



Document Type: Policy Procedure Template Form Other _____
Document Status: New Modification; Old Document ref. _____

Document Title.	Policy #	Effective Date
IMC Councils and Committee Structure	POL 200915	9/6/2015

*(*This policy has been adopted from and is a result of a comprehensive analysis of the frameworks and policies of a numerous Higher Education Institutions like Prince Mohammad Bin Fahd University, University of Dammam, Abilene Christian University and various others based on the congruency of academic infrastructures)*

Introduction

The Academic Councils and Committees structure are considered one of the bylaws that regulate the operation and activities of the academic councils and committees in Inaya Medical College (IMC).

These bylaws incorporate the definition of the academic council or committee, its objectives, composition, functions and its mode of operation.

It is worth mentioning that the provisions ated herein regarding the composition and functions of these councils are based on the College Statute and the Consolidated Universities Bylaws as ratified by the Higher Education Council.

Purpose:

The aim of this guideline is to update and reduce redundancies to reenergize faculty engagement in governance, align committees with strategic initiatives (e.g., Strategic Plan); reduce need for ad hoc task forces

Also, it will provide a better alignment with Inaya Medical College organizational structure, clarify relationships and to improve communication.



Table of Contents

Part One: The Board of Trustees	3
Part Two: The College Council	6
Part Four: The Department Council.....	9
Part Five: College Quality Assurance Committee (CQAC)	11
Part Six: The Scientific Research Committee (SRC)	13
Part Seven: The Advisory Board	15
Part Eight: Program Research Committee(PRC).....	17
Part Nine: Program Quality Assurance Committee	18
Part Ten: Curriculum and Assessment Committee (CAC).....	19
Part Eleven: Faculty members Development Committee (FDC)	20
Part Twelve: Student Rights and Responsibility Committee	21
Part Thirteen: Library Committee.....	22

Part One: The Board of Trustees

1- Introduction

The Board of Trustees is the highest authority for decision making in Inaya Medical College(IMC). In compliance with the regulations, the Board of Trustees represents the legal authority; it supports the College and offers guidance to it. The Board of Trustees also oversees the general management. It has the authority to build, equip and maintain College premises, to make necessary purchases, to employ and terminate services and to determine the salaries of the Dean and all College employees; it formulates rules and regulations needed to operate and run the College. The Board of Trustees also resolves all conflicts arising internally.

2-The Goal:

To broadly oversee IMC in fulfilling its vision, mission and strategic objectives and to implement the functions as described in 4 below (The Function).

3- Composition

3-1 The Board of Trustees of IMC is composed by a resolution issued by the Minister of Higher Education for a term of three years.

3-2 Depending on a resolution by the Higher Education Minister, the members of the Board of Trustees may be increased as it deems necessary. The Board of Trustees shall select a chairman and a vice chairman from among its members on condition that the CollegeDean is not one of them.

4- The Functions:

As it has been stated in the Statue of IMC approved by the higher education council and in conformity with the private universities bylaws, the Board of Trustees is concerned with all the matters that concern IMC, specifically:

- 4-1 Defines objectives based on the College mission.
- 4-2 Ensure that the College possesses the necessary resources to perform efficiently.
- 4-3 Be the communication channel between the College and other institutions (or individuals) that offer financial support to the College.
- 4-4 Appoints the Dean.
- 4-5 Works on realizing the College vision, mission and objectives, in cooperation with the Dean.

- 4-6 Approves degree programs proposed by the College and to approve the academic and strategic plans of the College including the opening of new colleges, departments and adoption of new programs
- 4-7 Works to improve the image of the College in the community.
- 4-8 Connects the College with the surrounding communities by establishing constructive relationships between the College and society at the local, regional and international levels
- 4-9 Carries out periodical reviews of its own performance and that of its members.
- 4-10 to undertake the development of the financial resources of the College and to approve the strategic plans for investing such resources
- 4-11 to nominate the College chancellor and confirm the appointment of the vice-chancellors, the deans of colleges and other deans and vice deans
- 4-12 to approve the College bylaws and the respective rules and regulations
- 4-13 to approve budget proposals as well as the final annual budget of the College
- 4-14 to appoint the College chief financial officer and a certified public accountant (external auditor)
- 4-15 to determine the annual tuition fees and other academic services fees
- 4-16 to approve and accept contributions, donations and scholarships offered by individuals and other entities

5- The Board Meetings:

The Board of Trustees meets at least twice in an academic year. Meetings take place with the quota of two third of the members. Resolutions are ratified become effective on the date of ratification, unless they relate to the appointment of a Dean or a vice Dean, or a dean or a vice dean. Resolutions pertaining to the College system or to academic affairs are transmitted to the Minister; they become effective if no objection is received from the Minister within a month a transmission. If the Minister disapproves a resolution, the Board will reconsider and, in cases where the resolution is maintained, the matter is referred to the Ministry of Higher Education.

