

# **Governance thru Committees**

**Standing Committees**

**2017-2018**



**September 2017**

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**Vernon College**  
**Governance through Committees**

**Statement of Governance Commitment**

Vernon College (VC) involves College personnel in the governance of the College through the organizational structure and College unit operational structures (i.e. Administrative Council, Instructional Council, Faculty Senate, Division Units and Committees (standing, task forces, groups, or teams)). To ensure on-going and continuous involvement in governance, several areas have been identified for standing committee involvement and for other areas task or ad-hoc groups will be developed as needed. Committees are organized for each academic year. Standing committees have defined on-going responsibilities, whereas task forces, ad-hoc committees, or teams will have charges developed to meet specific issues.

Standing committees are expected to meet a minimum of one time per semester. All committees, task forces, etc. are expected to produce an agenda and recorded minutes which are to be uploaded to the College Effectiveness webpage.

**Committee Membership Responsibilities**

1. Review the committee description, defined responsibilities or goals, and/or group charge. Each committee shall organize and direct its meetings toward the effective accomplishments of the responsibilities, goals, and/or charge.
2. Attend meetings, participate, and contribute.
3. Be proactive and base decisions upon the institutional value of continuous development and improvement.
4. Consider the institutional commitment to learning and being a learning institution committed to helping students and maintaining a work environment that supports each other in the decision making process.
5. Keep notes (minutes) of each meeting. Notes should be forwarded to committee members and all college personnel by e-mail. This promotes communication and encourages broad input to and from committee members. Agendas, minutes, reports, etc. should be posted to the College Effectiveness webpage.
6. Seek input from colleagues and appropriate offices as committee responsibilities/charges are reviewed and addressed.
7. Prepare a mid-year report and forward to all College personnel via e-mail. The mid-year report should also be posted to the College Effectiveness webpage. The Director of Institutional Effectiveness will monitor posting of reports.
8. Prepare an end-of-year/charge report and forward to all College personnel via e-mail. The end-of-year report should be posted to the College Effectiveness webpage. The Director of Institutional Effectiveness office will monitor the webpage to ensure timely completion of all necessary postings.

## **College Administrative Councils**

Designated by position or appointed by the President.

### **President's Administrative Council**

The President's Administrative Council usually meets weekly and consists of the President and the positions directly reporting to the President. This council is currently divided into two teams according to primary function: the Administrative Team and the President's Team. The Administrative Council exists to:

- Promote coordination and communication across campus.
- Develop programs and services that are fully coordinative among college units and that are supportive of excellence in fulfillment of the mission, vision, value, role, scope, and goals of the College.
- Review administrative policies, procedures, processes, and practices to ensure the College is efficient, effective, and student friendly.
- Review recommendations submitted to the Board of Trustees.
- Provide leadership which unites all areas of the College.
- Provide assistance to one another for the attainment of the College Mission, Vision, and Values.
- Outline, discuss, and resolve issues that impede the College in fulfilling its mission.
- Provide leadership for assessment, planning, budgeting and overall effectiveness.

### **Instructional Council**

The Instructional Council is composed of all division chairs, program directors, and program coordinators. This council represents the instructional component of the College.

- Provides input and direction to the instructional component of the College in coordination with the Dean of Instructional Services.
- Serves as a means of input for faculty and instructional staff in regard to instructional and institutional issues.
- Provides direction and follow-up to ensure the implementation of the assessment of the student learning component of the Institutional Assessment Plan for the College.
- Provides direction and follow-up to the Annual Planning process for the instructional component of the College.
- Provides leadership in the development of new programs and courses to enhance the instructional area of the College.
- Serves as a means of communication in regard to academic policies, program evaluation, catalog requirements and changes, course scheduling, and other instructional functions.

## **College Advisory Councils/Committees**

An educational advisory council/committee is a group of persons selected from the community who advise the College concerning specific occupational education programs and courses of study. Advisory committees include practitioners, employers, and supervisors within their occupation. Students, graduates, and consumers may also be represented on the committee. Members of the College administration, faculty, or staff serve as liaisons to the committee.

Education programs are unique because they recognize the need for input from business, industry, health, and public services communities to assure programs meet the needs of the

community. Advisory committees are indispensable in identifying current and future occupational skills, knowledge, and goals. Such input ensures that graduates have the necessary skills that the labor market demands for success.

### **Task Forces Designated by the President**

#### **Task Forces**

Specific work groups appointed by the President based upon recommendation in the Annual Action Plan or as deemed necessary.

#### **Purpose:**

To review policies, procedures, processes, practices, timelines, and functions and then recommend additions, deletions, and changes to ensure effectiveness, efficiency, as well as student, employee, and community friendliness.

