

The college shall maintain a communication structure to ensure that all employees of the college are kept informed in a timely manner and have a voice regarding the operation of the college.

Principles

Two fairly distinct yet interrelated structures inform management. One is the line structure of full, direct authority and administrative responsibility. The other is the channel of communication, or committee (including councils and work groups), structure that is the mechanism for allowing broad participation in institutional discussions, problem solving and recommendations for continuous improvement. The principles supporting an effective committee structure include:

1. The college is one unified institution and is managed by one college management team.
2. The college President is responsible for overall leadership and management of the institution. The President is assisted by all members of the management team, inclusive of all employees.
3. Program delivery is centered on the four primary geographic locations of the college, with recognition of varied delivery modalities, including virtual, as they enhance service to the District.
4. Management decisions regarding the use of all available resources for all purposes at the college are made using standard best practices guidelines to ensure efficiency and effectiveness.
5. Structural revisions to the management process will be taken only to address impediments to the role and mission achievement.
6. The entire focus of communication and effort is upon identifying and meeting, in a professional and timely manner, existing and new students' needs.

Every committee and council, and work groups as appropriate, shall have an authorizing charter, which shall include the general and specific purposes, membership roster, meeting frequency, reporting structure, Higher Learning Council's guiding Criteria and Strategic Plan alignment. Charters shall be reviewed and updated periodically as changes demand.

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Definitions and Glossary

ADVISORY COMMITTEE – A group of volunteers with unique knowledge that meets regularly to provide non-binding strategic advice, guidance and/or support to the institution. Where an advisory committee is affiliated with a college academic program, college staff have an obligation to recognize and consider, but not necessarily implement, such advice and guidance as pertains to the program, the community, and specific accreditation or licensing objectives. Example: Academic Program Advisory committees.

ADVISORY COUNCIL – A group of people brought together for discussion and strategic and/or operational recommendations pertaining to a well-defined set of parameters.

AT LARGE - Representing the whole of a body rather than one specific division or part of it.

COLLABORATE/COLLABORATION - Collaboration is the process of two or more people, departments or organizations working together to realize shared goals, solving problems and creating solutions. Collaboration is very similar to cooperation, and both are an opposite of competition. Collaboration does not mean just splitting up the work.

COMMITTEE - "Two or more individuals working together toward a common purpose" (P. Senge).

CONSENSUS - Collective judgment or belief; general agreement; accord; a way of reaching agreement between all members of a group. Instead of simply voting for an item and having the majority of the group getting their way, a group using consensus is committed to finding solutions and recommendations that everyone actively (or at least neutrally) supports.

CONSULT - To seek guidance or information from; to refer to for information; to have regard for (a person's interest, convenience, etc.) in making plans.

DEPARTMENT WORK GROUP - Two or more individuals from the same functional (department or work area) who work together for a common purpose; department committees align priorities and resources with the District's annual plan of work; strive to meet student/customer needs; seek continuous improvement and engage in professional development and training.

EX-OFFICIO - By virtue of an office or position.

PROJECT WORKGROUP- Two or more individuals from differing functional areas working cross functionally together for a specified period of time on a common purpose to accomplish a particular outcome; committee has beginning and ending dates; retain same membership from beginning to end of project, and reports directly to the president.

RECOMMEND - To counsel or advise (that something be done).

STANDING COMMITTEE - A cross-functional committee convened for an On-going purpose; may have rotating terms for members. (See Standing Committee Purpose Statements).

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Responsibilities of committee members

Committee members usually attend meetings because they represent some constituency or have some particular expertise or responsibility in an area. At a minimum, members should:

1. Notify the committee chair if they cannot attend a meeting.
2. Prepare for the meeting by reading the agenda and materials.
3. Contribute to discussion.
4. Report back to their constituencies, if applicable.
5. Carry out any follow-up action required of them.

