



OKLAHOMA CITY  
COMMUNITY COLLEGE

**Institutional Committees**

2025-2026

## COMMITTEE MEETING DATES FOR 2025/26

### Curriculum Committee

For fiscal year 2025/26, meetings are scheduled from 3:30-4:30 pm on the following dates:

<b>September 18, 2025</b>	<b>November 13, 2025</b>	<b>February 19, 2026</b>
	<b>April 16, 2026</b>	

### Faculty Development Committee

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

<b>September 25, 2025</b>	<b>October 23, 2025</b>	<b>November 20, 2025</b>
<b>February 26, 2026</b>	<b>March 26, 2026</b>	<b>April 23, 2026</b>

### General Education Assessment Committee

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

<b>September 11, 2025</b>	<b>October 9, 2025</b>	<b>November 13, 2025</b>
<b>February 12, 2026</b>	<b>March 12, 2026</b>	<b>April 9, 2026</b>

### Instructional Academic Policy Committee

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

<b>September 4, 2025</b>	<b>October 2, 2025</b>	<b>November 6, 2025</b>
<b>December 4, 2025</b>	<b>February 5, 2026</b>	<b>March 5, 2026</b>
<b>April 2, 2026</b>	<b>May 7, 2026</b>	

### Learning Innovation (formally Online Steering Committee)

For fiscal year 2025/26, meetings are scheduled from 3:30-4:30 pm on the following dates:

<b>August 28, 2025</b>	<b>September 25, 2025</b>	<b>October 23, 2025</b>
<b>November 20, 2025</b>	<b>January 29, 2026</b>	<b>February 26, 2026</b>
	<b>April 9, 2026</b>	

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## Curriculum Committee

The purpose of the Curriculum Committee is to consider and make recommendations regarding curriculum proposals and course cap adjustments to the Vice President for Academic Affairs.

### MEETING TIME

For fiscal year 2025/26, meetings are scheduled from 3:30-4:30 pm on the following dates:

**September 18, 2025**

**November 13, 2025**

**February 19, 2026**

**April 16, 2026**

### MEMBERSHIP

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

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Administrative Coordinator: Mickey Jack, Assistant Vice President of Academic Affairs

Chair: Dean Reusser, Professor of Humanities, AEH

#### Voting Faculty Members – Term Ends May 2026

Jeff Carlisle, SS

Tricia Pappe, HP

Courtney Vahlberg, 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

Jennifer Fike, AEH

Voting Members:

Amanda Williams-Mize, Registrar

Samantha Olsen-Smith, Advising

Courtney Oliphant, Library

Ex-Officio Members:

Sonya Gore, Financial Aid

## Faculty Development Committee

The purpose of the Faculty Development Committee is to annually review full-time 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 20<sup>th</sup>.

**September 25, 2025**  
**February 26, 2026**

**October 23, 2025**  
**March 26, 2026**

**November 20, 2025**  
**April 23, 2026**

### MEMBERSHIP

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

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Chair: Kathy Earl-Wilcox, Dean of Instructional Development

#### Term Ends May 2027

Beth Rawlins, SEM

Alli Canfield, AEH

#### Term Ends May 2028

LiErin Probasco, SS

Gyanendra Baral, BIT

Cynthia Bivens, HP

#### Academic Dean:

Kyle Gardner, K-12

#### Resource Members:

Lindsey Baker, CLT

## General Education Assessment Committee

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 2025/26, meetings are scheduled from 11:00-12:00 pm on the second Thursday of specific months as follows:

**September 11, 2025**

**October 9, 2025**

**November 13, 2025**

**February 12, 2026**

**March 12, 2026**

**April 9, 2026**

### MEMBERSHIP

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

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Administrative Coordinator: Mickey Jack, Assistant Vice President of Academic Affairs

Chair: Jennifer Cuneo, Professor of Psychology SS

#### Term Ends May 2026

Jennifer Inmon HP

Kamille Souttee BIT

#### Term Ends May 2027

Jeremy Fineman AEH

Jessica Barney AEH

Aaron Gomez AEH

Deborah Morgan SS

Teresa Bierig HP

Ramachandran Vijayan BIT

Suzanne Lapolla SEM

Rachel Neher SEM

Justin Garrett SEM

Academic Dean:

Jason Hall SS

Resource Members:

Dana Tuley-Williams LIB

Mickey Jack AA

Liz Miller IE

Ex-Officio Members:

Lindsey Baker, CLT



## Instructional Academic Policy Committee

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. Additionally, IAPC will also conduct an annual review of the faculty handbook.

