Revision Responsibility: President/CEO
Responsible Executive Office: President/CEO

Purpose:

To establish an effective means whereby employees and students have an opportunity to actively participate in specific areas of institutional decision-making.

Policy:

I. The Role of Committees

Fulfillment of Platt College’s mission requires the active involvement of all members of the College community. The committee structure represents the joint interest of all College constituencies in the operations of the College and provides a formal avenue for participation in shared governance of the institution. The suggestions, comments, and recommendations from the committees provide meaningful input into developing policies and procedures and the decision-making processes of the College. This input is vitally important to those responsible for the administration of College functions.

II. Types of Committees and Terms of Appointment

A. Standing Committees

1. These are permanently established committees with responsibilities related to College functions.

2. With the exceptions of student members who serve one-year terms and those who serve by virtue of their position, the term of appointment is for two years, unless specified differently in the committee’s bylaws/rules.
B. Ad Hoc Committees

1. These are temporary committees assigned the responsibility of investigating specific issues or topics and making recommendations relative to them.

2. The term of appointment is for the duration of the assignment.

III. Composition and Membership

A. The membership of committees takes into consideration the need for appropriate representation by college constituencies and the need to have personnel knowledgeable of the assigned area on the committee. Because of the nature of some committees, certain members may serve by virtue of position or may be re-appointed regardless of the length of service on these committees.

B. Committees are designed to be working committees. The size of the committee is determined according to the responsibilities and duties of the committee. Persons appointed to standing committees will be notified by January 1. Appointments to committees typically expire December 31, except for standing committees that serve for additional periods of time. Requests for committee service should be made to individuals at least 30 days before the appointment begins.

C. The administrative officer to whom the committee reports serves as an ex-officio member. Committees may also avail themselves of the advice and assistance of other members of the College faculty, staff, students, and alumni as needed.

Procedures:

I. Standing Committee Appointments

The Vice President of Academic Affairs and Dean, School of Nursing are responsible for recommending to the President the names of faculty, staff, and students to serve on the standing committees.
II. Reporting Guidelines

A. Each committee has an appropriate administrator (i.e. Dean, School of Nursing or Vice President of Academic Affairs) designated as the normal reporting channel. The committee’s business shall be conducted with this individual who, in turn, has the responsibility for keeping the President and other appropriate personnel informed of the committee’s activities.

B. Minutes should be kept of each committee meeting, approved by the committee members, and sent to the appropriate administrative officer. Committee minutes should be made available to the general College community via e-mail to the appropriate constituencies, except in the case of committees assigned responsibility for matters requiring confidentiality (for example: grievance hearings, etc.). The minutes should reflect members present, members absent, issues discussed, and actions taken by the committee.

C. Any recommendations by a committee should be sent directly to the appropriate administrative officer with a brief explanation of the purpose of the recommendation. So that committees may operate more effectively, the administrative officers to whom the committees report will keep all committee members informed as to actions taken on the committee’s recommendations.

III. Committee Chairpersons

The committee shall select a chairperson at its first meeting, unless otherwise indicated in the committee charge.

IV. Meetings

The number of meetings should be commensurate with the nature and amount of business to be transacted by the committee; however, to be viable, each standing committee should meet at least twice per calendar year.
V. Organization

A. At the first meeting, the committee will develop internal procedures appropriate to its function. The charge to the committee should be fully understood by each member so that the committee can explore all available means of fulfilling the committee’s charge.

B. Frequency of meetings, times and places should be established. Selection of officers and the determination of subcommittees should also be made as appropriate.

VI. Quorum

A. The attendance requirement in order for a committee to conduct business and the minimum vote for committee recommendations should be determined in accord with the following guidelines at the first meeting.

1. The minimum attendance requirement is one-half of the membership plus one, excluding \textit{ex-officio} members.

2. The minimum requirement for passage of a recommendation is over 50\% of those present. This requirement may be increased, but should not exceed two-thirds of those present.

B. In the event a committee fails to obtain a quorum for two previously called meetings, any business requiring approval will be sent to the appropriate administrator without recommendation.

