November 9, 2005

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr., President
RE: Revision to Policy 6Hx27:03-05, Councils and Committees, and 6Hx27:01, Policy Development

Over the past few years, TCC’s College Committee structure has been perceived as being unresponsive or slow to respond to college needs. In some cases, decisions were being made through committees that were formed outside the official structure.

Over the past several months, the Faculty Senate, Classified Staff Council and College Administrators have piloted a new structure that was developed last Spring. The modifications to the Committee Process were designed to accomplish the following:

- Ensure that standing committees work efficiently to expedite action items as appropriate
- Ensure an open and collaborative committee process that is accessible to all TCC employees.

The primary change to the structure is the deletion of the Administrative Council and the addition of the Coordinating Committee. The Coordinating Committee is proactive in assuring issues are addressed in a timely manner by the appropriate committee and in assuring that all employees have a vehicle for submitting issues that need to be addressed; it is co-chaired by the Faculty Senate and Classified Staff Council chairs. Other changes include the deletion of the Policy Review Committee (responsibilities assumed by Coordinating Committee), the combining of the Academic Technology, the Information Technology, and the Infrastructure Technology committees into the Technology Committee, the deletion of the Library Committee, and the combination of Safety and Loss Committee with the Welfare Committee. The Communications Committee, the Campus Life Committee, and The Quality Enhancement Planning Committee have been added.

Staff Resource: Barbara Sloan

RECOMMENDED ACTION: Approve the recommended policy revisions.
Policies may be generated by any of the following processes:

1. The Coordinating Committee shall review proposed additions, revisions, or amendments to the Policy Manual before recommendation to the Board of Trustees. Responsibility may be assigned to the appropriate standing or ad hoc committee when external authorities direct the College to develop, revise, or amend policy (e.g., Florida Statutes, State Board of Community College Rules).

   All proposed additions, revisions, or amendments over which no standing committee has jurisdiction shall be submitted to the appropriate Vice President for consideration. Approved additions, revisions, or amendments shall be forwarded to the Coordinating Committee, who shall transmit them to the Faculty Senate Steering Committee and Classified Staff Steering Committee for comment prior to recommendation to the Board.

2. Policies approved through the committee structure by standing committees and forwarded to the Coordinating Committee shall be submitted to the President. The Board of Trustees will consider recommendations made by the President.

3. If the President finds that an immediate danger to the public health, safety, or welfare requires emergency action, the President may develop any rule necessitated by the circumstances and necessary to protect the public interest, subject to the following provisions:
   a. The rule provides the procedural protection given by other statutes, the Florida Constitution, or the United States Constitution;
   b. The President takes only that action necessary to protect the public interest under the emergency rule;
   c. Such rule shall be ratified at the next meeting of the Board of Trustees.

An emergency rule adopted under this subsection may not be effective for a period longer than ninety (90) days and may be renewed upon recommendation of the President and approval of the Board of Trustees.
The President or designee may appoint additional standing or **ad hoc** committees, identify committee function(s), and establish terms of service of members.

College committees shall adhere to the following guidelines.

1. Except where the selection is made by the President, the Chair shall be elected by the members of the committee for a term of one year.
2. The term of office of faculty members on committees will be two years with no more than three new members to be nominated each year. Faculty members will be appointed by the Vice President for Academic Affairs upon nomination from the Steering Committee of the Faculty Senate as provided in the Senate Constitution. The term of office for administrative and classified staff members of the committees shall be for the time specified by the President or designee at the time of the appointment. Student members shall be appointed by the Student Government Association for a term of one year.
3. Meetings shall be held at a minimum once a month upon the call of the Chair or by petition of one-third of the membership. The Faculty Senate Chair and Classified Staff Chair shall receive notice of and the agenda for all committee meetings. Except in the event of an emergency meeting, adequate notice of the time and date of meetings shall be provided to committee members.
4. Persons who are not committee members will be given an opportunity to present their views on topics listed on the agenda. Those who speak must notify the committee chair before the meeting begins and indicate the topics and material to be discussed. The committee will determine the length of time a person may address the committee.
5. Any employee of the College may be asked to serve on one or more councils or committees during the year. Employee service on a committee requires the approval of the appropriate supervisor.
6. Meetings are usually held during the normal work day, but urgent requirements may necessitate meetings at other times. Activities associated with council and committee membership are considered part of the normal work day.

**Coordinating Committee**

Objectives:

To facilitate communication regarding standing committee activities and to assign college issues to committees as appropriate.

Responsibilities:

1. For issues not originating in standing committees, the Coordinating Committee will decide which Standing Committee would be appropriate for consideration of the issue. This committee must forward the issue to the designated Standing Committee for evaluation and judgment; the Coordinating Committee is not empowered to render judgment itself. Once the appropriate standing committee is determined, the Coordinating Committee must forward the issue concurrently to the Standing Committee and also the Steering Committees of the Faculty Senate and the Classified Staff. In the event the Coordinating Committee cannot determine an
appropriate Standing Committee to consider the issue, then the matter MUST be forwarded to the Steering Committees of the Faculty Senate and Classified Staff. Either Steering Committee can then a) recommend a Standing Committee to the Coordinating Committee or b) transfer the issue to the Steering Committee’s agenda or the Faculty Senate or Classified Council it represents.

