

February 1, 2019

Institutional Committees

FY2018/19



OKLAHOMA CITY COMMUNITY COLLEGE

COMMITTEE MEETING DATES FOR FY 2018/19

Academic Outcomes Assessment Committee: Meets on the 4th Thursday at 12:30 p.m. in SEM 2F1, on the following dates:

September 27, 2018	October 25, 2018	November 29, 2018
February 28, 2019	March 28, 2019	April 25, 2019

ADA Support Services Committee: Ad hoc meetings.

Curriculum Committee: For fiscal year 2018/19, meetings are scheduled in room 1X4 between 3:00 and 4:00 pm on the following dates:

September 6 and 20	October 11 and 25	November 8 and 29
January 31	February 14 and 21	March 7 and 14

Entry Level Assessment Committee: Meets on the third Thursday of each month at 12:30 pm in Room 2F1 inside the CLT.

Faculty Development Committee: Meets on the fourth Thursday of each month at 12:30 pm in the SEM Division Office conference room.

General Education Committee: Meets on the second Thursday of September, October, November, February, March and April at 12:30 pm in the SEM Division Office conference room.

Instructional Administrative Procedures Committee: Meets on the first Thursday of each month at 12:30 pm in Room 2M2-MB – Administrative Services Conference Room.

Institutional Policy Committee: Will meet during fiscal year 2018/19 in Room 131 of the JMC on the 1st and 3rd Thursdays of each month from 1:30 – 3:00 pm, on an as needed basis.

Instructional Learning Committee: Meets on the third Tuesdays of each month between 2:00-3:00 pm, in Room AH 1D1.

President's Advisory Council: Meets once a month during fall/spring semesters.

Student Traffic and Parking Appeals Committee: Meets as needed, typically during the last week of each semester if there are appeals that need to be reviewed.

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ACADEMIC OUTCOMES ASSESSMENT COMMITTEE

PURPOSE

The purpose of the Academic Outcomes Assessment Committee is to promote quality and excellence in the design and implementation of the outcomes assessment component of Oklahoma City Community College's academic programs.

MEETING TIME

Academic Outcomes Assessment Committee: Meets on the 4th Thursday at 12:30 p.m. in SEM 2F1, on the following dates:

September 27, 2018	October 25, 2018	November 29, 2018
February 28, 2019	March 28, 2019	April 25, 2019

MEMBERSHIP

Appointment made for a three-year period with one-third rotation each year.

<u>Co-Chairs:</u>	Stacie Warner, Professor of English	AEH
	Makenna Green, Director of Curriculum & Assessment	AA
<u>Term Ends May 2019</u>		
	Chaingjiang Zhu	SEM
	Chris Oehrlein	SEM
	Stephanie Wallace	HP
	Kamille Soutee	BU/IT
	Sara Mathew	BU/IT
<u>Term Ends May 2020</u>		
	Jennifer Allen	SS
	Dana Glencross	SS
	Mary White	HP
	Dean Reusser	AEH
<u>Academic Dean:</u>		
	Susan Tabor	SS
<u>Resource Members:</u>		
	Kim Jameson	AVPAA
	Alexa Mashlan	ESS
	Ann Raia	LIB
	Janet Perry	IE
	Academic Deans	AA

ADA SUPPORT SERVICES COMMITTEE

PURPOSE

The purpose of the ADA Support Services Committee is to review institutional issues as they relate to ADA, services for disabled students, and make recommendations for compliance/improvement of services for disabled students.

MEETING TIME

Ad hoc meetings.

MEMBERSHIP

Appointment made for a two-year period with 50% rotation each year.

Chair: Todd Rudat, Coordinator of Disability Services SSS

Term Ends May 2019

Shelley Miller	HP
Ramachandran Vijayan	BU/IT
Haining Chen	BU/IT
Julie Rice-Rollins	SS

Term Ends May 2020

M'Lou Smith	SS
Raul Ramirez	SEM
Aaron Collins	SEM
Fonda Scott	HP
Dana Passek	AEH
Marybeth McCauley	AEH

Other Members:

Glenné Whisenhunt	CLT
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Student Representative

A single student representative identified by Student Support Services each semester

COLLEGE BENEFITS COMMITTEE

PURPOSE

The purpose of the College Benefits Committee is to review and recommend changes.

MEETING TIME

Once a month during the fall and spring semesters.

MEMBERSHIP

Appointment made for a three-year period with one-third rotation each year.

