

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: COLLEGE COMMITTEE RULES & STRUCTURE	Original Issue Date: June 28, 2005	Policy #: 120
	Supersedes: September 11, 2008	Effective Date: March 10, 2011
Committees Consulted: College Administration	Reviewed & Approved by: College Planning	Approved by: (Signature on File) Provost, College of Nursing & Allied Health

PURPOSE:

To establish the structure and rules for College committees

POLICY:

College committees are established by the Provost.

Planning Committee is the governing committee and reports to the Provost.

Operational committees report to the Planning Committee.

- Operational committees include Administrative, Operations, Credentials, Institutional Effectiveness, Faculty Development, and Administrative Support.

Chairperson and membership are recommended by divisional Deans/Directors, and approved by Planning Committee.

Divisional academic committees are established by the division Dean/Director.

Operational and academic committees have bylaws.

- Bylaws include committee name, function, membership, and meeting frequency.
 - Committees meet a minimum of quarterly and as often as needed to complete College business/assignments.
- Bylaws are reviewed a minimum of every three years and updated as needed.

Ad Hoc committees may be appointed to meet specific needs or purposes. Such committees report to a governing, operations, or academic committee.

Faculty and staff may request to join or be removed from committees.

- Requests must be approved by committee chair and divisional dean/Provost.
- A replacement divisional representative must be appointed prior to member withdrawing from assigned committee.

Minutes are recorded at all committee meetings and are posted.

- Committee Chairs maintain a copy of all governing, operations, and divisional academic committee minutes and meeting handouts.
- Minutes are accessible to all faculty and staff.

Subject:

COLLEGE COMMITTEE RULES AND STRUCTURE

Minutes are kept for:

- College and divisional committees – seven years
- Network committees:
 - One year when the College representative is a committee member but NOT the Chairperson
 - Four years when the College representative is the Chairperson
 - Minutes older than four years may be archived by the Chairperson.

PROCEDURE:

Chairperson:

- Develops annual meeting schedule and distributes to members and administration
- Distributes meeting agenda and minutes to members prior to meeting
- Assigns member to record minutes
 - Recorder may be a permanent or rotated assignment
- Reviews minutes for accuracy
- Leads the meeting including committee review and approval of minutes
- Follows up on/resolves pending items and recommendations from other committees
- Submits approved version of minutes to Provost's secretary/designee for electronic posting
- Files a hard copy of the minutes
- Submits committee reports as scheduled and/or requested.

Committee members:

- Attend all meetings
 - Notify chairperson of schedule conflicts that prohibit attendance
- Review minutes prior to meeting
- Actively participate and contribute to committee decision making and assignments
- Communicate committee decisions and activities at divisional meetings
- Request changes in committee assignments in writing to Committee chair and divisional dean.

Recorder:

- Includes the following in meeting minutes:
 - Meeting date, time, and place
 - Individuals in attendance and members excused/absent
 - Committee activities using the topic, discussion, action format.
 - Follow-up actions should include:
 - Tasks to be completed
 - Time frame
 - Responsible person(s)
- Submits minutes to chairperson for review prior to distribution.

College representative to Network/DHS committees provides committee alternate with copies of minutes.

Provost's secretary/designee posts electronic copy of minutes.

PROCEDURE DOCUMENTATION:

Subject:

COLLEGE COMMITTEE RULES AND STRUCTURE

REFERENCES:

College Policy #431: File Maintenance
College/divisional committee bylaws

REVISION DATES:

May 1998
August 12, 2004
June 28, 2005
September 11, 2008
March 10, 2011