

## **Green River College PRFR Report Appendix 2.A.4**

**2.A.4 The institution's decision-making structures and processes, which are documented and publicly available, must include provisions for the consideration of the views of faculty, staff, administrators, and students on matters in which each has a direct and reasonable interest.**

## Table of Contents

<b>2.A.4 EV.#1 / Section 1</b> .....	<b>4</b>
<b>2.A.4 EV.#2 / Section 2</b> .....	<b>20</b>

### **Section 1: Institutional governance policies and procedures**

- Boards of trustees—Powers and duties RCW 28B.50.140
- Boards of trustees—Generally RCW:28B.50.100
- Boards of trustees—Bylaws, rules, and regulations RCW 28B.50.130
- Boards of trustees—Student trustee RCW 28B.50.102
- GRC Policies and Procedures

### **Section 2: Documentation of decision-making structures and processes publicly available to relevant constituencies**

- GRC Policy Development Process
- Program Review and Viability
- Instructional Council Bylaws
- IC Procedures for College Wide Proposals
- Instructional Council

## **2.A.4 EV.#1 / Section 1**

Boards of trustees—Powers and duties RCW  
28B.50.140

**RCW 28B.50.140 Boards of trustees—Powers and duties.** Each board of trustees:

(1) Shall operate all existing community and technical colleges in its district;

(2) Shall create comprehensive programs of community and technical college education and training and maintain an open-door policy in accordance with the provisions of RCW 28B.50.090(3);

(3) Shall employ for a period to be fixed by the board a college president for each community and technical college and, may appoint a president for the district, and fix their duties and compensation, which may include elements other than salary. Compensation under this subsection shall not affect but may supplement retirement, health care, and other benefits that are otherwise applicable to the presidents as state employees. The board shall also employ for a period to be fixed by the board members of the faculty and such other administrative officers and other employees as may be necessary or appropriate and fix their salaries and duties. Except as provided for academic employees in RCW 28B.52.035 and technical college classified employees under chapter 41.56 RCW, compensation and salary increases under this subsection shall not exceed the amount or percentage established for those purposes in the state appropriations act by the legislature as allocated to the board of trustees by the state board for community and technical colleges. The state board for community and technical colleges shall adopt rules defining the permissible elements of compensation under this subsection;

(4) May establish, in accordance with RCW 28B.77.080, new facilities as community needs and interests demand. However, the authority of boards of trustees to purchase or lease major off-campus facilities shall be subject to the approval of the student achievement council pursuant to RCW 28B.77.080;

(5) May establish or lease, operate, equip and maintain dormitories, food service facilities, bookstores and other self-supporting facilities connected with the operation of the community and technical college;

(6) May, with the approval of the college board, borrow money and issue and sell revenue bonds or other evidences of indebtedness for the construction, reconstruction, erection, equipping with permanent fixtures, demolition and major alteration of buildings or other capital assets, and the acquisition of sites, rights-of-way, easements, improvements or appurtenances, for dormitories, food service facilities, and other self-supporting facilities connected with the operation of the community and technical college in accordance with the provisions of RCW 28B.10.300 through 28B.10.330 where applicable;

(7) May establish fees and charges for the facilities authorized hereunder, including reasonable rules and regulations for the government thereof, not inconsistent with the rules of the college board; each board of trustees operating a community and technical college may enter into agreements, subject to rules of the college board, with owners of facilities to be used for housing regarding the management, operation, and government of such facilities, and any board entering into such an agreement may:

(a) Make rules for the government, management and operation of such housing facilities deemed necessary or advisable; and

(b) Employ necessary employees to govern, manage and operate the same;

(8) May receive such gifts, grants, conveyances, devises and bequests of real or personal property from private sources, as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the community and technical college programs as specified by law and the rules of the state college board; sell, lease or exchange, invest or expend the same or the proceeds, rents, profits and income thereof according to the terms and conditions thereof; and adopt rules to govern the receipt and expenditure of the proceeds, rents, profits and income thereof;

(9) May establish and maintain night schools whenever in the discretion of the board of trustees it is deemed advisable, and authorize classrooms and other facilities to be used for summer or night schools, or for public meetings and for any other uses consistent with the use of such classrooms or facilities for community and technical college purposes;

(10) May make rules for pedestrian and vehicular traffic on property owned, operated, or maintained by the district;

(11) Shall prescribe, with the assistance of the faculty, the course of study in the various departments of the community and technical college or colleges under its control, and publish such catalogues and bulletins as may become necessary;

