

# ADMINISTRATIVE PROCEDURES

<b>Title: STRUCTURE OF ACADEMIC AFFAIRS</b>	<b>Identification:</b> 4.09
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	<b>Effective Date:</b> 2/7/06
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## PURPOSE

This procedure outlines the structure of the College Academic Affairs Committee and the faculty Curriculum Cluster Committees.

## PROCEDURE

### 1. Curriculum Cluster Committees

#### A. Composition

Full-time faculty members will be assigned to at least one Curriculum Cluster Committee related to their discipline or field. The composition of the Curriculum Cluster Committees includes the following disciplines and fields:

- (1) English, English for Academic Purposes (EAP), Journalism, Literature, Mass Communications, Reading, Speech,
- (2) Art, Dance, Foreign Languages, Graphic Design, Humanities, Music, Philosophy, Theater
- (3) Mathematics, Statistics
- (4) Agriculture, Aquaculture, Environmental Sciences, Life Sciences, Physical Sciences, Landscape and Horticulture, Veterinary Technology
- (5) Anthropology, Early Childhood Management, Education, Psychology, Sociology,
- (6) History, Political Science
- (7) Preparatory Math, Preparatory Reading, Preparatory Writing, Preparatory EAP
- (8) Nursing
- (9) Counseling and Human Services, Health Sciences, Physical Education, Sign Language Interpretation

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- (10) Accounting, Business Administration Culinary Management, Economics, Hospitality Administration, Hospitality and Tourism Management, Industrial Management, Restaurant Management
- (11) Criminal Justice, Fire Science, Law Enforcement, Legal Assisting, Radio and Television Broadcasting
- (12) Architectural Design/Construction, Biomedical Equipment Engineering, Computer Engineering, Computer Sciences, Manufacturing, Electronics Engineering, Office Administration
- (13) Counseling
- (14) Library

**B. Meetings**

The College-wide Curriculum Cluster Committees will meet at least twice during each major academic term. The chairperson may call additional meetings as needed.

**C. Elections**

Each cluster will elect a member to serve as the chairperson of the committee for one (1) academic year. The annual election will be held prior to the conclusion of the spring term, and the cluster will notify the Chairperson of the Academic Affairs Committee and the Director of Associate in Arts Programs of the results of the election.

### **2. The Academic Affairs Committee**

**A. Composition**

The Academic Affairs Committee will consist of faculty representing each of the curriculum clusters, an at-large member elected by each campus, and a faculty chairperson. The Academic Affairs Committee will also consist of non-voting, administrative representation by the offices of management information systems; associate in arts programs; technical programs; student services; and education and student development. Offices reporting to the Vice President of Education and Student Development will provide staff support. Academic and student services deans, academic directors, curriculum assistant and college staff will serve as resource staff and be available to the Academic Affairs Committee to advise it on items under its jurisdiction.

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B. Calendar

The Academic Affairs Committee will meet as specified in the Academic Affairs handbook.

C. Elections

(1) Chairperson

- a. The faculty will elect the chairperson of the Academic Affairs Committee in an election supervised by a subcommittee of Academic Affairs representatives. Candidates must be a tenured instructional faculty member and must have served on the Academic Affairs Committee within the three years prior to the election.
- b. The chairperson will serve for one academic year and will be limited to two consecutive years of service. A chairperson may run for election again after one academic year's break in office.
- c. If the chairperson is chosen from an active representative to the Academic Affairs Committee, the cluster or campus will appoint a new representative.

(2) Vice Chairperson

- a. At the first meeting of the fall term, the chairperson will appoint a vice-chairperson from one of the at-large members.
- b. The vice-chairperson will serve for one academic year.

(3) Cluster Representatives

- a. Cluster representative nominees to the Academic Affairs Committee will be elected on alternating years with representatives for odd numbered clusters being elected on odd numbered years and representatives for even numbered clusters being elected on even numbered years.
- b. The at-large campus representatives will be elected as follows: Dale Mabry and Plant City on odd numbered years, Ybor City and Brandon on even numbered years.
- c. The curriculum clusters will submit two nominees to the Academic Affairs Committee.

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### D. Responsibilities

The Academic Affairs Committee's primary responsibility is to review and make recommendations relating to the College's educational programs in accordance with the goals and mission of the College. The committee will review educational programs and submit recommendations in accordance with Administrative Procedure 3.101, *Preparation, Submission and Approval of Proposals for New or Modified Credit Courses and Programs*, concerning the appropriate actions needed for the following academic matters:

- new programs,
- new courses,
- elimination of program(s) or the placement of program(s) on moratorium,
- deletion of courses,
- modification of courses,
- modification of programs,
- award of college credit,
- other substantive educational changes,
- grading and attendance policies, and
- reviewing the curriculum.

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**History:** Formerly 3.107; Revised 2/7/06