

Section III
COLLEGE COMMITTEES

ASCC POLICIES AND PROCEDURES MANUAL

A. COLLEGE COMMITTEES

The committee structure of Alabama Southern Community College is vital to the work and communication of the institution. The College President is responsible for overseeing the establishment of college-wide councils and standing committees and may form sub-committees, workgroups, and ad hoc committees as needed. The use of college committees facilitates broad-based participation of College personnel in the governance and growth of the College. The structure described in this document is intended to ensure the continuation of active and productive college groups to deal with appropriate issues.

The purpose of a published committee structure and set of guidelines is to ensure that: (a) college functions, requiring institution-wide input, are addressed by representative bodies of college employees and students, consistent with college policies and procedures, and (b) all college constituents and groups have genuine opportunities to be informed about the institution's business.

B. SELECTION AND APPOINTMENT

Full-time personnel are asked in early fall to select three committees on which they could like to serve in order of preference. These preferences are then taken into consideration in appointing or updating committee assignments for the year, a task of the President and/or persons designated by the President.

The individual designated as chair of a committee is responsible for calling meetings on a regular basis and for maintaining meeting minutes. Committee members who may be unable to attend a meeting should be included, along with attending members, in the distribution of the minutes. Additionally, copies of the minutes are to be filed with the administrator responsible for the area of committee assignment and the Director of Institutional Effectiveness and Research. Each standing committee is responsible for filing an Annual Standing Committee Report.

C. ADMINISTRATIVE COUNCILS

There are three administrative councils through which policy decisions are discussed and implemented. These councils meet regularly to discuss and approve college policies, to discuss issues of concern to their respective areas, to plan activities, and to review progress toward the achievement of College goals and objectives.

- Executive Council – The Executive Council meets monthly to discuss, plan and make decisions regarding the overall operation of the College. The major purpose of the Executive Council is to advise and assist the President. This council serves as a review, research, evaluation and planning group, thereby assisting the President in formulating sound management decisions. The President chairs the committee and appoints committee members.
- Academic Council – The Academic Council meets regularly to discuss, evaluate and recommend policies, procedures, and processes related to instruction and instructional service issues. The Academic Council will provide advice and

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counsel to the Dean of Instruction. The committee is chaired by the Dean of Instruction.

- Student Affairs Council – The Student Affairs Council meets regularly to discuss, evaluate, and recommend policies, procedures, and processes related to Student Affairs. The Dean of Students chairs the committee. (Created Fall 2014)

D. STANDING COMMITTEES

Membership in standing committees are recommended by the Executive Council to the College President. Selection of individuals for placement on a committee is guided by the effort to have broad-based representation and the expertise to accomplish the committee work, as well as by indicated interest on the part of ASCC personnel. Each individual is notified of committee assignments by administrative memo.

- Planning Committee – The Planning Committee is a college-wide committee which functions as a steering committee for long-range planning and institutional effectiveness. This group works with the President to develop institutional plans in areas of program development and review, instructional and learning resources, student services, public relations, physical plant care and development, resource allocation and financial management, administration, accreditation and institution effectiveness. As part of the planning process, the committee reviews the College mission statement annually and conducts a more extensive review every third year. This committee meets as needed to affect institutional planning. Reporting Authority: College President
- Athletic Committee – The committee is comprised of coaches, the Dean of Students, the Dean of Instruction, the Vice President of Operation, a faculty representative and a student-athlete representative. The purpose of the committee is to keep the college leadership apprised of athletic planning and to ensure that lines of communication remain open between administration, faculty, coaches, students, and athletes. Reporting Authority: College President
- Public Relations & Marketing Committee
- Graduation Committee – Responsible for all activities related to the planning, organization, and implementation of college graduation exercises. Reporting Authority: College President
- Institutional Effectiveness Committee – The purpose of this committee is to develop and review measures for assessing the effectiveness of Alabama Southern Community College in the fulfillment of its stated mission. Chaired by the Director of Institutional Planning and Research, the committee meets as needed. Reporting Authority: Dean of Instruction
- Curriculum and Program Review Committee – The Curriculum and Program Review committee works with the Dean of Instruction to maintain a curriculum that will meet student needs and comply with accreditation requirements, articulation guidelines, and relevant business and industry standards. Additionally, this committee is responsible for conducting scheduled Program Reviews on an annual basis. The committee meets at least once each semester.

