

# Structure of the College Standing Committees

2023-2024

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**Introduction**

College-wide Committees have been formed to 1) involve the faculty, staff, and student body 2) benefit the College by utilizing their wide array of talent and experience in the development and decision-making of the College and 3) maintain SACSCOC “Reaffirmation Readiness.”

**Organizational Guidelines**

Members of the faculty, staff, and student body shall serve on the College Committees by the recommendation of the President and Senior Staff.

Specific individuals may be appointed to serve on committees due to the nature of their position within the College. Ex officio members of committees enjoy all the rights and responsibilities of regular voting members with the exception of voting; ex officio members will not vote on committee items. When appropriate, volunteers will be solicited to ensure adherence of the basic principles of shared governance.

The findings, recommendations, suggestions and courses of action proposed by the College committees, Faculty Senate or Staff Association shall be implemented, subject to Senior Staff’s approval of procedure/policy recommendations and the Board of Trustees’ approval on all policy recommendations.

Findings, recommendations, suggestions and courses of action proposed by the various committees, Faculty Senate or Staff Association shall be based on a majority vote of those present, provided that there is a quorum of more than 50 percent of the voting committee membership in attendance. All members of committees participate in voting; however, resource people do not have a vote.

With the exception of the Institutional Review Board Committee, Student Appeals and Special Events Committees, each committee shall hold a meeting each semester or more often if deemed necessary by the committee members or by the prescribed work agendas. Such meetings shall be held at a time that will not disrupt the instructional process of the College. Members are expected to attend and carry out the work assigned to them.

Minutes of each meeting shall be kept by the secretary and posted on the committee’s SharePoint site.

Each committee should annually review and make recommendations to Senior Staff for changes to their purposes.

**Membership**

- a. Senior Staff will prepare recommended committee membership based on skills or talents needed, succession planning, SACSCOC requirements, as well as other considerations.

- b. Each BCCC employee is encouraged to participate on at least one committee. Exceptions may be made with the approval of the employee's supervisor and Senior Staff.
- c. Participation shall be reflected in the employee's performance evaluation.

### **Member Removal Process**

- a. Active and contributing membership on College Committees is considered a responsibility of each BCCC employee.
- b. The Chair of any Committee may request the assistance of the employee's supervisor or Vice President to encourage participation, removal and/or replacement of a non-participating committee member. However, heavy consideration will be given to the preceding dialogue in (a).

### **Periodic Reporting Duties**

- a. At least once per year during the Spring semester, the Chair and Vice-Chair of College committees will prepare a written summary of activities conducted by the committee and recommendations for changes in the committee purposes or membership. The format of the summary and expectations for the report will be provided by SACSCOC Leadership Committee.
- b. Committees not affiliated with SACSCOC will report to Senior Staff.

### **Compliance Report Writing Team**

- a. Chair and Vice-Chair of College committees will prepare the narrative to address specific SACSCOC standards in the committee purposes or other required reports. The Chair and Vice-Chair will coordinate activities with other College committees that address the same, or related, standards.
- b. The Chair and Vice-Chair will present the narrative to the SACSCOC Leadership Committee for a final revision and modification.
- c. Chair and Vice-Chair will use the BCCC Writing Style Guidelines and minutes templates for preparation of narrative.

## **Academic Assessment and Program Review Committee**

### Purposes:

- a. Review and update the assessment and program review processes for data-based decision making and continuous quality improvement.
- b. Develop and/or update a standardized assessment process and templates for use in student learning assessment and Academic Program Review.
- c. Conduct professional development workshops for the Assessment and Program Review processes.
- d. Research other community colleges for assessment and program review best practices.
- e. Promote the benefits of assessment and program review to faculty and staff to encourage a continuing culture of assessment and quality improvement at the College.
- a. Maintain compliance and documentation for SACSCOC standards 7.1, 7.2, 8.1, 8.2.a, 8.2.b, 8.2.c.

Chair is appointed. Vice-chair and secretary will be elected by the committee.

## **ADA Committee**

### Purposes:

- a. Develop and recommend appropriate professional development for content developers.
- b. Communicate the importance of accessibility to distance learning and online presence to faculty and staff.
- c. Develop and recommend processes to ensure that all electronic information including websites, e-learning content and purchasing of electronic or digital assets or resources be accessible.
- d. Develop, review, and recommend practices, workflows, policies and procedures to enhance accessibility.
- e. Provide a forum to share relevant information related to accessibility, strengthening compliance with ADA to ensure a welcoming environment, facilitate communication and coordination between units that enhance access to the college's programs and activities.
- f. Review, update, and monitor compliance with BCCC's multi-year accessibility plan, identify challenges to accessibility, and set priorities for implementation.
- g. Review BCCC's compliance with standards of accrediting agencies related to accessibility.

