

## 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.

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

### 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	