



**BUCKS COUNTY COMMUNITY COLLEGE**  
**Newtown, Pennsylvania**

**CHARGES TO THE**  
**STANDING COLLEGE COMMITTEES**

Revised Spring 2015

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## **COMMON COMMITTEE CHARGES**

### ***Procedure***

1. At a meeting in May of the academic year preceding, the new committee members will elect a Chairperson and notify the President of the College, the President of the Federation, and the Chairperson of Advisory Council to the President of their selection.
2. At the first meeting of each year, the committee will establish appropriate deadlines and distribute, review, and update its bylaws as necessary. A copy of the committee's bylaws and deadlines must be posted on the designated electronic space and the document URL distributed to the President of the College, the Federation President, and the Chairperson of the Advisory Council to the President.
3. The Chairperson shall set the agenda for each meeting, posting it to the designated electronic space, and distributing the document URL to each member, the College President, the Federation President, and the Chairperson of Advisory Council at least one week prior to a regular meeting.
4. The Recorder shall record the minutes for each meeting and post them within one (1) week to the designated electronic space, sending the document URL to each committee member. After approval (within one week of distribution), the Committee Chairperson will distribute the document URL to each College Committee Chairperson, the President of the College, the Federation President, and Student Government President.
5. The committee shall post copies of all committee agendas, minutes and reports on the designated electronic space and forward the document URL for committee agendas, minutes and reports to the President of the College, the Federation President, and the Chairperson of the Advisory Council to the President.
6. At the end of each academic year, the committee will prepare an annual report on committee activities. Copies of this report must be posted on the designated electronic space, with the document URL forwarded to the President of the College, the Federation President, and the Chairperson of the Advisory Council to the President.
7. Where appropriate, the committee may elect to establish a smaller, representative group to act for the whole during summer or January terms, which will report regularly agendas, actions/minutes, etc., to the rest of the committee, consistent with 3, 4, and 5, above.
8. The committee may elect to schedule additional meetings electronically and, when necessary, to hold voting on line.
9. Committees are intended to interact cooperatively, sharing information and tasks routinely, and convening jointly where appropriate.

### ***Function***

1. To receive and consider proposals on [appropriate topics].
2. To receive and process from the College community communications and proposals concerned with [appropriate topics] and, where inappropriate for committee consideration, recommend the communications to the Advisory Council for referral to the proper committee.
3. To develop proposals, the process for which may include holding hearings, town meetings, etc., as deemed useful by the committee.

4. To serve as an advisory body for [appropriate VP, Dean, or other], with whom representatives of the committee may meet at a mutually agreeable time by request of either party.
5. Any group that addresses issues relevant to the Committee's charges shall have an appointed Federation representative and will report to the Committee.
6. Committee studies should reflect current research on the topic.

## **ADVISORY COUNCIL TO THE PRESIDENT**

1. There shall be an Advisory Council to the President composed of no more than five (5) persons designated by the Federation and no more than four (4) persons designated by the President. The Advisory Council shall assist the standing and any ad hoc committees and the President should any problems regarding Committee activities arise, may assign tasks and proposals to appropriate committees, shall monitor timely completion of assigned tasks, and shall establish deadlines for actions and proposals to be completed by committees. It shall receive for consideration all reports and recommendations of all standing and ad hoc committees. The Council may submit recommendations on the matter but may not amend or modify the committee report. The Council shall within 30 calendar days take one of the following actions:
  - a. Refer the report to the President with its own recommendations. Copies shall be forwarded to the originating committee. Any Recommendations from the Advisory Council must be accompanied by the original committee recommendations.
  - b. Return the report with its own recommendations to the originating committee for further consideration, if appropriate.
  - c. Upon receiving the report a second time, the Council shall, within fifteen (15) days, refer the report and its own recommendations to the President.
2. Upon receiving the initial report from the Advisory Council, the President shall, normally within thirty (30) calendar days, take one of the following actions and so inform the Advisory Council:
  - a. Implement the recommendation.
  - b. Forward same to the Board with his/her recommendations for approval.
  - c. Return same to the Advisory Council with his/her written comments for the Council's further consideration.
3. The Advisory Council shall reconsider the report and recommendations and, within 30 calendar days, may resubmit same to the President, may modify the report, or may refer the matter to the original committee for further review and action. Copies shall be forwarded to the originating committee. Upon receipt of such recommendations from the Advisory Council and/or the originating committee, and within thirty (30) calendar days, the President shall take one of the following actions and so inform the Advisory Council:
  - a. Implement the recommendations.
  - b. Forward the recommendations with his/her written comments to the appropriate committee of the Board and the Advisory Council. If the comments of the President are negative, the Advisory Council and/or the originating committee shall have the right to forward written comments to the Board or appoint no more than two (2) advocates to appear before the appropriate Board Committee.