2. The Coordinating Committee will receive the final recommendations of the Standing Committees, record them, and forward to the President and Board of Trustees for action through the appropriate Vice Presidents.

3. The Coordinating Committee will monitor the viability of the committees and the committee process. If procedures are not followed correctly, the Coordinating Committee will stop the process and indicate the correct course of action to redress the situation.

4. The Coordinating Committee will juxtapose the College goals with the committee goals.

5. The Coordinating Committee will maintain and update, as needed, the TCC policy manual. This committee will be responsible for recording changes in policy and procedures and maintaining the “policy history” of the college.

6. The Coordinating Committee will collect standing committee membership nominees and the administrator member of the Committee will take the nominations to the President for approval.

7. The Coordinating Committee has the power to modify a Standing Committee purpose, objectives and membership, and may create or abolish a Standing Committee.

Membership:

- Two representatives from College Administration
- One faculty member, co-chair, immediate past chair, Faculty Senate
- One classified staff member, co-chair, immediate past chair, Classified Staff
- One faculty member, chair elect of Faculty Senate
- One classified staff member, chair elect of Classified Staff
- One non-voting staff to take minutes, record policy changes, and maintain policy history
- Ex officio, current chairs of Faculty Senate and Classified Staff

**Academic Affairs Committee**

**Objectives:**

1. To review and evaluate proposed new programs/courses or changes in existing programs/courses as follows:
   a. Program objectives in relationship to the philosophy, goals, and policies of the College
   b. Course objectives in relation to program objectives
   c. Programs/courses in terms of academic merit
   d. Programs/courses in terms of fiscal impact on other programs/courses
   e. To promote academic excellence in the instructional programs of the College through its recommendations
   f. To assess the program review process and determine if all programs have been reviewed adequately
   g. To recommend additional reviews as appropriate
   h. To review alternate methods of acquiring college credit by examination and/or experience and make appropriate recommendations
   i. To review the general education program

**Responsibilities:**
1. To recommend to the Administrative Council the retention/deletion/addition of courses and instructional programs
2. To submit all new courses and course changes to the Department of Education, Office of Postsecondary Education Coordination
3. To evaluate the fiscal impact of proposed programs/courses or proposed revisions to existing programs/courses

Membership:

- Vice President for Academic Affairs, Chair
- Two Academic Deans/Division Directors
- Director of Library Services
- Five faculty representatives

Enrollment Management Committee

Objectives:

1. To determine if the objectives of each of the Student Affairs units are consistent with the overall College objectives
2. To evaluate each of the existing Student Affairs units and to determine if each is meeting the needs of the students
3. To evaluate each phase of the admissions program and to determine if it is meeting the Student Affairs objectives and the overall college objectives
4. To review the academic retention requirements and to determine if they are meeting the Student Affairs objectives and the overall college objectives
5. To consider the effectiveness of the College’s system for evaluating students
6. To determine if the objectives of each program within student financial aid are consistent with the objectives of the total student financial aid program, the Student Affairs objectives, and the College objectives
7. To evaluate the operation of each of the student financial aid programs and to determine if they are meeting the financial needs of the students
8. To review the student disciplinary procedures of the College

Responsibilities:

1. To serve in an advisory capacity to the Vice President for Student Affairs
2. To recommend to the Administrative Council any action that should be taken to meet the committee’s objectives
3. To study existing Student Affairs units and student financial aid and make recommendations for adding to, deleting from, or improving those services
4. To provide a channel for student and faculty input to the Vice President for Student Affairs relating to student financial aid and areas of the College under the purview of Student Affairs
5. To serve on a regular basis in an advisory capacity to the Vice President for Student Affairs on matters relating to academic advisement
6. To review programs related to special populations including, but not and limited to, athletes, honors students, and learning disabled students

Membership:

- Vice President for Student Affairs, Chair
- Director of Enrollment Services and Testing
- Director of Counseling
- One Dean/Division Director
- Director of Adult and Continuing Education
- Director of Financial Aid
- Business Office representative
• Information Technology and Research Coordinator
• Communications Office representative
• Five faculty representatives

Institutional Planning and Effectiveness Committee

Objectives:

1. To review and evaluate the College’s stated philosophy, mission, goals, principles, and initiatives.
2. To develop a strategic plan for the College that includes processes for assessing both strategic and operational effectiveness
3. To recommend a group of key performance indicators for the strategic plan
4. To review and formulate plans for new programs arising out of community and student needs

Responsibilities:

1. To recommend to the Administrative Council changes in the philosophy, mission, goals, principles and initiatives of the College
2. To recommend a planning and effectiveness assessment cycle for the strategic plan
3. To report to the Administrative Council key performance indicator data
4. To formulate plans in conjunction with the academic divisions, the Academic Affairs Committee, and the Enrollment Management Committee for new programs growing out of community and student needs

