College of The Albemarle Procedure

Procedure Number: 1.10.1

Pages: 1 of 8

Title: College Committee Structure

Related Policy and Procedures: Policy 1.10 Shared Governance Groups

Divisions of Responsibility: President's Office; Institutional Research, Planning, Effectiveness and Technology; Learning; Student Success and Enrollment Management

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 serve as the Chair or else determine the Chair and membership roster 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 President's Leadership Team (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 place a copy of the committee meeting's minutes within the appropriate Google folder owned by the Office of Research, Planning, 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/Curriculum Committee

1. **Resource Administrator:** Vice President, Learning
2. **Required Membership:** Representation of all academic divisions, departments, and campuses including Deans, selected Department Chairs, and faculty members of areas not represented by a Chair. Other members shall include the Vice President of Student Success and Enrollment Management, Director of Registration and Records/Registrar, Director of Admissions and Recruitment, Director of Financial Aid, and the College's Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Liaison.
3. **Description:** The Academic Affairs/Curriculum 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 availability
d. Consistency with other policies of the college
e. Compliance with state policies and curriculum procedure
f. Compliance with SACSCOC principles
g. Compliance with any other laws or policies as applicable

The following recommendations from the Academic Affairs/Curriculum Committee shall be presented to the President's Leadership Team. Upon approval, the item(s) shall be presented to the Policy, Planning and Student Success Committee of the COA Board Of Trustees for their approval. The full Board of Trustees shall then vote on these recommendations. Examples of these action items include, but are not limited to:

a. Initiation of a program application
b. Suspension of a program of study
c. Termination of a program of study

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, Vice President of Learning, Student Success and Enrollment Management Directors, Director of Communications and Marketing, Academic Deans, and Campus Deans/Administrators

   The Committee may also include the College President; Vice President for Strategy, Transformation, and Effectiveness; and staff and faculty representatives as needed.
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 communication and 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 Information Technology, Webmaster, Director of Distance Education, Director of Communications and Marketing, Academic Deans, Director of Admissions and Recruitment, Director of Financial Aid, Campus Deans/Administrators, Director of College and Career Readiness, Director of Business Administrative Services, Director of Student Services, Coordinator of Accessibility, Director of Advising and Student Success, Director of Human Resources, Compliance Officer, and one member from the Faculty Senate.

   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:** The College will appoint a compliance committee to address campus-wide Americans with Disabilities Act of 1990 (ADA) compliance and accessibility in accordance with Policy 2.3.7 - Americans with Disabilities Act.

   a. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability. This law directs 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 Accessibility Compliance Advisory Committee is to ensure the College complies with the ADA. 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 functions of this committee include:

   a. Provide notices concerning the ADA.
   b. Ensure that new and existing facilities are readily accessible to or usable by individuals with disabilities to make services, programs and activities accessible.
   c. Eliminate eligibility criteria that screens out or tends to screen out individuals with disabilities or any class of individuals with disabilities from fully and equally enjoying any service, program or activity being offered.
   d. Ensure services, programs, and activities are administered in the most integrated setting appropriate to the needs of qualified individuals with disabilities.
   e. Ensure communications with persons who are disabled are as effective as communications with others, including the furnishing of appropriate auxiliary aids and services.

f. Establish the expectation that information, data, and courses are accessible unless providing direct access is not possible due to the technical or legal limitations.
g. Engage in regular accessibility audits of the College's facilities, technology, websites, and programs. The self-evaluation will be made available to the public for three (3) years.

D. Committee Title: Technology Committee

1. **Resource Administrator:** Director of Information Technology

2. **Required Membership:** Distance Education Director, one System Administrator, Compliance Officer, one member from the Business Office, one faculty member, one member from SSEM, one member from Human Resources, and one non-voting student representative appointed by SGA Advisor.

3. **Description:** The Technology Committee functions as a governance and advisory group responsible for reviewing and evaluating technology-related requests and initiatives. The committee ensures proposed technologies are aligned with the Gramm-Leach-Bliley Act and the Family Educational Rights and Privacy Act compliance regulations. The committee will present documented findings to the President's Leadership Team (PLT) for final authorization.

E. Committee Title: Professional Development Committee

1. **Resource Administrator:** Vice President for Strategy, Transformation, and Effectiveness

2. **Required Membership:** Staff Council member (1), Faculty Senate member (1), Academic Dean (1), SSEM staff member (1). Other division leaders may nominate a member if they so choose.

3. **Description:** The Professional Development Committee serves as the approving body for requests for professional development funding through the College of The Albemarle Foundation to meet individualized training needs. The Professional Development Committee also helps coordinate the College's general professional development offerings. For more information about the work of this committee or about professional development in general, refer to the *Professional Development Resource Guide* housed in the Google drive.

V. Special Committees

The College Special committees listed below are formed to address issues related to student threat assessment and student appeals which typically relate to any of the following three categories: discipline, financial aid, and student grievances. The college responds to student concerns and 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:** one student, three faculty members and two staff members, 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 and to uphold, modify or reverse a disciplinary sanction against a student.

B. **Title:** Financial Aid Appeals Committee

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

2. **Required Membership:** one representative from the Division of Learning, one representative from Student Success and Enrollment Management, one representative from Financial Aid and the Director of Financial Aid 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:** Student Grievance Committee

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

2. **Required Membership:** two students recommended by the Student Government Association, one faculty member recommended by the Vice President of Learning, one student services staff member recommended by the Vice President of Student Success and Enrollment Management, one administrator, other than the vice president of student success and enrollment management to serve as the Committee’s chairperson, the Vice President of Student Success and Enrollment Management or designee who serves as ex-officio

3. **Description:** The purpose of the Student Grievance Committee is to hear appeals of determinations related to matters not governed by a specific grievance process specific to a particular instructor/staff member or College policy.

D. **Title:** Campus Assessment, Response and Evaluation Team (CARE Team)

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

2. **Required Membership:** Director of Student Services (Chair), Director of Advising and Student Success, Director of Business Administrative Services, Director of Safety and Security, Director of Admissions and Recruitment, Academic Deans, Campus Deans/Administrators, Director of College and Career Readiness, and the Vice President of Student Success and Enrollment Management (ex-officio)

   Other appointees as needed such as Student Success and Enrollment Management Leadership team members, psychology instructor, legal counsel, human resources, professional mental health representative, etc.

3. **Description:** The purpose of the CARE Team is to focus on the prevention and early-intervention for students exhibiting concerning behaviors.

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. 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, Academic Deans, and Campus Administrators. 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 Resources, Scholarship Selection; Interviewing teams; and Health and Safety issues.

December 11, 2023	August 17, 2026	August 17, 2026
Date Approved by President's Leadership Team	**Date of Last Review**	**Date of Last Revision**