

## **Division Chairs' Council**

The Division Chairs' Council is responsible for advocating for, and insuring quality and coordination among the college's instructional units. It shall advise on administrative matters related to the delivery of instruction throughout the college.

### **Council Charge**

- 1) Provide a regular forum for collaboration and cooperation among academic divisions, career-technical divisions, and the library.
- 2) Maintain a forum where Division Chairs may share strategies and program information, and where they may collectively offer informed opinion on program development and operation.
- 3) Create a public channel of communication to keep Division Chairs informed of administrative decisions and to provide administration with a comprehensive view of instructional unit concerns and needs.
- 4) Provide a single point of contact for college units to reach and inform instructional units, facilitating effective access to these units on a regular schedule.

### **Council Membership**

Council membership shall include:

- Chairs of Business, Business Technology and Service, Education and Kinesiology, Humanities, Natural Science and Mathematics, Nursing and Health Sciences, Social Sciences, and Technical and Industrial division.
- Director of the Library (included in references to Division Chairs in this document).

### **Organization**

Division Chairs and the Library Director will serve one-semester terms on a rotating basis as Council Chair. The Chair will represent the Council to the Deans and the Provost, and coordinate and conduct the Council agenda as developed and approved by the membership.

### **Meetings**

Meetings will be scheduled twice per month, August through June, with additional meetings and/or a revised schedule determined at the pleasure of the Council.

The first meeting of the month will be an open meeting. Guests who wish to be on the agenda should contact the Council Chair at least two weeks prior to the meeting to request approval to be added to the agenda. The Council Chair will determine the meeting agenda. Deans will attend the open meetings as standing invited participants.

A second meeting shall be closed with participants restricted to Council membership.