

Institutional Committees

FY2017/18



OKLAHOMA CITY COMMUNITY COLLEGE

COMMITTEE MEETING DATES FOR FY 2017/18

Academic Outcomes Assessment Committee: Meets on the 4th Thursday as 12:30 p.m. in Library Room 401, as needed once or twice per semester.

ADA Support Services Committee: For Fall 2017, meetings are scheduled at 12:30 p.m. in Room 2M2b on September 28, and in Room 2L8 on October 26, and November 30, 2017.

Curriculum Committee: For fiscal year 2017/18, will meet on the following dates between 3:00-4:00 p.m. in Library Room 407:

September 14, 2017	November 9, 2017	March 29, 2018
September 28, 2017	November 30, 2017	April 12, 2018
October 12, 2017	February 15, 2018	April 26, 2018
October 26, 2017	March 8, 2018	

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(B) – Administrative Services Conference Room.

Institutional Policy Committee: Will meet during fiscal year 2017/18 in Room 131 of the JMC as follows:

September 7	November 2	January 11	March 8
September 21	November 16	January 25	March 22
October 5	December 7	February 8	April 5
October 19	December 21	February 22	April 19
			May 3

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

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

Meets on the 4th Thursday as 12:30 p.m. in Library Room 401, as needed, once or twice per semester.

MEMBERSHIP

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

<u>Co-Chairs:</u>	Jeff Carlisle, Professor of History	SS
	_____, Director of Curriculum & Assessment	AA
<u>Term Ends May 2018</u>		
	Fonda Scott	HP
	Pamela Stout	AEH
<u>Term Ends May 2019</u>		
	Brent Noel	AEH
	Jennifer Allen	SS
	Chaingjiang Zhu	SEM
	Chris Oehrlein	SEM
	Stephanie Wallace	HP
	Kamille Soutee	BUS/IT
	Sara Mathew	BUS/IT
<u>Academic Dean:</u>		
	Susan Tabor	SS
<u>Resource Members:</u>		
	Kim Jameson	AVPAA
	Alexa Mashlan	SSS
	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. **ADA Support Services Committee:** For Fall 2017, meetings are scheduled at 12:30 p.m. in Room 2M2b on September 28, and in Room 2L8 on October 26, and November 30, 2017.

MEMBERSHIP

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

<u>Chair:</u>	Todd Rudat, Coordinator of Disability Services	SSS
<u>Term ends May 2018</u>		
	Raul Ramirez	SEM
	Brandon Tomson	SEM
	Ray McCullar	SS
	Nina Smith	AEH
<u>Term ends May 2019</u>		
	Doug Blake	AEH
	Natalie Tapley	HP
	Shelley Miller	HP
	Julie Rice-Rollins	SS
	Ramachandran Vijayan	BUS/IT
	Haining Chen	BUS/IT
<u>Other Members:</u>		
	Glenné Whisenhunt	CLT
<u>Student Representative</u>		
	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>	_____ (Vacant)	_____
<u>Term ends May 2018</u>		
	Charles Nunley	SEM
	Brenda Breeding	SEM
<u>Term ends May 2019</u>		
	Gwin Faulconer-Lippert	AEH
	Dana Passek	AEH
	Jackie Frock	HP
	Shelly Tevis	HP
	Jerry Ludlow	SS
	Jeff Anderson	SS
	Brad Walker	BUS/IT
	Tamara Zolicoffer	BUS/IT
<u>Dean Representative</u>		
	Sue Tabor	SS
<u>Paraprofessional/Maintenance & Skilled Crafts:</u>		
	John Knight	Retiree
<u>HR Representative</u>		
	_____ (Vacant)	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

For fiscal year 2017/18, will meet on the following dates between 3:00-4:00 p.m. in Library Room 407:

September 14, 2017	November 9, 2017	March 29, 2018
September 28, 2017	November 30, 2017	April 12, 2018
October 12, 2017	February 15, 2018	April 26, 2018
October 26, 2017	March 8, 2018	

