

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2180

TITLE: COLLEGE COMMITTEES

BASED ON POLICY: 2.18 COLLEGE COMMITTEES

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

I. Purpose:

To describe the structure of committees at South Florida State College (SFSC)

II. Procedure:

The SFSC staff member assigned the responsibility to coordinate College committees will:

1. Annually prepare and maintain a list of approved committees
2. Ensure each committee is staffed with representatives of the College community that the committee represents
3. Ensure that each committee posts meeting minutes, annually reviews committee guidelines, and makes recommendations for changes if needed
4. Recommend the deletion or addition of committees to the president

All committees will list the membership and guidelines in Panther Central under Committees. Each committee will have a set of guidelines in the Committee Handbook maintained by the committee chair that states the purpose and function of the committee and describes its membership. The committee guidelines should also include the method for appointment, terms of service and method for removing or rotating membership and chairmanship. Committee chairs will be responsible for recruiting members for their committee and maintaining a list of the members.

Chairs are also responsible for timely publication of meeting agendas and posting of minutes in Panther Central under Committees. Committee recommendations for review or revision will be presented to the administrator to whom the committee reports. The administrator will, in turn, ensure that the recommended review or action is coordinated with appropriate interested parties and, if appropriate, present the recommendation(s) to the President's Council.

SFSC committees are categorized as an institutional standing committee or subcommittee, a student issues committee, an employee advisory committee, community advisory committee, or a special purpose or project committee.

A. Institutional standing committees (ISC)

The purpose of institutional standing committees is to provide for substantive and meaningful involvement in issues requiring an institutional perspective such as governance, planning and institutional effectiveness, academic policy, curriculum, and budget.

Membership is based on functional responsibilities, special expertise, expressed interest of an employee, election by peers, or direct appointment. Student representation on committees is highly encouraged. Members will generally serve two-year terms. Chairs and other officers will be appointed or elected according to the guidelines in the Committee Handbook.

Meetings will be regularly scheduled throughout the year. Selected committees will meet during the academic year and other committees will meet year-round. All meetings will be published and open. All personnel of the College will be encouraged to serve on one or more committees. Meetings of committees are usually held during the normal work day; however, requirements may necessitate meetings at other times. Activities associated with committee memberships are considered assigned duties for employees.

Subcommittees may be established under each ISC to provide ongoing, cross-organizational administrative coordination for College programs and support services.

Institutional standing committees and their respective subcommittees:

1. Data Analysis Group (DAG)
2. Enrollment Management
3. Equity
4. Institutional Review Board (IRB)
5. Learning and Student Success (LASS)
 - a. Academic Quality
 - b. Curriculum
 - c. eLearning
 - d. Honors Council
 - e. Student Success
6. Safety and Security
7. Staff and Professional Development (SPD)
8. Banner
9. Information Technology Security Response Committee (ITSRC)
10. Wellness

B. Committees involving student issues

The purpose of committees involving student issues is to ensure due process and broad participation of the College community in issues directly related to students.

Members will be elected by students or appointed by the president or vice president for academic affairs and student services. Chairs and other officers will be appointed or elected according to the guidelines in the Committee Handbook.

The meetings of these committees will be related to the committee purpose. For example, the Judicial Committee will meet as necessary whereas the Financial Aid and Scholarship Committee will meet according to an established schedule as identified in each committee's guidelines in the Committee Handbook.

Committees involving student issues:

1. Academic Appeals
2. Financial Aid Appeals
3. Financial Aid and Scholarship
4. Special Exceptions
5. Student Judicial
6. Students with Disabilities Substitution Committee

C. Employee advisory committees

The purpose of employee advisory committees is to improve communication and provide for problem prevention, identification and resolution.

The membership is open to all members of an employee group identified by the purpose of the specific committee. Chairs and other officers will be appointed or elected according to the guidelines in the Committee Handbook.

Meetings will be held as determined by the membership. Meetings may also be scheduled with the president on a regular basis.

Employee advisory committees:

1. Benefits
2. Faculty Council

D. Community advisory committees

The purpose of community advisory committees is to establish a mechanism for community input and advice for improving College programs and services,

and to assist with program review, curriculum development/revision and institutional assessment.

Members will be community representatives, faculty and staff associated with various College programs and campuses, centers and sites. Department chairs are responsible for recommending the term of membership for each advisory committee. The president reviews the recommendations and appoints the committees annually. Chairs and other officers will be appointed or elected according to the guidelines in the Committee Handbook.

Meetings will be held at least annually and more often if possible. Meetings will be open to all interested parties.

Community advisory committees:

1. Cultural Programs
2. Museum of Florida Art and Culture (MOFAC)
3. Advisory Groups to Education Programs

E. Special purpose and project committees

The purpose of special purpose and project committees is to manage a single project or activity with a defined scope and anticipated completion or implementation date.

Membership will vary widely depending on the purpose of the committee. Membership will be appointed/selected by the appropriate area administrator. Chairs and other officers will be appointed or elected according to the guidelines in the Committee Handbook.

Meetings will be scheduled as necessary to complete the project or activity.

Special purpose and project committees:

1. Catalog
2. Commencement
3. Professional Standards
4. Salary Schedule Review
5. Sick Leave Pool

HISTORY: Last Revised 4/30/19

Adopted: 4/2/98

Reviewed: 4/25/12

Revised: 1/21/02, 2/20/05, 3/11/08, 8/25/09, 12/1/09, 4/19/11, 8/23/11, 7/10/12, 10/23/12, 10/08/13, 11/11/14, 9/15/15, 4/30/19