

# **Governance thru Committees**

**Standing Committees**

**2012-2013**



**September 2012**

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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 two times 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 Division Chair Council**

The Instructional Division Chair Council is composed of the chairpersons from the divisions Allied Health/Human Services, Communications, Information/Technology, Math/Science, and Social/Behavioral Sciences, 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 through 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 Involvement
- Summer 2012
  - Integrated Marketing

# 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, Chair       | Associate Dean of Career/Technical Education |
| Assistant to Dean of Instructional Services | Division Chairs                              |
| Dean of Admissions                          | Faculty Senate Rep                           |
| Faculty Senate Chair                        | Early College Start Coordinator              |
| Director of Continuing Education            | Associate Dean of Student Services           |
| Director of Library Services                | Director of A D N Program                    |
|   | Director of LVN Program                      |

## Program/Discipline Evaluation Subcommittee

### **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.

**Membership:**

Associate Dean of Career/Technical Education (Chair)  
Two Division Chairs  
Associate Dean of Student Services

**Student Core Competencies Subcommittee****Responsibilities:**

1. Identify College level competencies within the General Education Core.
2. Provide the framework for these core competencies to be integrated within each discipline/program.
3. Evaluate student attainment of core competencies.
4. Make recommendations to disciplines/programs for changes/improvements necessary for students to attain core competencies.

**Membership:**

Dean of Instructional Services, Chair  
Division Chairs  
Instructional Design and Technology Coordinator  
Director of QE

**ADA COMMITTEE****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.

**Membership:**

Director of Special Services, Chair  
Dean of Instructional Services  
Dean of Student Services  
Associate Dean of Student Services  
Four faculty members  
Three professional staff  
Two classified staff



## **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  
Assistant Registrar  
Three faculty members  
Two professional staff  
Two classified staff

## **Gender Equity Subcommittee**

### **Purpose:**

To ensure emphasis for gender equity enrollment in technical programs.

### **Membership:**

|  |                                       |
|--|---------------------------------------|
| Assistant to the Dean of Instructional Services, Chair | Division Chair-Information/Technology |
| Dean of Instructional Services                         | Director of Special Services          |
| Director of Institutional Effectiveness                | Early College Start Coordinator       |
| Director of Tech Prep                                  | Three faculty members                 |
| Director of LVN Program                                | Two professional 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 Dean of Student Services/Athletic Director and/or the President.

**Membership:**

|   |                            |
|---|----------------------------|
| Dean of Student Services, Chair           | Two faculty members        |
| Dean of Administrative Services           | Two professional staff     |
| Associate Dean of Administrative Services | Four classified staff      |
| Director of Physical Plant/Vernon         | VC athlete                 |
| Director of Student Relations             | Coaches (advisory members) |
| Director of Student Activities            |                            |

**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                 | Three faculty members          |
| Associate Dean of Career/Technical Education | Two Faculty Senate reps        |
| Associate Dean of Student Services           | Director of Student Activities |
| Director of Financial Aid                    | Three 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 (Chair)  
Dean of Student Services  
Associate Dean of Student Services  
Dean of Instructional Services  
Assistant to the Dean of Instructional Services  
Associate Dean of Career/Technical Education  
President  
Dean of Administrative Services

- Appointed by the President
  - Faculty Senate reps
  - Two classified staff
  - Two Vernon College Students

Director of Financial Aid  
Division Chairs  
Director of Continuing Education  
Director of Special Services  
Dean of Admissions  
Director of Human Resources  
Director of Institutional Advancement  
Director of Quality Enhancement  
Director of Library Services  
Instructional Design & Technology Coordinator  
Counselor

## **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       |                |

## **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 Coordinator, Chair | Director of Financial Aid       |
| Dean of Instructional Services                         | Early College Start Coordinator |
| Dean of Student Services                               | Assistant Registrar             |
| Dean of Admissions                                     | Division Chairs                 |
| IT Director  | Two faculty members             |
| IT-Blackboard facilitator                              | Two professional staff          |
| Director of QE   | SGA or Student Forum rep        |

## **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 (exempt and non-exempt), 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 Instructional Services  
Dean of Admissions  
Dean of Administrative Services

Dean of Student Services  
Four faculty  
Three professional staff  
Three classified staff

## **EMPLOYEE SALARY COMMITTEE**

### **Purpose:**

To ensure consistent, equitable, and effective compensation 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 make recommendations to the President for adjustments in the College's salary schedules and/or increases in employee salaries.

### **Membership:**

Director of Human Resources, Chair  
Two Faculty Senate reps  
Three faculty members at large  
Three professional staff  
Three classified staff

## **ENROLLMENT MANAGEMENT COMMITTEE**

### **Purpose:**

To ensure consistent, equitable, and effective enrollment management practices at Vernon College.

