



OKLAHOMA CITY
COMMUNITY COLLEGE

Institutional Committees

2023-2024

January 22, 2024

COMMITTEE MEETING DATES FOR 2023/24

Academic Outcomes Assessment Committee

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

September 28, 2023 **October 26, 2023**
February 22, 2024 **March 28, 2024** **April 25, 2024**

ADA Support Services Committee

Ad hoc meetings.

Curriculum Committee

For fiscal year 2023/24, meetings are scheduled from 3:00-4:00 pm on the following dates:

August 31, 2023 **September 14, 2023** **September 28, 2023**
October 26, 2023 **November 9, 2023** **February 1, 2024**
February 15, 2024 **March 7, 2024** **March 21, 2024**
April 11, 2024 **April 24, 2024** **May 16, 2024**

Entry Level Assessment Committee

Meetings are scheduled from 11:00-12:00 pm on the following dates:

September 14, 2023 **November 16, 2023**
February 16, 2023 **April 13, 2023**

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 14, 2023

October 12, 2023

November 9, 2023

February 8, 2024

March 14, 2024

April 11, 2024

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 FY2023/24, meetings are scheduled from 11:00-12:00 pm, on the fourth Thursday of specific months as follows:

September 28, 2023 October 26, 2023
February 22, 2024 March 28, 2024 April 25, 2024

MEMBERSHIP

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

Chair: Morgan Ashworth

SEM

Term Ends May 2024

John Ehrhardt

SS

Renee Thomas

HP

Morgan Ashworth

SEM

Mary White

HP

Term Ends May 2025

Steven Tucker

BIT

Term Ends May 2026

David Zeoli

AEH

Haifeng Ji

BIT

Academic Dean:

Jennifer Woolston

AEH

Resource Members:

Courtney Oliphant

LIB

Kelli Frass

Advising

Mickey Jack

AA

ADJUNCT ADVISORY COMMITTEE

MEETING TIME

Meets once in October and once in April 5:30 p.m.-7:00 p.m.

Dr. Glenna' Whisenhunt, Associate Vice President of Academic Affairs

Lindsey Baker, Director of the Center for Learning and Teaching

Mickey Jack, Director of Curriculum and Assessment

AEH

David Finney

Catherine McCormick

BIT

David Bennett

Shawn McGraw

HP

Deresa Claybrook

John Campbell

SEM

Mohammad Siddiki

Erin Roberts

Social Sciences

Brandi Elwood

Shawn Broyles

Richard Evans

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 to compliance/improvement of services for disabled students

MEETING TIME

Ad hoc Meetings

MEMBERSHIP

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

Chair: Todd Rudat, Coordinator of Disability Services SS

Term Ends May 2024

Stephen Morrow AEH

Jennifer Allen SS

Term Ends May 2025

Raul Ramirez SEM

Steven Tucker BIT

Term Ends May 2026

Gale Largent HP

Other Members

Lindsey Baker 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

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

Co-Chair: Julie Green, Benefits Specialist	HR
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Co-Chair: Jeff Sughru, Human Resources Consultant	HR
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Term Ends May 2026

Dana Passek	AEH
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Joyce Geb	HP
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David Rochat	SEM
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Mathew Wickham	BIT
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Derek Steiger	SS
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Dean Representative

Max Simmons	SEM
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Paraprofessional/Maintenance & Skilled Crafts:

John Knight	Retiree
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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 2023/24, meetings are scheduled from 3:00-4:00 pm on the following dates:

August 31, 2023	September 14, 2023	September 28, 2023
October 26, 2023	November 9, 2023	February 1, 2024
February 15, 2024	March 7, 2024	March 21, 2024
April 11, 2024	April 24, 2024	May 16, 2024

MEMBERSHIP

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

Chair: Jeff Provine, Professor of English AEH

Voting Faculty Members – Term Ends May 2024

Ramachandran Vijayan BIT
Brad Walker BIT

Voting Faculty Members – Term Ends May 2025

David Zeoli AEH
Liz Largent AEH
Greg Holland SEM

Voting Faculty Members – Term Ends May 2026

Jeff Carlisle SS
Tricia Pappé HP
Courtney Valhberg SEM
Sarah Baker HP
Julie Rice-Rollins SS

Voting Academic Deans:

John Claybon

BIT

Kathy Wheat

HP

Voting Members:

Amanda Williams-Mize

Registrar

Stephanie Miller

Advising

Dana Tuley-Williams

Library

Mickey Jack

AA

Non-Voting Deans

Kathryn Earl-Wilcox

Online

Ex-Officio Members:

Glenné Whisenhunt

AVPAA

Sonya Gore

Financial Aid

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 2023/24, meetings are scheduled from 11:00-12:00 pm on the following dates:

September 14, 2023

November 16, 2023

February 16, 2023

April 13, 2023

MEMBERSHIP

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

Co- Chairs: Chris Oehrlein, Professor of Mathematics

SEM

Co-Chairs: Jennifer Fike, Professor of English

AEH

Term Ends May 2025

Greg Daubenspeck

AEH

Traci Boren

HP

Melissa Leon Guerrero

BIT

John Goulden

BIT

Term Ends May 2026

Jeff Anderson

SS

LiErin Probasco

SS

Daniel Benton

SEM

Daniel Bakewell

SEM

Dean Reusser

AEH

Robin McMurray

HP

Academic Deans:

Jennifer Woolston

AEH

Max Simmons

SEM

Resource Members:

Stephanie Miller

Amanda Williams-Mize

Mickey Jack Dir.

