

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

| | |
|--------|------|
| Page 1 | Of 4 |
|--------|------|

| | | |
|--|---|--|
| Subject: COLLEGE COMMITTEE STRUCTURE AND RULES | Original Issue Date: June 28, 2005 | Policy #: 120 |
| | Supersedes: September 24, 2020 | Effective Date: January 25, 2024 |
| Individuals / Committees Consulted: Institutional Effectiveness | Reviewed & Approved by: College Governance | Approved by: Provost, College of Nursing & Allied Health (signature on file) |

PURPOSE:

To establish the structure and rules for College and divisional committees

POLICY:

Committee Structure:

The College Governing and Standing Committee Organizational Chart depicts the planning, governance, and decision-making pathways.

The College governing committees are the Board of Trustees (Board) and College Governance Committee.

The College standing committees are the Institutional Effectiveness, and Faculty Development committees.

The divisional governing committees are the School of Nursing (SON) Faculty Organization Planning Committee, Allied Health Continuing Education Committee, and the Student Support Services Committee.

Divisional committees include:

- SON committees:
 - Standing: Faculty Organization and Curriculum
 - Semester: one each for semesters one, two, three, and four
- ASB
 - Associated Student Body (ASB) is the student governing committee
- Ad Hoc Committee

College governing, standing, and ad hoc committees are established by the Provost in collaboration with College Governance Committee.

EXCEPTION: Board of Trustees is established in collaboration with the Los Angeles County Department of Health Services

Divisional governing, standing, and ad hoc committees are established by the divisional Deans/ Directors.

Subject:

COLLEGE COMMITTEE STRUCTURE AND RULES**Committee Rules:**

All governing and standing committees have bylaws, which:

- Specify committee name, purpose, function, membership, and meeting frequency
- Are reviewed/updated a minimum of every three years and as needed

Membership is assigned every three years:

- College governing/standing committee membership is assigned by the provost in collaboration with the College Governance Committee
- Divisional standing committee membership is assigned by the divisional dean(s)/director(s)
- All faculty are members of their divisional governing committee

Students elect ASB and class officers and select College and SON divisional committee representatives in accordance with ASB bylaws.

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

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

Committees meet a minimum of quarterly and as often as needed to complete College business/assignments.

Minutes are:

- Recorded at all committee meetings
- Posted on the intranet including supporting documents and are accessible to all faculty, staff, and students
- Kept for five years and then archived

Committees shall establish ad hoc committees to meet specific needs or purposes.

Faculty, staff, and students participate in the College governance and decision-making process

- All divisional faculty/staff are members of their respective governing committees
- SON students are members of specified College and divisional committees as elected by the ASB
- All divisions and ASB are represented on College Governance

Committees evaluate their effectiveness annually.

PROCEDURE:

Provost/Dean/Director:

- Appoints faculty/staff to specific committees every three years in collaboration with current committee chair and College Governance Committee/administrative staff
- Creates, distributes, and posts membership list

Chairperson:

- Facilitates active participation by all members in the decision making process

Subject:

COLLEGE COMMITTEE STRUCTURE AND RULES

- Develops annual meeting schedule and distributes to members and administration
- Creates meeting agenda
- Distributes agenda and previous meeting minutes to members prior to meeting
- Reviews minutes for accuracy
- Leads the meeting including review/approval of minutes, follow up action status reports, and discussion of agenda items
- Follows up on assignments, pending items, and recommendations from other committees/individuals
- Submits approved minutes and supporting documents for electronic posting to the designated person
- Submits committee reports as scheduled/requested

Committee members:

- Attend all meetings
 - Notify chairperson and alternate of schedule conflicts that prohibit attendance
- Review minutes prior to meeting and provide input as requested
- Actively participate, contribute to decision making and vote on all motions
- Communicate committee decisions and activities at divisional governing committee 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 including:
 - Tasks to be completed
 - Time frame
 - Responsible person(s)
- Submits minutes to chairperson for review prior to distribution
- Finalizes and distributes minutes

Designated persons post minutes on the intranet and maintain committee files for five years.

PROCEDURE DOCUMENTATION:

Committee Membership Roster
 Committee Meeting Schedule
 Minute Template

REFERENCES:

College Governing and Standing Committee Organizational Chart
 College/Divisional Committee Bylaws
 College Policy #431: File Maintenance

REVISION DATES:

May 1998

Subject:

COLLEGE COMMITTEE STRUCTURE AND RULES

August 12, 2004
June 28, 2005
September 11, 2008
March 10, 2011
December 12, 2013
December 10, 2015
August 10, 2017
September 24, 2020
January 25, 2024