COMMITTEE REPORT CALENDAR

Committees are very important components of governance and leadership in community colleges. Committee membership is a participatory responsibility of the faculty and staff at the College and leads to the engagement of cooperation, collaboration and respectful exchanges that will strengthen the college community. Members of all committees bring to the group their own unique skills, experiences, background, and culture.

In order to accomplish the tasks that are assigned to committees and to demonstrate the active leadership that committees chart in the overall operation of the College, the following guidelines and list of dates and activities are outlined.

- The Chair of each committee calls the initial committee meeting during August/September and subsequent meetings at regular intervals during the academic year.

- After *each* committee meeting, the Chair submits a Committee Meeting Report (Form A), with attendance sign-in sheets attached, to the Vice Chancellor for Academic Affairs. *At least one Committee Meeting Report Form must be submitted* ***by December 18, 2026.***

- During the academic year, committees may see a need to recommend a change or several changes to the college leadership for the purpose of budget, catalog revisions, policy changes, curriculum updates, or any information necessary for consideration upon conclusion of a semester or academic year. When a committee has a recommendation, the Chair attaches a Committee Recommendation Form (Form B) to the Committee Meeting Report Form (Form A) when submitted.

- By the end of the academic year and ***by May 21, 2027,*** the Chair provides all meeting report forms and committee recommendation forms to the Vice Chancellor for Academic Affairs.