

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Governance**

POLICY/PROCEDURE: **College Organization – Standing Committees**

DATE: **March 1, 1993**

NUMBER: 1.30

REVISION(S): **12/19/94, 7/25/00, 10/29/02, 1/27/04, 6/1/04, 12/2/08**

General Organization

The overall responsibility for the operations of the College is assigned to the President and shall be organized to provide adequate development and supervision of its major functional areas. While input is widely solicited, a system of Standing Committees has been formed to help ensure legal compliance and to provide broad participation and representation in the affairs of the College. These standing committees shall include:

Executive Committee

The Executive Committee shall meet on a regular basis to discuss matters relating to general College operations and procedures and Board policy implementation. Permanent membership shall include the President and all Vice Presidents. Other members of the staff or student body of the College may attend at the discretion of the President. Any person wishing to discuss matters with the Committee should notify the President.

Membership Selection Committee

The Membership Selection Committee shall include a minimum of five (5) persons representing broad areas of the college, one (1) of which will be a Division Chair, the Faculty Council Chair, one (1) Vice President, and two (2) at-large members.. The Membership Selection Committee shall meet at the beginning of the academic year and select nominees for standing committees that require a change in membership. The nominations are presented to the Faculty Council and then for approval to the Executive Committee.

Curriculum Committee

The main purpose of the Curriculum Committee is that of primary responsibility for the development, review, renewal, and recommendation of curriculum to be approved by the Executive Committee and the Board of Trustees. Membership shall include a minimum of the post-secondary division chairs, a full-time representative from advising, the LRC Director, the Director of the High School Career Center, the Vice President of Adult and Workforce Education, the Registrar, the Vice President of Instruction, the Distance Learning Coordinator, one at-large position, and the administrative assistant for the Office of Instruction. When matters concerning distance education come before the committee, two representatives of the full-time faculty, who have distance learning experience, will be included.

Safety, Health, and Wellness Committee

This Committee is charged with review of College compliance with all local, state, and federal safety requirements and general issues of health and wellness. A comprehensive review will occur on at least a quarterly basis. Membership is by recommendation of the Executive Committee and shall consist of a minimum of one (1) faculty member, one (1) member of the facility staff, one (1) classified staff, one (1) of the security officers, and one (1) administrator.

Student Appeals Committee

This committee shall convene as needed to review and make recommendations regarding matters of student grievances. Membership shall consist of a minimum of two (2) full-time faculty members, two (2) classified staff member, one (1) administrator, and two (2) students. (One student will be the SGA President and one will be the PTK President.) Appointees unable to attend at a particular time may designate a temporary replacement with approval of the committee chair.

Student Discipline Committee

This committee shall convene as needed to review and make recommendations regarding matters of student discipline. The composition of this committee shall mirror the Student Appeals Committee. Appointees may not serve on the Student Appeals Committee and the Student Discipline Committee simultaneously. (One student will be the SGA Vice President and one will be the PTK Vice President.) In the event that a quorum is not available for this committee, an ad-hoc committee will be appointed by the Vice President of Student Affairs. If the Vice President of Student Affairs is not available, the Vice President of Instruction will fulfill that role.

Professional Standards Committee

This committee shall convene as needed to review and make recommendations regarding matters of professional misconduct or formal grievances of College employees. Membership is for a period of one (1) year and shall consist of a minimum of two (2) faculty members, two (2) administrative staff members, and one (1) classified staff members. The employee charged with misconduct or filing the grievance may appoint one representative. The EEO/AAO may serve in a non-voting advisory capacity if requested.

Campus Development and Beautification Committee

The Campus Development and Beautification Committee is responsible for helping coordinate the development of the grounds and the physical facilities of the College. Membership includes a minimum of the Vice President of Finance and Administration, the Coordinator of Marketing and Public Relations, the Building/Plant Maintenance Supervisor, and a representative from the classified staff and a representative from the faculty. The Committee serves to provide a broad range of ideas and suggestions concerning campus development.

Retention Committee

The Retention Committee shall consist of a minimum of ten (10) members. The Retention Specialist shall serve as the Chair for the Retention Committee. Members shall consist of the Registrar, one (1) advisor, one (1) full-time counselor, four (4) faculty members, and two (2) at-large members. Members will be appointed by the Membership Selection Committee but not on an annual basis. The function of the Committee is to plan retention efforts; to explore and recommend options for admissions, retention, and graduation; to evaluate the effectiveness of retention efforts; to establish a campus-wide retention philosophy; and to annually review and revise the retention plan.

Assessment Committee

The Assessment Committee is responsible for the review and revision of the College Assessment Plan upon revision of the Strategic Plan. Membership includes a minimum of the Vice President of Planning and Assessment, the Vice President of Instruction, the Vice President of Student Affairs, the Vice President of Workforce Training, Division/Department Chairs, the Registrar, and Faculty representatives from each division. The College Assessment Plan is the operational plan of the assessment process. Thus, procedures are ensured that provide data to answer the questions, "To what extent is OTC effective?" and "How could OTC function more effectively?"

Faculty Council

The Faculty Council shall consist of eight (8) members. One full-time faculty member from each of the four (4) post-secondary divisions, excluding chairs, will be elected on a rotating basis within the division to two-year terms along with one adult education and one high school career center representative. The faculty at-large will vote for two candidates from the remaining faculty excluding chairs. All eight (8) of these members shall have full voting privileges.

The standing committee shall be chaired by a member elected by Council majority and is advisory on matters involving institutional, academic, and student affairs and faculty welfare. This includes, but is not limited to, professional and instructional matters, curriculum, calendar, standards, awarding of credit, graduation, admission, probation, academic policy, and attendance policy. The Council will also be invited to recommend an individual to serve on the Search Committee when faculty members are to be hired.

Changes to all COPP policies should be reviewed by the Faculty Council before implementation. Faculty Council shall submit, with each COPP policy, a statement of recommendations.

Scholarship Committee

The purpose of the scholarship committee is to receive, review, and approve scholarships for Ouachita Technical College students based on economic need and proven scholastic activity. Membership shall include the Director of Financial Aid, two (2) full-time advisors/counselors, two (2) full-time faculty, and one (1) classified employee.

General Information

Each standing committee is advisory to the President and each may establish ad hoc committees as required. Membership on any committee, elected or appointed, is for one (1) year, except Faculty Council members who have two-year terms, with elections and appointments occurring at the beginning of any fall semester for the immediate year's membership. Each committee shall be responsible for the maintenance of minutes and records of each meeting and for the wording of a meeting summary-of-action for College records. These should be filed with the Office of the President.

AUTHENTICATION (Signature):		COPP
_____	12/2/08	
President	(Date)	1/30