Chair:

Patricia Hammett, Director of Benefits and Compensation

Term Ends May 2019

Dana Passek	AEH
Jackie Frock	HP
Shelly Tevis	HP
Brad Walker	BU/IT
Tamara Zolicoffer	BU/IT

Term Ends May 2020

Jerry Ludlow	SS
Jeff Anderson	SS
Chuck Nunley	SEM
Kristy Bailey	SEM
Jeremy Fineman	AEH

Dean Representative

Susan Tabor	SS
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Paraprofessional/Maintenance & Skilled Crafts:

John Knight	Retiree
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HR Representative

_____ (Vacant)	HR
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CURRICULUM COMMITTEE

PURPOSE

The purpose of the Curriculum Committee is to consider and make recommendations regarding curriculum proposals to the Vice President for Academic Affairs.

MEETING TIME

For fiscal year 2018/19, meetings are scheduled in room 1X4 between 3:00 and 4:00 pm on the following dates:

September 6 and 20	October 11 and 25	November 8 and 29
January 31	February 14 and 21	March 7 and 14
Proposals Must Be Submitted 2 weeks before Tentative Committee Meeting Consideration		

MEMBERSHIP

Appointment made for a two-year period with 50% rotation each year.

<u>Co-Chairs:</u>	Jennifer Peters, Professor of Nursing	HP
	Makenna Green, Director of Curriculum & Assessment	AA
<u>Term Ends May 2019</u>		
	Scott Carter	AEH
	Liz Largent	AEH
	Beverly Schaeffer	HP
	Lisa Buckelew	SEM
	Greg Holland	SEM
	Haifeng Ji	BU/IT
<u>Term Ends May 2020</u>		
	Yuthika Kim	SS
	Bruce Cook	SS
	Markus Smith	SS
	Michelle Cole	SEM
	Joyce Geb	HP
	Sharla Cannon	HP
	Tamala Zolicoffer	BU/IT
<u>Academic Deans:</u>		
	John Claybon	BU/IT
	Susan Tabor	SS
	Vince Bridges (observation only)	HP
<u>Ex-Officio Members:</u>		
	Kim Jameson	AVPAA
	Sonya Gore	Financial Aid
<u>Other Members:</u>		
	Amanda Williams-Mize	Registrar
	Stephanie Miller	Director of Advising
	Ann Raia	Director of Library

ENTRY-LEVEL ASSESSMENT COMMITTEE

PURPOSE

The purpose of the Entry-Level Assessment Committee is to provide a structure and process to ensure Entry-Level Assessment enhances the success of students.

MEETING TIME

Meets on the third Thursday of each month at 12:30 pm in Room 2F1 inside the CLT.

MEMBERSHIP

Appointment made for a two-year period with 50% rotation each year.

Co-Chairs: Lori Farr, Professor of English AEH
Daniel Bakewell, Professor of Mathematics SEM

Term Ends May 2019

Kelia Crabbe HP
Kay Wetmore HP
Germain Pichop BU/IT
John Goulden BU/IT
Dale Duke SEM
Ken Harrelson SEM
Sherry Ray SEM
Leslie Jones SS

Term Ends May 2020

Greg Parks SS
Liz Largent AEH
Kevin Eddings AEH

Academic Deans:

Thomas Harrison AEH
Max Simmons SEM

Other Members:

Kim Jameson AVPAA
Claire Echols Advising
Stephanie Miller Advising
Amanda Williams-Mize Registrar
Janet Perry IE

Resource:

Makenna Green, Director of Curriculum & Assessment

ENVIRONMENTAL SAFETY AND HEALTH PROGRAM COMMITTEE

PURPOSE

The purpose of the Environmental Safety and Health Program Committee is to provide and ensure a broad-based employee input process for planning, developing, and implementing occupational safety and health strategies and activities directed toward employee safety and institutional compliance with institutional, State, and Federal regulations.

MEETING TIME

Scheduled as needed and determined during an initial meeting each Fall semester.

MEMBERSHIP

Appointment rotation by request of member.

Chair: Officer Patrick Solinski, Acting Director of Emergency Management
Brenda Carpenter, Director of Risk Management

Academic Affairs Members:

B. J. Higgins	SEM
Aaron Collins	SEM
John McMurray	SEM
Crystal Reynolds	HP
Michael Cole	HP
Gyanendra Baral	BU/IT
Jon McHenry	BU/IT
Dawn Ladiski	SS
Jerry Ludlow	SS
Jeremy Fineman	AEH

Other Members:

Chris Snow	Facilities
Michael Mondt	Facilities

FACULTY DEVELOPMENT COMMITTEE

PURPOSE

The purpose of the Faculty Development Committee is to annually review the faculty development needs, recommend priorities and budget requests. To periodically review the faculty evaluation/development process, and provide recommendations for change. To serve as an advisory board to the Center for Learning & Teaching. To oversee the various College faculty incentive grant programs, and provide recommendations.

