

## KETTERING COLLEGE COMMITTEE CHARTER

### Collegiate Life Committee

<b>Name:</b>	<b>Collegiate Life Committee</b>
<b>Purpose:</b>	The Collegiate Life committee supports the commitment to shared governance at Kettering College by ensuring that permanent governance and administrative committees are staffed in accordance with committee charters and, to the extent possible, goals and preferences of faculty and staff, as well as the college as a whole. In addition, this committee will assist and support employee engagement and development.
<b>Status and Type:</b>	<b>Permanent College Administrative Committee</b>
<b>Membership:</b>	No fewer than eight members from the KC faculty and staff, one member from the Executive Council, and one student as necessary.
<b>Appointment:</b>	Membership is voluntary for this committee; both staff and faculty can join as they desire or as required by respective department chairs. Membership should not exceed 12 members.
<b>Term:</b>	Members are expected to serve for a minimum of two years. They can seek reappointment if desired or recommended by the member's department chair. There is no limit to the number of appointments for this committee.
<b>Chair and Vice Chair:</b>	Elected every two years from the committee membership; must be a committee member for a minimum of two years before seeking the chair or vice chair positions. The chair and vice chair may be reelected.
<b>Meeting Frequency:</b>	Monthly during the fall and winter semesters. Additional meetings at the call of the chair.
<b>Minutes:</b>	Distributed to members and to the College Council Chair and posted in Teams Files.
<b>Input From:</b>	Faculty & Staff, Committee chairs
<b>Reports To:</b>	Executive Council
<b>Scope of Responsibility:</b>	
<b>To Act:</b>	<ol style="list-style-type: none"> <li>1. Provide information, guidance and counsel to committee chairs and to college faculty and staff regarding college governance and administrative committee membership to support the effectiveness and the integrity of the governing system of the college as a whole.</li> </ol>

	<p>2. <b>Maintain and publish on a regular basis an accurate and up-to-date roster of members of the permanent college committees.</b></p> <p>3. <b>Assist and support employee engagement and development.</b></p> <p>4. <b>Oversee selection process of yearly Staff and Faculty Excellence Peer Awards.</b></p>
<b>To Recommend:</b>	<b>Advocate (to Executive Council) on issues related to employee benefits and concerns</b>
<b>Committee Procedures:</b>	<b>Review the charter annually and revise as necessary throughout the academic year. Select a chair and vice chair according to charter guidelines. Provide minutes to College Council and periodic updates/ongoing projects progress to Executive Council. As requested, prepare and provide an annual report of its goals and accomplishments to the General Assembly.</b>
<b>Date of Origin:</b>	
<b>Last Reviewed:</b>	<b>November 14, 2022</b>
<b>Last Revised:</b>	<b>February 14, 2023</b>
<b>Date of Origin:</b>	
<b>Replaces:</b>	<b>January 2020 Charter Version</b>
<b>Approved By:</b>	<b>College Council, March 2023</b>
<b>Effective Date:</b>	<b>March, 2023</b>