



ACADEMIC AFFAIRS GUIDELINES

Section 2.7	Academic Administrators and Faculty	
Title:	Discipline Council Guidelines	
Number (Current Format)	Number (Prior Format)	Date Last Revised
2.7.2.A	6.4	03/2019
Reference:	BOR Policy 1.3.4 – Discipline Councils AAC Guideline 2.4.3.A – Instructional Methods: Schematic and Definitions AAC Guideline 2.4.1 – Common Course Guidelines	
Related Form(s):	AAC Form – Discipline Council Annual Report Template	

1. Purpose

Discipline Councils are formed in accordance with Board of Regents Policy 1.3.4 – Discipline Councils to facilitate faculty collaboration across the Regental System in common departments or colleges that require System-level continuity. Serving as sub-committees of the Academic Affairs Council, the established Discipline Councils shall facilitate discussion as directed by AAC and when necessary prepare information, analysis, and recommendations to help coordinate the use of available resources that enable appropriate access to high quality educational opportunities. This approach should include processes to facilitate inter-institutional cooperation.

2. Council Composition and Leadership

- 2.1. **Composition:** Each Discipline Council shall consist of two members from each campus as determined by the institutional lead on the Academic Affairs Council. Additional members to a discipline council is allowed when necessitated by the Academic Affairs Council.
- 2.2. **Leadership:** Each discipline council will elect a Chair and Vice Chair which must constitute membership from different Regental institutions. Prior to the end of the Spring semester, discipline councils shall elect new Chair and/or Vice Chairs to serve during the upcoming academic year. Leadership positions may be selected as the Council sees fit, but leadership positions shall be distributed among the campuses over time to ensure a balance in the councils.
- 2.3. **AAC Liaisons:** Members of the Academic Affairs Council will be appointed as liaisons to each Discipline Council. The liaison should be included in all meetings, discussions, and correspondence among council members. The liaison will serve as a resource for providing System perspective, and for gathering information to assist the councils in decision making. Liaisons serve in an ex officio capacity, and therefore are not voting members of the councils.

3. Board Support

3.1. Financial Support

- 3.1.1. Each Regental institution is are expected to cover all cost (i.e., travel, per-diem, lodging) incurred by discipline council members for the work on the council. When system level projects require significant investment in time and resources the System Vice President for Academic Affairs may provide financial support necessary to facilitate more frequent meetings.
- 3.1.2. Council Chairs may request support for meeting space when the council convenes at a facility not owned or leased by the Board of Regents.

4. Meeting Expectations

- 4.1. Each council is expected to meet at least once each academic year. At least one meeting per year shall be face-to-face, while others can be facilitated by conference call or web conferencing. Beyond these expectations, discipline councils may convene any number of times to facilitate activities of the council as is deemed necessary.

5. Reporting

- 5.1. An annual report shall be prepared by the Chair in consultation with the discipline council members. Council members are expected to report information specific to the following areas:
 - Meeting Dates and Type
 - Overview of Council Activities for the Academic Year
 - Response to Initiatives for Council Consideration Suggested by the Executive Director
 - Other Council Activities
 - Recommendations for AAC Consideration
 - Suggestions for Council Work Plan for Upcoming Year
- 5.2. The Discipline Council report template (see Form) shall be used when reporting on the activities of the council each year. From time-to-time additional analyses or reporting may be requested by the Academic Affairs Council.
- 5.3. The report should be submitted to the Board office by the end of the Spring term in order to allow the Academic Affairs Council and the Council of Presidents and Superintendents to review the reports prior to the June Board meeting.

SOURCE:

AAC August 2016; AAC May 2017; March 2019 (Clerical).