


BBCC ADMINISTRATIVE PROCESS

Title: Committees	AP 2310	Implementing Board Policy: BP1000.4
Originating Department: President's Office	Originated:	Effective Date: 5/21/18
Previous Revisions: 7/02, 11/07, 9/08, 11/15, 4/17	Approved:  President	

PURPOSE

Big Bend Community College values shared governance. Shared governance entails full and active participation by faculty, administrators, staff, and students, who share responsibility as equal stakeholders for the mission, vision, strategic goals, academic integrity, and institutional sustainability of the College. This mutual responsibility requires that stakeholders engage in free and open discussion, join in collaborative decision-making, and mutually inform one another of resolutions.

College committees have been established to accomplish the necessary work of the institution. Committee members, consisting of elected or appointed members from the various areas on campus, collaborate in the decision-making process on broad curricular, academic, and policy issues. Some primary responsibilities for implementation and decision-making reside with particular stakeholders.

Shared governance requires that all such decisions are communicated effectively to the general college community, with special emphasis on the need for accountability with timely, reasoned explanations for any modification or rejection of recommendations. In order to be effective, shared governance requires respect for the process and all participants, open communication, and a mutual basis of trust that enables all to express their views freely with the expectation that their contributions will carry weight in the decision-making process.

The college has three types of committees:

1. **Temporary Committees.** The President forms temporary committees for a specific purpose and for a short period of time. These committees are formed for the purpose of completing a study or project necessary to achieve a clearly defined goal of the college. They may have faculty, staff, and/or administration representation. Upon formation, expected timeline, purpose, and outcomes will be identified and shared with the President's Cabinet. Temporary committees will normally complete their work in two years.
2. **Standing Committees.** Standing Committees include those identified in WAC, BBCC Negotiated Agreement, Board Policy, and Administrative Procedures. These committees are permanent and have responsibilities assigned by the President. The purpose and objectives of each standing committee along with the scope of authority and decision-making ability are outlined in this administrative procedure.

New standing committees are created based on the needs of the college with a recommendation from the President's Cabinet and final approval of the President.

3. **Negotiated Committees.** Negotiated committees are those committees deemed necessary by the faculty and the administration for the proper functioning and governance of the

institution. Definition of Negotiated committees is included in the BBCC Faculty Association Negotiated Agreement, Article XXXI.

COMMITTEE MEMBERSHIP

Appointments to college committees will be made prior to the start of the academic year. Faculty members on college committees are selected by the President of the Faculty Association in accordance with the Negotiated Agreement.

Classified employees on college committees are selected by the Chair of the Staff Training and Recognition (STAR) Committee. The Chair of the STAR Committee will ensure that represented and non-represented classified staff have equal access to serve on college committees.

Administrative/Exempt employees on college committees will be selected by the College President. Student members of college committees must be in good academic and disciplinary standing and enrolled in a minimum of ten credits. Student members are selected by the ASB Executive Council based upon recommendations from student clubs and organizations.

COMMITTEE COMMUNICATIONS

Committees will maintain a record of meeting activities and decisions. Meeting minutes will include the following items: date of meeting, attendance, agenda items, highlights of discussion points, outcomes, decisions, and the date and time of the next meeting. Minutes will not attribute comments or discussion points to individuals unless specifically requested by that individual. Approved minutes will be available on the BBCC Portal for the campus community to review.

DECISION-MAKING

Committee chairs may select the style of decision-making process which is appropriate for the work at hand. The decision-making process must be clearly defined. A majority of the committee members shall constitute a quorum for the transaction of business.

Committee members may not be represented by alternates or proxies for the purpose of voting. Committee Lists:

Committee/Team/Task Force: Academic Council	
Date of Approval: Prior to 2012	Contact(s): Vice President of Learning & Student Success
Type: Standing	
Purpose/Objectives: <ol style="list-style-type: none"> 1. Interpretation and waiving of academic regulations; 2. Review petitions for re-admission from students on academic suspension; 3. To hear, review and recommend action in "academic grievance" issues. 	Membership: <ol style="list-style-type: none"> 1. Vice President of Learning & Student Success; 2. One student services staff member; 3. Two faculty members; 4. Two student representatives; 5. Executive Assistant to the Vice President of Learning & Student Success (recorder).

