

Bylaws Document

Academic Planning and Support Committee

Updated 3.18.25

MISSION STATEMENT:

Our mission is to foster an environment of collaboration, innovation, and unity within our campus community. By promoting teamwork and cohesive problem-solving, we aim to break down silos and build a transparent and inclusive hub for collaboration and information sharing.

PURPOSE:

The mission of the Academic Planning and Support Committee at our two-year college is to foster an environment of excellence and innovation in education through comprehensive support and strategic planning. Our goals are to:

- Provide dedicated support and professional training for academic directors to enhance their leadership and management capabilities.
- Facilitate the discussion and establishment of academic priorities and planning processes, including the thorough evaluation of new programs to ensure their alignment with our institutional objectives.
- Develop and implement a long-range plan to strategically utilize fee pots and other revenue sources to support and enhance academic programs.
- Design and execute effective onboarding and continuous training programs for faculty, ensuring they are well-equipped to deliver high-quality education.
- Plan and optimize the use of Perkins grant funds to strengthen our academic offerings and infrastructure.
- Regularly review and manage the budget to ensure fiscal responsibility and resource allocation that aligns with our academic goals.

- Identify and address emerging needs for academic equipment and facilities to provide a state-of-the-art learning environment for our students and faculty.

By achieving these goals, we aim to create a robust academic framework that supports our faculty and students, promotes continuous improvement, and upholds the highest standards of educational excellence.

MEMBERSHIP:

This standing committee is comprised of the Dean/CEO who serves as the Chief Academic Officer and all the directors that oversee academic departments and/or divisions.

- Dean/CEO
- Director of the Community Education Center
- Director of eLearning & Faculty Development
- Director of Nursing
- Director of Cosmetology
- Director of Occupational Therapy Assisting
- Executive Director of General Education & Transfer
- Executive Director of Career Technical Education & Dual Enrollment

There are no set terms of service for this committee. Participation is determined by job duties.

There are no officers for this group. The Dean/CEO or designee leads the meetings and maintains the records and minutes. All members of the group are expected to actively participate in the discussion and provide agenda items.

MEETINGS:

Meetings are held every other Thursday. If a meeting must be cancelled, the membership will discuss whether to reschedule or wait to meet until the next meeting. This determination will be made based on the time sensitivity of the agenda items. A special meeting may be called if there is sufficient urgency to discuss a topic that requires input from the group.

DECISIONS:

This is a decision-making committee with authority over academic planning matters.