

<b>CCSN Policy</b>	Section: GEN	Number: 4
<b>Title:</b> CCSN COMMITTEES		<b>Policy Effective Date:</b> <u>July 5, 2006</u>
<p>Approved:</p> <p><u>Richard Carpenter</u> <span style="float: right;"><u>July 5, 2006</u></span>  CCSN President <span style="float: right;">Date</span></p>		
<hr/> <p>Faculty Senate Recommendation <span style="float: right;">Faculty Senate Recommendation Unnecessary</span></p> <p><u>Recommended</u>      Not Recommended*      (if not recommended, reasons are set forth in a separate attached memo)</p> <p><u>Darren Divine</u> <span style="float: right;"><u>June 30, 2006</u></span>  Faculty Senate Chair <span style="float: right;">Date</span></p>		
<hr/>		

## **Policy on CCSN Committees**

**I. PURPOSE:** Committees at CCSN 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. Types of committees provide for different levels of involvement in college governance. All college personnel are encouraged to actively participate in college governance by volunteering for committees.

### **II. POLICY:**

Committee directives and descriptions will be on file on the college website and in the Office of the Chair of the Faculty Senate. In addition to the committees that follow, the Faculty Senate, as described in NSHE Code, is a formal, policy-recommending body of the College.

#### **A. Types of Committees**

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

College-Wide Committees include, but are not limited to:

Social

Retention

Technology

**2. Administrative Committees:** assist the President and/or administrators in the operations and governance of the college. These committees 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.

Administrative Committee include, but are not limited to:

Academic Council

**3. Ad Hoc Committees :** are temporary committees created as needs arise, such as meeting new initiatives or responding to 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 include, but are not limited to:

Accreditation Steering

Developmental Education

Student Conduct

Academic Grievance

Screening Committees for Hiring

## **B. Committee Membership**

Committee vacancies will be announced as they arise. Announcements will be made via campus-wide media such as announcement at convocation, or memorandum. For committees needing initial, or large-scale membership, department chairs and division heads will be asked to recruit members from their units at the beginning of each school year. In addition, student representatives will be recruited via the student government organization. All Committee Members will be approved by the current Faculty Senate Chair and Current (appropriate) Vice President.

To ensure that everyone interested in volunteering for a committee has the opportunity, each volunteer will have a fixed term. Terms will be rotated to insure stability and continuity of the committee. Once individuals complete their term, they may volunteer again for the committee and serve two or more consecutive terms.

Committee membership lists will be posted on the college website. At least once per year, in October, those lists will be updated by a representative of the Faculty Senate and the web master.

Faculty Senate bylaws provide for other campus committees with specific charges, membership guidelines and procedures. These committees report through the Senate.

## **C. Committee Procedures**

Each committee, including those of the Faculty Senate, will have a committee chair and a recorder. Minutes will be recorded and submitted to Senate chair or the responsible administrator to insure a formal process for sharing information and recommendations. A record of the minutes will be kept on file by the recorder. Committees may establish additional procedures as needed to optimize effectiveness.

## **ATTACHMENT**

### **Template for Establishing Committees & Councils**

The following information should be incorporated into directives which establish committees and councils.

NAME :

CHARGE :

LINE OF AUTHORITY :

LEADERSHIP :

MEMBERSHIP :

DECISION NATURE :

DECISION-MAKING PROTOCOL :

TERMINATION DATE :