

Barton Community College Instructional Council Team Charter

Name of Team: Instructional Council

Context:

Instructional Council represents all instructional areas including Academics, BARTonline, Grandview Plaza Technical Education & Military Outreach, Fort Riley and Fort Leavenworth Military Academic Services and Workforce Training & Community Education. Student Services is also represented by this area's Vice-President.

Purpose:

The council exists to coordinate college-wide communication and collaboration pertinent to instructional matters. Members in conjunction with the Vice-President of Instruction:

- recommend new and updated instructional policies and procedures,
- manage new and updated instructional processes,
- recommend and review programs of study
- lead events and activities to promote holistic awareness of instructional requirements and expectations
- promote the availability of professional development to support teaching and learning
- lead strategic planning to identify instructional priorities and goals
- Initiate instructional initiatives that support student learning
- work in conjunction with Faculty Council and Student Services

Responsibilities:

The Vice-President's Office is responsible for the creation and dissemination of meeting agendas and the posting of meeting minutes on the College's institutional team's webpage.

Members are responsible to recommend agenda topics, attend meetings, actively participate in meeting discussion, support council activities including attendance as applicable and represent designated instructional area.

Duration and Time Commitment:

The council is a permanent institutional team. In general, the council meets every three weeks with a designated time in the summer for a retreat. Members serve on subcommittees as needed.

The council will review its effectiveness as a group at least once each year, usually during its summer retreat. Members will discuss achieved outcomes, shortcomings and will make recommendations for improving the Council's effectiveness.

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.

Confidentiality is expected and includes email correspondence associated with Instructional Council agendas and messages; topics that may be shared with member's constituencies will be identified.

Membership:

The council is facilitated by the Vice-President of Instruction; minutes are taken by the Vice-President's Administrative Assistant.

Members include:

- Dean of Academics – Great Bend Campus
- Dean of Military Academic Services – Fort Riley
- Dean of Technical Education & Military Outreach Training
- Associate Dean of Distance Learning
- Executive Director of Business, Technology & Community Education
- Executive Director of Nursing & Healthcare Education
- Executive Director of Workforce Training & Economic Development
- Vice-President of Student Services

Invited Guest:

- Coordinator of Assessment

Partners:

- Faculty Council
- Student Services

Reporting Committees:

- Outcomes Assessment
- Learning, Instruction & Curriculum Committee

Revised: 6/20/18 E.S.