

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: 1 of 6

During Spring of each year, the College Standing committees shall be appointed as a joint cooperative effort of the College President (or designee), and the Faculty Senate President or the United Faculty of Florida-Broward College (UFF-BC) Chapter President. The faculty, administration, and professional technical staff shall be surveyed to ascertain their first, second, and third choices for assignment to committees. The form to be used in this survey will be jointly agreed upon by the College President (or designee) and the Faculty Senate President and the UFF-BC Chapter President. Survey results will be shared with the Faculty Senate President and the UFF-BC Chapter President and will be used as the basis for composing the committees.

Before the close of Summer term, all assignments to committees except students shall be made by joint agreement of the College President (or designee) and the Faculty Senate President or the UFF-BC Chapter President. Each College committee will have a chair or co-chair model to provide leadership throughout the academic year. The chair(s) of the UFF-BC Committees are determined by the committee at the first meeting. The chair(s) of the non-UFF-BC Committees are determined by the College President (or designee) and the Faculty Senate President. Students to serve on committees shall be recommended by the Vice Provost of Student Services or designee. Students who serve on College committees must not be on academic suspension, academic probation, or academic warning, and must not have violated the Broward College Student Code of Conduct.

UFF-BC Chapter College Standing Committees

Standing committees of the UFF-BC Chapter are codified in the Collective Bargaining Agreement (CBA) between the Board of Trustees of Broward College and the UFF-Broward College Chapter. All assignments of each committee will be made by joint agreement of the College President (or designee) and the UFF-BC Chapter President, and the committees meet as needed during the Fall and Spring semesters of the academic year. The chair(s) of each committee will present a report of their respective committees at the monthly UFF-BC Chapter Executive Council meetings. The operation and expectations of these committees are described in the CBA. The committees are as follows:

- Continuing Contract Review Committee
 - Reviews all candidates for continuing contract who have successfully performed their duties and demonstrated professional competence.
- Health, Safety, and Security Committee
 - Promotes programs that increase College awareness of practices, procedures, and regulations, which improve the quality of the College environment; reviews inspection records, statistical data, and reports as well as College procedures relative to health, safety and security, and the work environment.
- Sabbatical Leave Committee
 - Reviews and evaluates sabbatical applications and recommends faculty for sabbatical leave in priority order.
- Sick Leave Committee
 - Develops policies and procedures for the operation of the sick leave pool; makes implementation decisions and recommendations regarding the management of the employee sick leave pool; issues an annual report to each participating employee showing the usage of the pool and the current balance of sick leave credits.

Recommending Officer's Signature <i>Jeffrey Nasse, Ph.D.</i>	Date: 6/8/2020	President's Signature 	Date: 6/8/2020
--	--------------------------	---	--------------------------

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: 2 of 6

Non UFF-BC Chapter College Standing Committees

There are identified College standing committees. The operation (to include the selection and term of committee chairs) and expectations of these committees are created by the executive sponsor of the committee in collaboration with the committee members. The charge/mission of each committee must be reviewed on an annual basis to ensure alignment to College needs and priorities. To support the success of each committee, the College will provide an orientation/onboarding for the committee chair(s).

The chair(s) of each committee has the responsibility of scheduling and conducting meetings, providing an agenda, and ensuring attendance and minutes are taken. Committees that create a specific manual, guidelines, handbook, etc. on committee operating procedures and norms must have the document vetted and approved annually by their respective Executive Sponsor(s). All documentation for the committee (e.g., membership roster, agendas, minutes, attendance, manuals, recommendations, etc.) must be uploaded on the College's shared site (e.g., Broward Connect) to increase communication and transparency.

Chairs(s) are also responsible for presenting a report of their respective committees at Professional Development Day or other College-wide event during the Spring Term and submitting final recommendations to the Faculty Senate President and College President (or designee) by the final duty day of the Spring Term.

Committee Name and Purpose	Executive Sponsor	Ex-Officio(s)
<p>Academic Standards</p> <p>interprets policies and reviews students' petitions for a waiver of academic rules regarding matters of probation, suspension, dismissal, and other rules and regulations related to academic progress and graduation; serves as a hearing board for students regarding disciplinary matters.</p>	<p>Provost or Designee</p>	<p>AVP, Academic Services/ College Registrar</p>
<p>College Read</p> <p>selects the text for the College-wide read program and plans supporting events and activities</p>	<p>Provost or Designee</p>	<p>Dean, Communication</p>

Recommending Officer's Signature <i>Jeffrey Nasse, Ph.D.</i>	Date: 6/8/2020	President's Signature 	Date: 6/8/2020
--	--------------------------	----------------------------------	--------------------------

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: 3 of 6

<p>Curriculum</p> <p>reviews, analyzes, and makes recommendations for curriculum improvement and development in relation to the College’s philosophy and objectives, and the needs of students and the community.</p>	<p>Provost or Designee</p>	<p>District Director, Curriculum Services</p>
<p>Endowed Teaching Chair</p> <p>implements the Endowed Teaching Chair Program; proposes additional guidelines after the initial selections have been completed.</p>	<p>Provost or Designee and Executive Director of BC Foundation</p>	<p>VP, Academic Affairs; VP, Teaching Excellence and Learning; CFO, Direct Support Organizations; Faculty Senate President; UFF-BC Chapter President</p>
<p>Environmental Sustainability</p> <p>coordinates the College’s efforts to increase the environmental literacy of students, faculty, professional/technical staff, and administrators; explores ways to reduce the environmental impact of campus operations and create a culture of environmental stewardship at Broward College.</p>	<p>Chief Operating Officer</p>	<p>AVP, Facilities Management</p>
<p>Equity</p> <p>monitors the College’s efforts to provide equitable educational and employment opportunities at the College; assists in the College’s effort to comply with the Equity Plan.</p>	<p>Executive Director, Talent and Culture</p>	<p>District Director, Employee Relations; AVP, Student Achievement Initiatives</p>
<p>Financial Aid and Scholarship</p> <p>reviews and acts on Satisfactory Academic Progress (SAP) appeals as well as some scholarship award decisions and appeals; serves as an advisory committee for general financial aid policies and procedures.</p>	<p>Senior AVP, Student Financial Services</p>	<p>AVP, Financial Aid</p>

