



# **STANDING COMMITTEES**

## **2021-2022**

## STANDING COMMITTEE APPOINTMENTS

This document represents membership appointments to Standing Committees. Please review the attached document carefully, noting the description of each committee's role, the designated meeting times and the committee(s) to which you have been appointed.

Employees are reminded of the importance of serving in this capacity as part of their official duties and responsibilities, according to the terms of their contract/employment agreement. Employees' commitment to and participation in committees will contribute to the College reaching its goals and objectives.

These appointments shall remain in effect until such time as new appointments are announced. Each of the committee chairs are charged with convening appropriate meetings.

## Functions of Committees and Councils

Appointments are made based on expressed interest, continuity, professional role and expertise. Committees shall function within the framework of the College's goals and objectives and shall respond to current issues.

Committees also prepare recommendations, following discussion/investigation and present the recommendation to the senior leadership team for review and potential action.

Each committee structure shall consist of a chair, vice-chair, recorder and members.

## Responsibilities of the Chair, Co-chair, and/or Vice-Chair

1. Schedule meetings, and clear meeting dates.
2. Ensure accountability exists for meetings, considering fiscal and time responsibilities.
3. Prepare agenda in advance of each meeting for submission to members.
4. Notify recorder for materials and information needed prior to meeting.
5. Conduct committee meetings as assigned.
  - a. Meetings should be well organized.
  - b. Each meeting should typically last no more than 1 hour.
6. Delegate tasks and responsibilities to committee members to nurture empowerment.
7. Designate a recorder for each meeting if the designated recorder is not available.
8. Review minutes for accuracy prior to their being loaded on the p drive.

***NOTE:*** *If the committee is making proposals to the President's Cabinet, those proposals should be sent to the PC member responsible for the area that will be affected by the proposal. The respective PC member will ensure that the proposals are submitted to the President's office for inclusion in the agenda and for Cabinet consideration and/or approval.*

## Responsibilities of Committee Members

1. Respond promptly to communications regarding meetings and committee business.
2. Attend scheduled meetings. Excessive absence shall be reported to the appropriate administrator and/or the President.
3. Notify chair in advance, if unable to attend meetings.
4. Participate in discussion of committee business and share responsibility in any activity.
5. Review minutes for accuracy prior to their being submitted to the appropriate administrator and the President.
6. Prepare for informed discussion at meetings.

## Responsibilities of Recorder to Committees

1. Assist chair and committee as necessary.
2. Provide materials and information requested by chairs and committee.
3. Maintain a current roll of the members.
4. Assist the committee with implementation of decisions.
5. Ensure that minutes are prepared in proper form (see sample) and are distributed to members within one week.
6. Maintain an official electronic file of the committee business.

**\*Quorum:** a majority of voting members present in order to conduct business. If a quorum is not present, the meeting can still take place but no official voting can occur.

## ADMINISTRATIVE, STUDENT SUPPORT, & PROGRAM REVIEW

The purpose of the Administrative, Student Support, & Program Review Committee is to evaluate the strengths, challenges, opportunities, and best practices for each College administrative, support, and programmatic unit as it relates to the College mission and strategic plan. The Committee will provide a comprehensive evaluation of each planning unit of the College. The Committee will make recommendations regarding proposed changes and improvements between periods of review and study and analyze quality and viability indicators relevant to each area. All three areas of the college—programs, administrative and student support units—are reviewed on a three-year cycle unless the committee’s analysis prompts a more frequent schedule (i.e., follow-up review the next academic year).

### Members:

Fannie Pugh, <b>Chair</b> (Division Director)	Franklin Horne ( Industrial/Mechatronics Instructor)
Michelle Warren, <b>Vice-Chair</b> (Lead Faculty, Nursing/EMS)	Barbara Hewett (COS Instructor)
Latoya Stephenson (Lead Faculty, Business Tech/Public Services, BUS Instructor)	Dr. Tanya Oliver (AVP/Student Services)
Kimberly Harrell (Associate Dean, Instruction)	Ja’Queta Stevenson (HR Coordinator & NC Works Liaison)
Director of IR (Vacant)	Dr. Jami Woods (VP of Instruction/ Student Services)
Beverly Sessoms (Medical Office/OST Instructor)	Dwight Parrish (Biology Instructor)

## ACADEMIC CALENDAR COMMITTEE

The Academic Calendar Committee prepares and recommends to the President's Cabinet the comprehensive academic calendar for Roanoke-Chowan Community College, taking into consideration learners' needs for breaks, holidays, and other key campus priorities. The Academic Calendar Committee also works in collaboration with the Business Office to ensure that the academic calendar and the holiday calendar for staff are in alignment. The Chair of the Academic Calendar Committee submits the calendar to the President's Cabinet for approval.

