

Academic Programs Committee

Purpose(s): The Academic Programs Committee is responsible for advising the Vice President of Instruction and Student Services on matters related to the instructional curricula of Virginia Highlands Community College. Topics for consideration include review of curricular changes, the program review and student outcomes assessment processes as part of the College's institutional effectiveness program, and annual evaluation of program reviews and related matters. The committee may also make recommendations about policies and procedures related to instructional programs.

Membership: The Academic Programs Committee will consist of the following:

- Vice President of Instruction and Student Services (*ex officio*)
- Deans of the academic divisions
- Coordinator of Nursing Program
- Coordinator of Workforce Development & Continuing Education
- Director of Institutional Research & Effectiveness
- Dean of Enrollment Management & Student Services
- Coordinator of Dual Enrollment
- Coordinator of Distance Learning and Educational Technologies
- Three (3) teaching faculty members
- One (1) adjunct faculty member
- One (1) representative of the Library and Instructional Services Division
- One (1) student
- One (1) student services representative
- One (1) representative of The Excel Program

Authority: The committee reports and makes recommendations to the Vice President of Instruction and Student Services for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Administrative Assistant to the Vice President of Instruction and Student Services will be the official record keeper. She is responsible for recording minutes and providing them to the chair for review and approval by committee.

Minutes: Minutes are recorded, and following approval, posted in the College's public folders.

Academic Programs Committee Members

2019-20:

Deborah Clarkston	Patricia Mullins
Ken Fairbanks	Mary Munsey
Pat Farmer	Beth Page
Nicole Freeman	Robert Phillips
Julianna Jones	Stacy Thomas
Paige Kelly	Tom Tidwell
Karen Kilgore	Drema Waters
Barbara Manuel	Sarah Beth White
Robert May	(1) student TBD

Administrative Services Committee

Purpose(s): The Administrative Services Committee is responsible for advising the Vice President of Finance and Administration on matters relevant to the administrative services and safety of the physical plant of Virginia Highlands Community College. This includes buildings and grounds, energy conservation and campus safety.

Membership: The Administrative Services Committee shall consist of the following:

- Vice President of Finance and Administration (*ex officio*)
- Three (3) teaching faculty members
- Three (3) classified staff members
- One (1) administrative faculty member
- One (1) student

Authority: The committee reports and makes recommendations to the Vice President of Finance and Administration for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

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Administrative Services Committee Members

2019-20:

Ken Fairbanks	Bruce Olivo
Erick Farris	Ella Ratcliffe-Sutherland
Christine Fields	David Smith
Eddie Fultz	Rebecca Kell
Glen Johnson	(1) student TBD
Jim Kroll	

Admissions and Financial Aid Committee

Purpose(s): The Admissions and Financial Aid Committee is responsible for advising the Dean of Enrollment and Student Services concerning procedures regarding admissions and financial aid. The committee hears appeals of students placed on probation, suspended, or dismissed for academic reasons, making recommendations regarding the disposition of such appeals to the Vice President of Instruction and Student Services.

Membership: The Admissions and Financial Aid Committee consists of the following:

- Dean of Enrollment Management & Student Services (*ex officio*)
- Deans of the academic divisions
- Coordinator of Nursing
- Three (3) teaching faculty members
- Two (2) student services representatives
- One (1) member of The Excel Program

Authority: The committee reports and makes recommendations to the Vice President of Instruction and Student Services for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

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Admissions and Financial Aid Committee Members

2019-20:

Leigh Ann Adams	Kim Felty
Brigitte Casteel	Paige Kelly
Deborah Clarkston	Barbara Manuel
Karen Copenhaver	Beth Page
Sandra Davis	
Beth Fairbanks	

Hearing Committee Panel

Purpose(s): The purpose of the Hearing Committee Panel is to provide a pre-selected group of faculty and administrators from which ad hoc committees can be determined to consider various personnel issues. For example, the ad hoc committees that review faculty promotions and multi-year appointments, grievances, and continued employment are determined from the Hearing Committee Panel.

Membership: The membership of the Hearing Committee Panel consists of the following:

- Two (2) administrative faculty members, other than the President and Vice Presidents, appointed by the President
- Nine (9) teaching and professional faculty members
- One (1) student services representative

Authority: Based on the charge of the ad hoc committee, the committee reports and makes recommendations to the appropriate administrator for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

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Hearing Committee Panel

2019-20:

Robert May	Julie Little
Leigh Ann Adams	Michael McBride
Kim Felty	Judy Miller
Winona Fleenor	Tom Tidwell
Nicole Freeman	Pansy Waycaster

Professional Development Committee

Purpose(s): The Professional Development Committee is responsible for making recommendations to the Vice President of Instruction and Student Services about matters related to the College's professional growth and development program, in-service activities, and the faculty evaluation plan(s).

