Instruction Council (IC)

**Charge**

- Ensure that the Education Master Plan is integrated into college planning processes.
- Maintain and implement Board Policy, State Law, Education Code and standards of accreditation.
- Assure that instruction is carried out as approved by the Curriculum Committee and that Outcomes Assessment is in compliance with accreditation standards.
- Enrollment management
- Ensure completion of Program Review and prioritization of Resource Allocation requests to assure student and community needs are being met.
- Discuss and respond to emerging needs within the institution and the external community
- Engage in institutional strategic planning and budget development
- Engage in self-evaluation of IC for continuous quality improvement of processes.
- Support the legal responsibilities of all constituent groups.

**Responsibilities**

The IC will make recommendations to the College Council on the following:

- Educational Master Plan
- Instructional Program Planning and Development
- Student Learning Outcomes
- Program Review
- Program Viability
- Enrollment Management
- Budget Development
- Instructional Technology Planning
**Membership**

**Faculty**
- Academic Senate 9 (1 from each division with one selected as Co-Chair)
- YFA 1

**Staff**
- CSEA 2
- CSAC 1

**Students**
- Student Senate 2

**Administration**
- Deans 3
- Vice President of Instruction Chair
- LTAC (MJC) 1

**Communication and Reporting Procedure**
Meetings are to be held regularly to meet responsibilities and charge. Agenda and minutes are posted on the council web site.