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3358:17-22-01

DATE: 03/12/2015 11:34 AM

Policies & Procedures Manual

Appendix G

APPENDIX G

STANDING COMMITTEES

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Appendix G: Standing Committees of the College

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STANDING COMMITTEES OF THE COLLEGE

The standing committees (or standing teams) of the College include the following: Budget, Student Success, Student Learning, Student Appeals, Campus Safety and Security, Curriculum, Employee Success, Continuous Improvement, Diversity and Social Justice, and the Emergency Response Team. Other departments or programs of the College also maintain their own ad hoc, standing, or advisory committees as needed. As indicated below next to each respective committee, members of all committees are to be appointed or approved by the President of the College.

1. The **Budget Committee** considers matters concerning, but not limited to, the development of the annual College budget and budget-related policies. This Committee is composed of one faculty representative, the Director of Human Resources, the Deans, the Vice President of Academic Affairs, the Chief Financial Officer, the Chief Enrollment Management Officer, the Chief Information Officer, the Executive Director of Workforce Development, representatives of professional staff and support staff, and others as recommended by the Chief Financial Officer with approval by the President of the College.

2. The **Committee on Student Success** oversees and coordinates College activities related to campus life, honors ceremonies, and graduation. This Committee establishes subcommittees with representatives from across the College campus to plan and carry out special events, including the annual Honors Recognition Ceremony and graduation. The Committee members are recommended by the Chief Academic Officer with approval by the President of the College.

3. The **Committee on Student Learning** oversees and coordinates college activities related to monitoring and improving student academic achievement and support for at-risk students. This Committee reviews and monitors the effectiveness of existing academic assessment practices and measures; evaluates the assessment needs of the College for both general education and program-specific learning; makes recommendations for planning, policy development and review regarding academic assessment and student retention; and ensures that assessment results are used to improve student learning. The Committee consists of three or more faculty members from each division, one representative from Institutional Research, the Retention Coordinator, one representative of professional staff, one representative of the Learning Center, and at least one academic dean. Committee members are recommended by the Vice President of Academic Affairs with approval by the President of the College. The Committee may form sub-committees with representatives from across the College community to carry out specific tasks.

4. The **Student Appeals Committee** considers judicial appeals as well as matters of academic concern, including but not limited to, student probation, student dismissal, and academic requirements. This Committee is composed of two co-chairs, two faculty representatives from each academic division, one representative from Student Services,

the Chief Enrollment Management Officer, and the College Registrar. Two student representatives will be appointed to the Committee for judicial appeals. A quorum consists of four committee members, including no fewer than two faculty members. The members of the Student Appeals Committee are recommended by the Vice President of Academic Affairs with approval by the President of the College.

5. The **Campus Safety and Security Committee** considers matters concerning, but not limited to, policies and plans for the development of emergency procedures; campus security; lab safety manuals; and the use, storage, and disposal of toxic substances. This Committee is composed of the Director of Plant Operations and Maintenance, the Chemical Hygiene Officer, the Director of Human Resources, the Evening Administrator, health sciences faculty, law enforcement faculty, engineering technology faculty, science faculty, and other members as appointed. Committee members are recommended by the Chief Financial Officer with approval by the President of the College. The Committee is co-chaired by the Safety Coordinator and one other Committee member elected by the Committee.

6. The **Curriculum Committee** considers matters pertaining to proposed new courses, proposed new academic programs, changes to courses, changes to academic programs, and review of and changes to general education. The Curriculum Committee is composed of faculty members from each division, one representative of Outreach, and the Registrar. The Vice President of Academic Affairs recommends the members of the Curriculum Committee with approval by the President of the College. The officers of the Curriculum Committee include the chair, a vice chair, and an ex-officio chair. Although the chair assumes primary leadership, the vice chair and ex-officio chair assist the chair. After serving a year as vice chair, the vice chair automatically becomes chair for one year and then ex-officio chair for one year. The vice chair is nominated and elected by the Committee members and approved by the Vice President of Academic Affairs in the fall of each year. The Vice President of Academic Affairs reserves the option of appointing a vice chair for any given year. It is the responsibility of the chair to preside over the meetings, to oversee the agendas, and to insure that adequate minutes are taken. The Administrative Assistant to the Vice President of Academic Affairs serves as the clerk to the Curriculum Committee. The Curriculum Committee holds regular meetings as needed for the timely processing of documents. All actions of the Committee require that a quorum be present. A quorum exists when a simple majority of the members of the Committee are present. Decisions and recommendations of the Committee require a simple majority vote.

