

Governance thru Committees

Standing Committees

2025-2026



Purpose and Responsibilities

September 2025

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VII. Addendum to Governance Thru Committees

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 year and additionally as needed. All committees, task forces, etc. are expected to produce an agenda and recorded minutes which are to be archived in the learning management system.

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. Seek input from colleagues and appropriate offices as committee responsibilities/charges are reviewed and addressed.

6. Prepare an agenda and keep minutes of each meeting. Agendas, minutes, reports, recommendations, etc. should be posted to learning management system.
7. The Director of Institutional Assessment, Planning, and Effectiveness office will monitor the learning management system to ensure timely posting of agendas with minutes, reports, recommendations, etc.

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. 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 Vice President 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 on Campus
- Fall 2018
 - On-site Registration
 - Website
- Fall 2019
 - Texas Guided Pathways/SB25/60X30TX
- Spring 2022
 - VC-2-3000 Enrollment

Committee Purpose, Responsibilities and *Membership

*Committee membership may vary depending on current staffing

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:

Vice President of Instructional Services, Chair	Division Chairs
Dean of Instructional Services	Two Faculty Senate Representatives
Director of Enrollment Management/Registrar	SACSCOC/Faculty Liaison
Faculty Senate President	Coordinator of Dual Credit
Director of Continuing Education	Dean of Student Services
Director of Library Services	Vice President of Student Services
Director of Student Success	Director of Nursing
Assistant Director of Student Success	

Discipline/Program 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/discipline evaluations.
3. To forward recommendations to the Vice President of Instructional Services, Academic Council and College President.

Discipline Membership:

Academic Division Chair (Chair)
 Student Success Specialist
 Two Academic Faculty
 Dean of Student Services (ad hoc)

Program Membership:

CTE Division Chair (Chair)
 Student Success Specialist
 Two CTE Faculty
 Dean of Instructional Services (ad hoc)

Core Assessment Subcommittee

Responsibilities:

1. To assess general education outcomes as mandated by THECB and SACSCOC (8.2b).
2. To evaluate course assignments as they pertain to core objectives within general education core courses.
3. To utilize AAC&U LEAP rubrics or a VC modified version for the assessments of core objectives.
4. To review and make recommendations to Academic Council and College Effectiveness regarding VC benchmarks.

Membership:

Communications Division Chair
 Math/Science Division Chair

Social/Behavioral Division Chair
Director of Institutional Assessment, Planning &
Effectiveness

Two faculty members from each of the following divisions:

Communication
Math/Science
Social/Behavioral Science

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
Vice President of Instructional Services
Vice President of Administrative Services
Vice President of Student Services
Vice President of Information Services/Technology
Dean of Student Services
Six faculty members
Six 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:

Vice President of Student Services, Chair
 Vice President of Instructional Services
 Director of Financial Aid
 Director of Enrollment Management/Registrar
 Assistant Director of Student Success
 Four faculty members
 Two professional staff
 Two classified staff

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	Three professional staff
Vice President of Administrative Services	Two classified staff
Director of Physical Plant/Vernon	Athletic Trainer
Director of Student Success	Coaches (advisory members)
Two faculty members	VC athlete

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:

Vice President of Instructional Services, Chair	Director of Nursing
Dean of Instructional Services	Director of Student Housing

Vice President of Student Services
Dean of Student Services
Director of Financial Aid
Division Chairs
Director of Enrollment Mgmt/Registrar

Coordinator of Student Billing
Faculty Senate rep
Three Faculty
Three professional staff
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 Assessment, Planning, and 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 Vice President 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 IAPE (Chair)	Assistant Director of Student Success
Vice President of Administrative Services	Director of Distance Education & Learning Technologies/Canvas Administrator
Vice President of Instructional Services and SACSCOC Leadership Team	Student Success Specialist
Vice President of Student Services	Coordinator of VA Benefits
President and SACSCOC Leadership Team	Director of Student Success
Dean of Instructional Services	Faculty Senate President
Dean of Student Services	Faculty Senate Representative
Division Chair – Communications, English Instructor	Faculty Senate Representative
Division Chair – Behavioral and Social Sciences, History Instructor	Vice-President of Information Systems/Technology
Division Chair – Industrial/Information Technology, Electrical Engineering Instructor	SACSCOC Faculty Liaison
Division Chair – Math and Science, Math Instructor	General Ledger Accountant
Director of Enrollment Management/Registrar	Administrative Assistant/Dean of Instructional Services
Director of Continuing Education	Administrative Assistant/VP of Instructional Services
Director of Financial Aid	Benefit Coord./Administrative Assistant -Human Resources, Physical Plant
Director of Human Resources	Administrative Secretary to the President
Director of Institutional Advancement/Executive Director, Vernon College Foundation	Coordinator of Marketing and Community Relations
Assistant Director of Enrollment Management	Employees Forum Representative
	Chaps LEAD Student rep
Director of Library Services	
Director of PASS Department	
Assistant Director of Institutional Assessment, Planning, and Effectiveness	
Advancement Services Specialist	

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.