This is based on articles 13, 14, and 15 of the Private Colleges Bylaws issued by the MOE(aka MoHE):

5-1 the Board of Trustees **ordinarily** meets minimum two times during the academic year and in two or more as the following manner:

- one week before the beginning of the first semester
- one week before the beginning of the second semester
- on the last week of the academic year

5-2 special meeting may be called by the Board as necessary

5-3 The quorum of the Board of Trustees for ordinary or special meetings is two thirds of the members.

5-4 Decisions of the Board are taken by a two thirds majority of the members present and shall be effective from the date it has been taken, with the exception of the decisions regarding the appointment of the deans and vice deans of the colleges and supporting deanships as well the decisions regarding amendments in the College statute and the academic aspects which shall be valid within one month from the date it was deposited at the Minister's office, unless it is disapproved by the Minister in which case the decision shall be reconsidered by the Board. If the Board is insisted on the same opinion then the whole case shall be submitted to the Higher Education Council.

5-5 The Board of Trustees selects one of its members to act as the Board Secretary who shall be responsible for taking the minutes as well as sending the agenda to the board members at the appropriate time and receive the comments from the members regarding the agenda. He is also responsible for preparing the agenda proposals for each meeting and submitting that to the chairman for final approval and dispatching together with the invitation for the next meeting.

6- Membership

The membership of the BoT is composed from:

- 1- Two faculty members with minimum associated professor rank, appointed by the minister from other educational institutes.
- 2- Four members appointed by the college founder/owners.
- 3- College's Dean
- 4- Ministry of Education Representative.

The number of members in the Board of Trustees can be increased when needed, with a decree from the Minister. The Board selects one of its members as a chair, and another as a deputy chair. The Dean cannot occupy any of the two positions.

The Board of Trustees is established with a decree from the Minister for a three-year period of time,:

1- Please , write the names of the BoT

2-

Part Two: The College Council

Introduction:

In compliance with the regulations and the College Charter, and in compliance with the decisions of the Board of Trustees, the College Council shall manage the administrative, financial, educational and scientific research issues.

The College Council plays a supervisory role overseeing all academic, scientific, research and administrative affairs in accordance with the College's mission.

According to articles 17, 18, and 19 of the Private College Bylaws issued by the MOE and also known as MoHE, each College must have a College Council consisting of College Dean, College Vice Deans and Department head.. The council is headed by the Dean with the most senior Vice Dean as a backup. The Chairman of the Board of Trustees may add not more than three further faculty members to the council upon the recommendation of the Dean and the endorsement of the Board of Trustees.

The Functions of the Board:

Notwithstanding the provisions of the private universities bylaws, the College Council shall adopt all the means that can lead IMC to fulfilling its stated mission. It is responsible for discharging all the affairs of the College, specifically:

- 1- to approve the annual College plan(Action Plans)
- 2- Suggest the establishment, merging, closing or amendment on the names of colleges, divisions and research centers.
- 3- Suggest academic specializations.
- 4- Award degrees for the College graduates.
- 5- Determine the details of the Academic Calendar within the general guidelines of beginning and ending dates of the semesters, as well as the vacations dates.
- 6- Approve the curricula suggested by the colleges' councils.
- 7- Approve the internal college regulations without incurring any benefits or financial commitments.
- 8- Discuss the annual college reports.
- 9- Approve the extracurricular activities plan of the colleges.
- 10- Decide on the appointment and promotion of faculty members, based on the recommendations made by the Scientific Council.
- 11- Establish the rules regulating visiting and transferring students.

