

# **CAROLINAS COLLEGE OF HEALTH SCIENCES**

## **POLICY & PROCEDURE**

### **ADMINISTRATIVE**

**SUBJECT:** COLLEGE COMMITTEES

**REVIEWER(S):** President\*  
Committee Chairs

### **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 in 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 making operational decisions.

### **PROCEDURE**

#### **A. College Standing Committees**

1. Academic and Curriculum Committee: To ensure the college curriculum is current, innovative, and relevant to an evolving healthcare environment and to promote an academic environment that fosters engagement. The committee reviews recommendations for adding, expanding, closing or modifying programs and courses offered by the college.
2. Academic, Progression and Graduation Committee (APG): To assure the retention, progression and graduation of qualified students.
3. 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.
4. Planning and Assessment Committee: To coordinate and oversee the planning and assessment processes for the College to ensure continual improvement in the effectiveness and efficiency of the institution
5. Safety Committee: To coordinate and oversee the implementation and assessment of initiatives designed to ensure a safe and secure learning and teaching environment for our students and teammates.
6. Teaching and Learning Committee: To promote training and the use of learning resources that empower faculty to engage and educate students by enhancing courses, classrooms and content delivery.
7. Interprofessional Education Committee: To facilitate and oversee the effective implementation of interprofessional education through faculty development, application of current instructional methodologies and continuous improvement based on relevant assessment data.

#### **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. Functional Committees, Ad Hoc Committees and College Task Forces**

1. Interdisciplinary Advisory Committee: Serves in an advisory capacity to enhance the relationship of the college and its programs with its internal (Atrium Health) and external community. Provides counsel and advice to the administration and faculty in meeting the needs of the students and the employers of the graduates.
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.

3. Additional committees or task forces 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.

#### 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's 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 affects the result.
6. Meetings may be held, and work accomplished regardless of the number of members present at the meeting. However, in order to resolve an issue or make substantive changes 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 to maintain the appropriate parliamentary procedure.
8. Due to the continuous nature of the work and the need for stability and continuity, two students will be assigned to participate in the following committees: Academic and Curriculum; Academic, Progression and Graduation; Planning and Assessment; Safety' and Teaching and Learning. Student representatives will be recommended for committees by sitting members of the respective committee and approved by the committee chair. When selecting student members, the committee chair should take into account to be representative of the student body in diversity and program. Students are appointed to one-year terms but may be re-appointed to a committee for a 2<sup>nd</sup> 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 on 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, recommendations/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 the committee's functions.
  6. Maintain appropriate confidentiality.
- H. The College Committees' policy and procedure will be reviewed bi-annually.

## REFERENCES

### Related Policy to Consult

**Carolinas College:** ADMINISTRATIVE - Shared Governance

### Related 2018 SACSCOC Standard(s)

- 5.2a CEO control
- 6.1 Full-time faculty
- 6.2b Program faculty
- 6.2c Program coordination
- 6.5 Faculty development
- 7.3 Administrative effectiveness
- 8.2a Student outcomes; educational programs
- 8.2b Student outcomes; general education
- 8.2c Student outcomes; academic and student services
- 9.1 Program content
- 9.7 Program requirements
- 10.4 Academic governance
- 10.5 Admissions policies and practices
- 10.7 Policies for awarding credit
- 11.1 Library and learning/information resources
- 11.3 Library and learning/information access

## 13.8 Institutional environment