

## INSTRUCTION COMMISSION

### COMMITTEE ROLES AND RESPONSIBILITIES

#### Instruction Commission Committee Chairs

The 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 for representing their council at Instruction Commission quarterly committee meetings. Council representatives need to work closely with the IC committee chair to identify discussion issues and necessary actions needed by the full IC membership.

Council activities will be reported directly to the Instruction Commission committee. **Two weeks prior** to the IC quarterly meeting, each council representative will write a brief (bulleted) report on highlights of items from council meetings, updates to the work plan, and any voting items for the commission to consider. These reports will be submitted to the IC liaison and to Roma Bert at the SBCTC via email ([rbert@sbctc.edu](mailto:rbert@sbctc.edu)), who will post the report on the IC webpage. After the meeting, they should follow up with their council to report back on the results of any IC action and/or direction from the IC committee.

Council chairs are expected to attend and participate in the Instruction Commission committee that aligns with their council:

- Transitions Committee: Council for Basic Skills
- Transfer Committee: Articulation and Transfer Council, Baccalaureate Leadership Council
- Workforce Committee: Workforce Education Council, Continuing Education Council
- Learning Strategies and Innovation Committee: eLearning Council, Library Leadership Council

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, usually a Vice President, 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. They should work also with the council chair to provide updates from the Instruction Commission and to move forward any voting items.

Adopted by the Instruction Commission Executive Committee 2008 (revised Sept 2024)

Council Liaisons will provide clarity and direction to councils on commission work plan items and review quarterly reports submitted by council chairs to ensure their reports are accurate and comprehensive.

#### SBCTC Staff

SBCTC staff play a crucial role in ensuring efficient and transparent information sharing between councils and commissions. They should be invited to council meetings for the year and assist in facilitating communication and addressing items that require action by either the commission or a council. They may also provide support to the Council Executive Committees regarding agendas and logistics.

#### Other Information about Quarterly IC Meetings

- a. Committee meetings generally occur in the afternoon of the first day of the Instruction Commission quarterly meeting. Normally, a zoom link will be provided for those wishing to join remotely. Committee Chairs should communicate with their liaison about their plans for attendance.
- b. With the exception of “closed” portions of Instruction Commission meetings, Council Chairs are welcome to attend other portions of the Commission meeting. However, outside of the committee meetings, they should remain in the role of observer unless called upon. Vice Presidents (or their official designees) are the participants in the meeting and will ask questions and/or engage guests/observers as appropriate or necessary.
- c. After the meeting, the written summaries from each council will be shared broadly with the Instruction Commission members, as well as all council chairs.