MEMORANDUM

To: Richard Fulton
    Vice Chancellor of Academic Affairs, Windward Community College

From: Brian Richardson
      Dean of Academic Affairs, Division II, Windward Community College

ACTION REQUESTED:
That the Academic Affairs Advisory Council be created, superseding the Vice Chancellor's Advisory Committee.

ADDITIONAL COST:
No additional costs to the college are associated with this request.

RECOMMENDED EFFECTIVE DATE:
March 1, 2013.

PURPOSE:
The Academic Affairs Advisory Council, formerly known as the Vice Chancellor's Advisory Council, will be a primary advisory council for the Office of Academic Affairs.

IMPLEMENTATION PLAN:
The Academic Affairs Advisory Council will be created effective March 1st, 2013.

ACTION RECOMMENDED:
It is recommended that the Vice Chancellor of Academic Affairs authorize the creation of the Academic Affairs Advisory Council, which will report to the Vice Chancellor of Academic Affairs.

Approve / Disapprove

Richard Fulton
Vice Chancellor, Windward Community College

2/22/13
Date
Charter for the Academic Affairs Advisory Council

Enacted February 21, 2013

1. Name
The Academic Affairs Advisory Council
(formerly known as the Vice Chancellor's Advisory Council)

2. Relevant System and College Policies
Office of Academic Affairs: http://windward.hawaii.edu/Academic_Affairs/
Policies Regarding Department Chairs: http://windward.hawaii.edu/policies/

3. Sanctioning Authority
Authority for this council derives from the Vice Chancellor for Academic Affairs.

4. Oversight
The Vice Chancellor for Academic Affairs will ensure the ongoing activities of the Academic Affairs Advisory Council.

5. Purpose
The purpose of the Academic Affairs Advisory Council is to create a forum for the academic leadership to discuss relevant issues, to communicate with the larger academic community, and to offer advice to the academic administrators. Topics for which advice will be sought may include the following:

- course scheduling
- budget
- academic policies
- new faculty orientation
- annual reports
- outcomes assessment

6. Membership
The Advisory Council will be made up of the chairs of the academic department, the unit heads of the library, media services, and computing services, the deans of Academic Affairs, and the Vice Chancellor for Academic Affairs.

7. Leadership
The Vice Chancellor for Academic Affairs, or designee, shall be the chair of the council.

8. Compensation
There is no additional compensation for membership in this council. Compensation for those serving as department chairs is determined by the college.
9. Meetings
The Vice Chancellor for Academic Affairs can call meetings. The council will typically meet once a month during the academic year. Special meetings can be called, including during the summer, if necessary.

10. Decision-Making Procedures
Advice from the council shall arise from consensus.

11. Subgroups
Subgroups may be created as needed.

12. Documentation
The group shall maintain a website at:
http://windward.hawaii.edu/committees/Academic_Affairs

Meeting notes and other appropriate documents shall be posted.

The Vice Chancellor for Academic Affairs is responsible for ensuring that the information on the website is current.

13. Assessment of the Group
The group will ensure that an anonymous comment box is available on the group's web page and will, by its own choice, by college policy, or by the direction of the Vice Chancellor for Academic Affairs, participate in college-wide assessments of chartered groups and other forms of assessment.

14. Dissolution of the Group
The group can be dissolved with a memo to that effect from the Vice Chancellor for Academic Affairs.

15. Modification of a Group's Charter
The charter can be modified by the Vice Chancellor through a memo. The committee can make suggestions to the Vice Chancellor to modify the charter.