(12) May grant to every student, upon graduation or completion of a course of study, a suitable diploma, degree, or certificate under the rules of the state board for community and technical colleges that are appropriate to their mission. The purposes of these diplomas, certificates, and degrees are to lead individuals directly to employment in a specific occupation or prepare individuals for a bachelor's degree or beyond. Technical colleges may only offer transfer degrees that prepare students for bachelor's degrees in professional fields, subject to rules adopted by the college board. In adopting rules, the college board, where possible, shall create consistency between community and technical colleges and may address issues related to tuition and fee rates; tuition waivers; enrollment counting, including the use of credits instead of clock hours; degree-granting authority; or any other rules necessary to offer the associate degrees that prepare students for transfer to bachelor's degrees in professional areas. Only colleges under RCW 28B.50.810 or 28B.50.825 may award baccalaureate degrees. The board, upon recommendation of the faculty, may also confer honorary associate of arts degrees, or if it is authorized to award baccalaureate degrees may confer honorary bachelor of applied science degrees, upon persons other than graduates of the community college, in recognition of their learning or devotion to education, literature, art, or science. No degree may be conferred in consideration of the payment of money or the donation of any kind of property;

(13) Shall enforce the rules prescribed by the state board for community and technical colleges for the government of community and technical colleges, students and teachers, and adopt such rules and perform all other acts not inconsistent with law or rules of the state board for community and technical colleges as the board of trustees may in its discretion deem necessary or appropriate to the administration of college districts: PROVIDED, That such rules shall include, but not be limited to, rules relating to housing, scholarships, conduct at the various community and technical college facilities, and discipline: PROVIDED, FURTHER, That the board of

trustees may suspend or expel from community and technical colleges students who refuse to obey any of the duly adopted rules;

(14) May, by written order filed in its office, delegate to the president or district president any of the powers and duties vested in or imposed upon it by this chapter. Such delegated powers and duties may be exercised in the name of the district board;

(15) May perform such other activities consistent with this chapter and not in conflict with the directives of the college board;

(16) Notwithstanding any other provision of law, may offer educational services on a contractual basis other than the tuition and fee basis set forth in chapter 28B.15 RCW for a special fee to private or governmental entities, consistent with rules adopted by the state board for community and technical colleges: PROVIDED, That the whole of such special fee shall go to the college district and be not less than the full instructional costs of such services including any salary increases authorized by the legislature for community and technical college employees during the term of the agreement: PROVIDED FURTHER, That enrollments generated hereunder shall not be counted toward the official enrollment level of the college district for state funding purposes;

(17) Notwithstanding any other provision of law, may offer educational services on a contractual basis, charging tuition and fees as set forth in chapter 28B.15 RCW, counting such enrollments for state funding purposes, and may additionally charge a special supplemental fee when necessary to cover the full instructional costs of such services: PROVIDED, That such contracts shall be subject to review by the state board for community and technical colleges and to such rules as the state board may adopt for that purpose in order to assure that the sum of the supplemental fee and the normal state funding shall not exceed the projected total cost of offering the educational service: PROVIDED FURTHER, That enrollments generated by courses offered on the basis of contracts requiring payment of a share of the normal costs of the course will be discounted to the percentage provided by the college;

(18) Shall be authorized to pay dues to any association of trustees that may be formed by the various boards of trustees; such association may expend any or all of such funds to submit biennially, or more often if necessary, to the governor and to the legislature, the recommendations of the association regarding changes which would affect the efficiency of such association;

(19) May participate in higher education centers and consortia that involve any four-year public or independent college or university in accordance with RCW 28B.77.080;

(20) Shall perform any other duties and responsibilities imposed by law or rule of the state board; and

(21) May confer honorary associate of arts degrees upon persons who request an honorary degree if they were students at the college in 1942 and did not graduate because they were ordered into an internment camp. The honorary degree may also be requested by a representative of deceased persons who meet these requirements. For the purposes of this subsection, "internment camp" means a relocation center to which persons were ordered evacuated by Presidential Executive Order 9066, signed on February 19, 1942. [2018 c 267 s 3; 2016 sp.s. c 33 s 3; 2015 3rd sp.s. c 4 s 946; 2014 c 158 s 1; 2012 c 229 s 537; 2010 c 51 s 4; 2009 c 64 s 5; 2005 c 258 s 9; 2004 c 275 s 58; 1997 c 281 s 1. Prior: 1991 c 238 s 39; 1991 c 58 s 1; 1990 c 135 s 1; prior: 1987 c 407 s 1; 1987 c 314 s 14; 1985 c 370 s 96; 1981 c 246 s 3; 1979 ex.s.

c 226 s 11; 1979 c 14 s 6; prior: 1977 ex.s. c 282 s 5; 1977 c 75 s 28; 1973 c 62 s 19; 1970 ex.s. c 15 s 17; prior: 1969 ex.s. c 283 s 30; 1969 ex.s. c 261 s 23; 1969 ex.s. c 223 s 28B.50.140; prior: 1967 ex.s. c 8 s 14.]