Committees should follow \textit{Robert’s Rules of Order} when conducting official committee business. A quick reference list is available at \url{http://www.robertsrules.com/interp_list.html}
VII. Current College-Wide Standing Committees

**Academic Support and Career Services Committee:**  
*(Reporting Channel = Vice President of Academic Affairs)*

The Academic Support and Career Services Committee develops, reviews, and recommends policies for student activities and services, such as referrals for tutoring, counseling, housing and transportation recommendations, campus events, and student activities. The committee provides enforcement of procedures and regulations to maintain appropriate standards of conduct within the student community. The Committee consists of 5 members, including 2 faculty members, 2 students, and 1 staff member.

**Admissions Committee:**  
*(Reporting Channel = Dean, School of Nursing)*

The purpose of this committee is to review applications. The committee reserves the right to select applicants with the best qualifications who meet the minimum criteria. This Committee consists of at minimum 2 full-time faculty members.

**Admissions Department Committee:**  
*(Reporting Channel = Associate Dean, School of Nursing)*

The purpose of this committee to address the design and application of admissions policies and procedures. The Committee consists of all employed admissions department members.

**Curriculum and Outcomes Committees:**  
*(Reporting Channel = Dean, School of Nursing) (Faculty Coordinator of Foundational Liberal Arts = Foundational Liberal Arts)*

This Committee reviews and makes recommendations to the Dean, School of Nursing or the Faculty Coordinator of Liberal Arts and the Executive Committee on all curriculum changes or new programs. Membership includes appropriate full and part-time faculty. The Dean, School of Nursing and/or the Faculty Coordinator of Liberal Arts oversee foundational liberal arts and sciences.
Distance Education (Online Learning) Committee:
(Reporting Channel = Online Services Coordinator)

The purpose of this committee is to develop guidelines for distance education courses and make recommendations to the NFO and GFO regarding policies and procedures for distanced education training of faculty and students. The committee advises the strategic planning committee on institutional needs and best practices for distance education and formulates strategies for ensuring input and ongoing development and support for instructional and distance technologies. The distance education committee consists of the Online Services Coordinator, 2 faculty, 1 staff, and 1 student.

Diversity Committee:
(Reporting Channel = College President)

The purpose of this committee is to assist in the development of plans, strategies, and initiatives to encourage increased diversity in the enrollment of the college and involvement in the college by diverse individuals at all levels of the institution. The diversity committee consists of 1 faculty member, 2 staff members, and 3 students.

Executive Committee:
(Reporting Channel = College President)

This committee has administrative authority for the institution and is composed of the President-Chair, Vice President of Academic Affairs-Vice Chair, Dean and Associate Dean, School of Nursing.

General Faculty Organization:
(Reporting Channel = Dean of Nursing and Faculty Coordinator of Liberals Arts)

General Faculty Organization (GFO) at Platt College is one of several integral parts in the shared governance structure. The GFO includes all college faculty, full and part-time. The primary focus of faculty governance is to promote, support, and uphold the academic health and mission of the College. As such, the Faculty has primary responsibilities in fundamental areas of academic standards and curriculum, academic freedom, academic status and personnel policy, faculty ethics and commitment, and areas of student services related to the educational process. This committee consists of all full and part-time faculty.
Institutional Effectiveness Committee:
(Reporting Channel = Vice President of Academic Affairs)

The Institutional Effectiveness Committee monitors, evaluates, and works toward improvement in student learning outcomes. The committee reviews annual reports from all academic departments and conducts assessment reviews. The committee is most interested in the outcomes, including student learning outcomes, liberal arts outcomes, and mission driven assessment outcomes.

The mission of the Institutional Effectiveness Committee (IEC) is to facilitate the assessment of student learning outcomes at Platt College. The purpose of assessing student outcomes is to improve teaching, learning, and academic advising at the individual, course, program, and College level. Student learning includes cognitive development, skills development, and personal development. Committee membership includes faculty, staff, and administrators and all programs are represented.

Committee Goals

- Develop an understanding of the importance of the role of assessment in student learning
- Periodically inventory current assessment activities
- Disseminate information to the College about assessment theory, practices, and activities
- Promote faculty development in the area of assessment
- Advocate for resources to promote a culture of assessment
- Review annual assessment reports and provide feedback to departments/programs.

