

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

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DIVISION:	General Administration	
SUBJECT:	College Committees	
AUTHORITY:	Minute Order #19-15	
PROPOSED BY:	Celina Garza	
TITLE:	Vice President and SACSCOC Liaison	Date: 10/19/2018
RECOMMENDED BY:	Jonathan Hoekstra	
TITLE:	Vice Chancellor & CFO	Date: 10/19/2018
APPROVED BY:	Mike Reeser	
TITLE:	Chancellor	Date: 10/19/2018

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I. STATEWIDE STANDARD

POLICY: It is the policy of Texas State Technical College (TSTC) that the College utilize College Committees as a means of obtaining input from faculty, staff, and students in matters involving the College’s operations, consistent with the roles and duties of individual committee members and the assigned purpose/charter of that committee.

II. PERTINENT INFORMATION

This policy supports accreditation standards in the [*Principles of Accreditation, Foundations for Quality Enhancement, Section 10.4, Academic Governance and Section 7.1, Institutional Planning*](#). Through the work of College Committees, TSTC encourages and accomplishes shared governance and institutional effectiveness that supports the mission by involving the College’s constituencies, including, but not

limited to, administrators, faculty, staff, and students, in the planning, execution, and enhancement of institutional policies, strategic plan goals, and overall operations.

III. GENERAL GUIDELINES

This statewide standard establishes the parameters for the work of official College Committees by providing standard definitions and procedures for effective management and operation. College Committees are charged by the TSTC Leadership Team (LT) and/or the Executive Management Council (EMC) with doing work on behalf of the College.

College Committees shall be formed to address matters with a *College-wide scope* and involve members with expertise in a specific functional area or subject matter, or who can provide representative perspective on an issue of importance to the College. Members of TSTC's College Committees are expected to engage in researching and developing innovative solutions, to present recommendations to overcome operational challenges, and to explore opportunities for moving strategically towards achieving the College's strategic plan goals and advancing its mission. *Operational Requirements (procedural guidelines) on College Committees are defined in the Appendix of this statewide standard.*

This statewide standard shall not limit the ability of other groups to form on TSTC campuses without the need for EMC's formal approval; however, these working groups or teams are distinct from official College Committees. This statewide standard shall not govern LT, EMC, Management Council (MC), Faculty and Staff Senates, search committees, procurement evaluation committees, and academic program advisory committees.

IV. DEFINITIONS

Ad Hoc Committees: Time-limited College Committees established for a specific task/objective or to address a specific issue. Ad hoc committees are typically formed on an as-needed basis to research and provide recommendations on an area of concern or need for the College and are dissolved upon completion of their charge. Ad hoc committees are approved by the EMC and can serve either a College-wide or location-specific scope.

College Committee: A standing or ad hoc committee approved by the EMC and/or LT, which operates under an approved purpose/charter.

Committee Sponsor: The TSTC division or department that bears primary responsibility for the committee.

Executive Management Council (EMC): A core team comprised of one Vice Chancellor as the committee chair and four members of the Management Council.

Leadership Team (LT): A team consisting of the Chancellor and Vice Chancellors.

Management Council (MC): A team of campus Direct Reports to a Vice Chancellor and subject-matter experts in functional areas as depicted in the TSTC Organizational Chart. MC is intended to promote the TSTC culture and to implement TSTC's strategic plan. The group also promotes institutional awareness through effective communication of all procedures, processes, and plans. MC serves as a resource to address College-wide concerns.

Standing Committees: Ongoing College Committees established to support institutional planning, decision-making, implementation of operational processes and procedures, and/or to address policy, regulatory, or other compliance requirements. Standing committees have a College-wide scope, are approved by the EMC, and carry out responsibilities within the context of their functional charge and/or as defined by policy, regulatory, or compliance requirements.

Subcommittees: Time-limited College Committees comprised of members from a larger standing or ad hoc committee. Members are typically appointed from an active committee to carry out a specific function and are dissolved upon completion of that function. They do not require approval if they are formed within the scope of an existing approved College Committee charter.

V. DELEGATION OF AUTHORITY

The Chancellor has the responsibility for the overall management of the College and delegates the authority for the authorization and regular operation of committees to the Vice Chancellor responsible for the work of a respective committee.

VI. PERFORMANCE STANDARDS

College Committees adhere to the Operating Requirements defined in the Appendix of this statewide standard. Key performance standards include, but are not limited to, the following:

- College Committees have a college-wide scope/charter that is approved by the EMC (unless otherwise directed by LT).
- Membership protocol includes the appointment of ex-officio members from sponsor departments and the election of College Committee officers.
- All meetings shall be conducted according to Robert's Rules of Order.
- Agenda and support materials are available to members in a timely manner and are uploaded to the College's designated central repository for College Committees.
- Minutes are taken and available to members in a timely manner and are uploaded to the College's designated central repository for College Committees, managed by the Office of Institutional Accreditation (IA).
- Members adhere to attendance requirements and actively participate in committee meetings.

- Each committee's purpose/charter and membership undergo an annual review.
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APPENDIX

VII. RELATED STATEWIDE STANDARDS. LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[SOS ES 1.17 Faculty Role in Governance](#)

[SOS GA 1.2 Purpose and Composition of the Executive Management Council](#)

[SOS GA 1.22 Institutional Effectiveness](#)

VIII. OPERATING REQUIREMENTS

Proposed new College Committees shall require the approval of the EMC, with the exception of subcommittees that arise from active standing or ad hoc committees. As appropriate, the TSTC's LT or EMC may direct or suggest the formation of a College Committee, along with its membership, to study and make recommendations on certain institutional projects, initiatives, or policy positions or enhancements. Sponsor divisions/departments of new committees shall submit a committee charter to the EMC for review and approval.

