

**Technical College System of Georgia (TCSG)
Instructional Faculty Consortium Committees (IFCC)
Organization and Structure of Committees
and
Statewide Meetings**

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Instructional Faculty Consortium Committees (IFCC)

Operation and Structure

There is an Instructional Faculty Consortium Committee (IFCC) for each program area. Instructors or other college delegates from each college in the consortium should attend the Instructional Faculty Consortium Committee meetings. Each represented college will have one vote in an IFCC meeting.

- A. In the instance where only one college in the state offers a program, that college's instructor(s) in coordination with the appropriate TCSG Curriculum Program Specialist (CPS) will become the sole contributor to the Office for Academic Affairs, Office of Technical and Adult Education, Technical College System of Georgia (TCSG) for that program. When two or more colleges offer a program, a statewide IFCC should be formed for that program area.
- B. Each Instructional Faculty Consortium Committee will formally organize, set meeting dates and post agendas, publish draft minutes and post them when finalized, and make curriculum recommendations to the appropriate TCSG CPS.
 1. The chairperson will be elected by the IFCC for a two-year term. The responsibility of the chairperson will be to chair the meetings, monitor the list serve members and communications, and communicate IFCC consortium information to the appropriate TCSG CPS.
 2. A vice-chairperson will be elected by the IFCC for a two-year term. The responsibility of the vice-chairperson will be to:
 - a. assist the chairperson during meetings or facilitate the meeting if they are absent,
 - b. take the official committee minutes,
 - c. send the minutes electronically to the appropriate TCSG CPS, and
 - d. communicate to other members of the committee who may have been absent.
 3. Depending on the size of the program's IFCC instructor pool, each consortia region (north, central and south) may have up to two region chairpersons to aide in communications during various IFCC processes. Typically these other chair positions are only needed when a group is larger than 15 total members.
- C. Each IFCC is given the opportunity to meet twice annually, generally in the spring and the fall semesters, but there is no requirement to do so. There must be a sufficient agenda to warrant any IFCC business meeting, and it must be officially posted on the TCSG Academic Affairs web page. The Presidents Council typically approves all IFCC meeting dates for a given calendar year at their January meeting.
 1. IFCC meetings should be one-day meetings scheduled at a time least disruptive to the educational process and preferably a central location to all IFCC representative colleges though rotations of location can also be implemented. IFCC meetings may be alternatively conducted electronically or via phone conference if the topics are short and straightforward.
 2. All committee members should be notified of all meetings of Instructional Faculty Consortium Committees via the list serves at least one month in advance if at all possible.
- D. The chairpersons often working with the appropriate CPS will develop the agendas for these meetings.
 1. Identification of the need for meetings and agenda issues may originate with business and industry contacts, peers, TCSG subcommittees, Presidents Council, and/or TCSG's Office for Academic

Affairs. Agenda issues should focus on items pertinent to the total operations of the program such as:

- a. Program and Course Standards – development, implementation, and/or revision.
 - b. Professional growth and development and technical training update for instructors.
 - c. Instructional materials
 - d. Job placement
 - e. Instructional equipment
 - f. Technology
 - g. Recruitment/retention and public relations
2. All IFCC communications should be copied to the appropriate TCSG CPS for informational purposes.

October 27, 2005

March 24, 2011

January 10, 2013