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The committee chair or the Dean of Instruction may call additional meetings as necessary. Reporting Authority: Dean of Instruction

- Professional Development Committee – The Professional Development Committee makes suggestions for professional development and in-service workshops and plans such activities when appropriate, meeting each semester and more often if needed. Reporting Authority: Dean of Instruction
- Distance Education Committee – The Distance Education Committee is a college-wide committee whose purpose is to recommend, develop, evaluate, and maintain policies and procedures governing distance education. The committee also provides peer review for the development of distance education courses which are designed to offer alternative course formats providing quality instruction. Reporting Authority: Dean of Instruction.
- Library Committee – The purpose of the Library Committee is to insure that the library and its facilities are available for maximum use by students, faculty, and administration. The committee develops and recommends to the Dean of Instruction. Guidelines for the operation of the Library, including hours of service and broad budgetary needs. The committee encourages instructors to request materials that fulfill the needs in the various disciplines and to encourage their use by students. The committee includes Library personnel and representation from the various curricular disciplines of the College. The Committee meets periodically as needed to accomplish its responsibilities. Reporting Authority: Dean of Instruction
- Enrollment Management and Marketing Committee reviews enrollment data and develops a plan that includes both recruitment and retention initiatives. The committee also reviews the registration process to resolve issues and or implement strategies to make the College's processes more student-friendly. (Effective Fall 2014, this committee was replaced by the Student Affairs Council) Reporting Authority: Dean of Students
- Financial Assistance and Scholarship Committee develops and recommends a comprehensive scholarship program for the College. The Committee is also responsible for providing oversight of the scholarship selection and awarding processes and participates annually in the selection of all institutional scholarship recipients. Reporting Authority: Dean of Students
- Admissions and Financial Aid Appeals Committee meets prior to the beginning of each term to consider admissions and financial aid appeals. Reporting Authority: Dean of Students
- Honors and Awards Committee – Responsible for the coordination of student awards and the presentation of awards, including recommendations for transfer scholarships, and the All-Alabama nomination process. Reporting Authority: Dean of Students
- Student Success Committee – The Student Success Committee is comprised primarily of faculty members. They are charged with the responsibility of working with the Dean of Students and the Dean of Instruction to address issues that promote student success both in and out of the classroom. Reporting Authority: Dean of Students and Dean of Instruction

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- Facilities and Infrastructure Committee – The purpose of the Facilities and Infrastructure Committee is to review facility needs and recommend facility repair, modification, and new construction as required to meet institutional standards and fulfill student and instructional needs. Additionally this committee will be responsible for review and recommendations for educational and information technology policies and procedures to enhance and support the mission of the College. Reporting Authority: Vice President of Operations
- Campus Safety and Security Committee – the purpose of the Campus Safety and Security Committee is as follows:
 - To assure that appropriate health and safety standards are maintained.
 - To assure that appropriate federal and state statutes are observed.
 - To provide periodic review of the comprehensive campus safety plan and its implementation
 - To maintain strategic plans for campus security

The committee meets as needed. Reporting Authority: Vice-President of Operations

- Sick Leave Bank – The Sick Leave Bank Committee is responsible for coordinating implementation of the guidelines of the Bank and for reviewing applications for loan of sick leave. The Vice President of Operations and the custodian of leave records serve as resource persons on the committee. The Sick Leave Bank meets annually. Reporting Authority: Vice-President of Operations
- Continuing Education/Community Outreach Committee – The purpose of this college-wide committee is to recommend and provide assistance in identifying potential non-credit classes to be offered to the general public and constituents within the College service area. Additionally, this committee will serve as the steering committee for all College outreach avenues including: workforce development, economic development, adult education, TRiO programs, and community relations. Reporting Authority: Dean of Instruction
- Social Committees are campus-based and assist in planning specific campus events such as, College celebrations, open house, faculty and staff socials, and other events or activities as may be needed. Reporting Authority: Campus Directors

