

Administrative Procedures	
Procedure 101.1A Policy 101	<b>Governance and Administration Decision-Making Councils and Committees</b>

**Decision Making Councils and Committees**

As noted in Administrative Policy 100, Section 100.8, several councils, committees, and other groups are tasked with day-to-day functional responsibilities for the college. The Executive Assistant (EA) or designee for each college area is responsible 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 the main header of the official bylaws, if applicable).
2. **Mission and purpose** (describe the mission, purpose, function, and/or objective of the group).
3. **Governance** (include statutes, collective bargaining agreements, council, committee, and/or person responsible for establishing and overseeing the group's work).
4. **Authority** (example: WAC or RCW reference, if applicable).
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 the task force).
7. **Sub-committees** (include any council, committee, or task force the group oversees).
8. **Operating procedures**.
9. **Relevant accreditation standards, policies, and/or publications**, if applicable.
10. **Minutes** or other relevant documentation of committee business and/or outcomes.
11. **Process for amendment of by-laws**, if applicable.
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 forward them 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, committees, and other groups include:

- A. Administrative Services
  - ❖ Accessible Technology Work Group
  - ❖ Art Selection Committee

- ❖ Athletics Hall of Fame Selection Committee
- ❖ Bookstore Committee
- ❖ Emergency Planning Council
- ❖ Facilities Master Planning Committee
- ❖ Safety Committee
- ❖ Technology in Education Committee
- B. Effectiveness & College Relations
  - ❖ ctcLink Alignment Team
  - ❖ Data Governance Committee
  - ❖ Monitoring Report Review Teams
  - ❖ Strategic Planning Committee
- C. Human Resources, Foundation & Legal Affairs
  - ❖ Classified Recognition Committee
  - ❖ Exempt Recognition Committee
  - ❖ Red Devil Wellbeing Committee
  - ❖ Union Management Communications Committee
- D. Instruction
  - ❖ Collection Development Committee
  - ❖ Curriculum Committee
  - ❖ eLearning Committee
  - ❖ Exceptional Faculty Grant Committee
  - ❖ Faculty Development Committee
  - ❖ Head Start/EHS/ECEAP Policy Council
  - ❖ Instructional Assessment Committee
  - ❖ Instructional Council
  - ❖ Probationary Review Committee
  - ❖ Professional/Technical Advisory Committees
  - ❖ Sabbatical Review Committee
  - ❖ Tenure Termination Review Committee
  - ❖ Vice President of Academic Leaders
- E. President's Office
  - ❖ Executive Leadership Team
  - ❖ Governance Council
  - ❖ Operations Council
- F. Student Services
  - ❖ Academic Calendar Committee
  - ❖ Academic Standards Committee
  - ❖ Associated Students of Lower Columbia College
  - ❖ Diversity and Equity Committee
  - ❖ Hazing Prevention Committee
  - ❖ Student Conduct Committee
  - ❖ Student Services Council
  - ❖ Student Success Task Force
  - ❖ Tech Fee Committee