

Education Policy Review Committee

Purpose

The purpose of this ongoing committee is to initiate and maintain a five-year review cycle for SCTCC's policies and procedures for which the Vice President of Academic Affairs is the responsible administrator.

The work of this committee will support SCTCC's strategic priority of Student Experience, specifically through creating "streamlined processes that ensure timely communications and delivery of resources and services when students need them."

Primary Responsibilities

- Create and monitor a five-year schedule providing for the review of all published Educational policies and procedures
- Perform research on policy and procedure topics including, but not limited to review of Minnesota State Board Policy, applicable state and federal laws, and Minnesota State institution practices.
- Collaborate with subject matter experts on policy and procedure topics to understand current practices and solicit input for revisions.
- Draft proposed recommended changes to Educational policies and procedure
- Draft a summary of policy and procedure recommendations for presentation to Cabinet

Cabinet Liaison

Vice President of Academic Affairs

Meeting Schedule

- The committee co-chairs will determine the frequency and schedule of meetings with input from members
- Asynchronous work will be leveraged to accelerate completion

Membership and Terms

Participation on the committee is voluntary. The committee will be comprised of no fewer than four individuals including co-chairs (academic dean and registrar), faculty, and other staff. The Committee will have two co-chairs. Additional members will include faculty and staff (optimally the committee will include one faculty member from each division).

- (Co-chair) Academic Dean
- (Co-chair) Registrar
- Liberal Arts and Sciences Faculty (1)
- Skilled Trades and Industry Faculty (1)
- Business, IT, and Education Faculty (1)
- Health Sciences and Nursing Faculty (1)
- Student Affairs Rep. (1)
- Cultural Fluency Rep. (1)
- Student Government Rep. (1)

In the event there are insufficient nominations or insufficient diversity among nominees, the College President may appoint up to two (2) additional committee members to achieve a balanced committee and/or acquire desired subject-matter expertise.

Norms

All committee members will be expected to:

- Keep equity and inclusion at the forefront of policy review and drafting.
- Commit to reviewing Minnesota State Board Policies that govern SCTCC's Educational Policies as they pertain to review.
- Attend and participate in all meetings as scheduled
- Participate in a timely manner in the asynchronous work to facilitate completion of the charge
- Work with all members to build consensus for recommendations
- Respond objectively to committee requests and direction

Date Adopted 11/2021

Date Revised