#### **Task Force Chairperson Functions:**

- Initiate task force meeting and develop subsequent meeting review and meeting schedule.
- Clearly articulate the purpose and specific charge to task force members.
- Establish guidelines for meetings to ensure effectiveness.
- Facilitate thorough review and discussions.
- Ensure that notes or minutes are kept to assist in the development of additions, deletions, or changes.
- Ensure completion of report and submission to President's Administrative Council.

#### **Task Force History:**

- Summer 2009
  - Registration
  - Website
- Spring 2010
  - Academic Advising
- Fall 2010
  - Retention/Completion
- Summer 2011
  - Community Interaction
- Summer 2012
  - Integrated Marketing
- Fall 2012
  - Student Success class
  - Facilities Usage
- Spring 2013
  - Safety/Security
- Spring 2014
  - Employee Friendly
- Fall 2014
  - Vernon Campus Enrollment
- Fall 2015
  - ERP/SIS RFP/Selection
  - Student Success Pathway
- Spring 2016
  - Concealed Carry

# **Committee Purpose, Responsibilities and Membership**

## **ACADEMIC COUNCIL**

### **Purpose:**

To represent the instructional component of the College by providing input, direction, and coordination decisions affecting the instructional mission of the College.

### **Responsibilities:**

To make recommendations to the President in the following areas:

1. Academic policies.
2. Credit and non-credit program and course additions, deletions, and modifications.
3. College catalog changes regarding instructional programs, procedures, and policies.
4. Preliminary evaluation of instructional programs and teaching disciplines. Using criteria in the *Policy Manual* and the *Preliminary Evaluation of the Effectiveness of an Existing Discipline and Program* guidelines, the Academic Council will be asked to conduct preliminary evaluations of a given instructional program or teaching discipline to assist in determining the effectiveness and future status of that program or discipline at Vernon College. The Academic Council will focus on (1) program/teaching discipline improvement, (2) program/teaching discipline accountability, (3) need, and (4) decision making regarding the future status of the program/discipline, including specific action to accomplish one or more of the following: program/discipline improvement, accountability, probation, or termination. The Board of Trustees alone has authority to begin or terminate a program/discipline, based upon the recommendation of the President.
5. Teaching loads for faculty – The Academic Council may request changes in the teaching load policy. Such requests for change must include supporting financial data.
6. Minimum class size and under load remedies.
7. Faculty work week.
8. Courses and degree plans as presented in the *Vernon College Catalog*.
9. Conversion formula (computation of load hours) in the *Policy Manual*.
10. Lab/special fees for courses listed in the *Vernon College Catalog*.
11. To ensure the Core Competencies are embedded in the General Education Core.

### **Membership:**

Dean of Instructional Services	Division Chairs
Associate Dean of Instructional Services, Interim Chair	Two Faculty Senate Representatives
Dean of Admissions	Early College Start Coordinator
Faculty Senate Chair	Associate Dean of Student Services
Director of Continuing Education	Director of A D N Program
Director of Library Services	Director of LVN Program
Student Services Counselor	

## **Program/Discipline Evaluation Subcommittees**

### **Responsibilities:**

1. To evaluate according to a five year rotating basis schedule, the effectiveness of existing degree/certificate programs and disciplines as defined in the *Policy Manual*.
2. To develop a plan for utilizing the results of program evaluations.
3. To forward recommendations to the Dean of Instructional Services, Academic Council and College President.

**Discipline Membership:**

Academic Division Chair (Chair)  
Associate Dean of Student Services  
Dean of Instructional Services (ad hoc)  
Two Academic Faculty

**Program Membership:**

CTE Division Chair (Chair)  
Student Services Counselor  
Associate Dean of Instructional Services (ad hoc)  
Two CTE Faculty

**Core Objective Assessment Subcommittee****Responsibilities:**

1. Identify assessment measures and processes for the assessment of the General Education Core Objectives.
2. Evaluate student attainment of core competencies.
3. Make recommendations to disciplines/programs for changes/improvements necessary for students to attain core competencies.

**Membership:**

One Academic Faculty, Chair  
Two Division Chairs  
Instructional Design and Technology Consultant  
Dean of Instructional Services

**ADA COMMITTEE/ADA APPEALS****Purpose:**

To ensure compliance with the Americans with Disabilities Act of 1990 and any subsequent ADA legislation.

**Responsibilities:**

1. To be familiar with the American with Disabilities Act of 1990 as to its intent and mandates as well as Vernon College ADA policy and procedure as detailed in the VC Student Handbook.
2. To meet periodically to review the Act and discuss developing interpretations of the Act as they pertain to higher education institutions.
3. To review procedures and recommend appropriate changes.
4. To review and recommend appropriate measures to assist students with documented disabilities.
5. To serve as a member of the \*ADA Appeals Committee when appointed by the President.

