

CPTC Procedure: College Committees

PURPOSE

The purpose of this procedure is to establish the framework for an effective committee structure for Coastal Pines Technical College.

DEFINITIONS

Committee: A committee is an officially recognized, permanent organization essential to the development or operations of the College. Committees have a defined purpose and function, and may have multiple tasks. Membership may be appointed or voluntary and may change over time, but will include a minimum of seven people.

Task Force: A task force is a temporary group, appointed by the President for the purpose of accomplishing a specific objective. The life of a task force shall generally be limited to two years.

COMMITTEES

1. The following committees are established for CPTC: College Council, Faculty Senate, Safety, Calendar, Marketing & Social Media, Facilities Committee, Perkins, and Complete College Georgia. Additional committees may be established, if needed.
2. The College Council shall review and approve all proposed committees to confirm there is no overlap in function or purpose. Proposed committees should be submitted for consideration to the College Council using the committee structure template adopted by the College Council.

TASK FORCES

1. When appointing a task force, the President shall identify the specific objective the task force is to accomplish and the time frame in which to accomplish the work.

Responsibility:

The Vice President for Institutional Effectiveness has the overall responsibility of ensuring this procedure is implemented.

Adopted: June 2, 2014

Reviewed: April 12, 2018