E. ADVISORY COMMITTEES

Advisory Committees function to assist technical programs to meet current workforce needs by making recommendations regarding curriculum, identifying equipment needs identifying specialized workforce training skills, and identifying employment opportunities for program/course completers. Committees are composed of individuals who work, manage, or own businesses and industries within the service area of the College.

Each of the following Advisory Committees assists in attaining the goals and objectives of the programs. Membership consists of citizens from the service area of Alabama Southern who have made their competencies and resources available to facilitate the efforts of the business technology programs in meeting the needs of the community.

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Responsibilities include:

1. Assess the needs of the program as identified by the community
2. Identify the program goals within the community
3. Promote and support the program throughout the community and across the state
4. Evaluate recommendations and innovation ideas for program improvement, changes, and or/redirection to meet community needs

Alabama Southern Community College has four specific Advisory Committees to meet program needs.

- Business Technology Advisory Committee
- Industry Alliance Advisory Committee
- Associate Degree Nursing Advisory Committee
- Practical Nursing Advisory Committee

ALABAMA SOUTHERN COMMUNITY COLLEGE

COMMITTEES 2014-15

Executive Council	
Dr. Reginald Sykes, Chair Donna Reed, Recorder Roger Chandler	Ann Clanton Dr. Melissa Haab Dr. Charles Shepherd Shelia Skelton
Academic Council	
Ann Clanton, Chair Ginger Bell, Recorder Dr. Melinda Byrd-Murphy Dr. Ron Marcy Linda Grant Ginger Glass	Dr. Corrine January Joy Harrison Jana Horton Lindsay Hutcherson Amy Rowell
Student Affairs Council	
Dr. Melissa Haab, Chair Martha Thomas, Recorder Leslie Hornady, Recorder Kouri Allen Brooke Head Mary Beth Brasell Linda Scruggs	Trent Eager Jana Horton Dana Lolley Martha Ann McNeil Amy Rowell Maconica Sawyer SGA President
Planning Committee	
Dr. Reginald Sykes, Chair Donna Reed, Recorder Lindsay Hutcherson Roger Chandler Ann Clanton Dr. Melissa Haab Dr. Ron Marcy Dr. Melinda Byrd-Murphy Linda Grant Ginger Glass Linda Joiner Augusta Watters	Dr. Corrine January Joy Harrison Kay Lett Alisha Linam Rodney Lord Maconica Sawyer Sharon Fountain Dr. Chips Shepherd Shelia Skelton Scott Dees David Clanton Tom Boatwright

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Curriculum and Program Review Committee	
Linda Joiner, Chair Martha Wynn, Recorder Sharon Fountain Amy Rowell Christy Prout John Long	Ken Turner Vince Jaye Dr. John Lehning Dr. Corrine January Scott Dees
Admissions and Financial Aid Appeals Committee	
Dr. Chips Shepherd, Co-Chair Sharon Rainey, Recorder Lee Conerly Linda Grant Kiki Moore Lasha Nelson Gene Tindle	Amy Rowell, Co-Chair Jana Horton, Recorder Wendy Dees Samantha Frye Loretta House Janet McIntosh Dr. Melissa Haab
Distance Education Committee	
Roger Chandler, Co-Chair Rodney Lord, Recorder Will Booker Kirby Baxter Lindsay Hutcherson Alisha Linam Linda Scruggs Alissa Shewbart	Dr. Ron Marcy, Co-Chair Dr. Melinda Byrd-Murphy Ginger Glass Linda Grant Ann Clanton Joy Harrison Robert Denton
Athletics Committee	
Marcus Gordon, Co-Chair Lindsay Hutcherson, Recorder Ann Clanton Maconica Sawyer Whitney Lee	Daniel Head, Co-Chair Roger Chandler Dr. Melissa Haab Dr. Reginald Sykes Student Athlete
Graduation Committee	
Dr. Reginald Sykes, Chair Toni Kelly, Recorder Ann Clanton Will Booker Dr. Melinda Byrd-Murphy Marcus Gordon Aisha Eager	Linda Grant Jacque Henson Jana Horton Loretta House Kiki Moore Stacia Richerson LaSha Hines

