



BYLAWS

PROF/TECH COMMON COURSE STANDING COMMITTEE - WORKFORCE EDUCATION COUNCIL

ARTICLE I

NAME & AUTHORITY

- Section 1: The official name of this organization shall be the “Workforce Common Course Numbering Standing Committee” hereafter referred to as the Standing Committee.
- Section 2: The Committee is created by authority of the Workforce Education Council (WEC) Executive Committee and shall report to the Executive Committee Chair or his/her designee. The Instruction Commission grants final approval on all common professional/technical common courses.

ARTICLE II

PURPOSE

- Section 1: The Committee shall review common course proposals, assess need for the course(s), review student outcomes, and validate that all process steps for proposing professional/technical common courses have been completed correctly. The Committee will submit completed common course proposals and written recommendations to the WEC Executive Committee Chair. The WEC Executive Committee Chair will forward proposals and the Standing Committee’s recommendations to the chairs of the Articulation and Transfer Council and Instruction Commission. The Standing Committee Chair will email the Committee’s decision to the lead college point of contact.
- Section 2: The Committee shall provide technical assistance to colleges designing common professional/technical common courses.
- Section 3: Professional/technical common courses focus on career and vocational courses with common learning outcomes. The approval process builds stakeholder collaboration and year-round responsiveness. The approval process also allows for prompt approval from college system councils and commissions so colleges can respond to student and industry needs more quickly. Common professional/technical courses may be developed in

response to employer needs, improve student transferability of credits, grant deliverables or to meet licensure or certification requirements.

ARTICLE III

MEMBERSHIP

- Section 1: Members of the committee shall consist of representatives selected by the WEC Executive Committee.
- Section 2: The Committee shall be comprised of at least 3 members representing Washington's community and technical college workforce education programs.
- Section 3: Members shall be appointed for two-year staggered terms. Members will be eligible for reappointment, but cannot serve more than two consecutive terms. In the event that membership in a particular group reaches 100 percent turnover in a given year, one member may have his/her appointment extended to a third two-year term at the discretion of the WEC Executive Committee Chair.
- Section 4: The State Board for Community and Technical College Workforce Director may designate a staff liaison to the Committee who shall provide support for the committee, but shall not be a voting member. Non-voting members of the committee may discuss any matter before the committee, but shall not have a vote.

ARTICLE IV

OFFICERS AND THEIR DUTIES

- Section 1: Once members are appointed to the Standing Committee, members shall elect a chair each year.
- Section 2: The chair shall perform the following duties:
- 1) Preside over the meetings of the Committee.
 - 2) Disseminate common course proposals to committee members
 - 3) Verify committee member votes
 - 4) Forward recommended proposals to the WEC Chair
- Section 3: When the Chair is unable to attend a scheduled meeting, she/he may designate another committee member to serve as chair in his/her absence. The designee will perform the duties of the Chair during the meeting and provide an update to the Chair.
- Section 4: It is the duty of each Standing Committee member to notify the chair if he/she is unable to attend a scheduled meeting. A member must attend one-half (50 percent) of the scheduled meetings in an academic year. If a member's attendance falls below 50 percent, the Chair shall notify the WEC Executive Committee and request a new member.

ARTICLE V

MEETINGS

- Section 1: In-person and electronic meetings of the Standing Committee will be scheduled by the Chair within the two-week window specified in the process to consider any common courses submitted by a lead college.
- Section 2: A quorum will consist of a majority of official voting members currently serving. Action may be taken if supported by the required number when polled in-person, through virtual tools, by phone or email.
- Section 3: If a proposal is not recommended by the Standing Committee, the chair is required to provide the lead college with a written explanation of the reasons the Standing Committee did not recommend the proposal for Instruction Commission approval.