Membership of the ADA Compliance committee will include representatives from:

1. Ex. Officio. Permanent by position (Dean of IE)

2. Ex. Officio. Permanent by position (VP of Academics)
3. Voting. Permanent by position (Academic Deans)
4. Voting. BTPS Faculty (2)
5. Voting. AS Faculty (2)
6. Voting. N&AH Faculty (2)

### **BCCC Leadership Council**

#### **Purposes:**

Provides a forum:

- a. To discuss, review, and recommend approval of college policies and procedures.
- b. To enhance communication between college administrative divisions, faculty, and staff.
- c. To review items of interest brought before it by the President or Senior Staff.

The College Leadership Council will meet each even numbered month in order to facilitate policy, procedure updates in timely fashion and provide administrative unit and constituency group updates at each meeting. Membership of the College Leadership Council will include:

1. President
2. Senior Staff
3. Academic Deans
4. Dean of Institutional Effectiveness
5. Academic Affairs Directors
6. Continuing Education Directors (all)
7. Administrative Services Directors (all)
8. Chief of Police Department
9. Student Services Directors (all)
10. Marketing and Public Relations Director
11. Faculty Senate President
12. Staff Association President
13. Student Government Association President

### **Credit for Prior Learning Committee**

#### **Purposes:**

- a. Develop, annually review and update the Credit for Prior Learning Guide.
- b. Identify new methodologies and best practices for credit for prior learning by attending workshops or webinars; reading; or participating in conversations, chats, blogs, etc. with professionals in the field; and monitoring actions and activities of the Center for Adult and Experiential Learning (CAEL).

- c. Conduct workshops to ensure all Academic, Student Services, and Continuing Education administrators are informed and able to appropriately assist students seeking credit for prior learning.
- d. Design and establish a Credit for Prior Learning webpage with easy access for students and potential students. (2014-15)
- e. Maintain compliance and documentation needed for SACSCOC standards, as well as substantive changes, 9.4, 10.7, and 10.8.

Chair, vice-chair and secretary will be elected by the committee.

### **Curriculum Committee**

#### **Purposes:**

- a. Recommend changes in the College curricula through the appropriate Dean and VP of Academics.
- b. Review all proposed changes in the credit curricula, curriculum proposals, and academic regulations.
- c. Recommend graduation requirements for all degrees, diplomas, and certificates offered by the College.
- d. Become acquainted with all state policies and procedures regarding the development of curricula and insure that such policies and procedures are followed.
- e. Review and approve appropriate documentation for program terminations (NCCCS & SACSCOC), teach-outs (SACSCOC) and online program thresholds (SACSCOC).
- f. Maintain compliance and documentation needed for SACSCOC standards 3.1.b, 9.1, 9.2, 9.3, 9.7, 10.4, 10.7, 14.2, and 14.5, as well as substantive changes.

A faculty member will serve as Chair, elected by the committee. Vice-chair and secretary will be elected by the committee.

### **Distance Education Quality Improvement Committee**

#### **Purposes:**

1. Maintain compliance with the approximately [SACSCOC guidelines for Distance Learning](#).
2. Draft and recommend Academic Online Standards to academic deans/directors related to consistent top-quality course delivery, the use of innovative and interactive teaching methods, and the use of appropriate measurement and evaluation methods.

3. Make recommendations to the vice president of academics and vice president of continuing education to ensure the Academic Online Standards are followed in new and existing online course development.
  4. Coordinate with the Vice Presidents supervising Academics, Information Technology, and Continuing Education in the search and solicitation of information on new technology, software and teaching methods that may improve the delivery of online courses, student retention, and student engagement.
  5. Make recommendations to College faculty and staff that will expand and improve student learning or professional development through the use of distance education technology.
  6. Recommend policy or procedural changes that may enhance or expand student learning via distance education.
  7. Analyze data reports of the effectiveness and quality of BCCC's Distance Education Program.
  8. Ensure the institution provides equivalent on-campus services to all distance education students per SACSCOC standard 12.1.
- Chair, vice-chair and secretary will be elected by the committee.

