

TCSG 4.2.2p3.: SCTC Procedure

Academic Governance

Adopted: August 2023

Purpose

This procedure outlines the principles and practices guiding academic governance at Southern Crescent Technical College (SCTC). It emphasizes the authority of faculty members in academic and governance matters, the approval process for educational programs, and the faculty's pivotal role in shaping curriculum content, quality, and effectiveness.

Attachment

None

Procedure

The cornerstone of SCTC's educational excellence is its dedicated faculty. The college acknowledges the critical role faculty members play in defining, evaluating, and enhancing the educational experience for students. The following points underscore the faculty's profound impact:

- 1. Formulating and Assessing Objectives:** Faculty members are at the forefront of crafting educational program objectives, desired student learning outcomes, and program achievements. Their active involvement ensures that these outcomes are measurable, relevant, and aligned with the college's mission. Regular assessments of these outcomes guide educational enhancements that enrich student learning experiences.
- 2. Collaboration with Program Advisory Committees:** Faculty members collaborate closely with program advisory committees, which enhances program relevance and effectiveness. The Faculty Manual on pages 14 and 15 outlines the responsibilities of full-time faculty which encompass attending and actively participating in advisory committee meetings, suggesting and extending invitations to individuals for program advisory committee roles, formulating ideas, and presenting recommendations for the enhancement of assigned programs. These committees provide insights and recommendations that reflect the evolving needs of the local community's workforce demands. Faculty's responsiveness to these insights ensures that educational programs are tailored to meet industry needs.
- 3. Curriculum Development and Refinement:** Faculty's involvement in the process of curriculum development holds utmost significance. The Faculty Manual, found on page 13, stipulates that faculty bear the responsibility for the development and revision of the curriculum. These decisions wield an impact on the achievements of students within academic programs and in professional settings. Consequently, the decisions concerning curriculum necessitate meticulous examination, research, input from the community and industry, approvals from local and TCSG boards, open avenues of communication, and the involvement of college staff.

The Technical College System of Georgia's Instructional Faculty Curriculum Consortium (IFCC) serves as a vehicle for shared decision-making, facilitating open discussions among faculty members from various disciplines regarding curriculum changes, updates, and enhancements. This collaborative approach fosters a sense of ownership among faculty, allowing contribution of their expertise, insights, and perspectives to the curriculum development process.

4. **Faculty Workload:** The TCSG 4.1.8p: SCTC Procedure Faculty Workload Procedure outlines faculty workload expectations and defines a faculty member's workload as the cumulative sum of academic and college service activities. Academic activities encompass teaching courses, designing current course structures, formulating impactful teaching methodologies, conducting office hours, providing advisement, attending faculty meetings, creating instructional materials, revising curricula, upkeeping laboratory equipment, maintaining records, pursuing professional development, and fulfilling other assigned instructional responsibilities. College service activities may encompass various tasks, such as administrative duties, mentoring fellow faculty members, contributing to budget planning, advising student organizations, participating in program advisory committees, engaging in accreditation-related tasks, serving on both standing and ad-hoc committees, pursuing staff development opportunities, and fostering community relations.

Faculty members are entrusted with the implementation of SCTC procedures while undertaking their designated tasks. They actively partake as members of SCTC teams, contribute insights to the budgeting process, and actively participate in IFCC meetings. Their commitment to initiatives like the Instructional Faculty Curriculum Consortium (IFCC), statewide program evaluations (Probe Reports), advisory committees for technical curriculum, and the internal Program and Curriculum Review process of the College collectively plays a pivotal role in attaining excellence in matters connected to the curriculum.

Southern Crescent Technical College is committed to fostering effective communication and collaboration with its faculty members. Faculty input and advice are integral to shaping the college's direction and decisions. To facilitate a seamless exchange of ideas and recommendations, the college employs the following mechanisms:

1. **Standing College Committees:** Faculty members are actively engaged in the College's academic decision-making processes and contribute to its governance, regardless of their location or instructional modality, be it Face-to-Face, Distance Learning, or Off-Campus Sites. This involvement is facilitated through the College's committee structure, as highlighted in the Technical System of Georgia 4.2.2.p.1 SCTC Procedure: Committees. This procedure encompasses various Standing Committees, namely the Community Engagement Committee, Curriculum Management Committee, Facilities and Operations Committee, Institutional Effectiveness Committee, Presidential Advisory Committee, and Student Success Committee.
2. **Faculty Engagement with Vice President for Academic Affairs:** Faculty members, along with Program Coordinators, Department Chairs, and Deans, are encouraged to share their perspectives with the Vice President for Academic Affairs. Regular meetings, ad hoc gatherings, and written communication serve as channels to ensure faculty voices are heard and considered in academic matters.

Review and Revision

This Academic Governance Procedure at Southern Crescent Technical College undergoes periodic review and revision to maintain alignment with the institution's mission and objectives while nurturing a collaborative and empowering academic environment.