**Effective dates—2015 3rd sp.s. c 4:** See note following RCW 28B.15.069.

**Effective date—2012 c 229 ss 101, 117, 401, 402, 501 through 594, 601 through 609, 701 through 708, 801 through 821, 902, and 904:** See note following RCW 28B.77.005.

**Intent—2009 c 64:** See note following RCW 28B.50.020.

**Findings—Intent—2005 c 258:** See note following RCW 28B.45.014.

**Part headings not law—2004 c 275:** See note following RCW 28B.76.090.

**Severability—1981 c 246:** See note following RCW 28B.50.090.

**Effective date—1979 ex.s. c 226:** "This act is necessary for the immediate preservation of the public peace, health, and safety, the support of the state government and its existing public institutions, and shall take effect immediately [June 15, 1979]." [1979 ex.s. c 226 s 13.]

**Severability—1977 ex.s. c 282:** See note following RCW 28B.50.870.

**Savings—Severability—1973 c 62:** See notes following RCW 28B.10.510.

**Severability—1970 ex.s. c 15:** See note following RCW 28A.230.160.

**Severability—1969 ex.s. c 283:** See note following RCW 28A.150.050.

**Severability—1969 ex.s. c 261:** See note following RCW 28B.50.020.

## Boards of trustees—Generally RCW:28B.50.100

**RCW 28B.50.100 Boards of trustees—Generally.** There is hereby created a board of trustees for each college district as set forth in this chapter. Each board of trustees shall be composed of five trustees, except as provided in RCW 28B.50.102, who shall be appointed by the governor for terms commencing October 1st of the year in which appointed. In making such appointments, the governor shall give consideration to geographical diversity, and representing labor, business, women, and racial and ethnic minorities, in the membership of the boards of trustees. The boards of trustees for districts containing technical colleges shall include at least one member from business and one member from labor.

The successors of the trustees initially appointed shall be appointed by the governor to serve for a term of five years except that any person appointed to fill a vacancy occurring prior to the expiration of any term shall be appointed only for the remainder of the term. Each member shall serve until a successor is appointed and qualified.

Every trustee shall be a resident and qualified elector of the college district. No trustee may be an employee of the community and technical college system, a member of the board of directors of any school district, or a member of the governing board of any public or private educational institution.

Each board of trustees shall organize itself by electing a chair from its members. The board shall adopt a seal and may adopt such bylaws, rules, and regulations as it deems necessary for its own government. Three members of the board shall constitute a quorum, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner as prescribed in its bylaws, rules, or regulations. The district president, or if there be none, the president of the college, shall serve as, or may designate another person to serve as, the secretary of the board, who shall not be deemed to be a member of the board.

Each board of trustees shall follow procedures for open public meetings in chapter 42.30 RCW. Each board shall provide time for public comment at each meeting.

Members of the boards of trustees may be removed for misconduct or malfeasance in office in the manner provided by RCW 28B.10.500. [2013 c 23 s 58. Prior: 2012 c 228 s 5; 2012 c 148 s 2; 2011 c 336 s 739; 1991 c 238 s 37; 1987 c 330 s 1001; 1983 c 224 s 1; 1979 ex.s. c 103 s 1; 1977 ex.s. c 282 s 2; 1973 c 62 s 17; 1969 ex.s. c 261 s 22; 1969 ex.s. c 223 s 28B.50.100; prior: 1967 ex.s. c 8 s 10.]

**Finding—Intent—2012 c 148:** "The legislature finds that decisions made by governing boards of each respective institution greatly impact the lives of students and that student participation in the decision-making process can provide insight into the impacts of actions by trustees that are not always measurable through reports and statistics. Students are on campus every day using services and experiencing aspects of the institution that board members may only see on paper, providing a unique and valuable perspective that should not be overlooked.

Students serving on governing boards of higher education have proven effective in Washington and in over thirty other states. For over ten years students at Washington's four-year institutions of higher education have served as voting members on the board of trustees, regents, and the \*higher education coordinating board,

providing greater depth in board deliberations and a well-educated conduit for students to voice ideas and concerns.

The student perspective at community colleges also brings the board closer to their community. Student populations at community colleges are the most diverse of any institution of higher education in the state. Being on campus and in class every day, students are exposed to a more diverse group than any member of the board representing any one group of the community.

Student positions on governing boards are also a valuable tool for developing leadership through experiential learning. Student members learn processes of institutional governance, become involved in campus projects, analyze policy proposals, and participate in board discussions and decision making.

It is the intent of the legislature to enhance community college governance by fostering a more dynamic relationship between students and institutions through the encouragement of student participation in policy development and decision making at the district and state level." [2012 c 148 s 1.]

**\*Reviser's note:** The higher education coordinating board was abolished by 2011 1st sp.s. c 11 s 301, effective July 1, 2012.

