



Tier 2 Governance Committees General Committee Guidelines

Committee Organization

- All Tier 2 committees will meet a minimum of three times per year in September/October, January/February, and May/June.
- Additional committee or subcommittee meetings may be scheduled to accomplish the committee's goals.
- Committee members elect a chair during the September meeting for a one year term.¹
- All committee meeting dates and times will be posted on the college calendar.
- Committee documents are stored on the Governance Blackboard site in the appropriate folder in a timely manner.
 - Agendas are posted one week before a meeting.
 - Minutes are posted within two weeks after a meeting.
- In August, committees review the mission and complete the Goal and Assessment Matrix (see attachment 1) that details the goals and objectives for the coming year.

Committee Membership

- All Goodwin College full time employees serve on at least one Tier 2 committee. Members serve for three years.
- One-third of the membership will be replaced every year.
- In May, members whose terms of service are over will be assigned to a new committee by the Provost's office based on the employee's preferences and an effort to achieve a cross-section of departments and services on every committee.

Member Participation

- Attendance is expected at all regular full-committee meetings unless excused by the chair. The reason for being excused must be documented on the attendance sheet.
- The chair sets the number of additional full-committee meetings and appoints subcommittee members. The chair also sets the attendance and participation expectations for additional meetings.

¹ To allow for consistency and continuity as we begin this process, the current committee chairs will hold their positions until 2011.

- All members are expected to actively participate in all committee meetings. Participation may take different forms including discussion boards, physical meetings, virtual meetings, etc.

Internal Reporting & Approval

- All Tier 2 committees will report to the College Leadership Council (CLC) at least twice a year. Topics may include, but are not limited to:
 - Internal Reporting
 - Inform CLC of accomplishments or challenges.
 - Raise issues for debate or discussion, etc.
 - Approval
 - Present proposals and recommendations for consideration by CLC. If approved by the CLC, the CLC will recommend approval to the appropriate Tier I committee or to the Cabinet. (e.g., proposed events, new policies, etc.).
 - Funding
 - The CLC can approve expenditures up to \$500.
 - Requests over \$500 will be forwarded to the Tier 1 Budget and Finance Committee for consideration and approval.
- Any chair wishing to report to the CLC must submit a summary or copy of materials to be presented for discussion to Lisa Martin two weeks prior to the meeting. She will send them to CLC members one week prior to the meeting. If materials are not received, she will remove the topic from the agenda.

Assessment of Committee Effectiveness

Overall Effectiveness

- A common survey tool will be used to assess a committee's overall effectiveness. The survey will be administered to all committee members by the Office of Institutional Effectiveness in May (see attachment 2). The results will be reviewed by the College Committee on Assessment (CCA) and shared with the college community during the September Community Day.

Goals and Outcomes

- In August of each year, Committees will review their Mission and establish goals for the coming year. At the September/October meeting the final version should be adopted. Committees will complete the first four columns of the Goals & Assessment Matrix.
- In May of each year, committees will begin to complete the fifth column of the Goals & Assessment Matrix in order to assess their effectiveness in meeting their goals. The completed matrix is due by August 1 to the CCA. The CCA

will summarize and discuss the findings with the entire college community on the September Community Day.

Responsibilities

Committee Chair:

- Schedule and facilitate a minimum of three physical meetings a year with the entire committee membership (September/October, January/February, May/June)
- Determine if additional physical meetings, virtual meetings or subcommittee meetings are needed to accomplish the committee's goals.
- Appoints subcommittees as needed and monitor their progress.
- Facilitates review of committee mission and works with committee to set yearly goals.
- Ensures that all assessment activities are accomplished.
- Ensures that a meeting agenda is created using the college template and that it is posted on the Governance Blackboard site one week prior to every meeting.
- Ensures that all scheduled meetings are posted on the college calendar.

Committee Secretary / Recorder:

- If requested, work with the chair to determine the agenda and to post it one week prior to meetings.
- Assure that the sign-in sheet is accurate. Send completed sign-in sheets to Yohanna Almont.
- Records discussion highlights and decisions using the college's meeting minute template.
- Posts minutes within two weeks of the meeting date on the Governance Blackboard site.

Committee Member:

- Attend the three physical, full-committee meetings in September/October, January/February and May/June. Attend all other meetings or subcommittee meetings as requested by the committee chair.
- If a member can not make a meeting, the member should contact the committee chair (e.g. excused for medical reasons).
- Participate fully in committee meetings and activities: comply with requests by committee chair, attend subcommittee meetings regularly, volunteer when appropriate, post to virtual discussion boards as requested, etc.

Subcommittee Chair

- Schedule meetings as necessary to accomplish assigned tasks.
Subcommittee chairs may be replaced by the chair if the subcommittee is not functional.
- Keep committee chair informed of meeting discussions and decisions.
- Assure agenda, minutes and other subcommittee documents are posted on the Governance Blackboard site.