

## **PORTERVILLE COLLEGE**

### **PROCEDURES FOR ESTABLISHING A NEW COMMITTEE OR MODIFYING A CURRENT COMMITTEE**

The following procedures have been established to provide a consistent and cooperative approach to formulating new committees on campus or, in the modification of existing ones. In the spirit of participatory governances, campus committees that deal with academic and professional matters should be co-chaired by a faculty representative and a member of the management team.

#### **FORMULATION OF A NEW COMMITTEE**

Staff wanting to formulate a new committee should first complete a written draft proposal of the committee that includes a brief description of the following:

1. Functions
2. Objectives
3. Specific Task Meetings
4. Quorum
5. Agenda
6. Membership

#### **MODIFICATIONS TO AN EXISTING COMMITTEE**

Any recommended changes to the membership or functions of a committee should first be discussed in that committee. These recommendations may come from an employee outside the committee or from the committee itself. A brief rationale should be written for the suggested proposal and how the committee is to be modified.

Once the proposal for a new committee or the modification of an existing committee has been completed, the following steps must be followed to receive final approval of this proposal:

1. Submit the proposal for review to the representative group(s) on campus that will be on the committee:
  - Classified – CSEA
  - Faculty – Academic Senate
  - Management – Administrative Council

If either of these groups makes recommendations to the proposal, it is returned to the originator. The originator then refers these recommendations to the representative group(s) for review and modifications.

2. Once the representative groups approve the proposal, it is then submitted to the College Council (*formally known as College Learning Council or CLC*) for review. If College Council (CC) recommends changes to the proposal it is returned to the originator. The originator then refers these recommendations to the representative group(s) for review and discussion. After making modifications as appropriate, the proposal is then resubmitted to CC.
3. The College Council then gives final approval of the proposal as presented. If the proposal is in regards to the formation of a new committee, the committee is then included on the list of campus committees with each representative group appointing members as appropriate. If the proposal is in regards to a modification of an existing committee, the campus committee list distributed to staff is updated and notification to employees is made regarding this change.