Policy Review Committee Charter

Policy Review Committee: The Policy Review Committee (PRC) makes recommendations regarding operational policy development and administration. The group discusses pertinent issues with the policy writer, solicits feedback from the applicable College community, and sends final recommendations on policy adoption to the College Council.

The committee develops procedures pertinent to committee operations, the policy development review cycle, college policy structure and policy maintenance and operations. See Policy Administration, 10.15.

Committee Rules of Engagement: This is a Participatory Governance committee and will follow all procedures established by the College Council.

Quorum: Simple majority of voting members needed to vote on recommendations

Summer Meetings: PRC will meet throughout the summer as needed. Go or cancel decisions will be made the week prior. Faculty off assignment will be paid for their attendance.

Meetings:

• Last Thursday of the month or as needed.

• Agendas will be distributed Monday before the meeting.

• Minutes will be finalized within 2 working days and posted on the PRC website.

Role of Members: Gain feedback and communicate policy changes to constituents; present policy changes for representative areas; participate in committee operations and projects.

Committee Membership

• Chief Human Resources Officer

• Yavapai College Staff Association - *Rep*

• Faculty Senate - *Rep*

• Faculty - *Rep*

• Faculty - *Rep*

• Yavapai College Foundation – *Rep*

• Student Affairs - *Rep*

• Business Services - *Rep*

• Academic Affairs - *Rep*

• Academic Dean - *Rep*

- Instructional Support - *Rep*

- Student Government Association - *Rep*

- Human Resources Policy Committee Support (non-voting)

- Human Resources - *Rep*