

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: Page 1 of 8

During the Spring semester of each year, the College Standing committees shall be appointed as a joint cooperative effort of the College President (or designee), the Faculty Senate President or the United Faculty of Florida-Broward College (UFF-BC) Chapter President, and the chair(s) of the PTS Council Employee Resource Group (Committee Selection Team). 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.

The College President (or designee), the Faculty Senate President, and the UFF-BC Chapter President will use the survey results to compose the committees. Appointments can be made to committees as needed; however, priority will be given to faculty, professional technical staff, and administrators who complete the survey in the Spring semester. If an employee is appointed to a committee but can no longer serve on the committee for all or part of the academic year, the employee must notify the Committee Selection Team. Employees can only switch committees if permission is granted by the Committee Selection Team.

Before the close of the 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 Chapter Committees are determined by the committee at the first meeting. The chair(s) of the non-UFF-BC Chapter 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 President 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.

Full-time faculty can meet their committee obligation as stated in the UFF-BC Chapter Collective Bargaining Agreement (CBA) Article 7.20 Professional Obligations with service on a college standing committee or with service on other committees, including but not limited to:

- Faculty Senate
- Faculty Senate Committees
- UFF-BC Chapter Executive Council
- UFF-BC Chapter Internal Committees (e.g., Government Relations, Membership, Negotiations)
- Broward UP Commission Teams
- Professor of the Year Committee
- Department/Campus/Pathway Committees
- Faculty/Staff/Administrator Search Committees
- Faculty Advisor to a SGA-recognized student group

Recommending Officer's Signature: 	Date: 1/30/2023	President's Signature: 	Date: 1/30/2023
--	---------------------------	-----------------------------------	---------------------------

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: Page 2 of 8

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-BC 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: 	Date: 1/30/2023	President's Signature: 	Date: 1/30/2023
--	---------------------------	-----------------------------------	---------------------------

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: Page 3 of 8

Non UFF-BC Chapter College Standing Committees

There are fourteen 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), Ex-Officio(s), and Executive Sponsors.

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., Microsoft Teams) 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 semester and submitting final recommendations to the Faculty Senate President and College President (or designee) by the final duty day of the Spring semester.

Committee Name and Purpose	Executive Sponsor	Ex-Officio(s)	Special Requirements
Academic Standards hears appeals/petitions from students, reviews petitions submitted, and makes recommendations to the College Ombudsperson.	Provost or Designee	Associate Vice President, Academic Affairs/ College Registrar; College Ombudsperson	
College Read selects the text for the College-wide read program and plans supporting events and activities	Provost or Designee	Dean, Communication Pathway	Student members

Recommending Officer’s Signature: 	Date: 1/30/2023	President’s Signature: 	Date: 1/30/2023
--	---------------------------	-----------------------------------	---------------------------

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: Page 4 of 8

<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>Associate Vice President, Curriculum Services</p>	<p>Student members between 19 and 25 members total</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, BC Foundation</p>	<p>Associate Vice President, Center for Teaching Excellence and Learning; Chief Financial Officer, Direct Support Organizations; Faculty Senate President; UFF-BC Chapter President</p>	<p>Student members</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>Senior Vice President, Finance and Operations</p>	<p>Senior Associate Vice President, Facilities Management</p>	<p>Student members</p>
<p>Equity Plan Compliance</p> <p>assists in the College’s effort to develop, and comply, with the Equity Plan, pursuant to Florida Statute §§ 1000.05, 1006.71; 1008.45, 1012.86; and Rules 6-10.041 and 6A-19.001 – 6A-19.010.</p>	<p>Vice President, Talent and Culture</p>	<p>Senior Director, Employee Relations; Associate Vice President, Student Success</p>	<p>Student members</p>

<p>Recommending Officer’s Signature:</p> <p style="text-align: center;"></p>	<p>Date:</p> <p style="text-align: center;">1/30/2023</p>	<p>President’s Signature:</p> <p style="text-align: center;"></p>	<p>Date:</p> <p style="text-align: center;">1/30/2023</p>
---	--	--	--

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: Page 5 of 8

<p>Financial Aid and Scholarship</p> <p>assists in the review of Policy and Procedures, deliberates Satisfactory Academic Progress Appeals when needed, reviews scholarships when a committee is required, and supports the financial aid department on special projects as deemed necessary.</p>	Vice President, Finance	Associate Vice President Student Financial Services	Student members
<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>	Provost or Designee	Faculty Senate President; UFF-BC Chapter President	
<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>	Provost or Designee	Senior Directors, International Education	Student members
<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</p>	Provost or Designee	Associate Vice President, Student Success	Student members

<p>Recommending Officer's Signature:</p>	<p>Date:</p> <p>1/30/2023</p>	<p>President's Signature:</p>	<p>Date:</p> <p>1/30/2023</p>
---	--------------------------------------	--------------------------------------	--------------------------------------

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: Page 6 of 8

eight pathway communities with the goal of positively impacting student success.			
Professional Development Planning 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.	Vice President, Talent and Culture	Senior Director, Workplace Learning, Associate Vice President, Center for Teaching Excellence and Learning	
Student Life Programs and Services reviews and recommends the annual Activity & Service Fee budget to the Vice President for Student Services, through the College Ombudsperson.	Vice President, Student Services	College Ombudsperson; Senior Director, Student Engagement	Committee should have an equal number of student members and college employees
Technology Advisory 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	Vice President, Information Technology	Associate Vice President, Center for Teaching Excellence and Learning; Campus Technology Officers	

Recommending Officer's Signature: 	Date: 1/30/2023	President's Signature: 	Date: 1/30/2023
--	---------------------------	-----------------------------------	---------------------------

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: Page 7 of 8

all College locations.		
<p>Textbook Affordability and Open Educational Resources</p> <p>Performs a comprehensive review of textbook adoption processes at Broward College and ensures alignment with State statutes; explores opportunities to expand alternative instructional materials [e.g., Open Educational Resources (OERs)] that support high quality learning at minimal expense.]</p>	Provost or Designee	Student members

UFF-BC Chapter Ad-Hoc Committees

Ad-hoc committees may be jointly formed by the College President and the UFF-BC Chapter 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. 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.

Recommending Officer’s Signature: 	Date: 1/30/2023	President’s Signature: 	Date: 1/30/2023
--	---------------------------	-----------------------------------	---------------------------

Procedure Manual



Title: College Standing Committee	Number: A6Hx2-2.08
Policy Number: 6Hx2-2.08	Page: Page 8 of 8

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: 	Date: 1/30/2023	President's Signature: 	Date: 1/30/2023
--	---------------------------	-----------------------------------	---------------------------