**Construction—Application of rules—Severability—1987 c 330:** See notes following RCW 28B.12.050.

**Severability—1979 ex.s. c 103:** See note following RCW 28B.20.100.

**Severability—1977 ex.s. c 282:** See note following RCW 28B.50.870.

**Effective date—1977 ex.s. c 282 ss 2, 3:** "Sections 2 and 3 of this 1977 amendatory act shall not take effect until January 1, 1978." [1977 ex.s. c 282 s 9.]

**Savings—Severability—1973 c 62:** See notes following RCW 28B.10.510.

**Severability—1969 ex.s. c 261:** See note following RCW 28B.50.020.

*Chief executive officer as secretary of board: RCW 28B.50.130.*

## Boards of trustees—Bylaws, rules, and regulations

RCW 28B.50.130

**RCW 28B.50.130 Boards of trustees—Bylaws, rules, and regulations—Chair and vice chair—Terms—Quorum.** Within thirty days of their appointment the various district boards of trustees shall organize, adopt bylaws for its own government, and make such rules and regulations not inconsistent with this chapter as they deem necessary. At such organizational meeting it shall elect from among its members a chair and vice chair, each to serve for one year, and annually thereafter shall elect such officers to serve until their successors are appointed or qualified. The chief executive officer of the college district, or designee, shall serve as secretary of the board. Three trustees shall constitute a quorum, and no action shall be taken by less than a majority of the trustees of the board. The district boards shall transmit such reports to the college board as may be requested by the college board. The fiscal year of the district boards shall conform to the fiscal year of the state. [1991 c 238 s 38; 1977 c 75 s 27; 1973 c 62 s 18; 1969 ex.s. c 223 s 28B.50.130. Prior: 1967 ex.s. c 8 s 13. Formerly RCW 28.85.130.]

**Savings—Severability—1973 c 62:** See notes following RCW 28B.10.510.

*District president or president of college as secretary of board:* RCW 28B.50.100.

*Fiscal year defined:* RCW 43.88.020.

Boards of trustees—Student trustee RCW  
28B.50.102

**RCW 28B.50.102 Boards of trustees—Student trustee.** (1) Boards of trustees for each college district, by majority vote, may establish a sixth trustee that shall be filled by a student. The governor shall select each student member from a list of candidates, of at least three and not more than five, submitted by the associated student governments or their equivalent of the college district. The student member shall hold his or her office for a term of one year, beginning July 1st and ending June 30th, or until the student member's successor is appointed and qualified, whichever is later. The student member shall be a full-time student in good standing at a college within the college district at the time of appointment and throughout the student's term. If the student member fails to be enrolled at the college full-time or forfeits his or her academic standing, the student member is disqualified and a new student member must be appointed.

(2) A student appointed under this section shall excuse himself or herself from participation or voting on matters relating to the hiring, discipline, or tenure of faculty members and personnel or any other matters pertaining to collective bargaining agreements. [2012 c 148 s 3.]

**Finding—Intent—2012 c 148:** See note following RCW 28B.50.100.

## GRC Policies and Procedures



# POLICIES AND PROCEDURES

AT GREEN RIVER COLLEGE

 Section Menu 

[Home](#) / [Campus](#) / [policies-and-procedures](#)

## Policy and Procedures

The Green River College Policies and Procedures Manual provides the College community with a written record of current Board of Trustee and College policies and procedures. Although the manual was established primarily to guide and assist employees in performing their assigned functions, many policies in the manual have wide applicability to both academic and administrative areas, campus employees, or the activities of the College as they relate to students, alumni, the community and the general public.

## Policy Development Process

Green River College follows a prescribed Policy Development Process for establishing both College and Board Policies. This allows for proposals to be vetted by College leadership and the College Community prior to implementation.

A template for proposed policy is available [Policy Planning Template](#)(downloadable .pdf).

## Definitions

### Policies

Policies are written expressions of Green River College's philosophy, and have been established to provide direction to employees and other members of the Green River community in conducting College affairs. Policies are intended to provide information and direction. They determine the major values upon which the College functions must operate.

### Procedures

Procedures are the prescribed means of accomplishing policy. Procedures are statements that describe specific actions to be taken to conform with established general policies and allow for the orderly implementation of these policies. They are intended to provide the College community with guidelines, and where

## Policies Under Review

Policies under review and available for public comment can be found on the [Policy Review](#) page.

## College Policies

[Board of Trustees](#)

[Business Administration](#)

[General Administrative](#)

[Information Technology](#)

[Human Resources](#)

[Instruction](#)

[Student Affairs](#)

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appropriate, ensure uniformity, compliance and control of all policy related activities.

