



STANDING COMMITTEES

2020-2021

MEMO TO: Faculty and Staff

FROM: Dr. Mary Leary, Dean, Institutional Support/CIO

DATE: February 12, 2020

RE: 2020-21 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, designated meeting times and to which committee(s) you have been appointed.

Employees are reminded of the importance of serving in this capacity as part of your official duties and responsibilities, according to the terms of your contract. Your commitment to and participation in committees shall contribute to the College reaching its goals and objectives. **If a committee member misses at least 3 meetings, the recorder will submit the committee member's name to the Dean, Institutional Support/CIO. The Dean will contact the committee member to submit a memo to the President, explaining why she/he missed 3 meetings.**

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, effective immediately.

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; respond to current issues and make requests of the President.

They also prepare recommendations as a result of investigation and present them to the organization in a form on which action can most readily be taken.

Each committee structure shall consist of a chair or co-chairs, recorder and members.

Responsibilities of the Chair or Co-Chairs

1. Schedule meetings and clear meeting dates.
2. There will be accountability 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 recorder for each meeting if there is no elected secretary.
8. Review minutes for accuracy prior to their being submitted to the administrator responsible and the President.
 - a. Approved minutes should be forwarded within one week of meeting.
 - b. Minutes received in unusable form will be returned to the chair for correction.
9. Cancellation of scheduled meetings should occur at least five days prior to the meeting date and is to be communicated to the members of the committee via email.
10. Monitor attendance at meetings and report inactive committee members to the appropriate administrator.
11. Co-Chairs are required to attend PPIC meetings when the chair is not available to attend. The Co-Chair will report on their committee's progress and formulate recommendation to be submitted to the President and the President's Cabinet.

Responsibilities Committee Members

1. Respond promptly to communications regarding meetings and committee business.
2. Attend scheduled meetings. Absence from three or more meetings 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 administrator responsible and the President.
6. Prepare for informed discussion at meetings.

Responsibilities of Recorder to Committees

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

Responsibilities of Resource Staff to the PPIC and Committees

1. Serve as an advisor and resource to the committee members to provide guidance and assistance with organization.
2. Shall have **no** voting rights and therefore shall not be counted when quorum* is needed

***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.

Format for Committee Meeting Minutes



Standing Committee Summary

COMMITTEE NAME:

DATE:

(mm/dd/yyyy)

LOCATION:

(Building & Room No.)

MEMBERS PRESENT:

(Name and Job Title)

MEMBERS ABSENT:

(Name and Job Title)

OTHERS PRESENT:

TIME BEGAN:

TIME ADJOURNED:

REVIEW OF

SUMMARY:

AGENDA ITEMS:

- ♦ Old Business
- ♦ New Business

**REVIEW OF
RECOMMENDATIONS
FROM COMMITTEE
MEETING:**

*(Action taken due to
committee
recommendations)*

NEXT MEETING DATE:

(mm/dd/yyyy)

RECORDER

(Recorder's name)

Planning, Process, & Improvement Council (PPIC)

The purpose of the PPIC is to serve as a point of consensus for issues affecting all facets of activity on campus, particularly those dealing with student learning and community services. The Council uses the College Annual Goals and Strategic Plan to help analyze, synthesize, and prioritize committee proposals and provides recommendations to the president and cabinet. The council also evaluates the use of planning and assessment results to improve the processes of teaching and learning, operations, and student services.

The body addresses policies, procedures, planning and the implementation of budget management strategies to strengthen the effectiveness of the College.

