

TCSG 4.2.2p1: SCTC Procedure – Committees

Adopted January 2023

Purpose

Committees provide a structure to involve faculty and staff in the major areas of the College and to have broad-based participation for continuous quality improvement.

Attachments

SCTC 4.2.2p1.1

SCTC 4.2.2p1.2

SCTC 4.2.2p1.3

Procedure

- A. At least one member of the Senior Leadership Team (SLT) is assigned to each committee. SLT members provide a mechanism for effective communication between the College Leadership Team and the committees.
- B. There are three types of committees: standing, ad hoc and sub. Looking at the strategic plan as well as the immediate and projected needs of the college, the SLT approves the creation of standing committees.
- C. The current Standing Committees are as follows: Presidential Advisory Committee, Community Engagement Committee, Curriculum Management Committee, Facilities and Operations Committee, Institutional Effectiveness Committee, and Student Success Committee. (Attachment SCTC 4.2.2p1.1) (Attachment SCTC 4.2.2p1.2) The SLT reviews the committee structure annually and adjusts as needed.
- D. A Standing Committee may recommend the creation of an ad hoc committee as needed to accomplish a specific function, task, or project not related to an established committee. This type of committee exists for a specified amount of time and it is dissolved when the work is complete. The SLT approves all ad hoc committees and ad hoc committees may become standing committees if the SLT approves the change in status.
- E. A Standing Committee may form a sub-committee. The formation of sub-committees does not require approval of the SLT.
- F. Proposals for the formation of new standing or ad hoc committees should include the following: committee or ad hoc committee name, purpose statement, recommended committee membership roster, and committee SLT representative.
- G. Membership
 1. There are three types of members: advisory, permanent and rotating. The SLT will identify permanent members and additional rotating memberships are filled by invitation or by announcement of committee openings.

2. Permanent members can be faculty or staff that have knowledge or expertise necessary for the standing committee to complete their scope of work.
3. Rotating membership is comprised of faculty and staff who volunteer for standing committees or join by invitation.
4. Sub-committees are comprised of members from both the parent standing committee and other faculty and staff of the College.
5. It is recommended that employees serve on one committee. Employees may serve on multiple committees upon approval of the Senior Leadership Team.
6. Standing and ad hoc committees will ideally have at least five (5) members, excluding the SLT representative. Sub-committees should have at least (4) members including the Chair. All members except the SLT are voting members.
7. Length of term is dependent on the committee and membership type. At the conclusion of their two-year term, rotating members may opt to move to another committee, pending seat availability. (Attachment SCTC 4.2.2p1.3)
8. Standing and ad hoc committees will elect a Chair and a Vice-Chair at the first meeting of each academic year. The Chair will set the meeting dates, create the agenda, and preside over each meeting. The Vice-Chair will record the minutes of each meeting and will submit the minutes to the Office of Institutional Effectiveness.
9. Upon conclusion of their one-year term, standing committee Chairs may opt to remain on the Committee as a member or may opt to move to another committee, pending seat availability. The Vice-Chair will then become the Chair, and the committee members will elect a new Vice-Chair. Upon election, the Vice-Chair commits to remaining on that committee for two years.
10. Ad hoc Chairs and Vice-Chairs serve terms for the life of the committee.

H. Meeting Schedule

1. All standing committees will ideally meet at least twice each year. In order to facilitate committee meetings, the College will allocate time for standing committees to meet in the fall and spring semesters during the College's professional development days, but it does not require that meetings occur on those dates.
2. Additional meetings may be held at the discretion of the standing committees and will be based on the responsibilities/activities required of the team.
3. Sub-committees and ad hoc committees should schedule meetings as needed, based on the needs and purpose of the committee.

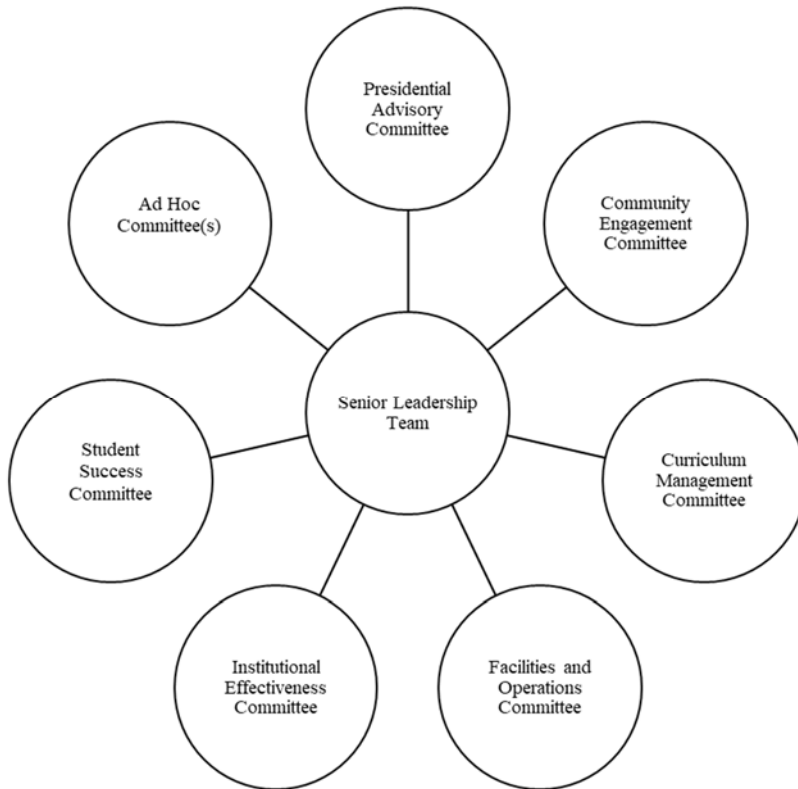
I. Records

1. Official committees of the College are expected to maintain agendas, meeting minutes, and membership rosters.

2. Upon the conclusion of each required meeting, standing committees will submit their minutes, including action items, to the Office of Institutional Effectiveness.
- J. The SLT at their December and April meetings will discuss the action items and any areas of concern raised by the committees from meetings held in the spring and fall semesters. SLT may also address other areas of concern at any time during the course of the academic year. The SLT representatives will provide the committee with the SLT's responses to action items and concerns at the next scheduled meeting.