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Campus Security Committee	
Tom Boatwright, Chair Rodney Lord, Recorder Gene Agee Jack Jordan	Tom Reed Dr. Chips Shepherd Danny Wynn
Honors and Awards Committee	
Rhonda Dees, Co-Chair Ginger Bell Recorder Kouri Allen Lakeshia Boykin Regina Johnson Shelia Skelton Lyn Smith	Lee Conerly, Co-Chair Dr. Melinda Byrd-Murphy Wendy Dees Samantha Frye Terry Galbraith Marcus Gordon Linda Grant
Professional Development Committee	
Kirby Baxter, Co-Chair Christy Prout Chad Chaudron Wanda Hudson Terry Galbraith Kouri Allen Brooke A. Head	Alisha Linam, Co-Chair Brooke Powell LaSha Nelson Mittie Pearson Candis Busby Latasha Smith John Lehning
Library Committee	
Alisha Linam, Chair Mittie Pearson, Recorder Patsy Bennett Susan Brown Samantha Frye Marcus Gordon Jacque Henson Debra Jimerson Sandy Dunagan Patsy Bennett	Linda Joiner Dr. John Lehning Vicky Long Dr. Barbara McMillan Jackie Montgomery Deborah Rankins Tunstall Lynne Steadman Sarah Valine Danisha Wright STUDENT
Facilities and Infrastructure Committee	
Rodney Lord, Chair Ginger Bell, Recorder Sharon Fountain, Recorder Will Booker Roger Chandler David Clanton Brian McIntosh	Tommy Gaillard Brian Marshall Brooke Powell Dr. Charles Shepherd Robert English Tom Reed

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Public Relations and Marketing Committee	
Maconica Sawyer, Co-Chair Marcus Gordon, Co-Chair Schulyer Etheridge, Recorder Candis Busby Scott Dees	Dr. Melissa Haab Daniel Head Vince Jaye Alesia Savage Mary Slade
Institutional Effectiveness Committee	
Lindsay Hutcherson, Chair Dr. Melinda Byrd Murphy Ann Clanton Dr. John Lehning Dr. Ron Marcy Samantha Frye Lee Conerly Linda Joiner Lyn Smith Christy Prout	Ginger Glass Marcus Gordon Linda Grant Mattie Kohen Dr. Barbara McMillan Dr. Corrine January Joy Kiracofe Serena Brown Chad Chaudron
Student Success Committee	
Dr. Melinda Byrd-Murphy, Chair Kirby Baxter, Recorder Maconica Sawyer Lee Conerly Daniel Head	Terry Galbraith, Co-Chair Kouri Allen Mattie Kohen Dr. Barbara McMillan Dana Lolley Dr. Corrine January
Community Outreach and Continuing Education Committee	
Kay Lett, Co-Chair Catherine Criswell, Recorder David Clanton Shelia Skelton	Dr. Chips Shepherd, Co-Chair Mary Beth Brasell Lakeshia Boykin Augusta Watters
Financial Assistance and Scholarship Committee	
Dr. Melissa Haab, Co-Chair Martha Wynn, Recorder Brooke Head Mary Beth Brasell Serena Brown Lynn Counselman Joy Harrison Maconica Sawyer Portia Stallworth	Amy Rowell, Co-Chair Susan Brown Kathryn Fuller Terry Galbraith Daniel Head Vince Jaye Cindy Moye Augusta Watters LaSha Nelson