



KETTERING COLLEGE COMMITTEE CHARTER

College Council

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| Name: | College Council |
| Purpose: | The College Council determines the specific processes, and coordinates communication among College governance entities required, for effective decision-making on policy matters that extend beyond the interests or authority of a particular department, committee, or other College stakeholder. |
| Status and Type: | Permanent College Governance Committee |
| Membership: | One member of the College Executive Council, three members of the College staff, and six members of the College faculty. |
| Appointment: | Administrator by the College Executive Council; others via nomination and election process administered by the Collegiate Life Committee. |
| Term: | Three years, may be renewed once for a total of six years. Subsequent terms must go through appointment process. Terms should be staggered in order to promote continuity of membership. Ideally, two faculty members and one staff member should be appointed/reappointed annually. Terms begin at the start of the fall semester and finish at the end of the summer semester. |
| Chair: | Elected annually for the upcoming year before the end of the summer semester by the membership of the College Council. A chair may be reelected. |
| Meeting Frequency: | Monthly or at the call of the chair. |
| Minutes: | Distributed to the membership by the chair. The College Council will report to the College faculty and staff on all proposals approved by the Council. The committee member responsible for taking minutes will share a copy of the minutes in a repository designated by the administration in a pdf format. |
| Input From: | All administrative and academic departments, committees, and other College stakeholders. |
| Reports To: | The General Assembly; the Kettering College Board of Directors through the President of the College. |
| Scope of Responsibility: | |
| To Act: | <ol style="list-style-type: none"> 1. Determine the necessary steps to be taken for any policy proposal to be approved. This includes the prerogative to review decisions made by College departments, committees and governance entities. 2. Approve or refer to General Assembly, as appropriate, proposals on policy matters that impact more than one department, administrative office, or governance entity. 3. Review and approve new and revised charters of other relevant College committees and governance entities. 4. Report to the College faculty and staff on all proposals approved by the Council. |
| To Recommend: | |
| Committee Procedures: | <ol style="list-style-type: none"> 1. On receiving a policy proposal, the Council will determine the necessary steps to be taken for the proposal to be approved and appoint a member of the Council to serve as the liaison to guide the process for that proposal. The liaison advises the proposer(s) from submission to completion of the process, making sure that steps established by the Council are followed and that those who will be impacted by the proposed policy have opportunities to provide input. 2. These steps, except under extraordinary circumstances and |

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| | <p>with the consent of the Council, include a corporate, deliberative meeting of those identified by the Council as having an interest in the proposal.</p> <ol style="list-style-type: none"> 3. The liaison records the results of the corporate meeting of interested parties, including points of concern or dissent raised and resolved, as well as the numeric result of any votes taken regarding the proposal. The liaison has no vote in such meetings. 4. The liaison presents the results of the corporate, deliberative meeting to the Council. Anyone who participated in the corporate, deliberative meeting and dissented from the majority view may communicate, verbally or in writing, the rationale for their dissent to the College Council. 5. College Council will then discuss the proposal, considering all the information brought back by the liaison, and vote to approve or reject the proposal. 6. The College Council liaison will then inform the person(s), committee, or body that brought the proposal to College Council of its decision regarding the proposal including issues and concerns that results in rejection of the proposal if it is not approved. 7. If a proposal is not approved, the person(s), committee, or body that initiated the proposal may review the reasons for rejection, revise it and send it back to College Council, if they so desire, otherwise no further action will be taken on the proposal. 8. Meetings may take place via teleconference or other electronic means. 9. Other procedural aspects will conform to <i>Robert's Rules of Order, Newly Revised</i>. |
| Date of Origin: | Faculty Handbook 2014-15 |
| Last Reviewed: | October 1, 2024 |
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| Effective Date: | November 5, 2024 |
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