

College Operating Procedures (COP)



Procedure Title: Standing Committee Process
Procedure Number: 03-0403
Originating Department: Provost

Specific Authority:

Board Policy N/A
Florida Statute N/A
Florida Administrative Code N/A

Procedure Actions: 06/01/10; 02/15/11; 10/14/13; 07/26/17

Purpose Statement: To operationalize shared governance through academic standing committees.

Guidelines:

Florida SouthWestern State College Administration and Faculty support the concept of shared governance. The faculty are responsible for the teaching, research, and scholarly activities of the College. The faculty share in the governance of the College through the Faculty Senate by recommending policies and procedures related to academic matters, thus creating a culture of collegiality with the Administration to further the educational mission of the College.

Faculty Senate, through standing committees, discusses and makes recommendations to the Administration in all academic areas, including, but not limited to the following:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation or success
- Faculty role in College governance structures
- Faculty role in accreditation processes
- Policies regarding faculty professional development activities
- Processes for program review
- Academic technology and online learning

The College will maintain the following standing committees consisting of faculty and representatives from the administration, and staff as appropriate to review and/or prepare recommendations for the Provost:

- Academic Standards Committee
- Academic Technology Committee
- Curriculum Committee
- General Education Advisory Council
- Learning Assessment Committee
- Professional Development Committee

Procedures:

Creation of Academic Committees

Creation of all college-wide academic committees shall be done in consultation with Faculty Senate. Faculty membership and structure of these committees shall be established by Faculty Senate.

Committee Structure

All committees report directly to the Faculty Senate. Minutes are submitted to the Faculty Senate and Provost monthly to be posted on the FSW website. The Faculty Senate will make recommendations to the Provost relating to academic issues and policies arising from the standing committees.

Faculty will serve a minimum of three (3) years on a standing committee. Members may be reappointed to serve a three (3) year term renewable at the discretion of the Provost.

The committee will have no more than three (3) non-faculty members selected by the Provost to serve a three (3) year term renewable at the discretion of the Provost.

A Standing Committee chair shall be elected by a majority vote of Faculty Senate and must be a continuing contract faculty member; the job duties shall conform to the list of duties as defined in Academic Policies and Procedures. The Chair will be granted a two (2) year term and three (3) hours of re-assigned time from instructional duties for each major academic term. A Standing Committee Chair may be re-elected for more than one term by a vote of the committee.

The Faculty Senate will send an all call to recruit membership for the standing committees. Faculty wishing to serve on a committee will do after approval of the senate executive committee. The Senate Executive committee will take into account the optimal size for each committee as this relates to the charge of the committee.

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.