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	Faculty Member
Administrator	Faculty Member
Administrator	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 need 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	Director of Institutional Assessment, Planning, and Effectiveness
Vice President of Instructional Services	Vice-President of Information Systems/Technology
Dean of Instructional Services	Five faculty
Vice President of Administrative Services	Four professional staff
Vice President of Student 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:

Benefit Coordinator, Chair
Director of Human Resources
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:

Vice President of Administrative Services, Chair	Dean of Instructional Services
Director of Physical Plant/Vernon	Division Chairs
Facilities Manager/Wichita Falls	Director of Housing

Maintenance Supervisor/Vernon

Vice-President of Information
Systems/Technology

Athletic Director

Three faculty

Vice President of Instructional Services

Two professional staff

Vice President of Student Services

Two classified staff

Maintenance Supervisor/Manager-Wichita Falls

Chaps LEAD Student rep

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:

Vice President of Student Services, Chair	Two Faculty Senate reps
Vice President of Instructional Services	Four Faculty
Dean of Instructional Services	Two classified staff
Director of Enrollment Management/Registrar	Chaps LEAD Student rep
Dean of Student Services	

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:

Vice President of Administrative 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
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 study, exploration, and possible implementation of the integrated marketing/recruiting recommendations, marketing/recruiting/enrollment task forces, external and internal constituent input, as well as administration and board input.
3. To ensure development of annual and multi-year Integrated Marketing/Recruiting Plan.
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 all four components of the institution to ensure success of the Integrated Marketing/Recruiting Plan.
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.
8. To ensure that publications reflect the under-represented gender, especially regarding CTE programs.

Membership:

Dean of Student Services, Chair	Coordinator Early College Start/Dual Credit
Coordinator of College Access/Recruiting	Director of Financial Aid
Vice President of Student Services	Instructional Division Chair
Coordinator of Marketing/Community	Director of PASS Department
Vice President of Instructional Services	Six professional staff
Dean of Instructional Services	Three classified staff
Director of Institutional	Six faculty members
Assessment/Planning/Effectiveness	
CTE Navigator/Recruiting	

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	Two professional staff
Eleven faculty	Chaps LEAD Student rep

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:

Assistant Director of APE, Chair	Vice-President of Information Systems/Technology
Faculty Senate President	Administrative Secretary to the President
Director, Distance Education & Learning Technologies	Seven faculty
Vice-President of Student Services	Ten professional staff
Vice-President of Instructional Services	Three Classified staff
Vice-President of Administrative Services	

QEP DEVELOPMENT COMMITTEE

Purpose:

Provide oversight for the development of an acceptable Quality Enhancement Plan as stated in SACSCOC Standard 7.2

Responsibilities:

1. Oversee the Quality Enhancement Plan (QEP): Ensure the QEP aligns with the institution's commitment to enhancing overall quality and effectiveness, with a focus on improving student learning outcomes and/or student success.
2. Review and Evaluate the QEP Document.
3. Confirm that the QEP: Is based on comprehensive, ongoing planning and evaluation processes; has broad-based support from institutional stakeholders; targets specific improvements in

student learning and/or success; includes a clear commitment of resources for implementation and completion; and contains a structured plan for assessing outcomes and measuring achievement.

Membership:

Assistant Director of IAPE, Chair	Director of Library Services
Vice President of Student Services	Director of Pass Department
Dean of Instructional Services	Director of Student Success
Division Chairs	Coordinator of College Access
Faculty Senate President	Coordinator of Marketing and Community Relations
Faculty Senate Vice-President	Academic Faculty/SACS-COC Faculty Liaison
Director of IAPE	
Director of Distance Education & Learning Technologies	Dean of Student Services
Director of Housing	Four Faculty
Assistant Director of Student Success	Six Student Success Specialist

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* policies 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:

Vice President of Student Services, Chair	Facilities Manager – Century City
Vice President of Information Systems/Technology	Two Campus Police Officers
Police Chief	Five faculty
Director of Housing	Five professional staff
Director of Human Resources	Two classified staff
Dean of Student Services	Chaps Lead Student Rep
Director of Physical Plant – Vernon	EMOP Police Officer

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, Halloween, 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
Vice President of Student Services (Ex Officio)
Dean of Student Services (Ex Officio)

Wichita Falls Appeals Committee:

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

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

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	Dean of Student Services
Vice President of Student Services	Director of Enrollment Management/Registrar
Vice President of Instructional Services	Coordinator of College Access/Recruiting
Director of Financial Aid	Five faculty
Vice President of Administrative Services	Four professional staff
Dean of Instructional 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 / DISTANCE EDUCATION / ARTIFICIAL INTELLIGENCE PLANNING AND POLICY COMMITTEE

Purpose:

The purpose of the Technology/Distance Education/Artificial Intelligence Planning and Policy Committee is to develop and maintain a comprehensive plan and set of policies that safeguard the College's digital infrastructure, promote responsible and ethical technology use, and ensure compliance with all applicable state and federal regulations. The committee will guide the institution in leveraging emerging technologies—including educational technologies, artificial intelligence, and distance education—to enhance teaching, learning, and administrative effectiveness. Through strategic planning and policy development, the committee will support the College's mission to be a leader in innovative, ethical, and effective use of technology in higher education.

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.
 - To coordinate the development of an in-house training program for current and future online faculty.
7. 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.
 8. To coordinate support services for students enrolling courses of all modalities.

Membership:

Vice President of Information Systems and Technology, Chair	Director of Nursing
Asst. Dir of APE	Dual Credit Coordinator
Director of Distance Education & Learning Technologies/Canvas Administrator	Technology Specialist
Director of Institutional Assessment, Planning & Effectiveness	Technology Specialist
Vice President of Instructional Services	Six faculty
Vice President of Student Services	Six professional staff
Director of Enrollment Management/Registrar	Three classified staff
Director of Financial Aid	RUN Business Solutions Representative
Division Chairs	

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.