



# Calhoun Community College

## College Committee Handbook

### Approvals

Faculty Senate: January 19, 2016

Support Personnel Advisory Board: February 16, 2016

President: March 11, 2016

**CALHOUN COMMUNITY COLLEGE  
COLLEGE COMMITTEE HANDBOOK**


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# Calhoun Community College

## College Committee Handbook


We hereby approve this handbook, and the committee system it describes, with revisions, for use by Calhoun Community College.

  
\_\_\_\_\_  
Nicole Mashburn, President, Faculty Senate

8-23-17  
Date

  
\_\_\_\_\_  
Taylor Burton, Chair, Support Personnel Advisory Board

8/17/17  
Date

  
\_\_\_\_\_  
James S. Klauber, President

8/23/17  
Date

**Calhoun Community College  
College Committee System Organizational Chart  
Revised 7/XX/2017**

Committee	Administrative Direct Report										Representative Body Report				
	President	V-P of Academic Affairs		V-P of Financial Services & Admin.		Dean for Student Affairs		Director of Student Financial Services		Director of Human Resources		Faculty Senate	Support Personnel Advisory Board	College Assembly Report	Consulted by
		V-P for	Director of	Director of	Director of	Director of	Director of	Director of	Director of						
<b>Executive Committees</b>															
Calendar Committee	<input checked="" type="checkbox"/>														
Committees Committee		<input checked="" type="checkbox"/>													
Catalog & Curriculum Committee		<input checked="" type="checkbox"/>													
Disciplinary Committee				<input checked="" type="checkbox"/>											
Financial Aid Appeals Committee					<input checked="" type="checkbox"/>										
Graduation Committee	<input checked="" type="checkbox"/>														
Professional Development Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>				
Suggestion Box Committee	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>				
Threat Assessment Committee	<input checked="" type="checkbox"/>														
Top Ten Students Selection Committee															
<b>Advisory Committees</b>															
Distance Learning Advisory Committee		<input checked="" type="checkbox"/>													Distance Learning Manager
Educational & Office Technology Advisory Committee		<input checked="" type="checkbox"/>													Director of IT
Facilities & Safety Advisory Committee						<input checked="" type="checkbox"/>									Director of Physical Plant
Faculty Professional Development Advisory Committee		<input checked="" type="checkbox"/>													Director of Faculty Development
Learning Outcomes Assessment Advisory Committee		<input checked="" type="checkbox"/>													Dean, Planning, Res., & Grants; V.P., Acad. Affairs
Scholarship Advisory Committee	<input checked="" type="checkbox"/>														Scholarship Administrator
Student Success Advisory Committee		<input checked="" type="checkbox"/>													V.P., Acad. Affairs; Dean for Student Affairs; et al.

## STATEMENT OF PRINCIPLES

- The committee system must encourage and accomplish shared governance by involving all college personnel in the planning and execution of college policies and procedures.
- Each committee must improve the efficiency of the college and help it achieve our mission of student success.
- Each committee must encourage and assist the free exchange of ideas and information.
- Excepting those committees which conduct hearings or other proceedings involving student or personnel issues, all committee meetings are to be open to all college employees, and all committee proceedings must be reported to the college community.
- Representation on committees must be broad, inclusive, and fair. Members should be drawn to provide representation from all campuses and off-campus sites as well as from a variety of departments and work units. Committee staffing should seek to achieve rotation in membership and fairly shared responsibilities.
- Initiatives for changes in college policy and procedures must be discussed and evaluated by those affected or involved, and committees must ensure that this occurs.
- Committees must seek to make effective use of the talents and skills of faculty, staff, and administrators.
- College committees will be formed only to deal with matters which are of college-wide scope or involve members from many operating units of the college. Individual units of the college are encouraged to form working groups for more narrowly defined purposes.

## TYPES OF COMMITTEES

1. Standing Committees are staffed annually and function on an ongoing basis. There are two types:
  - a. *Executive Committees* carry out particular tasks which require broad cooperation from employees across the college. Members are selected to represent the entire college.
  - b. *Advisory Committees* serve to ensure that proposals for changes in college policies and procedures are given careful consideration by those employees whose work would be affected and who are best placed to judge the effect of the proposed changes on student success. The purpose of each of these committees is to ensure that new initiatives are appropriate for the college and are implemented successfully. Members are drawn from the work units likely to be affected by policy and procedure changes appropriate to each committee.
2. *Ad hoc committees* are formed as needed to provide advice or proposals to the college on specific questions and issues that arise from time to time. These committees will be of limited duration and be disbanded once their task is completed. In no case shall an ad hoc committee function for more than one year. If the committee's task is deemed incomplete at that time, a new committee must be formed and staffed as described below.

