

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

Subject: <b>COLLEGE COMMITTEE STRUCTURE AND RULES</b>	Original Issue Date: June 28, 2005	Policy #: <b>120</b>
	Supersedes: March 10, 2011	Effective Date: December 12, 2013
Committees Consulted: College Administration	Reviewed & Approved by: College Planning	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), Planning, and Administrative Committees.

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

The divisional governing committees are the Education and Consulting Services (EDCOS) Shared Governance Council, School of Nursing (SON) Faculty Organization, and the Administrative and Student Services Committee.

Divisional committees include:

- EDCOS standing committees:
  - Critical Care/Specialty Services
  - Critical Care Nurse Manager/Educator.
- SON committees:
  - Standing: Admissions/Promotions and Curriculum
  - Course: Nursing Theory and Clinical Practice
  - Semester: one each for semesters one, two, three, and four.

The Associated Student Body (ASB) is the student governing committee.

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

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

Subject:

**COLLEGE COMMITTEE STRUCTURE AND RULES**

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

Faculty 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 Planning Committee.

**Committee Rules:**

All 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 two years:

- College governing/standing committee membership is assigned by the provost in collaboration with the Planning 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 and are accessible to all faculty, staff, and students
- Filed as paper copy and include meeting handouts
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- Kept for seven years.

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

Committees evaluate their effectiveness every two years

**PROCEDURE:**

Provost/Dean/Director:

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

Subject:

**COLLEGE COMMITTEE STRUCTURE AND RULES****Chairperson:**

- Develops annual meeting schedule and distributes to members and administration
- Creates meeting agenda
- Distributes agenda and previous meeting minutes to members prior to meeting
- Assigns member to record minutes
- 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 for electronic posting
- Files paper copy of minutes and handouts in designated location
- 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 and contribute to committee decision making and assignments
- 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 seven years.

**PROCEDURE DOCUMENTATION:**

Committee Membership Roster  
Committee Meeting Schedule

**REFERENCES:**

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

Subject:

**COLLEGE COMMITTEE STRUCTURE AND RULES**

**REVISION DATES:**

May 1998

August 12, 2004

June 28, 2005

September 11, 2008

March 10, 2011

December 12, 2013