

BY-LAWS OF THE ACADEMIC COUNCIL

PREAMBLE:

These by-laws are established in accordance with the Constitution of the Academic Council as revised by the Academic Council on April 1, 2022.

ARTICLE I: OFFICERS

Section 1: Nomination

- A Nomination Committee shall consist of three (3) members elected at a regular meeting and shall present a slate to the entire Membership at least two (2) weeks prior to the annual meetings.
- Additional nominations may be made from the floor at the time of the election.

Section 2: Election

- Officers shall be elected by the voting membership except for the parliamentarian, who is appointed by the President.
- Election shall be by secret ballot. A simple majority of the votes cast shall constitute an election.

Section 3: Term of Office

- The usual term of office shall be two (2) years, from June 1 until May 31 of the next election year.
- Vacancies in any office except Parliamentarian may be filled at any regular meeting by special election. Such elections shall require written notice of all members at least ten (10) days prior to the election. Office nominations shall be from the floor, and a simple majority of the votes cast shall constitute an election.
- ***Officers shall serve no more than two (2) consecutive full terms in the same office.***

Section 4: Duties

4.1 President

The President of the Academic Council shall:

- Call and conduct meetings of the Academic Council.
- Set the agenda in consultation with the executive officers.
- Serve as a voting member of all committees, with the exception of the Faculty Review committee (see below).
- Not serve, ex-officio or otherwise, on the Faculty Review committee.
- Appoint the Parliamentarian.

- Ensure that all resolutions passed by the Council are communicated to the office of the College President.
- Perform the duties commonly associated with executive leadership, the jurisdiction and declared policies of the Academic Council.
- Be a tenured member of the full time teaching faculty.

4.2 Vice-President

The Vice-President of the Academic Council shall:

- Perform the duties of the President in case of the absence or incapacity of the President.
- Formulate, with the President and the Corresponding Secretary, the agenda of all meetings.
- Be a tenured member of the full time teaching faculty.

4.3 Corresponding Secretary

The Corresponding Secretary of the Academic Council shall:

- Conduct all necessary correspondence.
- Distribute the agenda of the regular and annual meetings at least three (3) days prior to the meetings.
- Be responsible for maintaining current information on the Academic Council Web Page.
- Post all Council resolutions on the Academic Council website.

4.4 Recording Secretary

The Recording Secretary of the Academic Council shall:

- Keep and distribute minutes of the meeting and other official records of the meetings.
- Keep official membership lists and accurate attendance records at the meetings.
- Keep accurate records of all votes and tallies.

4.5 Parliamentarian

The Parliamentarian of the Academic Council shall be appointed by the Academic Council President and shall:

- Assume responsibility for adherence to the rules and order and procedures for all meetings.
- Give consultative assistance upon request of committee members to clarify responsibilities and eliminate procedural problems and difficulties.

Section 5: Executive Committee

The Officers identified in the previous section and the immediate past President shall constitute the Executive Committee. For planning purposes, the President may at times include the chairpersons of standing committees at Executive Committee meetings.

ARTICLE II: MEETINGS

Section 1: Regular Meetings

At least two (2) regular meetings shall be held during the fall semester and at least two (2) in the spring semester.

Section 2: Annual Meetings

In regards to annual meetings:

- The annual meeting shall take place at the end of the spring semester (in late April or early May).
- Biannually, the election of officers and members of standing committees shall take place at the above mentioned meeting.
- Election to standing committees is by Academic Council membership unless stated otherwise in by-law sections on committee membership.
- Written annual reports shall be received from all standing committees and ad hoc committees at the annual meeting.

Section 3: Special Meetings

In regards to special meetings:

- Special meetings may be called by the President or petition of one-third (1/3) of the voting membership.
- No business shall be conducted at a special meeting except the business stated in the call for the meeting. Written notice of a special meeting must be given to the membership at least 24 hours prior to the meeting, and notice shall be posted at the main entrance of each building of the College.