Any college employee may request the formation of an ad hoc committee. Requests should be made by memorandum to the Vice-President for Academic Affairs and should include the following information:

- a. Purpose of the committee
- b. Rationale/nature of the issue to be investigated
- c. Optional: who should be considered for membership on the committee (e.g., faculty, staff, administrators, students, employees from particular operating units of the college)

## STAFFING OF COMMITTEES

### **Staffing assignments**

Standing committee staffing assignments shall be made each academic year by a Committee Staffing Working Group consisting of representatives of the Committees Committee, Faculty Senate, Support Personnel Advisory Board, and the Vice-President for Academic Affairs. All college employees shall be polled each year to indicate their standing committee assignment preferences and the results shall be used by the working group to staff the committees.

Ad hoc committee staffing assignments shall be made as needed by the working group, which may use a formal or informal poll to gauge employee interest in serving on the committee.

In all cases, the working group shall make its best effort in staffing committees to:

- honor employee preferences
- provide wide and balanced representation from all academic and support units, campuses, and sites
- best serve the needs of the college.

### **Consideration of members**

For the purpose of staffing assignments, except where specified:

- Personnel assigned to the Alabama Center for the Arts and Limestone Correctional Facility will be considered to be Decatur Campus personnel.
- Members of the faculty of the Developmental Mathematics and Developmental English and Reading Departments will be considered to be in the Departments of Mathematics, and Language and Literature, respectively.

Definition of terms:

- “Administrator” includes all Schedule A, B, and C employees.
- “Faculty member” includes all Schedule D employees.
- “Staff” includes all Schedule E and H employees.
- “Non-voting members” may, and are expected to, attend all committee meetings and participate in committee discussions, but may neither make nor second motions nor vote.
- “College Assembly” is the monthly all-employee meeting usually held the last Friday of a calendar month.

## GENERAL COMMITTEE REGULATIONS AND FUNCTIONS

1. Each committee shall have a Chairman whose duties are to:
  - a. Ensure that a Recording Secretary is chosen according to the committee's charter
  - b. See that committee members are adequately informed of meeting times and locations
  - c. Provide an agenda for each meeting to committee members in a timely manner prior to each meeting
  - d. Ensure that meetings are held at the appointed or requested times
  - e. Ensure that accurate minutes are kept for each meeting
  - f. Ensure that the committee's reporting requirements are met.
  
2. Each committee shall have a Recording Secretary whose duties are to:
  - a. Arrange for meeting space
  - b. Record and maintain attendance of members at meetings
  - c. Take accurate minutes of all meetings and make them available to all committee members in a timely manner
  - d. Maintain a permanent record of meeting agendas and minutes
  - e. Excepting those committees which conduct hearings or other proceedings involving student or personnel issues:
    - i. Post notices of upcoming meetings on Calhoun Community and elsewhere as appropriate
    - ii. Post meeting minutes for review by all college employees on Calhoun Community and elsewhere as appropriate
  - f. Conduct correspondence with college employees or outside persons as needed
  - g. Fulfill other duties at the request of the Chairman.
  
3. Faithful participation by committee members is essential for the committee system to work. A committee member who fails to attend three successive meetings without presentation, in advance, to the Chairman of the committee, a valid reason for the absences, shall forfeit membership of that committee.
  
4. The Committee Staffing Working Group shall fill any committee vacancies that arise.



5. Each committee shall report to the College Assembly in any month in which it is active, excepting those committees which conduct hearings or other proceedings involving student or personnel issues, as indicated in their committee charters.

# Calendar Committee

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## Standing Committee

### Committee Reporting

The Calendar Committee reports to the President.

### Committee Purpose

The committee creates the college calendar for each academic year.

### Committee Responsibilities

- The committee shall draft and submit a proposed academic calendar to the office of the President for each academic year. If any revisions are required, those will be made in a timely manner.
- The committee is responsible for ensuring that the academic calendar:
  - meets state requirements for the number of class and duty days for students, faculty and staff.
  - promotes the efficient operation of the college.
- The committee shall coordinate with the College Webmaster to ensure that events are displayed on the calendar on the college website.

The committee shall meet at least once during the Fall semester.

