

MEETINGS AND COMMITTEES

Much significant work of the College is done by committees. Some faculty and staff have membership on certain committees because of their specific job assignments.

Any member of the faculty, administration, or student body who is not a member of one of these committees is encouraged to make written recommendations for consideration by the committee.

Such recommendations can be given to the chairman or any member of the committee. In some instances a recommendation may be more effective if it comes by way of a Department Chairman or Program Director, to the appropriate Dean, and then to the committee.

Committees will meet at times arranged by the chairman. They will meet in suitable places which are available at the time.

All committee chairmen should submit brief summaries of their committee meetings to the appropriate administrator as soon as minutes are prepared. Recommendations should be submitted separately and at any time to the appropriate administrator.

From time to time, the President will appoint ad hoc committees to address certain problems and situations. Typically, these committees are of a specified duration or until the problem or situation is remedied.