Scope of Authority & Decision-Making: <ol style="list-style-type: none"> 1. Grant or deny petitions for re-admission from students on academic suspension. 2. Recommend actions to the President regarding "academic grievance" complaints. 	Active Members: Contact the Vice President of Learning & Student Success.
Frequency of Meetings: Quarterly or as needed	

Committee/Team/Task Force: Academic Master Plan Committee	
Date of Approval: Prior to 2012	Contact(s): Vice President of Learning & Student Success
Type: Standing	
Purpose/Objectives: <ol style="list-style-type: none"> 1. Monitor use of the AMP. 2. Recommend changes to the new AMP. 	Membership: <ol style="list-style-type: none"> 1. Faculty Division Chairs; 2. Deans; 3. Staff appointed by the College President based on recommendations from the Vice President of Learning & Student Success; 4. ASB President.
Scope of Authority & Decision-Making: <ol style="list-style-type: none"> 1. Recommend revisions or updates to the content of the AMP. 2. Establish procedures and strategies for implementing the AMP. 	Active Members: Contact the Vice President of Learning & Student Success.
Frequency of Meetings: Quarterly or as needed.	

Committee/Team/Task Force: Accessible Technology Team (ATT)	
Date of Approval: June 2014	Contact(s): Director of BBT
Type: Standing	
Purpose/Objectives: <ol style="list-style-type: none"> 1. Meet the regulatory compliance requirements of WA State Policy #188 Accessibility. 2. Create a culture of understanding about accessibility through technology. 	Membership: <ol style="list-style-type: none"> 1. At least one academic dean; 2. At Least two faculty members; 3. At least one representative from student services; 4. At least one representative from BBT; 5. At least one representative from eLearning; 6. At least one representative from the office of the Director of Communications.

<p>Scope of Authority & Decision-Making:</p> <ol style="list-style-type: none"> 1. Recommending policy and procedural processes to the College President and President's Cabinet. 2. Recommend and coordinate professional development activities to promote a culture of understanding about accessibility through technology. 	<p>Active Members: Contact the Director of BBT.</p>
<p>Frequency of Meetings: Scheduled as needed by Accessible Technology Coordinator. Not less than one per term.</p>	

<p>Committee/Team/Task Force: Assessment Committee</p>	
<p>Date of Approval: Prior to 2012</p>	<p>Contact(s): Faculty Assessment Committee Chair/ Vice President of Learning & Student Success</p>
<p>Type: Negotiated</p>	
<p>Purpose/Objectives:</p> <ol style="list-style-type: none"> 1. To aid in the identification, implementation and evaluation of instructional programs; 2. To assist divisions, departments and instructors in their assessment efforts; 3. To help the institution, its programs, divisions, departments and instructors maintain and implement an assessment plan; 4. The duties of individual faculty members of the committee: <ol style="list-style-type: none"> a. To serve as the liaison between the committee and the divisions; b. To serve as leaders of their division's assessment efforts; c. To provide input into assessment work. 	<p>Membership:</p> <ol style="list-style-type: none"> 1. Faculty Assessment Chair; 2. One faculty member from each division including one member from math and one from English; 3. One counselor; 4. Dean of Institutional Research & Planning; 5. Three additional administrators.
<p>Scope of Authority & Decision-Making:</p> <ol style="list-style-type: none"> 1. Recommend actions and guidelines regarding assessment efforts; 2. Recommend professional development activities as needed. 	<p>Active Members: Contact the Faculty Assessment Committee Chair or Vice President of Learning & Student Success.</p>
<p>Frequency of Meetings: Quarterly or as needed.</p>	

Committee/Team/Task Force: Budget Review Task Force

Date of Approval: October 2008	Contact(s): Vice President for Finance & Administration
Type: Standing	
Purpose/Objectives: 1. For the purpose of providing a continuous flow of information concerning the budget to faculty, classified staff, students, and administration. 2. Monitoring the possibility of a financial crisis in the district.	Membership: at a minimum: 1. Vice President for Finance & Administration; 2. Faculty Division Chairs; 3. Two members of the classified staff; 4. One member of the exempt staff.
Scope of Authority & Decision-Making: Make recommendations to the President.	Active Members: Contact the Vice President for Finance & Administration.
Frequency of Meetings: As needed.	

