

COLLEGE COMMITTEES

Standing committees serve an important function in the implementation of College objectives and in long-range planning. Through designated committees, faculty and staff members are given opportunities to make recommendations and suggestions to the College administration relative to operations and policies. All employees and, if applicable, community members, are eligible to be considered for nomination or appointment to any college committee. The College does not deny membership to any committee on the grounds of race, color, disability, sex, religion, creed, national origin, or age.

Career Technical & Health Science Advisory Committees

The members of each career technical and health science advisory committee shall provide advice about career technical and health science education efforts within the communities. Members are predominately from outside the field of education and are selected because of specialized knowledge and experience in business, industry or labor. Advisory committees exist for each major training area in the career technical and health sciences division and meet a minimum of twice per year.

The purposes and duties of the advisory committee are as follows: Assess the needs of the community as related to program offerings; Formulate recommendations for the improvement of program instruction and facilities; Assess program and course offerings as related to objectives; Advise on the revision of objectives for program(s) as warranted by study and/or evaluation; Assist with student placement; Assist in the development of long-range goals for the program; Assist in the articulation of the educational program(s) offered by the college with employment opportunities; Serve as an avenue of communication between education and the world of work; and Review and evaluate annually the progress made toward established goals.

Campus Leadership Teams (CLT)

The Campus Leadership Teams are comprised of campus administration, faculty, and staff who represent a broad range of functions and activities on each campus. As chair of the CLT, the Campus Associate Dean schedules and conducts meetings. Positions are recommended by the Campus Associate Dean and approved by the President.

Each Campus Leadership Team:

- < Functions as a problem-solving body and engages in open discussion and deliberation for the purpose of improving communications throughout the campus community.
- < Coordinates and plans activities and special events on the campus.
- < Discusses the implementation of appropriate policies and procedures.
- < Provides campus input to the strategic planning process.
- < Develops a prioritized campus needs assessment that facilitates the College's strategic planning and budgeting process
- < Offers new and revised policies and procedure recommendations
- < Disseminates meeting minutes to the campus population and members of the President's Advisory Committee
- < Serves as an advisory committee to the Campus Associate Dean.

Curriculum Committees

Discipline specific curriculum committees with equal representation across the four campuses are charged with reviewing the curriculum for standardization college-wide. Specifically, committees must: Ensure the utilization of the correct syllabi within each discipline; Maintain a uniform grading system; Ensure the maintenance of academic integrity; Develop programs of study for each major; Ensure transfer information for each discipline is current and distributed to all advisors (if applicable); Monitor changes in the state curriculum; Recommend changes to curriculum and/or programs; Report annually the SMACK results; Report annually the use and recommendations concerning student learning outcomes; Recommend textbook changes and forward approval form to the appropriate college-wide associate dean; Recommend courses for distance education delivery and submit minimum standards for these courses to the Division Chair for Distance Education.

The Dean of Instruction and Student Services or designee appoints a representative to each discipline committee from each campus, where appropriate faculty is available. The appropriate Collegewide Associate Dean will appoint a chairperson or hold an election for chairperson. Chairpersons serve on the Curriculum Committee for two years. Committee members serve a one-year term. The Dean of Instruction and Student Services or designee will recommend faculty to fill vacancies on committees as needed. Each member, including the chairperson, has one vote on the committee. Committee recommendations require a majority vote in which all campuses are represented.

Committees will meet once per semester with additional meetings called as necessary. Committees may elect to use distance learning facilities, email or telephonic conferencing in lieu of travel. When necessary, curriculum committees may meet to discuss issues that cross multiple disciplines. The chair of the curriculum committee must notify committee members, division chairs, Campus Associate Deans, appropriate Collegewide Associate Deans, and the Dean of Instruction and Student Services a week prior to any scheduled meeting. The minutes shall be recorded at each meeting and sent to all committee members, division chairs, Campus Associate Deans, Collegewide Associate Deans, and the Dean of Instruction and Student Services. Recommendations must be made in writing and submitted to the appropriate Collegewide Associate Dean. Minutes should reflect the submitted recommendations, but official recommendations must be submitted separately.

Financial Assistance Committee (College-wide)

The College-wide Financial Assistance Committee is chaired by the Assistant to the Dean of Student Services responsible for financial assistance. Each Campus Associate Dean appoints one member from their respective campus committee and the Dean of Instruction and Student Services appoints another so that each campus has two representatives. Standing members of the College-wide committee include the Assistants to the Dean of Instruction and Student Services. The function of the College-wide Financial Assistance Committee is to develop policies and procedures for awarding scholarships and to approve selection of scholarship recipients. Campus representatives are responsible for communicating proposals and policy changes made by the College-wide committee back to their respective campus committee members. Meetings are called annually and on an as needed basis.

Financial Assistance/Scholarship Committees (Campus)

Most rules and regulations pertaining to federal assistance programs are subject to established federal policy. The primary responsibilities of the campus Financial Assistance/Scholarship Committees include: 1) Recommend scholarship recipients for the upcoming award year to the College-wide Committee, 2) Adjudicate financial aid/scholarship suspension appeals, and 3) recommend changes to financial aid/scholarship policies and procedures to the College-wide committee. The Committees are appointed each year by the Campus Associate Deans. The composition of the committee changes (with the exception of standing members) annually; at a minimum, the committee will be comprised of at least one faculty member each from General Studies, Applied Technology, Health Sciences, and if applicable, Performing Arts. In addition, representation should include a support or professional staff member. There should be at least five members serving on this committee. The campus Financial Aid director will chair the committee and is a standing member. Additionally, Directors of Students Services serve as standing members. Members who serve on this committee should not serve on the campus Academic Appeals Committee during the same academic year.

