

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY & PROCEDURE

Section I - Administrative

SUBJECT: COLLEGE COMMITTEES

REVIEWER(S): President*
Committee Chairs

Related Policies to Consult:

[Decision-Making Policy \(Sec. 1\)](#)

[Student Participation in College Decision Making \(Sec. 1\)](#)

I. POLICY

Carolinas College utilizes standing committees to attend to the routine work of the college on an ongoing basis. Committees are comprised of faculty, staff and students and reflect the opportunity for appropriate representation by all areas of the college. The function of all committees should be aligned with the college mission, vision and strategy. Committees serve the purpose of disseminating information, gathering input, and for making operational decisions.

II. PROCEDURE

A. College Standing Committees

1. Academic and Curriculum Committee: To ensure that the college curriculum is based on effective pedagogy, accreditation standards, standards of practice within the discipline/profession, best practices and recent research, and is delivered in a way that helps students achieve their educational and professional goals. The committee reviews recommendations for adding, expanding, closing or modifying programs and courses offered by the college
2. Admission, Progression and Graduation Committee (APG): To assure the selection, admission, progression and graduation of qualified students.
3. Development and Scholarship Committee: Seek, encourage, and coordinate fund raising strategies and donor recognition events with the goal of assisting the college to accomplish greater financial self-sufficiency and expanded financial resources and to develop and implement a system for awarding need-based and merit-based scholarships to students.
4. Great Place to Work Committee: To facilitate the development of a great workplace through the enhancement of the day-to-day team member experience. The three guiding principles are fairness, pride and enjoyment.
5. Planning and Assessment Committee: To coordinate and oversee the planning and assessment processes for the college, monitoring and evaluating functions to ensure continued improvement of the quality and effectiveness of the institution and to ensure compliance with accrediting standards.
6. Safety Committee: To ensure a safe, healthful and secure work and educational environment and maintain compliance with safety regulations as prescribed by the CHS Safety Committee, CHS Security representatives and other applicable accrediting or regulatory agencies.
7. Teaching and Learning Committee: To insure adequacy of teaching and learning resources to meet college and program goals. Teaching and learning resources are defined as materials (minor equipment, audiovisual equipment, software, hardware, books, and journals), training and support, available at the college or the AHEC Library, necessary to deliver effective instruction and improve student learning, both in the classroom and online.

B. Leadership Committees

1. Leadership Team: Ongoing coordination of college wide activities and decision-making related to college operations.
2. President's Council: Advisory group to the president, coordination of daily operations, facilitate communication, problem-solving and coordination, and decision-making related to college operations.

C. Ad Hoc Committees, College Task Forces, and Functional Committees

1. Committees may be created at the discretion of the college president to address specific needs or to accomplish a specific task. In the event these ad hoc committees extend beyond one academic year, membership will be counted in workload credit.
2. Departments and functional areas of the college may create committees as needed to support communication and operational decision making (e.g., Nursing Curriculum Committee, Quality Enhancement Plan). Membership on these committees will count towards workload credit.

D. Standing Committee Functions

1. Committees are constituted by calendar year (January 1 through December 31) to be consistent with the college's financial year.
2. The membership of standing committees shall be appointed by the president in November of each year. The president uses the designated committee composition, expressed interest and individual expertise to guide the appointment of committee members. Members serve three-year terms, with staggered terms when possible. Requests for one-year extensions or second consecutive, three-year terms will be considered on a case-by-case basis. Mid-year vacancies on a committee are filled by appointment by the president in collaboration with committee chair recommendations.
3. Standing committees are assigned to a member of President's Council for support and leadership in the operation of the committee.
4. Committees will conduct business according to established college policies and procedures.
5. All members except the chair shall have one vote each unless they are specifically designated as non-voting members, alternates or non-voting support. Motions are approved by a majority vote. Decisions ending in a tie are considered defeated. Unless otherwise stipulated in the committee functions or membership description, the chair generally votes only in the event of a tie. However, the chair has the right (but not the obligation) to vote when his/her vote will affect the result.
6. Meetings may be held and work accomplished regardless of the number of members present at a meeting. However, in order to resolve an issue or make substantive change by voting, a quorum of the membership must be present. A quorum is defined as more than 50% of the voting membership including the chair but not including student or ad hoc members. Absent members who have informed the chair of their vote on an issue prior to the meeting may be counted toward the quorum and their vote cast in absentia. Should the item being voted on change substantially during the meeting or if significant new information on the issue is provided during the meeting, the chair may choose not to count the absentee voter toward the calculation of a quorum and to not allow the absentee vote to be cast.
7. Meetings will be conducted by Robert's Rules of Order unless specifically stated otherwise in the by-laws. A parliamentarian may be selected for maintaining appropriate parliamentary procedure.
8. Student representatives will be recommended for committees by the student government association. Students are appointed to one-year terms but may be re-appointed to a committee for a 2nd term upon student's request at the discretion of the committee chair.

E. Standing Committee Chair Functions

1. Design agenda and distribute at least 24-hours prior to meeting.
2. Communicate decisions of committee appropriately to president or appropriate team members.
3. Annually submit budget recommendations with rationale to the leadership team for consideration in the budgeting process.
4. Assist college leaders with assessing committee members' effectiveness and developmental needs.
5. Evaluate and report progress toward assigned committee functions and assigned outcomes designated in the institutional effectiveness plan. Identify areas that need improvement and make recommendations to the appropriate decision-making body.
6. Assure minutes are complete and available for review.
7. Assure that a chair-elect with two years remaining on the committee is elected during the fall. The chair-elect rises to chair following one year as chair-elect.
8. Annually review committee functions and membership and make recommendations to the appropriate college leader.

F. Standing Committee Support Functions

1. Draft the minutes of each committee meeting capturing the essence of the conversations, all decisions, and any action items to be completed.
2. Type and verify minutes with chair; distribute minutes to committee members.
3. Electronically maintain agendas, handouts, recommendation/information forms and minutes.
4. Assist chair in preparing and distributing correspondence/reports from committee.

G. Standing Committee Member Functions

1. Attend scheduled and called meetings and planned activities as possible, within academic schedule limitations.
2. Notify chair of schedule conflicts; assist chair in finding best meeting time for all members. If unable to attend regularly scheduled meeting, either request a change in committee assignment from president or work with committee chair to identify ways to complete committee-related tasks outside of the meeting time.
3. Represent department, division, functional group or student body, as appropriate, in committee decision-making.
4. Communicate committee decisions to department colleagues and supervisor, as appropriate.
5. Participate in planning, accomplishing and evaluating the activities that fulfill committee's functions.
6. Maintain appropriate confidentiality.

H. The College Committees policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____