine (9) full-time tenured teaching faculty elected at large, excluding those holding the title of department chairperson and excluding the President of the Faculty Association. No more than two (2) faculty shall be elected from any academic department.
- One (1) college counselor elected at large who has served the college for at least five (5) years.

11.2 Duties:

The functions of this Academic Council committee will be to:

- Review and evaluate credentials and performance material of faculty, and make recommendations to the chief academic officer or designee concerning their renewal, non-renewal and tenure.
- Make recommendations regarding the criteria and process for the renewal, non-renewal and tenure of faculty.

Section 12: General Education Committee

12.1: Membership

The membership of the General Education Committee shall consist of the following:

- Faculty members from the following areas/disciplines:
 - one (1) English faculty member
 - one (1) Literature faculty member
 - one (1) Public Speaking faculty member
 - two (2) Mathematics faculty members
 - one (1) CIS faculty member
 - two (2) Social Science faculty members
 - one (1) Philosophy faculty member
 - one (1) History faculty member
 - one (1) Foreign language faculty member
 - one (1) Science faculty member
 - one (1) Aesthetics faculty member
 - one (1) faculty member at large appointed by the Chief Academic Officer
- Chief Academic Officer or designee
- Coordinator of Dual Enrollment and Academic Assessment
- Director of Distance Learning
- Chairperson of the Curriculum Committee or designee
- Chairperson of the Writing Committee or designee

12.2: Duties

The functions of this Academic Council committee will be to:

- Review and make recommendations to the Curriculum Committee on proposed additions and deletions to the PCCC general education course list.
- Review and make recommendations on general education policy changes based on state mandates.
- Coordinate assessment of the General Education Program.
- Assist in coordination of general education course assessment.
- Review the process and procedures for general education assessment.
- Make recommendations for the offering of writing intensive courses.

- Review and make recommendations regarding standards and assessment results for writing intensive courses.

Section 13: Judicial Affairs Committee

13.1 Membership

The membership of the Judicial Affairs Committee shall consist of the following:

- Chief student affairs officer or designee
- Five (5) faculty elected at large
- Two (2) counselors elected at large
- President of the student government organization or designee
- Two (2) students selected by the chief student affairs officer or designee

13.2 Duties

The functions of this Academic Council committee will be to:

- Make recommendations to the chief student affairs officer or designee with respect to specific discipline cases, including holding hearings.
- Develop and/or review procedures for addressing discipline cases and student grievances.
- Make recommendations to the Chief Student Affairs/Development Officer or designee with respect to academic integrity issues and cases, and hold hearings as may be warranted.
- Review and, if necessary, revise the Student Code of Conduct.

Section 14: Professional Development Committee

14.1 Membership

The membership of the Professional Development Committee shall consist of the following:

- Six (6) teaching faculty elected at large
- Chief academic officer or designee
- One (1) counselor elected at large
- One (1) administrator elected at large

14.2 Duties

To make recommendations to the Academic Council regarding the following:

- Review and recommend appropriate professional development activities and projects that meet the needs of the academic mission and strategic planning

- Work closely with the chief academic officer or designee in the planning and implementation of professional development activities
- Assess development activities and projects
- Develop long range plans for professional development and make recommendations to the Academic Council regarding these activities

Section 15: Student Life Committee

15.1 Membership

The membership of the Student Development Committee shall consist of the following:

- Dean of Student Affairs or designee
- Four (4) faculty:
 - two (2) elected at large
 - two (2) elected from club advisors
- Faculty adviser to the Student Government Association
- Enrollment management area designee
- Two (2) counselors elected at large
- President of the student government organization or designee
- Two (2) students selected by the chief student affairs officer or designee

15.2 Duties

The functions of this Academic Council committee will be to:

- Review and make recommendations concerning student government and student activities.
- Review and make recommendations about policies and procedures concerning student development.
- Review and make recommendations regarding the criteria for scholarships and selection for scholarship recipients.
- Review the budget of the student governance organization twice a year, and make recommendations regarding expenditures and programming.

Section 16: Ad hoc Committee(s)

Ad hoc committees(s) may be appointed by the President of the Academic Council for a specific period of time.

ARTICLE IV: AMENDMENTS

These By-laws may be amended by a majority vote of the membership provided the amendment is submitted to the membership in writing or e-mail at least [15] 10 class session days prior to the

regular meeting at which the vote is to be cast. Failing sufficient attendance, the by-laws may be amended by official mail ballot subsequent to such meeting