Tier II Governance Committees
General Committee Guidelines
July1 - June 30

Purpose

The purpose of the General Committee Guidelines is to provide clear expectations around committee operations and the performance of each committee member. All questions about these guidelines should contact their committee Chair. Any concerns about committee effectiveness should be discussed with the committee Chair, Vice Chair or the EVP & Provost.

Committee Organization

- o All Tier II committees will schedule meetings once monthly at a predetermined time mutually convenient tall members.
- o Committee members elect a vice-chair and secretary/ recorder in May for a one-year term beginning July 1
- o Committee documents are stored on the college's Share Point website in the committee's designated folder in a timely manner.
- o Agendas are posted one week before a meeting.
- o Minutes are posted within two weeks after a meeting.
- o Each spring, committees meet to update the matrix to record the committee's results. The committees will also complete a survey on its effectiveness.
- o At the beginning of the new Tier II cycle committees review the mission and complete the first four columns of the Goal and Assessment Matrix which details the goals and objectives for the coming year.

Committee Membership

- o All Goodwin College full time employees actively participate on at least one Tier II committee. Members serve for two years. At the conclusion of the second year, a committee member can petition to remain on the committee for an additional year. This petition must be done in writing and submitted to the Office of the Provost.
- o In April, any member whose term of service has concluded will be assigned to a new committee by the Provost's office based on the employee's preferences and an effort to achieve a diverse representation of departments and services on every committee.

Committee Participation

- o Attendance is expected and recorded at all regular full-committee meetings unless excused by the chair. The reason for being excused must be documented on the attendance sheet.
- o All members are expected to actively participate in all committee meetings.
- o The chair enforces the attendance and participation expectations for committee meetings.

Internal Reporting & Approval

- o Internal Reporting: All Tier II committees will report to the College Leadership Council (CLC) at least twice a year according to the reporting schedule. Topics may include, but are not limited to:
  - Inform CLC of accomplishments or challenges.
  - Raise issues for debate or discussion, etc. (ie. policy drafts)

  Any committee Chair reporting to the CLC must submit a summary of the report, plus any supporting materials, to the Executive Assistant to the EVP & Provost two weeks prior to the meeting. Materials will be distributed to the CLC one week prior to the meeting.

- o Approval: Present proposals and recommendations (such as proposed events, new policies or programs, etc.) to the appropriate Tier I group for consideration and approval. If approved by the Tier I group, the Tier II committee Chair will forward recommendations to the EVP & Provost office for final review and consideration by the Cabinet. Please use the Governance Routing Form.

- o Funding:
  - Tier II committees are allotted $500 per cycle.
  - Representatives from the Cabinet can approve expenditures up to $500 for their committee. A purchase order from Administration (not the employee's home department) must be submitted.
  - Requests over $500 will be forwarded to the Tier I Budget and Finance Committee for consideration and approval.

Assessment of Committee Effectiveness

- o Overall Effectiveness: A common survey tool will be used to assess a committee's overall effectiveness. The survey will be administered tall committee members by the Office of Institutional Effectiveness in spring.
- o Goals and Outcomes: In July, committees will review their mission and establish goals by completing the first four columns of the Goals & Assessment Matrix for the coming year. By the end of August, the final version should be agreed to by the committee and adopted.
- o In May of each year, committees will begin to complete the fifth column of the Goals & Assessment Matrix in order to assess their effectiveness in meeting their goals. All goals should be linked to the current strategic plan. The completed matrix is due by June 30 to the Committee of College Assessment (CCA). The CCA will summarize and discuss the findings with the entire college community. Each Chair will report on major committee accomplishments of the year.

Responsibilities

- o Outgoing Chair:
  - Mentors incoming chair.
  - Attends all scheduled meetings.
- o Committee Chair:
  - Schedules and facilitates monthly meetings.
  - Determines whether subcommittees are needed to accomplish the committee's goals.

- ▪ Appoints subcommittees as needed and monitors their progress.
- ▪ Facilitates the review of committee mission and works with committee to set yearly goals.
- ▪ Ensures that all assessment activities are accomplished.
- ▪ Works with the vice chair and outgoing chair to determine the agenda.
- ▪ Participates in leadership training development.
- ▪ Meet with the Provost three times a year to review committee goals, annual surveys and final debrief

- o Committee Vice-Chair:
  - ▪ Serves as the liaison with the webmaster to assure scheduled committee meetings are put on the master calendar for a full year.
  - ▪ Ensures that a meeting agenda is created using the college template and that it is posted on to the committee's SharePoint site.
  - ▪ Ensures minutes are posted, within two weeks of the meeting date, on to the committee's SharePoint site.
  - ▪ Works with the chair and outgoing chair to determine the agenda.

  - ▪ Participates in leadership training development.
  - ▪ At the conclusion of the year, the vice-chair will assume the role of the committee chair and will serve for a term of one year.
  - ▪ Attend the Provost's review meetings with the Committee Chair.

- o Committee Secretary / Recorder:
  - ▪ If requested, works with the chair and vice chair to determine the agenda.
  - ▪ Assure that the sign-in sheet or meeting attendance is accurate.
  - ▪ Maintains the committee's attendance spreadsheet/worksheet
  - ▪ Records discussion highlights and decisions using the college's meeting minute template.
  - ▪ Sends the minutes to the vice-chair.

- o Committee Member:
  - ▪ Attend 80% of the annual committee meetings and subcommittee meetings as requested by the committee chair.
  - ▪ If a committee member cannot make a meeting, the member must contact the committee chair (e.g. excused for medical reasons, previous scheduled paid time off).
  - ▪ Participate fully in committee meetings and activities: comply with requests by committee chair, attend subcommittee meetings regularly, volunteer at committee sponsored events or activities, post to the discussion boards as requested, etc.
  - ▪ Votes on motions and suggestions.
  - ▪ Reports any committee updates to respective departments.

- o Subcommittee Chair (if appropriate)
  - ▪ Schedule meetings as necessary to accomplish assigned tasks.
  - ▪ Keep committee chair informed of meeting discussions and decisions.
  - ▪ Assure agenda, minutes and other subcommittee documents are posted on the website.
  - ▪ Reports periodically to the full committee.
  - ▪ Provide vice chair with agenda, minutes and meeting times of subcommittee meetings to post on college website.