

COLLEGE COMMITTEES	A college-wide committee structure is an integral component of an employee's involvement for on-going and new initiatives at Brazosport College.
CHARGE	Each committee has a "charge" which provides structure and direction to the planning and function of the committee.
MEMBERSHIP	The composition of each committee is designed to provide for a diverse membership from employee groups (when appropriate) and representation from the student body (when appropriate). A chair for the committee is either appointed by the college president or elected by the members.
FREQUENCY OF MEETINGS	Frequency of meeting of the committee vary with the needs of the committee to function properly and accomplish the work outlined in the "charge."
STATUS	The membership of select members of the committee is identified by "status." Status may be indicated as "on-going", "ex-officio", or having "term limits" (which follows the fiscal year of the college). Typically "term limits" are staggered to provide continuity for the committee and typically are for one-year and two-year terms as appropriate.
APPOINTMENT PROCESS	<p>Members of college committees may be appointed in a variety of ways:</p> <ol style="list-style-type: none"> <li data-bbox="570 1266 1344 1337">1. College president appoints all members to serve on select committees. <li data-bbox="570 1379 1344 1451">2. Faculty Assembly coordinates recommendations with the president's office to serve on select committees. <li data-bbox="570 1493 1414 1745">3. Human Resources coordinates recommendations with the president's office for representatives from the administrative and staff employee groups to serve on select committees. Human resources is responsible for conducting the nomination of members from the administrative and staff employee group and for tallying the nomination forms and reporting the results of the nominations to the president.

4. The associate dean of students coordinates the recommendation of students to serve on college committees with the president's office.

OUTCOMES

The college president, the dean under whose supervision the function of the committee falls develops outcomes for the committee.

TIMELINE

A timeline for the first meeting or for completion of the committee's work for the academic year may be designated.

REVIEW OF
COLLEGE-WIDE
COMMITTEES

Prior to each academic year, the president's office distributes a copy of the current year's master list of college-wide committees to each dean. The dean reviews the list of committees under his/her area of responsibility and makes recommendations to the president for revisions.

The president's office approves recommendations for college-wide committees.