GRCC Team Charter Template
January 2014

Team Name: Deans’ Council
Team Sponsor: Gilda Gely

Chartering is a two-way process
Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1.0 Purpose of the Team (What is this team expected to accomplish?)

The Deans’ Council is responsible for:

- Monitoring compliance with the Higher Learning Commission (HLC) criteria including AQIP projects, academic program review and assessment of student learning.
- Creating, implementing and/or assessing academic and student affairs plans, policies, and procedures including (but not limited to) reorganizations or name changes, approval of new academic and co-curricular programs, changes in course credits, contact hours or fees, etc.
- Referring academic policy issues to the Academic Governing Council (AGC) and issues of procedure to Department Heads/Program Directors and to Associate Dean’s (AD) of Operations when they impact the classroom, the curriculum and the faculty roles and responsibilities as applicable per HLC criteria.
- Creating policies and procedures related to Academic & Student Affairs (ASA) when such policies and procedures are not directly related to the curriculum or faculty roles and responsibilities and are not subject to negotiations.
- Implementing and monitoring academic policies, operational improvement and practices, contracts and AGC decisions.

2.0 Decision-making Context and Scope (What level of decision-making authority does this team hold?)

The Deans’ Council works collaboratively with all academic and student affairs offices regarding decisions about plans, policies, and procedures for the unit and with all offices in the institution regarding compliance with HLC.
When plans, policies, and procedures for these units impact the classroom, curriculum, and/or faculty roles and responsibilities, Deans’ Council works collaboratively with Academic Governing Council (AGC) and other College bodies as appropriate. When plans, policies, and procedures for these units do not directly impact the above-mentioned areas, Deans’ Council still communicates with and seeks feedback from the AGC and other College bodies, as appropriate.

3.0 Team Goals, Action Projects, and Timelines (How will this team proceed to accomplish its purpose? What will it do? NOTE: Complete an Action Project template, if appropriate.)

1. Monitor AQIP – Current CAP projects
   a. College Success program (AQIP) – Champion: John Cowles
   b. Improve the adjunct experience (AQIP) – Champion: Laurie Chesley (closed in October 2013)
   c. Develop a College wide Career Pathways system (AQIP) – Champion: Tina Hoxie
2. Recommend new AQIP projects
3. Contribute to the compliance of HLC requirements for the year as needed.
4. Continue revision of academic policies and refer to AGC as appropriate.
5. Monitor and approve action items referred by departments as part of their departmental action projects within the scope mentioned above.
6. Monitor policies, operational practices and approve as needed (i.e. Departmental Learning Days, Honors Program/Study Away, Adjunct Professional Development funds, Registration dates, etc.)
7. Monitor process and outcomes measures related to teaching and learning through reports and propose strategies for continuous improvement (i.e. distance learning, faculty evaluation and hiring procedures, developmental education, Perkins, APR, course learning outcomes, complaint management, placement, testing, high school articulations, academic standing, etc.)

4.0 Stakeholders and Their Key Requirements (For whom is this team doing its work? What do the stakeholders want?)

Deans’ Council acknowledges its stakeholders to include students, faculty, staff, and the community.

5.0 Resources Needed (both People and Budget)

The support of other College units is required to accomplish the Deans’ Council goals. Resources needed include, but are not limited to, dedicated time of College personnel, as well as appropriate infrastructure (e.g. equipment, technology, and supplies).

6.0 Troubleshooting Path (How will unresolved issues or roadblocks be handled?)

At the Provost’s direction, the Deans’ Council works to assist other College teams (e.g. the Strategic Planning Team, the President’s Cabinet) in the resolution of issues related
to Academic and Student Affairs. Deans’ Council also refers issues to other College bodies as appropriate (see 1.0).

7.0 Requirements for Integration with other Departments or Teams (*How does this team interface with others doing concurrent work?*)

The Deans’ Council works with the Strategic Leadership Team, the Academic Governing Council, the President’s Cabinet, the faculty, and other teams as needed.

8.0 Review Progress (*How and when will the work of this team be reviewed?*)

Deans’ Council decisions and discussions will be made available through the Comprehensive Academic Meetings calendar document posted on the Provost’s webpage. A yearly summary of work will also be posted on the webpage. The Provost will review the work monthly and will schedule follow up discussions as needed.

Review progress on College Action Projects/ only AQIP projects should precede review of any other team (Strategic Leadership Team, Cabinet, etc.) so that the deans can effectively support CAP champions and advocate for resources related to CAPs where needed.

The Deans’ Council also undertakes a semester (or, if needed, more frequent) self-assessment of its charter and efficacy.

9.0 Team Leader and Membership Specifications

Members:

- Provost/VP for Academic and Student Affairs – Chair
- Associate Provost/Dean of Interdisciplinary Studies and Instructional Support (ISIS) and Associate Dean of ISIS
- Associate Provost/Dean of Student Affairs and Associate Deans of Student Affairs (titles may vary)
- Dean and Associate Deans of the School of Arts and Sciences
- Dean and Associate Deans of the School of Workforce Development
- Dean of Institutional Research and Planning
- Dean and Associate Dean of the Lakeshore Campus and Outreach
- Dean and Associate Dean of Student Success and Retention
- Director of Distance Learning and Instructional Technology
- Director of the Library
- Director of Workforce Training/Tassell M-TEC
- Executive Associate, Provost’s Office
- Director of Student Financial Services
- Director of Accessibility Office
Permanent Guests:
- Executive Director of Operational Planning
- IT Manager

This team will use consensus as the preferred decision-making strategy. However, if necessary, the Chair will call for a vote.

The Chair or other members may invite guests from other areas, depending on topics. Guests may present perspectives but will not vote.

Membership at Deans’ Council does NOT automatically mean that members/guests are to attend AGC meetings.