

Excerpts from CHC Organizational Handbook

Committees are organized in four broad categories.

1. **Crafton Council Committees** have representation from staff, student, faculty, and administrative groups, and report to the Crafton Council.
2. **Functional committees** may or may not have broad representation, depending on the charge. The charge of a functional committee may be information sharing, have an advisory function, or have a purpose that is not clearly delimited.
3. **Constituency committees** report to Student Senate, Academic Senate, or Classified Senate as appropriate.
4. **Ad Hoc Committees or Task Forces** are typically convened for a time-limited period. Depending on their purpose, they may or may not have broad representation for all constituencies.

AD HOC Committees / Task Forces

An *ad hoc* committee or task force is a temporary group representative of all campus constituencies. Ad hoc committees or task forces are created for a one-time purpose (e.g., to correct an issue of non-compliance with regulation, as in the General Education Task Force established in 2003) or to focus on specific subject or emerging trend impacting community colleges. These groups are created with a deadline by which they must complete their work, after which they dissolve. Ad hoc committees or task forces are charged at the discretion of the College President. Recommendations to establish an ad hoc committee or task force can be made to the College President by any shared governance structure or concerned member of the CHC community. According to board policy, “ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees.”

Excerpts from Lake Washington Institute of Technology (LWTech)

Standing Committee

Standing Committees are considered a permanent part of the organization. They have certain functions to perform that are essential to the smooth operation of the Institute. Members of a standing committee change, and new officers are elected annually, but the purpose of the committee and its functions and duties generally do not change.

It is essential that the committee keep good records of its activities. The Meeting Minutes Template (Appendix A) should be used for consistency. Minutes should be placed on the Institute's Public Folders Drive (P:) in the Committee folder. A copy of the first summary page of the minutes must be put in the College Council Folder. These files become a continuous record of the activities of the committee.

Standing Committees include: Curriculum Review Committee, Strategic Enrollment Management Committee, Institutional Planning & Effectiveness Committee, Accreditation Committee

Ad Hoc Committee

Ad Hoc Committees are created to perform a specific task and are dissolved when the task is completed and the final report is given. An Ad Hoc Committee should not be created to do something that is within the designated function of a standing committee. Typically, but not exclusively, Ad Hoc Committees are formed to perform one of two functions. One is to investigate, and the other is to carry out an action that has been adopted.

If an Ad Hoc Committee is created to investigate a question, it is important that all the different views of the Institute be reflected in the committee members. Such a committee is thus usually a larger one in order to represent all viewpoints.

LWTech Ad Hoc Committees have included: Branding Committee

Task Force

A task force is a group established to work on a single defined task, activity, or specific problem. Task forces are short in duration and specific in focus. Task forces are ideal for identifying issues, collecting information, reviewing and analyzing the information, and making recommendations to a committee. When it's time to think outside the box and brainstorm about ideas, for example, how to keep the Institute relevant with changing demographics or trends, a task force could bring together board members, consultants, funders, and representatives of the community (internal and external) to find a creative solution.

Task Forces are often appointed by the President with a specific charge and deadline for receipt of the final report. Once the recommendations of the Task Force have been received, the Task Force is dissolved.

Task Forces have included: Diversity Task Force

Work Groups

A Work Group is a sub group of any entity (Council, or Committee) that is appointed by the Chair of that entity to work on a particular project. Work Groups often utilize specific area experts. The “experts” are acknowledged for their work with the specific project but do not become members of the Work Group’s parent entity.

Example of a work group: Strategic Planning Design Team