**Resources**

Contact Us

**STUDENT SUPPORT**

- ctcLink
- Student Email
- My Green River
- Navigate 360
- Financial Aid
- Holman Library
- Center for Transformational Wellness
- Student Remote Access
- Career & Advising Center
- Office of the Registrar
- Disability Support Services
- Counseling Services
- e-Learning
- Placement & Testing Center
- Register to Vote
- MMIWP / WSP

**EMPLOYEE RESOURCES**

- Human Resources
- Institutional Effectiveness
- ctcLink Sign In
- GatorNet
- Curriculog (formerly CAR/PAR)
- Faculty eLearning
- Canvas
- Gator News
- Employee Password Reset

**CAMPUS SAFETY**

- Emergency & Safety Alerts
- Just Report It

**CONNECT WITH GREEN RIVER**

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## **2.A.4 EV.#2 / Section 2**

## GRC Policy Development Process



# POLICY DEVELOPMENT PROCESS

## Section Menu

[Home](#) / [Campus](#) / [policies-and-procedures](#) / Policy Development Process

## Proposal

A proposal for a new or amended policy may originate from any area of the College. The proposal should impact a broad group such as all students, all faculty, all employees, or all classified staff; proposals should not be focused upon an individual division or department.

***The Policy Review Process occurs from October 1 through May 31, each academic year to ensure that all necessary stakeholders are available to participate in the review process.***

An individual or group should submit the proposal through their individual chain of command. Once the proposal has been processed, it should be sent to the Policy Coordinator, who will review the proposal for formatting and assign a policy number. If necessary, the Policy Coordinator will work with the appropriate personnel to do a preliminary legal review and a review of the collective bargaining agreements.

The Policy Coordinator then takes the proposal to the appropriate representative from the President's Executive Team who serves as the sponsor of the proposal and oversees the policy as it moves through the process.

## Executive Team Review

The representative from the President's Executive Team who sponsors and oversees the policy, presents the policy to the President and the President's Executive Team. The team will review the policy, which provide one of three outcomes:

1. The proposed policy is **not recommended for review**. The policy is then sent back to the originator with comments.
2. The proposed policy is considered to be of **Urgent Importance**, and goes directly to the President for approval and the 30-day review process is waived. If a proposed policy is to be deemed to be of Urgent Importance, it must meet one of two criteria:

## College Policies

[Board of Trustees](#)

[Business Administration](#)

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[Information Technology](#)

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[Instruction](#)

[Student Affairs](#)

1. Failure to pass the policy will result in potential harm to people or facilities, or
2. Failure to pass the policy will result in potential legal liability to Green River College.
3. The proposed policy is recommended **for a Formal Review Process.**

## Formal Review Process

Once a policy is proposed for a Formal Review Process, the *Policy Coordinator* sends an electronic version of the proposed policy to the leaders of the College unions for a 10-Day Review Process.

If the policy passes the 10-day union review process, the Policy Coordinator posts the proposed policy on the College's website to solicit input from the College community. The sponsor of the policy must also take the proposed policy to campus groups, which may include: College Council, Instructional Council, Classified Staff Council, Exempt Staff Council, Administrative Council, or others as appropriate.

The sponsor monitors and collects comments during the review process. Comments are summarized, and the sponsor will make the necessary modifications to the policy. If applicable, the sponsor works directly with the Policy Coordinator and the Vice President of Human Resources & Legal Affairs to handle the final legal review and review of collective bargaining agreements.

## Final Review

The President reviews the proposed policy and provides comments. The president with either:

1. **Policy is Approved**—The Policy Coordinator assigns the approved policy an effective date. Approved policies are posted on this website within 15 days.
2. **Policy is Not Approved**—The rationale for not approving the policy is shared with the policy sponsor. The Policy Coordinator will record that the policy was not approved and all information gathered during the policy development process.

### Resources

Contact Us

### STUDENT SUPPORT

ctcLink  
 Student Email  
 My Green River  
 Navigate 360  
 Financial Aid  
 Holman Library  
 Center for Transformational Wellness  
 Student Remote Access  
 Career & Advising Center  
 Office of the Registrar

### EMPLOYEE RESOURCES

Human Resources  
 Institutional Effectiveness  
 ctcLink Sign In  
 GatorNet  
 Curriculog (formerly CAR/PAR)  
 Faculty eLearning  
 Canvas  
 Gator News  
 Employee Password Reset

### CAMPUS SAFETY

Emergency & Safety Alerts  
 Just Report It

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## Program Review and Viability

## Appendix A Program Review and Program Viability Process

October 17, 2002

TO: Instructional Council  
 CC: April Jensen, Executive Vice President  
 FROM: Program Review Subcommittee

Hank Galmish chaired the Program Review Subcommittee. Other members and contributors include Mark Millbauer, Barbara Rom, Sylvia Mantilla, Jeff McCauley and Edith Capen. This is the committee's recommendation to the Instructional Council:

### Program Reviews and Program Viability Studies

Program faculty conduct informal reviews on a regular basis to make improvements and adjustments that are within the scope of the faculty responsibilities. The assumption is that faculty work with administration to solve problems and implement changes as agreed.