Committee/Team/Task Force: Cabinet	
Date of Approval: prior to 2012	Contact(s): President Leas
Type: Standing	
Purpose/Objectives: 1. Tactical decisions, advise President regarding more confidential matters.	Membership: 1. President; 2. Vice Presidents; 3. Deans; 4. Director of Communication; 5. Director of BBT; 6. Director of Facilities & Capital Projects; 7. Executive Director of the Foundation; 8. Executive Director of the Business Office; 9. President's Executive Assistant.
Scope of Authority & Decision-Making: 1. Frame policy and procedure. 2. Implement decisions.	Active Members: Contact the President's office.
Frequency of Meetings: Semi-monthly	

Committee: Committee on Equity, Inclusion, and Diversity (CEID)	
Date of Approval: April 2017	Contact(s): President or Vice President of Human Resources
Type: Standing	
Purpose/Objectives: The CEID takes a lead role and serves as an advisory group to BBCC senior leadership to promote diversity, equity, inclusion, and social justice for the BBCC campus community. The CEID works collaboratively with BBCC leadership and stakeholders including, but not limited to, in the following capacities:	Membership: Equal number of individuals representing stakeholder groups of faculty, admin/exempt, classified staff, and students. Total committee membership shall not exceed 20 members: 1. Up to 5 Faculty, selected by the Faculty Association President; 2. Up to 5 Admin/Exempt employees selected by the College President; 3. Up to 5 Classified employees selected by the Chair of the STAR Committee;

<ol style="list-style-type: none"> 1. Serve as a resource for the BBCC community on matters relating to diversity, equity, and inclusion; 2. Encourage and support programs, pedagogy, and activities to develop a campus climate of diversity, equity, and inclusion; 3. Identify barriers and support development of policies and practices to attract, recruit, retain, advance, and promote a diverse student body and college workforce; 4. Recommend strategies to encourage interaction among the college's diverse populations; 5. Recommend how to enrich the educational experience to prepare members of BBCC to live and work in diverse workplaces and communities. 	<ol style="list-style-type: none"> 4. Up to 5 students, selected by student government.
<p>Scope of Authority & Decision-Making:</p> <ol style="list-style-type: none"> 1. Recommend to BBCC senior leadership strategies to improve equity, inclusion, campus climate, diversity and social justice. 2. Facilitate campus initiatives with regard to promoting an environment of equity and inclusion. 	<p>Active Members: Contact the President's Office.</p>
<p>Frequency of Meetings:</p> <p>Monthly or more frequently as determined by CEID members or BBCC leadership.</p>	

<p>Committee/Team/Task Force: Data Committee</p>	
<p>Date of Approval: November 2017</p>	<p>Contact(s): Dean of Institutional Research & Planning</p>
<p>Type: Standing</p>	
<p>Purpose/Objectives: Assist with the analysis and interpretation of data related to institutional planning and strategic priorities. Examples include:</p> <ol style="list-style-type: none"> 1. Vetting and interpreting surveys; 2. Supporting the establishment of baselines and targets for indicator data; 3. Analyzing and interpreting special project data; 	<p>Membership: Dean of Institutional Research & Planning – Chair Research Analyst</p> <ol style="list-style-type: none"> 1. Two to three faculty members; 2. Three classified staff members; 3. Three exempt staff members; 4. Meetings are open to all employees.

<p>4. Assisting with evaluations of strategic priorities and grant projects;</p> <p>5. Assisting with academic program data analysis.</p>	
<p>Scope of Authority & Decision-Making: Report conclusions based on data analysis and recommend actions to college leadership, Strategic Priorities Committee and/or other college committees or departments.</p>	<p>Active Members: Contact the Dean of Institutional Research & Planning.</p>
<p>Frequency of Meetings: Quarterly or as needed.</p>	

