

**Northern New Mexico College of Education
Academic Planning Committee Charter**

Purpose

In a continued spirit of collaboration, the Academic Planning Committee will identify the academic priorities for the College of Education. The committee will develop goal(s) accompanied by specific objectives, outcomes and timelines for accomplishing the work.

For AY14, the Academic Planning Committee members are: Tamara Trujillo (Chair), Christina Esquibel, Dr. Rose Cavalcante, and Regina Robbins. Other members may be invited as needed or assigned to the committee on a temporary, ad hoc basis.

Meetings

The committee will meet initially, twice a month and thereafter monthly. Technology will be used to maximize communication and efficiency.

Membership

Projects will be divided among the membership with the expectation that each person accomplish the work. Each member will be responsible for completing work/projects assigned to them by the deadlines established by the committee. Membership can establish working sessions during meetings.

Decision-making

The committee decisions will be made by consensus or by majority vote if needed.

Chairperson

A member of the committee will serve as chair.

Minutes

Meetings minutes will be drafted, approved, and shared via email to all committee members. The COE Secretary will maintain an electronic file containing the minutes.