

# PROCEDURE

Number: 1.5.1.1  
Related Policy: 1.5.1  
Title: Committees and Councils  
Responsibility: Vice President of Institutional Effectiveness and Development

Original Approval Date: 09-27-2007  
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President

## I. Purpose

Fulltime faculty and staff may be requested to serve on both standing and ad hoc committees and councils for the purpose of providing advice, counsel, and recommendations to the President and Cabinet on matters of academic and workforce development, administrative services, policies and procedures, and governance.

## II. Definitions

Standing Committee or Council – A work group that is: 1) permanent, continuous, and ongoing; and 2) assigned to a defined and limited field of inquiry and given a general purpose.

Ad hoc Committee – A work group that is assigned for a specific purpose, case, or situation and discontinued after its assignment is completed.

## III. Committee and Council Approval

The creation and continuation of college-wide committees and councils is at the discretion of the President and is reviewed annually. Employees desiring to have a new committee or council established shall submit a request to a member of Cabinet and provide the following Operating Guidelines:

- A. A statement of purpose.
- B. The approving bodies for committee or council actions and the Cabinet member through which the committee or council will report.
- C. The membership composition by unit, leadership structure and service terms, length of service for appointments, and method for initial and continuous appointments.
- D. Any other information related to the roles and responsibilities of the committee or council.

Thereafter, these Operating Guidelines shall be reviewed periodically by the committee or council for relevancy and accuracy.

## IV. Appointment of Membership and Leadership

Cabinet will annually review the membership and leadership of committees and councils and forward recommendations to the President in accordance with the Operating Guidelines of the committee or council. All member appointments are effective with the start of a new fiscal year.

## **V. Reporting Structure**

All committees and councils report through a member of Cabinet. The chair is responsible for communicating all actions taken and any other pertinent information in a timely manner and for requesting approval on significant issues.

## **VI. Communication of Activities**

All committees and councils must maintain documentation of meetings and other activities. It is the responsibility of the Committee Chairs to archive minutes. To encourage open communication at the College, committee and council meetings are open to anyone on campus.

## **VII. Listing of Standing Committees and Councils**

The Institutional Effectiveness and Development Office will maintain a list of all college-wide standing and ad hoc committees and councils and their respective memberships, and the established Operating Guidelines. The recognized standing committees and councils include, but are not limited to the following:

- Architectural Committee
- Advising Committee
- Banner Team
- Cabinet
- Curriculum and Admissions Review Committee
- Emergency Management Team
- Faculty Assembly
- Institutional Effectiveness Committee
- Interprofessional Education Committee
- Professional Development Committee
- Student Engagement Fee Allocation Committee
- Student Disciplinary Appeals Committee
- Student Grievance Committee