



HLC Accreditation Evidence

Title: Learning, Instruction, and Curriculum Committee (LICC) Charter 2016-2017

Office of Origin: Vice President of Instruction - LICC

Team Charter
Barton Community College
Learning, Instruction, & Curriculum Committee
2016-2017

Name of Project

Learning, Instruction, & Curriculum Committee

Committee Purpose

This committee functions in an advisory capacity to the Vice President of Instruction and Student Services. Focusing on academic and curricular matters, the committee's goal is to ensure instructional integrity and to provide quality learning experiences for all Barton students regardless of venue or modality.

Boundaries & Limitations

The Committee serves as a critical coordinating "link" to its sub-committee--Outcomes Assessment, which supports the same purpose. Further, the coordinator(s) of the Outcomes Assessment Committee shall regularly attend the monthly meetings of the Learning, Instruction, & Curriculum Committee to update their colleagues on items or activities related to curriculum.

When necessary, the Committee may form additional sub-committees for the purpose of addressing specific issues relevant to student learning (i.e., technology). Meetings shall be held on a monthly basis to review agenda items and take action. The Vice President of Instruction and Student Services shall assist in the facilitation of the functioning of the meetings by working closely with the Committee Team Leader to ensure the management of coordinating activities (i.e., scheduling, agenda, and minutes).

Expected Results

Members of the Committee shall:

- Guard the academic integrity of the college; to assure that all programs, certificates and degrees are of uniformly high quality with current and valid course content;
- Evaluate and approve new courses, new programs of study (transfer), and new programs (vocational);
- Review and approve all program revisions;
- Suggest additions, deletions or modifications to course content or Master Syllabi;
- Propose and/or approve changes to course, programs, or pre-requisites that enhance transferability;
- Assist in the incorporation of Advisory Committee input in the enhancement of certificates and degrees;
- Review and recommend changes to faculty credentialing guidelines and evaluation processes
- Set high standards of performance for both teaching and learning;
- Serve as a communications link for all changes and updates related to the curriculum;
- Make recommendations to the Vice President of Instruction and Student Services pertaining to such academic and curricular matters.
- With the Vice President of Instruction and Student Services, manage the program review process

Assets Available

- Budget Authority - None

- Human Resources - Appointed Membership

- Administrative Support - Sponsor: Dr. Carl Heilman
Coach: Dr. Robin Garrett
Standing members of the Committee (i.e., Dean of Academics, Dean of Fort Riley Learning Services & Military Operations, Dean of Workforce Training & Community Education, and Dean of Fort Riley Technical Education & Military Outreach Training)

- Other Resources Membership - College mission statement, Committee Charter, sub-committee (i.e., Outcomes Assessment Committee), related administrative support personnel (i.e., Dean of Student Services, Dean of Business Services, Coordinator of Instructional/Institutional Research, Information Technology, and/or Director of Grants)

- Committee Membership - Membership shall consist of a minimum of ten (10) faculty members, chosen from both the Barton County and Fort Riley campus, to represent a broad spectrum of the curriculum both academic and vocational. The new members will come on the committee at the August meeting. The last meeting for the members rotating off will be July.
 - Brian Howe (July 2015)
 - Mark Bogner
 - Brenda Glendenning
 - Deanna Heier
 - Terri Mebane
 - Karen Kratzer (Advisement Coordinator)
 - Stephannie Goerl (July 2015)
 - Cheryl Lippert (July 2016)
 - Randy Allen (July 2015)
 - Kim Brennan (July 2016)
 - Mike Cox (July 2014)
 - o Registrar: Lori Crowther

Additional members are: Director of Learning Resources: Regina Casper

- Terms of Office - Faculty Council shall appoint committee membership from those recommended by their constituencies on a three year rotation.

- Evaluation - In cooperation with the subcommittee (Outcomes Assessment Committee), members of the Learning, Instruction, & Curriculum Committee shall annually evaluate their activities and accomplishments in a report to the sponsor. Committee charters shall be reviewed annually and revised as needed.