

April 5, 2021

Institutional Committees

FY 2020/2021



OKLAHOMA CITY
COMMUNITY COLLEGE

COMMITTEE MEETING DATES FOR FY 2020/21

Academic Outcomes Assessment Committee: Meetings are scheduled from 11:00-12:00 pm, on the fourth Thursday of specific months as follows:

September 24, 2020	October 22, 2020	
February 25, 2021	March 25, 2021	April 22, 2021

ADA Support Services Committee: Ad hoc meetings.

Curriculum Committee: Meetings are scheduled from 3:15-4:15 pm on the following dates:

Fall Meeting Dates for All Proposals (Proposals Requiring OSRHE Approval Occur Only In Fall)		
August 20, 2020	August 27, 2020	September 3, 2020
September 10, 2020	September 17, 2020	September 24, 2020
October 1, 2020	October 8, 2020	
Proposals Must be Submitted 2 Weeks before Tentative Committee Meeting Consideration		

Entry Level Assessment Committee: Meetings are scheduled from 11:00-12:00 pm on the following dates:

September 17, 2020	November 19, 2020
February 18, 2020	April 15, 2021

Faculty Development Committee: Meets on the fourth Thursday of each month from 12:30-1:20 pm.

Gen Ed Committee: Meetings are scheduled from 11:00-12:00 pm on the second Thursday of specific months as follows:

September 10, 2020	October 8, 2020	November 12, 2020
February 11, 2021	March 11, 2021	April 8, 2021

Institutional Policy Committee: Meets 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 11:00-11:50am.

Instructional Learning Committee: Meets on the third Tuesday of each month from 2:00-3:00 pm.

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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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

For FY2020/21, meetings are scheduled from 11:00-12:00 pm, on the fourth Thursday of specific months as follows:

September 24, 2020	October 22, 2020	
February 25, 2021	March 25, 2021	April 22, 2021

MEMBERSHIP

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

<u>Co-Chairs:</u>	Dean Reusser, Professor of English	AEH
	Makenna Green Garrison, Director of Curriculum & Assessment	AA
<u>Term Ends May 2021</u>		
	Dana Glencross	SS
<u>Term Ends May 2022</u>		
	Melissa Leon Guerrero	BIT
	Candie McKee	AEH
	Greg Holland	SEM
	Michael McGrail	HP
	Mary White	HP
<u>Term Ends May 2023</u>		
	Michael Boyle	AEH
	Dawn Ladiski	SS
	Jon McHenry	BIT
	Alexander Matveev	SEM
<u>Academic Dean:</u>		
	John Claybon	BIT
<u>Resource Members:</u>		
	Ann Raia	LIB
	Liz Miller	IE
	Chris Borthick	SA
<u>Ex-Officio Members:</u>		
	Kim Jameson	IVPAA
	Glenné Whisenhunt	CLT
	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 three-year period with one-third rotation each year.

Chair: Todd Rudat, Coordinator of Disability Services SSS

Term Ends May 2021

Shelly Troxel-Tevis HP
Fonda Scott HP
Dana Passek AEH
Marybeth McCauley AEH
Ray McCullar SS

Term Ends May 2022

Daniel Benton SEM
Christine Miller SEM
Yuthika Kim SS
Russ McLaughlin BIT
Haifeng Ji BIT

Other Members:

Glenné Whisenhunt CLT

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 2021</u>		
	Peggy Newman	HP
	Jeremy Fineman	AEH
<u>Term Ends May 2022</u>		
	John Helton	BIT
	Abbie Figueroa	AEH
	Jennifer Ball	HP
<u>Term Ends May 2023</u>		
	Dana Glencross	SS
	Stephanie Hayes	SS
	Charles Nunley	SEM
	Daniel Bakewell	SEM
	Matthew Wickham	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 2020/21, meetings are scheduled from 11:00-12:00 pm on the following dates:

September 17, 2020	November 19, 2020
February 18, 2021	April 15, 2021

MEMBERSHIP

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

Co-Chairs:	Leslie Jones, Professor of History	SS
	Makenna Green Garrison, Director of Curriculum and Assessment	AA
<u>Term Ends May 2021</u>		
	Liz Largent	AEH
<u>Term Ends May 2022</u>		
	Lisa Buckelew	SEM
	Donna Chambers	HP
	Traci Boren	HP
	Kamille Souttee	BIT
	John Helton	BIT
<u>Term Ends May 2023</u>		
	Donald Russell	AEH
	Greg Parks	SS
	Julie Rice-Rollins	SS
	Brandon Tomson	SEM
<u>Academic Deans:</u>		
	Thomas Harrison	AEH
	Max Simmons	SEM
<u>Resource Members:</u>		
	Stephanie Miller	Advising
	Amanda Williams-Mize	Registrar
	Liz Miller	IE
<u>Ex-Officio Members:</u>		
	Kim Jameson	IVPAA
	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:

Crystal Reynolds	HP
Jennifer Ball	HP
Jeremy Fineman	AEH
Jacob Nelson	AEH
John Erhrhardt	SS
Shanna Padgham	SS
Ramachadran Vijayan	BIT
Haifeng Ji	BIT
B.J. Higgins	SEM
John McMurray	SEM

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.

