

## College Council Committee FAQ

<b>Committee</b>	<b>Duties</b>
Committees	<ul style="list-style-type: none"><li>• Appoints the membership of other standing committees excluding the Steering Committee</li><li>• Maintains the list of committee preferences for all Council members</li></ul>
Steering	<ul style="list-style-type: none"><li>• Prepares agenda for Council meetings</li><li>• Refers items to other standing committees</li><li>• Receives and submits all committee recommendations to the Council</li><li>• Calls the Council into session</li><li>• Submits reports of the Council's activities to the instructional staff</li></ul>
Personnel	<ul style="list-style-type: none"><li>• Presents recommendations on personnel issues to the Council</li></ul>
Instruction	<ul style="list-style-type: none"><li>• Develops, reviews and revises instruments and procedures for the evaluation of instruction.</li></ul>
Curriculum	<ul style="list-style-type: none"><li>• Receives and approves proposals for the development, evaluation and modification of curricula</li></ul>
Legislative	<ul style="list-style-type: none"><li>• Proposes amendments to the constitution, monitors election procedures and proposes amendments to the by-laws of the Council</li><li>• Reviews legislation concerning the College</li></ul>
Students	<ul style="list-style-type: none"><li>• Proposes policies pertaining to student recruitment, admission, attendance, discharge, discipline, counseling, academic standards, graduation, ceremonies, health, extra-curricular activities and other services</li></ul>
Budget	<ul style="list-style-type: none"><li>• Makes recommendations relating to the financial and budgetary affairs of the College</li></ul>
Campus Facilities	<ul style="list-style-type: none"><li>• Makes recommendations regarding the physical facilities and master planning of the College</li></ul>

This information is taken from our KCC Self-Study, which is posted online at:  
[http://www.kbcc.cuny.edu/sub-other/sub-news/news\\_items/pdfs/Self\\_Study.pdf](http://www.kbcc.cuny.edu/sub-other/sub-news/news_items/pdfs/Self_Study.pdf) (see page 17).

For a more complete description of each committee, see Article V of the College Council Constitution:  
[http://www.kbcc.cuny.edu/sub-about/pdfs/college\\_council\\_constitution.pdf](http://www.kbcc.cuny.edu/sub-about/pdfs/college_council_constitution.pdf) .