

Guidelines for Academic Council Task Forces

Composition and Charge

Membership

1. Since task forces are constituted by and report to Academic Council, their structure should reflect that of Academic Council. The chair of the task force will be a member of the teaching faculty or support staff with faculty rank, selected based on appropriate expertise and institutional experience.
2. Typically, task forces will be comprised of ten to twelve faculty members, including 1-2 administrators and a current member of academic council.
3. The Academic Council Committee on Committees will strive to create task forces with appropriate representation from the schools and divisions, and whose membership reflects Elon's commitment to diversity and global engagement

Charge

1. Task force charges will be written by an Academic Council member or members, in consultation with people outside of Academic Council as needed. The charge must be formally approved by Academic Council.
2. Each charge will be written in language specific enough to clearly establish the parameters of the charge.
3. In addition to a general statement describing the purpose of the task force, the charge may include a bulleted list of the tasks to be completed.
4. The charge will provide a target date for completion and will specify that the task force chair (or the chair's designee) will meet with Academic Council at least once a semester to report on its progress.
5. In cases where the work of a task force leads its members to believe that the parameters of the charge are either too broad or too limited, the chair of the task force may return to Academic Council and request that the charge be amended. Such changes must be formally approved by Academic Council.
6. Academic Council must ensure that the charge does not extend beyond the confines of its powers as articulated in the Faculty Handbook.

The Report

Components of Task Force Report

1. Academic Council's charge to the task force
2. Executive summary of the task force's recommendations
3. Timeline and activities of the task force
 - a. The timeline and activities will be driven by Academic Council's charge and may include activities such as internal/external data gathering and communication with faculty/staff/administration.
4. Description of the task force's recommendations with the rationale for each recommendation
5. Specific suggestions on implementation of recommendations, as appropriate
6. Specific proposed Faculty Handbook changes associated with each recommendation, as appropriate
7. Supporting documents which may include information from interviews, surveys, and data analyses, must be included, as appropriate

Procedure for Academic Council's Handling of the Report

1. Academic Council will invite the task force chair (or the chair's designee) to attend all Academic Council and supplementary meetings where task force business is discussed. The task force chair will keep the members of the task force informed of all discussions of task force business discussed with Academic Council.
2. The task force chair submits the final report to the chair of Academic Council
3. The chair of Academic Council distributes the report to the members of Academic Council no more than one week after receiving it and at least one week prior to a supplementary meeting. The report will be on the agenda of the next supplemental meeting that allows for at least one week to read the report. The task force chair will come to the supplementary meeting of council to give a brief overview of the report and answer any questions concerning the report.
4. It is expected that the members of council will hold the report in confidence until such time that Academic Council determines the report is ready to be distributed to the faculty at large.
5. The next week, the task force chair will come to the full council meeting to officially present the task force report to council and answer any questions.
6. Academic Council will vote on whether or not the report has met the expectations outlined in the task force's charge. (This does not indicate whether or not council agrees with what is in the report; just that the report has met the expectations of the charge.)
 - a. If council votes that the report has met the expectations of the charge and there are bylaw changes suggested:
 - i. The report will be distributed to the faculty for at least a 30 day comment period which will include discussions at either a full faculty meeting or town hall.
 - ii. Following the comment period, Academic Council and the chair of the task force will review the comments at the next Academic Council meeting.
 1. If the comments entail minor changes to the report, Academic Council and the chair of the task force will make minor edits to the report. The report will be distributed to Academic Council for a vote on any bylaw handbook changes and then be distributed to the faculty at least one week prior to next full faculty meeting for a vote on bylaw handbook changes.
 2. If the comments entail major changes to the report, the chair of Academic Council and the chair of the task force will convene a joint reconciliation committee consisting of members of Academic Council and members of the task force to go over the comments and make changes to the report, as needed, to satisfy or address the concerns of the faculty. The reconciliation committee report will include the concerns from the faculty, the committee's response and rationale for how each concern was addressed and any specific Faculty Handbook changes resulting from the reconciliation process.
 3. The reconciliation committee report will be distributed to Academic Council for a vote on any bylaw handbook changes and then distributed to the faculty at least one week prior to next faculty meeting for a vote on bylaw handbook changes.
 4. If the comments entail no changes to the report, the report will be distributed to Academic Council for a vote on any bylaw handbook changes and then distributed to the faculty at least one week prior

- to the next full faculty meeting for a vote on bylaw handbook changes.
- b. If Academic Council votes that the report has met the expectations of the charge and there are no bylaw changes suggested:
 - i. The report will be distributed to the faculty for a comment period which will typically be 30 days and may include discussions at either a full faculty meeting or town hall.
 - ii. Following the comment period, Academic Council and the chair of the task force will review the comments gathered from the faculty.
 1. If the comments entail minor changes to the report, then Academic Council and the chair of the task force will make minor edits to the report and distribute it to Academic Council one week prior to the next Academic Council meeting for a vote on any non-bylaw handbook changes.
 2. If the comments entail major changes to the report, the chair of Academic Council and the chair of the task force will convene a joint reconciliation committee consisting of members of Academic Council and members of the task force to go over the comments and make changes to the report, as needed, to satisfy or address the concerns of the faculty. The reconciliation committee report will include the concerns from the faculty, the committee's response and rationale for how each concern was addressed and any specific Faculty Handbook changes resulting from the reconciliation process.
 3. The reconciliation committee report will be distributed to Academic Council to vote on the non-bylaw handbook changes at the next Academic Council meeting.
 4. If the comments entail no changes to the report, the report will be distributed to Academic Council for a vote on any non-bylaw handbook changes and then any approved non-bylaw changes will be reported to the faculty at a subsequent full faculty meeting.
 - c. If Academic Council votes that the report does not meet the expectations of the charge:
 - i. Academic Council will determine in what ways the report has not met the expectations of the charge, give suggestions as to how it could be altered to meet the expectations and send the report back to the task force for editing.
 1. The task force will address the suggestions put forth by Academic Council and resubmit the report.
 2. If the resubmitted report still fails to meet the expectations of the charge, then Academic Council will determine the next appropriate steps to resolve the situation.
7. The task force will remain active until such time that Academic Council votes to disband the task force.