

## **Instructional Council Procedure for Conducting an All-Faculty Vote**

Approved by the IC on February 27, 2023

1. The Instructional Council will use these procedures whenever an IC sub-committee, instructional division, instructional committee, college committee, or any other body proposes a change that will affect instruction on a college-wide level, proposes the creation of a new instructional policy, or makes any other significant proposal that requires approval by the Instructional Council.
  - a. When a division, committee, or other body proposes a change that will affect instruction on a college-wide level requiring IC approval, the IC chair will place the issue on the next IC agenda for discussion. After waiting at least two weeks to ensure that division chairs have sufficient time to consult with their divisions, IC will decide by a vote to either use the voting procedure outlined in this document or to hold a vote in IC with each chair casting one vote and a simple majority needed for the motion to pass.
  - b. To ensure timeliness and sufficient representation, any division, committee, or other body wishing to make a proposal that will affect instruction on a college-wide level, institute a new instructional policy, or propose any other significant change requiring IC approval, should inform the IC Chair of their intent before starting work and preferably two weeks before starting to allow discussion in a regularly scheduled IC meeting. Additionally, IC strongly encourages the body to hold all-faculty forums and collect anonymous feedback on the proposal before a final draft is presented to IC. The topic will be included on the agenda of subsequent IC meetings as a discussion item.
2. Once the body developing the proposal has determined when the final draft will be ready for consideration, the IC chair, vice-chair, and at least one other division chair volunteer will develop a timeline outlining the following with specific dates. The timeline will be submitted to the divisions and IC for approval before the process begins.
  - a. Date that the final draft of the proposal will be submitted to IC.
  - b. A period of at least two weeks for discussion in division meetings and in the Instructional Council.
  - c. At least one all-faculty forum where provisions of the proposal will be explained, questions will be entertained, and arguments for and against the proposal may be made.
  - d. A period of at least two weeks following the forum for further discussion in division meetings and the Instructional Council.
  - e. Dates when the voting process will begin and end. The voting period will be a minimum of three business days.
3. Instructional divisions, those working on the proposal, or the IC can request extensions to the timeline.
4. If those making the proposal decide to make substantial changes based on feedback received from divisions, the Instructional Council, and faculty forums, they will withdraw

the proposal and resubmit it to IC for consideration after making revisions. IC will then restart the process and develop a new timeline as outlined in step #2.

5. The IC chair or designee will setup an anonymous, secure, electronic voting process and will email all faculty with instructions on how to vote at least one business day before the voting period begins.
  - a. A 60% affirmative vote of all votes cast is required for a proposal to be approved.
  
6. The IC chair or designee will announce the results of the vote, including vote totals and a breakdown of results, within two business days after the voting period ends.
  - a. The IC chair will send the recommendation to the Vice President of Instruction regardless of the outcome.
  - b. If the proposal does not pass, the IC chair will work with the originating group to determine if they want to survey faculty for anonymous feedback on why they voted no to inform potential revisions to the proposal.