

November 21, 2016

Institutional Committees

FY2016/2017



OKLAHOMA CITY COMMUNITY COLLEGE

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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

Once a month during the fall and spring semesters.

MEMBERSHIP

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

<u>Co-Chairs:</u>	Jeff Carlisle, Professor of History	SS
	Catherine Kinyon, Director of Curriculum and Assessment	AA
	<u>Term ends May 2017</u>	
	Leslie Jones	SS
	Changjiang Zhu	CBS
	Charles Myrick	BUS/IT
	John Goulden	BUS/IT
	Randi Pospisil	HP
	Chris Oehrlein	MEPS
	<u>Term Ends May 2018</u>	
	Ginnett Rollins	ARTS
	Fonda Scott	HP
	Pamela Stout	EH
	Marybeth McCauley	EH
<u>Academic Dean:</u>		
	Ruth Charnay	ARTS
<u>Resource Members:</u>		
	Greg Gardner	AVPAA
	Alexa Mashlan	AA - Director
	Barbara King	LB
	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 meeting.

MEMBERSHIP

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

<u>Chair:</u>	Todd Rudat, Coordinator of Disability Services	SS
	<u>Term ends May 2017</u>	
	Shelley Miller	HP
	Justin Shaw	ARTS
	Nina Smith	EH
	<u>Term ends May 2018</u>	
	Raul Ramirez	CBS
	Brandon Tomson	MEPS
	Ray McCullar	SS
<u>Other Members:</u>	Glenné Whisenhunt	CLT

Student Representative

A single student representative as chosen each semester by Enrollment/Student Services

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.

<u>Chair:</u>	E.J. Warren, Director of E-Student Services	IITS
<u>Term ends May 2017</u>		
	Gwin Faulconer-Lippert	ARTS
	John Helton	BUS/IT
	Ernest Gobert	MEPS
	Charles Myrick	BUS/IT
	Angela Cotner	EH
	Debbie Myers	HP
	Dawn Ladiski	SS
<u>Term ends May 2018</u>		
	Chuck Nunley	MEPS
	Brenda Breeding	CBS
	George Risinger	CBS
		HR
<u>Dean Representative</u>		
	Sue Tabor	SS
<u>Paraprofessional/Maintenance & Skilled Crafts:</u>		
	John Knight	Retiree
<u>Ex-Officio Members:</u>		
	Larry Robertson	HR

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

Every Thursday at 3:00 p.m. during the fall and spring semesters as needed.

MEMBERSHIP

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

<u>Co-Chairs:</u>	Jennifer Peters, Professor of Nursing	HP
	Catherine Kinyon, Director of Curriculum & Assessment	AA
<u>Term ends May 2017</u>		
	Ron Staton	ARTS
	Jeremy Fineman	ARTS
	Tamala Zolicoffer	BUS/IT
	Steven Shore	CBS
	Stephen Morrow	EH
	Carlotta Hill	EH
	Stephanie Wallace	HP
	Haining Chen	BUS/IT
	Greg Holland	MEPS
	Lisa Buckalew	MEPS
	Jennifer Allen	SS
<u>Term ends May 2018</u>		
	Michelle Cole	CBS
	Julie Rice Rollins	SS
	Ron Feller	HP
<u>Academic Deans:</u>		
	Ruth Charnay	ARTS
	Debbie Myers	SS
<u>Ex-Officio Members:</u>		
	Greg Gardner	AA
	Lisa Fisher	E&SS
	Rachel Butler	LIB
	Sonya Gore	SS
<u>Other Members:</u>		
	Jill Hibblen	Acting Registrar/GET
	Yashanda Scruggs	Academic Advising
	Student Representatives	

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

As needed

MEMBERSHIP

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

Co-Chairs: Mark Zindelo, Professor of English EH
Daniel Bakewell, Professor of Mathematics MEPS

Term ends May 2017

Lori Farr EH
Daniel Bakewell MEPS
Ken Harrelson MEPS
Sherry Ray MEPS
Linda Knox MEPS
Jerry Ludlow SS

Academic Deans:

Kim Jameson EH
Max Simmons MEPS

Other Members:

Greg Gardner AA
Claire Echols HP
A single student representative as chosen each semester by Enrollment/Student Services

Resource:

Catherine Kinyon AA

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

Meetings schedule determined at the first meeting of each fall semester.

