

College Council Committee Duties

<u>Committee</u>	<u>Duties</u>
<i>Committee on Committees</i>	Must name the members of each standing committee (excluding the Steering Committee) and determine the number of members based on a list of preferences obtained from each member of the council.
Curriculum	Must be concerned with the formulation, development, modification, and evaluation of curricula. The committee must consider proposals for new or modified degrees, certificates, and courses.
Diversity, Equity & Inclusion	Must be concerned with advancing diversity, equity, and inclusion across our college community, cultivating an environment of respect, understanding and belonging for faculty, staff and students at all levels of academic and campus life.
Facilities	Must be concerned with the functionality, comfort, and safety of the physical college campus environment to enhance its efficiency for the benefit of the college community.
Instructional	Must review matters regarding instruction and the instructional process. This includes but is not limited to instruments and procedures to provide evaluative data on instruction and instructional effectiveness; student evaluation of instruction; peer review of instruction; and any issues of personnel, procedures or technologies that may impact the instructional process.
Legislative	Must be concerned with the Governance of the College, including the constitution and amendments, election procedures, Bylaws of the College Council, and initiation and review of all outside legislation concerning the College.
Shared Governance	Must conduct ongoing assessment of the college's system of shared governance, hold trainings for new College Council members as well as all members of the college community, develop and maintain a Procedural Handbook for the Council, and must communicate with the college with regard to the Council's work and principles and values of shared governance.
<i>Steering</i>	Must prepare the agenda for Council meetings and calls it into session. Refers items to standing committees and receives and submits all committee recommendations to the Council. Reports on the Council's activities to instructional staff.
Strategic Planning & Budget	Must review the strategic and financial plans for the College for the purpose of ensuring that assessment results affect planning; planning is evidence based; strategic plans affect fiscal decisions; and these fiscal decisions support academic priorities, staff and organizational development, facilities plans, and other institutional priorities.
Students	Must be concerned with policy pertaining to student recruitment, admission, attendance, retention, discharge, discipline, counseling, academic standards, graduation, ceremonies, student health and other services; extra-curricular activities including athletics, as well as other activities relating to the students.

All Council members are assigned to one of the eight Standing Committees for the duration of their term. They may petition to the Committee on Committees to change their assignment.

Committees in *italics* are not standing committees. The members of the Committee on Committees are elected by a vote of all the Council members present at the meeting held each May; the Steering Committee is comprised of the College Council Chair, Vice Chair, Secretary and the chairs of each of the eight standing committees, chosen by the Committee members themselves.