A committee/council/taskforce charter describes the committee’s purpose, scope of authority, specific responsibilities, membership composition, meeting frequency, and accountabilities. All committees are formally chartered by the College’s Leadership Council, is accountable to the same, providing quarterly written updates. A charter may be concluded at any time if its form and function is no longer viable and/or required.

**Mission/Purpose:**
Provide a brief statement of the mission and/or vision for this committee.

The Academic Council of Jackson College exists to assure the integrity of the College’s instructional system. To achieve this body of work, the Council shall coordinate efforts of all Academic Integrity committees to assure strategic and operational effectiveness and efficiency.

**Authority & Objectives:**
List in bulleted format the scope of authority and responsibilities of the Committee.

The Council shall:
- Oversee and support the development and implementation of the academic strategic plan.
- Research best practices and define, recommend, and monitor academic policies.
- Define and monitor metrics and goals related to instruction.
- Complete a bi-annual assessment of the College’s academic/instructional progress and provide Monitoring Reports as requested to the Leadership Council and the Board of Trustees.
- Provide direction and final approval of institutional accreditation updates, reports, program reviews and action projects as they relate to instruction and academics.
- Other functions as defined by the Chief Academic Officer and/or the President.

**Agenda, Minutes & Reporting:**
Provide information on who will provide administrative support and develop the meeting agendas. Provide a list of what will be recorded in the meeting minutes and who is responsible for recording and sharing, and where.

Meeting minutes are prepared by the recorder and reviewed and approved at Council at the next scheduled meeting. Meeting minutes shared upon request.

**Deliverables:**
Provide information on the expected outcomes of the committee over the next 12 month period.

- Establish and administer the College’s Academic Plan
- Provide oversight and report on designated portions of the College’s strategic plan
- Implement and provide periodic review of academic policies
- Provide leadership and recommendation on the academic direction of the college
**Meeting Frequency:**
*Provide information on how often the Committee will convene and when.*

Regular Meetings – Minimum of 8 meetings will be held during the calendar year on the 2nd Monday of the Month from 3:00pm-5:00pm. Meetings will be held in person in the Bert Walker Community Room.

Special Meetings – As needed to conduct the business of the instructional programs

**Membership:**
*List Committee representatives; include key areas/functions. Include information on how often and when Committee members will be confirmed, and how often changes in membership are made.*

1. Employees become members of the Academic Council through nomination and appointment by the Provost and President.
2. Membership shall be representative of the College’s instructional programs and inclusive of services and support programs and shall reflect the diversity and demographics of the College.
3. Membership shall include:
   a. Standing members – Appointed as a job function
      - Chief Academic Officer (Chairperson)
      - Academic Deans
      - Vice President for Student Services or designee
      - Academic Integrity Committee Chairs
      - Academic Department Chairs
      - The Registrar
      - Administrative Support (Recorder)
   b. Term-limited members – Appointed to fill a defined period or purpose
   c. Ex-officio/Ad-Hoc members – Appointed to fill a process or input specific function (e.g. IR, IT, students, etc.)

**Roles and Responsibilities**

1. Chairperson – Prepares the agenda, runs the meeting and maintains order; serves as the point of contact for the committee; is accountable for representing the committee and making reports on behalf of the committee. The Chairperson is a voting member of the committee.
2. Recorder – The recorder captures discussions, problem solving and planning of the committee in an unbiased manner and prepares minutes following each meeting. The recorder is not a voting member of the committee.
3. Member – An appointed participant of the committee selected based on content/process expertise/interest or customer/supplier representation. Members are expected to be fully engaged participants of planning, problem solving, and decision making

**Academic Council Annual Evaluation Process**
The Council will review past year’s accomplishments and set new goals each year through the academic-related Board ENDS Monitoring reports, including the Student Learning and Student Success Monitoring Reports.
## Identification of Key Customers/Stakeholders and Their Requirements

<table>
<thead>
<tr>
<th>Key Customers/Stakeholders</th>
<th>Input Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>The JC Board of Trustees</td>
<td>Board Monitoring Report feedback</td>
</tr>
<tr>
<td>The President/Leadership Council</td>
<td>Routine inquiry, policy feedback/approval</td>
</tr>
<tr>
<td>Students</td>
<td>Annual surveys, complaint information</td>
</tr>
<tr>
<td>Faculty and Staff</td>
<td>Annual PACE survey</td>
</tr>
<tr>
<td>The Community</td>
<td>Focus groups, community surveys, complaint information</td>
</tr>
<tr>
<td>Regulators/Accrediting bodies</td>
<td>Accreditation reports, Compliance reviews, Audits</td>
</tr>
<tr>
<td>Employers</td>
<td>Employer surveys/Feedback/Advisory Boards Transfer</td>
</tr>
<tr>
<td>Institutions</td>
<td>Michigan Transfer Network/Articulation Agreements</td>
</tr>
</tbody>
</table>

**Contact:**  
*Please direct any questions regarding the committee to:*  
Jeremy Frew  
Chief Academic & Student Services Officer  
FrewJeremyR@jccmi.edu

### Change Log:

<table>
<thead>
<tr>
<th>Date Of Change</th>
<th>Description of Change</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.07.2011</td>
<td>Initial Charter</td>
<td></td>
</tr>
<tr>
<td>09.09.2018</td>
<td>Reviewed and updated</td>
<td>Kate Thirolf</td>
</tr>
<tr>
<td>2.13.2023</td>
<td>Reviewed and Updated</td>
<td>Jfrew</td>
</tr>
</tbody>
</table>