Membership: The Professional Development Committee shall be composed of the following:

- Vice President of Instruction and Student Services (*ex officio*)
- Vice President of Financial and Administrative Services
- Vice President of Institutional Advancement
- Four (4) teaching and professional faculty members
- Three (3) classified staff members
- One (1) administrative faculty member

The Committee selects a chairman from its membership. The Vice President of Instruction and Student Services shall be the permanent secretary of the Committee and shall be ineligible for the Committee chairmanship.

Authority: The committee reports and makes recommendations to the Vice President of Instruction and Student Services for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Meeting Schedule: In order to get this Committee organized each year, the Vice President of Instruction and Student Services shall call its initial meeting as soon as possible after membership has been determined. Subsequent meetings shall be called by the chairman. Normally this Committee will meet the first Tuesday of each month unless there are no agenda items.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

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Professional Development Committee Members

2019-20:

Ben Bullen	Robert Phillips
Kellie Crowe	Jan Stout
Christine Fields	Stacy Thomas
Amy Hampton	Sarah Beth White
Cory Lewis	Karin Widener
Laura Pennington	

Landscape Committee

Purpose(s): The Landscape Committee is responsible for advising the Vice President of Finance and Administration on matters related to the beautification of the College's landscaping.

Membership: The Landscape Committee shall be composed of the following:

- Vice President of Finance and Administration (*ex officio*)
- Vice President of Instruction and Student Services
- Vice President of Institutional Advancement
- Horticulture assistant
- One (1) member of Buildings and Grounds Department
- Three (3) teaching faculty members, including one from Horticulture
- One (1) administrative faculty member
- Two (2) classified staff members

Authority: The committee reports and makes recommendations to the Vice President of Finance and Administration for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

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Landscape Committee Members

2019-20:

Brian Allgood	Dona Lee
Ben Casteel	Ernest Nunley
Sara Combs	Laura Pennington
Christine Fields	Robert Phillips
Nikelle Hagy	Stacy Thomas
Keith Harless	Cathy Zeigler

Student Affairs Committee

Purpose(s): The Committee is responsible for advising the Vice President of Instruction and Student Services on matters related to student life. The committee reviews policies and procedures related to student engagement and support, requests from student organizations, and hears student conduct appeals.

Membership: The Committee shall consist of the following:

- Vice President of Instruction and Student Services (*ex officio*)
- Director of The Excel Program or designee
- Three (3) teaching faculty members
- One (1) student services representative
- One (1) administrative faculty member
- One (1) classified staff member
- Three (3) students

Authority: The committee reports and makes recommendations to the Vice President of Instruction and Student Services for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

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Student Affairs Committee Members

2019-20:

Leigh Ann Adams	Traci Mitchell
Tommy Bryant	Jeff Russell
Karen Cheers	Stacy Thomas
Winona Fleenor	Robin Widener
Michael McBride	(3) students TBD

Violence Prevention Committee /Threat Assessment Team

Purpose(s): The Violence Prevention and Threat Assessment Team is responsible for providing guidance to the Vice President of Instruction and Student Services or other appropriate administrator regarding recognition of behavior that may represent a threat to the community. Committee members serve as contacts for the campus community dealing with threatening or disruptive situations, review policies and procedures for the prevention of violence on campus, and establish relationships with local and state law enforcement and mental health agencies. Matters may be referred to the committee for consideration by the Vice President of Instruction and Student Services, the Chief of Police, or any member of the committee.

In addressing particular cases, the committee identifies members of the campus community to whom threatening behavior should be reported; assesses the individuals whose behavior may present a threat; works with local and state agencies to expedite assessment and intervention with individuals whose behavior may present a threat to safety; and recommends appropriate means of intervention.

Membership: The Violence Prevention Committee/Threat Assessment Team shall be composed of the following:

- Vice President of Instruction and Student Services (*ex officio*)
- Vice President of Finance and Administration
- Campus Chief of Police
- Coordinator of Human Resources
- Two (2) members of The Excel Program
- One (1) student services representative
- Other members as determined necessary
- Legal Counsel (as needed)
- Mental Health (as needed)

Authority: The committee reports and makes recommendations to the Vice President of Instruction and Student Services and/or the Vice President of Finance and Administration for action and/or further recommendation through the normal administrative process.