**Membership:**

Director of Pass Department, Chair  
Dean of Instructional Services  
Dean of Student Services  
Associate Dean of Student Services  
Six faculty members  
Five professional staff  
Two classified staff  
\*Three students will be appointed to this committee if needed

**\*ADA Appeals Committee**

Purpose:

1. To provide a timely and orderly process for the resolution of any ADA grievance.
2. The resolution process is fully detailed in the Vernon College Student Handbook.

**ADMISSIONS COMMITTEE****Purpose:**

To ensure consistent, equitable, and effective admission practices for Vernon College.

**Responsibilities:**

1. To monitor and evaluate the effectiveness of admissions policies and procedures relative to the following:
  - A. College admissions requirements
  - B. Special programs admissions—e.g., nursing and cosmetology
  - C. Registration process
2. To hear appeals and to make recommendations regarding admissibility of applicants/students who do not meet published admissions and re-admissions requirements.
3. To support institutional effectiveness studies when appropriate.
4. To make recommendations on admission procedures/policy to the President.

**Membership:**

Dean of Admissions, Chair  
Dean of Instructional Services  
Director of Financial Aid  
Director of Admissions and Records  
Four faculty members  
Two professional staff  
Two classified staff

**Gender Equity Subcommittee****Purpose:**

To ensure emphasis for gender equity enrollment in technical programs.

**Membership:**

Associate Dean of Instructional Services, Chair	Director of PASS Department
Dean of Instructional Services	Early College Start Coordinator
Director of Institutional Effectiveness	Four faculty members
Director of LVN Program	Two professional staff
Division Chair-Information/Technology	

## **ATHLETICS COMMITTEE**

### **Purpose:**

To provide review, input, and oversight to the College's athletic programs.

### **Responsibilities:**

1. To assist the Athletic Director in selecting new programs.
2. To review the effectiveness of the College's athletics programs.
3. To make recommendations to the Athletic Director and/or the President.

### **Membership:**

Athletic Director, Chair	Two professional staff
Dean of Administrative Services	Three classified staff
Director of Physical Plant/Vernon	VC athlete
Student Success Pathway Director	Coaches (advisory members)
Two faculty members	

## **CALENDAR COMMITTEE**

### **Purpose:**

To provide a functional calendar, including important dates in connection with academic, admission, registration, financial aid, counseling, advising, and business office functions.

### **Responsibilities:**

1. To construct a "Calendar of Events" around the Academic Calendar that will represent planning of one year in advance.
2. To seek input from other committees including Academic Council.
3. To make recommendations to the President's Council.

### **Membership:**

Dean of Instructional Services, Co-Chair	Director of ADN Nursing
Dean of Admissions, Co-Chair	Director of Student Housing
Associate Dean of Instructional Services, Interim Co-Chair	Three Faculty Members
Associate Dean of Student Services	Faculty Senate rep
Director of Financial Aid	Four professional staff
Division Chairs	Three classified staff

## **CATASTROPHIC LEAVE COMMITTEE**

### **Purpose:**

To review all catastrophic leave requests and make a recommendation to the President.

### **Responsibilities:**

1. Review and gain a thorough understanding of the Vernon College Sick Leave Bank Policy.
2. Review all catastrophic leave requests.
3. Ensure that all eligibility requirements are met in accordance with the current Vernon College Sick Leave Bank policy.
4. Make recommendations to the President
5. Make recommendation for revisions to the policy as necessary.
6. The committee will meet on an as needed basis.

**Membership:**

Fifteen (15) members representing a cross section of the College as appointed by the President. The committee shall be chaired by the Director of Human Resources. Each request will be evaluated by a subcommittee of five (5) of the committee members. No committee member evaluating a request may be a direct supervisor of the employee making the request.

**COLLEGE EFFECTIVENESS COMMITTEE****Purpose:**

To monitor and to ensure completion of the Annual Action Plan, the Long Range Strategic Plan, Assessment of Student Learning, and Assessment of Institutional Effectiveness. The primary responsibilities for these functions are assigned as follows:

- The President's Administrative Council led by the Director of Institutional Effectiveness is charged with:
  - Development and completion of the Annual Action Plan and Long Range Strategic Plan.
  - Defining, developing, and implementing systematic processes that ensure institutional effectiveness is consistent with college expectations, state expectations and all accrediting bodies' requirements.
- The Academic Council led by the Dean of Instructional Services is charged with:
  - Development of processes and procedures which ensure student learning measures are consistent with College expectations, state expectation and all accrediting bodies' requirements.
  - Follow-up and documentation of measures of student learning to ensure the instructional programs are effective and that student learning is taking place.
  - Implementation of the approved assessment calendar.

