

## Required elements of a Committee charge:

### Name

**Committee Charge:** What are the tasks + duties of the committee. Include whether it is a governance committee, operational comm, sub-comm, district-wide, task force, ad hoc advisory, or a working committee. See for definitions. <https://committees.kccd.edu/content/decision-making-document-committees>

**Scope of Authority:** Areas/issues on which the committee makes recommendations or policy/procedure decisions (note most committees are recommending or advisory bodies).

**Provides Reports To (or "Reports Out To"):** To whom the committee makes recommendations and/or with whom the committee is required to collaboratively consult in the development of its recommendations. All governance committees with Senate-appointed faculty members report regularly (at least monthly) to the Academic Senate to ensure potential academic and professional matters conflicts or problems are avoided. Most governance committees will also report to College Council or one of the Vice Presidents. The Academic Senate has primary responsibility for "academic and professional matters": 10+1-related issues, including those given to it in Board Policy, plus those given in Education Code such as determinations of minimum qualifications and equivalency, hiring criteria, and administrative retreat rights and the union must consult with the Senate on tenure evaluation procedures, faculty evaluation procedures, and faculty service areas. Faculty chairs of governance committees sit on the Senate's Executive Board and provide monthly reports to the Senate (this is a requirement stated in the Academic Senate By-Laws). The governance committees to which the Senate appoints faculty are ones that are in the realm of "academic and professional matters". The Senate will not micromanage governance committees.

**Communicates With:** All others besides the "Provides Reports To" entities the committee will message or receive feedback from. Comments and feedback from entities in this block are given approximately equal precedence. These entities are messaged as needed. Since the Academic Senate has primacy on "academic and professional matters", the Senate is not included in this block for those matters—the Senate is listed up in the "Provides Reports to" to ensure proper collegial consultation happens. Note that "academic and professional matters" is not restricted to just the 10+1 of Title 5 Regulation Section 53200—it does include other matters given in Education Code. For example, hiring criteria and minimum qualifications are not listed in the 10+1 but they are academic and professional matters listed in Education Code Section 87360(b) and Section 87359(b), respectively, and are specified in KCCD Board Policy.

**Membership:** Leadership (co-chairs), who are voting members, who have voice but no vote, how many in each faculty area (is it department, pathway, College Council area, etc.?), how many in each classified staff area, how many in each administrator area. It is wise to include a note that quorum will not include vacant positions.

BC's 2018 accreditation ISER notes that the Academic Senate and College Council approve all governance committee charges (see the third page of the Governance Committee Relationship to Academic Senate document for the specific pages in the 2018 ISER). BC's 2000 accreditation ISER states BC's plan to have each committee review its purpose and authority at the beginning of each academic year. The Academic Senate By-Laws requires governance committees to review their charges in the fall and to get Senate approval before any changes can take effect.