



OKLAHOMA CITY
COMMUNITY COLLEGE

Institutional Committees

2024-2025

COMMITTEE MEETING DATES FOR 2024/25

Academic Outcomes Assessment Committee

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

September 26, 2024 **October 24, 2024**
February 27, 2025 **March 27, 2025** **April 24, 2025**

Adjunct Advisory Committee

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

October 8, 2024 **April 10, 2025**

Curriculum Committee

For fiscal year 2024/25, meetings are scheduled from 3:30-4:30 pm on the following dates:

September 12, 2024 **October 10, 2024** **November 14, 2024**
February 6, 2025 **March 6, 2025** **April 3, 2025**
May 1, 2025

Entry Level Assessment Committee

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

September 12, 2024 **October 10, 2024** **November 14, 2024**
February 13, 2025 **March 13, 2025** **April 10, 2025**

Environmental Safety And Health Program Committee

Ad Hoc

Faculty Development Committee

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

September 26, 2024 **October 24, 2024** **November 21, 2024**
February 27, 2025 **March 27, 2025** **April 24, 2025**

General Education Assessment Committee

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

September 12, 2024

October 10, 2024

November 14, 2024

February 13, 2025

March 13, 2025

April 10, 2025

Instructional Academic Policy Committee

Meets on the first Thursday of each month from 11:00-11:50 am.

September 5, 2024

October 3, 2024

November 7, 2024

December 5, 2024

February 6, 2025

March 6, 2025

April 3, 2025

May 1, 2025

Instructional Learning Committee

Meetings are scheduled from 2:00-3:00 pm on the third Tuesday of specific months as follows:

September 17, 2024

October 15, 2024

November 19, 2024

February 18, 2025

March 18, 2025

April 15, 2025

Institutional Review Board

No standing meeting dates

Committees with Volunteers Recruited as Needed

Grade Appeal Committee

No standing meeting dates

Student Conduct Committee

No standing meeting dates

TABLE OF CONTENTS	
ACADEMIC OUTCOMES ASSESSMENT COMMITTEE	5
ADJUNCT ADVISORY COMMITTEE	7
CURRICULUM COMMITTEE	8
ENTRY-LEVEL ASSESSMENT COMMITTEE	10
ENVIRONMENTAL SAFETY AND HEALTH PROGRAM COMMITTEE	12
FACULTY DEVELOPMENT COMMITTEE	13
GENERAL EDUCATION ASSESSMENT COMMITTEE	14
INSTITUTIONAL REVIEW BOARD	16
INSTRUCTIONAL ACADEMIC POLICY COMMITTEE	17
INSTRUCTIONAL LEARNING COMMITTEE	19
STUDENT CONDUCT COMMITTEE	21
GRADE APPEAL COMMITTEE	21

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 FY2024/25, meetings are scheduled from 11:00-12:00 pm, on the fourth Thursday of specific months as follows:

September 26, 2024 October 24, 2024
February 27, 2025 March 27, 2025 April 24, 2025

MEMBERSHIP

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

<u>Chair:</u> Morgan Ashworth	SEM
<u>Term Ends May 2025</u>	
Steven Tucker	BIT
<u>Term Ends May 2026</u>	
David Zeoli	AEH
Haifeng Ji	BIT
<u>Term Ends May 2027</u>	
Nathan Kelly	SS
Greg Parks	SS
Renee Thomas	HP
Gale Largent	HP
Aaron Gomez	AEH
Chris Oehrlein	SEM
Meera Rajaratnam	SEM
<u>Academic Dean:</u>	
Kathy Wheat	HP
Jason Hall	SS

Resource Members:

Courtney Oliphant

Kelli Frass

Mickey Jack

LIB

Advising

AA

ADJUNCT ADVISORY COMMITTEE

MEETING TIME

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

October 8, 2024

April 10, 2024

Lindsey Baker, Director of the Center for Learning and Teaching

Juanita Ortiz, Vice President of Academic Affairs

AEH

Catherine McCormick

BIT

Shawn McGraw

HP

John Campbell

SEM

Mohammad Siddiki

SS

Elizabeth (Meghan) Jones

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 2024/25, meetings are scheduled from 3:30-4:30 pm on the following dates:

September 12, 2024

October 10, 2024

November 14, 2024

February 6, 2025

March 6, 2025

April 3, 2025

May 1, 2025

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 2025

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 Faculty Members – Term Ends May 2027