At the start of each academic year, the President shall appoint two Resource Staff for the PPIC. Members of the Council shall be chairs from the standing committees. **PPIC makes recommendations to the President.**

Members:

Teikeshia Archer	Carol Hankinson
Melanie Temple - Recorder	Wendy Vann – Co-Chair
Timothy Lassiter	Amy Wiggins
Darius Greene	Dr. Tanya Oliver - Chair
Dr. Mary Leary – Resource Staff	Dr. Crystal Ange
Dr. Michelle Warren	Fannie Pugh

Administrative Unit/Program Review

The purpose of the Administrative Unit/Program Review Committee is to evaluate the strengths, challenges, opportunities, and best practices for each college administrative unit as it relates to the college mission and strategic plan. The committee will provide a comprehensive evaluation of the instructional areas of the College. The committee will make recommendations regarding proposed changes and improvements between periods of review, study and analyze instructional programs in order to make recommendations for improvement utilizing the results and data of periodic program reviews. **The Administrative Unit/Program Review Committee reports to the PPIC.**

Members:

Fannie Pugh, Chair	Barbara Hewett
Latoya Stephenson - Recorder	Franklin Horne
Kimberly Harrell – Resource Staff	Michelle Warren- Co-Chair
Ethel Copeland	Lewis Hoggard
Jaime Heckstall	

Campus Calendar Committee

The Campus Calendar Committee shall be charged with preparing and recommending to the PPIC the comprehensive academic calendar for Roanoke-Chowan Community College, to determine the social/activity needs of the College and to ensure that special events and activities for employees and students are properly planned and implemented, shall plan and carry out special activities for all college employees, and to advise the PPIC on calendar issues as requested. **The Campus Calendar Committee reports to the PPIC.**

Members:

Amy Wiggins, Chair	Michael Lassiter
Ernestine Britt - Recorder	Shirley Gay- Co-Chair
Carol Hankinson	Cara Edwards
Poteca Chamblee	Darius Greene, Resource Staff
Courtney Smith	Michael Ward

CORE Team Committee

The purpose of the CORE Team Committee is to handle decisions concerning Datatel. The committee is used as an information distribution system to all end-users. No one area should change configurations in CORE without consulting how it will affect other areas. The CORE Team is a platform to voice issues, suggestions or concerns concerning Datatel and its peripherals. The CORE Team guides the path of Datatel for the College. The College's Datatel system is a large system that handles the College's Business and its Student's records. It is comprised of 5 major "apps" CF, HR, ST, UT, and CORE. Each "app" has sub-categories that are configured to each department's specification. Many of these configurations are setup in CORE which spans ST, CF, and HR (meaning a change in CORE can affect multiple areas). The CORE Team Committee is made up of users that have access and knowledge of many areas of Datatel and have the authority to institute change or make a policy. **The CORE Team Committee reports to the PPIC.**

Members:

Michael Wilson – Co-Chair	Ruchelle Ricks
Amy Wiggins, Chair	Ethel Copeland
Shirley Gay - Recorder	Tishadda Walton
Wendy Brickhouse	Dr. Tanya Oliver
Dr. Mary Leary, Resource Staff	

Curriculum Committee

The Curriculum Committee is composed of a representative body of faculty charged with the responsibility of reviewing, analyzing and making recommendations to the council regarding curriculum and programmatic direction. The Committee shall identify best practices and innovation and related issues that serve to facilitate and enhance the teaching and learning process. **The Curriculum Committee reports to the PPIC.**

Members:

Teikeshia Archer, Chair	Shannon Harrell - Recorder
Ernestine Britt	John Mulder
Sharda Britt – Co Chair	Dr. Peter Pellegrin
Annette Thompson	Stacey Futrell
Kimberly Harrell	Amy Wiggins
Dr. Crystal Ange, Interim Resource Staff	

Technology & Distance Education and Compliance Committee

The purpose of the Technology and Distance Learning and ADA Compliance Committee is to make develop and implement strategies, policies and procedures to improve learning technology, web and e-learning recommend and evaluate the support services for faculty, staff, and online students. review and write draft 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 reports to the PPIC.**

Members:

Michael Wilson, Chair	Kimberly Philpott
Melanie Temple –Co-Chair	Jessica Goninan
Carol Hankinson, Recorder	Susan Melton
Sherrick Mizelle	Christopher Douglas
Isalean Overton	Michael Ward
Dr. Mary Leary, Resource Staff	

