

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

Subject: COLLEGE COMMITTEE STRUCTURE AND RULES	Original Issue Date: June 28, 2005	Policy #: 120
	Supersedes: December 10, 2015	Effective Date: August 10, 2017
Individuals / Committees Consulted: Institutional Effectiveness SON Planning EDCOS Planning	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, Credentials, and Faculty Development committees.

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

Divisional committees include:

- EDCOS standing committee:
 - EDCOS Curriculum Committee
- SON committees:
 - Standing: Faculty Organization, Admissions/Promotions 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

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COLLEGE COMMITTEE STRUCTURE AND RULES

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

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 seven 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

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COLLEGE COMMITTEE STRUCTURE AND RULES**Chairperson:**

- Facilitates active participation by all members in the decision making process
- 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 and supporting documents for electronic posting to the designated person
- Leads the completion of the annual report
- 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 seven years.

PROCEDURE DOCUMENTATION:

Committee Membership Roster
 Committee Meeting Schedule
 Minute Template

REFERENCES:

College Governing and Standing Committee Organizational Chart
 College/Divisional Committee Bylaws

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College Policy #431: File Maintenance

REVISION DATES:

May 1998

August 12, 2004

June 28, 2005

September 11, 2008

March 10, 2011

December 12, 2013

December 10, 2015

August 10, 2017