PURPOSE AND MEMBERSHIP

OF THE

A C A D E M I C S E N A T E

I. GENERAL STATEMENT

The Triton College Academic Senate is a collegial body established by the Faculty Association, the administration, and the Board as the academic committee system of the Faculty Association which encompasses other elements of the college in order to promote widespread input into academic decisions. The Senate is concerned with building consensus on those issues which relate to teaching, learning, and professional activities at the College.

The Senate is principally an elected body. It is an advisory body that reports directly to the College President. When appropriate, the decisions of the Senate are presented to the Vice President of Academic Affairs/Student Affairs as well as to the President. The Senate generates proposals as well as considers and evaluates recommendations of its standing committees.

The meetings of the Senate are open to the College community. Through the Senate, all faculty, regular and adjunct, have the opportunity to contribute to the Triton educational community. Student leaders are able to voice student concerns and perspectives as well. At the same time, faculty and students can have an ongoing awareness of the issues under consideration College-wide. The Senate serves in this way as a communication vehicle on academic matters.

Each Senate member regularly reports to his/her constituents on Senate matters. Also, minutes of all Senate meetings and summaries of committee meetings are sent to professional employees of the College and student leaders. To ensure effectiveness, resources of the institution are made available for official business of the Senate and its committees.

The focus of the Senate is academic life and development at the College. The scope of the Senate's responsibility does not, therefore, encompass matters dealt with under the terms of the negotiated agreement, the Illinois Educational Labor Relations Act or the Community College Tenure Act. Hence, the Academic

Senate takes no action dealing with wages, hours, and terms and conditions of employment, tenure, and/or any other matters within the scope of collective bargaining or the tenure law, recognizing that these areas are the exclusive purview of the Triton College Faculty Association (TCFA).

This model of shared academic governance shall be reconsidered on a period basis by the Senate Chairperson and the Senate subcommittee chairpersons. The Senate may, by three-fifths majority, make changes in its structure and/or operational procedures. The college will ensure the independence autonomy of the Academic Senate.

II. PURPOSE

A. To ensure faculty involvement and full representation in decision-forming processes and the forging of a consensus on academic issues.

B. To create and maintain direct communication between faculty and the President on academic issues.

C. To focus faculty interests on building a quality community of learning, that is, on the issues of educational philosophy, academic standards and practices.

D. To foster a climate of continuous revitalization in pursuit of excellence.

E. To decide issues of general concern which require deliberation of those affected.

F. To establish openness in the shared governance process.

III. MEMBERSHIP

A. Ex-Officio Members

1. TCSA President
2. Vice President for Academic Affairs
3. Vice President of Student Affairs
4. AVP Academic Innovation and Workforce Education
5. Associate Vice President Human Resources
6. Two Deans (selected by the deans)

B. Elected Members

Faculty Representatives by Department(s): Number of Senators

VPCA	2
English	2
Librarians	1
Social Science	1
Behavioral Science	1
CIS, Architecture, COT, REN, Construction Tech	1
Mathematics	2
Health, Sport, Exercise Science, Education	1
Science	2
Business	1
Nursing	2
CJA/ENT	1
Auto	1
HIA/HRT	1
Allied Health	2
Counseling	1
TOTAL NUMBER OF FACULTY SENATE SEATS	**22**

C. Representatives

1. Adjunct Faculty Representation (selected by Faculty Association with a two-year appointment)

D. Non-Voting Members

1. Operational Assembly
2. Classified Employees
3. Mid-Managers

IV. PROCEDURES

Bylaws will be developed by the Senate in keeping with this document.

ACADEMIC SENATE BY-LAWSAND PROCEDURES

As revised in 2025

I. FACULTY SENATOR ELECTION PROCEDURES

A. The term of office for faculty elected to the Triton Academic Senate shall be two years. To ensure continuity, approximately half of the Senators will be elected in even numbered years and half elected in odd numbered years.

B. Elections shall be held annually in March to fill the seats of those Senators retiring. Such elections shall be held in the department/program areas. Senators-Elect shall take office at the first meeting of the Senate following the Fall Faculty Teaching and Learning Day.

1. An announcement of Senate seats for election shall be sent by the Senate Chairperson to each full-time faculty member during the first two weeks of the spring semester.

2. Names may be placed in nomination or candidates may announce their intention up to ten working days prior to the election.

3. Candidates' names shall be given to an election committee selected by the departments/programs represented no later than five working days prior to the election.