**Responsibilities:**

1. Monitor, review, and suggest enhancements for each of the following:
  - a) College planning process.
  - b) Follow-up on actions of the Annual Action Plan and the Long Range Strategic Plan.
  - c) Use of assessment information to drive the planning process.
2. Monitor, review, and suggest enhancements for each of the following:
  - a) Identified measures of student learning.
  - b) Identified measures of institutional effectiveness.
  - c) Follow-up and documentation of measures of student learning and measures of institutional effectiveness
3. Develop, coordinate, and monitor the assessment calendar, planning calendar, reporting calendar, and the budget calendar.
4. Meet a minimum of three times each semester to monitor and review all the above.
5. Submit a mid-year report and an end of year report of committee activities and recommendations to the President's office.

**Membership:**

Director of Institutional Effectiveness and SACSCOC Liaison (Chair)	Early College Start Coordinator
Dean of Administrative Services	Instructional Design and Technology Consultant
Dean of Admissions and Financial Aid/Registrar	Counselor
Dean of Instructional Services and SACSCOC Leadership Team	Student Success Pathway Director
Dean of Student Services	Faculty Senate Representative
President and SACSCOC Leadership Team	Faculty Senate Representative
Associate Dean of Instructional Services	Faculty, English Instructor
Associate Dean of Student Services	Faculty, Math Instructor
Division Chair – Communications, English Instructor	SACSCOC Leadership Team, Faculty and History Instructor
Division Chair – Behavioral and Social Sciences, Government Instructor	Business Office Manager
Division Chair – Information Technology, Industrial Automation Instructor	Student Billing Accountant
Division Chair – Math and Science, Math Instructor	Administrative Assistant/Associate Dean of Instructional Services
Director of Admissions and Records	Administrative Assistant/Instructional Services
	Administrative Assistant/Human Resources – Physical Plant
Director of Continuing Education	Administrative Secretary to the President
Director of Financial Aid	Administrative Assistant/Institutional Effectiveness
Director of Human Resources	Coordinator of Marketing and Community Relations
Director of Institutional Advancement/Executive Director, Vernon College Foundation	Coordinator of Tutoring Center
Recruiting Coordinator	Employees Forum Representative
Institutional Support Specialist	Employees Forum Representative
Director of Library Services	Student Government Representative
Director of PASS Department/Coordinator of Office for Students with Disabilities	
Director of Quality Enhancement and SACSCOC Leadership Team	Student Forum Representative
SIS/ERP Coordinator	

**COMMUNITY INTERACTION COMMITTEE/VERNON****Purpose:**

To initiate and promote practices, functions, and activities which encourage interaction between Vernon citizens and organizations and the Vernon campus facilities, campus employees, and campus students.

**Responsibilities:**

1. To continually initiate, facilitate, and promote existing and new practices, functions and activities which promote additional interaction between Vernon campus and community members.
2. To articulate a plan for each academic year to be shared with the campus community.
3. To annually review practices, functions, and activities for improvement and continuation.

**Membership:**

Volunteers from a cross-section of employees appointed annually by the President.

## **DISTANCE EDUCATION COMMITTEE**

### **Purpose:**

To monitor and provide oversight to all facets of the College's distance learning programs and offerings, including online, ITV, and dual credit.

### **Responsibilities:**

1. To formulate and demonstrate clear and explicit goals for the College's distance learning programs and ensure that they are consistent with the institutions stated purpose.
2. To coordinate support services for students enrolling in centers and telecommunications courses.
3. To review distance learning student evaluations of the support services and use the results for the improvement of the program.
4. To coordinate the development of minimum qualifications for online faculty to be used by the Division Chairs and Dean of Instructional Services in the selection of online faculty.
5. To coordinate the development of an in-house training program for current and future online faculty.

### **Membership:**

Instructional Design and Technology Consultant, Canvas Administrator, Chair Dean of Instructional Services Dean of Student Services Dean of Admissions Institutional Support Specialist Director of Quality Enhancement Director of Financial Aid	Early College Start Coordinator  Director of Admissions and Records Division Chairs Six Faculty Members Two Professional Staff SGA or Student Forum rep
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## **EMPLOYEE GRIEVANCE COMMITTEE**

### **Responsibilities:**

1. The Purpose of the employee complaint policy is to provide a timely and orderly process for the resolution of employee complaints. The employee grievance committee exists as level three of the employee complaint policy which is TASB DGBA (LOCAL) approved by the Vernon College Board of Trustees on June 17, 2009
2. This committee deals with all employee complaints except:
  - a. Complaints alleging discrimination or some forms of harassment
  - b. Complaints concerning a commissioned peace officer who is an employee of the College District
  - c. Complaints arising from dismissal or nonrenewal of a term contract employee
  - d. The above complaints fall under other TASB related board policies.
3. The committee shall consist of three faculty members and two administrators randomly selected from a ten person grievance committee appointed by the College President at the beginning of each school year.
4. The committee shall respond to the employee within ten working days of the presentation of information.

