



HLC Accreditation Evidence

- **Faculty Council Charter**

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Chair, Faculty Council

Barton Community College

Faculty Council Charter

2022-2023

Name of Team

Faculty Council

Purpose:

The purpose of the Faculty Council is to support and encourage best practices in the classroom, promote professional development activities, review all proposed policies and policy changes for their impact upon faculty and the academic performance of students, and represent the concerns and proposals of faculty to college administrators.

Duration and Time Commitment:

The council is a permanent institutional team. The Council typically meets every month with the exceptions of May, June, and December. Monthly meetings typically occur on the first Monday of the month at 4:30 pm. In addition to this monthly meeting, the council sponsors a Third Wednesday professional development session approximately eight times per year.

Council members have a particular interest in communication from the administration and take care to read, understand, and comment on these communications.

Sub-committees may be assigned to address projects and tasks.

Faculty Council from time to time may bring topics for discussion to the administration.

Boundaries & Limitations:

The council operates within the requirements established by Barton Community College Policy and Procedures, Kansas Board of Regents rules and requirements, Kansas Statutes, Higher Learning Commission Principles, and Federal Regulations. Council members serve to recommend strategies, practices, policies, and procedures as they apply to college operations.

Council meetings and Third Wednesday trainings are posted on the Faculty Council Course Shell in the form of agendas, minutes, and video recordings. Any faculty member may attend these meetings live or view the recordings.

If agenda items and/or council discussion is earmarked as confidential, members should maintain confidentiality with the information.

The Faculty Council is not a union or bargaining unit of the faculty.

Membership:

The committee consists of the following members:

Five representatives from the Barton County (Great Bend) campus:

- Amanda Alliband
- Mark Bogner
- Kara Brauer
- Eric Foley
- Peter Solie

Three representatives from Fort Riley/Grandview Plaza/Troop School:

- Lawrence Weber
- Chris Vanderlinde
- Jim Turner

One representative from Fort Leavenworth:

- Jessica Fullen

One representative from Barton Online:

- Sheyene Foster Heller

Participation on the Faculty Council is open to all faculty members (full-time, part-time, and adjunct). For election rules, refer to the Faculty Council Bylaws. Uncontested nominations will be approved by members of the Faculty Council. Members of the Faculty Council vote to elect a Chair, Vice-chair, and Secretary. Current officers are as follows:

- Amanda Alliband, Chair
- Kara Brauer, Vice-Chair
- Lawrence Weber, Secretary

Budget

There is no line item budget for Faculty Council. Special requests for funding are directed to the Vice President of Instruction

Updated by Faculty Council – summer 2022

FACULTY COUNCIL BYLAWS

ARTICLE I: Name

The name of this organization shall be the Faculty Council of Barton Community College.

ARTICLE II: Purpose

SECTION 1: Goal

Faculty Council serves as the agency of the faculty in submitting to the Vice President of Instruction and the President recommendations on policies regarding academic, professional, and curricular matters. The Faculty and the Administration share the responsibility to formulate and implement the academic policy of the College. Faculty Council through the various committees will consult fully in its deliberations with the appropriate programs, offices, and departments, particularly in those academic and professional matters substantively affecting them or in which they have responsibility and expertise. On any issue that directly involves another constituency of the college (e.g. students, staff, or administration), the faculty through its governance and committees shall make every effort to invite and consult representatives of those constituencies during its deliberative processes.

SECTION 2: Responsibilities

Faculty Council shall develop and promote standards and policies that include the following:

- Communicate faculty concerns to appropriate administration about institutional policies and procedures.
- Assume the faculty's responsibility in assisting the Administration in formulating policy decisions in academic and professional areas.
- Serve as agent for the faculty as a whole, and synthesize faculty perspectives from the diverse campuses and programs.
- Represent the professional interests of the faculty.
- Promote the One-College Concept and culture across our diverse campuses and programs.
- Develop faculty perspectives and interests on professional issues.
- Nominate representation to the various working campus committees using a process action team and volunteer format.

ARTICLE III: Basis of Membership

SECTION 1: Membership

The Faculty Council will consist of members that will represent the diverse views of the faculty and actively present Faculty Council activity at faculty meeting.

- Faculty Council will consist of faculty members only.
- Faculty Council in an effort to bring the college's diverse faculty together will seek representation from all campuses and modalities.
- There will be ten Faculty Council members from a minimum of three different modalities.

