



## Guidelines for Service on the Academic Governing Council (AGC)

### **Communication**

All AGC representatives should consider communication their main priority. AGC reps should be the vehicle for communicating AGC issues at department meetings and should always strive to bring departmental concerns and feedback to the AGC body. Those departmental concerns should always be taken into consideration when casting a vote. The Executive Committee will provide all faculty and staff with consistent AGC updates in a variety of formats (email, GRCC Today, and College Connections). Departmental involvement, which is vital to the success of AGC, falls on the shoulders of the reps. Part of this effort should include encouraging non-AGC members of your department to participate in AGC committee efforts. As AGC members, we should strive to include as many faculty members as possible in our efforts to achieve student success. It is also important that AGC representatives encourage faculty, staff, and students to use the AGC process to solve academic issues.

### **Engagement & Attendance**

AGC is only as strong as each AGC member wants it to be. In order for this body to meet our goals, we must all be present and involved. This involvement includes service on AGC committees as well the responsibility of keeping up with AGC communications, website postings, proposed issue papers, and any other documents prior to all AGC meetings. True collaboration can only take place when everyone is involved. To that end, the AGC executive committee will be publishing attendance records with the minutes and posting them on the website. Publication of the attendance records will help to ensure that all departments maintain a voice in AGC decisions.

### **Reflection**

AGC representatives are part of a collaborative process that requires support and reflection to improve. The Executive Committee encourages all AGC reps to review AGC processes and policies with the intention of providing constructive feedback to improve our meetings and outcomes. Any comments, questions, concerns, and/or feedback should be communicated to the Executive Committee.

### **Passing the Torch**

AGC representatives are charged with mentoring any new departmental representatives, including their own replacements. This will ensure a smooth transition for all departments.