2.27 Institutional Standing Committees

Last Revised:  N/A

Policy Statement: The College uses Institutional Standing Committees to recommend policy, standards and procedures for functions executed by the College community. These recommendations must be forwarded to the Executive Council for approval. The Executive Council, as the deliberative body representing the college community, will have the sole authority to create new standing committees.

Purpose/Definitions: The faculty, staff, administration, and Board of Trustees of Piedmont Community College believe that the institution will best achieve its declared mission and goals when the college community draws upon its knowledge, collective experience, and creative powers in an on-going cooperative effort to develop college policies and programs.

The purpose of the College’s standing committees is to recommend policies and procedures regarding academic standards, curriculum programming, general administration, personnel, fiscal management and student affairs in accordance with the regulations of the Community College Laws of North Carolina, the Southern Association of Colleges and Schools and federal regulations and guidelines.

In addition, the purpose of standing committees is to provide a forum to ensure the opportunity for the exchange of ideas among the college community (e.g. students, faculty, staff, administration and board members).

Approval Authority/Monitoring Authority: The Executive Committee will review the Institutional Standing Committees’ roles and composition on a 2-year cycle. Personnel changes within committees will occur as needed. Revisions to College policies, procedures or standards must be reviewed and approved by the Executive Council.

Procedure: Institutional Standing Committees will meet at least three (3) times per fiscal year. Within two (2) weeks following the meeting, the committee chairperson will send the meeting minutes to all college employees via the College’s email system. All actions taken by the committee must be clearly defined and/or stated in the minutes. All committee minutes will be archived by the Learning Resources Centers for reference.

Student representation on the committees will be appointed by the Student Government Association Advisor. The Advisor will check the enrollment status of the students each semester and send updates as needed to the Executive Assistant to the President. At the beginning of each academic year, the Advisor will provide an updated roster to the Executive Assistant to the President.

Legal Citation:  N/A
History: Effective October 2011