### **Diversity, Equity, and Inclusion Committee**

#### Purpose Statement:

The Diversity, Equity, and Inclusion (DEI) Committee at Beaufort County Community College exists to promote understanding, acceptance, and enhancement of diversity in all its human facets and with respect to ideas at the College and to propose actions related to the promotion of equity and inclusion across the College community to the Senior Staff. The President of the College will then decide whether such recommendations require further action by either the College Leadership Council or the College Board of Trustees or both bodies.

#### Committee Functions:

1. Provide recommendations to Senior Staff for relevant, operational definitions of diversity, equity, and inclusion and any such revisions to these definitions.
2. Determine challenges to and opportunities for meeting the purpose of the Committee via a comprehensive, college-wide, standardized survey instrument.
3. Determine and suggest actions to the Senior Staff regarding the correlation between DEI and student success.
4. Propose to the Senior Staff activities for student, faculty, and staff that will enhance the purpose of the Committee, including professional development opportunities.
5. Review existing College policies and procedures that may inhibit equity and inclusion.

6. Propose to the Senior Staff means by which DEI can be individualized and humanized so as to make the concepts understandable and acceptable to all students, faculty, and staff, including, but not limited to, discussion of Judeo-Christian concepts of social justice.

### Membership:

The DEI Committee will be comprised of the following members:

President (*ex officio* and non-voting)  
Vice President of Academic Affairs  
Vice President of Continuing Education  
Vice President of Student Services (chair)  
Marketing and Public Relations Director  
Director of Human Resources  
2 Faculty from the Division of Arts and Sciences  
2 Faculty from the Division of Business and Technology  
1 Faculty from the Division of Allied Health and Nursing  
1 Academic Dean  
1 Student Services Director  
1 Continuing Education Director  
Chair of the Faculty Senate or designee  
2 Representatives from the Staff Association  
2 Representatives from the Student Government Association or designees  
2 Student Ambassadors

### **Facilities and Maintenance Committee**

#### **Purposes:**

1. Review and update the facilities master plan.
2. Monitor and review preventative maintenance plans.
3. Review and prioritize the deferred maintenance issues.
4. Coordinate and incorporate priorities from the Health, Safety, and Chemical Hygiene Committee.
5. Monitor and make recommendations for improved energy efficiency.
6. Review recommendations for the County Capital Improvement budget requests.
7. Maintain compliance and documentation needed for SACSCOC standards 13.7 and 13.8.

The Chair will be the Vice President of Administrative Services. The Vice-Chair will be the Director of Campus Operations and the secretary will be elected by the committee.

## **Faculty Senate and Staff Association- (Optional)**

### **See Bylaws for each**

Recommendations for procedures, policies or concerns may be placed on the Senior Staff agenda by requests from the chairs and vice chairs of the committees or the Presidents of the Faculty Senate and the Staff Association,

- a. Requests should be received at least one week before the regular Senior Staff meeting.
- b. Items will be placed on the Senior Staff agenda dependent on the availability of time for discussion and consideration, but within a week or two whenever possible.
- c. Requests and concerns may be presented for discussion and consideration in the Senior Staff meeting by the 1) chair and vice chair of the recommending committee or 2) the president and vice president of the group making the request.

## **Financial Aid Appeals Committee**

### **Purposes:**

This committee recommends institutional policy relevant to the general operation of the college's financial assistance programs and serve as an appeals board. This committee renders decisions regarding appeals for students who fail to meet the college's satisfactory academic progress toward an eligible degree, diploma, or certificate program. All standards must be fair and equitable to all students.

## **Health, Safety, and Chemical Hygiene Committee**

### **Purposes:**

- a. Address the health and safety needs of the College to ensure compliance with mandated regulations.
- b. Make recommendations regarding emergency plans (hazardous communications, personal protective equipment, exposure control plan, pandemic influenza plan), disaster drills, and other safety measures.
- c. Make recommendations to enhance the beauty and functionality of the campus facilities and grounds.
- d. Make recommendations to the Professional Development Committee for health, safety or chemical hygiene training and updates required for faculty and staff.
- e. Assess BCCC's compliance with current legal and regulatory requirements and follow up with an annual report at a Senior Staff meeting.
- f. Maintain compliance and documentation needed for SACSCOC standard 13.8.

Chair, vice-chair, and secretary will be elected by the committee.