<p>Committee/Team/Task Force: Exceptional Faculty Award Committee</p>	
<p>Date of Approval: 1996</p>	<p>Contact(s): Vice President of Learning & Student Success</p>
<p>Type: Negotiated</p>	
<p>Purpose/Objectives:</p> <ol style="list-style-type: none"> 1. Solicit, review, approve applications for faculty professional development activities per RCW 28B.50. 	<p>Membership:</p> <ol style="list-style-type: none"> 1. Four faculty from at least three different divisions; 2. One administrator appointed by the President. <p>Terms shall run from a minimum of two years to a maximum of four years.</p>
<p>Scope of Authority & Decision-Making:</p> <ol style="list-style-type: none"> 1. Recommend to the Board of Trustees, through the President, the recipients and amounts of individual awards. 	<p>Active Members: Contact the Committee Chair.</p>
<p>Frequency of Meetings: Quarterly to meet deadlines stated in the Negotiated Agreement.</p>	

<p>Committee/Team/Task Force: Scholarship Review Committee</p>	
<p>Date of Approval: 1974</p>	<p>Contact(s): Executive Director of the Foundation</p>
<p>Type: Standing</p>	
<p>Purpose/Objectives:</p> <ol style="list-style-type: none"> 1. Review foundation scholarship applications. 	<p>Membership:</p> <ol style="list-style-type: none"> 1. Minimum of two ASB representatives; 2. Minimum of six faculty members.
<p>Scope of Authority & Decision-Making:</p> <ol style="list-style-type: none"> 1. Ranking scholarship applications. 	<p>Active Members: Contact the Executive Director of the Foundation.</p>

Frequency of Meetings: Review after scholarship deadline as set by the Foundation.	
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Committee/Team/Task Force: Facilities Master Plan (FMP) Committee	
Date of Approval: 2003	Contact(s): Vice President for Finance & Administration
Type: Standing	
Purpose/Objectives: 1. To evaluate and identify the physical needs of campus to support Big Bend's academic mission and strategic vision into the future.	Membership: 1. Vice President of Finance & Administration – Chair; 2. Director of Facilities & Capital Projects; 3. Cross section of administrators; 4. Cross section of faculty; 5. Cross section of exempt staff; 6. Cross section of classified staff; 7. Cross section of students. Cabinet provides leadership and oversight for the Committee.
Scope of Authority & Decision-Making: To work on the FMP update that will be given to the President.	Active Members: Contact the Vice President for Finance & Administration.
Frequency of Meetings: During the period when it is updated, the committee meets monthly.	

Committee/Team/Task Force: Instructional Council	
Date of Approval: Prior to 2012	Contact(s): Vice President of Learning & Student Success
Type: Negotiated	
Purpose/Objectives: Provides review and recommendation in the areas of the academic program, instructional budget, policies, publications and associated administrative actions.	Membership: 1. Vice President of Learning & Student Success; 2. Dean of Arts & Sciences; 3. Dean of Student Services; 4. Dean of Workforce Education; 5. Dean of Transitional Studies; 6. Division Chairs; 7. Student Services Representative. <i>Ex officio members:</i> 1. Dean of Institutional Research & Planning; 2. Director of Information Technology; 3. Registrar; 4. Executive Assistant to the Vice President of Learning & Student Success.

Scope of Authority & Decision-Making: 1. Approve curriculum, course outlines, and instructional procedures; 2. Recommend new program approval and instructional policies.	Active Members (Individual Names): Contact the Vice President of Learning & Student Success.
Frequency of Meetings: Monthly	

Committee/Team/Task Force: Probationary Review Committee	
Date of Approval: 1976	Contact(s): Dean for the probationary faculty member
Type: Negotiated	
Purpose/Objectives: To conduct probationary faculty review processes as described in the Negotiated Agreement.	Membership: At least 5 members, including 1. Three tenured faculty; 2. One administrator; 3. One student representative.
Scope of Authority & Decision-Making: 1. Evaluate performance and professional development of probationary faculty; 2. Make recommendations to the Vice President of Learning & Student Success with regard to continuance or granting of tenure.	Active Members: Contact the Dean for the probationary faculty member.
Frequency of Meetings: Quarterly during the probationary period.	

Committee/Team/Task Force: Professional Rights & Responsibilities	
Date of Approval: 1976	Contact(s): Faculty Association President
Type: Negotiated	
Purpose/Objectives: To facilitate specific faculty activities as described in the negotiated agreement.	Membership: As appointed by the Faculty Association President.
Scope of Authority & Decision-Making: As described in the Negotiated Agreement, Article II Definitions Relating to the Contract.	Active Members: Contact the Faculty Association President.
Frequency of Meetings: as needed.	

