

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

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Subject: COLLEGE COMMITTEE RULES & STRUCTURE	Original Issue Date: 1992	Policy #: 120
	Supersedes: June 28, 2005	Effective Date: September 11, 2008
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.

Operations committees report to the Planning Committee.

- Operations committees include Administrative, Operations, Credentials, Institutional Effectiveness, Faculty Development, and Administrative Support
- Chairperson, membership, and responsibilities are designated by the Planning Committee and approved by the Provost.

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.

- The Office of Educational Services (OES) maintains a copy of all governing, operations, and divisional academic committee minutes.
- Minutes are accessible to all faculty and staff.

Minutes are kept for:

- College committees – seven years

Subject:

COLLEGE COMMITTEE RULES AND STRUCTURE

- 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
- Ensures a copy of the minutes is filed in OES
- 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
- Submits electronic or handwritten copies of minutes to OES for word processing and filing.

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

The OES:

- Files minutes in chronological order with the most recent on top
- Culls minutes annually.

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PROCEDURE DOCUMENTATION:

REFERENCES:

College Policy #431: File Maintenance