Governance Committee Timeline

In the spring of 2017, College Council decided to adjust the timeline for updating and making changes to committees. The reasons included:

- In the fall, new committees need time to work together and make informed decisions about how to adjust committee structure and whether it is necessary.
- The governance worksheets float in all year long.
- As committee assignments are made in spring, it is unclear what changes are approved.
- The process slows down the fall launch of committees and the committee's work.

The general approach is for the new timeline will allow committees to function normally during the fall semester. In early spring, committees will follow a timeline for submitting updates/changes. This will give better guidance to the Divisions and Senates on how to populate committees. The outcome will be a clear understanding of the charge and membership for the fall semester.

Committee Changes and Governance Worksheet Timeline

Month	Activity
February	• Committees discuss and finalize committee changes and/or structure • Chair fills out Governance Worksheet with or without changes and signs on behalf of the committee
March 1st	• Governance Worksheet goes forward to Academic Senate (if appropriate) • Governance Worksheet gets sent to College Council for approval
March 15th	• College Council Meeting – Approvals of Governance Committee Changes • If there are significant changes, Committee Chair or Designee must attend the Council Meeting
April (1st week)	• Shared Governance Participants Document and Governance Handbook updated with committee changes • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership
April 5th	• Admin Staff Meeting agenda item: committee memberships
April 12th	• Classified Senate Meeting agenda item: committee memberships
April 18th	• Academic Divisions Meeting agenda item: committee memberships
May 3rd	• Admin Staff finalize committee memberships
April ?	• Student Services Division Meeting agenda item: committee memberships
May 10th	• Classified Senate finalize committee memberships
May 16th	• Academic Divisions finalize committee memberships
May ?	• Student Services Division finalize committee memberships
May 18th	• Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff send committee representation to President's Office.
August 1st	• President's Office posts DRAFT Governance Participants on website
?	• Faculty Association sends list of appointments
September 1st	• ASLPC sends list of appointments to President's Office • Committees send President's Office Committee Chair selection
September 15th	• President's Office posts FINAL Governance Participants on website • Committee Chair/Support updates committee webpage with changes and committee representation