

## College Operating Procedures (COP)



**Procedure Title:** Standing Committee Process  
**Procedure Number:** 03-0403  
**Originating Department:** Provost/Vice President, Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; 02/15/11; 10/14/13

**Purpose Statement:** Shared governance is the practice of administration, faculty, as well as students and staff participating in decision making. Therefore, stakeholders are represented on Standing Committees which meet regularly to consider the academic affairs of the College and make recommendations to the Provost/VPAA.

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**Guidelines:**

Standing Committee membership is an important aspect of college service. The Standing Committees at Florida SouthWestern State College are: Faculty Senate, Curriculum, Academic Standards, Faculty Professional Development, Academic Technology, E-Learning, and Learning Assessment.

**Procedures:**

In late April or early May, the Provost/VPAA works with the Executive Committee of the Faculty Senate to make appointments to the various standing committees which each have a distinct charge. Every effort is made to match appointments with interest and expertise. Committee members who are faculty are appointed by the Executive Committee of the Faculty Senate. Staff/administrative members are appointed by the Provost/VPAA. Committee members serve for terms of either two or three years depending on the committee. Committee members may only serve for two consecutive terms (the exception being a continuing elected Chair who may serve into a third term on the committee.) Committee membership is considered as college service in the faculty evaluation system.

The Provost/VPAA sends letters of appointment, re-appointment, or gratitude for service upon completion of a term to prospective committee members in mid-May. If Chair selections are to be made (due to the end of the Chair's two year term), the committee will elect a continuing or new Chair (Chairs are also restricted to two consecutive two-year terms.) The Provost/VPAA, pending his/her approval of elected Chairs, will send letters of appointment to Chairs of various Standing Committees along with letters of assigned time from one course for both the Fall and Spring semesters to the appropriate Academic Deans and to Human Resources.

After confirmation of acceptance of the committee appointments, Standing Committee rosters are updated and posted on the Document Manager prior to the beginning of the next academic year.