EDUCATIONAL ADVISORY COUNCIL BY-LAWS

Name
Educational Advisory Council (EAC)

Object of the Organization
a. Mission
   As a critical component of Portland Community College’s governing structure, work with the college community to explore and examine issues concerning the educational experience at PCC and to create and recommend district-wide guidelines, standards, and practices.

b. Goals
   i. Provide opportunities for exchanging views regarding educational issues at PCC, whether initiated by students, faculty, staff, or administration. Create and propose guidelines, standards, and practices responsive to these issues in light of the input offered and recommend changes, revisions, and additions to curriculum, degrees, and certificates.
   ii. Facilitate open and honest communication regarding educational guidelines, standards and practices to all of those affected.
   iii. Provide an open forum for all voices within the instructional and student development communities.
   iv. Advance discussion of administrative decisions affecting the educational experience.

c. Objectives
   i. Craft and revise guidelines, standards, and practices that pertain to academic, curricular, student development, and student governance issues.
   ii. Review recommendations about curriculum, degrees, certificates, standards, and practices from the standing and ad hoc committees.
   iii. Make recommendations about curriculum, degrees, certificates, standards, and practices to the College President.
   iv. Periodically review existing guidelines, standards, and practices in order to anticipate and respond to the changing needs of the PCC community.

Membership
a. Membership shall include students, administrators, staff and faculty drawn from the subject areas, programs, and locations of the college. The resulting membership shall be broad and representative in composition. Faculty shall constitute a voting majority of the EAC members.
   i. Voting Members
      1. Students: one student from each of the campuses on which there is a recognized student leadership program.
      2. Administrators: the Deans of Instruction from each of the campuses, a Dean of Student Development from one of the campuses, the Dean of Student Affairs, and a Division Dean from three of the campuses.
      3. Continuous Appointment Faculty: up to 25 members broadly representative of instructional areas, support services, and campuses. Exceptions to continuous appointment status may be recommended by the EAC Membership Committee.
      4. Part-Time or One-Year Temporary Faculty: up to five members, each eligible for assignment rights, striving for one member from each campus.

   ii. Non-voting Members
      1. The Vice President for Academic and Student Affairs (VPASA), an ex-officio member, shall serve as the EAC’s resource person and shall be responsible for publication and distribution of agendas, minutes and other official documents.
      2. A Campus President, rotating among the campuses.
      3. The Deans of Instruction from contracting colleges.
      4. The current EAC Chair (except in the case of a tie vote, when the EAC Chair may cast a deciding vote).
      5. The past EAC Chair.
      6. Standing committee chairs who are not appointed members of the EAC.
      7. Dean of Academic Affairs.

b. Terms of membership
   i. Term lengths shall be as follows:
      1. Student Leadership Coordinator: three years
      2. Students: up to three years
      3. Deans of Instruction: continuous
      4. Division Deans: three years
      5. Dean of Student Development: three years
      6. Dean of Student Affairs: continuous
      7. Continuous appointment faculty: three years
      8. Academic Professionals: three years
      9. Part-time or one-year temporary faculty: up to three years
      10. Classified Staff: three years
      11. Vice-President for Academic and Student Affairs (VPASA): continuous
      12. Campus President: three years
      13. Deans of Instruction from contracting colleges: continuous
      14. Dean of Academic Affairs: continuous
      15. Past EAC Chair: one year (immediately following term of office)

   ii. Terms shall begin on July 1 of each year.

   iii. Length of service for voting members shall not exceed two consecutive full or partial terms (up to six years). Those who have finished one full or partial term may serve a second term. Members who have completed two consecutive terms may rejoin the EAC following a break of at least one year.

   iv. If a member resigns, leaving less than six months to be served, the position may be left vacant for the remainder of the year.

   v. Council members must inform the EAC Chair prior to absences; no proxies shall be allowed. For members serving a term, multiple absences could result in replacement on the EAC.

   vi. As members are needed, the Membership Committee shall contact members of the PCC community (faculty, SAC chairs, ASPCC, or the appropriate administrator) and shall do initial screening as requested by the EAC Chair. Appointments shall be made by the College President from a list of nominees approved by the EAC.

Meetings
a. Meetings shall be held at least once a month during the academic year.
b. Meeting locations shall rotate among the campuses.
c. Meetings shall be open to the public. Attendees wishing to
d. More than fifty percent (50%) of the voting members shall
constitute a quorum. The EAC may continue business in the
absence of a quorum unless a member calls for a quorum.

• Standing Rules
a. The EAC Chair and the chairs of the standing committees
should meet monthly during the academic year with the
College President.
b. Meetings shall be conducted by Robert's Rules of Order as
interpreted by Robert's Rules in Plain English by Doris P.
Zimmerman.
c. Order of Business: The agenda shall be developed by the
EAC Chair with input from members of the EAC, standing
committee chairs, and/or members of the college community.
i. Agendas for an EAC meeting shall be distributed to the
college community prior to the meeting.
ii. Minutes of an EAC meeting shall be distributed to the
college community within fourteen days following the
meeting.