4. Appropriate ballots shall be prepared by the election committee in the departments/programs area outlined in Section III.B of the Negotiated Agreement.

5. Only those persons represented by a specific Senator may cast a ballot in that election. Eligible voters from each area of contest will be identified from lists furnished by the Vice President for Salary Welfare of the TCFA and by the Office of the Vice President for Academic Affairs.

6. Ties shall be broken by lot.

7. In the event that no candidate has a majority, there shall be a runoff between the top two candidates. If a tie prevents identifying the top two candidates, the runoff candidates shall be decided by lot.

8. Absentee voting shall be allowed.

9. Senator may succeed himself/herself in office.

Senators attending less than half of the sessions of the Senate in any given semester may be subject to recall at the discretion of the constituency represented. At least two-thirds of those represented must concur with the recall motion.

Senators resigning or having been recalled from office shall be replaced through a special election held no later than four weeks after the vacancy occurs.

II. SENATE LEADERSHIP

The Chairperson of the Academic Senate will be a faculty member elected by the Academic Senate on an annual basis. Nominations will take place at the April Senate meeting. If there is only one nominee, the candidate may at that time be elected by acclamation. If there is more than one candidate, the Senate will hold an election. The current Senate Chair does not vote in the elections; the Chair will vote only to break any tie. In the case of an election with more than two candidates, a candidate must have a minimum of one vote over 50% to be elected. If not, the top two candidates will have a run-off election.

Election Procedure: If there is more than one nominee, the election will take place before the final Academic Senate meeting of the Spring semester each year. If a run-off is necessary, it will take place immediately after the conclusion of the original election. An election judge or committee will be agreed upon by the candidates. Senators will be given a deadline by which they must cast their votes, either in person or via absentee ballot (email). The ballots will be counted, and the results announced before the final meeting of the semester. The judge or committee will contact the candidates before announcing the results to the general membership.

The Chairperson-Elect will assume the Chair at the first Academic Senate meeting in conjunction with or following the Fall Workshop. The Chairperson of the Academic Senate may be reelected. The department(s) represented by a sitting Senate Chairperson shall elect a Senator to replace that person for purposes of advocacy. Senators or Senators-elect are eligible for nomination as Chair of the Academic Senate.

III. STANDING COMMITTEE STRUCTURE

The committees listed below will function under the general guidance of the Academic Senate to provide information on which the Senate may base its advice to the President of the College. The chairperson or co-chairperson of each committee shall be a member of the Senate, and each committee shall have representatives of appropriate constituencies as members. The majority of each shall be faculty.

The Chairperson of the Academic Senate will appoint the committee chairpersons annually from the Senate membership. Chairpersons/co-chairperson will be ratified by the Senate at the first Senate meeting of the fall semester or at the first Academic Senate meeting after the Chairperson of the Academic Senate brings a nomination forward. Members will be selected from current full-time and adjunct faculty, making every effort to represent all constituencies of the college according to a collegial model.

It is understood that if the Senate Chair wishes to appoint a full-time faculty member not on Senate to a Senate Committee Chair position, the Senator from that member's area should step aside and let that faculty member take the seat. However, in the case that their area's Senate seat is occupied by another Senate committee, the faculty member may join the Senate in a capacity of a non-voting member of Senate. Should a seat in the non-voting member's area open, the non-voting member would then take that seat. The status of non-voting member lasts only while the faculty member is still chairing the committee.

Administrators shall be appointed by the President of the College and students according to committee guidelines by the President of the TCSA.

Terms of committee membership shall all be for one year. Committee members may be reappointed to serve on committees in successive year

The Committees of the Academic Senate shall be:

A. College Curriculum Committee

B. Academic & Scholastic Standards Committee

C. Student Development Committee

D. Academic Support Committee

E. Campus Quality Committee

F. Professional Development Committee

G. Assessment Committee

H. Online Education and Technology Committee

I. AI Education and Policy Committee

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee is a standing committee of the Academic Senate specifically responsible for planning the Faculty Teaching and Learning Days in Fall and Spring with the assistance of the office of the president/and or their designees, planning professional development opportunities for faculty in partnership with the CTE, and identifying outstanding full-time and adjunct faculty members each year.

Responsibilities include:
1. Planning in-service educational programs for the faculty.
2. Promoting faculty community building.
3. Recognizing outstanding professional achievements by faculty.

Membership:

The committee will be led by a chair that serves on the Academic senate, consist of no less than 12 and no more than 18 members, one of whom must be administrator. The remaining members will be from full-time and adjunct faculty. Two members will be the coordinator of Outstanding Full-time and Adjunct Faculty Selection subcommittees, and the other voting members must serve on at least one subcommittee.