### Committee Membership

- This committee shall be comprised of 9 total members.
- Members include:
  - 1 from the Vice-President for Academic Affairs office (typically the Secretary to the Vice-President)
  - 1 faculty member from either the Natural Sciences Department or the Technologies Department
  - 3 at-large faculty members
  - 1 at-large staff member
  - 1 from Advising and Retention/Recruitment

- 1 from Student Financial Services
  - 1 from the Business Office
- The Chairman shall be the member representing the Vice-President for Academic Affairs staff. The Chairman shall vote only in case of a tie.
- The Chairman serves as the recording secretary.
- Meetings shall be called by the Chairman.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

# Committees Committee

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## Standing Committee

### Committee Reporting

The Committees Committee reports to the Vice-President for Academic Affairs.

### Committee Purpose

The committee seeks to maintain a functioning committee system to enable and ensure shared collegiate governance and fair practices.

### Committee Responsibilities

- Review the college standing committee system and make recommendations for modifications, including the addition or deletion of standing committees.
- Consider requests for proposals for ad hoc committees and make recommendations on the same.
- In conjunction with the Faculty Senate, Support Personnel Advisory Board, and the Vice-President of Academic Affairs, participate in the Committee Staffing Working group to solicit volunteers for standing and ad hoc committees, make annual assignments for standing committees and assignments for ad hoc committees, and select replacements for committee members as needed.

### Committee Membership

- The committee shall be comprised of 15 total members.
- Members include:
  - 1 faculty member from each academic department:
    - Allied Health
    - Business Administration
    - Computer Information Systems
    - Fine Arts
    - Language and Literature

- Mathematics
  - Natural Sciences
  - Nursing
  - Social Sciences
  - Technologies
- 1 staff (Decatur Campus)
- 1 staff (Huntsville Campus)
- 1 from the Student Affairs Office
- 1 from the Support Personnel Advisory Board
- 1 from the Faculty Senate
- the Secretary to the Vice-President for Academic Affairs.
- The Chairman shall be appointed by the Committees Staffing Working Group.
- The Secretary to the Vice-President for Academic Affairs shall serve as Recording Secretary.
- The committee will elect annually the required number of members to serve on the Committees Staffing Working Group.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
- Meetings shall be called by the Chairman.

# Curriculum and Catalog Committee

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## Standing Committee

### Committee Reporting

The Curriculum and Catalog Committee reports to the Vice President for Academic Affairs. The committee accepts requests for review through completion of the Curriculum Change Form by January 10<sup>th</sup> of each year for the upcoming academic year. Completed forms must be submitted to the committee chairman.

### Committee Purpose

The committee:

- A) maintains the integrity of the college curriculum and ensures that changes to the curriculum promote the best interests of our students.
- B) assists with the accurate, complete, and timely updating and publication of the College Catalog.

### Committee Responsibilities

The committee shall:

- A) review and evaluate all proposed changes to the curriculum and programs, including course offerings, course pre-requisites and co-requisites, and program requirements, verify alignment of the same with Alabama Community College System requirements, and give approval to said changes at its discretion.
- B) make proposals for revisions to the content, form, and style of the College Catalog.

College deans and directors are responsible for requesting review and approval of any revised or new courses, programs, and majors or concentrations, in a timely manner.

### Committee Membership

- This committee shall be comprised of 13 total members.
- Members include:

- 1 from each of
  - Business & CIS Division
  - Technologies Division
  - Limestone Correctional Facility
  - Health Division
  - Fine Arts Department
  - Language & Literature Department
  - Social Sciences Department
  - Mathematics Department
  - Natural Sciences Department
- 1 from Advising and Retention/Recruitment
- The Director of Admissions & Records/College Registrar
- the Secretary to the Vice-President for Academic Affairs
- 1 at-large administrator.
- The Chairman shall be appointed by the Committees Staffing Working Group.
- The Secretary to the Vice-President shall serve as the Recording Secretary.
- Meetings shall be called by the Chairman.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year.
- Members may be reappointed.
- The committee shall meet beginning in January of each year and must complete its curriculum work by March 1<sup>st</sup>. The committee may also meet at other times as needed.

# Disciplinary Committee

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## Standing Committee

### Committee Reporting

- The Disciplinary Committee shall report to the Dean for Student Affairs.
- Recordings of proceedings and reports of committee recommendations and resolutions shall be submitted to the Dean for Student Affairs.
- The committee does not make regular presentations at the College Assembly.

### Committee Purpose

Recognizing the right of students to be granted due process in all matters of a disciplinary nature, the College assures due process through the authority and activities of the College Disciplinary Committee.

### Committee Responsibilities

The committee shall hold hearings on disciplinary cases, evaluating evidence and testimony presented by the Dean for Student Affairs and the student, and submit recommendations to the Dean for Student Affairs for appropriate action in each case.