Facilities Management Committee

The purpose of the Facilities Management Committee is to provide recommendations that reflect the needs, tastes, and desires of all college employees, students, and visitors in buildings and grounds appearances, ergonomics, cleanliness, and security; to review issues such as the naming of buildings, building utilization, numbering of rooms, traffic flow, seasonal decorations, new building location and design, fire codes and drills, emergency plans; to forward any issues concerning the Environmental Science Laboratory of Roanoke-Chowan Community College; and to coordinate recommendations with the Trustee Buildings and Grounds Committee. This Committee will be responsible for developing and monitoring the College's long-range Master Plan. **The Facilities Management Committee reports to the PPIC.**

Members:

Timothy Lassiter, Chair	Kit Liverman – Co-Chair
Susan Melton - Recorder	Zachary Vinson
John Mulder	Christopher Douglas
Tamara Allen, Resource Staff	Tenia Stevenson

Human Resources Committee

The purpose of the Human Resources Committee is to develop a plan by which the effectiveness of all employees is enhanced; to review and recommend personnel policies and procedures which enhance employee performance and service recognition; to ensure employee problems or complaints are considered rapidly, fairly, and without fear of reprisal pursuant to the Grievance Procedure; to study and screen potential and/or new changes to existing employee benefits; and to maintain a current employee handbook. The committee will promote employee participation in professional development opportunities and develop a system of rewards and growth incentives that promote continued professional growth. **The Human Resources Committee reports to the PPIC**

Members:

Wendy Brickhouse, Interim Chair	Kimberly Philpott
Sherrick Mizelle	Tishadda Walton
Renicka Vaughan - Recorder	Lewis Hoggard
Wendy Vann, Co-Chair	Dr. Mary Leary, Resource Staff

Institutional Effectiveness Committee

The Institutional Effectiveness Committee fulfills an advisory, monitoring and coordinating role regarding accreditation, planning, student success and curriculum matters. The committee's responsibilities include the coordination of accreditation activities, oversight of district-wide planning processes, institutional and academic policy, and institutional and student learned outcomes.

The committee monitors college's progress in relation to the Strategic Plan, Key Indicators of Institutional Effectiveness (institutional outcomes, enrollment, retention, graduation rate, employment trends), IPEDS Reporting for Community Colleges, Performance Measures and the Quality Enhancement Plan. In addition, the committee assures that the College complies with the policies, standards, guidelines and recommendations of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). **The Institutional Effectiveness Committee reports to the PPIC**

Specifically, the Committee will:

1. Review and approve a coordinated timeline for institutional effectiveness and accreditation planning processes throughout the service area;
2. Review and provide feedback on indicators of institutional effectiveness so that common elements, themes, and terms can be identified, reviewed and agreed upon;
3. Monitor college compliance with the Standards of Accreditation of the SACSCOC;
4. Monitor existing planning and evaluation practices related to the College's Initiatives;
5. Track progress on the Quality Enhancement Plan;
6. Facilitate the review, update and revision of the long-range strategic plan and goals every five years;
7. Monitor research that analyzes the need for new or revised curricular programs and services within the service area.

Members:

Jaime Heckstall, Chair	Myleah Kerns
Latoya Stephenson, Co-Chair	Dr. Peter Pellegrin
Kimberly Harrell - Recorder	Dwight Parrish
Lewis Hoggard	
Dr. Crystal Ange, Interim Resource Staff	

Public Information/Marketing Committee

The purpose of the Public Information/Marketing Committee is to develop, implement, and evaluate a comprehensive Marketing Plan for the College. Additional purposes of the committee are as follows: assist the public relations/marketing department in identifying marketing, advertising, and public relations objectives and to suggest areas of concentration; review current marketing strategies on a regular basis and determine the effectiveness of the efforts to reach the College's various publics through media relations, internal communications, advertising, community relations and publications, and recommend revisions; to ensure that the College is presented on the College's Web site in an effective, comprehensive, and aesthetic manner. **The Public Information/Marketing Committee reports to the PPIC.**

