

**MAINE COMMUNITY COLLEGE SYSTEM  
PROCEDURES MANUAL**

**ACADEMIC AFFAIRS  
Section 304.1**

**SUBJECT: ACADEMIC AFFAIRS COUNCIL**

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**PURPOSE: To establish the Academic Affairs Council, its organizational structure and operating guidelines as sanctioned by the Presidents Council.**

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The chief academic officers of each college will serve as a body known as the Academic Affairs Council (AAC).

**Purpose and Functions**

To review, assess and recommend actions in accordance with the policies and procedures to the Presidents Council and recommend actions that ensure the academic integrity and quality of the colleges.

To accomplish this purpose, the Academic Affairs Council will:

1. provide leadership in promoting and maintaining quality academic standards;
2. facilitate communication among the college faculties with regard to academic issues;
3. identify and share best practices and ideas to enhance student success and the best use of resources;
4. cultivate excellence in the teaching/learning process;
5. draft and propose to the Presidents Council revisions that will enhance existing or establish new procedures;
6. establish and/or promote opportunities for the professional development of faculty;
7. review and recommend action on proposals for new catalog programs;
8. as requested, represent the Presidents Council on academic or related matters; and
9. receive and act on academic issues and other matters referred by the Presidents Council.

**Leadership**

1. Each college chief academic officer will serve as the Council Chairperson for a period of one calendar year beginning in July on a rotating basis in the following order: EMCC, CMCC, NMCC, KVCC, WCCC, YCCC and SMCC.
2. The chairperson or designee will represent the AAC to the Presidents Council via her or his President.

## **Meetings**

The AAC will meet at least four times annually. A schedule of dates and locations will be set at the first meeting of the year.

## **Decisions and Recommendations**

Actions of the AAC will be determined by the consensus (approval by voice poll) of all members (present or absent).

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REFERENCES:                   MCCS Policy 304

DATE ADOPTED:               September 27, 1994

DATE(S) AMENDED:         March 30, 2004; September 23, 2008; January 26, 2010