How the College Council Works:

The Committee on Committees

and

The Committee Selection process
The College Council Committees

Upon joining the Council, each member selects assignment to one of the Council’s five Standing Committees:

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<th>Standing Committee</th>
<th>Duties</th>
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| Curriculum                          | ● Receives and approves proposals for the development, evaluation and modification of curricula  
                                          ● Members generally include the VP for Academic Affairs, Faculty Department Chairs, students, perhaps staff |
| Instruction                         | ● Develops, reviews and revises instruments and procedures for the evaluation of instruction |
| Legislative                         | ● Proposes amendments to the Council Constitution, monitors election procedures and proposes amendments to the bylaws of the Council  
                                          ● Reviews legislation concerning the College |
| Strategic Planning & Budget         | ● Reviews the strategic and financial plans for the College to determine if they incorporate assessment results and institutional priorities  
                                          ● Presents to the Council any approvals or recommendations relating to the financial and budgetary priorities of the College |
| Students                            | ● Proposes policies pertaining to student recruitment, admission, attendance, discharge, discipline, counseling, academic standards, granting of degrees, ceremonies, health, extra-curricular activities and other services |

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<tr>
<th>Special Committee</th>
<th>Duties</th>
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| Committees                          | ● Appoints the membership of other standing committees excluding the Steering Committee  
                                          ● Maintains the list of committee preferences for all Council members |
| Steering                            | ● Prepares agenda for Council meetings and calls the Council into session  
                                          ● Refers items to other standing committees  
                                          ● Receives and submits all committee recommendations to the Council  
                                          ● Reports on the Council’s activities to instructional staff  
                                          ● Members include the College President, the five Standing Committee chairs, and Council Secretary *ex officio* |

Unlike the other committees, the members of the Committee on Committees are elected by all of the Council members. All ten of these members serve on this Special Committee in addition to their regular Standing Committee duties.
Ten members are elected to the Committee on Committees

Seven faculty or staff... ...and three students.

Under pre-2008 practice, we had to re-elect all ten members every September.

Besides the lack of continuity in terms of committee membership, there was also some confusion regarding how many ballots each voter would cast during the election.
In December 2008 we made some key changes to the Council Committee system. One major goal was to encourage more committee continuity by creating longer terms for members.

Now, all members are assigned to one standing committee for the duration of the entire term of up to three years (previously they were re-selected each year). This rule also applies to the members elected to the Committee on Committees. This has made the annual sorting process shorter and easier, since fewer members need new assignments.

In this example for 2014, only seven members will need to be elected to the Committee on Committees: the three students, whose terms are one year long, and four faculty/staff members, whose three-year terms are ending in 2014.

Because faculty terms are staggered, about one-third of their terms expire each year. It is unlikely that all of the faculty members of a committee would be on the same schedule.
This helps maintain continuity on all of the standing committees.

With more experienced members, each committee builds on prior years’ efforts without having to start over from scratch.

The Committee on Committees also has an easier time, with fewer members to reassign each year.

However, since committee chairs are still chosen every year, committees may still benefit from fresh leadership and viewpoints.

In this example for 2009, the first year the new system went into effect, the Legislative Committee replaced only 3 faculty and 3 students.

Curriculum replaced only 6 faculty and 4 students.

The Personnel Committee replaced only 1 faculty and 1 student.

The Budget Committee replaced only 1 faculty and 1 student.
The only committee election involving complicated math is for the Committee on Committees. To speed and simplify the voting, each voter can vote for up to two-thirds of the available vacant seats in each category.

Returning to our 2014 example, three students must be chosen every year, since each student term is one year long.

Each voter votes for two nominees (that is, two-thirds of the three positions).

At the same time, there are four faculty/staff members on the committee whose three-year terms are ending in 2014. Once again, each voter votes for two of those nominees (that is, up to two-thirds of the four positions).

So each voter casts four votes: two for student nominees and two for faculty/staff nominees.

Net result: fewer votes to cast and count, and a speedier election process.
The only variable is the number of vacant **faculty/staff** seats on the Committee on Committees in any particular year:

- If one seat is vacant, vote for up to one nominee
- If two seats are vacant, vote for up to one nominee
- If three seats are vacant, vote for up to two nominees
- If four seats are vacant, vote for up to two nominees
- If five seats are vacant, vote for up to three nominees
- If six seats are vacant, vote for up to four nominees
- If all seven seats are vacant, vote for up to four nominees
Finally, beginning in 2009 the College Council moved the committee selection process from September to the end of the previous Spring semester. This was intended to minimize start-up delays each Fall, as committees had to wait to receive and integrate their new members. The current schedule is as follows:

**Mid-May:** Elections for faculty department delegates and delegates-at-large, one support staff delegate, and all student delegates

**Late May:** After election results have been tabulated, all newly-elected and re-elected delegates fill out preference forms to choose standing committee assignments

**Late May-Early June:**
- At the last Spring College Council meeting, all of the upcoming year’s Council members vote to fill vacancies on the Committee on Committees
- The Committee on Committees meets to choose its chair; then meets to assign newly-elected and re-elected members based on forms, and considers any written requests for reassignment.
- All standing committees meet immediately to elect their chair and secretary. This allows them to begin or continue their work right away in September, or even throughout the summer.

**Early September:** Standing committees get started without delay.