

Instruction Committee Bylaws

I. Name:

The name of this Governance Committee is the **Instruction Committee**.

II. Purpose:

To consider, discuss, and make recommendations on instructional issues that advance the academic mission of the college. The Instruction Committee will recommend policy and procedures related to broad academic initiatives to improve instruction and assessment of student learning. The Instruction Committee will review new instruction policies and procedures from governing bodies and be proactive in making college-wide recommendations for these policies and procedures. The Instruction Committee reports through the Executive Vice President for Academic and Student Affairs.

III. Responsibilities:

The Committee will review and recommend any revisions to policies, procedures, plans, or other relevant documents that are germane to the purpose of the Instruction Committee, e.g., course outline and course syllabus templates, the General Education Assessment Plan, and Policy 2105 Academic Standards.

IV. Membership and Terms of Office:

- A. As a governing body of Tidewater Community College, the Instruction Committee will be inclusive of our diverse population when comprising the membership of our committee.

- B. Representatives from the teaching faculty are elected college-wide by discipline groups as aggregated below. If only one representative of the respective discipline group is able to serve, and election will not be held. Library representatives and academic deans are elected college-wide by their peers. The Academic Affairs representative is appointed by the college's chief academic officer. Up to three teaching faculty members may be appointed for a one-year term by the PAPC to ensure equitable representation from the four campuses.

- C. Each voting member elected by his or her constituency group shall serve a three-year term, with one-third overlap from year to year. Each member of the Committee must be under contract to TCC while serving on the Committee. If a member should step down from the Committee prior to the end of his or her term, a replacement shall be appointed by the Committee Chair to serve out the remainder of the term. At the end of the term, the replacement will be eligible for election to serve a subsequent three-year term.

- D. Members may be re-elected or re-appointed after one year off the Committee.

E. Elections will be conducted to fill committee vacancies and results reported to the Chair prior to the April meeting each year.

Faculty Representatives:

No. of Reps	Domain	Disciplines Represented
1-2	English	ENG/Developmental
1	Communication	CST (Speech), ESL
1-2*	Humanities/Fine Arts/Arts and Design	ART, CRF, CST (Theatre), HUM, IDS, Languages (CHI, FRE, GER, JPN, RUS, SPA), MUS, PHI, PHT, REL
1	Natural Sciences	BIO, CHM, GOL, NAS, PHY, VET
1-2	Mathematics	MTH/Developmental
1-2*	Social Sciences	ECO, GEO, HIS, PLS, PSY, SOC, SSC
1	Health Professions	DIT, DMS, EMS, HIM, HLT, MDL, NUR, OCT, PTH, RAD, RTH
1	Information Systems	CSC, GIS, ITD, ITE, ITN, ITP
1	Public Services	ADJ, ASL/INT, CHD, EDU, FNS, FST, HMS, PED, PBS
1-2*	Industrial Technologies	AIR, ARC, AUB, AUT, BLD, CAD, CIV, DSL, EGR, ELE, ENE, ENV, ETR, IND, INS, MAC, MAR, MEC, SAF, TRK, WEL
1	Business Management	ACC, ACQ, AST, BUS, FIN, HRI, HRT, LGL, MKT

*Representatives must be from two different disciplines

Academic Administrators:

2	Academic Deans	1 representing Transfer programs 1 representing Career & Technical programs
1	Academic Affairs	Director of General Education Assessment & Transfer Partnerships

Libraries:

1	Full-time Librarian
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PAPC Appointees:

0 to 3	PAPC appointees (teaching faculty)
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Ex-Officio Members:

Associate Vice President for Libraries
Past Chair of Instruction Committee

17-25 Voting Members (Total)

V. Voting:

- A. Voting members include all teaching faculty, academic administrators, and the Library representative by the various constituency groups represented on the Committee, and any members appointed by the PAPC.

- B. All Committee business shall be formally presented and voted on during regularly scheduled monthly meetings, provided a quorum is present. In the case of time-sensitive action items that are discussed when a quorum is not present, the Chair may elect to call for a virtual vote by the full membership within three business days following the meeting. All actions taken based on a virtual vote will be binding provided the number of votes received constitutes a quorum.

VI. Election of Officers:

- A. The Instruction Committee shall elect officers for the academic year during the first regularly scheduled meeting in April.

- B. The term of office for Committee officers shall be one year, from September to September.

VII. Officers:

The two officers of the Instruction Committee shall consist of the Chair and the Recorder.

- A. The Chair of the Instruction Committee shall:
 - 1. Secure a meeting room and call regular meetings once a month, excluding June, July, and August.
 - 2. Create an agenda for each meeting using the template provided by the PAPC.
 - 3. Distribute agenda, backup materials, and draft minutes of previous meeting electronically to all committee members no less than 7 calendar days prior to each scheduled meeting.
 - 4. Preside over meetings.
 - 5. Should the Chair be unavailable for a Committee meeting, the Chair or the Associate Vice President for Libraries shall appoint a substitute Chair from the Committee for that specific meeting.
 - 6. Provide reports to the PAPC and to the Executive Vice President for Academic and Student Affairs in accordance with the governance timeline.
 - 7. Attend PAPC meetings.
 - 8. Share with the Committee motions passed by the PAPC and report comments back to the PAPC Chair within the 30-day comment period.
 - 9. Verify that the Committee's web postings are accurate and up-to-date.
 - 10. Report upcoming openings on the committee to the PAPC Chair by February 15.
 - 11. Hold elections for the Committee officers during the second to last regularly scheduled meeting of the academic year.

12. Report Committee membership election results for the upcoming year to PAPC by May 1.

B. The Recorder shall:

1. Take accurate minutes (including attendance records) of each Committee meeting.
2. Submit draft of minutes to Committee Chair no less than 10 days prior to the meetings using the template provided by the PAPC.
3. Ensure and verify electronic posting of approved minutes.
4. Track membership rotation and report to the Committee Chair before February 15.
5. Work with the Chair to update the Governance Portal, Instructional Resource Repository, and Committee webpages.
6. Perform other official duties in consultation with the Chair.

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VIII. Meetings:

The Instruction Committee will meet monthly according to the schedule posted on the College's website.

A. The Chair may call additional meetings as required to be held at a time and a place agreed upon by the membership. The Chair shall notify all members by email of the time set for the extra meeting.

B. A quorum is defined as a simple majority of filled vacancies and is required for a vote on any action items presented to the Committee.

C. The Chair will conduct all meetings according to Robert's Rules of Order.

IX. Attendance:

A. Members of the Instruction Committee are expected to attend all meetings scheduled to conduct the Committee's business.

B. If a member misses 30 percent of regularly scheduled meetings within an academic year, he or she may be removed from the Committee. A replacement may be appointed by the Committee Chair to serve out the remainder of the term.

X. Subcommittees:

The Chair, at his or her discretion or in consultation with Committee members, may appoint ad hoc subcommittees as required to carry out the Committee's charge.

XI. Amendments:

Amendments to these Bylaws must be proposed and lodged at a regularly scheduled meeting and are subject to a 2/3 majority vote of the voting membership at the next regularly scheduled meeting for which a quorum is present.

Revised 11/09/2010
Revised 09/16/2013
Revised 12/1/2013
Revised 3/28/2014
Revised 1/31/2015
Revised 3/27/2015
Revised 11/10/2015
Revised 12/8/2015
Revised 12/1/2017