#### 1. Program Review Process

Program concerns and issues, which in magnitude exceed the scope of informal reviews, should be addressed in a Program Review Process. This process may be initiated at any time by program faculty, the division chair and/or the dean to address any of a variety of unresolved issues or concerns. The concerns may include but are not limited to:

1. Enrollment Trends
  - Positive growth may require investment or growth initiative
  - Negative trends, changing demand, competition, etc.
  - Enrollments projected to be inadequate to support full-time faculty load.
2. Projected employment outlook and program viability
3. Cost Considerations
  - Space, equipment and technology needs to maintain program
  - Human resources to instruct or support program

A committee is established to include all full-time faculty members in the program, the division chair, and the dean. Additional members from outside the program/division or from the advisory committee may be asked to serve at the discretion of the committee. Committees may also ask for a State Board viability study, if appropriate.

The committee at the onset shall in writing outline its objectives and goals and provide a timeline for an action plan and for completing its goals. An informational copy of this document will be provided to the IC and the EVP. At the conclusion of the committee's work, a final informational assessment report will be written to the IC and EVP.

#### 2. Program Viability Study

After the Program Review Process has been completed and has either produced no satisfactory results or solutions to problems identified, or there is disagreement or uncertainty about the plans or projected outcome, a formal program viability study may be conducted by an Instructional Council committee.

**Purpose:**

The purpose of the IC committee review is to insure a thorough review process with independent and outside perspectives (faculty from outside division) to insure that program and faculty interests are being fairly heard and considered.

**Committee members:**

The committee appointed by the IC would consist of up to two program faculty, the division chair, and one more faculty members from outside the division. The supervising dean will also serve on this committee. The IC will convene this committee in as timely a manner as possible.

**Components of the Review:**

These may vary from program to program, but should generally include the following in addition to standard data analysis:

- Market analysis
- Labor trends and employment outlook
- Advisory committee involvement and perspectives
- Skill standards/Industry standards
- Competition
- State viability study (if not already done)

Within **six months** from the date the IC committee was formed, the committee will provide a written report to the Instructional Council with a summary its findings and conclusions.

The Instructional Council will then within **two regular IC meetings** make a written recommendation to the Executive Vice President.

The Executive Vice President will then meet with the committee and the IC chair to further discuss the recommendations and within **two weeks** inform the IC regarding his/her written decision or planned outcome.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Program Review Committee concludes work without agreement or resolution. Sends report to IC & EVP	Program Viability Study request comes to IC	IC creates committee	Committee reviews and presents written report to IC	IC reviews and makes recommendation to EVP	EVP meets with Committee and IC chair and then informs IC of decision or plan
	-----	--Up to six months--	-----	Two IC Meetings	Up to two weeks

# Instructional Council Bylaws

## INSTRUCTIONAL COUNCIL BY-LAWS AND PROCEDURES

I. Statement of Purpose. The specific charge of the Instructional Council, as outlined in the negotiated Agreement, is to make recommendations on instructional matters to the Vice President of Instruction.

II. Operational Procedures.

### A. General

1. The council will regularly meet on the first and third Mondays of each month when classes are also scheduled to meet. In exceptional circumstances, the council may decide to modify its calendar of meetings.
2. At least one of the monthly meetings will be a regular business meeting.
3. A proposal to devote one of the monthly meetings solely to a discussion of one or more institutional issues shall come from the I. C. chair. A majority of the council must approve such a meeting.
4. Only division chairs and the IESL representative are voting members. Proxy voting by a full-time member of the division is allowed in the absence of the division chair.
5. A quorum shall consist of six (6) voting members.
6. The I. C. chair and Vice President of Instruction shall appoint a secretary who is not an I. C. member to record the minutes of each meeting.
7. All actions of the I. C. and its committees that are not governed by these by-laws and procedures shall be governed by the current edition of Sturgis Standard Code of Parliamentary Procedure.

### B. The Order of Business

1. The order of business (agenda) for the Instructional Council's regular business meeting shall be as follows:
  - a. Call to order
  - b. Approval of minutes of previous meetings,
  - c. Action on items introduced for discussion at the previous meeting and CRP's,
  - d. Reports and discussion of items which may become action items at the next meeting,

**INSTRUCTIONAL COUNCIL BY-LAWS AND PROCEDURES**

2

- e. Informational items and announcements,
  - f. Adjournment.
2. The agenda for a non-business meeting shall be determined by the I. C. chair.