SECTION 2: Voting

Members of the Faculty Council are elected by the faculty of their respective campuses. Any full time, part time or adjunct faculty member is eligible to vote in elections for Faculty Council.

- Each campus will hold the election for their nominated representatives in the manner that they choose. Elections will follow established democratic procedures.
- All members of the faculty council will be nominated and elected by the faculty.

- The nomination process will conclude at the end of March.
- Elections will be completed by the May Faculty Council meeting.
- If uncontested, Faculty Council will approve by acclamation.

SECTION 3: Terms of Service

Faculty members will have the following terms of service:

- Each Faculty Council member shall serve a term of two years and be eligible for re-election.
- The chair of the Faculty Council will be limited to a four-year lifetime cap.

SECTION 4: Vacancies

If a seat becomes vacant during a term due to resignation or removal, the Chair will seek nominations for an alternate to complete the term. The nomination must be confirmed by the Faculty Council.

SECTION 5: Absences

- Any member who is absent may select an alternate to represent them in a council meeting.
- The alternate has the authority to represent and speak for the council member but does not have the authority to vote on issues.
- Members who miss more than three meetings during a semester can be asked to resign by the chair or the vice-chair.
- Council members who miss more than three meetings a semester can be voted out by Faculty Council in accordance with democratic procedures, and replaced with an elected alternate.

SECTION 6: Officers

The Faculty Council of Barton County Community College shall have the following offices: Faculty Council Chair and Faculty Council Vice-Chair. The offices will be appointed by council members to a selected member. In order to better represent the diversity of the college and the faculty, no single modality will control both the Chair and Vice Chair positions.

1. Chair of Faculty Council: The duties and the responsibilities of the chair are:
 - Ø Preside over Faculty Council Meetings
 - Ø Deliver notice of meetings and agendas to members.
 - Ø Serve as the Council Representative at instructional meetings
 - Ø Represent the Faculty Council’s position on interests to the College’s President and Vice President.
 - Ø Inform the Faculty Council of issues of academic and faculty concern.
 - Ø Responsible for disseminating Faculty Council activity to the faculty.
2. Vice Chair of Faculty Council: The duties and the responsibilities of the Co-chair are:
 - Ø May serve as the Council Representative at instructional meetings.
 - Ø Represent the Faculty Council Chair as needed.

ARTICLE IV: Meetings

SECTION 1: Calendar

Faculty Council will meet on the first or second Monday of each month from 4:30 to 5:30 pm.

- Faculty Council meeting times will be scheduled to accommodate the diverse schedules of the faculty representatives.
- Primary meeting means is electronic unless a face-to-face meeting is agreed upon by the Faculty Council.

SECTION 2: Agenda

- Faculty and other interested parties may submit topics for discussion to the Faculty Council.
- Topics for Faculty Council agenda items shall be submitted in writing to the Chair and Vice Chair of the Council.
- The agenda will be set by Faculty Council members.

SECTION 3: Meeting Access

The Faculty Council of Barton Community College represents the faculty.

- All faculty members may attend Faculty Council meetings. However, due to space issues, faculty should inform council members in advance in order to facilitate appropriate room size.
- Guests may speak on any and all issues when time is provided once recognized by the Chair or Vice Chair. They do not have voting power.
- Administration (Vice-Presidents, Deans, and Directors) may be invited to attend meetings if Faculty Council agrees to the visitation. They do not have voting power.
- Upon a call or petition to either the Chair or the Vice Chair by a quorum of the active membership of the Council, the notified Chair shall call a special meeting of the Council. The special meeting may be an open or closed meeting depending upon the petitioned request.

ARTICLE V: Quorum

SECTION 1: Voting Majority

No issue will be considered finalized unless a voting quorum has been reached. A quorum can only be achieved by active voting by active Council Members.

- A quorum shall consist of 50% or more of active Faculty Council members.
- A majority of the active Faculty Council members present must occur in order to pass a proposal.

ARTICLE VI: Amendments

SECTION 1: Revising By-Laws

The by-laws of the Faculty Council of Barton Community College may be revised by the council.

- Revisions may be proposed by the faculty or the Faculty Council Members
- Revisions will be presented to the Vice-President of Instruction for input.

Updated July/August 2022