Membership:

• President
• Vice President for Academic Affairs, chair
• Vice President for Student Affairs
• Vice President for Economic and Workforce Development
• Director of Library Services
• Five faculty representatives
• TCC Foundation Director
• SACS Liaison
• Three classified staff appointed by the Classified Staff Council
• One student representative appointed by the Student Government Association

Professional Growth Committee

Objectives:

To promote the professional growth of the faculty and staff (including classified staff personnel) to the extent that such promotional activity directly relates to the goals and objectives of the College

Responsibilities:

1. To review requests from the faculty and staff to support professional activities, to propose an annual budget for such activities, to recommend an order of priorities for the expenditure of approved funds (consulting with other committees when appropriate), and to determine that all approved requests, activities, and expenditures clearly enhance the professional growth of the individual or group in a manner identifiable as holding realistic promise for reciprocal advantage to the College and to the improvement of approved College programs
2. To explore new sources of money outside of state appropriations for professional growth and to aid faculty and staff in obtaining money
3. To evaluate the effectiveness of money spent on professional growth
4. To recommend orientation procedures for faculty and staff
5. To submit to Administrative Council, via the Vice President for Academic Affairs, a planned program of activities for the professional growth of the faculty and staff and a supporting budget for those activities

Membership:

- Vice President for Academic Affairs, Chair
- One executive/administrative representatives
- Five faculty representatives
- One Library representative
- Two classified staff appointed by the Classified Staff Council

Welfare Committee

Objective:
To promote the general welfare of the faculty and staff

Responsibilities:

1. To review orientation procedures for new faculty and staff personnel
2. To review College regulations concerning employment conditions and benefits of faculty and staff and to recommend changes where appropriate
3. To review personnel issues
4. Reviews safety/loss procedures
5. Reviews campus security
6. Maintains and reviews emergency plans

Membership:

- Vice President for Administrative Services, Chair
- One executive/administrative member
- Five faculty representatives
- One adjunct instructor
- Director of Human Resources
- Four classified staff appointed by the Classified Staff Council

Communications Committee

Objective:
To review the College’s current and planned communications practices and make recommendations that will increase the impact of TCC’s communications efforts.

Responsibilities:

- Promotes College communications
- Supports student, faculty, and alumni recruitment activities
- Suggests ways to enhance awareness of the College’s academic and economic development offerings within the community
- Reviews and helps prioritize matters of communications for the college
- Promotes a comprehensive scholarship plan

Membership:

- 1 executive/administrator
Campus Life Committee

Objective:
To assess and monitor the policies, procedures, activities and decisions that affect campus life and to make recommendations for improvement

Responsibilities:
- To assess the needs of students, faculty, staff and administrators as related to campus life and morale.
- To review and monitor the policies, procedures and decisions that impact the life of the campus community.
- To review and monitor activities and programs that impact the life of the campus community.
- To review and monitor policies and procedures related to the promotion and funding of campus activities.
- To make recommendations based on the committee’s assessments and reviews of policies, procedures, activities and decisions affecting campus life.

Membership:
- 1 executive/administrator
- 3 faculty representatives
- 4 Classified Staff
- 1 student
- 1 Student Affairs representative

Technology Committee

Objectives:
1. To assess, monitor, and develop plans to meet the short-term and long-term demands for technology and to serve as a communications mechanism for receiving and disseminating technology information to faculty and staff
2. To serve as a clearinghouse for divisional requests for instructional technology and proposals for computer-related distance learning projects
3. To respond to faculty and staff on issues relating to the college-wide information technology infrastructure

Responsibilities:
- To serve in an advisory capacity to the Executive Committee
- To review, recommend, and evaluate software and hardware to be supported college-wide
- To review support needs as they relate to college-wide information technology and make recommendations for meeting those needs
- To review and recommend policies and procedures relating to the use of college-wide information technology
- To assess and make recommendations for the training needs of faculty and staff as they relate to
college-wide information technology

Membership

- VP for Information Tech.
- Dir. of CIT
- Dir. of Acad. Computing
- Academic Dean
- Student Affairs Rep
- EWD
- 5 faculty members
- Tech. Support Manager
- Mainframe/Web Coordinator
- Information Technology Coordinator

Quality Enhancement Plan (QEP) Committee

Objectives:

To monitor and oversee the progress of QEP initiatives.

Responsibilities

- To monitor and assess the progress of QEP initiatives.
- To review QEP Steering Committee recommendations for revisions to the QEP.
- To provide an annual report on QEP activities to the Planning and Effectiveness Committee.

Membership

- VP for Academic Affairs
- VP for Student Affairs
- QEP Chair
- Dean
- CTE Director
- Director of Educational Research
- Student Affairs Representative (1)
- Learning Center Representative (1)
- Classified Staff Chair
- 6 Faculty Members (one from each division)