- 12- Deliberate on topics referred by the Chair of the Board of Trustees or by the CollegeDean, or any issues put forward by any member of the College Council.
- 13- to determine the admission policy (enrollment) of the College for each semester in accordance with the College resources and enrollment capacity
- 14- to approve the promotions of the faculty upon recommendations of the scientific council
- 15- the final approval of the appointment of the administrative staff and approve their promotions
- 16- to approve research programs and community service programs with consideration to the College budget
- 17- to approve the higher studies for the teaching assistants and lecturers who go for studies locally or externally, given that receiving institutions are approved by the Ministry of Higher Education
- 18- to discuss the annual financial report given by IMC external auditor
- 19- to approve the scholarships given by the College to its registered students or to other students
- 20- to appoint the deans and vice deans of the colleges and the department heads
- 21- to approve the examination results submitted by the colleges
- 22- to approve IMC annual activity report
- 23- to decide on all the matters submitted by the College Council, the Vice Deanship and that do not fall under the jurisdiction of the Board of Trustees

The Council Meetings:

- 1 The College council meets, at least, once every month upon a call for meeting by its chairman. The quorum is two thirds of the members
- 2 The resolutions of the council are taken by a two thirds majority of the members present.
- 3 The resolutions of the council shall be effective from the date of issuance, unless they are disapproved by the Board of Trustees within fifteen days of reconsideration by the Council. If the Council insisted on the same opinion, then the whole case shall be resubmitted to the Board of Trustees.

Membership

- The CollegeDean- Chair.
- College vice Deans or those in equivalent positions, the oldest of whom acts for the Dean in his absence, or when his post becomes vacant.

- Department Heads as members.
- Three faculty members designated by the Chair of the Board of Trustees for a period of two years, renewable upon recommendation of the College Dean and upon approval of the Board of Trustees.
- The Council designates one of its members as a Secretary.

College Council Members Names:

- 1-
- 2-
- 3-
- 4-
- 5-

- The resolutions of the council shall be effective from the date of issuance, unless they are disapproved by the Chairman of the Board of Trustee in the College within fifteen days and sent back together with his comments in which the decision shall be reconsidered by the Council. If the Council insisted on the same opinion, then the whole case shall be submitted to the College Council for deliberation in the next regular or special meeting and for final decision.

Part Four: The Department Council

Purpose:

To achieve the program mission and realize the goals of the instructional programs offered by the department in congruence with the mission and the objectives of the college and the College.

Composition

- The Department Council is composed by a resolution issued by the College Dean, upon recommendation by the dean of the college, for a term of two (renewable) years.
- It is composed of:
 - Department head, the chairperson
 - the faculty in the department, members
 - The Department Council may elect one of its members to serve as a secretary to help the department head in discharging his duties

The Functions of the Department Council:

The Department Council shall undertake the execution of all the academic plans and programs concerning the department and students, specifically:

- To scrutinize the teaching plans and courses as well as the educational materials and facilities required for teaching.
- To approve the teaching schedules at the beginning of each semester and to distribute the teaching load in the department and get the final approval for that
- To investigate the department requirements of the teaching and parallel staff and fill the vacancies by appointment, loan, secondment or visits and raise to the faculty council to get the final approval
- To propose the textbooks and other instructional materials and get the final approval
- To investigate the educational problems and the means of developing the teaching plans and examinations systems
- To determine the books and reference titles to enrich the College library
- To initiate the professional development plans and to investigate the applications for attending conferences, symposiums and workshops
- To investigate the applications for promotion by the teaching staff
- To encourage the scientific research and to coordinate such activities including the community service

- To investigate the students issues and problems and take the appropriate action
- To coordinate the academic counseling and students guidance and welfare
 - -Suggest appointing, exchange, delegating and promoting faculty members and lecturers.
 - Suggest or amend syllabi, in coordination with the departments.
 - Suggest academic programs, textbooks and references of the college.
 - Promote and coordinate scientific research, and work on publishing the research papers.
 - Suggest the dates and organize the process of examinations.
 - Suggest the college regulations.
 - Suggest the training and exchange programs needed.
 - Suggest the extracurricular activities plan of the college.
 - Settle matters related to students majors and refer all other matters to the College Council.
 - Consider and pronounce on all matters referred to it by the College Council or the Dean.
- To review the research projects in the department
- To review the student graduation projects
- To study proposals for developing the department to the faculty council
- To review all the matters submitted by the teaching staff and students

The Council Meetings:

- The Department Council meets, upon invitation by the chairman, at least once every month.
- The resolutions of the council are taken by simple majority vote of the members present. If the votes are equal, the chairman shall hold the majority vote
- The resolution of the council shall be effective from the date of issuance, unless it is disapproved by the dean of the college within ten days and sent back together with his comments in which case the decision shall be reconsidered by the Council. If the council insisted on the same opinion, then the whole case shall be submitted to the College Dean and his decision shall be final.

