

# **COLLEGE QUALITY COUNCIL**

## **Purpose, Responsibilities, and Membership Statement**

### **I. Purpose**

To review, monitor, and revise the Institutional Effectiveness Framework and Process of the College.

### **Responsibilities**

- Conduct:
  - an annual review of the Mission Statement/Goals of JCC
  - an annual review of the Institutional Effectiveness plans from the academic divisions, the administrative/educational support service units and administrative committees as requested and provide feedback to those areas
  - an annual review of the results of Institutional Effectiveness plans and their impact on the College with recommendations to the College Leadership Team
  - an annual evaluation of the functioning of the College Quality Council and revision as needed
- Receive annual summary reports from the Program Development Committee and the Program Review Committee
- Evaluate the Institutional Effectiveness Framework and Process of the College
- Report after each scheduled meeting (minimum of three per year) the minutes and the findings of the Council college-wide.
- Communicate on an on-going basis the institutional effectiveness process, procedures, and findings to the academic divisions, the administrative/educational support units and administrative committees as requested through minutes, reports, and direct contact of members with their respective division or unit.
- Prepare and submit to the President of the College an annual report of the work of the College Quality Council
- Report the names of those whose areas do not send in reports to the College Leadership Team

### **III. Membership**

- Representation on the College Quality Council is broad-based and includes all academic divisions and educational/support units of the College. Individuals will

be selected by their division or unit to serve a two-year term. An individual may serve more than one term. Terms will be staggered for the purpose of continuity. For academic divisions, the elections will coordinate with division elections. The Council shall elect from its membership a Chair, Vice Chair, and Secretary. These officers shall serve for a period of two years. The Vice Chair will succeed the Chair.

- Actual membership will include the following:
  - One representative from each Academic Division
  - One representative from the President's Unit
  - One representative from the Student Affairs Unit
  - One representative from the Business Affairs Unit
  - One representative from each Academic Dean's office
- One representative from the JCC student body
- Ex-Officio Members: (non-voting)
  - Director of Institutional Effectiveness, Research, and Planning
  - Coordinator of Institutional Research
  - Provost, Jefferson Community College
  - President, Jefferson Community College
- Division chair or unit head appoints or division or unit elects replacement promptly if someone cannot serve.

#### **IV. Reporting Structure**

The College Quality Council reports directly to the President of the College and to the College Leadership Team. It also serves in an advisory capacity to the academic divisions and the administrative/educational support units of the College and to the Director of Institutional Effectiveness, Research, and Planning.

The Chair of the College Quality Council or designee will attend meetings of the College Leadership Team on behalf of the College Quality Council.

**Approved: SACS Response Team 9/7/01**

**Revised & Approved: College Quality Council 9/14/01**

**Reviewed & Approved: College Leadership Team 9/20/01**

**Revised & Approved: College Quality Council 5/30/02**

**Reviewed & Approved: College Quality Council 5/30/03**

**Revised & Approved: College Quality Council 5/27/04**