Attachment SCTC 4.2.2p1.1

Figure 1 College committee structure



Attachment SCTC 4.2.2p1.2

Committee Purpose and Membership

Senior Leadership Team

Purpose

The purpose of the Senior Leadership Team (SLT) is to provide administrative leadership in support of the College Mission. SLT has as its primary duties to guide the development and implementation of strategic and operational plans; approve and update procedures; monitor results for the Technical College System of Georgia (TCSG) College Performance Goals and Benchmarks and ensure compliance with SACSCOC and TCSG requirements, policies and procedures. The SLT provides oversight for all standing and ad hoc committees and the Presidential Advisory Committee (PAC).

Membership

The SLT is comprised of the President, Executive Vice President, Vice Presidents, Director of Marketing, and the Executive Assistant to the President.

Presidential Advisory Committee (PAC)

Purpose

The purpose of the Presidential Advisory Committee (PAC) is to provide feedback from faculty and staff in fundamental areas of the College. PAC aims to promote understanding and cooperation in support of the Mission of the College.

Membership

SLT: Executive Administrative Assistant – ex-officio member

Membership of the PAC will represent both faculty and staff. The Executive Administrative Assistant to the President will serve as an ex-officio member.

The ideal composition will include the following: one member from each of the Academic Deans areas for a total of four faculty members, IE/IT, Library Services, Administrative Services, Adult Education and Academic Support, Student Affairs, Advancement, and Economic Development.

Community Engagement Committee

Purpose

The purpose of the Community Engagement Committee is to create awareness and provide feedback to support institutional advancement and economic development activities of the College.

Membership

Permanent: Coordinator, Institutional Advancement; Coordinator, Special Services/Interpreter; Director, Economic Development and Advanced Manufacturing; Director, Recruitment and Student Communications

SLT: Vice President, Institutional Advancement and Executive Vice President

The ideal composition will consist of additional members from Academic Affairs and Adult Education.

Curriculum Management Committee

Purpose

The purpose of the Curriculum Management Committee is to review new program requests, program revisions, and program terminations as they relate to the mission of the College. The Curriculum Management Committee makes recommendations to College leadership regarding curriculum approval.

Membership

Permanent: Director of Curriculum Management

SLT: Vice President, Academic Affairs and Vice President, Adult Education and Academic Support

Ideal Composition: Faculty representation from each of the following areas Allied Health, Arts and Sciences, Business Technology, Computer Information Technology, Film, Professional Services, Public Safety, and Industrial Technology, and the Director of Career Placement and Academic Advisement.

Facilities and Operations Committee

Purpose

The purpose of the Facilities and Operations Committee is to provide feedback in the areas of finance, facilities, safety, human resources, and technology.

Membership

Permanent: Associate Vice President of Facilities and Operations; Bookstore Manager; Campus Police Chief; Chief Information Officer; Director, Administrative Services

SLT: Vice President, Administrative Services

The ideal composition will consist of additional members from Academic Affairs and Administrative Services.

Institutional Effectiveness Committee

Purpose

The purpose of the Institutional Effectiveness Committee is to provide feedback that promotes continuous quality improvement and integrity for all areas of the College.

Membership

Permanent: Administrative Assistant, Institutional Effectiveness; Coordinator, Institutional Effectiveness; Director, Curriculum Management; Director, Distance Education; Director, Library Services; IT Systems Administrator; Instructor, full-time Adult Education; Instructor, full-time Mathematics; Web Developer

SLT: Vice President, Institutional Effectiveness

The ideal composition will consist of additional faculty members from Academic Affairs, representing one or more of the academic departments other than Arts and Sciences.

Student Success Committee

Purpose

The purpose of the Student Success Committee is to facilitate open communication regarding the College's initiatives and services that promote student recruitment, retention, and completion.

Membership

Permanent: Associate Vice President of Enrollment Management; Coordinator, Tutoring and Mentoring; Director, Career Placement and Academic Advisement; Director, Financial Aid; Director, Student Accounts; Director, Student Support Services; Registrar

SLT: Vice President, Student Affairs

The ideal composition will consist of additional members from Academic Affairs and Adult Education.

Attachment SCTC 4.2.2p1.3

Table 1 Committee/Member Type and Term Length

Committee Type	Member Type	Length of Term
Standing	Permanent	Permanent
Standing	SLT Representative	Permanent
Standing	Rotating	Two (2) Years
Standing	Chair	One (1) Year
Standing	Vice-Chair	One (1) Year
Ad Hoc	Chair	As Needed
Ad Hoc	Vice-Chair	As Needed
Ad Hoc	Member	As Needed
Sub-Committee	Chair	One (1) Year
Sub-Committee	Permanent	Permanent
Sub-Committee	Rotating	Two (2) Years
Sub-Committee	Guest	Two (2) Years