

Committee Descriptions and Responsibilities

The College uses a number of different kinds of committees to carry out its work. When applied to a committee, the term "College," in most cases, implies that the committee has broad representation from a number of groups within the College and has required broad-based agreements in defining the functions of the committee.

The College has three types of committees:

- **Policy:** Committees with the authority to recommend policy, within their scope of responsibility, to the President.
- **Advisory:** Committees which provide guidance and recommendations to a specific entity of the College.
- **Administrative:** Committees responsible for various aspects of day-to-day administration of College policy and practice, albeit instructional, administrative or other focus.

In addition to "College" committees, other committees may be established by organizations within the College. The Faculty Senate, Classified Association and the Associated Students of Central Oregon Community College establish committees for their own purposes. These committees should have a designation other than "College" within their titles. These non-college committees report to the organization which creates them and are answerable to the creating organization.

Note from the SGWG: The GP Manual also identifies two other types of committees: Employee and Student groups, such as Faculty Senate, Classified Association of COCC, Adult Basic Skills Instructors and Associated Students of COCC, and Ad Hoc Committees that perform specific administrative or advisory tasks such as the College Concerns Committee, the Naming Committee, etc. Teams, Work Groups, and Task Forces are also often used to describe small "committees" that meet for a focused period of time on a specific task, and are thus not named in the GP Manual.

College Policy Committees

College policy committees have been established to implement policies and procedures and plan for the future. The College policy committees include College Affairs, Academic Affairs and Student Affairs.

Each has a specific area of jurisdiction for study and recommendation; because of the complex nature of the College it is advisable for policy committee chairs to communicate with each other regularly, by appropriate and expeditious means to ensure inter-committee cooperation on items of interest and overlapping responsibility common to more than one policy committee.

Meetings of all College policy committees are open and any staff member or student wishing to include a relevant item on the agenda may do so by scheduling that item with the chair of the committee. While a committee meeting is in progress, any

committee member may request permission for a member of the audience to speak to an item under consideration. (This may not apply to College special purpose committees, such as Task Forces and Work Groups.)

Committee members may not be represented by alternates or proxies for the purpose of voting.

Task forces may be created to address specific topics or perform detailed review of issues within the areas of jurisdiction for study of the major policy committees. Task forces will follow the same general procedural guidelines as the major committees, will report to the appropriate policy committee, and will normally complete their work in two years.