



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Procedure
0020.2

October 6, 1992

INSTRUCTIONAL COUNCIL

DESCRIPTION

The Instructional Council reports to the Chancellor's Cabinet and consists of members who meet to review and coordinate instructional matters. The Council is charged with providing for the coordination of the curriculum districtwide and for development of districtwide guidelines for the improvement of instruction in the colleges and centers of the District. It is also charged with providing for a districtwide review of all procedures and activities related to instructional programs.

FUNCTIONS AND RESPONSIBILITIES

1. Coordinates all districtwide instructional services, programs, and activities.
2. Reviews and analyzes legislative and regulatory proposals for impact on District programs. Develop recommendations for District position.
3. Provide arbitration regarding issues impacting the publication of class schedules and college catalogs.
4. Review courses and programs in an effort to maintain consistency regarding general education criteria, hours and units awarded, prerequisites for Title 5 regulation, transfer requirements, and other districtwide matters of instructional consequence.
5. Serve as clearinghouse for all strategic planning for Instructional decisions districtwide.
6. Make recommendations regarding Instructional goals and objectives.
7. Identify instructional issues and develop proposals for Chancellor's Cabinet.
8. Provide forum for instructional issues.

AUTHORITY

1. Recommends policies and procedures to the Chancellor's Cabinet with regard to curriculum and instructional issues.
2. Serve as final review body for new or revised curriculum.

MEMBERSHIP

1. Representation will be as follows:
 - a. Vice Chancellor
 - b. Associate Director, Instructional Services
 - c. Executive Dean of Instruction, City College
 - d. Vice President of Instructional and Student Services, Mesa College
 - e. Executive Dean of Instruction, Miramar College
 - f. Provost, Continuing Education
2. Membership considerations include:
 - a. The Chairperson of the Instructional Council will be the Vice Chancellor
 - b. In the absence of the Chairperson, the Associate Director, Instructional Services, will serve as chair.
 - c. In the absence of an appointed member, he/she will designate an alternate member from the management staff at his/her site.
 - d. Council meetings are open to staff, faculty, students and the public.

OPERATING GUIDELINES

1. Agenda and Minutes
 - a. The agenda and minutes for the Council meetings are the responsibility of the Associate Director of Instructional Services.
 - b. Items for the Council agenda may be proposed by any member.
 - c. All items for any one Council agenda must be submitted to the Chairperson by noon on Friday preceding the meeting in order to appear on the printed agenda.
 - d. The Council minutes shall be distributed to the following:
 - a) Associate Director, Instructional Services
 - b) Deans of Instruction & Students, City College
 - c) Deans of Instruction & Students, Mesa College
 - d) Deans of Instruction & Students, Miramar College
 - e) Vice President, Mesa College
 - f) Vice Chancellor
 - g) President, Continuing Education
 - h) Faculty Senate Presidents
 - i) College Presidents
 - j) Chancellor
 - k) Articulation Officers
 - l) Chair of Chairs
2. Meetings: Regular and Special; Time and Place
 - a. Regular meetings shall be the second and fourth Thursday of each month or more often as needed.
 - b. Special meetings may be called by the Chairperson.
 - c. Regular and special meetings shall normally take place at Stadium Plaza.
3. Resolution of Issues:
 - a. Any issues identified by Instructional Council during curriculum review will be referred through the appropriate Dean of Instruction to the college/Continuing Education curriculum committee.

- b. If there are issues that cannot be resolved at the college/Continuing Education level, the Instructional Council, augmented by one academic senate designee from each of the college/ Continuing Education curriculum committees, as applicable, will meet to resolve the issues.
- c. For any issues that cannot be resolved, the Instructional Council, with input from an academic senate designee from the college/Continuing Education curriculum committees, as applicable, will advise the Chancellor's Cabinet of the unresolved issues and request its recommendation for action.

FORMS/REFERENCES

1. SDCCD Policy 5300

SUPERSEDES:
New Procedure