MEMBERSHIP

Appointment rotation by request of member.

<u>Chair:</u>	Erin Logan, Acting Director of Emergency Planning and Risk Management	SL
<u>Academic Affairs Members:</u>		
	Max Simmons	MEPS
	B.J. Higgins	MEPS
	Debbie Myers	HP
	Aaron Collins	CBS
	John McMurray	CBS
	Gyanendra Baral	BUS/IT
<u>Other Members:</u>		
	Chris Snow	Facilities
	Michael Mondt	Facilities
	Bonita Spinner	CDC

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

Once a month during the fall and spring semesters.

MEMBERSHIP

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

Chair: Brenda Breeding, Professor of Biology

Term ends May 2017

Shelley Meyers	HP
Randy Anderson	ARTS
Brenda Breeding	CBS
Tonya Kymes	EH
Stephanie Hayes	SS
Ken Harrelson	MEPS
Vicki Gibson	BUS/IT

Academic Dean:

Ruth Charnay	ARTS
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Ex-Officio:

Greg Gardner	AA
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Resource Members:

Glenné Whisenhunt	CLT
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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

Once a month during the fall and spring semesters.

MEMBERSHIP

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

Chair: Ernest Gobert, Professor of Mathematics

MEPS

Term ends May 2017

Michael Boyle

ARTS

Courtney Vahlberg

CB&S

Michael Machiorlatti

BUS/IT

Ernest Gobert

MEPS

Term ends May 2018

Angela Cotner

EH

Jennifer Brumley

HP

Jeff Anderson

SS

Haifeng Ji

BUS/IT

Academic Dean:

Max Simmons

MEPS

Ex-Officio Members:

Greg Gardner

AA

Catherine Kinyon

AA

Glenné Whisenhunt

CLT

Other Members:

Mary Turner

SSS

Janet Perry

IE

Dana Tuley-Williams

LIB

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.

Representatives:

Doug Blake	ARTS
Greg Mellott	ARTS
Ron Staton	ARTS
Jenean Jones	BUS/IT
Brad Walker	BUS/IT
Tamala Zolicoffer	BUS/IT
Al Heitkamper	BUS/IT
John Helton	BUS/IT
Kimberly Kyker	CBS
Kristy Bailey	CBS
Brenda Breeding	CBS
Michael Snyder	EH
Dean Reusser	EH
Linda Robinett	EH
Karla Schenk	HP
Peggy Newman	HP
Crystal Reynolds	HP
Ken Harrelson	MEPS
Greg Holland	MEPS
Sherry Ray	MEPS
LiErin Probasco	SS
Randy Hopkins	SS
Jerry Ludlow	SS

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

Meetings are held twice a month on Thursdays at 1:30 PM.

MEMBERSHIP

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

Chair	Regina Switzer	Director of Equal Opportunity
Co-chair	Erin Logan	Acting Director of Emergency Planning and Risk Management

Academic Affairs

Al Heitkamper	BUS/IT
Lisa Adkins	BUS/IT
Tamala Zolicoffer	BUS/IT
Greg Mellott	Arts
Jon Inglett	EH
Max Simmons	MEPS
Steven Shore	CBS
Jennifer Ball	HP
Marcus Smith	SS

CLT Representative – Robert Norman
Dean Representative - Kim Jameson

Finance

Craig Sisco
Shima Desai
Heather McMasters

Facilities

Steve Duncan

Marketing and PR

John Richardson

Enrollment and Student Services

Yashanda Scruggs

Kendra Fringer

Planning and Research

Denise Gomez

Human Resources

(Both Vacant)

Information Technology

Tim Whisenhunt

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.

