

Administrative Procedures	
Procedure 101.1A Policy 101	Governance and Administration Decision-Making Councils and Committees

Decision Making Councils and Committees

As noted in Administrative Policy 100, Section 100.8, a number of councils and committees are tasked with day-to-day functional responsibilities for the college. The Executive Assistant (EA) or designee for each area of the college has responsibility for maintaining appropriate documentation in the committee section of the faculty-staff website, located at <http://internal.lowercolumbia.edu/organization/committees/index.php>. The page for each committee should incorporate the following and/or include a link to by-laws or other procedural template that contains these elements:

1. **Official name** (list and display in main header of the official bylaws).
2. **Mission and purpose** (describe mission, purpose, function and/or objective of the group).
3. **Governance** (include statutes, collective bargaining agreements, council, committee, and/or person with responsibility for establishing and overseeing work of the group).
4. **Authority.**
5. **Membership and leadership** (include membership eligibility and determination, terms of service, procedure for filling vacancies, and duties and terms of service for chair and/or officer positions).
6. **Meetings** (specify meeting frequency and/or life span of task force).
7. **Sub-committees** (include any council, committee or task force that the group oversees).
8. **Operating procedures.**
9. **Relevant accreditation standards, policies, and/or publications.**
10. **Minutes.**
11. **Process for amendment of by-laws.**
12. **Effective dates and change record.**

All changes to by-laws and/or procedural templates shall be submitted to the appropriate vice president who will take them forward to the Executive Leadership Team to ensure compliance with relevant laws and regulations, accreditation or other external standards, and administrative policies and procedures.

New committees and/or councils must be approved by the president and/or appropriate vice president.

Standing councils and committees include:

- A. Administrative Services
 - i. Art Selection Committee
 - ii. Bookstore Committee
 - iii. Emergency Planning Council
 - iv. Facilities Master Planning Committee
 - v. Fitness Center Advisory Committee

- vi. Parking Committee
- vii. Safety Committee
- viii. Technology in Education Committee
- B. Effectiveness & College Relations
 - i. Accreditation Steering Committee
 - ii. ctcLink Alignment Team
 - iii. Data Governance Committee
 - iv. Social Media Committee
 - v. Strategic Planning Committee
- C. Human Resources, Foundation & Legal Affairs
 - i. Classified Recognition Committee
 - ii. Exempt Recognition Committee
 - iii. Red Devil Wellness Committee
 - iv. Union Management Communications Committee
- D. Instruction
 - i. Advisory Committees (for Professional Technical programs)
 - ii. Collection Development Committee
 - iii. Curriculum Committee
 - iv. eLearning Committee
 - v. Exceptional Faculty Grant Committee
 - vi. Faculty Development Committee
 - vii. Head Start/EHS/ECEAP Policy Council
 - viii. Instructional Assessment Committee
 - ix. Instructional Council
 - x. Probationary Review Committee
 - xi. Sabbatical Review Committee
 - xii. Tenure Termination Review Committee
 - xiii. Vice President of Academic Leaders
- E. President's Office
 - i. Executive Leadership Team
 - ii. Governance Council
 - iii. Operations Council
- F. Student Services
 - i. Academic Calendar Committee
 - ii. Academic Standards Committee
 - iii. Accessible Technology Workgroup
 - iv. Associated Students of Lower Columbia College
 - v. Commencement Planning Committee
 - vi. Coordination of Issues Work Group
 - vii. Diversity and Equity Committee
 - viii. Financial Aid Committee
 - ix. Hazing Prevention Committee
 - x. Strategic Enrollment Management Committee
 - xi. Student Conduct Committee
 - xii. Student Services Council
 - xiii. Tech Fee Committee