**Membership:**

Administrator, Chair	Faculty Member
Administrator	

**EMPLOYEE HANDBOOK COMMITTEE****Purpose:**

To review and suggest changes in current employee handbook to ensure clarity of information and to update policies.

The handbook should address the needs of the faculty, professional staff, classified staff and administrative staff.

**Responsibilities:**

1. Review the format and suggest improvements for ease of use and information access.
2. Review the handbook for clarity and recommend changes.
3. Review the handbook for writings where policy, procedures, or processes are not clear and/or are in need of revision. Edit where appropriate. Where more detail is needed make a list and identify what about the writing needs to be clarified or enhanced for process, procedure, and policy review by the appropriate office or area.
4. Identify information that is not in the handbook that should be and include as appropriate.

**Membership:**

Director of Human Resources, Chair	Dean of Student Services
Dean of Instructional Services	Five faculty
Dean of Admissions	Three professional staff
Dean of Administrative Services	Five classified staff

**EMPLOYEE SALARY/BENEFIT COMMITTEE****Purpose:**

To ensure consistent, equitable, and effective compensation and benefits for all employees of Vernon College.

**Responsibilities:**

1. To review data to determine the competitiveness of employee salaries in comparison with the appropriate benchmarks as directed by each sub-committee.
2. To review current benefits and possible additions for appropriate benefit to the employees.
3. To make recommendations to the President for adjustments in the College's salary schedules and/or increases in employee salaries, and changes/additions in benefit offerings.

**Membership:**

Director of Human Resources, Chair
Two Faculty Senate reps
Three faculty
Four professional staff
Two classified staff

## **FACILITIES PLANNING COMMITTEE**

### **Purpose:**

To actively promote facility improvements as well as the appropriate use of facilities and equipment.

### **Responsibilities:**

1. Annually review the condition of facilities and equipment for Vernon College campuses.
2. Receive input, via the annual planning process, from administration, faculty and staff in regard to needs to upgrade facilities and equipment.
3. Recommend improvements for current and future campus facilities, grounds, and equipment.
4. Develop and monitor a three year facility plan for all campuses.

### **Membership:**

Dean of Administrative Services, Chair	Associate Dean of Instructional Services
Director of Physical Plant/Vernon	Division Chairs
Facilities Manager/Wichita Falls	Director of Housing
Maintenance Supervisor/Vernon	Three faculty
Athletic Director	Two professional staff
Dean of Instructional Services	Two classified staff
Dean of Student Services	SGA or Student Forum rep
Dean of Admissions	

## **HONORS CONVOCATION COMMITTEE**

### **Purpose:**

To plan, coordinate, implement, and host activities associated with the Honors Convocation.

### **Responsibilities:**

1. To plan and administer the Vernon College Honors Convocation which will honor outstanding students in programs, departments, disciplines and other areas excluding athletics.
2. To invite parents and spouses of award winners to attend the program.
3. To recommend the Student-of-the-Year via a College-wide nomination process with nominations screened to the top three candidates by an ad-hoc committee appointed by the Chairman.
4. To make recommendations to the President.

### **Membership:**

Dean of Student Services, Chair	Two Faculty Senate reps
Dean of Instructional Services	Four Faculty
Director of Admissions and Records	Two classified staff
All Student Services personnel	SGA or Student Forum rep

## **HOUSING AND FOOD SERVICE COMMITTEE**

### **Purpose;**

To monitor and review functions and services associated with housing and food service.

**Responsibilities:**

1. To meet in October and May to review matters concerning dormitory life and campus food service.
2. To foster a good relationship between personnel of the food service provider and the College community.
3. To recommend ways to make dormitory living an integral part of the College experience.
4. To promote a learning environment in the residence halls that supports the educational mission of the institution.

**Membership:**

Dean of Student Services, Chair	Athletic coaches
Director of Housing	Assistant athletic coaches
Student Success Specialist	Two faculty members
Housing Maintenance Supervisor	Two professional staff
Police Chief	Three classified staff
Assistant Dean of Student Services	Two dorm students/RA

**INTEGRATED MARKETING/RECRUITING COMMITTEE (formally Enrollment Management)****Purpose:**

To continuously facilitate, monitor, and improve a comprehensive integrated marketing and recruiting plan which results in equitable, consistent and effective enrollment management practices.