### Committee Membership

- A hearing panel will be selected from the full committee for each case.
- The full committee consists of 9 members:
  - 1 faculty member from each academic division:
    - Business & CIS
    - Health
    - Humanities & Social Sciences
    - Mathematics & Natural Sciences
    - Technologies
  - 1 from the Office for Disability Services and Special Student Populations
  - 1 current member of the Threat Assessment Committee



- 2 currently enrolled students.
- The Chairman shall be appointed from among the 5 faculty members by the Dean for Student Affairs.
- Upon request from the Dean for Student Affairs to conduct a hearing, the Chairman will select five members of the committee to form a hearing panel for the case, which shall include:
  - three faculty or staff. A member from the a) Office for Disability Services and Special Student Populations or b) Threat Assessment Committee shall be included if deemed appropriate by the Dean for Student Affairs.
  - two students.
- The Student Advocate shall serve as the Recording Secretary and will produce a video/audio recording of each hearing.
- The two student members shall be appointed by the President of the Student Government Association in consultation with the Student Activities Facilitator. If the committee selects a hearing panel at a time when there is no sitting SGA President, or when the SGA President is unavailable, then the two students shall be selected by the Dean for Student Affairs.
- Other members shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

# Financial Aid Appeals Committee

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## Standing Committee

### Committee Reporting

The Financial Aid Appeals Committee reports to the Director of Student Financial Services. The committee does not make presentations at the College Assembly.

### Committee Purpose

The committee provides collegial assistance to the Director of Student Financial Services in making decisions in cases of student financial aid appeals pursuant to the College's standards for Satisfactory Academic Progress.

### Committee Responsibilities

The committee shall review, and render decisions in, student financial aid appeals concerning the Satisfactory Academic Progress requirements brought by the Director of Student Financial Services and make recommendations for or against reinstatement.

### Committee Membership

- The committee shall be comprised of 6 total members, voting and non-voting.
- Voting members include:
  - 2 from the advising staff, one from each campus
  - 2 faculty members, one from each campus
  - 1 from either Dual Enrollment or Admissions
- A member of the Financial Aid staff shall be appointed by the Committee Staffing Working Group as a non-voting member and shall serve as Chairman and Recording Secretary.
- The Committee shall meet the third week of each month. Meeting dates and times shall be determined by the Chairman.

- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

# Graduation Committee

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## Standing Committee

### Committee Reporting

The Graduation Committee reports to the President.

### Committee Purpose

The purpose of the committee is to plan and coordinate the annual Honors Day and Graduation ceremonies.

### Committee Responsibilities

- Plan Honors Day and Graduation events
- Coordinate with all involved operating units to ensure that all plans and arrangements are made for:
  - Security
  - Audio-visual technology
  - Seating
  - Equipment rental
  - Decorations
  - Program authoring and printing
  - Guest speaker(s)
  - Cap and gown purchases
- Ensure that students eligible for graduation are informed of the requirements to apply and participate in the event.
- Discuss and implement strategies for either inside or outside graduation ceremony contingent on the weather.
- Meet following the graduation ceremony to discuss the event, evaluate the process, and make recommendations for the following year.

### Committee Membership

- The committee shall be comprised of 13 total members.
- Members include:
  - 1 from the Student Affairs Office
  - 1 the Vice-President for Academic Affairs staff

- 1 from Admissions
- 1 from Public Safety
- 1 from Maintenance
- 2 from Information Technology
- 1 from the Nursing Department
- 1 from the College Bookstore
- 1 from Career Services
- 1 from Public Relations, Marketing and Publications
- 2 Graduation Announcers
- The Chairman shall be the member from the Student Affairs Office.
- The committee shall select a Recording Secretary from existing members by majority vote.
- The committee meets monthly during the Spring semester and once during the summer semester, and as needed.
- Meetings shall be called by the Chairman.
- Members shall serve for one year and may be reappointed.

# Professional Development Committee

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## Standing Committee

### Committee Reporting

- The Professional Development Committee reports to the President, the Vice-President for Academic Affairs, the Faculty Senate, and the Support Personnel Advisory Board
- Copies of meeting minutes and recommendations will be posted on Calhoun Community

### Committee Purpose

The committee provides professional growth opportunities to faculty and staff for the improvement of instruction and support services, and to enhance student success.