Recommending Officer’s Signature <i>Jeffrey Nasse, Ph.D.</i>	Date: 6/8/2020	President’s Signature 	Date: 6/8/2020
--	--------------------------	----------------------------------	--------------------------

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: 4 of 6

<p>Instructional Calendar</p> <p>meets as needed during the Fall and Spring semesters of the academic year and prepares instructional calendar drafts for subsequent academic years.</p>	<p>Provost or Designee</p>	<p>Vice Provost of Academic Services; Faculty Senate President; UFF-BC Chapter President</p>
<p>International Education</p> <p>spearheads College-wide initiatives such as the International Education Festival and the English for Academic Purposes (EAP) Writing Contest to promote a global and cultural environment through learning and exchanging experience; adds support to the department of International Education in assisting and carrying out mission-specific activities (William E. Greene (WEG) Scholarship selection process and approving the distribution of student scholarship funds for BC faculty-led study abroad programs).</p>	<p>Provost or Designee</p>	<p>District Directors, International Education</p>
<p>Pathway Core Team</p> <p>facilitates the integration of the pathway model and the cross-pollination of ideas and best practices between the College’s eight pathway communities with the goal of positively impacting student success.</p>	<p>Provost or Designee</p>	<p>AVP, Student Achievement Initiatives</p>
<p>Professional Development Planning</p> <p>develops and promotes professional development activities at the College, makes recommendations relative to the funding of SPD activities which are consistent with College policies, procedures, and priorities.</p>	<p>Provost or Designee</p>	<p>AVP, Center for Teaching Excellence and Learning</p>

Recommending Officer’s Signature <i>Jeffrey Nasse, Ph.D.</i>	Date: 6/8/2020	President’s Signature 	Date: 6/8/2020
--	--------------------------	----------------------------------	--------------------------

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: 5 of 6

<p>Student Life Programs and Services</p> <p>oversees and recommends funding for College-wide student activity programs, including intercollegiate athletics; supports the effective operation of the campus activity boards and conducts evaluations on the institutional effectiveness of the total student activities program; considers policy issues for student activities and makes recommendations on the student activity and service fee.</p>	<p>Provost or Designee</p>	<p>AVP, Student Life/College Ombudsperson</p>
<p>Technology Advisory</p> <p>serves as the College-wide planning and implementation for technology to improve student learning and student access to BC academic programs and services; studies, analyzes, and makes recommendations regarding technology issues, policies, and procedures; and develops an annual implementation plan for instructional technology initiatives. This committee provides input of the lifecycle replacement of network-connected devices, campus safety/security equipment, and any technology infrastructure that is needed to support and innovative a state-of-the-art teaching and learning environment at all College locations.</p>	<p>Provost or Designee</p>	<p>AVP, Center for Teaching Excellence and Learning; District Director, Instructional Design; Campus Technology Officers</p>

UFF-BC Chapter Ad-Hoc Committees

Ad-hoc committees may be jointly formed by the College President and the UFF-BC Executive Council. Such committees are formed if mutually agreed upon issues arise, and the committees meet as needed during the Fall and Spring semesters of the academic year. The size and composition of these committees may vary and are determined at the time of formation. Minutes and recommendations of the ad-hoc committees will be sent to the College President and the UFF-BC Chapter President for presentation to the UFF-BC Chapter Executive Council.

Recommending Officer's Signature <i>Jeffrey Nasse, Ph.D.</i>	Date: 6/8/2020	President's Signature 	Date: 6/8/2020
--	--------------------------	----------------------------------	--------------------------

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: 6 of 6

An example of such an ad-hoc committee is the Health Plan Task Force that is only formed when changes to the College's health care plan are explored/proposed.

Non UFF-BC Chapter Ad-Hoc Committees

For special purposes, the College President (or designee) and the Faculty Senate President, may form ad-hoc committees. Each individual shall have the option to discuss with the other the possibility of forming joint ad-hoc committees, and in the event, such is formed, they shall mutually agree on the appointments of the committee membership. Examples of non UFF-BC Chapter Ad-Hoc Committees include, but are not limited to, a strategic plan team and a task force.

Definitions

Ad-Hoc committee - a committee created for a particular purpose and goes out of existence when that purpose is completed. Committee members are faculty and staff who are selected or assigned.

Committee Chair(s) - the committee chair(s) is responsible for scheduling the committee meetings, creating the agendas, and assigning a minute taker for each meeting. The chair(s) makes recommendations and submits an annual report to the appropriate Executive Sponsor(s). If applicable, the chair(s) makes a presentation to the Faculty Senate, UFF-BC Chapter Executive Council, or a comparable College-wide meeting (e.g., Town Hall).

Executive Sponsor - senior leader(s) who sets the purpose and direction of the committee. The committee chair(s) makes recommendations and submits an annual report to the Executive Sponsor.

Ex-Officio - non-voting member(s) of the committee who serves in a support role to provide guidance, information, and resources to the committee.

Standing Committee - a committee, with continued existence, created to do assigned work on an on-going basis. Committee members are faculty and staff who are selected or assigned.

Recommending Officer's Signature <i>Jeffrey Nasse, Ph.D.</i>	Date: 6/8/2020	President's Signature 	Date: 6/8/2020
--	--------------------------	---	--------------------------