

February 24, 2020

Institutional Committees

FY 2019/2020



OKLAHOMA CITY COMMUNITY COLLEGE

COMMITTEE MEETING DATES FOR FY 2019/20

Academic Outcomes Assessment Committee: Meetings are scheduled in room 1X4 from 12:30-1:20 pm, on the fourth Thursday of specific months as follows:

September 26, 2019	October 24, 2019	
February 27, 2020	March 26, 2020	April 23, 2020

ADA Support Services Committee: Ad hoc meetings.

Curriculum Committee: Meetings are scheduled in Room 1X4 from 3:00-4:00 pm on the following dates:

Fall Meeting Dates for All Proposals (Proposals Requiring OSRHE Approval Occur Only In Fall)		
September 5, 2019	September 12, 2019	September 19, 2019
September 26, 2019	October 3, 2019	October 10, 2019
Spring Meeting Dates for Proposals Not Requiring OSRHE Approval		
January 23, 2020	January 30, 2020	
Proposals Must be Submitted 2 Weeks before Tentative Committee Meeting Consideration		

Entry Level Assessment Committee: Meetings are scheduled in Room 1X4 from 12:30-1:20 pm on the following dates:

September 19, 2019	February 20, 2020
November 21, 2019	April 16, 2020

Faculty Development Committee: Meets on the fourth Thursday of each month from 12:30-1:20 pm in the SEM Division Office conference room.

Gen Ed Committee: Meetings are scheduled in room 1X4 from 12:30-1:20 pm on the second Thursday of specific months as follows:

September 12, 2019	November 14, 2019	March 12, 2020
October 10, 2019	February 13, 2020	April 9, 2020

Institutional Policy Committee: Meets in Room 131 of the JMC on the first and third Thursdays of each month from 1:30-3:00 pm, on an as needed basis.

Instructional Administrative Procedures Committee: Meets on the first Thursday of each month from 12:30-1:20 pm in Room 2M2-MB (Administrative Services Conference Room).

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

President's Advisory Council: Meets once a month during fall/spring semesters (President's office disseminates schedule once council is appointed).

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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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 three-year period with one-third rotation each year.

Chair: Todd Rudat, Coordinator of Disability Services SSS

Term Ends May 2020

Daniel Benton	SEM
Fonda Scott	HP
Dana Passek	AEH
Marybeth McCauley	AEH
Ray McCullar	SS
Yuthika Kim	SS

Term Ends May 2021

William Layden	SEM
Shelly Tevis	HP
Russ McLaughlin	BIT
Haifeng Ji	BIT

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	HR
<u>Term Ends May 2020</u>		
	Jerry Ludlow	SS
	Jeff Anderson	SS
	Jeremy Fineman	AEH
<u>Term Ends May 2021</u>		
	Chuck Nunley	SEM
	Kristy Bailey	SEM
	Abby Figueroa	AEH
	Peggy Newman	HP
	Jennifer Ball	HP
<u>Term Ends May 2022</u>		
	John Helton	BIT
	Brad Walker	BIT
Dean Representative		
	Max Simmons	SEM
Paraprofessional/Maintenance & Skilled Crafts:		
	John Knight	Retiree
HR Representative (Vacant)		HR

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: For fiscal year 2019/20, meetings are scheduled in Room 1X4 from 12:30-1:20 pm on the following dates:

September 19, 2019	February 20, 2020
November 21, 2019	April 16, 2020

MEMBERSHIP

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

Chair: Leslie Jones, Professor of History	SS
Makenna Green Garrison	AA
<u>Term Ends May 2020</u>	
Greg Parks	SS
Jerry Ludlow	SS
Liz Largent	AEH
<u>Term Ends May 2021</u>	
Ken Harrelson	SEM
Lisa Buckelew	SEM
Stacie Warner	AEH
Donna Chambers	HP
Traci Boren	HP
Kamille Souttee	BIT
John Helton	BIT
<u>Academic Deans:</u>	
Thomas Harrison	AEH
Max Simmons	SEM
<u>Resource Members:</u>	
Stephanie Miller	Advising
Amanda Williams-Mize	Registrar
Janet Perry	IE
Makenna Green Garrison	AA
<u>Ex-Officio Members:</u>	
Kim Jameson	AVPAA
Glenné Whisenhunt	CLT
Academic Deans	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

