

# **Committees at College of San Mateo**

College of San Mateo's committee structure allows for input into the College's planning and decision-making processes by faculty, staff, students, and administrators. It also provides collaboration, continuity, and collegiality in addressing campus programs, initiatives, and concerns. Several different types of committees carry out these functions. There may also be a need from time to time to establish new committees or disband existing committees.

As per District policy and the Education Code, committee appointments are the responsibility of each campus constituency through their governance groups. The Academic Senate make faculty appointments, CSEA, with consultation from the Classified Senate, make classified appointments, and the Associated Students make student appointments.

## **TYPES OF COMMITTEES**

### **Administrative Committees**

Administrative committees are management groups that provide input and consultation in the College's administrative matters. They are advisory to individual administrators and may develop policies and procedures in their areas of responsibility. Examples include President's Cabinet, Administrator's Council, Management Council, and Student Services Council.

### **Governance Committees**

As per California Assembly Bill 1725 (1988), governance committees are part of the College's participatory governance structure and represent specific constituencies. They have specific operating procedures (bylaws) and function independently. Governance committees may establish or disband their own committees in accordance with their respective governance documents. Examples include Academic Senate, Associated Students, and Classified Senate.

### **Institutional Planning Committees**

Institutional planning committees are part of the College's planning process and have responsibility for specific areas (such as accreditation) or college initiatives (such as equity or technology). These groups feed into the College's institutional planning process, are part of the College's Education Master Plan (EMP), and have responsibility for specific institutional plans (see the College Planning Manual). They are usually comprised of representatives from each of the College's constituencies as well as area experts. Examples include the Institutional Planning Committee (IPC), Accreditation Oversight Committee, Finance Committee, Educational Equity Committee (EEC), and Technology Advisory Committee.

### **Standing Committees**

Standing committees address specific operational needs on campus. They are established per a college or district policy or serve as an advisory group to a department or program. Examples include the College Auxiliary Services Advisory Committee (CASAC), International Education Committee, Learning Support Centers Coordination Committee (LSCCC), Safety Committee, and Scholarship Committee.

### **Ad Hoc Committees**

Ad hoc committees address specific short-term issues or needs, examine an identified concern, and produce a work plan or report. Ad hoc committees may also be the precursor to establishing a standing committee. Examples include the IPC Transportation Task Force and Textbook Task Force.

### **ESTABLISHING COMMITTEES**

College or district policy may establish new administrative and institutional planning committees. A college administrator may also create new standing or institutional planning committees.

Members of the campus community may start an ad hoc committee. The ad hoc committee should include appropriate representation from each of the College's constituency groups (students, faculty, staff, and administrators) and hold regular meetings. It should also have a written purpose or mission that aligns with the College's Mission and Values statements, EMP, and strategic initiatives. The group should maintain agendas and minutes of its meetings for recordkeeping purposes.

An ad hoc committee may petition for establishment as a standing committee after four semesters of being active. The group must submit a Committee Information Form that outlines the group's proposed purpose, functions, membership, reporting structure, etc. IPC will review the form, and campus constituencies will provide feedback. IPC may also request a presentation highlighting the proposed committee's purpose, goals, and other pertinent information. IPC will measure the group's petition against several factors, including institutional need and alignment with the College's Mission and Values statement, strategic priorities, and EMP. IPC will subsequently determine whether to establish the group as a standing committee.

### **DISBANDING COMMITTEES**

Generally, committees function for the long-term. Committees should not be decommissioned or disbanded except in extreme circumstances (i.e., the College's realignment of its planning process in 2008). If a committee's membership feels that the group has fulfilled its mission or is no longer needed, the committee's chair(s) should inform IPC. IPC will then review the mission, structure, and other information about the committee and decide whether the committee should be discontinued, restructured, or have its responsibilities assigned to another group.