



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Institutional Standing Committees**  
**Number: 1.2.5.1**

Responsibility: Executive Administration  
Last Updated: October 10, 2023  
Related Policy: 1.2.5 Institutional Committees

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President

**Purpose:**

The Technical College of the Lowcountry is committed to employing a variety of institution-wide standing and Ad hoc committees to support effective decision-making within the College and provide an avenue for faculty and staff to be involved in the process of continuous improvement of programs and services.

**Procedure:**

Institutional standing committees shall serve in an advisory capacity, providing recommendations to the appropriate President's Cabinet member.

A Standing Committee or Council is a work group that is permanent, continuous, and ongoing. The committee or council is assigned to a defined and limited area of purpose.

An Ad hoc Committee is a work group assigned for a specific purpose, case, or situation, and discontinued after its assignment.

The Standing Committees at the College include:

- President's Cabinet
- Academic Leadership Council (Academic Affairs)
- Faculty Senate (President)
- Curriculum Review Committee (Academic Affairs)
- Information Resource Management Committee (Administrative Services)
- Enrollment Management Committee (Student Services)
- Safety, Health & Business Continuity Committee (Administrative Services)
- Financial Appeals Review Committee (Administrative Services)
- Alcohol and Drug Program Review Committee (Human Resources)

- Strategic Planning Council (Executive Administration)
- Student Grievance Committee (Student Services)

The President's Cabinet will annually review the membership and leadership of institutional committees and councils and forward recommendations to the President for approval. All member appointments are effective starting July 1<sup>st</sup> of each year. All committees and councils report through a member of the President's Cabinet. The Cabinet member is responsible for outlining the committee's purpose and membership. The chair is responsible for communicating actions taken and pertinent information promptly to the appropriate Vice President and for approval on significant issues. All committees and councils must maintain documentation of meetings. The Chairperson and appropriate Cabinet members will keep committee and board meeting minutes.

Meeting minutes will be distributed as follows:

- President
- Committee members
- President's Cabinet members
- Everyone server

The creation and continuation of college-wide committees and councils is at the discretion of the President and reviewed annually. Employees desiring to have a new committee or board established shall submit a request to a member of the President's Cabinet and provide the following:

- Statement of purpose
- Membership composition, leadership structure, and service terms
- Information related to roles and responsibilities of the committee