Institutional Definitions

**Ad Hoc Committee** – For NHTI purposes, see *Teams.*

**Advisory Board** – A group of professionals charged with supporting a program or effort. The main intent of an advisory board is to provide guidance to the program or effort on impacts of changes, listen to reports of progress, and advise in changes that may impact goals. Membership of advisory boards is typically made up of individuals who do not work for the entity they are advising.

**Bylaws** – A series of regulations and accepted practices that govern the function of College Council and its subcommittees. Bylaws are adopted and amended by the group that uses them and then approved by College Council.

**Charter/Purpose** – Declaration of work delegated by the president of the institution. It outlines the scope of application for the working group or team.

**Committee** – For NHTI purposes, see *Teams.*

**College Council** – A body of people elected or appointed for the purpose of deliberating proposals, providing consultation and advice, and making recommendations that impact institutional direction.

**Department Chair** – The person in charge of an academic department.

**Department Head** – The person in charge of a non-academic department

**Faculty Council** – A non-governing body of full-time faculty members who actively discuss issues related to faculty.

**Shared Governance** – The inclusive process of decision-making that includes representatives from teaching faculty, staff, students, and administrators.

**Staff Council** – A non-governing body of staff members who actively discuss issues related to staff.

**Subcommittee** – A group of faculty, staff, administrators, and students that works directly under College Council to support a specific agenda.

**Teams** – Working groups of faculty, staff, and administrators assigned to accomplish specific tasks/projects to support the college. These groups can propose ideas and/or changes to a subcommittee of College Council if their work would affect the campus community as a whole or falls outside of the defined purpose of the working group or team.