

GA: 3005 College Committees

Scope: This policy applies to all employees.

Policy: The College of Southern Maryland embraces its value, *Teamwork*, and demonstrates it by working together through a structure of councils, committees, work groups, and task forces.

Definitions

Governance*

Participatory governance allows individuals within the college community to have a voice in decisions that affect them. Participatory governance is designed to lead to active participation in decision making that unites all parts of the college and draws upon the strength of diversity.

A structure of governance councils and committees ensures inclusive participation in college- wide decisions:

- **Governance Councils** – Governance councils advance the strategic plan of the college; they recommend action to the President and President’s Cabinet, who may operationalize the recommendation.
- **Governance Committees** – Governance committees report through the governance councils. They consider, investigate, and recommend actions to the appropriate governance councils, for further review and action.

*Detailed information can be found in the CSM Governance Constitution, Bylaws, and Handbook.

Operational

A functional, or operational, committee advances the operations of the college and ensures daily college work continues smoothly. There are three types of functional committees:

- **Standing Committees** – Standing committees are permanent groups of CSM stakeholders who meet on a regular schedule throughout the academic year on one particular subject area. Membership is usually based upon one’s position at the College, not the individual who holds that position. Standing Operational Committees may report through President’s Cabinet, a Governance Council, or appropriate Division lead. New governance standing committees may be approved for recommendation to the President by a simple majority vote of the College Wide Council. Non-governance standing committees may be created by the President’s Cabinet. The final decision on creation of a standing committee will rest with the President.
- **Task Forces** – Task forces are appointed for work of very limited duration (i.e., no more than 6-8 months) and are designed for a very narrow purpose. Task Forces should be disbanded when the work is complete. Task Force appointments are made based on expertise.
- **Work Groups** – Work groups are organized to pursue specific objectives, but in a longer time range than a task force (i.e., up to two years). They should be disbanded when the work is complete. Membership is a result of expertise, interest, and/or representation.

Task Forces and Work Groups serve for limited times for defined purposes, which are stated in their charters. When their work is completed, the groups are dissolved. Task Forces and Work Groups may be commissioned by any Governance Councils or Committees, Standing Committees, or members of the President's Cabinet.

A current list of standing committees may be found on the CSM Governance website.

Those committees will be reviewed for currency by the President's Cabinet annually and will sunset when no longer viable. For more information contact the Office of the President, x7625

Faculty Senate Committees

Board policy ADM.314 acknowledges the faculty role in participating in the management of the college through committees. Faculty Senate committees, which address the specifics of the work of the faculty, are one way in which faculty participate. The committee structure of the Faculty Senate is managed by the Faculty Senate Executive Board and Faculty Senate officers.

Division and Department Committees

Each division and department may have its own committee structure, which is under the authority of that division. Those committees are critical to accomplishing the work of the division and involve close interaction among practitioners.

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