## **Instructional Calendar Committee**

### **Purposes:**

- a. Develop one College Calendar for the academic year two years from the current July-June calendar while following [Instructional Calendar Planning Procedure](#). This calendar will be maintained in SharePoint by the administrative assistant to the vice president of academics.
- b. Incorporate relevant registration dates, financial aid dates, business office dates, etc. in the College Calendar.
- c. Align with the Beaufort County Schools calendar if known and possible.
- d. Give consideration to the ongoing work of the entire College.
- e. Representation on the committee will include one person from each of the following areas:
  1. Arts and Sciences
  2. Allied Health & Professional Services
  3. Business & Industrial Technology
  4. High School Programs
  5. Business Office
  6. IT Division
  7. Registrar's Office
  8. Financial Aid Office
- f. The Committee will present to the respective vice presidents for consideration 1-3 calendar recommendations per semester by the end of first semester.
- g. The respective vice presidents will survey their area to determine the semester calendars of choice.
- h. Based on all information presented, senior staff will make the final selection that is in the best interest of faculty, staff, and students of the College.

Chair, vice-chair and secretary will be elected by the committee.

## **Marketing/Public Relations /Recruitment Committee**

### **Purposes:**

- a. Review and update the strategic marketing and recruiting calendar for the College.
- b. Evaluate, plan, and implement a comprehensive marketing strategy, based on data driven target marketing, with the intention of enhancing enrollment and promoting a positive public image of the entire College, including students, programs, faculty, and staff.

- c. Cross-train all College recruiters and those with a specific recruiting assignment.
- d. Provide professional development to all college employees on recruiting strategies.
- e. Maintain compliance and documentation for SACSCOC standards 10.1, 10.2, and 10.5. (“Recruitment materials and presentations accurately represent the practices, policies, and accreditation status of the institution.”)

Chair, vice-chair and secretary will be elected by the committee.

### **Personnel Evaluation Systems Committee**

#### **Purposes:**

- a. Annually review and update the College’s faculty and staff evaluation processes and instruments.
- b. Recommend appropriate changes necessary for compliance with SACSCOC, Title IX, and other State and Federal regulations.
- c. Research and review trends in evaluation systems, related software, and administrative procedures by attending workshops or webinars (as funds are available), reading, or participating in conversations, chats, blogs, etc. with professionals in the field.
- d. Provide professional development to insure all supervisors are informed and able to:
  - 1. Appropriately use the performance evaluation review process and
  - 2. Prepare measurable performance objectives for the upcoming year.
  - 3. Develop measurable performance improvement plans.
- e. Maintain compliance and documentation needed for SACSCOC standards 5.4, 5.5, and 6.3.

Chair, vice-chair and secretary will be elected by the committee.

### **Planning Committee**

#### **Purposes:**

- a. Biennially review the College’s vision, mission statement, and strategic directions and work with Senior Staff to develop the College’s Strategic Plan.
- b. Annually conduct a quality assessment and improvement plan for the College’s mission statement.
- c. Research best practices for strategic planning in business, industry and higher education to aid the College in the development of strategic initiatives to ensure the successful development of the workforce for BCCC’s service area.

- d. Biennially review and update the planning process for maximum efficiency and effectiveness.
- e. Ensure a planning process that is closely tied to the budgeting process.
- f. Develop a self-help Planning Handbook for BCCC's planning process.
- g. Biennially conduct Community and Campus Focus Group meetings to help the college understand the needs and wants of the community.
- h. Membership of this committee will include President of the Faculty Senate and Staff Association President.
- i. Maintain compliance and documentation for SACSCOC standards 2.1, 4.1, 4.2.a, 7.1, 9.1, 12.1, 13.7.

Dean of Institutional Effectiveness serves as chair. Vice-chair and secretary will be elected by the committee.

### **Professional Development Committee**

#### **Purposes:**

- a. Provide leadership and support to the professional development of faculty and staff by planning, coordinating, implementing, and evaluating the professional development activities of Beaufort County Community College.
- b. Develop, maintain, review, and disseminate a calendar of professional development activities that meets the needs of the faculty and staff of the College.
- c. Maintain compliance and documentation for SACSCOC standards 6.5, 11.1, and 12.2.

Chair, vice-chair and secretary will be elected by the committee.