Section 4: Quorum

In regards to quorum:

- Twenty-five percent (25%) of the regular membership shall constitute a quorum for voting purposes.

ARTICLE III: STANDING COMMITTEES

Point of Note One: 25% of the voting committee establishes quorum.

Section 1: Chairpersons

One chairperson of each standing committees shall be chosen through committee elections at the first applicable committee meeting. A vice chair will be elected if the committee requires additional leadership. ***Chairs shall serve no more than two (2) consecutive full terms in the same office.***

Point of Note Two: A tenured faculty member is strongly advised to chair committees, specifically Academic Standards, Curriculum, and the College Writing committee. This recommendation alleviates the pressure for non-tenured faculty to rush into positions they may not be prepared to hold, and minimize the misperception that they should push to hold these positions in order to better their chances during the tenure process.

Section 2: Terms of Office

The term of membership shall be for a two (2) year period, June 1 until May 31 of the next election year, except in these cases where membership in a standing committee is ex-officio.

Section 3: Attendance

If a member of any committee misses three (3) consecutive meetings membership will be forfeited and a new election will be held at the next regular Academic Council meeting.

Section 4: Academic Appeals Committee - Revised

4.1: Membership

The membership of the Academic Appeals Committee shall consist of the following:

- Eleven (11) teaching faculty from the following areas:
 - Two (2) Faculty Members - ELS
 - Two (2) Faculty Members - Mathematics
 - One (1) Faculty Member - Developmental faculty teaching any basic skills area
 - Two (2) Faculty Members - English
 - One (1) Faculty Member - Humanities/Social Science/C.E.H.T.
 - One (1) Faculty Member -Health Sciences
 - Two (2) Faculty Members - At Large

NOTE: C.E.H.T. refers to the Criminal Justice, Early Childhood Education, Human Services, and Technical Studies academic areas. This abbreviation will appear in various committees throughout these by-laws.

- Three (3) administrators (one from each of these campuses: Passaic, Wanaque and the Main Campus) appointed by the Chief Academic Officer or the Chief Campus Administrator
- Three (3) full-time counselors, advisors, coordinators, specialists, and/or applicable college employee whose primary employment functions include academic advisement and student support. (one from each of these campuses: Passaic, Wanaque and the Main Campus)

Note: This committee shall meet in August, January, and May

4. 2: Duties

To make recommendations to the Academic Council and to perform the following:

- Hold hearings concerning continuation or reinstatement for students on suspension for academic reasons.
- Hear and adjudicate grade appeals.
- Make recommendations concerning appeals resolution to the Chief Academic Officer.
- Review and make recommendations regarding policies and procedures as related to academic appeals to the Chief Academic Officer.

Section 5: Academic Standards Committee - Revised

5.1 Membership

The membership of the Academic Standards Committee shall consist of the following:

- 8 teaching faculty:
 - One (1) Faculty Member - Nursing/Radiography
 - One (1) Faculty Member - Business/CIS/Engineering
 - One (1) Faculty Member - Math/Science
 - One (1) Faculty Member - Humanities/Social Sciences/C.E.H.T.
 - One (1) Faculty Member - English/Fine and Performing Arts
 - One (1) Faculty Member - ELS/Developmental English
 - Two (2) Faculty Members - At Large
- Chief Academic Officer or Designee
- Registrar or Designee
- Chief Student Affairs Officer
- One (1) full-time counselor, advisor, coordinator, specialist, and/or applicable college employee whose primary employment functions include academic advisement and student support.
- One (1) student appointed by the PCCC Chief Student Affairs Officer

5.2 Duties:

To review and recommend to the Academic Council matters relating to academic standards and academic quality including, but not limited to, the following:

- Grading system and practices.
- Attendance policy and practices.
- Admissions policy and practices.
- Requirements for graduation.
- College calendar.
- Academic integrity.
- Academic probation and dismissal.

