

ACADEMIC COUNCILS AND COMMITTEES

Deans Council

The Deans Council meets bi-weekly. The Council is composed of the Provost, Academic Deans, Dean of Students, the Director of Institutional Research and Effectiveness, and the Learning Assistant. The purpose of the Council meetings is for strategic planning and execution of strategic initiatives.

Academic Leadership Council

The Academic Leadership Council meets bi-weekly. The Council is composed of the Provost, Academic Deans, Academic Directors, Dean of Students, Associate Dean of Students, the Director of Institutional Research and Effectiveness, the Registrar, and the Learning Assistant. The purpose of the Council meetings is to address day-to-day operations (i.e. space and equipment needs, policies, policy changes, accreditation concerns, budgets, staff development, retention and enrollment efforts, event planning, employee recognition, award selections, etc.).

Curriculum, instruction, and assessment committee (Cia)

The academic affairs of the College are monitored, guided, and elevated by the work of the Curriculum, Instruction, and Assessment (CIA) Committee. The CIA Committee leads the operations under the direction of the Dean of Instruction.

As Collaboratives, the sub-committees of the CIA interact with each other to guide the operations of Dunwoody's academic affairs in the form of the evaluation of programming, provision of support and resources; to promote continuous improvement and a dedication to quality; and to respond to future challenges and opportunities related to curriculum, instruction, and assessment at the College with responsibility and integrity. The Collaboratives are responsible for hosting a session at the fall conference each year where the faculty, staff, and administration can learn about the service they provide to the college.

If you are interested in participating in a committee or subcommittee, connect with your Dean or Director. Email the Dean of Instruction or CIA Specialist for more information about serving the college on an academic committee.

Committees and Collaboratives

CIA "INTER-" Committee

Tasked with overseeing the interconnected processes and evidence of Curriculum, Instruction & Assessment at the College to support the HLC's requirements for Teaching and Learning Criterion 3: Quality, Resources, and Support and 4: Evaluation and Improvement related to curriculum

Members: one individual from each of the collaboratives listed below, the CIA Specialist, Compliance Specialist, and Dean of Instruction.

Meetings are held three times per year: at the beginning of the year and at the end of each full semester

Assessment Collaborative

Assessment Liaisons are tasked with growing the knowledge around assessment practices and conducting reviews of plans and reports. Liaisons support programs within their discipline(s). They are experts in the assessment conditions required by their specialized accreditors.

Members: Deans select 2 individuals from their school/division areas per year to serve (individuals can serve consecutive multiple terms), CIA specialist, and Dean of Instruction.

Meetings are held three times per year: at the beginning of the year and at the end of each full semester. Liaisons will host additional meetings as needed with their department.

Co-Curricular Assessment Collaborative

The Co-curricular Assessment Collaborative is tasked with assessing the student organizations and affinity groups at the college.

Members: All student organization and affinity group lead advisors, Dean of Students, Dean of Instruction, the Curriculum, Instruction & Assessment Specialist.

Meetings are held three times per year: at the beginning of the year and at the end of each full semester. Liaisons will host additional meetings as needed with their department.

Faculty Development Collaborative

The Faculty Development Collaborative is charged with responsibilities related to advising the planning, delivery, and evaluation of the faculty development program. The group provides insight, feedback, and guidance to the Center for Innovation in Technical Education on the policies and activities that permit the faculty development program to fulfill its mission.

Members: Directors appoint one individual per area to serve a three-year rotation: one faculty member who serves as the faculty development coordinator and chair of this committee; four faculty members, with at least two from a technical program and at least one from either the Math and Science or the Arts, Humanities, Communication and Social Sciences departments; two Deans/Directors that each represent different academic program areas; the Curriculum, Instruction & Assessment Specialist, the Dean of Instruction, and the Learning Assistant.

Meetings are held twice per month and last one hour per meeting.

