

# KETTERING COLLEGE COMMITTEE CHARTER

## Dean's Council

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| <b>Purpose:</b>              | To provide a forum for the dissemination, discussion, and decision-making on topics relevant to the academic leaders on campus, as well as to serve as the principal administrative committee responsible for developing and overseeing the implementation of college-level academic policies.  |  |
| <b>Status:</b>               | Permanent College Administrative Committee  |  |
| <b>Membership:</b>           | Academic dean(s), academic associate dean(s), academic department chairs (program directors also, if different), registrar  |  |
| <b>Appointment:</b>          | All members are ex officio  |  |
| <b>Term:</b>                 | Continuous  |  |
| <b>Chair:</b>                | Leadership (chair) will be the responsibility of the dean for academic affairs (DAA). The responsibility for meeting leadership may be rotated at the discretion of the DAA.  |  |
| <b>Meeting Frequency:</b>    | Monthly   |  |
| <b>Minutes:</b>              | The recording secretary is responsible for taking minutes will share a copy of the minutes in the Deans' Council Teams files in PDF.  |  |
| <b>Input From:</b>           | Faculty, Assessment and Accreditation Committee, Clinical Coordinator Committee, Institutional Outcomes and Degree Core Committee, Division of Online Learning, Professional, and Continuing Education, Research Committee, Service Learning Committee. Reported at least once per Fall and Winter term and as needed by committee or this Council  |  |
| <b>Reports To:</b>           | Executive Council   |  |
| <b>Committee Objective:</b>  | <b>To Act:</b>  | <b>Report to:</b>  |
|                              | <ol style="list-style-type: none"> <li>1. Communicate updates from deans to academic department/program leads</li> <li>2. Evaluates existing and new academic programs related to curricular, policy, and innovative academic ideas</li> <li>3. Design, implement, and evaluate progress on academic portion(s) of strategic plan</li> <li>4. Review and, if appropriate, act on input from the reporting committees</li> </ol> | <p>College Council/<br/>Graduate Council</p> <p>Executive Council</p>  |
| <b>Committee Objective:</b>  | <b>To Recommend:</b>  | <b>Recommend to:</b>   |
|                              | <ol style="list-style-type: none"> <li>1. Provide guidance with accreditation/program evaluation</li> <li>2. Based on evaluation, recommend new academic programs and respective curricular, policy, and innovative academic ideas</li> <li>3. Provide advice and counsel to the respective dean and the Executive Council on all issues that directly affect the academic programs of the college.</li> </ol>                  | <p>Program Leadership</p> <p>College Council/<br/>Graduate Council</p> |
| <b>Committee Procedures:</b> | 1. Meetings may take place via teleconference or other electronic means.  |  |

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|                        | <ol style="list-style-type: none"> <li>2. The administrative assistant or designee to the academic dean(s) will be the recording secretary of the committee.</li> <li>3. The pertinent portions of the meeting minutes from the reporting committees' will be included as a standing item on the Council's agenda.</li> <li>4. Voted and/or recommended items will be communicated via the submission of meeting minutes or, if requested verbally, to relevant committee or council.</li> <li>5. The committee may develop ongoing working Ad Hoc committees. Materials gleaned from Ad Hoc committees will be reviewed and approved by the full committee prior to referral to the Executive, Graduate, or College Council.</li> <li>6. The committee will provide advice, whether as a whole or through appointment of a committee member, to workgroups dealing with issues that may affect or be affected by the committee.</li> <li>7. The charter will be reviewed each academic year and any changes referred for approval to College Council.</li> <li>8. Other procedural aspects will conform to the Robert's Rules of Order, Newly Revised.</li> </ol> |
| <b>Date of Origin:</b> | <b>May 18, 2022</b>  |
| <b>Last Reviewed:</b>  | <b>May 18, 2022</b>  |
| <b>Last Revised:</b>   | <b>N/A</b>   |
| <b>Approved By:</b>    | <b>College Council</b>   |
| <b>Effective Date:</b> | <b>May 18, 2022</b>  |