Section 6: Advisement Committee - Revised

6.1 Membership

The membership of the Advisement Committee shall consist of the following:

- 8 teaching faculty:
 - One (1) Faculty Member - Nursing/Radiography
 - One (1) Faculty Member - Business/CIS/Engineering
 - One (1) Faculty Member - Math/Science
 - One (1) Faculty Member - Humanities/Social Sciences/C.E.H.T.
 - One (1) Faculty Member - English/Fine and Performing Arts
 - One (1) Faculty Member - ELS/Developmental English
 - Two (2) Faculty Members - At Large
- Guided Pathways Representative/Pathway Coordinator

6.2 Duties

To review, identify problems and recommend means for improvement in matters relating to Academic Advisement and its quality including, but not limited to, the following:

- Advisement policies and procedures.
- Advisement practices, in person, on-line, and other.
- Faculty advisor/counselor training.
- Academic requirements and regulations.
- Academic support services (career, transfer, etc).
- Resources and technology
- Review of applicable assessment results.

Section 7: Assessment Committee - Revised

7.1 Membership

The membership of the Assessment Committee shall consist of the following:

- 8 teaching faculty:
 - One (1) Faculty Member - Nursing/Radiography
 - One (1) Faculty Member - Business/CIS/Engineering
 - One (1) Faculty Member - Math/Science
 - One (1) Faculty Member - Humanities/Social Sciences/C.E.H.T.
 - One (1) Faculty Member - English/Fine and Performing Arts
 - One (1) Faculty Member - ELS/Developmental English
 - Two (2) Faculty Members - At Large
- Chief Academic Officer or designee
- Coordinator of Assessment

7.2 Duties

The duties of the Assessment Committee include, but are not necessarily limited to:

- Reviewing and making recommendations regarding assessment in the academic area, specifically:
 - Student Learning Outcomes for courses and programs
 - Assessment plans for courses and programs
 - Use of assessment results
 - Curriculum Maps
- Disseminating information about assessment.
- Participating in training for assessment and dissemination of assessment results, in conjunction with the Professional Development Committee,
- Serving as a liaison between the Planning and Emerging Issues Committee regarding college-wide assessment issues and the administrative assessment group.

Section 8: College Writing Committee - Revised

8.1 Membership

The membership of the College Writing Committee shall consist of the following:

- 8 teaching faculty:
 - One (1) Faculty Member - Nursing/Radiography
 - One (1) Faculty Member - Business/CIS/Engineering
 - One (1) Faculty Member - Math/Science
 - One (1) Faculty Member - Humanities/Social Sciences/C.E.H.T.
 - One (1) Faculty Member - Fine and Performing Arts

- One (1) Faculty Member - ELS/Developmental English
- Two (2) Faculty Members - English
- Academic Testing Administrator or designee

8.2 Duties:

The functions of this Academic Council committee will be to:

- Participate in College Writing Exam (CWE) construction, implementation and assessment
 - Develop and design the CWE topics, including topics in the major(s) in collaboration with academic departments.
 - Develop rubric(s) and standard for the CWE, and routinely review their effectiveness
 - Complete CWE norming and grading sessions
 - Review and make recommendations for policies and procedures for the CWE
- Develop and support writing initiatives, specifically those involving Writing Intensive courses, to encourage writing in all disciplines
 - Research and make recommendations for appropriate facilities and programs that support student writing
 - Serve as a resource for training faculty in improving the incorporation of writing into courses
- Participate with the General Education (Gen Ed.) Committee by sending a designee to the Gen Ed. Committee meetings.

Section 9: Curriculum Committee - Revised

9.1 Membership

The membership of the Curriculum Committee shall consist of the following:

- 8 teaching faculty:
 - One (1) Faculty Member - Nursing/Radiography
 - One (1) Faculty Member - Business/CIS/Engineering
 - One (1) Faculty Member - Math/Science
 - One (1) Faculty Member - Humanities/Social Sciences/C.E.H.T.
 - One (1) Faculty Member - English/Fine and Performing Arts
 - One (1) Faculty Member - ELS/Developmental English
 - Two (2) Faculty Members - At Large
- Chief Continuing Education Administrator or designee
- Librarian/Guided Pathways Representative/Pathway Coordinator
- Chief Academic Officer or designee
- One (1) full-time counselor, advisor, coordinator, specialist, and/or applicable college employee whose primary employment functions include academic advisement and student support.
- One (1) student appointed by the PCCC Chief Student Affairs Officer