Committee/Team/Task Force: Program Review Committee	
Date of Approval: 1988	Contact(s): Vice President of Learning & Student Success
Type: Negotiated	
Purpose/Objectives: To evaluate instructional programs for budgetary reasons, change of instructional program, lack of students or pattern of low enrollment.	Membership: 1. Vice President of Learning & Student Success, or designee; 2. An administrator; 3. Division Chair of affected division;

	4. Three faculty members not from the affected program appointed by the Faculty Association President.
Scope of Authority & Decision-Making: As described in Negotiated Agreement.	Active Members: Contact the Vice President of Learning & Student Success.
Frequency of Meetings: as needed.	

Committee/Team/Task Force: Safety Committee	
Date of Approval: Prior to March of 2005	Contact(s): Director of Campus Safety and Security
Type: Standing required by WAC 296-800-130	
Purpose/Objectives: <ol style="list-style-type: none"> To help make health and safety activities an integral part of the organization's operating procedures, culture and programs; Review on-the-job injury reports, crime incident reports, and near-miss reports, determine cause of these incidents, and make recommendations for change to prevent future occurrences; to identify hazards and unsafe acts for correction; to inform, train and educate employees and supervisors about health and safety issues. 	Membership: <ol style="list-style-type: none"> Administration; Faculty; Students; Classified Staff; Per WAC 296-800-13020, the Safety Committee must have an elected chairperson, and employee-elected and employer-selected members. The number of employee-elected members must equal or exceed the number of employer-selected members. (Employees selected by the employees' bargaining representative or union qualify as employee-elected).
Scope of Authority & Decision-Making: <ol style="list-style-type: none"> Report to administration on identified problems and progress on improving workplace health and safety. Recommend training and educational safety programs for all employees. 	Active Members: Contact the Director of Campus Safety and Security.
Frequency of Meetings: Per WAC 296-800-13020, Safety Committee determines how often, when, and where the committee will meet.	

Committee/Team/Task Force: Shared Governance Council	
Date of Approval: Prior to 2012	Contact(s): President
Type: Standing	
Purpose/Objectives: Advise the President, operationalize decisions.	Membership: <ol style="list-style-type: none"> ASB student; STAR Committee Representative; Faculty representatives, Faculty Association President, Division Chairs; Cabinet members;

	<p>5. Directors and Coordinators responsible for a major function or department of the college;</p> <p>6. Executive Assistant to the President.</p>
<p>Scope of Authority & Decision-Making: Advisory group, implementing decisions made by the Board, President, or Cabinet at the department level.</p>	<p>Active Members: Contact the President's office.</p>
<p>Frequency of Meetings: monthly.</p>	

Committee/Team/Task Force: Screening Committees	
Date of Approval: 1976	Contact(s): Vice President of Human Resources and Labor
Type: Temporary	
<p>Purpose/Objectives: Screen and evaluate candidates based upon application materials submitted and the qualifications listed in the job posting.</p>	<p>Membership: Membership varies according to the posted position.</p>
<p>Scope of Authority & Decision-Making: Screen and evaluate candidates; submit summary to the President.</p>	<p>Active Members: Contact the Vice President of Human Resources and Labor.</p>
<p>Frequency of Meetings: varies.</p>	

Committee/Team/Task Force: Staff Recognition and Training Committee (STAR)	
Date of Approval: December 2013	Contact(s): STAR Committee Chair
Type: Standing	
<p>Purpose/Objectives: The STAR Committee supports the personal and professional development of all classified staff by planning a variety of useful training opportunities, developing programs for the recognition of staff contributions, and maintaining a presence with other groups on the BBCC campus.</p>	<p>Membership: At least five and no more than twelve classified employees.</p>
<p>Scope of Authority & Decision-Making: Determine training programs for Classified Staff.</p>	<p>Active Members: Contact the STAR Committee Chair.</p>
<p>Frequency of Meetings: Quarterly.</p>	

Committee/Team/Task Force: Strategic Priorities Committee	
Date of Approval: November 2017	Contact(s): Vice President of Learning & Student Success
Type: Standing	
Purpose/Objectives:	Membership:

<ol style="list-style-type: none"> 1. Implementation of strategic priorities identified in the BBCC Strategic Plan. This will include implementing a scope of work and evaluating progress. 2. Assist in updating the strategic plan. 	<ol style="list-style-type: none"> 1. Vice President of Learning & Student Success – Chair; 2. Cross section of administrators; 3. Cross section of faculty; 4. Cross section of exempt staff; 5. Cross section of classified staff; 6. Cross section of students. <p>Appointed annually by cabinet members, faculty association president, STAR Committee Chair, and student leadership based on current institutional priorities set by Cabinet.</p> <p>Cabinet provides leadership and oversight for the Committee.</p>
<p>Scope of Authority & Decision-Making: Recommend changes in policy and practice to applicable college departments and administrators.</p>	<p>Active Members: Contact the Vice President of Learning & Student Success.</p>
<p>Frequency of Meetings: Quarterly with subgroups meeting as needed.</p>	

<p>Committee/Team/Task Force: Student Disciplinary Committee</p>	
<p>Date of Approval: Prior to 2012.</p>	<p>Contact(s): Director of Student Programs</p>
<p>Type: Standing</p>	
<p>Purpose/Objectives:</p> <ol style="list-style-type: none"> 1. To conduct hearings arising from alleged violations of the Student Code of Conduct, as described in the Student Handbook; 2. Provide a format for due process in student disciplinary actions. 	<p>Membership:</p> <ol style="list-style-type: none"> 1. One administrator, appointed by the president; 2. Two faculty members, selected by the Faculty Association President; 3. Two students, selected by the student government.
<p>Scope of Authority & Decision-Making: Impose disciplinary sanctions.</p>	<p>Active Members: Contact the Director of Student Programs.</p>
<p>Frequency of Meetings: As needed.</p>	

<p>Committee/Team/Task Force: Student Services Team</p>	
<p>Date of Approval: Prior to 2012</p>	<p>Contact(s): Vice President of Learning & Student Success, Dean of Student Services, Dean of Transitional Studies.</p>
<p>Type: Standing</p>	
<p>Purpose/Objectives:</p> <ol style="list-style-type: none"> 1. Establish procedures in student services; 2. Implement new processes and programs in student services; 	<p>Membership:</p> <ol style="list-style-type: none"> 1. Vice President of Learning & Student Success; 2. Dean of Student Services; 3. Dean of Transitional Studies;

<ul style="list-style-type: none"> 3. Identify strategies to promote student success; 4. Share information with regard to ongoing or upcoming projects and events; 	<ul style="list-style-type: none"> 4. Directors and coordinators identified by the Dean of Student Services and Dean of Transitional Studies.
<p>Scope of Authority & Decision-Making:</p> <ul style="list-style-type: none"> 1. Makes decisions with regard to student services procedures and projects; 2. Makes policy recommendations to Cabinet, Instructional Council, and/or Board of Trustees via the College President. 	<p>Active Members: Contact the Vice President of Learning & Student Success, Dean of Student Services, Dean of Transitional Studies.</p>
<p>Frequency of Meetings: Quarterly or as needed.</p>	

<p>Committee/Team/Task Force: Tenured Faculty Evaluation Committee</p>	
<p>Date of Approval: 2013</p>	<p>Contact(s): Dean of the Tenured Faculty</p>
<p>Type: Temporary</p>	
<p>Purpose/Objectives:</p> <ul style="list-style-type: none"> 1. Provide for continued development and growth of academic employees; 2. Regularly evaluate tenured academic employees in accordance with RCW 28B.50.872. and Negotiated Agreement, Article XIX. 	<p>Membership:</p> <ul style="list-style-type: none"> 1. All tenured faculty members due for evaluation in a given academic year, according to the schedule maintained by the Office of the Vice President of Learning & Student Success; 2. The Deans who supervise those faculty undergoing evaluation.
<p>Scope of Authority & Decision-Making:</p> <ul style="list-style-type: none"> 1. As described in the Negotiated Agreement; 2. Advisory. 	<p>Active Members: Contact the Dean of the Tenured Faculty member.</p>
<p>Frequency of Meetings: Quarterly or as needed.</p>	