### Members:

Amy Wiggins, <b>Chair</b> (Director/Enrollment Services/Registrar)	Michael Lassiter (HVAC Instructor)
Sharda Britt, <b>Vice-Chair</b> (CE Registrar)	Andrea Wright (Director/HR)
Ernestine Britt, <b>Recorder</b> (Administrative Assistant/Instruction)	Michael Ward (Business Office/Purchasing Agent/Equipment coordinator)
Teikeshia Archer (Division Director, CIS/CTS Instructor)	Zebrena Jacobs (WEB, CIS Instructor)
Carol Hankinson (Director/LRC)	Cara Edwards (Business Office/Accounting Tech/Cashier/AR)
Poteca Chamblee (Financial Aid Tech)	Kimberly Harrell (Associate Dean Instruction)

## CORE TEAM COMMITTEE

The purpose of the CORE Team Committee is to handle decisions concerning Colleague. The Committee is used as an information distribution system to all end-users. No one area should change configurations in CORE without first determining how it will affect other areas. The CORE Team is a platform to voice issues, suggestions or concerns concerning Colleague and its peripherals. The CORE Team Committee is made up of users who have access and knowledge of many areas of Colleague and have the authority to institute change or recommend a policy to President's Cabinet.

### Members:

Amy Wiggins, <b>Chair</b> (Director/Enrollment Services/Registrar)	Rushelle Ricks (Director/Financial Aid)
Tishadda Walton (Director/College & Career Readiness)	Andrea Wright (Director/HR)
Sharda Britt, <b>Recorder</b> (CE Registrar)	Clarence Hall (Director, IT)

## CURRICULUM & STUDENT SERVICES COMMITTEE

The Curriculum and Student Services Committee is composed of a representative body of faculty and student support staff charged with the responsibility of reviewing, analyzing, and improving curriculum and student support services practices and policies. In all decision-making, the Committee's first consideration will be, "How will the proposal impact student learning?"

### Members:

Teikeshia Archer, <b>Chair</b> (Division Director)	Shannon Harrell (COS Instructor)
Dr. Tanya Oliver, <b>Co-Chair</b> (AVP, Student Services)	John Mulder (Lead Faculty/Industrial Skills/Construction Technology, HVAC Instructor)
Michael Jefferson (Lead Faculty/ Math/PE, Math Instructor)	Ernestine Britt (Admin. Assistant/ Instruction)
Annette Thompson (Nursing Instructor)	Latoya Stephenson (Lead Faculty/Business Tech/Public Services, BUS Instructor)
Kimberly Harrell (Associate Dean, Instruction)	Dr. Jami Woods (VP of Instruction/Student Services)
Amy Wiggins (Registrar)	Ruchelle Ricks (Director/Financial Aid)
Clark Wren (Lead Faculty/ English, Humanities & Social Science, ENG Instructor)	Fannie Pugh (Division Director/College Transfer & General Education/Health Sciences, Math Instructor)
Melanie Temple (Director/DL)	Carol Anne Hankinson (Director/LRC)



## TECHNOLOGY, DISTANCE LEARNING, & ADA COMPLIANCE COMMITTEE

The purpose of the Technology, Distance Learning, & ADA Compliance Committee is to develop and implement strategies, policies and procedures to improve learning technology, web, and e-learning, and to recommend and evaluate the support services for faculty, staff, and online students. The purpose is also to review and write policies and procedures ensuring that the College maximizes its computing and technological resources through the implementation of the College Technology and Distance Education Plan. Additionally, it addresses issues related to resources used to store, process, and deliver data, voice and video for academic, administrative, and enterprise needs. The Technology & Distance Education Committee submits all proposals to the Curriculum and Student Services Committee.

### Members:

Melanie Temple, <b>Chair</b> (Director/DL)	Kimberly Philpott (TRIO Counselor)
Clarence Hall, <b>Co-chair</b> (Director/IT)	At-large faculty member
Carol Hankinson, <b>Recorder</b> (Director/LRC)	Susan Melton (Admin Asst/VP/Admin & Fiscal Services CFO)
Michael Ward (Business Office/Purchasing Agent/Equipment coordinator)	Isalean Overton (Tutor Coordinator)

## CAMPUS SAFETY & SECURITY COMMITTEE

The Campus Safety and Security Committee advises the President's Cabinet on issues concerning the physical campus, the safety of college personnel, students, facilities, and the overall campus development. This Committee collaborates with other campus groups to provide leadership and to ensure full compliance in the areas of reporting, policy and procedural development, and implementation of educational programs. The Committee provides recommendations for improvement to the PC.

