

NAME OF COMMITTEE	COMMITTEE NAME (Bold, upper case), ACRONYM (if applicable), Email List Serve (if applicable)
TYPE OF COMMITTEE	Specify the type of committee (see the Decision Making Document for all committee types)
COMMITTEE CHARGE	Describe the main tasks and duties of the committee. This could also include the duties and expectations of committee members.
TASKS, GOALS & OBJECTIVES	Enumerate the major tasks, goals, and objectives of the committee. If the contents of this section repeat what is listed for Committee Charge above, consider removing the section.
SCOPE OF AUTHORITY	Define the particular areas and issues this committee is involved with. For committees related to the Academic Senate, this could include which of the 10+1 items this committee addresses. Take care to use appropriate language for what the committee is allowed to do. Most committees are recommending or advisory bodies, so should not be creating policy and procedures.
PROVIDES REPORTS TO	Define the bodies or positions this committee makes formal recommendations or reports to on a regular basis. For many committees, this should include College Council, Academic Senate, and one of the Vice Presidents.
COMMUNICATES WITH	Define the bodies or positions this committee shares information or input with. If there is complete overlap between this section and the Provides Reports To section above, consider removing this section.
MEMBERSHIP	Include a bulleted list of committee membership starting with the leadership (co-chairs). When listing committee members, specify their type of position on campus (Administrator, Faculty, Classified, or Student) and whether they need to be from a particular department, pathway, or area. Be sure to specify who does and does not vote. Make note if the term of service is longer than 1 academic year. It is recommended to include a statement that quorum does not include vacant positions.
ALIGNMENT WITH ACCREDITATION	Specify the ACCJC standard(s) this committee directly relates to. E.g., Student Success: 2.1, 2.2

Approved by Committee XX/XX/20XX, Approved by Academic Senate Executive Board XX/XX/20XX, Approved by Academic Senate XX/XX/20XX, Approved by College Council XX/XX/20XX, Effective Date XX/XX/20XX

This template is meant to serve as a guide for committee charges