Responsibilities of chairs of committees

The chair of the committee is responsible for ensuring that committee business and meetings are effectively managed, that quality recommendations and decisions are made, and that follow up actions are completed. In particular, the chair/co-chair is responsible for:

1. Chairing the committee meetings in a fair, objective, efficient and collegial manner.
2. Instruct members to the committee role, responsibilities and processes.
3. Determining attendance of non-members
4. Developing agendas in conjunction with the committee recorder.
5. Establishing any subcommittees/workgroups/action teams and determining their objectives.
6. Reporting committee recommendations and decisions to other relevant bodies.
7. Ensuring that decisions are effectively communicated and carried out.

Responsibilities of committee recorders

Recorders are responsible for the day-to-day administration of the committees. Their main tasks are:

1. Developing a meeting schedule and establishing deadlines for meeting agendas
2. Maintaining up-to-date list of committee members
3. Arranging for room bookings; Setting up conference calling and technical equipment
5. Communicating with the Chair regarding committee business, preparing & distributing the agenda and materials in a timely manner.
6. Taking notes at the meeting and writing the proceedings; posting the proceedings, if required
8. Keeping record of all committee related documents.

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Communication Structure
Current Communication (Committee) Structure

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The following list constitutes the majority of the current (FY21) communications structure of the college.

	Current Chair	Meeting Frequency **
GOVERNING BOARD	Elected Annually	Monthly
PRESIDENT'S CABINET	College President	2x Month
STANDING COMMITTEES		
Policies & Procedures	Chief HR Officer	Monthly
Curriculum, Academic Standards, and Assessment	Chief Academic Officer	Monthly (Academic Year)
Finance, Audit and Budget	Chief Finance Officer	Monthly
HLC Steering Committee	Accreditation Liaison Officer	As Needed
Institutional Effectiveness and Alignment	Chief Advancement Officer	TBD
COUNCILS		
Campus Communication Councils	Dean(s) of Engagement	Monthly
Community Advisory Councils	Dean(s) of Engagement	
Staff (Non-Faculty) Council (Constituency Group)	Elected Annually	Monthly
Faculty Council/ Faculty Association* (Constituency Group)	Elected Annually	Monthly (Academic Year)
Executive Advisory Council	Elected Annually	Quarterly
Student Activities Council	Elected Annually	Monthly (Academic Year)
COMMITTEES		
Enrollment for All		
Workforce & Partnerships		
Holistic Student Success		
Organizational Foundations		
STANDING SUBCOMMITTEES, WORK GROUPS, TASKFORCES		
Strategic Enrollment Planning		
Grants Management		
Data Analytics		
Guided Pathways		
Crisis Management, Safety & Risk		
Facilities & Information Technology		
CONSTITUENCY ADVISORY COMMITTEES		
Academic Discipline Program Advisory	Associate Dean/Program Director	Annually
Dual Enrollment Advisory	Chief Academic Officer	One per Semester
Distance Education Advisory	Chief Academic Officer	One per Semester

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Academic Program Advisory Committees

Mohave Community College requires Advisory Committees for CTE/Allied Health and other programs that are required by statute (including accompanying regulations) or accrediting body requirements be convened at least annually. Committee guidelines are to be established and maintained in the Office of Instruction, and provided to and followed by all academic departments and other academic personnel as appropriate.

1. General Guidelines will provide guidance regarding committee size and membership designation and agenda requirements, including a Conflict of Interest requirement for all members.
2. Advisory Committee guidelines shall outline the establishment of the committee and the process for invitations, hosting meetings, agendas and minutes.
3. A standard meeting agenda format shall contain a welcome, introductions, discussion of purpose, program updates, community membership feedback and suggestions, and a closing participant roundtable. Agendas shall include curricular reviews and where required by program licensing and/or accreditation (including, but not limited to, PTA, SGT, EMS), curricular approval.
4. Minutes must include a record of any formal vote(s) with corresponding numbers such that HLC, federal, state and other program authorization requirements are addressed.

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