Don Ross

BIT

Rebecka Finney

BIT

Kylie Anderson

AEH

Voting Academic Deans:

John Claybon

BIT

Kathryn Earl-Wilcox

Online

Voting Members:

Amanda Williams-Mize

Registrar

Samantha Olsen-Smith

Advising

Dana Tuley-Williams

Library

Mickey Jack

AA

Ex-Officio Members:

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 2024/25, meetings are scheduled from 11:00-12:00 pm on the following dates:

September 12, 2024

October 10, 2024

November 14, 2024

February 13, 2025

March 13, 2025

April 10, 2025

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

Melissa Leon Guerrero

BIT

John Goulden

BIT

Term Ends May 2026

Daniel Benton

SEM

Daniel Bakewell

SEM

Dean Reusser

AEH

Terms Ends May 2027

Leslie Jones

SS

Julie Rice-Rollins

SS

Merette Dean

HP

Bryan Fulton

HP

Academic Deans:

Kyle Gardner

K-12

Resource Members:

Samantha Olsen-Smith

Advising

Amanda Williams-Mize

Assistant VPSA

Mickey Jack

Assistant VPAA

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.

Co- Chairs: David Rochat, Physical Science Lab Supervisor
Melanie Chapman, Biology Lab Supervisor

Academic Affairs Members: TBD

Academic Deans

Cindy Milam

HP

Max Simmons

SEM

Other Members:

Chris Snow

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

Meeting on the fourth Thursday of each month from 11:00am - 12:00pm. Except for the month of November which will be November 21st.

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 2025

Dawn Ladiski

SS

Term Ends May 2027

Russell McLaughlin

BIT

Beth Rawlins

SEM

Jen Peters

HP

Alli Canfield

AEH

Academic Dean:

Kyle Gardner

K-12

Resource Members:

Lindsey Baker

CLT

GENERAL EDUCATION ASSESSMENT 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 2024/25, meetings are scheduled from 11:00-12:00 pm on the second Thursday of specific months as follows:

September 12, 2024

October 10, 2024

November 14, 2024

February 13, 2025

March 13, 2025

April 10, 2025

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 2025

Sara Mathew

BIT

Term Ends May 2026

Jennifer Inmon

HP

Carrie Arter

HP

Greg Mellott

AEH

Kamille Souttee

BIT

Term Ends May 2027

Jeremy Fineman

AEH

Jessica Barney

AEH

Aaron Gomez

AEH

Markus Smith

SS

Jennifer Allen

SS

Jeff Dickey

SS

Teresa Bierig	HP
Kayla Zimmerman	HP
Ramachandran Vijayan	BIT
Mike Reeves	BIT
Suzanne Lapolla	SEM
Vacant	SEM
Rachel Neher	SEM
Justin Garrett	SEM

Academic Dean:

Jennifer Woolston	AEH
Jason Hall	SS
Max Simmons	SEM
Kathryn Earl-Wilcox	Online

Resource Members:

Dana Tuley-Williams	LIB
Mickey Jack	AA
Liz Miller	IE

Ex-Officio Members:

Lindsey Baker	CLT
---------------	-----

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: Dr. Orlenthea McGowan AVPAA

Internal members:

Matthew Wickham	BIT
Sarah Baker	HP
Randa Pospisil	HP
Kim Kyker	SEM
Bruce Cook	SS
Jon Inglett	AEH

External member:

Melissa Dyer, College Connection Specialist	MNTC
---	------

Support member:

Mickey Jack	AA
Wilmari Ruiz	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.

September 5, 2024

October 3, 2024

November 7, 2024

December 5, 2024

February 6, 2025

March 6, 2025

April 3, 2025

May 1, 2025

MEMBERSHIP

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

Chair: Jennifer Ball, PTA Program Director

HP

Term Ends May 2025

Gyanendra Baral

BIT

Term Ends May 2026

Greg Parks

SS

Robyn Senter

SEM

Jacob Nelson

AEH

Tamala Zolicoffer

BIT

Term Ends May 2027

Zoya Laskowski

AEH

John Ehrhardt

SS

Shelly Tevis

HP

Julian Hilliard

SEM

Academic Dean:

Jennifer Woolston

AEH

Cindy Milam

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
John Claybon	BIT
 <u>Resource Members</u>	

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

Volunteers will be called as needed

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

Volunteers will be called as needed.