MEMBERSHIP

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

<u>Co-Chairs:</u>	Jennifer Peters, Professor of Nursing	HP
	_____, Director of Curriculum & Assessment	AA
<u>Term ends May 2018</u>		
	Michelle Cole	SEM
	Julie Rice Rollins	SS
	Ron Feller	HP
<u>Term ends May 2019</u>		
	Scott Carter	AEH
	Liz Largent	AEH
	Makenna Green	AEH
	Bev Schaeffer	HP
	Debbie Myers	HP
	Yuthika Kim	SS
	Bruce Cook	SS
	Lisa Buckelew	SEM
	Greg Holland	SEM
	Michael Machiorlatti	BUS/IT
	Haifeng Ji	BUS/IT
<u>Academic Deans:</u>		
	John Claybon	BUS/IT
	Debbie Myers	HP
<u>Ex-Officio Members:</u>		
	Greg Gardner	AA
	Rachel Butler	LIB
	Sonya Gore	SS
<u>Other Members:</u>		
	Jill Hibblen	Registrar/GET
	Stephanie Miller	Director of Advising
	Ann Raia	LIB
	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

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.

<u>Co-Chairs:</u>	Mark Zindelo, Professor of English	AEH
	Daniel Bakewell, Professor of Mathematics	SEM
<u>Term ends May 2018</u>		
	Lori Farr	AEH
<u>Term ends May 2019</u>		
	Leslie Jones	SS
	Greg Parks	SS
	Kelia Crabbe	HP
	Kay Wetmore	HP
	Germain Pichop	BUS/IT
	John Goulden	BUS/IT
	Dale Duke	SEM
	Ken Harrelson	SEM
	Sherry Ray	SEM
<u>Academic Deans:</u>		
	Kim Jameson	AEH
	Max Simmons	SEM
<u>Other Members:</u>		
	Kim Jameson	AA
	Claire Echols	Academic Advisement
	Janet Perry	IE
	A single student representative as chosen each semester by Enrollment/Student Services	

Resource:

_____, 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: _____, Director of Emergency Planning
and Risk Management (Vacant)

Academic Affairs Members:

B.J. Higgins	SEM
Aaron Collins	SEM
John McMurray	SEM
Debbie Myers	HP
Michael Cole	HP
Gyanendra Baral	BUS/IT
Jon McHenry	BUS/IT
Dawn Ladiski	SS
_____ (Vacant)	SS

Other Members:

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

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>	Brenda Breeding, Professor of Biology	SEM
<u>Term ends May 2019</u>		
	Julie Corff	AEH
	Lynette Bloomberg	AEH
	Mary White	HP
	Sarah Brown	HP
	Dawn Ladiski	SS
	Jennifer Allen	SS
	Ken Harrelson	SEM
	Steve Shore	SEM
	Lisa Adkins	BUS/IT
	Gyanendra Baral	BUS/IT
<u>Academic Dean:</u>		
	Debbie Myers	HP
<u>Ex-Officio:</u>		
	Greg Gardner	AA
<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 2018</u>	
Jennifer Brumley	HP
Jeff Anderson	SS
<u>Term ends May 2019</u>	
Michael Boyle	AEH
Stacie Warner	AEH
Brent Stafford	HP
Shanna Padgham	SS
Charles Myrick	BUS/IT
John Helton	BUS/IT
Courtney Vahlberg	SEM
<u>Academic Dean:</u>	
Max Simmons	SEM
<u>Ex-Officio Members:</u>	
Greg Gardner	AA
Glenné Whisenhunt	CLT
<u>Other Members:</u>	
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.

Faculty Representatives

Term Ends May 2018

Dean Reusser	AEH
Jerry Ludlow	SS
Kimberly Kyker	SEM
Kristy Bailey	SEM
Brenda Breeding	SEM
Ken Harrelson	SEM
Greg Holland	SEM
Sherry Ray	SEM
Peggy Newman	HP
Crystal Reynolds	HP
Brad Walker	BUS/IT
Tamala Zolicoffer	BUS/IT
John Helton	BUS/IT

Term Ends May 2019

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

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 2017/18 in Room 131 of the JMC as follows:

September 7	November 2	January 11	March 8	May 3
September 21	November 16	January 25	March 22	
October 5	December 7	February 8	April 5	
October 19	December 21	February 22	April 19	

MEMBERSHIP

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

Chair	Regina Switzer	Director of Equal Opportunity
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Academic Affairs

Term expires May 2018

Lisa Adkins	BUS/IT
Tamala Zolicoffer	BUS/IT
Greg Mellott	AEH
Jon Inglett	AEH
Steven Shore	SEM
Jennifer Ball	HP
Markus Smith	SS