MEETING TIME

Meets on the fourth Thursday of each month at 12:30 pm in the SEM Division Office conference room.

MEMBERSHIP

Appointment made for a two-year period with 50% rotation each year.

<u>Chair:</u>	Mary White, Professor of OTA	HP
<u>Term ends May 2019</u>		
	Julie Corff	AEH
	Sarah Brown	HP
	Ken Harrelson	SEM
	Steve Shore	SEM
	Melissa Leon-Guerrero	BU/IT
	Gyanendra Baral	BU/IT
<u>Term Ends May 2020</u>		
	Dawn Ladiski	SS
	Jennifer Allen	SS
	Carlotta Anglin	AEH
<u>Academic Dean:</u>		
	John Claybon	BU/IT
<u>Ex-Officio:</u>		
	Kim Jameson	AVPAA
<u>Resource Members:</u>		
	Glenné Whisenhunt	CLT

GENERAL EDUCATION COMMITTEE

PURPOSE

The purpose of the General Education Committee is to promote quality and excellence in the general education components of associate degrees conferred at Oklahoma City Community College.

MEETING TIME

Meets on the second Thursday of September, October, November, February, March and April at 12:30 pm in the SEM Division Office conference room.

MEMBERSHIP

Appointment made for a two-year period with 50% rotation each year.

<u>Chair:</u> Ernest Gobert, Professor of Mathematics	SEM
<u>Term Ends May 2019</u>	
Michael Boyle	AEH
Stacie Warner	AEH
Charles Myrick	BU/IT
John Helton	BU/IT
Steve Shore	SEM
Shanna Padgham	SS
<u>Term Ends May 2020</u>	
Julie Rice-Rollins	SS
Jennifer Brumley	HP
Teresa Luper	HP
<u>Academic Dean:</u>	
Max Simmons	SEM
<u>Ex-Officio Members:</u>	
Kim Jameson	AVPAA
Glenné Whisenhunt	CLT
<u>Other Members:</u>	
Mary Turner	SSS
Janet Perry	IE
Johnny Hill	LIB
Makenna Green	AA

GRADE APPEAL COMMITTEE

PURPOSE

The purpose of the Grade Appeal Committee is to determine the final grade of the student requesting the grade appeal. The committee will be composed of six (6) faculty; one from each academic division, not to include the instructor involved in the case, and three (3) students selected by the Vice President for Enrollment and Student Services.

MEETING TIME

When the Associate Vice President for Academic Affairs is in receipt of the student's request for an appeal hearing, the committee shall be activated.

MEMBERSHIP

Appointment made for a two-year period with 50% rotation each year.

Faculty Representatives

Term Ends May 2019

Jeremy Fineman	AEH
Randy Anderson	AEH
Dana Passek	AEH
DeAnne Branch	HP
Jennifer Ball	HP
Mary Ahonsi	BU/IT
Matthew Wickham	BU/IT
Ray McCullar	SS
Julie Rice-Rollins	SS
Leslie Jones	SS

Term Ends May 2020

Greg Parks	SS
Kimberly Kyker	SEM
Greg Holland	SEM
Sherry Ray	SEM
Charles Myrick	BU/IT
Ramachandran Vijayan	BU/IT
Jon McHenry	BU/IT
Jackie Frock	HP
Peggy Newman	HP
Dean Reusser	AEH

INSTITUTIONAL POLICY COMMITTEE

PURPOSE

The purpose of the Institutional Policy Committee is to act as a reviewing and advisory body for college policies and procedures before the policies and procedures are presented to the President's Cabinet for consideration. The Committee (1) obtains input from a wide group of employees in reviewing college policies and procedures; (2) examines the effects of policies and procedures on various areas of the college; (3) communicates back to the members' respective work areas proposed changes in policies and procedures; and (4) ensures that employees are informed about changes in policies. As needed, the Committee may call on the expertise of employees outside the Committee.

MEETING TIME

Will meet during fiscal year 2018/19 in Room 131 of the JMC on the 1st and 3rd Thursdays of each month from 1:30 – 3:00 pm, on an as needed basis.

