

# **Policy Title: Committees – Function, Structure, and Membership**

**Impact:** Employees, Staff, Faculty, Students

**Responsibility:** College Senate

**Effective Date:** 02/26/1999

**Last Update:** 05/04/2021

**Relates to Procedure:** 2.03.01

**Legal Citation(s):** None

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## **I. Policy Narrative**

The committee structure of North Idaho College exists to promote participatory governance and collaborative management of specific college processes. Faculty, students, staff and administrators serve on committees to contribute ideas and opinions from a variety of perspectives. In doing so, members participate in collaborative decision-making and build consensus for positive change within the institution. The current committee structure, charges, and membership are maintained by the President's Office and are available on the NIC website.

## **II. Standing Committees**

College wide standing committees deal with long-term issues that affect employee and student groups broadly and have no foreseeable end-date (e.g. governance committees, councils, curriculum committees, operational advisory committees, etc.). Standing committees focus on strategic issues and key processes vital to the operations of the college and its future direction. Through these committees, constituent groups perform research, exchange information, deliberate, reach consensus, and make recommendations to the college administration and through the president to the board of trustees. The establishment, and/or discontinuance of college standing committees require approval by the president and the Senate. In cases of disagreement, the board of trustees will make the final decision.

## **III. Ad Hoc Committees of Standing Committees**

Ad hoc committees are formed at the discretion of the college president. Ad Hoc Committees are important, temporary committees created as needs arise, often responding to special, one-time issues or one-time events (e.g. task forces, steering committees, etc.). In the event that an ad hoc committee remains active for more than three years, it will be reviewed by the president and the appropriate vice president for consideration as a standing committee.

## **IV. Constituent Group Committees**

Constituent groups set up and govern their committees' charges, membership, and procedures through the groups' constitutions and bylaws, with the exception of specific committees designated by the college as standing committees. Constituent Group Committees can be permanent or temporary. As an important part of participatory governance, constituent groups are responsible for recommending members to college-wide standing and ad-hoc committees.