• EAC Chair Election
a. The EAC Chair must be a continuous appointment full-time
faculty member whose length of service shall not exceed five
consecutive years.
b. In February of each year, the Membership Committee shall
issue an invitation for EAC Chair nominations to the college
community via email.
c. At the EAC meeting in March, the nominees for EAC Chair
shall be introduced by the Membership Committee and
provided an opportunity to make a statement regarding their
qualifications.
d. At the EAC meeting in April, voting members of the EAC shall
elect the EAC Chair for the following academic year.
e. If a voting member is elected EAC Chair, s/he must give up
his/her voting membership.

• Standing Committee Guidelines
a. Standing Committees
i. EAC Academic Policies and Standards Committee:
The committee's primary responsibility is to review and
develop the academic policies and standards of the
College and to recommend them to the EAC.
ii. EAC Curriculum Committee: The committee's primary
responsibility is to oversee the academic integrity of the
College's courses. The committee reviews – and makes
recommendations regarding – new courses, revisions
to existing courses, general education issues, transfer
eligibility, cultural diversity designation, and embedded
related instruction. The voting membership is comprised
entirely of faculty. New course and course revision
requests submitted to the Curriculum Office are reviewed
by the committee, recommended to the administration
when the requests are approved, and reported to the
EAC.
iii. EAC Degrees and Certificates Committee:
The committee's primary responsibility is to oversee the
academic and program integrity of the College's degrees
and certificates, including compliance with degree
requirements mandated by the Northwest Commission
on Colleges and Universities, the state system of higher
education, and policies particular to PCC. The committee
makes recommendations to the EAC on issues relating
to general education, basic competencies and course
distributions as they impact degree, certificate, and
course requirements. The committee oversees the
College's residency and degree completion requirements
and makes recommendations to the EAC on requests for
exceptions to approved policies where feasible.
iv. EAC Membership Committee: The committee's primary
responsibility is to recommend EAC members and any
replacements needed. The Membership Committee also
holds yearly elections for the EAC Chair.
v. EAC Student Development Committee: The committee's
primary responsibility is to review and recommend
policies which affect the academic life of students,
review and revise the Student Rights and Responsibilities
Handbook, review and propose improvements to
student service areas and procedures, and make
recommendations to the EAC.
vi. EAC Advancement of Educators Committee: The
committee's primary responsibility is to review and make
recommendations to policies and practices which affect
part-time and full-time educators in order to improve
respect, inclusion, and equity for part-time educators
and to best serve PCC students. The committee will be
composed of up to twenty members to include at least six
part-time faculty.

b. Standing committee chairs shall be appointed by the EAC
Chair and, with EAC approval, serve one year, renewable.
Standing committee chairs comprise the EAC Leadership
Team and attend regular meetings with the EAC Chair, the
College President, the VPASA, the Deans of Instruction,
and with others as needed. Compensation is determined
in collaboration with the VPASA and may consist of course
releases, time releases, or stipends. The VPASA consults
with employees' supervisors to ensure appropriate coverage
is possible in accordance with accreditation standards related
to mission and core themes.

c. Standing committee members shall be appointed by
the committee chair, with approval of the EAC. As much
as possible, committee membership shall be broadly
representative of different subject areas, programs, and
locations of the College.
d. Standing committees may continue business in the absence
of a quorum unless a member calls for a quorum.

• Task Forces
a. Purpose
i. When an issue being considered by the EAC needs
additional research before the body can reach a decision,
the EAC Chair may form a special Task Force by
appointing a Task Force Chair (or Chairs).
ii. The particular question assigned to the task force shall be
specified by the EAC Chair in consultation with the EAC
Leaders who shall take into consideration the connection
of the particular issue to the overall decision-making
structure at PCC.

b. Responsibility
It shall be the responsibility of a Task Force to:
i. Research the question.
ii. Share the status of its research with the EAC at each of its
monthly meetings.
iii. Update the EAC Chair between the monthly EAC
meetings and to inform the Chair of any issues that may
be presenting obstacles.
iv. Conclude its research within a time frame as specified by
the EAC Chair.
v. Bring recommendations to the EAC and include the
advantages and disadvantages of each recommendation.

• Membership
i. Membership on a Task Force shall be determined by the
Task Force Chair(s) in consultation with the EAC Leaders.
ii Membership shall be representative of the groups who have a vested interest in the issue under discussion, and the membership needs to remain representative of these interests for the duration of the Task Force.

Policy/Standard Name: EAC By-Laws
Policy/Standard Identifier: Appendix B
Authority: N/A
Units responsible for review and update: Educational Advisory Council
Approval: College President
Responsibility: Vice President for Academic and Student Affairs
Date of Final Approval: November 2016
Effective Date: November 2016
Prior Versions: Yes