# MISSION COLLEGE

# Academic Directions Committee

By-Laws

#### **ARTICLE I - PURPOSE**

The Academic Directions Committee serves as a standing subcommittee of the Academic Senate to provide support to the Senate and the College as a whole for the examination and maintenance of the balance of curriculum at Mission College, including the following:

- A. Review ideas for new programs to determine whether they fit the balance of curriculum and make recommendations to the Senate regarding whether the program should be allowed to go forward through the full approval process.
- B. Provide guidance and support for new program development once the program has passed through Senate pre-approval.
- C. Assist existing programs that have identified as needing revitalization and track their progress through the Program Revitalization process.
- D. Make recommendations to the Senate to move forward with Program Discontinuance for programs that cannot be successful, as shown by a failure to benefit from the Program Revitalization process.
- E. Work with other constituent groups to forge consensus on matters pertaining to the balance of curriculum.

#### ARTICLE II – MEMBERSHIP

- A. The Academic Directions Committee shall be comprised of the following members:
  - 1. 2 faculty representatives from each of the six divisions
  - 2. 1 representative from Division Chair Council
  - 3. 1 representative from Associated Student Government
  - 4. 1 representative from Classified Senate
  - 5. 2 administrators
- B. The committee shall include the following as ex-officio members: Mission College Academic Senate President, Program Review Committee Chair, Curriculum Committee Chair, the Director of the Office of Research and Institutional Planning, and the Vice President of Instruction.
- C. For each program in Revitalization, a task force shall be designated consisting of the Department Chair, the Chair and Dean of the Division, and two members of the ADC.

#### ARTICLE III - MEETINGS

- A. Business meetings will be held the 1st and 3rd weeks of each month during the academic year.
- B. Working sessions will be held as needed on the  $2^{nd}$  and  $4^{th}$  weeks of each month during the academic year.
- C. Revitalization task force members shall meet as necessary and as schedules permit, and

shall report the results of these meetings to the ADC at its regular business meetings.

D. The full committee may convene additional meetings as needed.

# ARTICLE IV – VOTING/QUORUM

- A. Voting shall be done by regular members and shall exclude the chair except in the event of a tie.
- B. The voting quorum shall be one more than half of the sitting committee members.
- C. Only committee members have voting rights.

# ARTICLE V – CALENDAR OF ACTIVITIES

A report shall be provided to the Academic Senate at periodic intervals throughout the year, but at least once per semester.

# ARTICLE VI – AMENDMENTS

- A. These by-laws shall be reviewed once per year by the committee.
- B. Amendments to this document may be made as deemed necessary by a quorum at any business meeting.

Drafted 04.22.11 Approved by MCAS 04.19.12 Approved by MCAS 10.04.12