

## 2.2 College Committees and Councils

A. References: None

B. Background and Purpose

Committees and Councils at Windward Community College provide for the involvement of faculty, administrators, staff, and students in deliberations regarding day-to-day and long-range planning and policies for the college.

Committees are established to investigate, consider, report and take action on a particular subject matter. Councils act as advisory groups by providing consultation and advice about a broad range of issues involving the management of the college. Committees generally conduct their own investigation of the issue under consideration, while council discussions are normally based upon input from other outside sources.

Committee and Council directives are on file on the college website and in the chancellor's office. An annotated template for all committee and council directives is attached to this policy.

The college has two types of committees, which provide for different levels of involvement in college governance. All college personnel are encouraged to actively participate in college governance by volunteering for committees.

Standing Committees: deal with long-term and/or ongoing college-wide issues. These committees generally have campus representation of faculty, staff and students.

Standing committees in place at the promulgation of this policy are:

- Budget
- Commencement
- Enrollment Management
- Institutional Effectiveness
- Marketing
- Strategic Planning
- Student Publications Board
- Staff Development
- Technology Vision

Ad Hoc Committees: are temporary committees created as needs arise, such as meeting new initiatives or responding to special, one-time only issues. *Ad hoc* committees follow the same policies and procedures as standing committees. An *ad hoc* committee with longevity beyond two years may become a standing committee.

*Ad Hoc* committees in place at the promulgation of this policy are:

- Accreditation Steering
- Aesthetics
- Department Personnel

Excellence in Teaching Award Nomination  
Student Conduct  
Student Grievance  
Sabbatical  
Academic Grievance  
Screening Committees for Hiring

Councils: assist the Chancellor and/or administrators in the operations and governance of the college. Councils allow for campus input in the decision-making process. They are also used as a communication tool to keep the campus informed of issues, events, processes, and opportunities to provide college service.

Councils in place at the promulgation of this policy are:

Chancellor's Staff  
Department Chairs  
Academic Support Coordinators  
ETC Coordinators  
Administrative Services Staff  
Student Services Staff

Faculty Senate (This advisory group is elected by the faculty and operates independently with a line of authority which originates from the faculty. By constitution, the Credit Curriculum and Academic Affairs Committee is a standing committee of the Faculty Senate.)

### C. Committee Membership

Committee vacancies are announced as they occur. Announcements are made via campus-wide media such as the college listserv, announcement at convocation, or memorandum. For committees needing full representation, department chairs or division heads are asked to recruit members from their units at the beginning of each school year. Student representatives are recruited via the student government organization.

To ensure that everyone interested in volunteering for a committee has the opportunity, each volunteer is assigned a two-year term. Terms are rotated to insure stability and continuity of the committee. Once an individual completes his/her term, that individual may volunteer again for the committee and serve two or more consecutive terms.

Committee membership lists are posted on the college website. At least once per year, in October, those lists are updated through the Chancellor's office.

### D. Committee Procedures

Each committee elects its own committee chair and recorder. Minutes are recorded and submitted to the responsible administrator to insure a formal process for sharing information and recommendations. A record of the minutes is kept on file by the administrator. Committees may establish additional procedures as needed to optimize effectiveness.

E. Effective Date: August 22, 2005 (revised Oct. 12, 2005)

**ATTACHMENT**

**Annotated Template  
for Directives Establishing  
Committees and Councils**

*The following information should be incorporated into the directives that establish committees and councils, hereafter referred to as the committee:*

- **NAME:** *name of committee or council*
- **CHARGE:** *the purpose and goals of the committee, including a listing of the primary task(s) assigned to the committee as well as any secondary objectives.*
- **LINE OF AUTHORITY:** *name of person/position or group to whom this committee directly reports as well as the group, which this committee represents. Included should be the person establishing this committee.*
- **LEADERSHIP:** *name of person/position in charge of committee or procedure for selecting the leader(s) of this committee. This should include any compensation for service in this capacity.*
- **MEMBERSHIP:** *procedure for selecting members on the committee, including membership composition and term of service.*
- **DECISION NATURE:** *whether committee is advisory or decision-making in nature*
- **DECISION-MAKING PROTOCOL:** *procedures on how decisions are made*
- **DOCUMENTATION:** *methods of recording discussion and decisions and publicizing information.*
- **TERMINATION DATE:** *for Ad Hoc Committee, specify length of term, termination date, and/or action which dissolves the committee; for Standing Committee or Council, indicate "indefinite"*

Note: *The names of committee members should be submitted to the Chancellor's Office for annual publication in October.*