

September 17, 2021



OKLAHOMA CITY  
COMMUNITY COLLEGE

# **Institutional Committees**

## **FY 2021/2022**

## COMMITTEE MEETING DATES FOR FY 2021/22

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

September 23, 2021	October 28, 2021	
February 24, 2022	March 24, 2022	April 28, 2022

**ADA Support Services Committee:** Ad hoc meetings.

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

<b>Fall Meeting Dates for All Proposals (Proposals Requiring OSRHE Approval Occur Only In Fall)</b>		
August 19, 2021	August 26, 2021	September 2, 2021
September 9, 2021	September 16, 2021	September 23, 2021
September 30, 2021	October 7, 2021	
<b>Proposals Must be Submitted 2 Weeks before Tentative Committee Meeting Consideration</b>		

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

September 16, 2021	November 18, 2021
February 17, 2022	April 14, 2022

**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 9, 2021	October 7, 2021	November 11, 2021
February 10, 2022	March 10, 2022	April 7, 2022

**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 FY2021/22, meetings are scheduled from 11:00-12:00 pm, on the fourth Thursday of specific months as follows:

September 23, 2021	October 28, 2021	
February 24, 2022	March 24, 2022	April 28, 2022

### MEMBERSHIP

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

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Chair: Dean Reusser, Professor of English

AEH

#### Term Ends May 2022

Melissa Leon Guerrero  
Greg Holland  
Michael McGrail  
Mary White

BIT  
SEM  
HP  
HP

#### Term Ends May 2023

Michael Boyle  
Jon McHenry  
Alexander Matveev

AEH  
BIT  
SEM

#### Term Ends May 2024

John Ehrhardt

SS

#### Academic Dean:

John Castree

SS

#### Resource Members:

Ann Raia  
Adam Molnar

LIB  
IE

#### Ex-Officio Members:

Glenné Whisenhunt  
Academic Deans

AVPAA  
AA  
CLT

## 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.

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Chair: Todd Rudat, Coordinator of Disability Services

SSS

#### Term Ends May 2022

Daniel Benton

SEM

Christine Miller

SEM

Yuthika Kim

SS

Russ McLaughlin

BIT

Haifeng Ji

BIT

#### Term Ends May 2024

Lori Schwab

HP

Stephen Morrow

AEH

#### Other Members

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.

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<u>Chair:</u>	Kathleen Smith, Director of Benefits and Compensation	HR
<u>Co-Chair:</u>	Director of Equity and Compliance	HR
<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
<u>Dean Representative</u>		
	Max Simmons	SEM
<u>Paraprofessional/Maintenance &amp; Skilled Crafts:</u>		
	John Knight	Retiree
<u>HR Representative (Vacant)</u>		
		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 2021/22, meetings are scheduled from 3:15-4:15 pm on the following dates:

<b>Fall Meeting Dates for All Proposals (Proposals Requiring OSRHE Approval Occur Only In Fall)</b>		
August 19, 2021	August 26, 2021	September 2, 2021
September 9, 2021	September 16, 2021	September 23, 2021
September 30, 2021	October 7, 2021	
<b>Proposals Must be Submitted 2 Weeks before Tentative Committee Meeting Consideration</b>		

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

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**Co-Chairs:** Sara Mathew, Professor of Computer Science  
, Director of Curriculum

BIT

Voting Faculty Members - Term Ends May 2022

Courtney Vahlberg  
Daniel Bakewell  
Abbie Figueroa  
Jeffrey Provine

SEM  
SEM  
AEH  
AEH

Voting Faculty Members – Term Ends May 2023

Dawn Ladiski  
Cheryl Bristol

SS  
HP

Voting Faculty Members – Term Ends May 2024

Shelly Tevis  
Ramachandran Vijayan  
Brad Walker  
Yuthika Kim

HP  
BIT  
BIT  
SS

Voting Academic Deans:

John Claybon  
Kathy Wheat

BIT  
HP

Voting Members:

Amanda Williams-Mize  
Stephanie Miller  
Ann Raia  
Dir. Of Curriculum & Assessment