Meeting Schedule:

Meeting times will be established by the chairperson, in consultation with the members of the committee.

Disposition of items acted upon by the Council:

All recommendations of the Professional Development Committee will be forwarded to the Academic Senate.

PROCEDURES

The internal operation of the Professional Development Committee will be conducted within the framework of the following procedure statements:

I. Meetings

A. The Committee will establish regular meeting days and times.

B. The agenda will be submitted to all members in advance of the meeting.

C. All meetings will begin promptly and adjourn at the predetermined time.

D. If any committee member is unable to attend, he/she will notify the Chair in advance of the meeting.

E. All meetings are open to the community college at large.

II. Action by the Committee

A. A quorum will consist of a majority of the members of the Committee

B. Only items on the published agenda will be formally acted on the Committee

COLLEGE CURRICULUM COMMITTEE

The curriculum committee is a standing committee of the Academic Senate specifically responsible for course/program review. The responsibilities include:

Evaluation of credit course offerings and curricula to ensure that they:
1. Meet the College's vision, mission core values and objectives and conform to state, accrediting, and licensing body mandates.
2. Conform to state, accrediting and licensing body mandates.
3. Evaluation of proposals for new/revised/withdrawn courses or new/revised/inactive/reactivated/withdrawn curricula
4. Planning, developing and projecting degree and certificate programs on a long-term basis

Membership: The committee consists of 17 voting members representing the following areas:

- Chair (a member of the Academic Senate)
- 10 other full-time faculty representatives from the following areas: 4 from the School of Arts and Sciences, 4 from Career Education representing diverse constituencies, 2 non- teaching faculty (1 Librarian and 1 Counselor)
- 1 adjunct faculty member
- 3 academic deans (Arts & Sciences, Business & Technology, Health Careers & Public Service Programs)
- Dean of Enrollment Services
- A representative for the Vice President of Academic Affairs

The committee also consists of 2 non-voting, resource members representing the following areas:
- A representative from Curriculum & Assessment
- Recording Secretary

Meeting:

Time to be established by the chair, in consultation with the members of the committee.

Disposition of items acted on by the committee:

A copy of all recommendations of the Curriculum Committee are submitted for review to the Academic Senate and to the Vice President for Academic Affairs. The recommendations of the Academic Senate, the Vice President for Academic Affairs, and Vice President for Student Affairs are submitted to the TCFA as information and to the Board of Trustees for action.

PROCEDURES

The internal operation of the College Curriculum Committee will be conducted within the framework of the following procedure statements:

I. Meetings

a. The committee will establish regular meeting days and times
b. The agenda will be submitted to all members at least one day in advance of the meeting
c. All meetings will begin promptly, as soon as establishment of a quorum and adjourn as promptly as possible.
d. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting.
e. All meetings are open to the community at large.

II. Action by the Committee

a. A quorum will consist of a majority of the members of the Committee.
b. An affirmative vote of three-fifths of the members voting is required to recommend approval of a curriculum proposal. Abstentions do not count.

III. Routing of College Curriculum Committee Business

Curriculum items will normally be introduced within the discipline where they will first be reviewed. The proposal will then be reviewed by the department and school from which the curriculum was introduced and any other department/school that will be affected by the proposed changes.

ACADEMIC AND SCHOLASTIC STANDARDS COMMITTEE

The Academic and Scholastic Standards Committee is a standing committee of the Academic Senate specifically responsible for reviewing and recommending revisions for academic and collegiate standards. Responsibilities include such functions as reviewing and recommending student academic standards, or policies (e.g. withdrawal requirements, probation and dismissal, academic honesty, "I" grades, credit by exam, etc), or academic and scholastic issues which, in the spirit of shared governance, are appropriate for input from this committee.

Membership:

The committee will consist of 10 – 16 members representing the following areas:

Chair: Member of the Academic Senate
5 – 10 other faculty representatives selected from the following areas:

- 4 from School of Arts and Sciences
- 4 from Business and Technology/ Heath Careers and Public Service.
- 1 Counselor
- 1 Academic Advisor
- 1-2 Student representatives from Phi Theta Kappa and/or the Scholars Program
- Administrative representative from Arts and Sciences
- Administrative representative from Business and Technology
- Administrative representative from Heath Careers and Public Service Programs

Resources:

A representative from Student Services
A representative from Financial Aid
A representative from Admissions
A representative from Records
A representative from Advising

Meeting Schedule:

Meeting time to be established by the chair, in consultation with the members of the committee.

