SECTION IV: Policy

Committee Structure

United Tribes Technical College (UTTC) values shared governance. Shared governance entails full and active participation by administrators, faculty, staff, and students who share responsibility as stakeholders for the mission, vision, goals, academic integrity, and institutional sustainability of UTTC. This mutual responsibility requires stakeholders engage in free and open discussion, join in collaborative decision- making, and mutually inform one another of resolutions.

UTTC committees have been established to implement present policies and procedures and to plan for the future. Committee members, consisting of elected or appointed members from the various areas on campus, collaborate in the decision-making process on broad curricular, academic, and policy issues.

Shared governance requires all such decisions be communicated effectively to the general college community, with special emphasis on the need for accountability with timely, reasoned explanations for any modification or rejection of recommendations. For specific language on the policy approval process, refer to http://uttc.edu/about/committees.

UTTC has two types of committees:

- Administrative: Committees with the authority to recommend policy within their scope of responsibility. Committees responsible for various aspects of day-to-day administration of policy and practice, focusing on instructional, administrative and regulatory compliance. UTTC administrative committees are as follows:
    - Institutional Review Board
    - Institutional Effectiveness Committee
- Advisory: Committees that provide guidance and recommendations to a specific entity. Examples of advisory committees include the following:
    - Diversity Committee
    - Healthy Community Coalition Committee
    - Assessment of Student Learning Committee
    - Curriculum Committee
    - Extended Learning Committee
    - Facilities Committee
    - Jenzabar Committee
    - Academic program advisory committees

Meetings of all committees are open and any staff member or student wishing to include an item on the agenda may do so by scheduling that item with the chair of the committee. While a committee meeting is in progress, any committee member may request permission for a member of the audience to speak to an item under consideration.

Sub-committees may be created to address specific topics, complete a particular task, or perform detailed review of issues within the areas of jurisdiction for study of the major governance committees. Sub-committees will follow the same general procedural guidelines as the administrative and advisory committees and will report to the appropriate committee and will normally complete their work in a specified length of time.

By-Laws for All Committees

Bylaws are the written rules that control the internal affairs of a committee. Bylaws generally define the committee's official name, purpose, requirements for membership, officers' titles and responsibilities, how offices are assigned, how meetings are conducted, and how often meetings are held. All UTTC committees will use a common by-laws template.

Membership for All Committees

Appointments to committees will be made according to the process identified in the committee by-laws. Faculty members on committees are full-time faculty. Staff members are full-time employees. Administrative members of committees must be regular employees working nine months or more. Student members of committees must be in good academic and disciplinary status and enrolled as full-time.

Recommendations

Decisions made by any committee are recommendations to the Institutional Effectiveness Committee (IEC). The respective committee must make requests for policies in writing to the IEC within two weeks of the approval of minutes documenting the acceptance of the second reading. All recommendations to the IEC shall be submitted by the Committee Chair to the IEC Chair, via email until the electronic process is in place. The process for policy approval can be found at http://uttc.edu/about/committees.

Communications

Meeting agendas will include topics, action items, and time and location of coming meeting. Agendas will be shared at least two business days before the meeting.

Meeting minutes will include the following items: date of meeting, attendance, agenda items, highlights of discussion points, outcomes (first and second readings, action items with the name of the person to complete the action and the date by which it will be completed, decisions), and date and time of next meeting. Minutes will not attribute comments or discussion points to individuals unless specifically requested by that individual. Approved minutes will be shared before the next meeting.