### Committee Responsibilities

The committee shall:

- Assist in the planning of professional development activities for Fall Kickoff and January professional development each academic year
- Review, recommend and evaluate professional development activities
- Maintain records and data of the professional development activities
- Select a subcommittee to meet with the President, Vice-President for Academic Affairs, and other college personnel, to develop plans for professional development activities, as needed

### Committee Membership

- The committee shall be comprised of 12 total members.
- Members include:
  - 1 at-large administrator
  - 1 Maintenance Staff Member
  - 6 faculty members (3 from each campus)
  - 4 staff members (at least 1 from each campus)
- The Chairman shall be appointed by the Committee Staffing Working Group.

- The committee shall elect a Recording Secretary from existing members by majority vote.
- The committee may create a subcommittee from the executive membership to meet as needed with the President, Vice-President for Academic Affairs, or others for the purpose of advance planning of professional development events. The membership of such a subcommittee should include the Chairman.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
- Meetings shall be called by the Chairman.

# Suggestion Box Committee

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## Standing Committee

### Committee Reporting

The Suggestion Box Committee:

- reports to the President, Faculty Senate, and Support Personnel Advisory Board.
- shall present a summary at the end of each semester of suggestions received and evaluated and consequent actions. These summaries shall be posted on Calhoun Community. Permanent records will be maintained by the Recording Secretary.

### Committee Purpose

The committee provides an ongoing review of day-to-day processes of the college to identify and implement best practices that ensure operational effectiveness.

### Committee Responsibilities

- Review existing procedures and functions and communicate the suggestion to the appropriate area.
- Solicit and assess employee suggestions for improvements in college policies and procedures, communicate those suggestions to the relevant college unit and/or a broader college representative body, and monitor the actions taken in response.
- Upon recommendation, review existing procedures and functions and communicate the suggestion to the appropriate area or governing body.

Maintain and monitor:

- suggestion boxes placed in accessible locations at each campus and site
- an email "suggestion box" at [suggestions@calhoun.edu](mailto:suggestions@calhoun.edu)

### Committee Membership

- This committee shall be comprised of 12 total members.
- Members include:
  - 1 from Information Technologies
  - 1 from Maintenance
  - 2 staff representatives



- 1 representative from each academic division:
  - Business & CIS
  - Health
  - Humanities & Social Sciences
  - Language & Literature
  - Technologies
- 1 from the Alabama Center for the Arts
- 1 from the Limestone Correctional Facility
- 1 student representative from the Warhawks.
- At least one member of each of the Faculty Senate and Support Personnel Advisory Board should be included in the membership of this committee.
- The Chairman and the Recording Secretary shall each be elected by majority vote of the membership.
- The committee shall meet once a month.
- Each member shall serve for two years, except for the student member, who shall serve for one year. Two-year terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

# Threat Assessment Committee

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## Standing Committee

### Committee Reporting

The Threat Assessment Committee reports as follows:

- cases involving students shall be reported to the Dean for Student Affairs.
- cases involving college employees shall be reported to the Director of Human Resources.
- all other cases, and all cases involving immediate danger to college personnel or students, shall be reported to the President.
- The committee will maintain confidential records for all threat assessment cases and all follow-up reports that derive from threat assessment proceedings.
- The committee does not make regular presentations at the College Assembly.

### Committee Purpose

The committee seeks to identify potential threats and to recommend appropriate protective action to ensure the safety and security of the Calhoun community.

### Committee Responsibilities

- Establish a protocol for identifying and responding to students who potentially pose a threat to themselves or others.
- Develop a comprehensive program to educate faculty, staff and students about how to best recognize signs and know indicators of violence, suicide and mental illness; and collaborate with institutional resources available to assist with these situations.
- Develop a policy for involuntary withdrawal of students, who demonstrate through their behavior that they potentially pose a threat to themselves or others, but who may not have otherwise violated the campus Code of Conduct.
- Maintain confidential records for all threat assessment cases and all follow-up reports that derive from threat assessment proceedings.

## **Committee Membership**

- The committee shall be comprised of 12 total members.
- Members include:
  - Huntsville Campus Police Site Supervisor
  - 1 college police officer
  - 3 faculty members
  - 1 secretary
  - 2 from Advising and Retention/Recruitment
  - 1 from the Business Office
  - 1 from Information Technologies
  - 1 from Student Financial Services
  - 1 student
- The Huntsville Campus Police Site Supervisor shall serve as the Chairman.
- The secretary member shall serve as the Recording Secretary.
- Meetings shall be called by the Chairman.
- Members shall serve for one year. Members may be reappointed.

# Top Ten Students Selection Committee

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## Standing Committee

### Committee Reporting

The committee reports to the Dean for Student Affairs.