## **COMMITTEE ON ACADEMIC ADVISING AND DEVELOPMENTAL EDUCATION**

1. To review the current academic advising system and recommend any changes, additions, and/or deletions.
2. To study, in cooperation with appropriate College offices, developmental education and academic advising.
3. To act as a resource body to College offices studying and/or planning developmental education, and academic advising.
4. To plan for appropriate studies of developmental education and academic advising.
5. To receive, create, and process proposals regarding academic advising and developmental education.
6. To serve as an advisory body to the Provost, the Vice President, Student Affairs and the Developmental Education Coordinator.

## **COMMITTEE ON ACADEMIC AFFAIRS**

1. To propose new policies or revisions to existing policies concerning academic matters.
2. To receive from the College community communications concerned with academic matters and, where inappropriate for committee consideration, recommend the communications to the Advisory Council for referral to the proper committee.
3. To serve as an advisory body for the Provost.

## **COMMITTEE ON ACADEMIC PERFORMANCE**

1. To review and recommend student academic standards.
2. To review and recommend policies and procedures related to student academic standards, including those by which students can file appeals
3. To study, in cooperation with appropriate College offices, academic performance.
4. To review appeals on final grades after appeals to the instructor or appropriate assistant academic dean have been exhausted and make recommendations to the instructor where appropriate.
5. To serve as an advisory body to the Provost, the Academic Success Coordinator and the Academic Appeals Group.
6. One member of the committee will serve on the Academic Appeals Group.

## [ACADEMIC APPEALS GROUP]

A panel led by the Academic Success Coordinator will be appointed to perform some of the duties previously performed by the Academic Performance Committee. Participants will be appointed by the Provost for two-year terms, and will include at least the Academic Success Coordinator and a representative from Accessibilities Services; additional members may represent Student Services and/or the Faculty.

Charges:

- a. To hear appeals from students who have been academically separated from the College and to recommend their reinstatement along with any special conditions.
- b. To review appeals from students who wish to withdraw from classes after the established deadline and to make recommendations to the instructor when appropriate.
- c. To submit a report of their actions to the Committee on Academic Performance.

## **COMMITTEE ON COLLEGE CALENDAR**

1. To prepare and recommend a complete College calendar for the academic year.
2. To prepare College calendars for at least two years subsequent to the current academic year.
3. To assure that all appropriate College offices and functions are adequately represented and provided for in the College calendar and that the calendar provides for legally required instructional time.
4. To promote productive use of the calendar college wide in the interest of communication and coordinated activity and to serve as a resource for those with questions related to calendar development.

## **COMMITTEE ON CONTINUING EDUCATION**

Mission: To oversee coordination and/or integration between non-credit and credit courses and programs.

Membership: One faculty member from each of these five areas: Business Studies; Arts; Fire Science; Science, Technology, Engineering and Math; and Professional Studies: Allied Health and Nursing. Three administrators including the Dean of Continuing and Workforce Education. One non-credit instructor who may be one of the non-credit administrators.

1. To serve as a forum for exploring new ideas and concepts in non-credit education and in the collaboration between non-credit and credit courses and programs.
2. To recommend policies and procedures to improve the co-operation of the College's credit and noncredit programs, including enhanced opportunities for collaboration and coordination between them, such as avoiding course redundancies and creating complementary or supplementary course or program relationships.
3. To design pathways for students to progress from non-credit to credit programs.
4. To serve as an advisory body to both the Executive Director, Public Relations and Marketing Communications, with respect to community outreach, and the Dean of Continuing and Workforce Education, along with Academic Deans.

## **COMMITTEE ON CULTURAL AFFAIRS**

Mission: by working to inform inspire and challenge, aims to enrich the cultural life of the community through a wide variety of innovative programming.