Registrar  
Advising  
Library

Ex-Officio Members:

Glenné Whisenhunt  
Sonya Gore

AVPAA  
Financial Aid

## DIVERSITY & INCLUSION COMMITTEE

### PURPOSE

The purpose of the Institutional Diversity and Inclusion Committee is to promote cross-cultural understanding, communication and cultural competence among employees and students. The Committee will gather, analyze and monitor relevant information and data concerning diversity at OCCC and will recommend specific goals and objectives for achieving and enhancing diversity awareness and cross-cultural understanding. Further, the Committee will adjust those goals and objectives as needed. Further, the Committee will work to recognize excellence in diversity education, awareness and the promotion of Diversity and Inclusion on campus.

Finally, the Committee will work to facilitate timely communications, when necessary, about issues adversely affecting students, faculty, administrators and staff

**MEETING TIME:** Meets in Room 131 of the JMC on the second and fourth Thursday of each month from 1:30-3:00 pm, on an as needed basis. Meetings are currently held via Zoom.

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

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Co-Chairs: Chris Snoddy, Associate Vic President for Student Affairs SA  
Taryna Brooks, Director of Diversity & Organizational Development HR

### Committee Members - Term Ends May 2024

Bryon Dickens	SCMS
LiErin Probasco	SS
Jennifer Peters	HP
Loni Calloway	HP
Doralicia Sandoval	COE
Russell McLaughlin	BIT
John Castree	SS
Thomas Horne	AEH
Kim Kyker	SEM
Toni Rose	Finance
Austin Slaten	CPD



## 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 2021/22, meetings are scheduled from 11:00-12:00 pm on the following dates:

September 16, 2021	November 18, 2021
February 17, 2022	April 14, 2022

### MEMBERSHIP

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

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Co-Chairs: Chris Oehrlein, Professor of Mathematics  
Candie McKee, Professor of English

SEM  
AEH

#### Term Ends May 2022

Lisa Buckelew  
Traci Boren  
Kamille Soutee  
John Helton

SEM  
HP  
BIT  
BIT

#### Term Ends May 2023

Greg Parks  
Brandon Tomson

SS  
SEM

#### Term Ends May 2024

Candie McKee-Williams  
Thomas Horne  
Dana Passek

AEH  
AEH  
AEH

#### Academic Deans:

Joe Moffett  
Max Simmons

AEH  
SEM

#### Resource Members:

Stephanie Miller  
Amanda Williams-Mize  
Adam Molnar

Advising  
Registrar  
IE  
Dir. Curr & Assessment

#### Ex-Officio Members:

Glenné Whisenhunt  
Academic Deans

AVPAA  
AA  
CLT

## 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.

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<u>Chairs:</u>	Lieutenant Patrick Solinski, Emergency Manager	CPD
	Lisa Henderson, Associate General Counsel	GC
<u>Academic Affairs Members:</u>		
	Crystal Reynolds	HP
	Jennifer Ball	HP
	Jeremy Fineman	AEH
	John Erhrhardt	SS
	Haifeng Ji	BIT
	B.J. Higgins	SEM
<u>Other Members:</u>		
	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.

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#### Chair:

#### Term Ends May 2022

Brad Walker	BIT
John Goulden	BIT

#### Term Ends May 2023

Bruce Cook	SS
Yuthika Kim	SS
Tad Thurston	SEM

#### Term Ends May 2024

Jessica Goodman	AEH
Crystal Reynolds	HP

#### Academic Dean:

John Claybon	BIT
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#### Ex-Officio:

Glenné Whisenhunt	AVPAA
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#### Resource Members:

	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 educational components of associate degrees conferred at Oklahoma City Community College.

