

1-3 College Committee Structure

The College is committed to fostering collaboration, communication and access to information among its faculty, staff and students. Participation in College Standing Committees, Special Committees, Ad-Hoc Committees and Work teams allows for input from stakeholders which enhances the decision-making processes. College committees shall be established and function as detailed below.

I. Resource Administrators (Vice Presidents, Deans, or others so designated)

The Committee Resource Administrator shall determine the Chairs and membership rosters for committees that they oversee prior to the beginning of the fall semester each year. Standing committee Chairs shall establish a regular meeting schedule; if not, the Chair must send notification of a meeting to members and the Resource Administrator at least ten working days prior to a scheduled meeting date. The latest edition to *Robert's Rules of Order* shall be followed in conducting committee meetings.

The Chair will work with the Resource Administrator about recommendations passed by the committee. The Resource Administrator advises the Chair on whether a recommendation is feasible and reasonable. The Resource Administrator will notify the Chair of the disposition of the recommendation. If approved by the Resource Administrator, the recommendation will then be forwarded to the President and/or PLT for consideration.

II. Committee Agenda and Minutes

The committee Chair or designee is responsible for creating an agenda and keeping accurate minutes for each committee meeting. Minutes shall be distributed to the committee members and others as deemed necessary by the Resource Administrator. Some committee minutes are protected by confidentiality and will not be distributed outside the committee. For every committee, the Chair shall forward a copy of the committee meeting's minutes to the Office of Planning Research and Effectiveness as the official college location for housing permanent committee records.

Any college employee may propose an agenda item to any college committee by submitting the item in writing to the relevant committee Chair. If the Chair agrees that the agenda item is within the purview of the committee's responsibilities then the committee will consider it. If the committee Chair rejects the proposed agenda item, then the employee may appeal to the Resource Administrator who will review the item and then respond to the employee with an appropriate course of action.

III. Quorum

A simple majority of the members of a committee must be in attendance at a meeting in order to constitute a quorum for the transaction of business. Attendance via distance technology is acceptable and counted towards the quorum. No official business shall be conducted without the presence of a quorum of the membership. Recommendations shall be decided by a simple majority of members present. Members who cannot attend may designate a voting representative. The Chair may invite any nonmember to counsel and provide additional information on a specific topic of discussion.

IV. Standing Committees

Standing committees are long term working groups with a global scope. These committees address policies and procedures that affect the entire college. Appointments to standing committees are made by the Resource Administrator through selected appointments and/or general invitations as deemed necessary.

The college's standing committees are listed below alphabetically by title, followed by the title of the Resource Administrator who serves as a non-voting member of the committee, required committee memberships, and a description of the committee function and responsibilities. The Resource Administrator may temporarily delegate the responsibility to a designee.

A. Committee Title: Academic Affairs Committee

- 1. Resource Administrator:** Vice President, Learning
- 2. Required Membership:** Representation of all divisions, departments, and campuses including Deans, selected Department Chairs, Director of Enrollment Services/Registrar, Director of Admission and Financial Aid, Vice President of Student Success and Enrollment Management, Director of Planning, Research and Effectiveness, and faculty members. Faculty assigned to the committee will be selected from the departments not represented by a Chair.
- 3. Description:** The Academic Affairs Committee makes recommendations in matters related to academic standards, curricula, and policies.

Specifically, the Academic Affairs committee shall be responsible for making recommendations to the Vice President, Learning in the following matters:

- a. Requests to add or delete programs or courses
- b. Requests to alter programs of study
- c. Requests to add or delete local prerequisite/corequisites

- d. Requests to petition the state level Curriculum Review Committee (CRC)

The Vice President, Learning will review recommendations from the committee with consideration to the impact it will have on the following:

- a. Ability of the college to carry out the recommendation
- b. Other academic and support areas of the college
- c. Budget
- d. Consistency with other policies of the college
- e. Compliance with state policies and curriculum procedure
- f. Compliance with SACS principles
- g. Compliance with any other laws or policies as applicable

The following recommendations may be implemented by the Vice President, Learning upon presentation to the Academic Affairs Committee "For Information Purposes Only". Examples include, but are not limited to, the following:

- a. Scheduling realignment
- b. Activation/deactivation of courses in an existing program
- c. Initiation of a program application
- d. Termination of a program of study
- e. Changes to a program of study already approved by the state board

B. Committee Title: Enrollment Management Committee

1. **Resource Administrator:** Vice President, Student Success and Enrollment Management.
2. **Required Membership:** Vice President of Student Success and Enrollment Management; Director of Recruiting and Community Outreach; Director of Marketing; Director of Advising and Student Success; Director of Admissions and FA; Director of Secondary Education; Coordinator of Student Life and Leadership; Representation from: Workforce Development, Public Safety and Career Readiness; Office of Planning Research and Effectiveness; Campus Deans/Administrators; Chair of the Faculty Executive Committee; Chair of the Staff Council; faculty and student representation (1 member and 1 substitute).
3. **Description:** The Enrollment Management Committee provides advisory and planning support to recruitment, registration, advising, degree progress, retention, and financial aid. The committee plans and assesses

marketing strategies to prospective students and opportunities to enhance student engagement and satisfaction, and uses institutional data to prepare annual and long-term enrollment projections for new and returning students.

C. Committee Title: Accessibility Compliance Advisory Committee

1. **Resource Administrator:** Vice-President, Student Success and Enrollment Management
2. **Required Membership:** Director of Management Information Services, Webmaster, Coordinator for Distance Education Programs, Director of Marketing, Academic Deans, Director of Admissions and Financial Aid, Campus Deans/Administrators, Director of Basic and Transitional Studies, Chief Operations Officer, Coordinator of Special Populations and Student Conduct, Director of Advising and Student Success, Director of Human Resources and one member from the Faculty Executive Committee.