Chair: Janet Perry, Director of Institutional Effectiveness IE

Internal members:

Michael Machiorlatti	BUS/IT
Gail Malmstrom	MEPS
Carol Heitkamper	HP
Kim Kyker	CBS
Fabiola Janiak-Spens	CBS
Bruce Cook	SS

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

First Thursday of each month during the fall and spring semesters.

MEMBERSHIP

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

<u>Chair:</u>	Jennifer Ball, Program Director and Professor of Physical Therapy Assistants	HP
<u>Term ends May 2017</u>		
	Brent Noel	ARTS
	Mike Franco	EH
	Brandon Tomson	MEPS
	Sara Mathew	BUS/IT
<u>Term ends May 2018</u>		
	Robyn Senter	CBS
	Sharon Vaughan	SS
<u>Academic Dean:</u>		
	Kim Jameson	EH
<u>Academic Affairs Member:</u>		
	Barbara King	LIB

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

First Wednesday of each month during the fall and spring semesters.

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> Mark Zindelo, Program Coordinator/Professor of English	EH
<u>Term ends May 2017</u>	
Shelly Tevis	HP
Ramachandran Vijayan	BUS/IT
Paul Buckelew	MEPS
Yuthika Kim	SS
<u>Term ends May 2018</u>	
Hilde Votaw	ARTS
George Risinger	CBS
<u>Academic Dean:</u>	
Kim Jameson	EH
<u>Resource Members:</u>	
Tricia Sweeney	LIB
Glenné Whisenhunt	CLT
Jim Goldsbury	IITS

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.

Chair: Jerry Steward, President

PRES

Faculty Representatives:

Gwin Faulconer-Lippert	Faculty Association Chair	1 yr.
Julie Corff	ARTS	1 yr.
John Goulden	BUS/IT	1 yr.
Dana Glencross	SS	2 yrs.
Julian Hilliard	CBS	2 yrs.
Linda Robinett	EH	2 yrs.
Paul Buckelew	MEPS	2 yrs.
Jason Weger	HP	3 yrs.

Adjunct Faculty:

Karla Pierce	1 yr.
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Administrative/Managerial:

Max Simmons	3 yrs.
John Claybon	3 yrs.
Trey Lewis	3 yrs.

Professional:

Javier Puebla	3 yrs.
Shelly Troxel-Tevis	2 yrs.
Dana Tuley-Williams	3 yrs.

Support Staff

Tommy Diaz	3 yrs.
Erin Smith	3 yrs.
VACANCY	3 yrs.

Service/Maintenance & Skilled Crafts:

Brent Locke	3 yrs.
Zachary Andrews	2 yrs.
Travis Tapparo	3 yrs.

Technical/Paraprofessional:

Jorge Krzyzaniak

2 yrs.

Josh Wade

3 yrs.

Michael Reaves

3 yrs.

Face Center Representative:

Aryn Balfour

3 yrs.

Student Representatives:

Two (2) student representatives as chosen each semester by Enrollment/Student Services

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>	Lisa Fisher, Acting VP for Enrollment and Student Services	E&SS
<u>Faculty:</u>	Abra Figueroa	ARTS
	Jenean Jones	BUS/IT
	Al Heitkamper	BUS/IT
	Changjiang Zhu	CBS
	Pamela Stout	EH
	Brent Stafford	HP
	Michael Low	MEPS
	John Ehrhardt	SS

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.

Chair: Greg Gardner, Acting Vice President for Academic Affairs VPAA

Members: Greg Gardner, Associate VP for Academic Affairs AA
Academic Outcomes Assessment Committee
Entry-Level Assessment Committee
General Education Committee
Deans' Council

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

Once each fall and spring semester as needed.

MEMBERSHIP

Appointment rotation by request of member.

<u>Chair:</u>	Amanda Williams-Mize	GET
<u>Academic Affairs Members:</u>		
	Betty Coleman	MEPS
	Cindy Milam	HP
	Brad Walker	BUS/IT
	Brian Coulson	TRIO

Other Members:

3 Student Representatives as Chosen Each Semester by Enrollment & Student Services