**C. Proposed items for Discussion and Action**

1. At least five (5) working days prior to a scheduled I. C. Meeting, anyone sponsoring an item for action by the I. C. will, using the I. C. proposal form, submit the proposed item for discussion in writing to the I. C. chair and circulate copies of the proposal among the I. C. members and other interested parties.
2. The I. C. chair will review and prioritize items submitted for discussion and include them on the agenda as soon as possible. When an item appears on the agenda, the chair will call upon the sponsor of the item to introduce it, clarify it, and propose a course of action. The council will then discuss the item. Unless the council votes to suspend the rules and take immediate action, the council will take action on the item at its next business meeting. Whenever a majority of the council votes to approve an item, that item will be offered to the Vice President of Instruction as a recommendation for action. The vote will be recorded, and along with the vote, the council may offer a further recommendation for implementation or disposition.

**D. Distribution of the Agenda and Minutes**

The agenda and minutes of the I. C. meetings will be distributed to the I. C. members, to faculty office secretaries for posting, to the faculty negotiating agent, to the Board of Trustees, and to any other interested party who requests this material.

**E. Election of Council Chair**

1. The I.C. chair shall be elected during the Winter Quarter to serve a two-year term beginning the 15th of June of the same year.
2. The new chair will participate in the activities of the I.C. during Spring Quarter, prior to assuming office, as an ex-officio member.
3. The current I. C. chair will appoint a nominating committee composed of three division chairs. This committee will announce to all faculty that applications for I. C. chair are being accepted, will interview and screen candidates, and will present a slate of up to three finalists to be voted upon by the division chairs.

**INSTRUCTIONAL COUNCIL BY-LAWS AND PROCEDURES**

3

4. All full-time tenured faculty are eligible to be I. C. chair.
5. A secret ballot will be used and the candidate receiving the greatest number of votes will be declared the new chair. If no finalist receives a majority vote on the first ballot, after discussion, a second vote will be taken between the two candidates receiving the highest number of votes. If no candidate receives a majority vote on the second ballot, the nominating committee will repeat the process described in article II, section C, paragraph 2 above and propose a new ballot.

**F. Election of Council Vice-chair**

1. After completing the election for the I. C. chair, the nominating committee will canvass the division chairs and present a slate of candidates for vice-chair. Each candidate must be a division chair. A secret ballot will be used, and the candidate receiving the greatest number of votes will be declared the new vice-chair.
2. The vice-chair will serve a one-year term and will preside in the chair's absence, or will assume any duties that the chair delegates.

**G. Resignation of a Chair or Vice-chair**

1. Upon resignation of the I. C. chair, an election to determine a new chair will be held within 30 days from the date of resignation. The process to be followed is described in article II, section E, paragraphs #2 and #3 above. In the interim, the vice-chair will preside at meetings.
2. In the event of the resignation of the vice-chair, an election to fill the office will be held within thirty (30) days from the date of resignation under the process described in article II, section F, paragraph 1 above.

**H. Recall of Council Chair**

Recall of the I. C. chair may be considered at any regular or special meeting of the I. C. If a simple majority of the I. C. votes to hold a recall election, the recall motion shall be given to the I. C. chair as a mandatory item to be included on the agenda for the next I. C. meeting. At that meeting, the vice-chair will preside over that action item. A vote will be taken, and if the recall motion is upheld by 2/3 of the division chairs, recall election will be held following the procedures for the election of an I. C. chair.

**III. Composition and Responsibilities of Committees**

1. All I. C. committees will be formed and operate according to the following procedures:

**INSTRUCTIONAL COUNCIL BY-LAWS AND PROCEDURES**

4

- a. When the establishment of a committee is announced, each division, if it so chooses, will select one member to serve on that committee. The proposed member will be asked if s/he is willing to chair the committee.
  - b. If s/he so chooses, the Vice President of Instruction or his/her designee may sit on the committee as a non-voting member.
  - c. The information contained in article II, section I-1, paragraphs a and b above will be sent to the I. C. chair, who, with the approval of the I. C., will appoint a division chair or, if a division chair is unwilling to serve, one of the proposed committee members to chair the committee.
  - d. If a division chair does not chair the committee, one will be selected by the I. C. either to be the divisional representative or to sit on the committee as liaison.
  - e. Both the chair and the committee members will be selected during winter quarter of alternate years of the I. C. chair election and will have two-year terms. In case of a vacancy, the divisions will select a replacement and inform the I. C.
  - f. I.C. Committees patterned on the fiscal year or academic year -- e.g., a committee mandated by the state with an annual budget, an annual report, and/or committee chairperson and/or state liaison position -- shall have their chairperson selected winter/spring to take office summer/fall quarter, whichever is more suitable to the operation of the committee.
  - g. Committee chairs may be removed from office by a two-thirds vote of the I. C.
  - h. Each committee's purpose and scope will be determined by the I. C.
  - i. The chair of the committee will send a copy of all committee minutes to the I. C. chair and will report to the I. C. as requested.
  - j. Committee minutes will contain a log of those present as well a record of the committee's activities.
2. Ad hoc committees will be formed by the I. C. chair subject of the approval of the I. C. and will report to the I. C.