Part Five: College Quality Assurance Committee (CQAC)

Objectives:

To undertake the formulation of the rules and regulations that determines the execution of College activities efficiently and in the best manner & quality.

It is a professional authority for improving and upgrading performance of all the functions of the College.

Membership

- The College Quality Assurance Committee (CQAC) is composed by a resolution issued by the Board of Trustee for a term of three (renewable) years.

It is composed of:

- Dean, Chair.
- Vice Dean, Vice Council Chair.
- General Director of Administrative Department, Member.
- Director of Planning and Quality Assurance Unit.

The Functions of CQAC:

The CQAC shall undertake the execution of all the academic plans and programs concerning the department and students, specifically:

- To draw up the overall policies for quality assurance and oversee the implementation of such policies.
- To approve the strategic plans and the applications of the quality assurance in the College and at its various units.
- To draw up the overall policy for disseminating quality assurance culture internally and externally.
- To support and augment the efforts exerted in the application of quality assurance and to cooperate with the concerned external parties.
- To develop the programs for encouraging and rewarding the outstanding individuals and groups in maintaining and assuring the quality in the College
- To approve the annual report on quality assurance.

Prepare and supervise the plan of quality application and assurance in the college.

- Supervise the conducting of self-assessment that is required by NCAAA or other bodies that grant accreditation, according to its own standards.

The Committee Meetings:

- The CQAC shall meet periodically at the beginning of each semester or call for special meeting as it may deem necessary.
- General Director of Administrative Department, Member shall be charged to act as the committee secretary who shall be responsible for taking the minutes as well as sending the agenda to the

members, prepare agenda proposals for the next meeting and receive the comments from the members regarding the agenda.

Part Six: The Scientific Research Committee(SRC)

Introduction:

IMC must have a College Scientific Council whose function is to supervise the academic affairs of the teaching staff in addition to the affairs of research, studies and publishing.

The Functions of the Scientific Committee:

- 1- Encouraging scientific research, writing, translation, and publishing and to do that:
 - a. Setting rules for encouraging the preparation of scientific research.
 - b. Suggesting the establishment of scientific research centers.
 - c. Coordinating between the scientific research centers and setting a general plan for that.
 - d. Systemizing the relation with research centers outside the College.
 - e. Allocating encouraging and discretionary remunerations for scientific works, refereeing such works, and ordering the dispensing of such remunerations.
 - f. Publishing research, written works, and scientific theses and dissertations those are worth publishing.
 - g. Recommending the issuance of scientific periodicals.
 - h. Recommending the establishment of scientific associations, museums, and coordinating among them.
 - i. Deciding on whatever is referred to in the form of textbooks for teaching, College theses and dissertations that are in need if review.
- 2- Looking at what is referred to it by the College Council.

The Committee Meetings:

The Scientific Research Committee holds its meetings depending on convening a meeting by its head once every month at least; the head can convene a meeting if need requires, or if a written application is forwarded to him by the third of the members, or depending on an order of the College Dean, who can order adding any issue that is viewed to be included in the agenda of the meeting. The College Dean can preside the Committee if he attends a meeting.

The meetings of the Council are not valid unless attended by the third of its members as minimum.

Membership

The Scientific Research Committees formed as follows:

1. Head of Research Unit (Chairman).
2. A member of the teaching staff representing each program not less than an associate professor.

3. Heads of Research committee from each program.

3. By a decree of the College Council, a number of the teaching staff can be added on the condition such members are working in research areas, and scientific issues but not member than half of the total number of the Council members. All such members are to be in office only for two years that can be renewed only once.

Decision in The Scientific Research Committee

The decisions of SRC with the absolute majority of the members present, and if the votes are equal, the winning side is the one with the head of the Council.

The decisions are not applicable unless an objection is raised from the College Dean during 15 days from the date of its arrival to the College Dean.

If the Dean objects to such decisions, he should refer them to the Scientific Research Committee supported with his view so that it is looked at once again.

If the Scientific Research Committee keeps on its opinion, the objected decisions should be referred to the College Council to be looked at in an ordinary or exceptional meeting.

Then the College Council can verify the decisions and/ or cancel them. Such a decision is final.

.....

Part Seven: The Advisory Board

Introduction

The Advisory Board's purpose is to strengthen the Career and programs it serves as a Committee. The Advisory board exists to advise, assist, support and advocate for career education. It has no legislative, administrative or programmatic authority and is advisory only. Advisory Committees work cooperatively with college officials in planning and carrying out committee work. Members are volunteers who share an expert knowledge of the career tasks and competency requirements for specific occupations. The board may serve a specific IMC's program or a combined committee may serve several programs.