**Responsibilities:**

1. When appropriate, to work with an outside consultant to identify strengths and resources to maximize marketing and recruiting efforts.
2. To ensure the implementation of the integrated marketing/recruiting recommendations made by the 2013 Task Force and approved by the administrative team by evolving the recommendations into the Vernon College Integrated marketing/Recruiting Plan.
3. To consistently monitor the Integrated Marketing/Recruiting Plan to ensure participation and action of responsible parties and/or departments and to report to the President in January and July the completion of actions directed by the plan via the committee mid-year and end-of-year reports.
4. To continuously review current policies, procedures, processes, practices, timelines, and functions and to make suggested additions, deletions, and changes to ensure optimum use of marketing strategies and a cohesive visual identity for Vernon College.
5. To work with the Director of College Effectiveness to annually review the Closing the Gaps goals and results for participation and success.
6. To review and make recommendations for Vernon College retention plans and results.
7. To make recommendations to the President and President's Administrative Council.

**Membership:**

Coordinator of Marketing & Community Relations, Co-Chair	Early College Start Coordinator
Recruiting Coordinator, Co-Chair	Director of Financial Aid
Dean of Students	Instructional Division Chair
Associate Dean of Students	Six professional staff
Associate Dean of Instructional Services	Three classified staff
Director of PASS Department	Six faculty members
Director of College Effectiveness	

## **LEARNING RESOURCES COMMITTEE**

### **Purpose:**

To facilitate planning, assessment, and review of learning resource facilities, equipment, programs, and practices.

### **Responsibilities:**

1. To assist in conducting short and long-range planning for services and facilities.
2. To review and evaluate the library's mission in relation to the College purpose.
3. To promote the use of the library as an essential resource for learning and to evaluate the effectiveness of those resources.
4. To conduct and/or assist in appropriate studies which demonstrate institutional effectiveness.
5. To assist the Records Management Officer in providing for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all Records Management records of the College.
6. To develop and maintain a comprehensive system of integrated procedures for the management of records consistent with the requirements of the Texas Local Government Records Act and accepted records management procedures.
7. To make recommendations to the President.

### **Membership:**

Director of Library Services, Chair  
Eleven faculty  
Two professional staff  
SGA or Student Forum Representative

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

### **Purpose:**

The Professional Development Committee shall formulate and maintain an active in-house professional development program for faculty, professional staff, and classified staff.

### **Responsibilities:**

1. Identify the professional development needs each year for different employee groups.
2. Recommend and evaluate a professional development program in keeping with the identified needs.
3. Recommend to the President's Administrative Team budgetary needs for the implementation of the professional development program.
4. Develop a schedule of professional development topics and secure appropriate providers.
5. Promote and monitor participation in professional development opportunities.

### **Membership:**

Director of Quality Enhancement, Chair	Administrative Secretary to the President
Faculty Senate Chair	Five faculty
Instructional Design & Technology Consultant	Three professional staff

## **OEP PLANNING COMMITTEE**

### **Purpose**

Provide oversight for the development of an acceptable Quality Enhancement Plan as stated in SACSCOC CR 2.13 and CS 3.33.

**Responsibilities:**

1. Monitor, plan, and ensure that the QEP Plan is:
  - An institutional process that is directly related to institutional planning efforts.
  - Directly related to institutional needs that are identified through institutional assessment.
  - Focused on student learning outcomes and accomplishing the mission of the institution.
  - Focused on creating an institutional environment which supports student learning and accomplishing the mission of the college.
2. Continue to ensure incorporation of engagement findings into all components of the college to ensure student learning outcomes and meeting the mission of the institution.
3. Focus on the SACSCOS QEP Guidelines as a primary resource to accomplish and to assess the QEP PLAN.

**Membership:**

Director of Quality Enhancement, Chair	Dean of Administrative Services or Designee
Division Chairs	Dean of Admissions or Designee
Instructional Design & Technology Consultant	Dean of Student Services or Designee
Associate Dean of Instruction	Director of Institutional Effectiveness
Faculty Senate President	Dean of Instructional Services
Faculty Senate Vice-President	

**SECURITY, SAFETY, AND HEALTH COMMITTEE****Purpose:**

To review and make recommendations concerning College activities that will enhance the safety, security, and health of employees, students, and visitors.

**Responsibilities:**

1. To review and monitor the College's *Security, Safety & Health Manual* and make necessary recommendations to the President's Administrative Council.
2. To receive a report on the annual security, safety and health-related inspection of the campus.
3. To recommend that reasonable steps are taken to provide a healthful, safe, and secure environment for all members of the campus community.
4. To make suggestions on how to provide information to students on crime prevention, safety awareness, and health issues.