### Committee Purpose

The committee ensures that the annual process of nominating and selecting Calhoun's Top Ten Students is administered fairly and effectively.

### Committee Responsibilities

- In conjunction with the Dean for Student Affairs, evaluate and determine policies, processes, and procedures for nominating and selecting the Top Ten Students.
- Review the list of nominated students and determine those qualified to be considered as finalists for the annual Top Ten Student selection.
- Submit the finalist's applications to the Dean for Student Affairs.
- Administer the selection of the Top Ten Students according to the method prescribed and report the results to the Dean for Student Affairs.

The committee meets as needed during the spring semester each year.

### Committee Membership

- This committee shall be comprised of 15 total members.
  - Members include 4 permanent members, the Dean for Student Affairs (non-voting), the Student Advocate (non-voting), the Student Services Executive Secretary (non-voting), and the Student Activities Facilitator, and 11 rotating members:
    - 1 faculty member from each academic department:
      - Allied Health
      - Business Administration
      - CIS
      - Fine Arts

- Language and Literature
- Mathematics
- Natural Sciences
- Nursing
- Social Sciences
- Technologies
- 1 from Public Relations, Marketing and Publications
- The Dean for Student Affairs shall serve as Chairman.
- The committee shall elect a Recording Secretary from existing members by majority vote.
- At least 3 rotating members shall be selected from each of the Decatur and Huntsville Campuses.
- At least one member of the Faculty Senate shall be included in the membership of this committee.
- Meetings shall be called by the Chairman.
- Each rotating member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

# Distance Learning Advisory Committee

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## Standing Committee

### **Committee Reporting**

The Distance Learning Advisory Committee will report to the Vice-President for Academic Affairs and the Faculty Senate.

### **Committee Purpose**

The committee will serve to promote quality and accessibility for students choosing distance learning courses to advance their academic careers. The committee will work to help establish guidelines, strategic goals, policies, procedures, and institutional support for distance learning.

### **Committee Responsibilities**

- Meet with the Digital Media & Distance Learning Manager and staff to evaluate and make recommendations about proposed changes in distance learning policies and procedures.
- In conjunction with the Digital Media & Distance Learning Manager, assist in developing a technology plan for distance learning courses that is in accordance with college and state policies and recommendations.
- Evaluate the technology needs of faculty and students in the area of distance learning.
- In conjunction with the Digital Media & Distance Learning Manager, develop distance learning training plans for faculty and students.
- Make recommendations for the adoption of technology for distance learning courses.
- Make recommendations for upgrading or enhancing the support infrastructure for distance learning courses.
- Make recommendations for professional development related to distance learning.
- Review and make recommendations regarding evaluation of distance courses and faculty.

## Committee Membership

- This committee shall be comprised of 11 total members.
- Members include:
  - 1 from Information Technologies
  - 1 faculty member from each academic department:
    - Allied Health
    - Business Administration
    - Computer Information Systems
    - Fine Arts
    - Language and Literature
    - Mathematics
    - Natural Sciences
    - Nursing
    - Social Sciences
    - Technologies
- At least one member of each of the Faculty Senate should be included in the membership of this committee.
- The committee shall elect a Chairman and a Recording Secretary from existing members by majority votes.
- Meetings shall be called by the Chairman. The Digital Media & Distance Learning Manager may request the Chairman to call a meeting.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

# **Educational & Office Technology Advisory Committee**

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## **Standing Committee**

### **Committee Reporting**

The Educational and Office Technology Advisory Committee reports to the Vice-President of Financial and Administrative Services, the Vice-President for Academic Affairs, the Faculty Senate, and the Support Personnel Advisory Board.

### **Committee Purpose**

The committee promotes the use of appropriate technology to support teaching and enrich student learning in addition to office and support applications at the college.

### **Committee Responsibilities**

- Meet with the Director of Information Technologies and staff to evaluate and make recommendations about proposed changes in technology which affect classroom, online learning, office and support operations.
- Review all proposed technology changes and make recommendations, as appropriate, to the Vice-President of Financial and Administrative Services, the Vice-President for Academic Affairs, and the Director of Information Technologies.
- In conjunction with the Director of Information Technologies, develop and maintain a technology plan that is in accordance with college and state policies and recommendations.
- Evaluate technology needs of faculty and students.
- Evaluate technology needs of college personnel in office and support applications.
- Make recommendations for the acquisition, implementation, maintenance, and upgrading of technologies within the college infrastructure.
- Recommend distribution of technology resources in accordance within the College Master Plan and Technology Plan.