### MEETING TIME

For fiscal year 2021/22, meetings are scheduled from 11:00-12:00 pm on the second Thursday of specific months as follows:

September 9, 2021	October 7, 2021	November 11, 2021
February 10, 2022	March 10, 2022	April 7, 2022

### MEMBERSHIP

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

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Co-Chairs: Ernest Gobert, Professor of Mathematics SEM

Term Ends May 2022

Leslie Jones SS  
Tamala Zolicoffer BIT  
Gyanendra Baral BIT

Term Ends May 2023

Susan Fryrear HP

Term Ends May 2024

Justin Garrett SEM  
Pamela Stout AEH

Academic Dean:

John Castree SS  
Max Simmons SEM

Resource Members:

Adam Molnar IE  
Johnny Hill LIB  
CA

Ex-Officio Members:

Glenné Whisenhunt AVPAA  
Academic Deans AA  
CLT

## 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.

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#### Faculty Representatives

##### Term Ends May 2023

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

##### Term Ends May 2024

Julie Rice-Rollins	SS
Jennifer Jenson	AEH
Shelley Miller	HP
Jennifer Brumley	HP
Don Russell	AEH

##### HP Representative

Deanne Branch	HP
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## 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.

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Chair:	Kathleen Smith, Director of Employee Relations	HR
Co-Chair:	Director of Equity and Compliance	HR
<u>Academic Affairs:</u>		
	Vince Bridges	AA
<u>Term Ends May 2022</u>		
	Tad Thurston	SEM BIT
<u>Term Ends May 2023</u>		
	Lori Farr	AEH
	Jennifer Allen	SS
<u>Term Ends May 2024</u>		
	Michael Craig	HP
	Kathy Wheat	HP
<u>CLT Representative -</u>		CLT
<u>Dean Representative</u> – Kathy Wheat		HP
<u>Other Members</u>		
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 – Sergeant 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.

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Interim Chair: Adam Molnar, Director of Institutional Effectiveness

IE

Internal members:

Matthew Wickham

BIT

Sarah Baker

HP

Kim Kyker

SEM

Bruce Cook

SS

Jon Inglett

AEH

External member:

Melissa Dyer, College Connection Specialist MNTC

Support member:

Dir. Curr & Assessment

## 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.

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<u>Chair:</u> Jennifer Ball	HP
<u>Term Ends May 2022</u>	
Randy Anderson	AEH
Bryan Fulton	HP
Ramachandran Vijayan	BIT
<u>Term Ends May 2023</u>	
Jeffrey Carlisle	SS
Robyn Senter	SEM
<u>Academic Dean:</u>	
John Claybon	BIT
<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.**

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<u>Chair:</u> Dawn Ladiski, Child Development	SS
<u>Term Ends May 2022</u>	
Jeff Anderson	SS
Mark Zindelo	AEH
Jacob Nelson	AEH
Charles Myrick	BIT
<u>Term Ends May 2023</u>	
Paul Buckelew	SEM
Michelle Cole	SEM
Tiffany Jackson	HP
<u>Academic Deans:</u>	
John Claybon	BIT
<u>Resource Members</u>	
Johnny Hill	LIB
	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.

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<u>Chair:</u>	Jeremy Thomas, Interim President	PRES
<u>Faculty Representatives:</u>		<u>Term Remaining</u>
	George Risinger	Faculty Association Chair
	Shanna Padgham	SS
	Randy Anderson	AEH
	Julian Hilliard	SEM
	John Goulden	BIT
	Donna Chambers	HP
<u>Adjunct Faculty:</u>		
<u>Executive/Administrative/Managerial:</u>		
<u>Professional:</u>		
	Gary Dominguez	1 yr.
<u>Support Staff</u>		
<u>Service/Maintenance &amp; 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.

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<u>Chair:</u> Chris Snoddy, Vice President for Student Affairs	SA
<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
<u>Term Ends May 2024</u>	
Julie Rice-Rollins	SS
Markus Smith	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.

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<u>Chair:</u>	Vince Bridges, Vice President for Academic Affairs	IAMPAA
<u>Members:</u>	Glenné Whisenhunt, Assoc. VP of Academic Affairs Academic Outcomes Assessment Committee Curriculum 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.

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Chair: Rhonda Uffen, Assistant Director of Graduation

SA

Academic Affairs Members:

Julie Corff

AEH

Merette Dean

HP

Steve Kash

SEM

Gyanendra Baral

BIT

Markus Smith

SS

Other Members:

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