### **QEP Committee**

#### **Purposes:**

- a. Participate in the process of selecting an institutional QEP.
- b. Manage a selection process that
  - 1. Includes broad based involvement of institutional constituencies in the development and proposed implementation of the QEP.
  - 2. Identifies key issues emerging from institutional assessment.
  - 3. Focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution.

4. Demonstrates institutional capability for the initiation, implementation, and completion of the QEP.
  5. Identifies goals and a plan to assess their achievement of the QEP.
- c. Maintain compliance and documentation for SACSCOC standards 7.2, 11.1, and 12.1.

Chair is appointed. Vice-chair and secretary elected by the committee.

### **SACSCOC Leadership Committee**

#### **Purposes:**

- a. Ensure that SACSCOC accreditation requirements are integrated into the planning and evaluation process of the College at all times for “SACSCOC Readiness.”
- b. Provide oversight for the preparation of the SACSCOC decennial, QEP and fifth year reports.
- c. Attend SACSCOC workshops, as needed and as funds are available, on behalf of the college and to communicate changes in policies, guidelines and requirements for SACSCOC compliance.
- d. Make recommendations to the President for new committees, policies and procedures needed for SACSCOC compliance and continuous quality improvement.
- e. Coordinate the various accreditation visits by SACSCOC teams to BCCC.
- f. Coach BCCC’s committees regarding SACSCOC compliance.
- g. Present a minimum of an annual update to faculty and staff regarding current SACSCOC initiatives, changes, QEP and/or accreditation status.
- h. Develop project management plans for all accreditation activities leading to the decennial or fifth year review.
- i. Network with faculty and staff from other institutions, and/or serve as an offsite reviewer, onsite observer and/or member of a SACSCOC Visiting Committee.
- j. Annually review and update the Substantive Change Handbook.
- k. Create, review, and update a visual guide that lists activities related to accreditation for use by the committee and College employees.
- l. Maintain compliance and documentation for all SACSCOC standards.

Chair, vice-chair and secretary will be appointed by the President’s Office.

## **Special Events Committee**

### **Purposes:**

- a. Assist in the coordination of campus-wide special events.
- b. Recommend activities to promote camaraderie and celebrations among faculty and staff.

Chair, vice-chair and secretary will be elected by the committee.

## **Student Appeals Committee**

### **Purposes:**

- a. Serve as the original board of jurisdiction for student appeals of determination affecting their grades, eligibility to take courses, and/or participation in curricula or extracurricular programs or events.
- b. Maintain and document compliance with FERPA, Title IX, and SACSCOC standard 12.4.
- c. Composition of the committee will be determined by Senior Staff.

## **Student Success Committee**

### **Purpose:**

The Student Success Committee at Beaufort County Community College (BCCC) is a standing governance committee that has as its purpose the development and evaluation of college practices, procedures, and policies designed to enhance student success. In this context, the college primarily defines student success as improved scores on persistence, retention, and graduation rates, as defined by the National Student Clearinghouse Research Center, and on the seven metrics used by the North Carolina Community College System for its Performance Measures of Student Success. These measures, in turn, correlate to student social and economic mobility, realized through employment in jobs with a sustainable, living wage and lives distinguished by dignity, self-respect, and fulfillment. Thus, the Committee's work links directly with a central statement from the college's Strategic Plan to value "teaching and learning as the means for improving individual lives and the communities we serve."

The Student Success Committee will rely on research from entities such as the North Carolina Student Success Center, Completion by Design, the National Student Clearinghouse Research Center, the National Center for Education Statistics, and the Aspen Institute to develop means by which BCCC students, faculty, and staff can achieve enhanced levels of academic performance focused on credential attainment and gainful employment. To this end, in concert with the faculty and

staff, the Committee will work to initiate best practices in student success attainment across all college academic programs.

### Composition

The Student Success Committee will be comprised of the following positions:

1. Student Success Coordinator/Chair (faculty member)
2. President
3. Vice President of Academic Affairs
4. Vice President of Student Services
5. Vice President of Continuing Education
6. Academic Deans (2)
7. Director of Nursing Programs
8. Dean of Institutional Effectiveness
9. Director, Counseling/Transfer
10. Director, Learning Enhancement Center
11. Program Lead for English
12. Program Lead for Mathematics
13. Quality Enhancement Plan Coordinator
14. Faculty (3—at least one from each academic division)

### **Title IX Adjudication Pool**

#### **Purposes:**

- a. Serve as panelists for first- and second-level Title IX hearings.
- b. Participate in Title IX adjudication training as needed.
- c. Members of the Adjudication Pool are position specific and will remain constant.