- In conjunction with the Director of Information Technologies, coordinate the posting of technology-related information on Calhoun Community.
- Recommend distribution of technology resources in accordance within the College Master Plan and Technology Plan.

### **Committee Membership**

- This committee shall be comprised of 12 total members.
- Members include:
  - 1 Administrator
  - 1 from the Business Office
  - 1 from Public Affairs, Community Affairs, and Special Events
  - 1 from Student Services
  - 1 from the Testing Center
  - 1 Division Secretary
  - 1 faculty member from each academic division:
    - Business & CIS
    - Health
    - Humanities & Social Sciences
    - Mathematics & Natural Sciences
    - Technologies
  - 1 from the Library
- At least one member of each of the Faculty Senate and Support Personnel Advisory Board should be included in the membership of this committee.
- The committee shall elect a Chairman and a Recording Secretary from existing members by majority votes.
- Meetings shall be called by the Chairman. The Director of Information Technology may request the Chairman to call a meeting.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

# Facilities and Safety Advisory Committee

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## Standing Committee

### Committee Reporting

The Facilities and Safety Advisory Committee reports to the President, Vice-President of Financial and Administrative Services, the Faculty Senate, and the Support Personnel Advisory Board.

### Committee Purpose

The committee promotes collegial governance by involving college personnel in decisions about college facilities and safety procedures.

### Committee Responsibilities

- Meet with the Director of Physical Plant to evaluate and make recommendations about proposals for facilities modifications or construction of new facilities.
- Meet with the Director of Physical Plant to evaluate and make recommendations about proposals for changes to the Emergency Procedures Manual or other campus safety policies.
- In conjunction with the Director of Physical Plant, review and update the Master Plan annually and forward any recommendations for changes to the Vice-President of Financial and Administrative Services for approval.
- In conjunction with the Director of Physical Plant, review the annual Maintenance Program and recommend changes if necessary.

### Committee Membership

- The committee shall be comprised of 11 total members.
  - Members include:
    - 1 representative from each academic division:
      - Business & CIS
      - Health

- Humanities & Social Sciences
  - Language & Literature
  - Technologies
- 1 officer from Public Safety
- 3 at-large staff or administrative members
- 2 students
- At least one member of each of the Faculty Senate and Support Personnel Advisory Board should be included in the membership of this committee.
- The committee shall have at least four members from each of the Decatur and Huntsville Campuses (including student members), and at least one employee member each from the Alabama Center for the Arts and Limestone Correctional Facility.
- The committee shall elect a Chairman and a Recording Secretary from existing members by majority votes.
- Meetings shall be called by the Chairman. The Director of Physical Plant may request the Chairman to call a meeting.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

# Faculty Professional Development Advisory Committee

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## Standing Committee

### Committee Reporting

- The Faculty Professional Development Advisory Council reports to the Vice-President for Academic Affairs and the Faculty Senate
- Copies of meeting minutes and recommendations will be posted in the Faculty Development Community in Blackboard

### Committee Purpose

The committee provides recommendations to the Director of Faculty Development for professional growth opportunities for faculty for the improvement of instruction, retention, and to enhance student success.

### Committee Responsibilities

The committee shall:

- Make recommendations to the Director of Faculty Development for the purpose of planning professional development activities for faculty each academic year
- Evaluate professional development activities held each year and make recommendations based on the evaluation results
- Maintain records and data of the professional development activities

### Committee Membership

- The committee shall be comprised of 10 total members.
- Membership should include representatives from the following:
  - 1 faculty representative from each academic division:
    - Business & CIS
    - Health Sciences
    - Humanities & Social Sciences
    - Language & Literature
    - Technologies
  - 1 faculty representative from Limestone Correctional Facility

- 3 at-large faculty members
  - 1 at-large administrator
- At least one member of the Faculty Senate should be included in the membership of this committee.
- The Chairman shall be appointed by the Committee Staffing Working Group.
- The committee shall elect a Recording Secretary from existing members by majority vote.
- The committee may create a subcommittee from the executive membership to meet as needed with the Vice-President for Academic Affairs or Faculty Senate for the purpose of advance planning of professional development events. The membership of such a subcommittee should include the Chairman.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
- Meetings shall be held monthly and called by the Chairman.

# Learning Outcomes Assessment Advisory Committee

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## Standing Committee

### Committee Reporting

The Learning Outcomes Advisory Committee reports to the Vice-President for Academic Affairs.

### Committee Purpose

The committee ensures that the process of assessing learning outcomes for the general education program as well as career and technical programs adequately measures student learning, provides useful information for academic departments, and satisfies accreditation requirements.