**Membership:**

Dean of Administrative Services, Chair	Facilities Manager – Century City
Campus Carry Task Force Chair	Two Campus Police Officers
Police Chief	Five faculty
Director of Housing	Five professional staff
Director of Human Resources	Two classified staff
Associate Dean of Student Services	SGA or Student Forum rep
Director of Physical Plant – Vernon	

## **SOCIAL/SPECIAL EVENTS COMMITTEE**

### **Purpose:**

To plan, coordinate, implement, and host College social events and activities which are consistent with the College's mission and values.

### **Responsibilities:**

1. To develop an annual calendar of social and special events in Coordination with the Calendar Committee.
2. To plan and oversee certain College social events including Back to School Kick-off, Service Awards lunch, Christmas and others events. Such events may be catered and may be planned by Social Committee members.
3. To provide support to special events hosted by other departments of the College.
4. To recommend additional social events for the College.
5. To make recommendations to the President and to distribute those recommendations after they are approved.

### **Membership:**

Two Co-Chairs (appointed by the President from employee volunteers-one from Vernon and one from Wichita Falls)

Members from employee volunteers representing all employee groups

## **STUDENT APPEALS COMMITTEE**

### **Purpose:**

To provide the opportunity for students to be heard in regard to grievances. Academic grievances are a dispute over the awarding of grades and/or any other decision based on academic program procedures.

Non-academic grievances are college related internal problems or conditions which a student believes to be unfair, inequitable, or a hindrance to the educational process.

### **Responsibilities:**

1. Members appointed from the Student Appeals Committee serve as a *hearing panel* on appeals concerning discipline decisions of the Dean of Student Services, sexual harassment, or grievance decisions of the appropriate instructional dean.  
In those cases in which the accused student (a) disputes the facts upon which the charges are based, or (b) does not execute a written waiver of the hearing process, or (c) appeals the penalty of the Dean, and provided the procedures in the *Student Handbook* are followed, the student shall have the opportunity to have such charges or penalty heard and determined by the Student Appeals Committee, a fair and impartial committee.
2. The Student Appeals Committee will contribute to developing appeal procedures and will undergo training necessary for sitting as an *Appeal Panel*.
3. To fully understand the Student Grievance Procedures outlined in the Vernon College Student Handbook.

### **Membership:**

The membership of the Student Appeals Committees shall be comprised of faculty, staff, and students. Though the committees have eight members, a *hearing panel* (members who will actually hear the appeal) shall consist of only five members—the Chair, 2 college personnel, and 2 students from the appropriate Committee (Vernon or Wichita Falls). This will allow

some flexibility on the *panels*. To insure a fair and impartial hearing, any member of the Committee who has a personal conflict with the case will be replaced.

**Vernon Appeals Committee:**

Chair appointed by the President  
Five faculty/staff members  
Three students  
Dean of Student Services (Ex Officio)  
Associate Dean of Student Services (Ex Officio)

**Wichita Falls Appeals Committee:**

Chair appointed by the President  
Five faculty/staff members  
Three students  
Dean of Student Services (Ex Officio)  
Associate Dean of Student Services (Ex Officio)

*Note: Only the Chair, Two college personnel, and two students are required for a hearing panel.*

**STUDENT FEE ADVISORY COMMITTEE**

**Purpose:**

To ensure the appropriateness and effectiveness of student fees charged at Vernon College.

**Responsibilities:**

1. To meet as required by Section 54.503 of the Higher Education Code to advise the governing board and the administration of the College on the type, amount, and expenditure of compulsory fees for student services under Section 54.503 of the Code.
2. To study student services fees at other institutions.
3. To make recommendations to the President's Administrative Council regarding student services fees at Vernon College by January for application in the following academic year.

**Membership:**

Dean of Student Services, Chair  
Dean of Administrative Services  
Director of Housing  
Five faculty  
Four professional staff  
Four classified staff  
Four student reps

**STUDENT SCHOLARSHIP/FINANCIAL AID COMMITTEE**

**Purpose:**

To review scholarship and aid applications and to determine the awarding of scholarships and grants in accordance with College policies and scholarship/grant restrictions.

**Responsibilities:**

1. To determine eligibility criteria for all scholarship recipients.
2. To select recipients from eligible applicants for general and endowed scholarships.
3. To serve as appeal body for review of financial aid decisions.
4. To review the effectiveness of Vernon College's student scholarship program.
5. To make recommendations to the President.

**Membership:**

Director of Institutional Advancement, Chair	Associate Dean of Instructional Services
Dean of Student Services	Associate Dean of Student Services
Dean of Instructional Services	Director of Admissions and Records
Dean of Admissions	Five faculty
Director of Financial Aid	Four professional staff
Dean of Administrative Services	

**STUDENT SUCCESS DATA COMMITTEE****Purpose:**

The Student Success Data Committee has the primary responsibility of requesting, examining and interpreting data regarding student progress, engagement and success. The Committee reviews the data and recommends strategies for improvement to the President, Administrative Team, College Effectiveness Committee, and at times all College employees for further discussion and analysis.