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
William Layden	SEM
John McMurray	SEM
Crystal Reynolds	HP
Michaele Cole	HP
Gyanendra Baral	BIT
Jon McHenry	BIT
Dawn Ladiski	SS
Jerry Ludlow	SS
Jeremy Fineman	AEH
Jacob Nelson	AEH

Other Members:

Chris Snow	Facilities
Michael Mondt	Facilities

FACULTY DEVELOPMENT COMMITTEE

PURPOSE

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

MEETING TIME

Meets on the fourth Thursday of each month from 12:30-1:20 pm in the SEM Division Office conference room.

MEMBERSHIP

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

<u>Chair:</u> Mary White, Professor of OTA	HP
<u>Term Ends May 2020</u>	
Dawn Ladiski	SS
Bruce Cook	SS
<u>Term Ends May 2021</u>	
Jay Malmstrom	SEM
Alex Matveev	SEM
Jacob Nelson	AEH
Mike Franco	AEH
Shelley Miller	HP
Bryan Fulton	HP
Brad Walker	BIT
John Goulden	BIT
<u>Academic Dean:</u>	
John Claybon	BIT
<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 educational components of associate degrees conferred at Oklahoma City Community College.

MEETING TIME

For fiscal year 2019/20, meetings are scheduled in room1X4 from 12:30-1:20 pm on the second Thursday of specific months as follows:

September 12, 2019	November 14, 2019	March 12, 2020
October 10, 2019	February 13, 2020	April 9, 2020

MEMBERSHIP

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

<u>Co-Chairs:</u>	Ernest Gobert, Professor of Mathematics	SEM
	Makenna Green Garrison, Director of Curriculum and Assessment	AA

Term Ends May 2020

Julie Rice-Rollins	SS
Leslie Jones	SS
Ron Feller	HP
Peggy Newman	HP

Term Ends May 2021

Ivana Pavic	SEM
Michael Boyle	AEH
Stephen Morrow	AEH
Tamala Zolicoffer	BIT
Gyanendra Baral	BIT
Steven Shore	SEM

Academic Dean:

Max Simmons	SEM
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Resource Members:

Janet Perry	IE
Johnny Hill	LIB
Chris Shelley	SA

Ex-Officio Members:

Kim Jameson	AVPAA
Glenné Whisenhunt	CLT
Academic Deans	AA

GRADE APPEAL COMMITTEE

PURPOSE

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

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 three-year period, with one-third rotation each year.

Faculty Representatives

Term Ends May 2020

Kimberly Kyker	SEM
Greg Holland	SEM
Sherry Ray	SEM
Charles Myrick	BIT
Ramachandran Vijayan	BIT
Jon McHenry	BIT
Jackie Frock	HP
Peggy Newman	HP
Julie Rice-Rollins	SS
Greg Parks	SS

Term Ends May 2021

Dean Reusser	AEH
Mark Zindelo	AEH
MaryBeth McCauley	AEH
Markus Smith	SS
Shanna Padgham	SS
Crystal Reynolds	HP
Kelia Crabbe	HP

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

Meets in Room 131 of the JMC on the first and third 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

HR

Academic Affairs

Term Ends May 2020

Stephanie Hayes

SS

Jeff Carlisle

SS

John McMurray

SEM

Haining Chen

BIT

Melissa Leon-Guerrero

BIT

Jennifer Ball

HP

Shelly Troxel-Tevis

HP

Greg Mellott

AEH

Jon Inglett

AEH

Term Ends May 2021

Tad Thurston

SEM

CLT Representative - Glenné Whisenhunt

CLT

Dean Representative - Vince Bridges

HP

Other Members

Community Development - Doralicia Sandoval

Student Affairs – Shara Hicks, Kristi Key, and Michael Shugart

Facilities – Michael Mondt

Finance - Craig Sisco, Shima Desai, and Heather McMasters

Human Resources – Tarnya Washington-Brooks

Information Technology – Steven Nelson

Library – Dana Tuley-Williams

Marketing and Public Relations – Kathy Nix

OCCC Campus Police – Officer Slaten

Cultural Programs – Leila Lenore

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) therefore established this 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:

Matthew Wickham

BIT

Germain Pichop

BIT

Shelley Miller

HP

Robin McMurry

HP

Gail Malmstrom

SEM

Kim Kyker

SEM

Bruce Cook

SS

LiErin Probasco

SS

Dean Reusser

AEH

Candie McKee

AEH

External member:

Dr. Dennis Burian, Team Lead, Functional Genomics Group

INSTRUCTIONAL ADMINISTRATIVE PROCEDURES COMMITTEE

PURPOSE

The purpose of IAPC 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 from 12:30-1:20 pm in Room 2M2-MB (Administrative Services Conference Room).

MEMBERSHIP

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

<u>Chair:</u> Jennifer Ball, Professor of PTA	HP
<u>Term Ends May 2020</u>	
Robyn Senter	SEM
Kamille Soutee	BIT
Ray McCullar	SS
Yuthika Kim	SS
<u>Term Ends May 2021</u>	
Brandon Tomson	SEM
Thomas Horne	AEH
Randy Anderson	AEH
Kay Wetmore	HP
Bryan Fulton	HP
Ramachandran Vijayan	BIT
<u>Academic Dean:</u>	
Thomas Harrison	AEH
Max Simmons	SEM
<u>Other Academic Affairs Member:</u>	
Ann Raia	LIB

INSTRUCTIONAL LEARNING COMMITTEE

PURPOSE

The purpose of ILC is to promote academic student success in all classes. Such 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 systems 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 from 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 2020</u>	
George Risinger	SEM
Sara Mathew	BIT
<u>Term Ends May 2021</u>	
Gail Malmstrom	SEM
Jeff Anderson	SS
Dawn Ladiski	SS
Thomas Horne	AEH
Jacob Nelson	AEH
Fonda Scott	HP
Sara Baker	HP
<u>Term Ends May 2022</u>	
Charles Myrick	BIT
<u>Academic Deans:</u>	
Thomas Harrison	AEH
John Claybon	BIT
<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>
Angela Cotner	Faculty Association Chair	1 yr. (FY20)
Shanna Padgham	SS	1 yr.
Randy Anderson	AEH	2 yrs.
Julian Hilliard	SEM	1 yr.
John Goulden	BIT	1 yr.
Donna Chambers	HP	1 yr.
<u>Adjunct Faculty:</u>		
Twyla Gable		1 yr.
<u>Executive/Administrative/Managerial:</u>		
<u>Professional:</u>		
Gary Dominguez		1 yr.
<u>Support Staff</u>		
<u>Service/Maintenance & Skilled Crafts:</u>		
Patrick Martino		1 yr.
<u>Technical/Paraprofessional:</u>		
Michael Reaves		1 yr.
Benjamin Rodriguez		1 yr.
<u>Face Center Representative:</u>		
<u>Student Representatives:</u>	Two (2) student representatives as chosen each semester by Student Affairs	

(All appointments are handled through the President's office except Faculty Association Chair, and are generally updated in late summer/early fall)

STUDENT CONDUCT COMMITTEE

PURPOSE

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

MEETING TIME

As needed during the fall and spring semesters.

MEMBERSHIP

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

Chair: Chris Shelley, Assistant Registrar of Records SSS

Term Ends May 2020

Jeff Anderson	SS
Jeff Carlisle	SS
Changjiang Zhu	SEM
Michael Low	SEM
Abra Figueroa	AEH
Pamela Stout	AEH

Term Ends May 2021

Shelly Tevis	HP
Jackie Frock	HP
Matthew Wickham	BIT
Haining Chen	BIT

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 submitted by students who have received a parking and traffic citation. The committee hears both written 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 for review.

MEMBERSHIP

Appointment rotation by request of member.

Chair: Rhonda Uffen, Graduation Advisor Student Affairs

Academic Affairs Members:

Betty Coleman	SEM
Jeff Carlisle	SS
Cindy Milam	HP
Russell McLaughlin	BIT
Julie Corff	AEH

Other Members:

Brian Coulson	TRIO
Three (3) Student Representatives as chosen each semester by Student Affairs	