Membership: Five faculty - one of which is the coordinator for Poet Laureate or Wordsmith program or appropriate designee, one music faculty and three faculty open to the entire faculty; Director, Cultural Programming; Director, Exhibitions and Artmobile; Administrator (at-large); student representative.  
Ex Officio members: Executive Director, Public Relations and Marketing Communications, Grants Coordinator, Provost, and Director, Student Life and Athletics.

1. To serve all college constituencies (students, faculty, staff and the community) by fostering, funding, coordinating and promoting a balanced program of offerings covering the full range of cultural interests.
2. To receive from the College community communications concerned with cultural programming, and to make recommendations to the Advisory Council as appropriate.
3. To include all constituencies in the process of developing cultural programs consistent with their interests.
4. To establish procedures through which all constituencies may recommend events as cultural programming offerings.
5. To determine a recommended program and budget, which includes some funds set aside for contingencies in the current year, and to distribute them to the Provost, the Director, Student Life and Athletics, and others as appropriate.
6. To serve as host at cultural programming events sponsored by this Committee (“...presented by the Bucks Committee on Cultural Affairs.”).
7. To maintain accurate records of income and expenditures for activities sponsored by the Committee.
8. To coordinate, in cooperation with the appropriate office(s), the Cultural Incentive Grants.

## **COMMITTEE ON CURRICULAR REVISION AND REVIEW**

1. To recommend changes in programs of study as proposed by the department administratively responsible for those programs.
2. To receive, consider, or initiate, in accordance with the course and program proposal procedures, proposals on revised and new programs of study and courses in transfer and career education.
3. To make recommendations on these proposals to the Advisory Council to the President.
4. To consider proposed courses to be added or removed from those satisfying the categories and subcategories of the Core Curriculum leading to the Associate Degree and to recommend such changes to the Advisory Council to the President.
5. To review cost data resulting from addition of courses or programs.
6. To serve as an advisory body for the Provost.



## **COMMITTEE ON EVALUATION OF INSTRUCTION AND OUTCOMES ASSESSMENT**

1. To review current standards and College-wide criteria for the evaluation of instruction and assessment of learning.
2. To encourage, assist, recommend, and identify studies contributing to the research needs of the College.
3. To recommend specific research projects to the Advisory Council.
4. To review College-wide standards for the assessment of College services--instructional, student, and administrative.
5. To serve as an advisory body to the Provost and to the Executive Director, Research and Assessment.

## **COMMITTEE ON INSTRUCTIONAL RESOURCES AND SERVICES**

1. To identify the current status of the spectrum of learning resources and information technologies and services that constitute the College's instructional resources.
2. To organize information-gathering programs to assist the selection of instructional resources that will assure easily accessible materials, equipment, and services at the times and places needed with a minimum of inconvenience and distraction. This includes advising to ensure that existing faculty/classroom instructional equipment is well maintained, convenient, and easily accessible and that faculty have received appropriate training.
3. To provide continuity for the development of instructional resources when planning, maintaining, and equipping buildings; designing curricula; and supervising the utilization of services.
4. To investigate the integration of technologies in instruction. To serve as an advisory body to the Dean, Learning Resources and Online Learning and the Vice President, Information Technology Services.

## **COMMITTEE ON STUDENT AFFAIRS**

1. To review College policies and practices regarding admissions, student academic records, financial aid, and other functions of Student Affairs.
2. To review and make recommendations to the appropriate administrator regarding the College's intercollegiate and intramural programs.
3. To make recommendations to the appropriate administrator on requirements for student participation in student activities and collegiate athletics.
4. To develop and promote communication and review communication systems among students, student organizations, faculty, and administration, and make recommendations as appropriate.
5. To assist the Director, Student Life Programs coordinating student activities, helping prepare students and student organization officers for leadership, and establishing guidelines for advisors to student activities.
6. To aid in the following:
  - a. reviewing and publicizing student clubs and their activities;

- b. promoting student awareness of and involvement in the College community, including service on College committees;
  - c. developing student orientation programs; and
  - d. promoting student discovery, understanding and response to the value of belonging to a community.
7. Serve as an advisory body to the Vice President, Student Affairs and to the Dean, Student Life and Athletics.

**COMMITTEE ON GENERAL EDUCATION**

Mission: to oversee the integrity, development, and revision of the General Educational Program.