Members:

Dr. Mary Leary- Resource Staff	Tishadda Walton
Darius Greene, Co-Chair	Michael Ward
Teresa Drew, Recorder	Clark Wren
Barbara Hewett	Jaime Burns
Dr. Tanya Oliver	Courtney Smith
Wendy Vann - Chair	Tenia Stevenson

Campus Safety & Security Committee

The Safety and Security Committee advise PPIC on issues concerning the physical campus, safety of the college personnel, students, facilities, and overall campus development. is responsible for overseeing the College's compliance this group coordinates with other campus groups to provide leadership and ensure full compliance in the areas of reporting, policy and procedure development and implementation as well as providing educational programs. Their final role is to provide recommendations for improvement to the PPIC.

The Campus Safety and Security Committee reports to the PPIC.

Members:

Timothy Lassiter, Chair	Michael Lassiter
Travis Turner – Co-Chair	Isalean Overton
Sherrick Mizelle - Recorder	Dwight Parrish
Shannon Harrell	Zebrena Jacobs
John Mulder, Resource Staff	Tamara Allen

Student Conduct & Appeals Committee

The Student Conduct and Appeals Committee monitors the Student Code of Conduct and disciplinary sanctions for students relating to violations of policy and procedures. The committee is to ensure that the student has the opportunity to exercise his or her right to due process as it relates to disciplinary issues in or outside of 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 the College. The committee makes recommendations to the President of the College. Committee is named and meets as needed. Membership consists of four faculty members, two student representatives and two staff members.

Members:

Darius Green –Resource Staff	Sherrick Mizelle
Dr. Peter Pellegrin	Zebrena Jacobs - Chair
Daphne Drew- Recorder	Melanie Temple
Dr. Tanya Oliver – Co-Chair	Cara Edwards
Poteca Chamblee	Travis Turner

Enrollment, Student Success and Retention Committee

The purpose of the Student Success and Retention Committee is to address student success issues, concerns, and priorities in a purposeful and coordinated way, and to help the College understand what the data is telling us, exchange ideas with regard to strengthening the learning environment, and recommend and work with the campus to implement key strategies for student success and retention. This committee also is to study, analyze, and make recommendations to the council that will increase student success and enrollment.

The committee will evaluate policies, procedures and processes to identify ways to improve persistence, retention, completion, and graduation of students. The committee shall investigate best practices and recommend funding for future strategic enrollment initiatives. The Committee hopes to foster a forward-looking, responsive and purposeful approach to enhancing student success and retention **Enrollment, Student Success and Retention Committee reports to the PPIC.**

Members:

Darius Greene - Chair	Myleah Kerns – Co-Chair
Michael Jefferson	Rushelle Saxby - Recorder
James Messer	Sharda Britt
Dr. Tanya Oliver	Ruchelle Ricks
Dr. Michelle Warren	Keyoisha McClinney - Student Gov't President
Fannie Pugh	Dr. Crystal Ange –Interim Resource Staff

Quality Enhancement Plan Committee

The purpose of the QEP Advisory Committee is to analyze implementation procedures and assessment data and make recommendations that will improve QEP implementation and student success and satisfaction. The committee shall investigate new professional development opportunities and best practices in active learning to provide to the faculty. The committee will identify strategies within the scope of the QEP that is designed to increase student engagement, increase classroom retention, and decrease absenteeism. **The**

QEP Committee reports to the PPIC.

Members:

Jamie Burns	
Teresa Drew - Recorder	Michael Jefferson, Co-Chair
Stacey Futrell	Teikeshia Archer
Jessica Goninan	Latoya Stephenson
Dr. Crystal Ange -Interim Resource Staff	Beverly Sessoms
Jaime Heckstall - Chair	Michael Jefferson, Co-Chair