

Task Force Composition

The unit head will confer with his/her chief division officer (i.e. dean, director, vice president, etc.) to identify the names of individuals to serve on the Task Force. After securing agreement to serve, the unit head will forward those names and the first meeting date to the Executive Director of Strategic Planning & Analysis. The college president will issue the letter of appointment including the charge to the Task Force and the semester in which the review is to be conducted.

The composition of the task force must include the following:

1. Supervisor/administrator or full-time employee of the unit under review to serve as Chair;
2. Supervisor/administrator of another unit;
3. One full-time and/or continuing part-time faculty outside the unit; and
4. One full-time staff outside the unit.

If the unit is academic or academic support, it must also include:

5. One currently enrolled student or graduate; and
6. A member of the program's advisory committee.

Other potential members include individuals drawn from the Board of Trustees, local school system, local senior institutions, experts in the field, divisional administrators, peer colleagues from another community college, etc. In all instances it is recommended that the Task Force be kept to at least five but no more than eight to facilitate completion of the task.