### MEETING TIME

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

**September 4, 2025**

**October 2, 2025**

**November 6, 2025**

**December 4, 2025**

**February 5, 2026**

**March 5, 2026**

**April 2, 2026**

**May 7, 2026**

### MEMBERSHIP

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

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Chair: Jennifer Ball, PTA Program Director HP

#### Term Ends May 2026

Greg Parks, SS

Robyn Senter, SEM

Jacob Nelson, AEH

Tamala Zolicoffer, BIT

#### Term Ends May 2027

Chloe Elimam, AEH

John Ehrhardt, SS

Shelly Tevis, HP

Julian Hilliard, SEM

#### Term Ends May 2028

Jon McHenry, BIT

Academic Dean:

Susmita Hazra, SEM

Jennifer Fike, AEH

Other Academic Affairs Member:

Ann Raia, LIB

## Taskforces

### Task Force 1 Learning Innovation

Members of the task force committees are appointed from divisions and departments from across the college to bring a unique perspective, viewpoint, and talents that contribute to the continuous improvement of learning at OCCC. Each committee member is expected to be actively engaged in the committee activities and work. This committee will be working on the Moodle syllabus management platform project and best practices for AI syllabus statements.

#### MEETING TIME

For fiscal year 2025/26, meetings are scheduled from 3:30-4:30 pm on the following dates:

<b>August 28, 2025</b>	<b>September 25, 2025</b>	<b>October 23, 2025</b>
<b>November 20, 2025</b>	<b>January 29, 2026</b>	<b>February 26, 2026</b>
	<b>April 9, 2026</b>	

#### MEMBERSHIP

Appointments are made for one year.

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#### Facilitators:

Lindsey Baker, Director of the Center for Learning and Teaching

Kathryn Earl-Wilcox, Dean of Instructional Development

AEH - Mike Franco

BIT - Janelle Montgomery

HP - Renee Thomas

SEM -Michelle Cole

SS - Dawn Ladiski

LIB - Ann Raia

## Taskforce Two: Adjunct Observation

Members of the task force committees are appointed from divisions and departments from across the college to bring a unique perspective, viewpoint, and talents that contribute to the continuous improvement of learning at OCCC. Each committee member is expected to be actively engaged in the committee activities and work. This committee will be working on an adjunct review process and rubric.

**MEETING TIME** For fiscal year 2025/26, meetings are scheduled from 4:00 – 5:00 pm on the following dates:

<b>August 28, 2025</b>	<b>September 25, 2025</b>	<b>October 23, 2025</b>
<b>November 20, 2025</b>	<b>January 29, 2026</b>	<b>February 26, 2026</b>
	<b>April 9, 2026</b>	

### MEMBERSHIP

Appointments are made for one year.

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#### Facilitators:

Kathryn Earl-Wilcox, Dean of Instructional Development

AEH - Dana Passek

BIT - Sara Mathew

HP – Pam Caldwell

SEM– Cory Wilson

SS - Jennifer Allen

## Taskforce 3: Master Course Committee

Members of the task force committee are appointed from divisions and departments from across the college to bring a unique perspective, viewpoint, and talents that contribute to the continuous improvement of learning at OCCC. Each committee member is expected to be actively engaged in the committee activities and work. This committee will be working on a master course process.

**MEETING TIME** For fiscal year 2025/26, meetings are scheduled from 3:00-4:00 pm on the following dates:

<b>August 28, 2025</b>	<b>September 25, 2025</b>	<b>October 23, 2025</b>
<b>November 20, 2025</b>	<b>January 29, 2026</b>	<b>February 26, 2026</b>
	<b>April 9, 2026</b>	

### MEMBERSHIP

Appointments are made for one year.

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#### Facilitators:

Kathryn Earl-Wilcox, Dean of Instructional Development

AEH - Pamela Stout and Lori Farr

BIT - Charles Myrick

HP - Mary White

SEM - Mayank Puri

SS - Jeff Dickey

## AdHoc: Institutional Review Board

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 & MEMBERSHIP**

Board meets as necessary. Volunteers will be called as needed.

## AdHoc: Student Conduct

The Student Conduct Committee serves to uphold the values, policies, and standards of the college community by ensuring a fair, impartial, and educational process for reviewing alleged violations of the Student Code of Conduct. The committee is committed to promoting accountability, personal responsibility, and respect among students, while supporting a safe and inclusive learning environment. Through its actions, the committee aims to foster student development, maintain campus integrity, and reinforce the college's commitment to student success and ethical behavior.

### **MEETING TIME & MEMBERSHIP**

Board meets as necessary. Volunteers will be called as needed.

## AdHoc: Grade Appeal

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 & MEMBERSHIP**

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.

## Adjunct Advisory Committee

### MEETING TIME

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

**October 30, 2025**

**April 9, 2026**

### MEMBERSHIP

Appointments are made for one year.

#### Facilitators:

Lindsey Baker, Director of the Center for Learning and Teaching

Kathryn Earl-Wilcox, Dean of Instructional Development

Liz Largent, Vice President of Academic Affairs

#### Adjunct Faculty:

AEH - Shay Rahm

BIT - Robert Farrah

HP - John Campbell

SEM - Samantha Baah

SS - Jennifer Towell