

SCC Participatory Decision-Making

Formation of New Committees

A variety of committees support the work of participatory decision-making and planning across the college. These groups differ in their length of operation and the breadth of the processes that they address. The Shared Governance Standing Committees are a key component of the SCC Participatory Decision-making process. Other types of committees support that work. Good practices for all of these types of committees include:

- Support/encourage collaborative input to the committee
- Use web sites to inform campus of the list of committee assignments
- Develop goals for academic year and
- Provide feedback at end of academic year to the appropriate group(s)
- Become familiar with college plans associated with the work of the committee

Shared Governance Standing Committees

The Shared Governance Standing Committees are the major avenue that brings together members of the College from all constituencies and components of the administrative structure to represent various interests and levels of expertise.

- Purpose: The standing committee's charge determines the purpose of the committee. It deliberates on issues of campus wide focus. The committee deals with policy or functional issues, recommends policy or functional charges and may or may not have operations responsibility depending upon its charges.
- Membership: Standing committees are made up of representative from all constituency groups. The constituency presidents appoint standing committee members. The Executive Council oversees membership allocations to ensure proper levels of representation.
- Initiator: Standing committees are created by the Executive Council.
- Duration: Standing committees have continuing duration. Under the direction of the Executive Council a standing committee may be reorganized or disbanded. The committee members may recommend this action themselves.
- Authority: Powers are determined by the nature of the charge. The Executive Council has authority over that charge.

Formation of new Shared Governance Standing Committees: A Campus Issues form is used to propose the formation of a new Shared Governance Standing Committee. The form is submitted the PRIE Dean, who will take it to the Executive Council. The Executive Council will review the proposal, consulting with the constituency groups as needed (see the Guide to Participatory

Decision Making, aka the Blue Book, for details of the Campus Issues process). The Executive Council will make a recommendation regarding the formation of the new committee and the College President will author a formal response.

Other Groups/Committees that Support Participatory Decision-Making

A. Subcommittees of the Constituent Senates & Councils: The Academic Senate, Classified Senate, Senior Leadership Team and Student Associated Council may form subcommittees to which they delegate specific tasks. The primary example of this type of committee is the SCC Curriculum Committee, which is a subcommittee of the Academic Senate. Other examples include the SLO Best Practices Committee of the Academic Senate and the Classified Retreat Subcommittee of the Classified Senate.

- Purpose: These committees function to support the work of the governing senate or council.
- Membership: Membership is defined by the constituency senate or council. Members may be from more than one constituency group, but the membership should be primarily from the constituency group of the governing senate or council. For example, the Curriculum Committee, a subcommittee of the Academic Senate, is primarily composed of faculty members.
- Initiator: These committees are formed and conduct their work under the policies and bylaws of the constituency senate or council.
- Duration: These committees are of short-term (2 years or less) or long-term duration (more than two years). The duration of the subcommittee should be specified when it is created.
- Authority: These subcommittees may make recommendations to the appropriate constituency senate or council and to associated district committees. The governing senate or council may delegate approval power for some types of proposals to the subcommittees.

Formation of new subcommittees of Constituent Senates & Councils: A constituent Senate or Council may form subcommittees as needed following the policies and practices of the Senate/Council.

B. Long-term planning committees: These are committees of two or more year's duration which address broad planning issues or college-wide initiatives. These committees function under the oversight of the Executive Council and/or the President's Cabinet. Examples include the College Strategic Planning Committee, the Marketing Team, the Basic Skills Initiative Committee, the Accreditation Steering Committee, etc.

- Purpose: These committees are formed in response to address work associated with major campus planning efforts or college initiatives of long-term duration. They collect, sort

and prioritize information pertinent to issues at hand and advise on planning, policy, or operational issues.

- **Membership:** Membership is determined by the expertise needed on the committee. Members of each constituency group should be included.
- **Initiator:** These committees are formed under the guidance of the leadership of the planning process or college initiative with which they are associated.
- **Duration:** These are long-term committees that serve for more than two years.
- **Authority:** These committees may make recommendations to the leadership of the planning or initiative body to which they are related.

Formation of long-term planning committees: Long term planning committees may be formed by the leadership of the planning process or college initiative with which they are associated following the procedures and practices of the establishing body. Because these committees function under the oversight of the Executive Council and/or the President's Cabinet, notice of the proposed formation of a new long term planning committee should be sent to the Executive Council and/or President's Cabinet as appropriate. The work of the planning committee should be reflected in the appropriate campus planning documents (e.g. a Program Plan or Unit Plan).

C. Long term advisory committees: These committees are formed in response to specific issues or processes. Examples include the Food Service Advisory Group, the Disciplinary Appeals Panel and the Professional Standards Committee.

- **Purpose:** These committees advise on specific issues and/or provide input to specific processes.
- **Membership:** Membership is determined by the expertise needed on the committee.
- **Initiator:** These committees may be formed by any unit, department, or division of the college. Creation of a new long-term committee should be reflected in the planning documents of the unit, department or division.
- **Duration:** These are long-term committees that serve for more than two years.
- **Authority:** These committees make recommendations concerning a specific issue or provide input to specific processes.

Formation of long-term advisory committees: These committees may be formed by any unit, department, or division of the college following the procedures and practices of the division which includes the unit/department. The division manager and department chair/unit supervisor should be included during the development an advisory committee. The formation of a new long-term committee should be reflected in the planning documents of the unit, department or division.

D. Short term working committees: This category includes committees working on a short-term basis to address a specific issue or task. (Note: A working group is sometimes called a taskforce or an ad hoc committee). Examples include the Orientation Task force, the Web-site Redesign Committee, departmental ad-hoc committees, etc.

- Purpose: Members of a working committee examine a specific subject or issue. Its purpose is to assist the college or operational unit with information gathering, problem solving or troubleshooting.
- Membership: Membership may or may not be limited to a particular operational unit or group and is determined and selected by the establishing unit.
- Initiator: These committees can be formed on an as-needed basis by any college unit.
- Duration: These are short-term committees with duration of up to two years.
- Authority: These committees may make recommendations to the establishing body

Formation of a short-term working committee: These committees can be formed on an as-needed basis by any college unit following the procedures and practices of the establishing body. Appropriate persons from the unit should be involved in planning for the working group.