This committee consists of the Vice President of Academic Affairs, the Dean of Nursing, the Associate Dean of Nursing, the Faculty Coordinator of Foundational Liberal Arts, the Online Services Coordinator, the Academic Support and Career Services Coordinator, the Information Specialist, and 1 faculty member.
IT Student and Learning Management System Committee:
(Reporting Channel = President)

The IT Student and Learning Management System (ITSLMS) Committee considers and coordinates the IT, SMS, and LMS needs and recommendations of the other departments and/or committees as it pertains to technology, reconciles differences (if any), and suggests action plans for services and/or distributed needs regarding information technology. In addition to working with directives from departments and/or committees, the ITSLMS committee sends issues to particular committees to discuss, and/or directs the formation of workgroups around specific tasks (e.g. CAMS updates, etc). This committee is composed of the College Registrar, the Online Services Coordinator, the Vice President of Academic Affairs, the Academic Support and Career Services Coordinator, the Director of Financial Aid, the Director of Financial Services, the Dean of Nursing, the President/CEO, the Nursing Admissions Coordinator, and the Administrative Assistant for the School of Nursing.

Knowledge Resource Library Committee:
(Reporting Channel = Vice President of Academic Affairs)

The purpose of this committee is to address the mutual needs of the Knowledge Resource Library (KRL) and the Academic Departments in developing a KRL that meets student and faculty needs. The committee makes recommendations for acquisitions of resources for the KRL. This committee is composed of the Information Specialist-Chair, the Library Assistant, 1 faculty representatives, and 1 student.

Nursing Faculty Organization:
(Reporting Channel = Dean, School of Nursing)

Primary Authority:
The NFO shall have power to formulate, implement, and evaluate policy governing:

1. Curriculum
2. Structure of the School of Nursing related to academic matters
3. Standards for admission, progression, and retention of students in collaboration with the Admissions Committee of the School of Nursing
4. Standards for the appropriate use of academic freedom  
5. Aspects of student life directly related to the nursing educational process  
6. Procedures for implementation of these aforementioned powers  
7. School of Nursing evaluation processes and outcomes in collaboration with the Executive Administrative Team  

Advisory Authority:  
The NFO shall actively participate in the decision making process regarding matters affecting the educational processes and policies for which it has primary responsibility. In the performance of this advisory function, it is necessary that the NFO be apprised, in advance, of significant prospective actions by the Administrative Team. Therefore, the NFO shall have authority to advise on matters of the School of Nursing policies, particularly those matters dealing with the following:  
1. Departmental budget  
2. Student conduct and disciplinary actions  
3. Departmental development activities  
4. Physical facilities  
5. Aspects of faculty life related to nursing education process including, but not limited to, workload and faculty search activities.  

Program Advisory Committees:  
(Reporting Channel = Vice President of Academic Affairs)(Nursing = Dean, School of Nursing)  

The Program advisory committee is lay committee appointed to review the established curricula of the program, instructional-related program materials, equipment and facilities, and student achievement outcomes as a means to provide the College with an external review of its programs. As such, they do not establish policy and/or procedures nor become involved in program or department operations.  

The College must have a diverse program advisory committee that includes qualified representatives from the employment community, practitioners, and others from the field of higher education, regulators, etc. as appropriate. Program advisory committee meetings must include at least three members in attendance that represent the employment community and/or practitioners from the program area and at least one individual qualified to review and comments on the program’s general education and distance education requirements.
Strategic Planning and Priorities Committee:

(Reporting Channel = President)

The Strategic Planning and Priorities Committee reviews and reaffirms the College’s mission statement and core values and creates a vision statement from College feedback before submitting to the Board of Directors. Additionally, the committee helps to formulate a five-year strategic plan and annual action plans. The strategic plan consists of goals, measurable objectives, strategies, proposed actions, and annual outcomes. The action plan consists of specific action items that, when implemented, lead to the achievement of the stated objectives. The Vice President of Academic Affairs, as instructed by the President, is responsible for ensuring actions listed in the plan. The Dean and Associate Dean of Nursing are responsible for developing program level plans that address program level functions and the college’s strategic goals. The Faculty Coordinator of Foundational Liberal Arts will collaborate with the Dean, School of Nursing in regards to foundational liberal arts and sciences.

VII. Ad Hoc Committees

Grievance Committee: (student or employee)

The purpose of this committee is to address formal student grievances. If a committee is needed for resolution of a grievance, the Grievance Committee will be composed of three (3) students, one (1) Platt College staff member, and one (1) Platt College Administrator.