MEMBERSHIP

Appointment based on position held, with rotation considered by request of member.

Chair	Cary Pirrong	Director of Equity and Compliance
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Academic Affairs

Term Ends May 2019

Daniel Benton	SEM
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Term Ends May 2020

Stephanie Hayes	SS
Jeff Carlisle	SS
John McMurray	SEM
Mary Ahonsi	BU/IT
Melissa Leon-Guerrero	BU/IT
Jennifer Ball	HP
Reeca Young	HP
Greg Mellott	AEH
Jon Inglett	AEH

CLT Representative – Glenné Whisenhunt

Dean Representative – Susan Tabor and Vince Bridges (observation only)

Community Development - Doralicia Sandoval

Enrollment and Student Services – Kyle Gardner, Mia Rojo, and Michael Shugart

Facilities - Steve Duncan

Finance - Craig Sisco, Shima Desai, and Heather McMasters

Human Resources – Bridgette Johnson and Chris Shelley

Information Technology – Tim Whisenhunt

Library – Dana Tuley-Williams

Marketing and Public Relations – Kathy Nix

OCCC Campus Police – Officer Solinski

Cultural Programs – Richard Charnay

INSTITUTIONAL REVIEW BOARD

PURPOSE

The purpose of the IRB is to ensure that all research involving human subjects is conducted in conformance with ethical principles relating to the health, welfare, safety and rights of the participants, and in accordance with policies and regulations established by the United States Department of Health and Human Services, Oklahoma City Community College (OCCC) has established an Institutional Review Board. The Institutional Review Board ("IRB") shall evaluate all human subject research as defined by this procedure and 45 CFR Part 46.

MEETING TIME

Board meets as necessary.

<u>Chair:</u>	Janet Perry, Director of Institutional Effectiveness	IE
<u>Internal members:</u>		
	Matthew Wickham	BU/IT
	Germain Pichop	BU/IT
	Ron Feller	HP
	Robin McMurry	HP
	Gail Malmstrom	SEM
	Kim Kyker	SEM
	Bruce Cook	SS
	LiErin Probasco	SS
	Linda Robinett	AEH
	Dean Reusser	AEH

External member:

Dr. Dennis Burian, Team Lead, Functional Genomics Group

INSTRUCTIONAL ADMINISTRATIVE PROCEDURES COMMITTEE

PURPOSE

The purpose of the Instructional Administrative Procedures Committee is to provide an avenue of input and consistency on procedures that deal with instruction prior to those procedures going to the Vice President for Academic Affairs. The procedures may originate within the committee, come from other committees, or from appropriate administrators.

MEETING TIME

Meets on the first Thursday of each month at 12:30 pm in Room 2M2(B) – Administrative Services Conference Room.

MEMBERSHIP

Appointment made for a two-year period with 50% rotation each year.

<u>Chair:</u>	Jennifer Ball, Professor of PTA	HP
<u>Term Ends May 2019</u>		
	Chaya Chandrasekhar	AEH
	Mike Franco	AEH
	Brandon Tomson	SEM
	John Goulden	BU/IT
	Donna Chambers	HP
	Yuthika Kim	SS
	Ray McCullar	SS
<u>Term Ends May 2020</u>		
	Robyn Senter	SEM
	Kamille Soutee	BU/IT
<u>Academic Dean:</u>		
	Thomas Harrison	AEH
<u>Other Academic Affairs Member:</u>		
	Ann Raia	

INSTRUCTIONAL LEARNING COMMITTEE

PURPOSE

The purpose of this committee is to promote academic student success in all classes. Issues to be addressed could include all of the following and additional issues as they arise: official OCCC online course standards; online portal consultation; orientation for potential and/or current online students; faculty/staff training; administrative practices for Moodle and other course management system such as Master courses, LOR's Permissions, course availability, release dates; and course development/redesign issues.

MEETING TIME

Meets on the third Tuesdays of each month between 2:00-3:00 pm, in Room AH 1D1.

MEMBERSHIP

Appointment made for a three-year term with one-third rotation each year. The chair will serve a two-year term.