### **Responsibilities:**

1. To provide leadership in the development of a college wide Strategic Enrollment Management Plan and VCAP.

2. To review Vernon College *Closing the Gaps* goals and results for participation and success.
3. To review and monitor Vernon College department, individual, and standing committee recruiting materials, activities, and results to ensure on going communication and a complimentary and coordinated effort.

\*Committee chair will maintain a master calendar and file for recruitment activities and materials.

4. To review and make recommendations for Vernon College retention plans and results.
5. To serve as the official steering committee for the Uniform Recruitment and Retention Strategy and reporting requirements as required by HB 1678.
6. To make recommendations to the President and President's Administrative Council.

**Membership:**

Director of Student Relations, Chair  
Early College Start Coordinator  
Director of Tech Prep  
Director of Institutional Effectiveness  
Coordinator of Marketing/Alumni  
Director of Special Services

Associate Dean of Student Services  
Four faculty members  
Three professional staff  
Three 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 Career/Technical Education |
| Director of Physical Plant/Vernon      | Division Chairs                              |
| Facilities Manager/Wichita Falls       | Director of Housing                          |
| Maintenance Supervisor/Vernon          | Two faculty                                  |
| Dean of Instructional Services         | Two professional staff                       |
| Dean of Student Services               | Two classified staff                         |
| Dean of Admissions                     | SGA or Student Forum 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:**

|                                 |                          |
|---------------------------------|--------------------------|
| Dean of Student Services, Chair | Two Faculty Senate reps  |
| Dean of Instructional Services  | Two faculty at large     |
| Assistant Registrar             | 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   | Two athletic coaches   |
| Director of Housing               | Two faculty members    |
| Director of Student Relations     | Two professional staff |
| Director of Physical Plant/Vernon | Two classified staff   |
| Police Chief                      | Two dorm students      |

## **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  
Seven faculty  
Three 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 Council 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:**

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

## **QEP IMPLEMENTATION COMMITTEE**

### **Purpose**

Provide oversight for the implementation of the Quality Enhancement Plan as written in the February 27, 2009 Revised QEP document.

### **Responsibilities:**

1. Monitor and ensure:
  - The QEP implementation process including timeline and assessment.
  - Engagement training schedule provided to all faculty and staff during the academic year.
  - Evaluation of projects. Individual findings from pilot efforts are used to track direct and positive impact on student learning.
  - The presentation of projects and results to faculty and staff at faculty/staff development.
2. Monitor and ensure:
  - A written QEP Annual Progress Report with findings submitted to the Planning and Assessment Committee.
  - Direction of changes from Planning and Assessment Committee.
  - Follow up reports are developed and presented to Planning and Assessment Committee.
  - Provide oversight for the QEP budget.
3. Continue to ensure incorporation of engagement findings into all components of the college.

### **Membership:**

|   |  |
|---|--|
| Director of Quality Enhancement, Chair        | Dean of Admissions or Designee                 |
| Division Chairs                               | Dean of Student Services or Designee           |
| Instructional Design & Technology Coordinator | Current Academic Year VConnected Team Members  |
| Dean of Administrative Services or Designee   | Previous Academic Year VConnected Team Members |

### **AD HOC MEMBERS**

Director of Institutional Effectiveness  
Dean of Instructional Services

## **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:**

|  |                             |
|--|-----------------------------|
| Associate Dean of Administrative Services, Chair | Director of Human Resources |
| Dean of Student Services                         | Three faculty               |
| Dean of Instructional Services                   | Two professional staff      |
| Police Chief                                     | Two classified staff        |
| Director of Housing                              | SGA or Student Forum rep    |

## **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 Party, 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 such as Academic Awards, Scholarship Reception, nursing pinning ceremonies, etc.
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:**

Chair (appointed by the President from employee volunteers)  
Seventeen 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:**

1. 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)  
Assoc. Dean of Students (Ex Officio)

#### **Wichita Falls Appeals Committee:**

Chair appointed by the President  
Five faculty/staff members  
Three students  
Dean of Student Services (Ex Officio)  
Assoc. Dean of Students (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 Student Activities  
 Four 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 Career/Technical Education |
| Dean of Student Services                     | Director of Student Relations                |
| Dean of Instructional Services               | Associate Dean of Student Services           |
| Dean of Admissions                           | Five faculty                                 |
| Director of Financial Aid                    | Four professional staff                      |
| Dean of Administrative Services              |  |

**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
  - o Professional development activities to ensure effective and efficient training and support the Professional Development committee with suggested times for offering and presenters.
  - o Discuss and identify other modes of learning that would assist in meeting this objective.
  - o Develop and suggest an orientation process for Vernon College technology uses for new employees.

**Membership:**

Director of Information Technology, Chair  
Instructional Design and Technology Coordinator  
Director of Quality Enhancement  
Three IT staff  
Three faculty  
Five professional staff  
Three classified staff

## **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.