



Academic and Training Council (ATC)

Charter

Responsible Person	Vice President of Student Learning & Success/CAO/CSSO	Adopted	07/30/2024
Granting Authority	Executive Team	Revised	04/22/2025
Webpage Link	n/a	Version	002
Alignment with mission/vision	Core Value - Integrity	Group Type	Council

Statement of Purpose

The ATC fulfills the mandate of the Northwest Commission of Colleges and Universities (NWCCU) which requires that “Its decision-making structures and processes make provision for the consideration of the views of faculty, staff, administrators, and students on matters in which they have a direct and reasonable interest.”¹ In this role the Academic and Training Council (ATC) maintains appropriate policies and procedures for all of RCC’s instructional endeavors including, but not limited to:

- GED and Pre-College Programs
- Community and Workforce Development
- Off-campus or special programs
- Transfer and career-technical programs

Assuring the integrity of academic standards is the primary responsibility of this body, supporting the college’s core value of integrity.

Authority

Under the direction of the Executive Team, the ATC oversees the quality of academic standards of RCC’s credit and non-credit classes offered across instructional formats and sites. It also provides a forum in which instructional leadership can share best teaching and learning practice.

The ATC established the Curriculum and Academic Standards Committee (CASC) as a subcommittee. The ATC delegates review of curriculum and changes to CASC. CASC will make recommendations on curriculum changes to ATC for final approval. Changes in standards are done in a manner consistent with accreditation requirements and guidelines set by the Oregon Department of Community Colleges and Workforce Development (CCWD), overseen by the State of Oregon Higher Education Coordinating Commission (HECC); these require the council’s formal approval as recorded in minutes.

Responsibilities

Faculty has the primary responsibility for formulating academic standards. While the deans and vice president routinely represent ATC actions to the Executive Team, proposed academic policy changes that might potentially

^{1/} NWCCU, 2020 Accreditation Standard 2.A.4



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impact other areas of the college will be referred to the appropriate council, committee, or RCC leader by the ATC chair.

The ATC will evaluate its scope of work, effectiveness, and relevancy to the institution's strategic plan. The ATC will report accomplishments and suggestions for improvement to the Executive Team.

Membership in the ATC is representative of all campuses and reflects the principle that "The institution recognizes the central role of faculty to establish curricula, assess student learning, and improve instructional programs."

Standard Group Procedure

During the academic year, the ATC typically meets monthly. During summer term, ATC meets when the schedule allows. The agenda and minutes from the previous meeting are available on a shared ATC folder. The meeting agenda will be distributed electronically to the committee prior to each meeting by the dean's assistants or the assistant to the VP of SLS. Meetings are intended for membership and invited guests.

Guests outside the voting quorum may speak only if the committee has both the time and gives consent. Guests should be added to the agenda and accepted by the chair and/or committee. Written submissions can be sent to the chair before or after the meeting. The chair will try to address these submissions during the meeting, if possible, or at a future meeting if necessary.

Membership

Membership in, or assignments to, the council's standing and service committees is ordinarily renewed in May of each year for the following academic year as part of the faculty, management or staff workload assignment. The council may create other workgroups and service committees as needed. The ATC is formally composed of:

- Vice President of Student Learning & Success/Chief Academic Officer
- Deans and Directors from SLS Division
- Academic Department Chairs and Coordinators from SLS
- Representation from other areas as needed (i.e. faculty on SLS Leadership Team and P&P)
- Deans' assistants/Admin Support Staff from SLS Division serve as support role and not membership of ATC. These are non-voting staff.

ATC will maintain a list of membership and update annually. The list will be stored in the shared ATC Teams Page. ATC will maintain a list of membership and update annually.

Chair

Meetings are chaired on a rotating basis by a dean and/ or the Chief Academic Officer.

The Chair's functions are as follows:

- Meeting where/when is present.

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- Conducts (moderates or facilitates) agenda, discussion and voting.

Voting

Voting Authority and Decision-Making:

The ATC has final decision-making authority over curriculum-related matters that do not require Executive Team or board approval and can make recommendations on policy-related issues. When requesting a vote, it will be specific to if it is a recommendation or a vote to implement within the authority of the group. Specific voting matters include:

- **Curriculum Changes:** Any curriculum adjustments that do not involve additional program costs and do not require board approval will be voted on. The ATC makes recommendations to E-Team when significant curriculum changes are involved.
- **Policy Recommendations:** The ATC may vote to recommend policy support or opposition, but final decisions rest with the Policies & Procedures (P&P) committee.

Voting Rules & Procedures:

- A quorum is defined as the presence of at least 60% of voting members, with faculty comprising no less than 50% of the quorum. Decisions require a majority vote of those present, provided a quorum is met.
- Each ATC member receives an equal vote.
- The Chair or designee must initiate and facilitate voting.
 - The Chair will call for a motion (e.g., "*I move to recommend...*").
 - A motion must be made by a council member, seconded, and passed by a simple majority vote of those present.
 - Members must be present to vote unless an exception for remote voting (email or alternative method) is approved by the Vice President due to time-sensitive matters.
 - If a matter falls outside ATC's authority for approval or recommendation, a vote will not be called.

Officers

n/a

Membership Cycle

Membership is based on role at the institution and no election process.

APPENDIX A

EXAMPLES OF ACTIVITIES

Workgroups of the Academic and Training Council



Academic and Training Council (ATC) Charter

The ATC, when assembled, functions as a deliberative and information sharing body. Specific tasks, however, are assigned to standing committees including:

Curriculum and Academic Standards - Curriculum and Academic Standards is charged with providing oversight and review of academic standard issues, and annually reviews all degree and certificate programs to assure required general education and related instruction are present. The workgroup reviews new credit-bearing course and program proposals and revisions to current programs and submits to the ATC for its approval. Chaired by a faculty member, this body is composed of faculty representing all areas of the college as well as staff members from across campuses. It receives administrative direction from the director of curriculum who is an ex officio member. The committee maintains minutes and observes an annual activity calendar. New program approval recommendations are submitted to Executive Team and the RCC Board of Education for approval.

see BP/AP 4020, AP 4021, 4022, BP/AP 4025

Ad Hoc Committees - The term ad hoc applies to working groups whose task is limited to a single activity or whose work takes place during a certain portion of the year. Each ad hoc committee of the ATC has a convener or chairperson appointed by the ATC as well as a written charge, reported in the minutes, defining its function, membership, and reporting responsibilities.