A. Composition of Committees

When appropriate, committee membership shall be broadly based to reflect the comprehensiveness of the College.

Committee members selected to serve shall prepare carefully for and actively participate in committee deliberations. Specific qualifications of members for each committee shall vary in accordance with the duties of the committee. For example, faculty members of the Curriculum Committee should have interest and expertise in curricular matters, as well as experience as higher education faculty members. Sponsor divisions/departments shall have the option of developing appropriate criteria on which to judge constituent members interested in serving. Proposed College Committee membership is included in the committee charter for EMC approval.

Both standing committees and ad hoc committees shall have the option of forming subcommittees to advance their work. Subcommittees may be comprised of members from the parent committee and/or additional members. Additional subject-matter experts may be appointed by the chair(s) or by the sponsor of the parent committee.

Subpart A.1 Types of Members

1. Representative members are individuals responsible for representing a particular constituency, such as faculty, staff, the student body, or the community. Representative members shall have voting privileges.

2. Officers are individuals responsible for executing the charge of the committee and for ensuring appropriate management and reporting responsibilities of the committee are performed. Examples of officer positions include Chair, Vice-Chair, and Secretary. All officer members shall have voting privileges; however, the chair shall vote only when needed to break a tie on a particular action item. Committee officers shall be determined by the committee representative membership. Members shall elect relevant committee officers as per its approved charter at the first meeting of the academic year.

The following describes the general roles of typical committee officers. Additional or modified officer positions may be proposed in the committee charter and elected by the committee.

- **Chair:** responsible for presiding over all meetings and working with sponsor division or department to schedule meetings, ensure agendas and action items are relevant to the scope of the committee's charge, make meeting announcements, facilitate discussions, and represent the committee's work at the leadership level.
 - **Vice-Chair:** responsible for presiding over meetings in the Chair's absence and supporting work of other officers as deemed necessary. In the event that the Chair is unable to fulfill his/her duties, all responsibilities of the Chair shall be delegated to the Vice-Chair until a new Chair is elected.
 - **Secretary:** responsible for keeping minutes of committee meetings, maintaining a record of attendance, and submitting these records to the designated committee repository.
3. Ex-officio members or subject-matter experts are individuals responsible for providing specific expertise to support the work of the committee. The *committee sponsor division/department* or the committee chair shall appoint "ex-officio" members. These appointments shall ensure committee members have access to appropriate content experts to address questions or policy/compliance requirements. Ex-officio members may work with committee officers to establish meeting dates and times, agendas, support material, and reports of committee work; however, ex-officio members shall not have voting privileges.
 4. Some committees by virtue of their nature and function may need the services of additional ex-officio members and/or experts. Ex-officio members and experts may be added to the committee at the discretion of the chair. When deemed necessary, ex-officio members and/or experts may send representatives in their stead.

B. Notification of Appointment, Term Length, Rotation, and Removal

Subpart B.1 Appointment or Solicitation of Members

Committee sponsors shall have the option of proposing the appointment of members (with the input and consent of the proposed member's supervisor within a functional area) to a College Committee or requesting the solicitation of potential members from the campus internal and/or external community. The final scenario must be described in the committee charter, and the final committee list must be approved by EMC. A notification of appointment or nomination shall be distributed to proposed new members. A roster of names of all committees and membership shall be published by IA on the TSTC portal page.

Subpart B.2 Term Length and Rotation

General membership on a College Committee shall be two years, unless otherwise stated in the approved committee charter. However, members may be reappointed by the committee sponsor. Sponsors have the option of requesting solicitation of new members or may appoint/nominate new membership based on subject matter expertise or general interest. Committee sponsors shall submit names and titles of updated membership every two years to IA. Term length does not apply to ex-officio members or groups/teams excluded from the provisions of this statewide standard as referenced in the General Guidelines.

Subpart B.3 Resignation and Removal

Any committee member who is unable or unwilling to fulfill membership obligations may resign or be removed from the committee. To resign, members shall submit a written request to the chair of the committee and to his/her supervisor. Removal from the committee is decided collaboratively by the Chair and the member's supervisor. In the event a member resigns or is removed from the committee, a replacement is decided by the supervisor of the functional area representative. The new member shall receive notification of appointment/nomination and be announced at the next meeting of the committee and included in the meeting minutes as a matter of record.

C. Responsibilities

Subpart C.1 Meeting Frequency

Committees shall meet at least once each semester. Due to the geographic disparity of the College's locations, meetings may be conducted via an online meeting system or conference call system.

Subpart C.2 Records and Reporting

All meetings, whether in person or via another method, shall be documented with minutes. All meetings shall be conducted according to Robert's Rules of Order (including requirements for quorum, minutes, etc). Minutes of committee meetings shall routinely list by name the members who are present and absent. All agendas, minutes, recommendations, and/or reports of activities (except those determined to be confidential) shall be uploaded to the designated committee repository in a timely manner, with opportunity for review and response.

Subpart C.3 Annual Review of Committees and Charter

All committees shall be reviewed annually by the EMC to recommend the continuation or discontinuation of an approved College Committee. Each committee shall also conduct an annual review of its charter and charge and shall report recommendations to its appropriate sponsor division/department for approval by the EMC.