Multi-Cultural Committee

The function of the College-wide Multi-Cultural Committee is to encourage knowledge, which leads to understanding; sensitivity, which leads to consideration and acceptance, which leads to appreciation, and ultimately, a unified community.

The President will appoint the committee annually, which will reflect a diverse makeup of employees. The Committee assists in the development and coordination of minority community group meetings which will be instrumental in responding to the specific needs of prospective students from culturally diverse backgrounds. Other responsibilities include recommending professional development seminars and activities and establishing campus-based programs.

President's Advisory Committee for Distance Education

The President's Advisory Committee for Distance Education is chaired by the college-wide Division Chair for Distance Education. The chair and the committee members are appointed by the president. Committee members are leaders in distance education and remain informed regarding innovative technology and other issues regarding distance education. The functions of this committee are to advise the administration regarding the College's policies and procedures related to distance education, to ensure that the distance education program has clearly defined goals that are evaluated for continual improvement, and to train and assist instructors new to distance education.

President's Advisory Council

The President's Advisory Council, selected by the President, is a policy-development body comprised of representatives from all areas of the College created to openly discuss and recommend policy and procedural matters at the College to the President's Cabinet. The President's Advisory Council shall meet on a monthly basis. As part of the College's strategic

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planning process, the Advisory Council reviews the annual needs recommendations of the Campus Leadership Teams and recommends appropriate changes to the President's Cabinet. The membership may change as directed by the President.

President's Cabinet

The President's Cabinet is a policy-making body and shall meet on a regular basis to plan and evaluate operations of the College. The Cabinet functions to initiate long-range planning, budgeting, and evaluation. The Cabinet includes senior-level administration. The membership may change as directed by the President.

Safety and Security Committee

The College-wide Safety and Security Committee is chaired by the Chief of Police. Members of the committee include the Vice President of Finance, Campus Associate Deans, appropriate collegewide Assistant to the Dean of Student Services, and EMT Coordinator.

It is the function of the committee to plan professional development workshops on campus safety, to identify potential safety hazards, and make recommendations for correcting potential safety hazards. It is the responsibility of this committee to see that all administrators, faculty, and staff know the proper policies and procedures of the College to deal with emergencies such as weather, medical hazards, etc. It is also the responsibility of the chairperson to assist Student Services in the development of the annual Safety and Security report.

Sick Leave Bank Committee

The Sick Leave Bank Committee's function is to manage the sick leave bank per State Board of Education directives. The College's Sick Leave Bank Committee consists of five members. One member shall be the President or designee. Four members shall represent the participating members of the sick leave bank. A member and an alternate shall be elected on each campus by secret ballot of the sick bank members at the beginning of each leave year. The member from each campus receiving the most number of votes shall serve on the Sick Leave Bank Committee. Members of the committee will serve terms of one year. The President shall be responsible for conducting the election and ensuring the confidentiality of the secret ballot process. No representative on the committee shall serve longer than five years. Vacancies occurring on the committee shall be filled by alternates elected during the annual election.

Staff Financial Assistance Committees

A Staff Financial Assistance Program exists on each campus and each committee is campus based. This program, which assists students that have immediate financial needs, is supported by voluntary deductions by faculty, staff, and administration.

Committee meetings are scheduled as needed to review applications for assistance. Each request for assistance is considered on an individual basis by the committee. The committee is appointed by the Campus Associate Dean with input from the Financial Aid Officer from each campus.

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Student Academic Suspension Appeals Committee

The Academic Suspension Appeals Committee is comprised of three members. Two members must be faculty with one additional member. The Campus Associate Dean has the responsibility of convening the committee on the first day of classes each semester when appeal requests are submitted to the Director of Student Services. The Academic Suspension Appeals Committee has the responsibility to review academic suspension appeals requested by the student and formulate a decision to grant or deny the appeal request. The Campus Associate Dean will attempt to notify the student by phone with the Committee's decision. An official letter stating the committee's decision will be mailed to the student. All requests for appeal must be submitted to the Campus Director of Student Services no later than the day of regular registration of the requested readmission term.

Student Disciplinary Committee

The Campus Student Disciplinary Committee shall have the dual function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community. The committee consists of two faculty members, one professional staff member, one support staff member, and one student. The appropriate Assistant to the Dean of Student Services shall serve as the chairperson for each campus student disciplinary committee. The Campus Associate Dean shall appoint the Student Disciplinary Committee. The faculty and staff members shall serve a term of two years. Each year, one faculty member and one staff member shall rotate off of the Committee and the Campus Associate Dean will appoint a replacement for the two vacant seats on the Committee. A student officer from a campus student organization shall be appointed annually to serve a term of one year on the Student Disciplinary Committee. Committee substitutions may be necessary if conflict arises in scheduling hearings in a timely manner.