

INSTRUCTION COMMISSION
COMMITTEE ROLES AND RESPONSIBILITIES

Instruction Commission Committee Chair Responsibility

Chairs of each IC committee will facilitate the committee's work toward completing the strategies in the IC work plan. Each committee has council chairs assigned who will engage in the committee meetings to identify critical issues for discussion and necessary action for IC full membership.

IC committee chairs will seek input on issues and the IC committee chair will provide a brief summary of information and action items to the entire IC membership at quarterly meetings.

Council Representatives to the Instruction Commission

Each council chair is responsible to represent his/her council at Instruction Commission quarterly committee meetings. Council representatives will need to work closely with the IC committee chair to identify discussion issues and necessary action needed by the full IC membership. Council activities will be reported directly to the Instruction Commission committee. Two weeks prior to the IC meeting, each council representative will write a brief (bulleted) report on council initiatives and progress. The brief reports will be submitted to Shannon Bell at the SBCTC via email sbell@sbctc.edu who will post the report on the IC webpage.

In the event that the council chair is unable to attend the IC meeting, he/she may designate another council member to present the information to IC.

Instruction Commission Council Liaisons

An Instruction Commission member will be selected to serve as liaison to each of the councils. Commission liaisons should develop a strong working relationship with the council chair. The liaison should attend council meetings to assist with communication and issues between the council and the Commission.