

Please complete this form for the committee you currently chair (If you are not the chair please let me know who is.): *Accreditation Steering, Insurance, Campus Security, Campus Use & Development, Cultural Arts, Curriculum, Diversity, Information Resources, International Education, Strategic Enrollment Management, and/or Sustainability.* If you are chair of a committee that reports directly to College Council or the Board of Education and you do not see that committee listed above, please let me know.

Committee Name:	
Committee Chair Name:	
How is Chair determined?	
What is the purpose/mission of this committee?	
Please list current members:	
Required Membership: 1. Who is required? 2. Why (due to association affiliation, due to their department or particular job title/position currently held etc.)?	1. 2. 3.
Required/Volunteer Membership: 1. Total membership required? 2. Total membership volunteers?	
Required Membership: Do you designate those people or do you ask for volunteers?	
Membership Rotation/Years Served: What is the service start date and end date?	
Meeting schedule: 1. When do you meet? 2. How often do you meet (each week, month or year etc.)? 3. Where do you meet?	1. 2. 3.
Minutes:	1.

<ol style="list-style-type: none"> 1. Who records? 2. Where are they posted? 	<ol style="list-style-type: none"> 2.
<p>SUB-COMMITTEES:</p> <ol style="list-style-type: none"> 1. Current/active <i>sub-committees</i> of your committee (outline above). 2. Chair of each 	<ol style="list-style-type: none"> 1. 2. 1. 2.
<p>SUB-COMMITTEES: Is the sub-committee a college-wide or internal advisory committee?</p>	