



College Policy 1.09

College Committees

Part 1. Purpose

The purpose of this policy is to create transparency around the creation and operation of official college committees operating on campus. This policy creates structure around the work of official college-wide committees by providing standard definitions and procedures for effective and transparent functioning.

This policy is intended to guide the work of official college committees, which are charged by the President's Council with doing work on behalf of the college. This policy does not in any way limit the ability of other groups to form on campus without being sanctioned by the President's Council, though it is recommended that these groups refer to themselves as "groups" or "teams" to distinguish them from official college committees. This policy is also not intended to govern search committees, contractual committees (such as shared governance committees) and academic program advisory committees.

Part 2. Definitions

Subpart A. Types of College Committees

1. Standing College Committees

Standing College Committees are ongoing committees, charged by the President's Council with certain ongoing responsibilities.

2. Ad Hoc College Committees

Ad Hoc College Committees are time-limited committees, charged by the President's Council with producing certain outcomes or deliverables.

3. Subcommittees

Both standing and ad hoc committees have the option of forming subcommittees to advance their work. The membership may comprise members from the parent committee and/or additional members. Any additional representative members should be appointed in the same way that members were appointed to the parent committee, e.g. if a bargaining unit appointed members to the parent committee, upon formation of a subcommittee, the chair(s) of the parent committee must seek additional appointees through the bargaining unit. Any additional subject matter experts may be appointed by the chair(s) or sponsor of the parent committee.

Subpart B. Types of Members

1. Representative members are individuals responsible for representing a particular constituency, such as a bargaining unit, the student body, or the community.

2. Subject matter experts are individuals responsible for providing specific expertise that will support the work of the group.

3. Stakeholders are individuals with an interest in the mission of the committee.

Part 3. Establishing of Committees

Subpart A. Formation of a Committee

1. Any individual or group on campus can propose the formation of a new standing or ad hoc college committee.
2. College committees must have a formal charge that is approved by the President's Council. The charge must identify the mission of the committee, its responsibilities, the composition of the committee, and a college administrator who will serve as the sponsor of the committee.

Subpart B. Composition of a Committee

The composition of the committee should be outlined in the Committee Charge at the formation of the committee. Both ad hoc and standing committees may be made up of representative members, subject matter experts, and/or stakeholders. While it is expected that all committees will have representative members, the composition of the committee should be designed to fit the responsibilities, outcomes and deliverables expected of the committee.

Part 4. Operation of Committees

Subpart A. Role of Committee Sponsor

Committee sponsors are responsible for:

1. Working with bargaining unit leadership or other constituent groups, such as Student Senate, to identify representative members.
2. Identifying a committee chair or chairs, in consultation with committee members.
3. Ensuring that committee agendas and minutes are posted electronically at the college-specified electronic repository for committee materials.
4. Working with the chair to ensure that the committee is meeting the responsibilities, outcomes and deliverables outlined in the Committee Charge.

Subpart B. Role of Committee Chair(s)

Committee chairs are responsible for:

1. Scheduling meetings of the committee and establishing meeting agendas.
2. Ensuring all committee members are heard and can participate in committee deliberations.

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