

Committee/Council Project Summary

Dr. Washington initiated a project aimed at reviewing and approving ongoing councils and committees at the college in the Spring of 2020.

The purposes of this project were;

- To continue to foster innovation and good ideas while improving communication and inclusivity
- To clarify why internal committees are in existence (i.e. do they serve needs related to accreditation, legal or audit compliance, Perkins, Strategic Plan, other)
- To make sure that minutes and agendas are available in Library Archives for historical documentation and easy access
- To standardize and streamline process for setting agendas and taking minutes
- To confirm timing, membership, scope of work/authority, and charge/purpose
- To provide annual review to showcase and celebrate activities of internal committees
- To combine/eliminate unneeded or out of date committees

The task force compiled a list of all of the committees/councils at the college, created a charter template and wrote a committee procedure. Each committee chair was tasked with creating a charter and submitting a list of the committee's members.

Dr. Washington reviewed all of the existing college committees. Committees/councils were either approved or dissolved and some new committees were created during the process. Dr. Washington also reviewed committee membership and either approved the membership or made recommendations to committee chairs. Below is a summary of the approved, dissolved, and new committees.

Approved Committees/Councils

Existing Committees/Councils

Academic Leadership Council
Administrators Plus
Bronson Healthy Living Campus Collaborative
Strategy Committee
Collaboration in Pre-Health Care Education
Course and Curriculum Committee
Crisis Management Committee
Early Middle College Advisory Committee
Enrollment Retention Committee
Facilities Use Council
Faculty Association Scholarship Committee
Faculty Success Center Advisory Committee
Federal/State Grants Planning Committee
Financial Aid Advisory Committee

Information Technology Advisory Council
Institutional Learning Outcomes
Intellectual Property Review Committee
Assessment Committee
Job Classification Committee
Kalamazoo Valley Food Share
Kalamazoo Valley Orientation Committee
Public Safety Advisory Committee
Retirement Plan Committee
Student Cares Committee
Sustainability Committee
Universal Design Committee
Veterans Support Committee

New Committees/Councils

Extenuating Circumstances Appeal Committee
 Enrollment, Marketing and IT Committee
 Committee for Equity and Culture
 Employee Engagement and Wellness
 Committee

Banner Committee
 TargetX Committee
 Joint Services Committee

Dissolved Committees/Councils

Title	Reason
Grade Appeal Committee	These two committees were combined to create the Extenuating Circumstances Appeal Committee.
Refund Appeal Committee	
Perkins Grant Coordination Committee	The Perkins Grant is now overseen by the Federal/State Grants Planning Committee.
First Year Experience Committee	The work this group was tasked with is complete.
Instruction & Student Services and Enrollment Services (ISSES)	These two committees were combined to create the Joint Services Committee.
Instruction & Student Success Services Administrators (ISSSA)	
Academic Probation Review	This group was a task force, not an ongoing committee.
Instructional Assessment Steering Committee	This group is a sub-group in the Institutional Learning Outcomes Assessment Committee.
Guided Pathway Steering Committee	The work this group was tasked with is complete.
Adjunct Appreciation Committee	The work of this committee is now the responsibility of the Employee Engagement and Wellness Committee.
Developmental Roundtable	This group is not considered a committee.
Profs and Pizza Steering Committee	This group is considered a task force.
Special Use Committee	The work of this committee is now the responsibility of the Facilities Use Committee.

All approved committee charters will be uploaded to the library archives and committees will be responsible for submitting all meeting minutes and agendas to the archives. Committees/councils will also submit an annual activity and membership report to the President in June each year.