

PROCEDURE MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: College Work Groups

DATE: July 12, 2018

PURPOSE: To establish uniform procedures and processes for establishing College work groups.

SCOPE: This procedure applies to all full-time College employees

GENERAL PRINCIPLES:

Metropolitan Community College values the input and recommendations that result from the formation of work groups. The purpose of work groups is to seek input and participation from the College to reach sound decisions and improve communication through an inclusive process. The scope of responsibility varies by work group, and is clearly defined within a work group charter document.

1. Types of Work Groups

- A. Councils—Meet on an ongoing, regular basis to provide guidance, recommendations and support for College operations. Councils deal with relevant issues of broader institutional concern. Examples include Academic Council, Advising Council, E-Learning Council, Student Advisory Council, and Web Governance Council.
- B. Committees—Meet to address issues relevant to a department or function. Committees may be ongoing or have a finite timeline of operation. Committees typically function as advisory, consultative or investigative bodies. Examples include Cabinet, Diversity, Academic Advising, Assessment, IT Security or Screening Committees.
- C. Project Work Groups—Short-term work groups with a defined scope generally to create, re-define or implement a new system or process. Project work groups have a defined beginning and end, and when the group's work is complete the work group dissolves. Examples include: task forces or ad hoc committees.

## 2. Defining Council, Committee or Project Work Group Parameters

A. A charter is a document initiated by a sponsor or individual with sponsor approval to establish the group and to define the parameters and scope of the group's work. The charter document includes the following:

- 1) Name of group
- 2) Type of group
- 3) Purpose of group
- 4) Non-purpose of group
- 5) Guiding points
- 6) Authority of group
- 7) Group membership and leader
- 8) Timeline, objectives, success indicators
- 9) Timefram for work
- 10) Meeting schedule
- 11) Resources group will need to be successful
- 12) Sponsor signature

B. A Charter Framework template is available in the College Forms Bank.

C. New councils, committees or project work groups must be approved by a Cabinet level sponsor prior to forming or beginning work.

## 3. Composition of Council, Committee or Project Work Group Members

A. Designated leaders of councils, committees, or project work groups will establish the composition of the group.

B. Composition guidelines should include the following:

- 1) Appropriate stakeholders to accomplish the purpose
- 2) Diverse representation from relevant stakeholder areas
- 3) A manageable number of members. Maximum of 15 recommended.
- 4) Committed to the purpose of the group

## 4. Decision-Making

A. The scope of decision authority is defined in the charter document. Council, Committee or Project Work groups generally are not decision-making bodies.

B. Group leaders will forward final recommendations to the appropriate decision-making authority, as defined within the charter document, for consideration and final decision-making.

- C. Final decisions will be communicated back to the members of the group. In cases where a final decision differs from the group's recommendation, a rationale for the decision should be provided.
- D. When a final decision is reached, communication to all who are impacted is essential. Posting in MyWay is the preferred avenue for sharing information.

Adopted: 3/18/05; Revised: 5/9/06; 7/31/06 (title changes only); 10/3/06; 7/12/18