#### First-Level Hearings

1. Dean
2. Director
3. Faculty #1
4. Faculty #2
5. Staff #1
6. Staff #2

Three-member panels will be drawn from this group to conduct first-level hearings as needed. One member will serve as Chairperson.

#### Second-Level (Appeals) Hearings

1. VP of Academics
2. VP of Administrative Services
3. VP of Continuing Education
4. VP of Student Services

## 5. Vice President of Institutional Advancement

Appeals, also known as second-level adjudication hearings, will be heard by a three-member panel of BCCC's Senior Staff. One member will serve as Chairperson. The decision rendered by the appellate panel is final and no further appeals are available. See the Title IX Gender Discrimination and Sexual Misconduct Policy.

If necessitated by potential conflicts of interest, scheduling conflicts, or other circumstances, a member of the first-level hearing pool may serve on a second-level hearing panel and vice versa. An individual serving in this capacity may only participate at a single level, not at both levels.

### **Title IX Advisory Committee**

#### **Purposes:**

- a. Inform and provide feedback to the Title IX Coordinators on Title IX updated policies, initiatives, programming, and materials;
- b. Provide oversight and quality assurance for sexual discrimination reporting/response systems;
- c. Ensure Title IX-related work is compliant and consistent with identified best practices; and
- d. Maintain compliance and documentation needed for SACSCOC standard 12.4 and 13.8.

Members of this committee are position specific and will remain constant. The members will be as follows:

1. Chair: Title IX Coordinator (for students)
2. Vice-Chair: Title IX Deputy Coordinator (for employees)
3. Vice President of Academics
4. Beaufort County Early College High School member
5. College Counselor
6. Campus Safety Officer
7. HR Member
8. Faculty Member
9. Staff Member
10. Beaufort County Schools' Title IX Coordinator will be invited to attend.

A secretary will be elected by the Committee.

The Title IX Advisory Committee will meet once each fall and spring term, or as needed to review and advise on time-sensitive matters related to its purpose.

## **Wellness and Institutional Culture Committee**

### **Purposes:**

- a. To assess, plan and implement activities that will help the organization's employees to be more aware, motivated, and skilled around life decisions to increase their own and others' well-being.
- b. To build and promote a positive workplace environment.
- c. To suggest policies and procedures to help support employee health and wellness.
- d. To act as the voice of all employees to cultivate an organizational culture of healthy living, both physically and mentally.
- e. To partner with other stakeholders in the organization such as other committees and Human Resources.

The goals of the Wellness and Institution Culture Committee are to:

- a. Create a healthy worksite and culture of wellness
- b. Foster collaboration and enthusiasm among employees
- c. Provide a communication link between employees and management
- d. Reshape the college's culture to promote healthy living - physically and mentally
- e. Encourage a positive work environment

Chair, vice-chair, and secretary will be elected by the committee.

**Schedule of Minimum Number of Meetings for Standing Committees During the Academic Year**

Academic Assessment and Program Review Committee...	At least bi-monthly
ADA Committee .....	At least bi-monthly
Credit for Prior Learning Committee .....	At least bi-monthly
Curriculum Committee.....	Monthly
Distance Education & Quality Improvement Committee .....	Monthly
Diversity, Equity, and Inclusion.....	As needed
Facilities and Maintenance Committee.....	At least bi-monthly
Faculty Senate & Staff Association (Optional).....	As Stated in Bylaws
Financial Aid Appeals Committee .....	As needed
Health, Safety and Chemical Hygiene Committee .....	At least bi-monthly
Academic Calendar & Registration Committee .....	As needed to meet deadline
Marketing/Public Relations/Recruitment Committee ....	Monthly
Personnel Evaluation Systems Committee .....	At least each Semester
Planning Committee .....	Monthly
Professional Development Committee .....	At least bi-monthly
QEP Committee.....	Monthly
SACSCOC Leadership Committee .....	Monthly
Special Events Committee .....	As needed
Student Appeals Committee .....	As needed
Student Success Committee.....	Monthly
Title IX Adjudication Pool .....	As needed
Title IX Advisory Committee.....	Annually
Wellness and Institutional Culture....	At least bi-monthly

Additional meetings for committees will be scheduled as needed.

Academic year includes Fall and Spring semesters.