### Committee Responsibilities

- Meet with the Dean for Planning, Research & Grants, the Vice-President for Academic Affairs, or other appropriate college personnel, to evaluate and make recommendations about proposals for changes in policies, processes, and procedures which affect learning outcomes assessment.
- Review policies and procedures and make recommendations regarding learning outcomes assessment.

The committee meets as needed, at a minimum of once per semester.

### Committee Membership

- This committee shall be comprised of 10 total members.
- Members include one faculty member from each academic department:
  - Allied Health
  - Business Administration
  - Computer Information Systems
  - Fine Arts

- Language and Literature
  - Mathematics
  - Natural Sciences
  - Nursing
  - Social Sciences
  - Technologies
- At least one member of the Faculty Senate should be included in the membership of this committee.
- The committee shall elect a Chairman and a Recording Secretary from existing members by majority votes.
- Meetings shall be called by the Chairman. Any of the personnel identified above (see Committee Responsibilities) may request the Chairman to call a meeting.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

# Scholarship Advisory Committee

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## Standing Committee

### Committee Reporting

The Scholarship Advisory Committee reports to the President. The committee may make general updates about the scholarship process at the College Assembly.

### Committee Purpose

The committee establishes criteria for the awarding of institutional scholarships and recommends students for those awards.

### Committee Responsibilities

- Meet with the Scholarship Administrator and staff to evaluate and make recommendations about proposed changes in scholarship criteria, policies, and procedures.
- In conjunction with the Scholarship Administrator, review scholarship policies, procedures, and forms annually and make recommendations to the President for modifications.
- Consider scholarship applications against established criteria and recommend scholarship recipients and award amounts.
- Coordinate, with academic units, the selection of students for department- or division-specific awards.
- Review calendar dates for application deadlines and other scholarship events and make recommendations for modifications.
- Review student appeals of scholarship awards or revocations as needed.

### Committee Membership

- The committee shall be comprised of 9 total members.
- Members include:
  - 1 faculty member from each academic division:
    - Business & CIS
    - Health
    - Humanities & Social Sciences



- Mathematics & Natural Sciences
- Technologies
- 2 from Admissions/Advising and Retention/Recruitment/Student Financial Services
- 1 at-large staff member
- 1 at-large administrator
- At least one member of each of the Faculty Senate and Support Personnel Advisory Board should be included in the membership of this committee.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
- The committee shall elect a Chairman and a Recording Secretary from existing members by majority votes.
- The committee shall meet at least once each Fall Semester to consider proposals for modifications to policies, procedures, and forms. It shall meet as needed during the Spring semester to review scholarship applications and make recommendations for awards.
- Meetings shall be called by the Chairman.

# Student Success Advisory Committee

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## Standing Committee

### Committee Reporting

The Student Success Advisory Committee reports to the Vice-President for Academic Affairs.

### Committee Purpose

The committee ensures that college policies, processes, and procedures lead to student success, as measured by student learning, accomplishments, and retention and completion rates.

### Committee Responsibilities

- Meet with the Vice-President for Academic Affairs, the Dean for Student Affairs, the Director of the Student Success Center, the Director of Student Financial Services, the Director of Advising and Retention/Recruitment, the Assistant Director of Admissions & Records, or other college personnel, to evaluate and make recommendations about proposals for changes in policies, processes, and procedures which affect student success, retention, and completion.
- Work in conjunction with the Achieving the Dream Core Team to support initiatives identified in the Achieving the Dream Implementation Plan.
- In conjunction with the Dean for Student Affairs, monitor and evaluate the Starfish early alert program.
- Serve in an advisory capacity for the implementation and administration of the Student Success Centers
- Review policies and procedures and make recommendations regarding admissions, financial aid, and advising services.

The committee meets as needed, at a minimum of once per semester.

### Committee Membership

- The committee shall be comprised of 13 total members.
- Members include:

- 1 faculty member from each academic division:
    - Business & CIS
    - Health
    - Humanities & Social Sciences
    - Mathematics & Natural Sciences
    - Technologies
  - 2 at-large faculty members
  - the Student Advocate
  - 1 from Student Services
  - 1 from the Student Success Center
  - 1 from the Business Office
  - 2 students
- At least one member of each of the Faculty Senate and Support Personnel Advisory Board should be included in the membership of this committee.
  - Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
  - The committee shall elect a Chairman and a Recording Secretary from existing members by majority votes.
  - Meetings shall be called by the Chairman. Any of the personnel identified above (see Committee Responsibilities) may request the Chairman to call a meeting.