Membership: One faculty member from each of the seven academic departments and three administrators.

1. To define the General Education outcomes and establish the criteria by which any given course (or specific course outcomes) would satisfy any General Education outcome (s).
2. To revise the General Education outcomes contingent upon assessment of their achievement and relevance; the revision would be a proposal ultimately submitted to the entire faculty for its review.
3. To review appropriate proposals for including specific courses within the General Education curriculum.

**SAMPLE COMMITTEE BYLAWS**

The following bylaws are intended as a guide to the development of specific bylaws by each standing and *ad hoc* committee:

**BYLAWS**

Committee:

Date Approved:

Meetings

1. A quorum for both regular and special meetings shall consist of two-thirds (2/3) of the membership or the next higher whole number if a fraction.
2. To pass, a motion must receive a majority vote of the members in attendance unless otherwise indicated in these bylaws.
3. The Committee shall hold a regular meeting no less than once a month during the academic year.
4. A regular meeting shall have a duration of fifty (50) minutes.
5. A regular meeting may exceed fifty (50) minutes only by unanimous approval of members in attendance. Such extension of meetings may include online discussion and online voting.
6. At a regular meeting, two-thirds (2/3) of the membership (or the next higher whole number if a fraction) may schedule a special meeting.

7. Special meetings may be called by the Chairperson after consulting with all members. A special meeting must be scheduled for a time when all members can reasonably be expected to be available. The committee may elect to schedule additional meetings electronically and, when necessary, to hold voting on line.
8. The length of a special meeting shall be set by unanimous approval of the members in attendance.
9. All meetings shall be conducted according to Robert's Rules of Order unless otherwise indicated in these bylaws.

#### Agendas

1. The Chairperson shall set the agenda for both regular and special meetings.
2. The Chairperson shall distribute the agenda for both regular and special meetings to each member no less than one week prior to a regular meeting.
3. Committee members, the President of the College, or the Federation President may list items on the agenda of a regular meeting by submitting it electronically to the committee chairperson at least ten (10) days prior to the scheduled meeting.
4. The agenda for a special meeting must be approved by two-thirds (2/3) of the membership (or the next higher whole number if a fraction) at the special meeting.
5. Additional agenda items for both regular and special meetings must be approved by two-thirds (2/3) of the membership (or the next higher whole number if a fraction).

#### Attendance

1. All members are expected to attend all meetings.
2. In the case of an unavoidable absence, an alternate from the committee may be designated by the absent member to act with the full power of the member. The proxy must be submitted in writing and be signed by the absent member. A proxy is used in constituting a quorum for a meeting.
3. Failure of any member to provide active service and attendance will lead to a formal request by the committee for a replacement to be appointed.

#### Officers

1. A Chairperson and a Recorder shall be elected to one-year terms, with re-election possible. (Note- some committees choose to rotate the Recorder's duties to a different committee member at each meeting).
2. The Chairperson shall set the agenda for each meeting, distributing it to each member at least one week prior to a regular meeting.
3. The Chairperson may call special meetings after consulting all members. The Chairperson shall prepare the agenda for a special meeting to submit at the time for approval.

4. The Recorder shall record the minutes for each meeting and distribute them within one (1) week to each committee member and, after approval, to each College Committee Chairperson, the President of the College, the Federation President, and the President of the Student Government Association.
5. The Chairperson is responsible for the posting and distribution of copies of all committee agendas, minutes and reports required by the committee's charge.

### Minutes

1. Minutes shall include 1) the names of members in attendance and proxies held, 2) a list of topics discussed, whether reaching a voting stage or not, and 3) a listing of all motions, including a numerical record of final votes (ayes, nays, and abstentions).
2. Provision shall be made for absent members to record in the minutes the reasons for their absences should they choose.
3. Provisions shall be made for members to explain in the minutes their positions on final votes should they choose.
4. Approval of the minutes for each regular meeting shall be conducted electronically as per common charges to the recorder.
5. Approval of the minutes for any special meeting shall be conducted electronically as per common charges to the recorder, or placed on the agenda of the next regular meeting, whichever comes first.

### Student Membership

1. The number of student members of this committee is \_\_\_\_\_ ( ).

### Revisions

Revision of these bylaws may be made by a positive vote of two-thirds (2/3) of the membership (or next higher whole number if a fraction) at a regular meeting.