9.2 Duties:

To make recommendations to the Academic Council regarding the following:

- General education and all curricular matters related to program requirements.
- Addition and deletion of all academic programs and courses.
- Addition and modifications of course titles, descriptions, and objectives.
- Changes in pre-requisite/co-requisites for courses.
- Adoption of articulation agreements for transfer with four year colleges and universities.
- Review offerings of the continuing education department.
- Participate with the General Education Committee by sending a designee to the General Education Committee meetings.

Section 10: Educational Technology Committee

10.1 Membership

The membership of the Educational Technology Committee shall consist of the following:

- 9 teaching faculty:
 - One (1) Faculty Member - Nursing/Radiography
 - One (1) Faculty Member - Business/CIS/Engineering
 - One (1) Faculty Member - Math/Science
 - One (1) Faculty Member - Humanities/Social Sciences/C.E.H.T.
 - One (1) Faculty Member - English/Fine and Performing Arts
 - One (1) Faculty Member - ELS/Developmental English
 - Three (3) Faculty Members - At Large who actively teach Distance Learning Courses.
- Associate Dean for Distance Learning and the Learning Resource Center
- Administrator in charge of the Learning Resource Center or designee
- Chief information technology officer or designee
- One (1) student member with experience in an online or ITV course, appointed by the Dean of Student Affairs.

10.2 Duties:

The functions of the Educational Technology Committee will be to:

- Assist in the development of long-range plans for educational technology.
- Develop criteria for evaluating distance courses, programs and certificates.
- Make recommendations regarding consortia and contractual arrangements affecting distance education.
- Make recommendations regarding college services and technology affecting distance education courses.
- Develop guidelines and policies related to technology.

- Make recommendations about the integration of technology into the curriculum and the teaching/learning/assessment process.
- Assist in the selection, development and application of new technologies.
- Assist in the assessment and evaluation of educational technology.
- Make recommendations for training in technology to the Professional Development Committee.

Section 11: Faculty Review Committee - Revised

11.1 Membership

The membership of the Faculty Review Committee shall consist of the following:

- 9 full-time, tenured, teaching faculty at large, excluding those holding the title of department chairperson and/or positions as officers of the Faculty Association; ***no more than two (2) faculty shall be elected from the same academic category as outlined below:***
 - Nursing/Radiography
 - Business/CIS/Engineering
 - Math/Science
 - Humanities/Social Sciences/C.E.H.T.
 - English/Fine and Performing Arts
 - ELS/Developmental English
- The committee chair must hold the rank of Associate or Full Professor.
- Each faculty member must have a minimum of nine (9) years of teaching with the college.

11.2 Duties:

The functions of this Academic Council committee will be to:

- Review and evaluate credentials and performance material of faculty, and make recommendations to the chief academic officer or designee concerning their renewal, non-renewal and tenure.
- Make recommendations regarding the criteria and process for the renewal, nonrenewal and tenure of faculty.

Section 12: General Education Committee - Revised

12.1: Membership

The membership of the General Education Committee shall consist of the following (Based on the categorical breakdown of Gen Ed courses):

- Faculty members from the following areas/disciplines:
 - Three (3) faculty members covering Communication (English/Public Speaking)
 - Two (2) faculty members covering Mathematics
 - One (1) faculty member covering Technology (CIS)

- Two (2) faculty members covering Social Science
- Four (4) faculty members covering Humanities
- Two (2) Science faculty members
- Chief Academic Officer or designee
- Coordinator of Assessment
- Associate Dean for Distance Learning and the Learning Resource Center or designee
- Director of Learning Resources or designee

12.2: Duties

The functions of this Academic Council committee will be to:

- Review and make recommendations to the Curriculum Committee on proposed additions and deletions to the PCCC general education course list.
- Review and make recommendations on general education policy changes based on state mandates.
- Assist in coordination of general education outcomes.
- Review the process and procedures for general education assessment.