**INSTRUCTIONAL COUNCIL BY-LAWS AND PROCEDURES**

5

J. Amendments

Amendments will be made by following the procedure described under article II, section C of the above procedures.

K. Policies not Covered by These By-laws and Procedures

A separate policy manual shall be maintained for those policies and procedures established by the I. C. and not contained in these by-laws and procedures.

Adopted:

Amended: March 11, 1991

Amended: November 4, 1991

Amended: May 18, 1992

Amended: May 20, 1996

Amended: October 18, 1999

Amended: April 23, 2001

Amended: June 4, 2001

Amended: February 11, 2013

H:\IC\BYLAWS

# IC Procedures for College Wide Proposals

## **Instructional Council Procedure for Conducting an All-Faculty Vote**

Approved by the IC on February 27, 2023

1. The Instructional Council will use these procedures whenever an IC sub-committee, instructional division, instructional committee, college committee, or any other body proposes a change that will affect instruction on a college-wide level, proposes the creation of a new instructional policy, or makes any other significant proposal that requires approval by the Instructional Council.
  - a. When a division, committee, or other body proposes a change that will affect instruction on a college-wide level requiring IC approval, the IC chair will place the issue on the next IC agenda for discussion. After waiting at least two weeks to ensure that division chairs have sufficient time to consult with their divisions, IC will decide by a vote to either use the voting procedure outlined in this document or to hold a vote in IC with each chair casting one vote and a simple majority needed for the motion to pass.
  - b. To ensure timeliness and sufficient representation, any division, committee, or other body wishing to make a proposal that will affect instruction on a college-wide level, institute a new instructional policy, or propose any other significant change requiring IC approval, should inform the IC Chair of their intent before starting work and preferably two weeks before starting to allow discussion in a regularly scheduled IC meeting. Additionally, IC strongly encourages the body to hold all-faculty forums and collect anonymous feedback on the proposal before a final draft is presented to IC. The topic will be included on the agenda of subsequent IC meetings as a discussion item.
2. Once the body developing the proposal has determined when the final draft will be ready for consideration, the IC chair, vice-chair, and at least one other division chair volunteer will develop a timeline outlining the following with specific dates. The timeline will be submitted to the divisions and IC for approval before the process begins.
  - a. Date that the final draft of the proposal will be submitted to IC.
  - b. A period of at least two weeks for discussion in division meetings and in the Instructional Council.
  - c. At least one all-faculty forum where provisions of the proposal will be explained, questions will be entertained, and arguments for and against the proposal may be made.
  - d. A period of at least two weeks following the forum for further discussion in division meetings and the Instructional Council.
  - e. Dates when the voting process will begin and end. The voting period will be a minimum of three business days.
3. Instructional divisions, those working on the proposal, or the IC can request extensions to the timeline.
4. If those making the proposal decide to make substantial changes based on feedback received from divisions, the Instructional Council, and faculty forums, they will withdraw

the proposal and resubmit it to IC for consideration after making revisions. IC will then restart the process and develop a new timeline as outlined in step #2.

5. The IC chair or designee will setup an anonymous, secure, electronic voting process and will email all faculty with instructions on how to vote at least one business day before the voting period begins.
  - a. A 60% affirmative vote of all votes cast is required for a proposal to be approved.
  
6. The IC chair or designee will announce the results of the vote, including vote totals and a breakdown of results, within two business days after the voting period ends.
  - a. The IC chair will send the recommendation to the Vice President of Instruction regardless of the outcome.
  - b. If the proposal does not pass, the IC chair will work with the originating group to determine if they want to survey faculty for anonymous feedback on why they voted no to inform potential revisions to the proposal.

# Instructional Council



PARTICIPATORY GOVERNANCE

# Instructional Council

Published 11/13/2025

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*The Instructional Council serves as the voice of the faculty to make recommendations on instructional matters to the Vice President of Instruction.*

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The Instructional Council (IC) includes the 11 division chairs, the IESL faculty representative, the deans of instruction and the Vice President of Instruction. They meet the first and third Mondays of each quarter to deal with all instructional matters.

The council acts as the voice of the faculty, and it makes recommendations to the Vice President of Instruction. Specifically the council will:

1. Plan and coordinate inter-campus scheduling for all classes under existing divisions.
2. Review and present a majority position of the division chairs and the IESL Representative to the Vice President of Instruction concerning program additions, reductions or changes, including assignment or reassignment of programs to divisions.
3. Review proposed class offerings.

4. Prepare, review and evaluate short- and long-range IC goals. Matters relating to contractual negotiations will not be considered by the Instructional Council.

Visit the Instructional Council committees page



IC Division Restructuring Procedures



Program Review and Viability



IC Procedures for College Wide Proposals



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Instructional Council By-Laws and Procedures



Washington State ICRC Website