



*HLC Accreditation Evidence*

- **Learning, Instruction, and Curriculum Committee (LICC) Charter**

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Dean of Academics

Team Charter  
Barton Community College  
Learning, Instruction, & Curriculum Committee  
2020-2021

**Name of Project**

Learning, Instruction, & Curriculum Committee

**Committee Purpose**

This committee functions in an advisory capacity to the Vice President of Instruction. 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**

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

**Expected Results**

Committee members' responsibilities:

- 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
- Review and approve all curriculum revisions
- Suggest additions, deletions or modifications to course content or Master Syllabi
- Propose and/or approve changes to course, or pre-requisites that enhance transferability
- 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 pertaining to such academic and curricular matters

Committee members' informational awareness:

- Proposed or approved new programs of study (transfer & vocational)
- Proposed or approved changes/updates to existing programs
- Proposed or approved changes or updates to the program review process

## **Assets Available**

Budget Authority	None
Human Resources	Appointed Membership
Administrative Support	Sponsor: College President Coach: Vice President of Instruction or designee Standing members of the Committee (i.e., Dean of Academics, Dean of Workforce Training & Community Education, Dean of Military Academics, Technical Education & Outreach Programs, Associate Dean of Instruction, Director of Innovation & Compliance, Registrar)
Other Resources Membership	College mission statement, Committee Charter, related administrative support personnel (i.e., Vice President of Student Services, Vice President of Administration, Director of Institutional Research, Chief Information Officer, Director of Grants, Director of Library & College Archives)
Committee Membership	<p>Membership shall consist of a minimum of nine (9) and maximum of twelve (12) faculty members, chosen from any or all campuses and venues, 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 August.</p> <p>LICC will be divided into sub-teams, of 3 or more people, who will review, discuss and provide feedback for syllabi and other matters upon request. Each member will be placed on a sub-team in which there will be a team lead. The team lead will have the following responsibilities to:</p> <ul style="list-style-type: none"><li>• Facilitate review and discussions of syllabi or additional matters</li><li>• Coordinate a consensus of corrections / edits needed that are approved by the team</li><li>• Communicate the feedback and needed corrections / edits to the author of the syllabi or additional matters</li><li>• Ensure the sub-team adheres to deadlines stipulated by the Administrative Assistant to the VP or their designee.</li><li>• Team leads may be rotated throughout each members' term if desired.</li></ul> <p>A current list of LICC members is available at <a href="https://internal.bartonccc.edu/faculty/licc">https://internal.bartonccc.edu/faculty/licc</a></p>
Terms of Office	Faculty Council shall appoint committee membership from those recommended by their constituencies on a three-year rotation. A member may choose to serve a second consecutive three-year term. Previous members will be eligible to serve for future terms after 1 year.
Evaluation	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.