7. The **Committee on Employee Success** oversees and coordinates college activities related to employee success and valuing people. Working with employees from across campus, this Committee creates subcommittees to organize professional development events and an employee recognition event as well as accomplish other tasks related to employee success. The Committee consists of representation from faculty, staff, and administration recommended by the Vice President of Academic Affairs with approval by the President of the College.

8. The **Continuous Improvement Team** oversees and guides the continuous improvement processes at the College including those associated with the Academic Quality Improvement Program (AQIP) and the accreditation requirements of the Higher Learning Commission. This Team is co-chaired by the Vice President of Academic Affairs and another team member elected each fall at the first meeting. The Team members are recommended by the Vice President of Academic Affairs with approval by the President of the College.

9. The **Diversity and Social Justice Committee** considers matters concerning, but not limited to, the integration of values which support a diverse campus and learning community. This Committee leads projects and programs to advance a campus culture for an ever changing and global world through advocacy of fair treatment in every aspect of campus life and college function, while supporting all persons regardless of race, sex, age, religion, sexual orientation, color, national origin, veteran status and disability.

10. The **Emergency Response Team** responds to campus emergencies as they arise. This Team consists of representatives recommended by the Chief Financial Officer with approval by the President of the College. The Chief Financial Officer serves as the internal commander of all College responses to emergency situations. In his/her absence, the Evening Administrator and/or the Director of Plant Operations and Maintenance will assume control.

11. The **Enrollment and Retention Committee** is charged with identifying strategies for providing an overall strategic enrollment plan for the College. Considerations for such a plan should include a review of programmatic enrollment patterns, identifying areas for potential enrollment growth, and recommendations for effective promotion of programs. The Committee should consistently review enrollment processes for continuous improvement, and make recommendations for effective promotion. The Committee is also charged with identifying effective and innovative means for increasing student retention. The goal of the Committee is to recognize and incorporate into the operation of the College means for maintaining healthy enrollment patterns. Members of the Committee should include representation from Student Services, Academic Affairs, and various business offices of the College. The members of the Committee are to be recommended by the Chief Enrollment Management Officer, with approval by the President of the College.

12. The **Business Action Team** is charged with providing the impetus for effectively responding to the workforce and training needs of the business community. The BAT should identify specific training needs of specific businesses or industry sectors and collectively mobilize the academic and programmatic resources of the College to meet such needs. The BAT is led by the Vice President for Academic Affairs. The Committee is appointed by the President of the College.

13. The **Data Action Team** is charged with identifying the data needs of the College which will provide overall information for determining student success, and for assisting in the operation of the College. As well as identifying the data needs, the DAT is charged with recognizing means for making data easily accessible. Many of the data benchmarks

identified will be used for assessing the effectiveness of the College. The DAT is led by the Chief Information Officer, an academic officer, and the Executive Director for Institutional Advancement. The DAT is appointed by the President of the College.

14. The **Behavioral Intervention Team (BIT)** develops policies and procedures for dealing with issues related to inappropriate student conduct. The BIT provides training and staff development to the college community designed to assist with employing effective actions for dealing with student behaviors, conducts risk assessments, and keeps records of student incidences. Members of the BIT are recommended by the Chief Enrollment and Student Success Officer and appointed by the President. Members of the Behavioral Intervention Team will include: Chief Enrollment and Student Success Officer as the Chair, Director of the Center for Student Success, Academic Deans, Disabilities Services Coordinator, Director for Facilities and Maintenance and Public Safety, and a counselor or faculty member with counseling background.

Revision Log:

12/19/05   Reformatting: Changed page numbering system from numerical in sequence from chapter to chapter to numbering in sequence by chapter, e.g. pages in Chapter 1 are now 1-1, 1-2, 1-3, etc.; page in Chapter 4 are 4-1, 4-2, 4-3, 4-4, etc. In the event that a future change adds or deletes a page, not all chapters will need to be repaginated.

12/19/05   Addition of Revisions Log at chapter end.

12/19/05   Addition of Table of Contents at beginning of chapter.

12/19/05   Revision of Committee on Academic Standards.

12/19/05   Revision of Judicial Board.

11/3/06   Addition of Title Page

8/15/11   Committee names, descriptions, membership requirements updated to reflect combining overall duties into a smaller number of standing committees and teams.

03/19/12   Replace the word appoints with recommends, with approval by the President. Replace "Chief Academic Officer" with "Vice President of Academic Affairs". Addition of the Enrollment and Retention Committee, Business Action Team and Data Action Team.

01/28/2013   Addition of the Behavioral Intervention Team.