Disposition of items acted on by the Committee:

All recommendations of the Academic and Scholastic Standards Committee will be forwarded to the TCFA and the Academic Senate.

PROCEDURES

The internal operation of the Academic Standards Committee will be conducted within the framework of the following statements:

I. Meetings

A. The Committee will establish regular meeting days and times.

B. The agenda will be submitted to all members at least one week in advance of the meeting.
C. All meetings will begin promptly and adjourn at the predetermined time.
D. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting.
E. All meetings are open to the college community at large.

II. Action by the Committee

A. A quorum will consist of a majority of the members of the Committee.
B. Only items on the published agenda will be formally acted on by the Committee.

STUDENT DEVELOPMENT COMMITTEE

A standing committee of the Academic Senate will be appointed for the express purpose of developing the campus environment as a means of increasing student development. The committee is based upon the premise that the more time and effort students invest in the learning process, the greater will be their growth and achievement, their satisfaction with their educational experiences, and their persistence in reaching personal, academic, and career goals.

The committee, through a consensus building process, will work toward the development of a campus environment that promotes frequent faculty and student peer interactions, optimum use and awareness of campus resources and facilities and opportunities for involvement in student clubs and organizations.

The committee will review educational policy and practices, which impact student involvement in learning, and assess academic support services and co-curricular activities to determine the quality of student involvement. The Student Development committee will present its recommendations to the Academic Senate for final action.

Membership:

Chairperson: A member of the Academic Senate representing the Counseling Department

7-15 full-time faculty members (including the chairperson)
1 adjunct faculty member from either credit or Adult Education)
1 student
1 representative from Dean of Retention and Student Engagement or Dean of Students

Students, faculty, and other members of the Triton community are welcome to participate in the committee as resource members.

Resource members will be called upon as needed by the committee. All administrators will be included in communication by the chairperson but attendance is not required/expected at every meeting.

The Student Development Committee will not usurp the role and/or responsibilities of the Student Life Committee as an appeal board for disciplinary sanctions invoked on students.

PROCEDURES

The internal operation of the Student Development Committee will be conducted within the framework of the following procedure statements:

I. Meetings

A. The Committee will establish meeting days and times.
B. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting.
C. All meetings are open to the college community at large.

II. Action by the Committee

A. A quorum will consist of a majority of the members of the Committee.
B. Only item on the published agenda will be formally acted on by the Committee.

CAMPUS QUALITY COMMITTEE

The Campus Quality Committee is a standing committee of the Academic Senate specifically responsible for reviewing quality of life concerns of Triton students, faculty and staff and recommending solutions that will enhance the quality of life for students, faculty and other Triton employees.

The mission of the Campus Quality Committee is to make recommendations in those areas where a consensus exists on ways to improve the academic, social, and physical character of campus life. Campus Quality Committee identifies, analyzes and provides suggested solutions for the challenges and opportunities concerning the quality of campus life for students, faculty and staff. The Campus Quality Committee reports to the Academic Senate.

Function:

1. To study the need for new physical facilities and for physical plan modifications.
2. To consider other aspects that affect the ability of Triton students, faculty, and staff to be productive.

Membership:

Committee is comprised of 14-22 (minimum of 14/maximum of 22) voting members from the following areas:

- Chair: Faculty member of Academic Senate
- 7-14 Full Time Faculty (minimum of 7/maximum of 14) from the following areas:
    - Arts & Science
    - Business & Technology
    - Health Career/Public Service
    - Library
    - Counseling

- 1-2 Representatives, Adjunct Faculty (minimum of 1/maximum of 2)
- 1 Representative from Facilities
- 1 Representative from Information Services/Systems
- 1 Representative from Student Affairs/Academic Affairs
- 1 Representative from the Police
- 1 Student Representative

The internal operation of the Campus Quality Committee will be conducted within the framework of the following procedure statements:

I. Meetings:

A. The Committee will establish meeting days and times.
B. The agenda will be submitted to all members at least one week in advance of the meeting.
C. All meetings will begin promptly and adjourn at the predetermined time.
D. If any member of the Committee is unable to attend, they will notify the Chair's office in advance of the meeting.
E. All meetings are open to the college community at large.

II. Action by the Committee:

A. A quorum will consist of a majority of the voting members of the Committee.
B. Only items on the published agenda will be formally acted on by the Committee.
C. Only members present may vote and a majority vote by the members present is required to approve committee actions.