Record Keeping: Documented reports and actions will be kept and reports made by the campus police and only viewed by the committee if needed.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

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Threat Assessment Team Members

2019-20:

Blake Andis	Beth Page
Karen Cheers	Stacy Thomas
Karen Copenhaver	
Christine Fields	
Laura McClellan	

Community Service Committee

Purpose(s): The Community Service Committee is responsible for facilitating volunteer coordinated community service projects for employees interested in enhancing communities in our service region on behalf of the College. The Committee identifies and coordinates participation in one or two coordinated community service efforts each year.

Membership: The Community Service Committee consists of the following:

- Three (3) faculty members
- Three (3) classified staff members
- Three (3) administrative faculty members

Authority: The committee reports and makes recommendations to the Executive Leadership Team for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

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Community Service Committee Members

2019-20:

Stan Barringer	Robert Phillips
Cindy Fields	Patricia Tymon
Rebecca Kell	Elizabeth Wright
Rachel Law	Stacy Thomas, Ex-Officio
Donnie Melvin	
Laura Pennington	

Student Success Committee

Purpose(s): The Student Success Committee is responsible for identifying and supporting the implementation of best practices and strategies associated with student success from the point of inquiry about the College through completion. The committee reviews College data, including but not limited to, critical success factors, national surveys, and key performance indicators and develops strategies for improvement.

Membership: The Student Success Committee consists of the following:

- Vice President of Instruction and Student Services (ex-officio)
- Deans of the academic divisions
- Dean of Enrollment Management & Student Services
- Coordinator of Nursing Program
- Director of The Excel Program
- Three (3) teaching faculty members
- One (1) student services representative
- One (1) classified staff member
- One (1) student
- Other members as deemed necessary

Authority: The committee reports and makes recommendations to the Vice President of Instruction and Student Services for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

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Student Success Committee Members

2019-20:

Karen Cheers	Barbara Manuel
Deborah Clarkston	Beth Page
Meghan Copenhaver	Sharon Rowe
Bethaney Hilt	Stacy Thomas
Johnnie Keene	(1) student TBD
Tamara Lasley	
Julie Little	

Institutional Review Board

Purpose(s): The Institutional Review Board is responsible for providing critical oversight for proposed research projects conducted at the College, in accordance with the Research Act of 1974. Members meet on an as needed basis to review and make informed decisions about whether proposed research projects are ethical and appropriately protect the rights and welfare of participating human subjects.

Membership: The Institutional Review Board consists of the following:

- Director of Institutional Research
- Deans of the academic divisions
- Coordinator of Nursing
- One (1) student services representative
- Three (3) teaching faculty members

Authority: The committee reports and makes recommendations to the Vice President of Instruction and Student Services for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

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Institutional Review Board Members

2019-20:

James Baker	Robert May
Deborah Clarkston	Beth Page
William Galliher	Katherine Stephens
Nan Jones	Jan Stout
Barbara Manuel	Pansy Waycaster

Diversity and Inclusion Council

Best Practices for council development:

- **Volunteer participation**
- Members should be comfortable committing at least 2 years to the council
- Members should represent various functions throughout the college and campuses and include college leadership.
- As a recommendation, your committee should include the following:
 - o Vice President
 - o Dean or Program Head
 - o Faculty member
 - o Human Resources

Best Practices for structure:

- Identify a council Chair and Co-Chair
- Rotate the responsibility for taking meeting minutes (e.g., alphabetical order)
- Develop subcommittees or breakout groups if there is a need to focus on more than one goal
 - o Groups of 3-5 tend to be most productive
 - o Work can be reported back to the larger council for feedback and discussion

Council responsibilities:

- Advocate for D&I throughout college and campuses
- Identify collaborative efforts (what are other departments doing? How can you get involved or share your college's commitment to diversity and inclusion)
- Councils will be responsible for the goals outlined in the initial plans shared by the college and the development of future plans and reports
 - o **Set three annual goals related to:**
 - Student success
 - Faculty and leadership diversity
 - Inclusion

Authority: The committee reports and makes recommendations to the designated administrator for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

Minutes: Minutes are recorded, and following approval, posted in the College's public folders.

Diversity and Inclusion Council

2019-20:

Doug Carmichael	Barbara Manuel
Christine Fields	Laura McClellan
David Jones	Judy Miller
Kathryn Justice	JoAnn Price

