

NUMBER: 106

SUBJECT: COLLEGE COUNCILS, COMMITTEES, AND BOARDS

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017, JUNE 18, 2018

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**106.1 – INTRODUCTION**

For the benefit of the College, representative groups of faculty and others serve in advisory capacities to the administration and, otherwise, contribute to the policy making and operational functions of the College. These groups are: Vice Presidents' Council, Faculty Senate Committee, Accreditation Steering Committee, Technology Enhanced Instruction (TEI) Committee and Subcommittee, program Advisory Committees, and such other committees or councils that administration deems necessary at the time. Where applicable, this section details duties and membership determination of these committees.

The activities of the College are systematized largely through committees and, when necessary, advisory councils/boards described in this section. These committees are advisory to the appropriate administrator. However, where the committee formulates educational policies, these are referred to the Faculty Senate for action. When requested, committees and advisory councils/boards report to the appropriate administrator or Faculty Senate. Nothing in this section should be construed to imply that a committee is required to exist. Committees and advisory councils/boards will be developed and appointed on an as-needed basis by Administration.

It is important to note that all of the committees or councils discussed in this section serve at the discretion of the College President and serve in an advisory capacity. The decisions and actions of these committees and councils move forward as suggestions and/or recommendations to administration. The applicable, suggestions and/or recommendations will be forwarded to the appropriate governing authority for final approval and implementation. Administration will make the determination concerning what proposed policy changes will be forwarded on to the College Board of Directors for their consideration and possible action. Administration will notify the respective committee or the council of any action taken.

**106.2 – DEFINITIONS****106.2.1 – College Councils**

A group of administrators, faculty, and/or other staff, equal in authority, elected or appointed, to provide consultation, deliberation, or discussion. College councils serve in administrative, legislative (policy making), and advisory capacities with respect to issues relevant to the entire College. Councils do not actually make policy changes, but rather make recommendations to Administration for possible policy changes. Procedural changes are made by the committee or department that developed the procedure in the first place and exist primarily to help communicate the current practices of the institution and/or respective committee or department.

**106.2.2 – College Committees**

A group of administrators, faculty, and/or other staff, elected or appointed, to perform a function such as investigating, considering, or reporting on matters of limited scope pertinent to particular needs of the College. College committees are expected to report to a higher authority, usually the person or group that appointed the committee. Committees do not actually make policy changes, but rather make recommendations to Administration for possible policy changes.

Administration will make the determination concerning what proposed policy changes will be forwarded to the College Board of Directors for their consideration and possible action. Administration will notify the committee of any action taken.

**106.2.3 – Faculty Senate Committee and Subcommittees**

The Faculty Senate members consist of the Department Head from each instructional and non-instructional department, each of the Vice Presidents, the Vice President(s), the Administrative Assistant to the President, and the Faculty/Staff Administrative Assistant. Other faculty and/or staff may be appointed to perform specific functions of the senate. The primary purpose of the Faculty Senate is to discuss and provide proposed solutions to virtually any issue that would serve to advance the needs, interests, mission, and functions of the College. This body does not make any policy changes but rather provides recommendations to Administration for potential policy or procedural changes for the College as a whole.

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**106.2.4 – Advisory Boards, Committees, and Councils**

Organized bodies of administrators, faculty, staff, former students, or business and industry representatives and others from the local community that have an advisory function with respect to specific units of the College may be organized into advisory boards. Individual training programs at the College will be supported by an Advisory Committee that will be comprised of the program Department Head and a minimum of three members external to the institution. In addition, program Advisory Committees may contain voting or non-voting members who represent other educational institutions (secondary and postsecondary) in the region, current or former students, and/or other interested individuals. Advisory boards, advisory councils, and Advisory Committees do not directly make policy for the College. The purpose of these bodies is to provide information regarding program content, business and industry needs, and suggestions/recommendations for programmatic changes. These committees may also assist with reviewing program content in such a way that articulation of the program between the educational institutions within the region occurs in an effort to assure a seamless transition for students between institutions. Program Advisory Committee meetings are to be held a minimum of twice annually and are required to maintain minutes for each of their meetings.

**106.3 – THE ESTABLISHMENT AND DISBANDMENT OF COUNCILS, COMMITTEES, AND BOARDS**

Councils, committees, and boards are created to aid in providing ideas for the efficient and effective operation of the College. They are created as they are needed, and they are disbanded when they have served their purposes.

**106.3.1 – The Establishment of Councils, Committees, and Boards**

A council, committee, or board of the College must be officially created by and recognized by the College President or by an authorized delegate of the President. Authorized delegates can include but not be limited to the Vice Presidents and Department Heads. The recognition of a group should define the group's name, purposes, composition, constituencies, presiding officer, and term of existence.

**106.3.2 – The Disbandment of Councils, Committees, and Boards**

Either of two events disbands a council, committee, or board:

- (a) the College President or an authorized delegate of the President notifies the presiding officer of the group that the group is to disband. This notice should include the reason(s) for the group's disbandment and the date the disbandment becomes effective; or
- (b) the group has made no report to its constituency in two years. Evidence of a report includes but is not limited to written documents generated by the group in the course of accomplishing its purpose and submitted to an official of the College or the parent group, published meeting agenda, or published meeting minutes.

**106.4 – COLLEGE COUNCILS, COMMITTEES, FACULTY SENATE, AND PROGRAM ADVISORY COMMITTEES****106.4.1 – Administrative Council**

The Administrative Council exists to provide general administration and coordination of the College.

- (a) Membership of the council

The Administrative Council consists of: (1) the College President; (2) the Vice President(s) for Instruction; (3) the Vice President for Student Services; (4) the Vice President for Brigham City Campus; (5) the Administrative Assistant to the President; and any other individual(s) that the College President may appoint.

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(b) Chair of the council

The College President serves as chair. The Administrative Assistant to the President is assigned to keep and report the minutes of meetings.

**106.4.2 – Vice Presidents' Council**

The Vice Presidents' Council meets, discusses, and provides information to the College President concerning the day-to-day operation of the College. The primary objective of this council is to discuss growth, expansion, personnel, accreditation, and day-to-day issues as they arise. This council discusses many varied options and provides recommendations to the College President. Additional duties of the council include: (a) review matters of policy and procedure affecting department heads' roles and responsibilities; (b) recommend procedures and policies related to the effective operation of the College's departments; and (c) plan, prepare, and conduct regular Faculty Senate Committee meetings.

The council consists of all Vice Presidents of the College and the Administrative Assistant to the President and any other individual(s) that the College President may appoint.

**106.4.3 – Faculty Senate Committee / Subcommittees**

The Faculty Senate Committee/Subcommittees are described in above.

**106.4.4 – Employee Associations**

The College does not recognize any employee associations.

**106.4.5 – Program Advisory Committees**

Each training program at the College will be supported by an Advisory Committee that will be comprised of the program department head and instructors as well as business and industry representatives. In addition, program Advisory Committees may include voting or non-voting members who represent other educational institutions (secondary and postsecondary) in the region. Advisory committees do not develop College policy. Their purpose is to provide information regarding program content, business and industry needs, and suggestions/recommendations for programmatic changes.

Advisory committees may also assist with reviewing program content in such a way that articulation of the program between the educational institutions within the region occurs in an effort to assure a seamless transition for students between institutions. Committee members will be selected by the program department head, in consultation with the applicable Vice President for Instruction, and will be approved by the College President.