Dunwoody Online Collaborative

The Dunwoody Online Collaborative is tasked with addressing the unique issues of distance education including the student experience, recruiting, and compliance, to meet the HLC's Criterion 3 by ensuring the College delivers quality education however and wherever, NC-SARA policy, and monitor the College's online faculty training.

Members: All deans and directors involved in Dunwoody Online programming, a representative from marketing, up to two representatives of the online recruiting team, a member of IT, the Dean of Instruction, a representative from IT, and the CIA specialist.

Meetings are held quarterly and last one hour. Ad hoc meetings to address compliance and monitor/implement significant structural changes are to be expected.

Curriculum Collaborative

The Curriculum Collaborative is tasked with maintaining the College's Curriculum Guide, approving changes to Arts & Sciences curriculum, and supporting the College's Academic Planning program.

Members: Deans appoint four individuals from each of the 4 schools/divisions (individuals can serve consecutive multiple terms), the Compliance Coordinator, the CIA specialist, and the Dean of Instruction, and a member of the Registrar's Office.

Meetings are held in March and April, in preparation for the annual new programs and program change process. Ad hoc meetings to address changes in or new Arts & Sciences courses are to be expected.

Ed Tech Collaborative

This group works in conjunction with the Online Academic Collaborative and the Faculty Development Collaborative to address challenges and provide just-in-time support for educational technology. The Ed Tech Collaborative provides training and conversations about Ed Tech throughout the academic year and pilots new educational technologies as needed.

Members: Open to all faculty, Educational Technology Coordinator, Dean of Instruction, Curriculum, Instruction & Assessment Specialist.

Meetings: Participation is ongoing and all faculty can join online (<https://teams.microsoft.com/l/channel/19%3a6ERLp3n4ge5pEyAr1T7X-P2SWJGMm7crARgKtrKMTkg1%40thread.tacv2/General/?groupId=9bdf990b-8f6d-4a1b-97b7-3d692c393a8e&tenantId=33b985f1-1b99-4741-b69c-46b9998d9b18>).

Program Advisory Committees

Dunwoody's technical programs are required to have a Program Advisory Committee (PAC). A PAC is a volunteer committee of representatives who provide advice about the direction of Dunwoody's academic programs and services, and help the College take appropriate action to provide relevant learning. Each PAC is required to include a diverse group of representatives from the appropriate community, business, industry, profession, labor, alumni, students, faculty, and secondary school affiliations. A range of diverse participants enables the College to receive the best possible advice about industry trends and technologies.

PAC meetings should be held two or more times per year.

Each PAC has a PAC coordinator, which is a Dean, Academic Director, or designated faculty member. The PAC coordinator is responsible for:

- Maintaining PAC member information
- Organizing meetings
- Agenda preparation
- Submitting meeting notes (may be taken by Academic Assistant)
- Completing assessments (due June 30th of each year)
- Providing documentation to the Learning Assistant or Academic Assistant for archival

Proper recording of meeting notes and assessments is a key component for accreditation and continuous improvement efforts. The Learning Assistant in the Provost's Office or the department Academic Assistant maintains PAC records, such as meeting notes and updating current rosters. The Office of Instruction will perform an audit of assessments at the end of each fiscal year in July.

Detailed information regarding the structure, formation, and purpose of a PAC is outlined in the PAC Guidelines document, which is posted on [staff.dunwoody](https://dunwoody0.sharepoint.com/sites/staff/Departments/Academic_Administration/PAC%20Documentation/Forms/AllItems.aspx?viewpath=%2Fsites%2Fstaff%2FDepartments%2FAcademic%5FAdministration%2FPAC%20Documentation%2FForms%2FAllItems%2Easpx) (https://dunwoody0.sharepoint.com/sites/staff/Departments/Academic_Administration/PAC%20Documentation/Forms/AllItems.aspx?viewpath=%2Fsites%2Fstaff%2FDepartments%2FAcademic%5FAdministration%2FPAC%20Documentation%2FForms%2FAllItems%2Easpx).