English Executive Council

By-Laws

September 19, 2011

I. Purpose. The English Executive Council exists to facilitate communication among the campus departments, coordinate the efforts of the course committees, promote a high standard of instruction throughout the discipline, and provide all English and Reading faculty the opportunity to participate in the decision making process.

II. Charter. The Executive Council derives its authority from the English and Reading faculty. The by-laws themselves and all amendments to them must be approved by two-thirds vote of the full-time faculty in the English and Reading discipline.

III. Structure. The English Executive Council is composed of thirteen members: the five department chairs (including the Online Campus department), the coordinator for Alpharetta, one faculty member from each campus department, and the Dean of English. In matters that require a vote, all members shall be voting members and shall have an equal vote. Faculty members are elected to two-year terms by their respective departments. To ensure continuity, elections will be held on a rotating basis: Clarkston, Decatur, and Online representatives will be elected in odd-numbered years and Dunwoody, Alpharetta, and Newton representatives in even-numbered years. Elections should be held at the beginning of fall semester, so that the Council may hold its first meeting by the third Friday in September. At that first meeting, the Council should elect a chair from among its members.
(NOTE: Any Council member may be elected chair.) A secretary may also be elected or appointed with the consent of the membership.

IV. Charge and Responsibilities. The English Executive Council receives its charge from the English and Reading faculty. In conjunction with the course committees, the Executive Council is responsible to the English and Reading faculty for the following:

A. Holding regular meetings to consider academic issues raised on the campuses, in the course committees, or by circumstances within the college.

B. Preparing charges for the course committees.

C. Regularly assessing degree programs offered by the discipline to ensure that those programs meet effectiveness standards set by the college and by the accrediting agency.

D. Reviewing and revising, as needed, the discipline’s operating policies.

E. Coordinating Web content for the discipline.

F. Ensuring that the content of advisement sheets is current.

G. Developing a yearly calendar for the discipline, incorporating College timelines.

H. Ensuring that the discipline is represented on the Regents’ Advisory Committee and maintaining communication between the Executive Council and the Advisory Committee.

I. Supporting and facilitating discipline-specific professional development.

J. Reviewing and revising, as needed, discipline-specific policies and procedures.
K. Collaborating with appropriate offices on issues involving AP, CLEP, Joint Enrollment, and Credit-by-Exam.

L. Coordinating the formation of the course committees.

M. Accepting and distributing annual reports from the course committees.

N. Calling annual or semi-annual meetings of the English Faculty.

V. **Relationship to Course Committees.** The Executive Council relates to the course committees in the following ways:

A. **Committee Membership.**

1. The Executive Council will coordinate the formation of the course committees by providing sign-up sheets to department chairs, who will then solicit volunteers from their departments to serve on the various committees. Committees are open to all full-time faculty members who teach that course. **Service on course committees is strictly voluntary.**

2. In the event that there are not enough full-time faculty members who teach a particular course to form a three-person committee, or in the event that not enough full-time faculty members volunteer to serve, the Chair of the Executive Council may, with the committee’s approval, appoint up to two part-time faculty members who teach that course.

3. Course committees will be formed in the spring to serve the following year. Moreover, each course committee should, at its final meeting of the academic year, elect a chair to serve the following year.

B. **Charge to course committees.** The Executive Council annually gives the course committees their charge; course committees may then decide on which
elements of the charge to focus in a given academic year. Elements of the charge may include, but may not necessarily be limited to, the following:

1. Course assessment. Course committees should develop valid methods and criteria by which to assess the effectiveness of their courses.

2. Textbook review. Course committees should maintain a current list of approved textbooks for their courses. To this end, they should regularly examine textbook selections to make sure those selections are effective and that they meet the needs of students and instructors. Committees should also examine new textbooks in their fields to determine if additions or improvements should be made to the list of approved textbooks.

3. Curriculum review. Course committees should regularly examine the curriculum of their courses, as represented by common course outlines and departmental syllabi, to ensure that it remains vital and current.

4. Curriculum comparison. Course committees should examine the curriculum of parallel courses at other institutions, especially those to which GPC students typically transfer, to ensure that the instruction our students receive is comparable to the instruction they would receive at another institution.

C. Annual committee reports. Each spring, at its final meeting of the academic year, the Executive Council will accept reports from the course committees covering the items listed above. The Executive Council will then distribute those reports to faculty and other interested parties and post them on the Council website.
VI. **Meeting schedule.** The Executive Council should meet at least four times each academic year, or twice each semester. The meeting schedule will be set by consensus of the Council at the first meeting of the year. The date for the first meeting will be set at the last meeting of the preceding year.