Section 13: Judicial Affairs Committee - Revised

13.1 Membership

The membership of the Judicial Affairs Committee shall consist of the following:

Chief Student Affairs Officer designee

- 8 teaching faculty:
 - One (1) Faculty Member - Nursing/Radiography
 - One (1) Faculty Member - Business/CIS/Engineering
 - One (1) Faculty Member - Math/Science
 - One (1) Faculty Member - Humanities/Social Sciences/E.H.T.
 - One (1) Faculty Member - English/Fine and Performing Arts
 - One (1) Faculty Member - ELS/Developmental English
 - One (1) Faculty Member - At Large
 - One (1) Criminal Justice faculty member or designee
- Two (2) full-time counselors, advisors, coordinators, specialists, and/or applicable college employees whose primary employment functions include academic advisement and student support.
- President of the Student Government Association or designee
- Two (2) students selected by the Chief Student Affairs officer or designee

Note: Quorum for this committee is better than 50% of committee membership.

13.2 Duties

The functions of this Academic Council committee will be to:

- Make recommendations to the Chief Student Affairs Officer or designee with respect to specific discipline cases, including holding hearings.
- Develop and/or review procedures for addressing discipline cases and student grievances.
- Make recommendations to the Chief Student Affairs Officer or designee with respect to academic integrity issues and cases, and hold hearings as may be warranted.
- Review and, if necessary, revise the Student Code of Conduct.

Section 14: Professional Development Committee - Revised

14.1 Membership

The membership of the Professional Development Committee shall consist of the following:

- 8 teaching faculty:
 - One (1) Faculty Member - Nursing/Radiography
 - One (1) Faculty Member - Business/CIS/Engineering
 - One (1) Faculty Member - Math/Science
 - One (1) Faculty Member - Humanities/Social Sciences/C.E.H.T.
 - One (1) Faculty Member - English/Fine and Performing Arts
 - One (1) Faculty Member - ELS/Developmental English
 - Two (2) Faculty Members - At Large

14.2 Duties

The functions of this Academic Council committee will be to:

- Review and recommend appropriate professional development activities and projects that meet the needs of the academic mission and strategic planning
- Work closely with the chief academic officer or designee in the planning and implementation of professional development activities
- Assess development activities and projects
- Develop long range plans for professional development and make recommendations to the Academic Council regarding these activities

Section 15: Student Life Committee - Revised

15.1 Membership

The membership of the Student Life Committee shall consist of the following:

- Director of Student Activities or designee
- 4 Faculty Members
 - Two (2) faculty members elected at large

- Two (2) faculty club advisors
- Faculty adviser to the Student Government Association
- Dean of Academic Affairs or Designee
- One (1) Club Advisor at Large (Faculty or Administrator)
- One (1) full-time counselor, advisor, coordinator, specialist, and/or applicable college employee whose primary employment functions include academic advisement and student support.
- President of the student government organization or designee
- Two (2) students selected by the Chief Student Affairs Officer or designee

15.2 Duties

The functions of this Academic Council committee will be to:

- Review and make recommendations concerning student government and student activities.
- Review and make recommendations about policies and procedures concerning student development.
- Review and make recommendations regarding the criteria for scholarships and selection for scholarship recipients.
- Review the budget of the student governance organization twice a year, and make recommendations regarding expenditures and programming.

Section 16: Ad hoc Committee(s)

Ad hoc committees(s) may be appointed by the President of the Academic Council for a specific period of time.

ARTICLE IV: AMENDMENTS

These By-laws may be amended by a majority vote of the membership provided the amendment is submitted to the membership in writing or e-mail at least [15] 10 class session days prior to the regular meeting at which the vote is to be cast. Failing sufficient attendance, the by-laws may be amended by official mail ballot subsequent to such meeting