Objectives:

- **Advise – Advisory Committees assess specific areas of any program in IMC.**

Suggestions are designed to improve specific content areas. Such suggestions could include industry standards, the updating of curriculum, purchase of new instructional materials or equipment to modernize the classroom and to adopt policies. Suggestions should be presented in writing to the Administration.

- **Assist – Advisory Committees help the faculty members or Administrator carry out specific activities.**

These activities could include judging competitive skills events, setting up a scholarship program or obtaining media coverage for special events.

- **Support and Advocate – Advisory Committees promote IMC programs throughout the community.** Promotion or marketing could include identifying industry and community resources, talking to legislators, speaking for career and education at board meetings.

-

Membership:

To provide effective communication between IMC programs and the community, Advisory Committee Membership should be representative of large scale community clusters. Members should include the following:

- Representatives from each program in IMC.
- Representatives of local business and industry, including both labor and management.
- Parents of IMC students
- Current and former IMC students
- Gender balanced

Advisory Committee Members

Committee Members have the responsibility to advise, assist, support and advocate for activities designed to strengthen and modernize career education. It is important that member:

- Attend and participate in all meetings
- Suggest and develop agenda items prior to meetings
- Help to determine committee priorities and ways to achieve them
- Become familiar with the career education programs and how they fit into the overall educational structure
- Respect the rights and opinions of other committee members
- Accept and carry out assignments
- Promote career and technical education programs

Part Eight: Program Research Committee (PRC)

Definition

It is a professional committee for overseeing encouraging and engancmentthe scientific research in each program and making efforts towards research development with program area.

Objectives:

In addition to the supports and recoomendation of research activities in the perspective of funds and resources, PRC will accredit and development scientific research as well as the publication and the translation of studies and researches conducted by the teaching staff.

Composition

- A standing committee called " ProgramResearch Committee" shall be formed upon a resolution taken by the CollegeDean and ratified by the Scientific Research Committee.
- It is composed from a representative from each program and chaired by the Head of the Research Unit
- The composition shall be reconsidered every two years

The Functions of the Committee:

Notwithstanding the functions of the College Council andSRC, this committee shall undertake the following tasks:

- To serve as a forum for the discussion of improvement and expansion of research activity.
- To make recommendations for the coordination of programs to enhance research and the research environment.
- To make recommendations for the coordination of activities with other committees involved with research.
- To promote the dissemination of information regarding research of the university.
- To promote collaborative research.
- To allocate funds to new research areas.
- Arrange a research day as an annual event.

The Committee Meetings:

- The standing committee shall meet periodically at the beginning and end of each semester or call for special meeting as it may deem necessary.

Part Nine: Program Quality Assurance Committee

Introduction

-Creation of Quality Assurance Committees at the Department level:

Objective

A quality assurance committee shall be created at each program by a resolution by the College Dean and confirmation by the College Quality Assurance Committee (CQAC). The formation of such committees shall be reconsidered every two years.

Membership

- The quality assurance committee is composed of:

- the department head (male/female)
- other 2-3 members from the faculty (male/female)

The following are the functions and authorities of the quality assurance committee:

- 1) to inculcate the concept of quality assurance and disseminate such culture at the level of the program or the department.
- 2) to undertake the execution of the quality assurance program in the respective program.
- 3) to oversee the performance evaluation in the college.
- 4) to execute the programs of academic evaluation and accreditation.
- 5) to oversee the preparation and execution of the development plans in the department.
- 6) to oversee the utilization of the electronic learning tools.
- 7) to reveal the difficulties or problems that face the excellence in the program that hinder the meritorious performance in teaching, research or other jobs.
- 8) to encourage the teaching staff to participate in conducting research and attending the workshops and training programs offered by IMC.
- 9) to review all the matters referred to it in the field of quality assurance and development.

Part Ten: Curriculum and Assessment Committee (CAC)

The Purpose:

The Curriculum and Assessment Committee (CAC) is the curricular and assessment governing body of the College. The committee reports to College Council and advises the Dean.

