

## **I Forming of Committees**

(Including sub-committees, task forces, working groups, etc.)

Under Shared Governance Agreement (1993) see sections:

II. A. 1., 2. and 6.

II. B. 2., (a) and (b)

IV. F., G.

Also 3rd bullet, Pg. 2 of appendix A

A. Membership openings should be advertised and members then appointed through the appropriate agent:

(1) for faculty, the Academic Senate's Executive Council,

(2) for classified, the Classified Union Officers,

(3) for students, the Associated Students Council, and

(4) for the administrators, the Chancellor.

B. Faculty appointments

(1) to Standing committees and subcommittees will be for a term of two years,

(2) to Ad-Hoc committees and subcommittees will be for a term of one year, and

(3) to Task Forces will be for 90 days,

except when modified by action of the Academic Senate Executive Council. Exceptions and extensions to any of the above terms may be made by the Executive Council when considered appropriate.

C. Appointed members of Standing committees and their subcommittees whose terms have expired may continue to serve until they are re-appointed or replaced.

D. Resource members should be appointed by the committee and must be noted as "resource" on the roster, as kept by the Participatory Governance office.

E. Committees should represent as broad and diverse a cross-section of the College as possible.

F. Informal meeting groups who anticipate recommending general policy should apply for "official" subcommittee or task force status through one of the three appropriate Participatory Governance systems.

G. Individual faculty, classified staff and students should not be on more than one Standing committee; multiple memberships are possible on sub-committees, ad-hoc committees, and task forces.

H. Committees or sub-committees whose primary function is allocation of resources or of personnel should rotate membership as much as possible among departments, sites, and schools.

I. Committees, sub-committees and task forces may form working groups from within their membership to address special issues and make recommendations within the general charge of the "parent" group. If additional "outside" members are needed, such appointments must be made by the appropriate appointing agent.

## **II Working of Committees**

(Including sub-committees, task forces, working groups, etc.)

A. Minutes and completed or working documents should be maintained and be available to all new committee members for orientation.

B. In compliance with the school's Institutional Mission Plan, each committee in Collegial Governance should revisit yearly the CCSF Mission Statement (as published in the Catalog) so that it may guide the committee's actions and decisions.

C. Standing committees and subcommittees should meet at least twice a semester. (Currently, most meet once or twice monthly.)

D. In committees of set membership, quorum shall follow Robert's Rules ("50% + 1"). In accordance with Robert's Rules, business (especially voting) may be conducted only if a quorum is present.

E. In those committees where votes are taken, members should have been present at the previous meetings where information concerning the voting issues were discussed.

F. In committees of limited membership, any member who is absent for three consecutive meetings will no longer be a member for purposes of a quorum.

G. In committees of unlimited membership, a quorum definition will be established by consensus of those present at the first meeting of each academic year.

- H. A committee member with three consecutive absences should be reported to the appointing agent for possible replacement.
- I. In those committees whose goal is a document, members whose names appear on the document should have attended a majority of the pertinent meetings.
- J. When a committee's decision or agenda involves or affects a specific administrative function, that administrator or designee should be invited to the pertinent meetings.
- K. Any committee or sub-committee whose primary function is the allocation of resources or of personnel must follow criteria acceptable to the College community.
- L. Committees in Collegial Governance may not make recommendations to the Chancellor, to the Board, or to the faculty as a whole in opposition to recommendations made on the same issues by the Academic Senate Executive Council.

### **III Products of Committees**

- A. All documents, plans, reports, etc. should be signed-off by the listed committee members.
- B. All documents, plans, reports, etc. should be sunshined in draft form as widely as possible for input.
- C. Input from the field should be noted and named on the second draft, unless those giving input would prefer to remain anonymous.
- D. After field input, a second draft should also be sunshined, perhaps in a series of hearings.
- E. Reports should include glossaries whenever possible.
- F. Petitions for Executive Council approval to implement or modify any academic or professional program should detail
- (1) the program's purposes and goals,
  - (2) how the program benefits City College's faculty and students (identifying any targeted groups),
  - (3) any research supplying evidence of the program's probable success,
  - (4) facilities, technical support, and human resources needed,
  - (5) the program's intended duration,

- (6) the program's academic content,
- (7) a proposed budget with funding sources, and
- (8) evaluation processes.

G. Committees petitioning for approval of new drafts of their documents should provide a draft that uses strikeout type to indicate deletions and italics or underscoring to indicate new text.

Excerpts from current language in Shared Governance Agreement, 1993

## II. College Governance Structures

### A. Collegial Governance System

1. It is the responsibility and obligation of members of the faculty, administration, and Board to participate in the collegial process. The collegial governance system comprises four institutional bodies They are

- (a) Academic Policies
- (b) Curriculum
- (c) Student Preparation/Student Success
- (d) Staff Development

2. Subcommittees may be established to address specific subareas within these four areas. These subcommittees may address policy and/or implementation issues.

6. Where special circumstances dictate or special issues arise in academic and professional matters as defined in Title 5 regulations, the Chancellor, in consultation with the Academic Senate, may establish an ad hoc committee to develop recommendations. The Academic Senate shall appoint faculty and the Chancellor shall appoint administrators to the ad hoc committee. The committee shall report to the appropriate collegial governance committee and the Academic Senate and then to the Chancellor.

### B. College Advisory Governance System

2. The advisory governance system shall be comprised of three types of committees:

- (a) Standing Advisory Committees

Standing advisory committees report to the College Advisory Council.

(b) Ad Hoc Committees

Where special circumstances dictate or special issues arise, the Chancellor may establish ad hoc committees to develop recommendations. Representatives from each constituency shall be appointed by the appropriate organizations.

III. The Role of the Academic Senate Regarding Recommendations to the Board of Trustees

B. For recommendations directly from the Academic Senate or from collegial governance committees relying primarily upon the advice of the Academic Senate, the Board and the Chancellor agree that the Board is relying primarily upon the advice and judgment of the Senate. IV. Authority, Responsibility, and Process

F. Policy suggestions and proposals may originate from any individual, groups of individuals or organizations within the college. The College Advisory Council shall receive all policy proposals which do not originate in a committee. The Council shall designate the appropriate committee to examine the proposal with a timeline for reporting its deliberations to either the Council or the Provost if appropriate. G. The appointment of faculty members to serve on college committees, task forces or other bodies dealing with academic and professional matters, shall be made by the Academic Senate, after consultation with the Chancellor or his/her designee. The Academic Senate shall make every effort to rotate membership in committees in keeping with democratic and participatory principles.

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Each committee may establish subcommittees whose membership may or may not be members of the main committee. Faculty members shall be appointed by the Academic Senate.