Advising

Registrar

Curr & Assessment

Ex-Officio Members:

Glenné Whisenhunt

AVPAA

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.

<u>Chair:</u> Lieutenant Patrick Solinski, Emergency Manager	CPD
Vacant, Associate General Counsel	GC

Academic Affairs Members:

Shelly Tevis	HP
Jennifer Ball	HP
Jeremy Fineman	AEH
John Erhrhardt	SS
Mike Reeves	BIT
Melanie Chapman	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 oversees 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

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

Chair: Bruce Cook, Professor of Psychology SS

Term Ends May 2024

Mark Zindelo AEH

Talonne Johnson HP

Term Ends May 2025

John Helton BIT

Dawn Ladiski SS

Term Ends May 2025

Max Simmons SEM

Academic Dean:

John Claybon BIT

Ex-Officio:

Glenné Whisenhunt AVPAA

Resource Members:

Lindsey Baker 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 2023/24, meetings are scheduled from 11:00-12:00 pm on the second Thursday of specific months as follows:

September 14, 2023

October 12, 2023

November 9, 2023

February 8, 2024

March 14, 2024

April 11, 2024

MEMBERSHIP

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

Chair: Jennifer Cuneo, Professor of Psychology

SS

Term Ends May 2024

Justin Garrett

SEM

Pamela Stout

AEH

Term Ends May 2025

Sara Mathew

BIT

Term Ends May 2026

Jennifer Inmon

HP

Carrie Arter

HP

Greg Mellott

AEH

Kamille Souttee

BIT

Academic Dean:

Max Simmons

SEM

Jason Hall

SS

Kathryn Earl-Wilcox

Online

Resource Members:

Johnny Hill

LIB

Mickey Jack

AA

Liz Miller

IE

Ex-Officio Members:

Glenné Whisenhunt

AVPAA

Lindsey Baker

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

Appointments are made for a three-year period, with one-third rotation each year.

Term Ends May 2024

Julie Rice-Rollins	SS
Jennifer Fike	AEH
Don Russell	AEH
Haifeng Ji	BIT

Term Ends May 2025

Kamille Soutee	BIT
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Term Ends May 2026

Shanna Padgham	SS
Cheryl Bristol	HP
Alexander Matveev	SEM
Ivana Pavic	SEM
Doug Ball	HP
Charles Myrick	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: Faustina Layne, Director of Risk, Ethics and Compliance	HR
<u>Academic Affairs:</u>	
Jason Hall	SS
<u>Term Ends May 2024</u>	
David Foster	HP
<u>Term Ends May 2025</u>	
Beth Rawlins	SEM
Don Ross	BIT
<u>Term Ends May 2026</u>	
Pamela Stout	AEH
Don Russell	AEH
LiErin Probasco	SS
<u>CLT Representative</u> – Lindsey Baker	CLT

Other Members

Community Development - Doralicia Sandoval

Student Affairs – Kristi Key and Jesus Raygosa

Facilities – Michael Mondt

Finance - Craig Sisco, Heather Knickerbocker-Wall

Information Technology – Steven Nelson

Library – Dana Tuley-Williams

Marketing and Public Relations – Kathy Nix

Campus Police – Sergeant Slaten

Cultural Programs – Lemuel Bardeguez

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.

<u>Chair:</u> Faustina Layne, Director of Risk, Ethics and Compliance	HR
<u>Internal members:</u>	
Matthew Wickham	BIT
Sarah Baker	HP
Kim Kyker	SEM
Bruce Cook	SS
Jon Inglett	AEH
<u>External member:</u>	
Melissa Dyer, College Connection Specialist	MNTC
<u>Support member:</u>	
Mickey Jack	AA
Eleanora Palen	AA

INSTRUCTIONAL ACADEMIC POLICY COMMITTEE

PURPOSE

The purpose of IAPC is to provide an avenue of input and consistency on policies that deal with instruction prior to those policies going to the Vice President for Academic Affairs. The policies 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.

Chair: Lori Schwab, Professor of OTA

HP

Term Ends May 2024

Leslie Jones

SS

John McMurray

SEM

Bryan Fulton

HP

Term Ends May 2025

Gyanendra Baral

BIT

Term Ends May 2026

Greg Parks

SS

Erika Williams

AEH

Robyn Senter

SEM

Jacob Nelson

AEH

Tamala Zolicoffer

BIT

Academic Dean:

John Claybon

BIT

Kathy Wheat

HP

Other Academic Affairs Member:

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

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

<u>Chair:</u> Dawn Ladiski, Child Development Department Chair	SS
 <u>Term Ends May 2025</u>	
Mike Franco	AEH
Hilde Votaw	AEH
 <u>Term Ends May 2026</u>	
Sarah Brown	HP
Kay Wetmore	HP
Ken Harrelson	SEM
Michelle Cole	SEM
Jeff Carlisle	SS
Janelle Montgomery	BIT
Jon McHenry	BIT
 <u>Academic Deans:</u>	
Kathryn Earl-Wilcox	Online
Kathy Wheat	HP

Resource Members

Johnny Hill

LIB

Lindsey Baker

CLT

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

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

Chair: Chris Snoddy, Vice President for Student Affairs SA

Term Ends May 2024

Julie Rice-Rollins SS

Markus Smith SS

Talonne Johnson HP

Term Ends May 2025

Tamala Zolicoffer BIT

Term Ends May 2026

Christine Miller SEM

Sherry Ray SEM

Sean Lynch AEH

Ginnett Rollins AEH

Pam Caldwell HP

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

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