The Committee may also include student, staff and faculty representatives, some of whom should be individuals with disabilities and ad hoc members from the campus community as needed

3. **Description:** In accordance with Title II and Title III of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and applicable state laws, the College will appoint a compliance committee to address campus-wide ADA/Section 504 compliance and accessibility issues on an on-going basis.
 - a. The Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) prohibit discrimination on the basis of disability. These laws direct institutions of higher education to comply with the provisions set forth to ensure that programs, services, activities and facilities are accessible.
 - b. The intent of the ADA Compliance Advisory Committee is to promote a barrier-free environment that facilitates equal opportunities and access for people with disabilities. Committee goals include working to eliminate physical, programmatic, policy, informational and attitudinal barriers, while supporting COA in meeting its obligations under federal and state statutes. The work of this committee complements the ongoing work of staff and faculty across campus in identifying and addressing compliance and accessibility issues.

The Accessibility Compliance Committee provides advisory and planning support to the college regarding all aspects of electronic, printed, advising, academic support and instructional information as it relates to meeting the Americans with Disabilities Act compliance requirements.

The functions of this committee include:

- a. The committee will develop and monitor the college's five-year plan.
- b. Develop appropriate timelines and review college programs, services, activities, policies and facilities regularly for ADA/Section 504 compliance and accessibility.
- c. Identify ADA/Section 504 compliance and accessibility issues. Inform appropriate campus personnel and the Vice President of Student Success and Enrollment Management of any issues requiring action. Provide information, support and follow-up as needed to ensure appropriate and timely resolution of issues.
- d. Periodically compile a list of campus compliance and accessibility issues. Prioritize the list in order of items most in need of prompt attention. Provide the list to the President's Leadership Team for consideration in ongoing budget deliberations and college planning processes.
- e. Provide input on proposed building construction and remodeling projects.
- f. Support staff and faculty knowledge and awareness of ADA/Section 504 legal requirements and issues in higher education.
- g. Serve as an educational resource of best practices for ADA/Section 504 issues for people across a diverse range of abilities.

D. Committee Title: Program Review Committee

- 1. Resource Administrator:** Vice President of Learning
- 2. Required Membership:** Director, Planning, Research and Effectiveness, faculty and staff representatives
- 3. Description:** The Program Review Committee is responsible for assisting the Planning, Research and Effectiveness Director, in the program review process. Members serve as consultants to their respective departments to ensure that data are collected, analyzed and reported. The supervising Academic Dean shall ensure that program enhancement recommendations are addressed. The committee also annually reviews the program review process and makes recommendations for changes when indicated.

V. Special Committees

The College Special committees listed below are formed to address issues related to student appeals which typically relate to any of the following three categories: discipline, financial aid, and disability support. The college responds to student appeals via these committees designed to handle particular issues. The chair for the Appeals committee may vary from appeal to appeal.

A. Title: Student Disciplinary Appeals Committee

- 1. Resource Administrator:** Vice President, Student Success and Enrollment Management
- 2. Required Membership:** a student, a minimum of three faculty members and two staff, with every effort made to have one of the faculty/staff representatives be from the student's division and present at the appeals hearing.
- 3. Description:** The purpose of the Student Disciplinary Appeals Subcommittee is to hear appeals of disciplinary actions.

B. Title: Financial Aid Appeals Committee

- 1. Resource Administrator:** Vice President, Student Success and Enrollment Management
- 2. Required Membership:** One faculty member from each academic division and one Student Success and Enrollment Management employee from outside Scholarships and Student Aid. Members will be appointed each year. The Director of Admission and Financial Aid calls for meetings of the Financial Aid Appeals Subcommittee and serves as an ex-officio member.
- 3. Description:** The Financial Aid Appeals Subcommittee considers appeals from students who have been denied eligibility for Financial Aid. The decision of the subcommittee is final.

C. Title: Disability Appeals Committee

- 1. Resource Administrator:** Vice President, Student Success and Enrollment Management

- 2. Required Membership:** One Academic Dean or their designees, a representative from Student Success and Enrollment Management, Dean of Workforce Development, Public Safety and Career Readiness or designee, Department Chair of Developmental Studies, three faculty members, and two staff. The Coordinator of Special Populations and Student Conduct calls for meetings of the Disability Appeals Subcommittee and serves as the Chair and an ex-officio member.
- 3. Description:** The Disability Appeals Subcommittee is responsible for reviewing appeals for issues concerning Disability Support

VI. Ad Hoc Committees

Ad hoc committees are temporary working groups that are narrow in scope. The President, the Vice Presidents, and Chief Officers have the authority to create any ad hoc committee deemed necessary, with the approval of the President's Leadership Team. Committees shall be formed to include appropriate representation based on the issue or event that prompted its formation. Ad hoc committees are typically limited to a period of one year or less with a distinct ending when the issue or event has been resolved or completed.

VII. Work Teams

Work Teams are committees that meet to address issues or concerns that arise periodically throughout the year and may maintain the membership in subsequent years. Teams are created to foster collaboration and participation in decision making. These teams shall identify members, create an agenda, keep minutes and vote on recommendations.

Work teams may be created by the President, Vice Presidents, Chief Officers, Strategic Planning Liaisons, Directors or Coordinators, with the approval of the President's Leadership Team. Recommendations from these teams shall be shared with the appropriate supervisor and implementation of the recommendations shall be overseen by the supervisor. Examples of Work Teams include, but are not limited to: Strategic Planning Teams; Professional Development Planning; Professional Development Resources, Scholarship Selection; Instructional Technology, Institutional Technology; Interviewing teams; Health and Safety issues.