Role Expectations for Committee Members

**General Expectations for All Committee Members** include:

1. Act only in the best interests of the committee
   a. Put the committee’s interest before any other personal or professional interests
   b. Remember to serve the best interests of the committee on which you are sitting
2. Be involved in major decisions
   a. Be actively involved in decision making
   b. Attend meetings regularly and contribute to discussions
   c. Honor decisions taken at meetings you may not been able to attend
3. Make decisions jointly with other committee members
   a. The committee must act together for the overall benefit of the group
   b. No member can make or take action alone, unless delegated to do so
4. Attend and contribute to all committee meetings
   a. Devote the necessary time and effort to prepare for meetings and provide feedback to the co-chairs on any agenda item if you are unable to attend.
5. Be objective, honest and behave with integrity
6. Use specific skills, knowledge or experience to contribute to sound decision-making
7. Abide by decisions taken

**Specific Committee Roles** include the following expectations assigned to members of groups within the committees:

**Committee Liaison:** A member of the Self-Study Coordinator group (not otherwise assigned to the committee) will serve as liaison to the Self-Study Committee.

**Board Member:** The five PCC Board members will serve on the five Criteria committees. Board members will be part of the committee to which they are assigned, but they may not be co-chairs. Board members may provide feedback as needed regarding Board Policies and other relevant college policy.

**Administrator:** Administrators may serve in a variety of roles. One administrator on each committee will serve as an **Administrative Sponsor**. The administrative sponsor will provide resources needed to carry out the committee charge. This will include administrative support staff (from the administrator’s own office) to assist with note-taking, scheduling meetings, collecting information from the co-chairs for meeting agendas, and helping forward materials to MyPima groups and the Writing, Archive or other committees as needed. The administrative sponsor will also be the single liaison with PIR, for the purpose of requesting data.

Administrators will help collect other relevant materials and will act as advisors regarding College policies and processes. Administrators on committees may serve as co-chairs if elected, but are not assumed to be committee leaders. They will be expected to abide by the charter and will contribute fully to the work of their groups.
Faculty: Faculty members may serve as co-chairs, are expected to abide by the Charter, and contribute fully to the work of their groups. Adjunct Faculty members will be included on each committee, will be expected to abide by the Charter, and will contribute fully, but may not serve as co-chairs.

Exempt and Non-Exempt Staff: All staff members on committees may serve as co-chairs. These members will be expected to abide by the Charter, and contribute fully to the work of their groups.

Community Members (not PCC Employees): Community members have been chosen from a broad range of business, interest, non-profit, education, government, military and other community partner groups to represent the make-up of our community. Members should represent the cultural, gender, age and other diversities of our larger community. Community members on the committees should become well-versed in HLC Assumed Practices, Criteria, Core Components as well as documents and communications from the HLC relevant to accreditation and PCC. Members should attend all meetings, and actively participate through reading, analyzing, communicating and providing input based on their roles as individual community members and with respect to areas of community involvement or as representatives of different constituencies. Community members should provide an insider/outsider balance to the committees. Community members may not serve as co-chairs.

Co-Chairs: Two co-chairs will be elected by each committee at the kick-off meeting. These individuals must be full-time PCC employees and must attend all meetings. Co-chairs will sit on the HLC Self-Study Steering Committee, which requires an additional time commitment. Co-chairs will ensure that the group fulfills its charge. They will become familiar with the relevant criterion or workgroup topic and direct other committee members to relevant materials. They will communicate across groups as needed. In addition, co-chairs will collaborate with members to identify the key areas to be addressed and establish a plan that guarantees the work is completed on time. This includes establishing timelines, planning agendas, assigning tasks, establishing sub-groups as needed and monitoring progress on topics. If problems arise, the co-chair will alert the Steering Committee.

Writers: A writer will be assigned to each self-study committee from the Writing Committee. The writer on each committee will serve as the liaison to the writers on the other teams and draft the chapter for the self-study in parallel with the discussions. This individual will also notify the co-chairs of any missing information or apparent inconsistencies, distribute drafts to the committee for review at intervals agreed upon with the committee and work with the archivist to ensure that person is aware of the supporting evidence that is required.

Archivists: The archivists will systematically manage a repository of electronic documents included in the Self-Study collection by arranging and describing documents, providing reference service, and preserving materials. The archivist will maintain records that
include the origin or authorship of documents, information about how the documents function, why the documents were created, and how they are arranged.