

2.27 Institutional Standing Committees

Last Revised: August 2021

Policy: The College establishes Institutional Standing Committees to recommend policy, standards, and procedures for functions executed by the College community.

Purpose/Definitions:

Purpose

The purpose of the Institutional Standing Committees is to help the College achieve its declared mission and goals. The College draws upon the committee members' knowledge, collective experience, and creative powers in an on-going cooperative effort to develop and review policies and programs in accordance with local, regional, state, and federal regulations and guidelines.

In addition, the purpose of standing committees is to provide a forum to ensure the opportunity for the exchange of ideas among the college community.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The President has monitoring authority for this policy.

Procedure:

Section 1: Standing Committee Oversight

1.1. The following Institutional Standing Committees have been established:

- 1.1.1. Curriculum Committee
- 1.1.2. Distance Learning Committee
- 1.1.3. Diversity/Global Awareness Committee
- 1.1.4. Employee Resources Committee

- 1.1.5. Enrollment Management Committee
- 1.1.6. Environment/Safety Committee
- 1.1.7. Institutional Effectiveness Committee
- 1.1.8. Learning Commons Committee
- 1.1.9. Marketing Committee
- 1.1.10. Professional Development Committee
- 1.1.11. QEP Steering Committee
- 1.1.12. Student Affairs Committee
- 1.1.13. Technology Committee
- 1.2. The Institutional Standing Committee Directory is saved and shared in a centralized location.
- 1.3. The Executive Council, as the deliberative body representing the college community, will have the sole authority to create new standing committees.
- 1.4. At the direction of its chair, each committee will review its roles and membership composition prior to the end of the academic year.
 - 1.4.1. Any requested changes should be sent to the Assistant to the President/Faculty to present to the Executive Council for approval.
- 1.5. Revisions to College policies, procedures or standards must be reviewed and approved by the Executive Council.

Section 2: Committee Meetings and Minutes

- 2.1. Institutional Standing Committees will meet at least three (3) times each academic year, with additional meetings as needed.
 - 2.1.1. The college community will be notified of all standing committee meeting dates and times.
- 2.2. Committee minutes will be saved and shared in a centralized location by the committee chairperson or designee.

- 2.2.1. All actions taken by the committee must be clearly defined and/or stated in the minutes.

Section 3: Student Representation on Standing Committees

- 3.1. Student representatives for the committees will be appointed by the Student Government Association Advisor in consultation with student club/organization advisors.
- 3.2. At the beginning of each academic year, the Advisor or designee will provide an updated roster to the Assistant to the President/Faculty.

Legal Citation: N/A

History: Effective October 2011; Revised August 2021