Term expires May 2019

Stephanie Hayes	SS
Debbie Myers	HP
Daniel Benton	SEM

CLT Representative – Glenné Whisenhunt

Dean Representative – Susan Tabor

Facilities - Steve Duncan

Marketing and PR – Kathy Nix

Finance - Craig Sisco

Shima Desai

Heather McMasters

Enrollment and Student Services - Yashanda Scruggs and Chris Shelley

Planning and Research – Denise Gomez

Human Resources – Alicia Silva and _____ (Vacant)

Information Technology – Tim Whisenhunt

Community Development - Doralicia Sandoval and Michael Shugart

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>		
	Michael Machiorlatti	BUS/IT
	Germain Pichop	BUS/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, Program Director and Professor of PTA	HP
<u>Term ends May 2018</u>		
	Robyn Senter	SEM
<u>Term ends May 2019</u>		
	Chaya Chandrasekhar	AEH
	Mike Franco	AEH
	Brandon Tomson	SEM
	Yuthika Kim	SS
	Ray McCullar	SS
	John Goulden	BUS/IT
	Lisa Adkins	BUS/IT
	Donna Chambers	HP
<u>Academic Dean:</u>		
	Debbie Myers	HP
<u>Other Academic Affairs Member:</u>		
	Rachel Butler	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

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> Mark Zindel, Program Coordinator/Professor of English	AEH
<u>Term ends May 2018</u> George Risinger	SEM
<u>Term ends May 2019</u> Sarah Baker	HP
Traci Boren	HP
Kevin Eddings	AEH
Hilde Votaw	AEH
Paul Buckelew	SEM
Julian Hilliard	SEM
LiErin Probasco	SS
_____ (Vacant)	SS
Gyanendra Baral	BUS/IT
John Claybon	BUS/IT
<u>Academic Dean:</u> Kim Jameson	AEH
<u>Resource Members</u> Dana Tuley-Williams	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.

<u>Chair:</u> Jerry Steward, President	PRES	
<u>Faculty Representatives:</u>	<u>Term Remaining</u>	
Dana Glencross	Faculty Association Chair	1 yr.
Shanna Padgham	SS	3 yrs.
Linda Robinett	AEH	3 yrs.
Julian Hilliard	SEM	3 yrs.
John Goulden	BIT	3 yrs.
Donna Chambers	HP	3 yrs.
<u>Adjunct Faculty:</u>		
Twyla Gable		3 yrs.
<u>Executive/Administrative/Managerial:</u>		
Steve Duncan		3 yrs.
Mary Ann Bodine Al-Sharif		3 yrs.
Yashanda Scruggs		3 yrs.
<u>Professional:</u>		
Javier Puebla		1 yr.
Dana Tuley-Williams		2 yrs.
Gary Dominguez		3 yrs.
<u>Support Staff</u>		
Erin Smith		1 yr.
Veronica Saucedo-Russell		3 yrs.
Kim Lusk		3 yrs.
<u>Service/Maintenance & Skilled Crafts:</u>		
Patrick Martino		3 yrs.
Travis Tapparo		2 yrs.
Brent Locke		3 yrs.
<u>Technical/Paraprofessional:</u>		
Josh Wade		1 yr.
Michael Reaves		2 yrs.
Benjamin Rodriguez		3 yrs.

Face Center Representative:

Comesha Woods

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>	Chris Shelley, Assistant Registrar of Records	SS
Faculty		
<u>Term Ends: May 2018</u>		
	Abra Figueroa	AEH
	Pamela Stout	AEH
	Changjiang Zhu	SEM
	Michael Low	SEM
	John Ehrhardt	SS
<u>Term Ends: May 2019</u>		
	Tiffany Jackson	HP
	Merette Dean	HP
	M'Lou Smith	SS
	Brad Walker	BUS/IT
	Kamille Soutee	BUS/IT

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	AA
	Debbie Myers, Dean of Health Professions	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

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	GET
<u>Academic Affairs Members:</u>		
	Betty Coleman	SEM
	Kevin Eddings	AEH
	Jeff Carlisle	SS
	Cindy Milam	HP
	Russell McLaughlin	BUS/IT
<u>Other Members:</u>		
	Brian Coulson	TRIO
	3 Student Representatives as Chosen Each Semester by Enrollment & Student Services	