

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Committees, Councils, and Governance Groups****EFFECTIVE DATE: Fall 2020; Revised April 14, 2022; Revised September 1, 2026****Purpose**

The purpose of this policy is to affirm the commitment of Southwest Tennessee Community College (“Southwest” or “the College”) to shared governance by providing structured opportunities for students, faculty, and staff to discuss College-related matters and communicate recommendations to the President and Senior Staff. Students and employees may provide meaningful input in the development and review of policies, programs, and institutional initiatives, while final decision-making authority remains with the administration and other authorities established by law and the Tennessee Board of Regents (TBR) policy.

Policy/Procedure

Southwest recognizes the importance of representative participation by students and employees in College activities that affect them. The President or the President’s designee may appoint students, faculty, and staff to College committees, councils, and governance groups in accordance with applicable law, TBR policy, approved bylaws, and College procedures. Each body shall have designated leadership, such as a chair, co-chairs, president and vice president, or another structure approved by the President or the President’s designee. Appointments should support appropriate representation, institutional expertise, continuity, and participation across the College.

Each committee, council, or governance group shall have a written charge, approved bylaws, or an approved constitution that identifies its purpose, scope of authority, membership, leadership, reporting relationship, meeting expectations, and process for communicating recommendations. The President or the President’s designee may review, revise, consolidate, or discontinue a body.

Members shall disclose actual or potential conflicts of interest and shall protect confidential or restricted information received through their service, consistent with applicable law and College policy. If you have a question regarding what constitutes a conflict of interest, you may consult the Chief of Staff.

Standing Committees

Standing committees are continuing bodies established to address broad, designated subjects. Their charges, membership, and continued need shall be reviewed periodically, although membership may change from year to year.

Ad Hoc Committees

Ad hoc committees are temporary bodies established to address a specific matter. The charge shall identify the expected work product or outcome, reporting responsibility, and the point at which the committee’s work concludes.

Student Government

Pursuant to applicable TBR requirements, Student Government shall adopt bylaws subject to approval by the President. The Student Government president must be elected through a general vote open to all eligible students. Student Government operations and elections shall follow its approved bylaws and applicable College requirements.

Faculty Senate

Pursuant to applicable TBR requirements, the Faculty Senate shall adopt bylaws subject to approval by the President. The Faculty Senate president must be elected through a general vote open to all eligible faculty members. Faculty Senate operations and elections shall follow its approved bylaws and applicable College requirements.

Other Governance Groups

Other governance groups are bodies of employees, which may include student representatives, established to address matters related to their functions at the College or matters for which their members possess relevant knowledge. Each governance group shall maintain approved bylaws or a written charge to guide its operations, recommendations, and decisions within its delegated authority.

Representation of governance groups at President's Cabinet meetings shall be determined by the President or the President's designee and documented in the applicable bylaws, written charge, or Cabinet procedures. Representatives may present reports, participate in discussions, and exercise any voting rights specifically granted by the President or governing procedures. Committee representatives may attend Cabinet meetings at the request of the President or the President's designee.

Representatives shall communicate relevant, nonconfidential information to their constituents in a timely manner.

Each body shall maintain appropriate records of its meetings, recommendations, decisions, and reports in accordance with College records management requirements. Records containing confidential or restricted information shall be handled in accordance with applicable law and College policy.

Responsible

Source of Policy: TBR **Administrator:** President

Related Policy: _____ **TBR Policy/Guideline:** 1.03.10.00

Approved:  **Date:** September 1, 2026
President