

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