

COMMITTEE / TASK FORCE REQUEST

Topic/Subject	Text/Comments
Type of Committee: <input type="checkbox"/> Standing <input type="checkbox"/> Task Force: Start Date: _____ End Date: _____ <input type="checkbox"/> Ad Hoc: Start Date: _____ End Date: _____	
Purpose/Scope of Committee:	
Membership: <input type="checkbox"/> Administration <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Students <input type="checkbox"/> External <input type="checkbox"/> Ex Officio	Identify Individuals <u>and</u> Length of Term for Each:
Chair(s):	
Relationship to other Committees:	
Expected Outcomes:	
Authority/Decision Making Level: <input type="checkbox"/> Advisory/Recommendations <input type="checkbox"/> Approving	
Meeting/Schedules:	
Budget (if needed): <input type="checkbox"/> Travel/PD <input type="checkbox"/> Supplies <input type="checkbox"/> Other	

Other Considerations:	
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APPROVALS

Faculty President Recommendation (if required):

____ Approved ____ Disapproved (provide rationale) ____ Modified (provide recommendation)

Date _____

Department Supervisor Recommendation (if required):

____ Approved ____ Disapproved (provide rationale) ____ Modified (provide recommendation)

Date _____

Leadership Council:

____ Approved ____ Disapproved (provide rationale) ____ Modified (provide recommendation)

Date _____

(Updated 11/2021)

Guidelines for Committee Formation

Committee Definitions:

- **Standing** – meets regularly and is consistent year to year. Usually college-wide membership and provides advice to college departments and/or focuses on a specific issue, i.e., Finance.
- **Ad Hoc** – short term committee to accomplish a specific goal and is dissolved once committee charge is completed. Membership and size will vary depending on goal or topic to be addressed.
- **Task Force** – usually designed to accomplish 1-3 major goals over a six- to nine-month period and is dissolved after charge is completed. Membership is usually college-wide and consists of 10-15 members.

Process for Forming a Committee:

1. Requests for a committee may come from any department, group or level within the college. Final approval of the committee and any needed resources will reside with the Leadership Council.
2. Faculty members or groups requesting a committee should complete the Committee/Task Force Request Form and submit to the Faculty President for processing. Completed forms are then submitted to a member of the Leadership Council for review.
3. Staff members requesting a committee should complete the Committee/Task Force Request Form and submit to their supervisor or a member of the Leadership Council.
4. Approved committees requiring faculty members will then be forwarded to the Faculty President for appointment of the needed faculty members.
5. Completed Committee/Task Force Request Forms will be kept in the Office of the President.
6. The chair of an Ad Hoc or Task Force Committee will contact the Office of the President when the committee completes its charge.
7. Results or outcomes of Ad Hoc or Task Force committees will be communicated to faculty and staff through the usual college communication channels.
8. Committee status and membership will be reviewed in August of each year by the chair or co-chairs of the committees. Any changes in membership will be communicated to the Office of the President.