

SECTION 500.05

COLLEGE COMMITTEES

1. Composition: Each College Committee named in Section 500.02 shall have a minimum of five (5) members, at least two (2) of who shall be members of the instructional faculty. Other members may be administrators and other categories of classified staff. The provision does not apply to the Staff Welfare Committee that may not necessarily have faculty representation. College Committees indicated with an asterisk (*) shall include two (2) additional, voting student members nominated by the Student Senate for a one-year term.
2. Appointments: The President shall make Committee appointments for one (1) year, effective September 1 of that year.
3. Term of Office: The Committee shall be in continuous existence for one (1) calendar year, either up to the 31 day of the following year or until the new Committee members take office.
4. Officers: The first member listed on the President's list for each Committee shall act as the Convener and shall preside over the initial meeting. The following officers for the ensuing year shall be elected at this initial meeting: A Chairperson and a Secretary.
5. Agendas: All agendas shall be prepared in advance, and copies shall be forwarded to the Office of the President.
6. Minutes: Minutes of all meetings shall be circulated to all members of the Committee concerned within seven (7) days of the meeting. A copy of the minutes shall be forwarded to the Office of the President. The minutes shall reflect the following: date and time, members and other present, agenda items, action taken/recommendations.
7. Committee Records: Shall be maintained by the Secretary. All such records shall be turned over to the incoming Secretary upon the end of the Committee's term of office.
8. Committee Functions:
 - a. Scholarship and Awards Committee*
 - i. To award scholarships and provide an annual scholarship report to the Community College Foundation Board of Directors.
 - ii. To develop and implement policy for awarding assistance (Two (2) students appointed by the Student Senate will participate in this second function).
 - b. Athletics Committee*
 - i. To formulate athletic policies pertaining to student participation.
 - ii. To promote interest and develop support for athletic events and activities.
 - c. Staff Welfare Committee
 - i. To function as prescribed in the NDUS Human Resource Policy Manual (See <http://www.ndus.edu/policies/default.asp?ID=290>).
 - ii. To act as an appeals board for classified personnel in the College. The recommendations of the Board pertaining to grievances shall be forwarded to the President for action.
 - iii. To provide a forum to address issues related to staff compensation, motivation, morale, and other issues that arise related to the staff. The Committee will advise the President and Administrative Council on these issues.
 - iv. Committee Members consist of six (6) elected representatives and one alternate. Elections are conducted annually in July with one-half of the

representative selected each year by all full-time benefited Lake Region State College staff members. The Administration will have one representative from the Administrative Council appointed as their representative on the Council.

- d. Student Appeals Committee*
 - i. To provide a hearing for formal student appeals alleging improper, unfair, arbitrary, or discriminatory treatment.
 - ii. To ensure due process for all students
- e. Technology Committee*
 - i. To provide a forum for input and advice regarding campus computing needs.
 - ii. To plan a budget for the student funded technology fee.
- f. Diversity Committee*
 - i. To encourage efforts to create a positive living and learning environment for all student regardless of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, marital status, political belief or affiliation, and economic or perceived social status.
 - ii. We are committed to fully respecting, supporting, and celebrating the diversity which exists in and around our campus.
- g. Safety/Loss Control Committee
 - i. The purpose of the Safety/Loss Control Committee under the coordination of the Safety Director is to develop and administer an occupational safety and environmental health policy for Lake Region State College employees. The Safety Director will be advised by the Vice President of Administrative Affairs in matters related to development, administration, and management of Lake Region State College safety policy.
 - ii. The Safety Director is the Chair of the Safety/Loss Control Committee:
 - iii. The Safety Committee shall:
 - 1. Advise the Board, Chancellor and institution officials and employees concerning risk management, risk assessment, loss control, insurance and compliance with health and safety laws and regulations.
 - 2. Recommend programs and policies to promote safety, reduce risks, ensure compliance with laws and regulations and control costs.
 - 3. Promote employee education and training relating to safety, loss control, risk management and compliance with laws and regulations.
 - 4. Perform other duties related to safety and risk management assigned by the board or the Chancellor.
 - 5. Establish a policy for safe use of Lake Region State College properties in compliance with all federal, state, local and Lake Region State College regulations.
 - 6. Maintain a safe and healthful academic environment.
 - 7. Maintain a safe and healthful work environment.
 - 8. Adhere to proper operating and practices and procedures designed to prevent injury and illness.
 - iv. The Loss Control Committee shall:
 - 1. Act as a liaison between management and employees with advice and guidance being given in workplace safety issues.
 - 2. Know current federal, state, local standards that apply to the employer.
 - 3. Participate, implement and develop the risk management program.

4. Advise and assist with the development and implementation of training programs.
5. Identify unsafe conditions and practices.
6. Investigate and report incidents and/or accidents.
7. Conduct safety meetings and/or employee training.

h. Assessment Committee

- i. The Assessment Coordinator is the chair of the Assessment Committee. The Committee includes six (6) faculty members and three (3) students and one administrator. Two (2) faculty members and one (1) student will represent each of the Instructional Divisions (Academic, Business, and Trade and Technical).
- ii. Two faculty members on the committee are elected/appointed at the Division meetings held during Faculty In-service at the beginning each academic year. Student representatives are elected/appointed by faculty members at their respective division meetings. Committee members may serve consecutive terms. The Assessment Coordinator is appointed by Administration.
- iii. The Assessment Committee meets monthly to continually refine and implement the institution-wide Assessment Plan. The Assessment Committee is committed to continuous evaluation, updating and improvement of academic assessment at Lake Region State College.
- iv. The Assessment Committee shall:
 1. Review all submitted course assessment measurement tools described in the Student Achievement materials twice a year. The results of these evaluations along with institutional improvement of teaching and student learning.
 2. Provide several opportunities for open faculty discussions on assessment throughout the academic year.
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 4. Review all assessment tools and their use to ensure their continued relevance to the missions of the College and Divisions.

i. Food Service Advisory Committee

The Purpose of the Food service Advisory Committee under the direction of the Food Service Director is to provide assistance in meal planning and dining services. The committee shall consist of the Food Service Director, Housing Director, and four (4) other representatives of the faculty, staff, and students. They are appointed annually by the Food Service Director.

j. Ad Hoc Committee

The President may set up Ad Hoc Committees either to fulfill specified college functions or to plan and manage special projects. Such committees shall have definite time frames to complete their work, e.g. curricular planning groups, search committees.

k. Admissions Risk Assessment Committee

The committee reviews applications from students who indicate criminal history on their application for admission. The committee may deny or place conditions on admissions.

l. Online Task Force

- i. This committee shall identify and formulate long- and short-range goals for the online program relative to the College's mission, role, and scope.

- ii. This committee's purpose is to facilitate communication, problem solving, planning, or other work related purposes as it applies to online classes and online programs at the Lake Region State College campus.
- iii. This committee may be responsible for policy reviews/editing and recommended changes as it applies to online classes and online programs at the Lake Region State College campus.
- iv. It is recommended that the staff members including the Assistant Vice President of Student Affairs, the Vice President of Instruction, the campus CIO, the Instructional Designer, and the Online Advisor be considered permanent members of the committee.
- v. It is recommended that at least one (1) full-time faculty member, two (2) adjunct online faculty members, and one (1) at large faculty member be asked to be on the committee.

History

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