### Members:

Timothy Lassiter, <b>Chair</b> (Director/Facilities/New Construction/Remodeling/Campus Police)	Isalean Overton (Tutor Coordinator)
Travis Turner, <b>Vice-Chair</b> (Sworn Security Officer)	Dwight Parrish (Biology Instructor)
Sherrick Mizelle, <b>Recorder</b> (PC Technician)	James Messer (Art Instructor)
Shannon Harrell (Cosmetology Instructor)	Zach Vinson (Welding Instructor)
Tamara Allen (Sworn Security Officer)	

## STUDENT CONDUCT & APPEALS COMMITTEE

The Student Conduct and Appeals Committee monitors the Student Code of Conduct and the disciplinary sanctions for students, relating to violations of policy and procedures. The Committee ensures that the students have the opportunity to exercise their rights to due process as it relates to disciplinary issues in or outside the classroom. This Committee will hear, review, evaluate, and judge individual student appeals regarding academic records, academic suspensions and dismissals in response to disciplinary actions taken by other institutions or by the College. The Committee makes recommendations to the President of the College. Membership consists of three faculty members, two student representatives, three staff members, and two student members.

### Members:

Dr. Tanya Oliver, <b>Chair</b> (AVP/Student Services)	Jamie Burns (Allied Health Instructor)
Zebrena Jacobs, <b>Vice-Chair</b> (WEB,CIS Instructor)	Clark Wren (Lead Faculty/English, Social Sciences, and Humanities)
Daphne Drew, <b>Recorder</b> (Part-Time Retention Center Coordinator)	Melanie Temple (Director/DL)
SGA President	Derrick Armstead (Director/Small Business Center)

## QUALITY ENHANCEMENT PLAN COMMITTEE

The purpose of the QEP Advisory Committee is to analyze student data (retention, completion, pass rates, job placement, licensure pass rates, transfer success, etc.) and make recommendations that will drive QEP topic selection and implementation. The Committee is the driving force for the literature review for the QEP topic and the assessment methods that will be used to judge the QEP's effectiveness. Further, the Committee is responsible for educating the campus community and ensuring broad-based involvement in topic selection (students, community, BoT, PC, faculty and staff). The Committee will design the professional development opportunities and best practices in active learning for faculty. The Committee will identify strategies within the scope of the QEP that are designed to increase student engagement and success. The Committee reports directly to the VP of Instruction and Student Services.

### Members:

Jessica Goninan, <b>Chair</b>	Beverly Sessoms (Medical Office/OST Instructor)
Michael Jefferson, <b>Vice Chair</b>	IR Director, Vacant
Teresa Drew, <b>Recorder</b>	Teikeshia Archer (Division Director)
Latoya Stephenson (Lead Faculty, Business Technologies)	Jamie Burns (Allied Health Instructor)
SGA President	Kristen Fajardo (PSY Instructor)
Kim Harrell (Associate Dean, Instruction)	Dr. Tanya Oliver (AVP, Student Services)
Dr. Michelle Warren (Lead Faculty, Health Sciences)	

## PLANNING COMMITTEE

The Planning Committee supports meaningful planning processes for the college community by providing ongoing training and support through templates, seminars, one-on-one annual planning support, and clear communications. The Committee also ensures that all college wide plans adhere to and support the mission, values and strategic plan of the college. The Planning ComAll planning is driven by the college's overall mission, with individual planning units aligning their respective mission and goals in support. The Committee also provides data to the campus community through seminars that allow for focused review of key data elements and supports matters related to college accreditation.

### Members:

Dr. Williams (President)	Dr. Tanya Oliver (AVP, Student Services)
VP Administrative and Fiscal Services (Vacant)	Wendy Vann (VP, External Affairs & Executive Director of the Foundation)
Kim Harrell (Associate Dean, Instruction)	(Division Director)
Dr. Jami Woods (VP of Instruction and Student Services) <b>Chair</b>	Jamie Burns (Allied Health Instructor)
Tracy Peele, AVP, Business Office	Amy Wiggins (Registrar)
At-large faculty or staff member	IR Director

## GENERAL EDUCATION COUNCIL

The General Education Council is a faculty and staff group responsible for oversight of general education. This group provides leadership for the assessment of general education outcomes, including setting appropriate attainment levels, reviewing and revising the college's general education outcomes as needed, monitoring the extent to which graduates are achieving the outcomes, and recommending instructional strategies to improve students' attainment of the outcomes. The General Education Council also ensures that the general education results are submitted to IR for publication and campus distribution. The Council assesses general education artifacts at the close of fall and spring semester each academic year.

### Members:

Michael Jefferson (Lead Faculty, Math & Science) <b>Co-Chair</b>	Mr. Clark Wren (Lead Faculty, English, Social Science & Humanities) <b>Co-Chair</b>
Kim Harrell (Associate Dean, Instruction)	Fannie Pugh (Division Director)
Dr. Jami Woods (VP of Instruction and Student Services)	Jamie Burns (Allied Health Instructor)
Wendy Vann (VP, External Affairs & Executive Director of the Foundation)	Amy Wiggins (Registrar)
Jim Messer (AFA Faculty)	IR Director (vacant)