**Responsibilities:**

1. To build the capacity of VC staff and faculty to understand and communicate about data depicting student progress, engagement and success.
2. To identify improvements in data targeting and monitoring enhancements at Vernon College in regard to post-secondary preparation, access, persistence and completion.
3. To build an increasingly powerful culture of evidence to support and promote an effective student success agenda at Vernon College.
4. Provide oversight and make recommendations for:
  - Assessment/Report Calendar communication reports and requested changes
  - Key Performance Indicators of Accountability
  - Benchmarks
  - Mapping of student success efforts
  - History of Vernon College Focus on Student Success

**Membership:**

Volunteers from a cross-section of employees appointed annually by the President.

**TECHNOLOGY COMMITTEE****Purpose:**

To develop a Technology plan and policies that protect the College, provide acceptable use, encourage technology development, promote exceptional ethical behaviors, and are compliant with state and federal laws. The plan should guide the college in its on-going development as an institution known for effective teaching, learning, and administration.

**Responsibilities:**

1. Computer Use Policy--- Review, revise, and recommend an ethical computer use policy for the four primary College users (faculty, staff, students, and community).
2. Technology Plan--- Develop/review and evaluate a Technology plan based upon the annual action plan and consistent with the College's mission, goals, and resources.  
Develop, review, and evaluate a long range plan for college wide technology needs. The

plan should address licensing responsibility, system and data security, training and education, etc.

3. System Security---Outline system security requirements that define access availability and level for user groups (student, faculty, staff and community).
4. Data Security--- Define data security requirements and draft policies and/or guidelines and procedures for data back-up policies, anti-virus software implementation and use, and SPAM control.
5. Initiate communication among the various components of the College to ensure consistency of hardware and software currently in use as well as technology recommendations for future use.
6. Enhance technology use, education, and awareness of user responsibility by recommending
  - Professional development activities to ensure effective and efficient training and support the Professional Development committee with suggested times for offering and presenters.
  - Discuss and identify other modes of learning that would assist in meeting this objective.
  - Develop and suggest an orientation process for Vernon College technology uses for new employees.

**Membership:**

ERP/SIS Coordinator, Chair  
Director of Quality Enhancement  
Instructional Design and Technology Consultant  
Director of Institutional Effectiveness  
Institutional Support Specialist  
Media Specialist  
Six faculty  
Six professional staff  
Three classified staff  
RUN Business Solutions Representative

**TITLE III OVERSIGHT COMMITTEE**

**Purpose:**

To monitor and ensure appropriate progress toward meeting the Title III grant objectives.

**Responsibilities:**

1. Monitor and review:
  - a) Progress toward grant objectives
  - b) Progress toward implementation of grant strategies
  - c) Completion of project task and/actions
  - d) Results of formative and interim assessments that assess the impact of academic support high impact, proactive, and intrusive advising
  - e) Results of mini-grant proposals to suggest high impact practices
2. Assist the grant personnel in identifying obstacles to meeting grant objectives and developing solutions
3. Assist grant personnel to make data informed decisions regarding development and implementation of grant project strategies, tasks/actions, programs, policies, and practices.

4. Participate in appropriate workshops and trainings focused on student success as related to retention, completion, successful transfer, and intrusive advising.
5. Assist grant personnel in development of a recommendations to institutionalize Student Success Pathways (SSP) programs, policies, and practices to ensure the use of identified best practices.
6. Meet monthly.

**Membership:**

Dean of Student Services and Project Coordinator, Chair	Run Business Solutions/Information Technology Coordinator
Director of Institutional Advancement	Associate Dean of Student Services
Executive Director, Vernon College Foundation and Grant Manager	
President	Counselor
ERP/SIS Coordinator	Counselor
Student Success Pathway Director	Counselor
Student Success Specialist	Faculty/CSA, Biology Instructor
Student Success Specialist	Tutoring Center Coordinator (Vernon)
Dean of Administrative Services	Accountant
Dean of Admissions and Financial Aid/Registrar	Assistant Director of Financial Aid
Dean of Instructional Services	Early College Start Coordinator
Director of Quality Enhancement	Instructional Design and Technology Consultant
Director of PASS Department/Office for Students with Disabilities Coordinator	Student Representative
Director of Admissions/Records	Student Representative
Director of Institutional Effectiveness	

**ADDENDUM TO GOVERNANCE THRU COMMITTEES**

- 1. VC *Administrative Staff Association***
- 2. VC *Faculty Senate***
- 3. VC *Employees Forum***

\* See the Vernon College Internet Home Page for the *Constitutions* for each association.