ACADEMIC SUPPORT COMMITTEE

The Academic Support Committee is a standing committee of the Academic Senate specifically responsible for reviewing and recommending means for improving and enhancing the effectiveness of the academic support services of Triton College.

Functions:

A. To study and recommend changes needed in programs, services, or policies of academic support programs.
B. To study and recommend changes needed in programs, services, or policies in the Library/Learning Resource Center and Academic Success Center.
C. To study and recommend changes needed in programs, services or policies in counseling and advising relating to academic support.

Voting Membership:

Chair: The chair of the Academic Support Committee will a member of the Academic Senate, appointed to the chair position by the chair of the Academic Senate. Chair will vote solely to break a tie vote.

Faculty:

- 7-14 Full-time Faculty members representing the diverse areas of the college
- 1 Adjunct from any area
- 1 student representative

Administration:

- Dean of Academic Success
- 1 additional administrative representative from an area which aligns with the functions of the committee, i.e., Counseling, Advising, Academic Support, Adult Education, Continuing Education

Non – Voting Administrative Resources:

- Vice President, Academic Affairs
- Vice President, Enrollment Management and Student Affairs
- Member of Information Systems
- Academic Support Area Representatives

ACADEMIC SUPPORT COMMITTEE

PROCEDURES

The internal operation of the Academic Support Committee will be conducted within the framework of the following statements:

I. Meetings

A. The Committee will establish regular meeting days and times.
B. The agenda will be submitted to all members at least one week in advance of the meeting.
C. All meetings will begin promptly and adjourn at the predetermined time.
D. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting.
E. All meetings are open to the college community at large.

II. Action by the Committee

A. Quorum is established, and official business may proceed, when the committee chair determines that there are six (6) eligible voting members present, not including the chair.
B. Only items on the published agenda will be formally acted on by the Committee.

ASSESSMENT COMMITTEE

Mission:

The Academic Assessment Committee, a standing committee of the Academic Senate, is responsible for the development, execution, and support of the college's student learning assessment activities.

Functions:

Support faculty in academic assessment efforts

Review and approve institutional academic assessment tools and procedures

Collaborate with the Office of Institutional Advancement in the promotion of a culture of assessment

Membership:

- Nine (9) Full-Time Faculty Members from the following areas:
  - Four (4) from Arts and Sciences
  - Two (2) from Business and Technology
  - One (1) from Health Careers
  - One (1) from Counseling
  - One (1) from the Library
- Two (2) Adjunct Faculty Members
- Three (3) Deans or Associate Dean from the following areas:
  - One (1) from Arts and Sciences
  - One (1) from Business and Technology
  - One (1) from Health Careers
- Director of Curriculum and Assessment

PROCEDURES

The internal operation of the College Assessment Committee will be conducted within the framework of the following procedure statements:

I. Meetings

A. The committee will establish regular meeting days and times
B. All meetings will begin promptly, as soon as establishment of a quorum and adjourn as promptly as possible
C. If any member of the Committee is unable to attend, he/she will notify the Chair's office in advance of the meeting

II. Action by the Committee

A. A quorum will consist of a majority of the members of the Committee

B. An affirmative vote of the majority of the members voting is required to recommend approval of a proposal. Abstentions do not count.

ONLINE EDUCATION AND TECHNOLOGY COMMITTEE

The Online Education and Technology Committee (OETC) is a standing committee of the Academic Senate. It recognizes that faculty and staff directly involved in online teaching and learning are best equipped to recommend policies, procedures, priorities, planning, and implementation practices for online education. Its role is to recommend policies and procedures that contribute to high-quality online education at Triton College.

Functions:

The committee will review and assess existing policies and procedures, offer changes in, and recommend new policies and procedures related to the following:

1. Policies and procedures concerning online education
2. Faculty development in online teaching and technology
3. The acquisition, maintenance, and appropriate use of technology for online education

Additionally, the Online Education and Technology Committee (OETC) will review, evaluate, and advise on priorities and strategic policies related to online education and technology. It will also review, evaluate, and advise on the development and review of online and hybrid courses by the Peer Review Committee, a subcommittee of OETC.

All voting members of the Online Education and Technology Committee must be qualified to teach online: a) according to Triton College requirements or hold an external professional Online Teaching Certification, b) have experience teaching online or hybrid courses, or have experience developing online hybrid courses. This ensures educators are prepared to teach and improve hybrid or online courses. All voting members should complete at least one related professional development activity, such as a course of workshop, every 18 months, either at CTE or externally.

