

Tier 1 Governance Committees' General Committee Guidelines

Committee Organization

- All Tier 1 committees shall have a clearly defined mission and related purposes.
- The President appoints Chairs from members of the Cabinet and determines their length of service on the committee.
- The committees will meet a minimum of two times per year.
- Additional meetings may be scheduled as needed to accomplish the mission and goals.
- All committee meeting dates and times should be posted on the committee's SharePoint site.
- Committee documents should be on the committee's SharePoint site in the appropriate folder in a timely manner.
 - Post agendas one week before a meeting.
 - Post minutes within two weeks after a meeting.

Committee Membership

- The Provost, in consultation with the Vice President of Academics and the President of Faculty Senate, appoints committee members and determines their length of service.
 - The nature of the committee influences the length of service.

Member Participation

- Attendance is expected at all regular full-committee meetings unless excused by the chair. The minutes will reflect attendance.
- The chair sets the number of additional full-committee meetings and appoints subcommittee members. The chair also sets the attendance and participation expectations for additional meetings.
- All members are expected to actively participate in all committee meetings.

Internal Reporting and Approval

- All Tier 1 committees will report to the College Leadership Council (CLC). At the discretion of the committee chair, or at the request of the Cabinet, reports may also be made to the Cabinet.
 - Reports to the CCLC should include information that affects college operations. Reports to Cabinet should include recommendations regarding both operational and strategic initiatives.
 - Funding
 - Requests over \$500 must be forwarded to the Tier 1 Budget and Finance Committee for consideration and approval.
- Tier 1 committee reports to CLC are done on a rotating basis and the schedule is set by the Executive Assistant to the Provost.
- Any chair wishing to report to the Cabinet should contact the Executive Assistant to the Provost for inclusion on the Cabinet agenda.

Overall Electiveness

- The committee will review its mission and purposes annually.
- A common survey tool will be used to assess a committee's overall effectiveness. The survey will be administered to all committee members by the Office of Institutional Effectiveness in May. The results will be reviewed by the College Committee on Assessment (CCA).
- In May of each year, committees will begin completing an Assessment Matrix and the completed matrix is due by August 1 to the CCA. The CCA will summarize and discuss the findings with the college community.

Responsibilities

Committee Chair:

- Schedule and facilitate a minimum of two meetings a year with the entire committee membership.
- Determine if additional meetings are needed to accomplish the committee's goals.
- Appoints subcommittees as needed and monitor their progress.
- Facilitates review of committee mission and works with committee to set yearly goals.
- Maintains agendas and minutes on the appropriate committee SharePoint site.
- Ensures that all scheduled meetings are posted on the college calendar.

Committee Secretary / Recorder:

- If requested, work with the chair to determine the agenda.
- Records discussion highlights and decisions using the college's meeting minute template.
- Posts minutes within two weeks of the meeting date on the committee's SharePoint site.

Committee Member:

- Attend the two physical, full-committee and additional meetings or subcommittee meetings as requested by the committee chair.
- Participate fully in committee meetings and activities: comply with requests by committee chair, attend subcommittee meetings regularly, volunteer when appropriate, post to virtual discussion boards as requested, etc.

Subcommittee Chair:

- Schedule meetings as necessary to accomplish assigned tasks.
- Subcommittee chairs may be replaced by the chair if the subcommittee is not functional.
- Keep committee chair informed of meeting discussions and decisions.
- Assure agenda, minutes and other subcommittee documents are posted on the committee's SharePoint site.