<u>Chair:</u> LiErin Probasco, Professor of Sociology	SS
<u>Term Ends May 2019</u>	
Sarah Baker	HP
Traci Boren	HP
Kevin Eddings	AEH
Hilde Votaw	AEH
Paul Buckelew	SEM
Julian Hilliard	SEM
Gyanendra Baral	BU/IT
<u>Term Ends May 2020</u>	
Jeff Carlisle	SS
George Risinger	SEM
Sara Mathew	BU/IT
<u>Academic Deans:</u>	
Thomas Harrison	AEH
John Claybon	BU/IT
<u>Resource Members</u>	
Johnny Hill	LIB
Glenné Whisenhunt	CLT

PRESIDENT'S ADVISORY COUNCIL

PURPOSE

The purpose of the President's Advisory Council is to provide an avenue for communication within the College. Employees communicate any questions, concerns, or comments to the representative from their employee group. The representative presents them to the President's Advisory Council for discussion, and then reports to his or her employee group.

MEETING TIME

Once a month during the fall and spring semesters.

MEMBERSHIP

Appointment made for a three-year period with one-third rotation each year.

<u>Chair:</u> Jerry Steward, President	PRES
<u>Faculty Representatives:</u>	<u>Term Remaining</u>
Peggy Newman	Faculty Association Chair 1 yr.
Shanna Padgham	SS 2 yrs.
Linda Robinett	AEH 2 yrs.
Julian Hilliard	SEM 2 yrs.
John Goulden	BU/IT 2 yrs.
Donna Chambers	HP 2 yrs.
<u>Adjunct Faculty:</u>	
Twyla Gable	2 yrs.
<u>Executive/Administrative/Managerial:</u>	
Steve Duncan	2 yrs.
Yashanda Scruggs	2 yrs.
<u>Professional:</u>	
Dana Tuley-Williams	1 yrs.
Gary Dominguez	2 yrs.
<u>Support Staff</u>	
_____ (Vacant)	3 yrs.
_____ (Vacant)	3 yrs.
_____ (Vacant)	3 yrs.
<u>Service/Maintenance & Skilled Crafts:</u>	
Patrick Martino	2 yrs.
Travis Tapparo	1 yrs.
Brent Locke	2 yrs.
<u>Technical/Paraprofessional:</u>	
Michael Reaves	1 yrs.
Benjamin Rodriguez	2 yrs.
<u>Face Center Representative:</u>	
Comesha Woods	2 yrs.

Student Representatives:

Two (2) student representatives as chosen each semester by Enrollment/Student Services (this is handled through the President's office)

STUDENT CONDUCT COMMITTEE

PURPOSE

The purpose of the Student Conduct Committee is to review disputed disciplinary sanctions imposed upon a student, and make recommendations concerning the matter to the Vice President for Student Services.

MEETING TIME

As needed during the fall and spring semesters.

MEMBERSHIP

Appointment made for a two-year period with one member rotating off each year.

<u>Chair:</u>	Chris Shelley, Acting Registrar of Records	SSS
<u>Term Ends May 2019</u>		
	Tiffany Jackson	HP
	Merette Dean	HP
	Brad Walker	BU/IT
	Kamille Soutee	BU/IT
<u>Term Ends May 2020</u>		
	Jeff Anderson	SS
	Jeff Carlisle	SS
	Changjiang Zhu	SEM
	Michael Low	SEM
	Abra Figueroa	AEH
	Pamela Stout	AEH

STUDENT LEARNING COUNCIL (SLC)

PURPOSE

The purpose of the Student Learning Council is to provide a structure and process that will ensure involvement by the entire Academic Affairs Unit in the assessment of student learning.

MEETING TIME

Once during the fall and spring semesters.

<u>Chair:</u>	Greg Gardner, Vice President for Academic Affairs	VPAA
<u>Members:</u>	Kim Jameson, Associate VP for Academic Affairs Academic Outcomes Assessment Committee Entry-Level Assessment Committee General Education Committee Deans' Council	AA

STUDENT TRAFFIC AND PARKING APPEALS COMMITTEE

PURPOSE

The purpose of the Student Traffic and Parking Appeals Committee is to review appeals that have been submitted by students who have received a parking and traffic citation. The committee hears both written appeals and verbal appeals to a variety of parking violations, which have occurred on campus.

MEETING TIME

Meets as needed typically during the last week of each semester if there are appeals that need to be reviewed.

MEMBERSHIP

Appointment rotation by request of member.

<u>Chair:</u>	Amanda Williams-Mize, Acting Registrar of Graduation	GET
<u>Academic Affairs Members:</u>		
	Betty Coleman	SEM
	Kevin Eddings	AEH
	Jeff Carlisle	SS
	Cindy Milam	HP
	Russell McLaughlin	BU/IT
<u>Other Members:</u>		
	Brian Coulson	TRIO

Three (3) Student Representatives as Chosen Each Semester by Enrollment & Student Services