Membership:

The committee will comprise at least 10-15 members (a minimum of 10/maximum of 15, no more than three staff and administration members), voting members from the following areas:

- **Chair** - Faculty member of the Academic Senate
- Assistant Vice President, Technology & Innovation (admin
- 6-10 Full-Time Faculty (a minimum of 6/maximum of 10) with at least one faculty from the following areas:
    - Arts & Sciences
    - Business & Technology
    - Health Career/Public Services
    - Library and Counseling
- Staff: (no more that three voting members from the staff and admin)
- 1 from the Office of Distance Learning
- 1 Representative from Information Services/Systems
- 1 Representative from Continuing Education
- 1 representative from Adjunct Faculty

- 1 Student Representative

Meeting Schedule:

The Online Education and Technology Committee meets regularly to consider action items from the previous meeting as well as new items added since then. Requests to place items on the agenda are communicated to the Chair in advance of the meeting date. The agenda, meeting schedule, and meeting notes are kept and posted on the Online Education and Technology Committee's Blackboard site.

PROCEDURES

The internal operation of the Online Education and Technology Committee will be conducted within the framework of the following statements:

I. **Meetings**

2. The Committee will establish regular meeting days and times.
3. The agenda will be submitted to all members at least in advance of the meeting.
4. All meetings will begin promptly and adjourn at the predetermined time.
5. If any member of the Committee is unable to attend, they will notify the Chair's office in advance of the meeting.
6. All meetings are open to the college community at large.

II. **Action by the Committee**

1. A quorum will consist of a majority of the members of the Committee.
2. An affirmative vote of the majority of the members voting is required to recommend approval of a proposal. Abstentions do not count.
3. All recommendations of the Online Education and Technology Committee will be forwarded to the Academic Senate.

Peer Review Committee-Sub-Committee of the OETC

Chair:

Peer Review Committee **- Sub-Committee of the OETC**
Chair:

The peer review committee, in collaboration with OETC and the Office of Distance Learning, will review and evaluate newly developed or revised online and hybrid courses. The course evaluation recommendations will be submitted to the Vice President for Academic Affairs and to the Board of Trustees for further action by the Office of Distance Learning.

The peer review committee members will use the approved exemplary rubric to evaluate the courses in both the Fall and Spring semesters. The courses for the evaluation will be assigned to the committee members by the Office of Distance Learning Representative. Each member may be assigned 2-4 course areas for review.

Peer review committee members do not meet regularly as other committees do, but are available to evaluate the courses in Spring and Fall.

Requirements for OETC Peer Review Committee:

- Master Online Teaching professional certificate from Illinois Online Network (ION) or Quality Matters professional certification.
- You have also developed a Triton Online or hybrid course.
- Attend a brief training course using the Blackboard Exemplary Course Rubric
- Familiarity with (or willingness to learn about)
    - Creating ADA-compliant courses
    - Integrating Universal Design for Learning (UDL)
    - Facilitating Interaction & Collaboration
    - Learner-centered use of technology
    - Assessment strategies in digital learning environments

AI EDUCATION AND POLICY COMMITTEE

Mission Statement

The Artificial Intelligence Education and Policy Committee is a standing committee of the Academic Senate charged with guiding the campus in matters related to artificial intelligence (AI). The committee is specifically responsible for promoting AI education and developing recommendations for AI-related policies that support the college's mission.

Responsibilities

The committee's responsibilities include, but are not limited to:

- Assisting in the development of educational resources and training on AI for the campus community.
- Promoting collaboration across departments and divisions to advance AI-related initiatives.
- Recommending policies related to the use, integration, and ethical considerations of AI on campus.
- Presenting all recommendations to the Academic Senate for review and approval.

Operating Procedures

- The committee will establish regular meeting days and times.
- Agendas will be distributed to all members prior to each meeting.
- Meetings will begin promptly and adjourn at the predetermined time.
- A quorum will consist of a simple majority of committee members.
- Members who are unable to attend must notify the Chair in advance.

- All meetings are open to the entire college community.

Membership

Chairperson: a member of the academic senate

5 members from arts and sciences area (must include members from different departments)

1 faculty from Business and Technology

1 faculty from Health Careers

1 librarian/counselor

1 adjunct from technology

Non-voting members

1 Administrative Representative from Technology and Information

1 Administrative Representative from Arts and Science

2 resource members (at least 1 from student support)

1 student member