The Objective:

1. Review and act upon the creation, approval, modification, or deletion of courses.
2. Review and act upon the creation, approval, modification, or deletion of majors, minors, or degree programs.
3. Makes recommendations to the Dean on curricular matters, including enhancing quality of programs, student outcomes, and efficiency.
4. Review and act upon admission, retention requirements for programs.
5. Devise appropriate recommendations and procedures facilitating ongoing assessment activities in order to measure and enhance the quality of the educational experience at IMC.
6. Evaluate and monitor student achievement throughout the curriculum through development of appropriate policy, review of assessment methodologies and provision of appropriate feedback to faculty and students.
7. Propose recommendations facilitating ongoing assessment practices which measure, document and enhance continuous quality improvement and institutional effectiveness.
8. Provide appropriate training and educational opportunities for faculty and staff in order to facilitate the necessary awareness and understanding of key assessment issues and practices.
9. Provide guidance and support on appropriate assessment methods for faculty.
10. Review student assessment throughout the undergraduate curriculum, using scheduled reviews, course and faculty feedback, student feedback, the graduation questionnaire and other methodologies as required.
11. Reports on annual activities to College Council.

Membership:

- The faculty of each department and program (see below) in the College selects one member for the committee.
- The term of service is two years, and no member shall serve more than six consecutive years.
- A majority of voting members shall constitute a quorum for all business of the committee. The committee determines its own procedures and officers, typically designating a chair and at the start of the academic year.

Part Eleven: Faculty members Development Committee (FDC)

Introduction

The faculty development committee facilitates, advocates, and provides opportunities and resources for faculty enrichment across the College. The FDC is a committee established by the College Council

The Objectives of the FDC:

- b. To help integrate new faculty into the College community.
- c. To help faculty improve their competence as teachers and scholars.
- d. To promote the professional development of the faculty.
- e. To encourage faculty research, scholarship, creativity, and artistic activity.
- f. To promote an atmosphere of shared scholarly activity.
- g. To advise the campus community.

FDC Meetings

- Meetings, as needed, may be called by a chair of the FDC or the dean of each college, as appropriate to the purpose of the meeting.

Membership

The FDC shall be comprised of three-five members. One of the members must be from Human resources Department. The rest of the members are selected by the Department Head and approved by the department Council The composition of these five members shall be:

Part Twelve: Student Rights and Responsibility Committee

Introduction

The Student Rights and Responsibility Committee is to serve as a panel for review of cases where there may be an alleged violation of the student rights and considers and evaluates all written complaints and grievances of students according to the following:

- 1- Student complaints concerning material all academic issues concerning the exam and assessment.
- 2- Student complaints concerning specific treatment by faculty members.
- 3- Complaints related to depriving students of college services provided for other colleagues.

Responsibilities

- 1- Investigate and decide on students' complaints connected to the examination and assessments.
- 2- Investigate and decide on students' complaints that are connected to arbitrariness or mistreatment of students by the members of the IMC staff and faculty members.
- 3- Investigate and decide on students' complaints connected to denying the student based on student objection.
- 4- Provide any necessary consultations to students with respect to the academic and nonacademic problems connected with the their rights
- 5- Make students aware of their academic rights and the legitimate and official channels available to them in the College.
- 6- Support students' rights that conform with the rules and regulations in the College.

Meetings:

The Student Rights and Responsibility Committee meet based on request of the department head in each program as needed.

Membership:

2-3 faculty members excluding the staff or the faculty member who is party of the complaint.

Part Thirteen: Library Committee

Introduction

IMC's Library Committee is established in order to reviews, consults and advises on the library performance and toward the development of the quality of the library services; It will also provide recommendation plans for library budget, library policies and allocation of resources. The faculty members and students will be involved in the library committee to enhance and improve learning and campus life experience

Duties and Responsibilities:

1. Plan the general policy of the library, suggest plans for its development, recommend amendments for its Instructions, if needed, and suggest ways to improve its service.
2. Reviews and makes recommendations on long range planning for IMC's library resources.
3. Make recommendations related to the library allocation in the College annual budget and to consults with and advises appropriate administrative officers on library budget matters.
4. Coordinating purchase of library materials and subscriptions for periodicals and electronic databases between different IMC departments and the library regarding purchases of library materials and subscriptions to periodicals and electronic databases.
5. Reviews the performance of the libraries in supporting and assisting scholarly activities.

Meetings:

The Library Committee meets before the beginning of each semester and after the end of each semester on regular based, also, based on request of the dean as needed.

Membership:

Library Manager and one Faculty member as representative from each department,.



Exceptions

The Board of Trustee reserves the right to decide on any situation/circumstances outside the conditions stated in this bylaw.

Authorization

This By-law was authorized by:

_____ **Date:** _____
Board of Trustee President