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 2021</u>	
Alex Matveev	SEM
Jacob Nelson	AEH
Mike Franco	AEH
Shelley Miller	HP
Bryan Fulton	HP
<u>Term Ends May 2022</u>	
Brad Walker	BIT
John Goulden	BIT
<u>Term Ends May 2023</u>	
Bruce Cook	SS
Yuthika Kim	SS
Tad Thurston	SEM
<u>Academic Dean:</u>	
John Claybon	BIT
<u>Ex-Officio:</u>	
Kim Jameson	IVPAA
<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 2020/21, meetings are scheduled from 11:00-12:00 pm on the second Thursday of specific months as follows:

September 10, 2020	October 8, 2020	November 12, 2020
February 11, 2021	March 11, 2021	April 8, 2021

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
<u>Term Ends May 2021</u>		
	Julie Rice-Rollins	SS
	Jennifer Brumley	HP
	Ivana Pavic	SEM
	Steven Shore	SEM
	Stephen Morrow	AEH
<u>Term Ends May 2022</u>		
	Leslie Jones	SS
	Peggy Newman	HP
	Tamala Zolicoffer	BIT
	Gyanendra Baral	BIT
<u>Term Ends May 2023</u>		
	Dana Passek	AEH
	Jennifer Brumley	HP
<u>Academic Dean:</u>		
	Max Simmons	SEM
<u>Resource Members:</u>		
	Liz Miller	IE
	Johnny Hill	LIB
	Chris Shelley	SA
<u>Ex-Officio Members:</u>		
	Kim Jameson	IVPAA
	Glenné Whisenhunt	CLT
	Academic Deans	AA
<u>Observer:</u>		
	John Castree	SS

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 2021

Dean Reusser	AEH
Mark Zindelo	AEH
MaryBeth McCauley	AEH
Markus Smith	SS
Shanna Padgham	SS
Crystal Reynolds	HP
Kelia Crabbe	HP
Charles Myrick	BIT
Jon McHenry	BIT

Term Ends May 2022

Term Ends May 2023

Ken Harrelson	SEM
Changjiang Zhu	SEM
Mia DeBruyne	SEM
Greg Parks	SS
Dyanna Johnston	HP
Russell McLaughlin	BIT

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 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 2021

Jeff Carlisle	SS
John McMurray	SEM
Haining Chen	BIT
Melissa Leon-Guerrero	BIT
Shelly Troxel-Tevis	HP

Term Ends May 2022

Tad Thurston	SEM
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Term Ends May 2023

Lori Farr	AEH
Jeffrey Provine	AEH
Michaele Cole	HP
Jennifer Allen	SS

CLT Representative - Glenné Whisenhunt CLT

Dean Representative - Vince Bridges HP

Other Members

Community Development - Doralicia Sandoval
Student Affairs – Kristi Key and Michael Shugart
Facilities – Michael Mondt
Finance - Craig Sisco and Shima Desai
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 – Lemuel Bardequez

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.

Interim Chair: Makenna Green Garrison, Interim Associate Vice President of Academic Affairs and Director of Curriculum and Assessment AA

Internal members:

Matthew Wickham	BIT
Sarah Baker	HP
Kim Kyker	SEM
Bruce Cook	SS
Dean Reusser	AEH

External member:

Melissa Dyer, College Connection Specialist MNTC

Support member:

Mary Jones AA

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 11:00-11:50 am.

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 2021</u> Robyn Senter Kamille Soutee	SEM BIT
<u>Term Ends May 2022</u> Thomas Horne Randy Anderson Kay Wetmore Bryan Fulton Ramachandran Vijayan	AEH AEH HP HP BIT
<u>Term Ends May 2023</u> Jeffrey Carlisle Stephanie Hayes Raul Ramirez	SS SS SEM
<u>Academic Dean:</u> Thomas Harrison Max Simmons	AEH 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.

MEMBERSHIP

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

Chair: Dawn Ladiski

SS

Term Ends May 2021

Sara Mathew

BIT

Term Ends May 2022

Jeff Anderson

SS

Thomas Horne

AEH

Jacob Nelson

AEH

Fonda Scott

HP

Charles Myrick

BIT

Term Ends May 2023

Paul Buckelew

SEM

Michelle Cole

SEM

Tiffany Jackson

HP

Academic Deans:

Thomas Harrison

AEH

John Claybon

BIT

Resource Members

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>
George Risinger	Faculty Association Chair	1 yr. (FY21)
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>		
<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.

<u>Chair:</u> Chris Shelley, Assistant Registrar of Records	SSS
<u>Term Ends May 2021</u>	
Jeff Anderson	SS
Jeff Carlisle	SS
Shelly Toxel-Tevis	HP
Jackie Frock	HP
<u>Term Ends May 2022</u>	
Matthew Wickham	BIT
Haining Chen	BIT
<u>Term Ends May 2023</u>	
Ginnett Rollins	AEH
Greg Mellott	AEH
Sherry Ray	SEM
Betty Coleman	SEM

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>	Kim Jameson, Interim Vice President for Academic Affairs	IAVPAA
<u>Members:</u>	Makenna Green Garrison, Interim Assoc. VP of Academic Affairs Academic Outcomes Assessment Committee Curriculum Committee Entry-Level Assessment Committee General Education Committee Deans' Council	AA

DRAFT

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:

Julie Corff	AEH
Merette Dean	HP
Ray McCullar	SS
Steve Kash	SEM
Gyanendra Baral	BIT

Other Members:

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