

# Southwestern Community College

## Committees/Councils

### Executive Council

The Executive Council is the primary decision making body of the college. This group is comprised of the college president, all college vice-presidents, the Director of Human Resources and Facility Development, and the Institutional Research and Planning Officer. The president chairs the council. The council meets weekly.

### Advising Committee

Advising of students is central to the college's mission. This cross-functional committee of staff and faculty meets regularly to discuss issues related to academic advising. The committee maintains a clearinghouse of best practices in academic advising, updates the college's advising manual, guides training for new advisors and facilitates professional development for experienced advisors. Committee decisions are forwarded to the Vice President for Instructional Services.

### Curriculum & Instruction Committee

The Curriculum & Instruction Committee is responsible for reviewing matters related to the operation of the college's educational (curriculum) programs. Some of the specific duties of the committee are to make recommendations regarding the approval of new programs, the approval of curriculum revisions for existing programs and to provide guidance/positions on related academic matters. Committee decisions are forwarded to the Vice President for Instructional Services.

### Institutional Effectiveness Committee

In 1998 the scope of the Outcomes Assessment Team was broadened to include not only the outcomes assessment process, but also all institutional effectiveness processes at the college. As a consequence, this group was renamed the Institutional Effectiveness (IE) Committee. The IE Committee provides input into institutional effectiveness methodology, survey design and content, and related matters. This committee is primarily advisory. All recommendations from this committee are forwarded to the Executive Council. At this time the committee has eleven members. Membership includes representation from Extension Education & Services, Information Technology & Telecommunications, Instructional Services, and Student/Institutional Development. At this time a policy has not been developed for rotating the membership. The Institutional Research & Planning Officer serves as chairman.

## President=s Council

The President=s Council (formerly known as the Planning Council) is designed to provide broad-based participation in the college planning process. The President=s Council consists of 24 members. Fifteen membership seats are permanent and include the president, all five vice presidents, the Director of Grant Activities, the Institutional Research and Planning Officer, the Public Information Officer, the Director of Human Resources and Facility Development, the three academic deans, the President of Faculty Senate and the SGA President. Nine membership seats are at-large and includes four representatives from Instructional Services (one faculty member from each division plus an additional at-large member), one representative from Student/Institutional Development, two representatives from Extension Education & Services, one representative from Information Technology & Telecommunications and one representative from Administrative Services. At-large members serve for two years. The president chairs the Council. This group primarily serves in an advisory capacity. The Council provides feedback in the following areas:

- C The college mission, vision, values, and long-range goals (updated at least every five years).
- C Annual planning assumptions (which will serve as the basis for the annual priorities/objectives/initiatives).
- C Annual priorities/objectives/initiatives for the college.
- C Monitoring college internal measures and monitoring progress in achieving annual priorities/objectives/initiatives.
- C The President=s Council addresses issues with institution-wide significance on an as-needed basis.
- C Provides a forum for members to provide input and/or voice concerns from their department/area of campus.

## Retention Committee

The college is actively engaging in efforts to improve student retention. This committee, a cross-functional group of faculty and staff, will follow up work associated with the Noel-Levitz Retention Review. This group will organize teams and implement the action plans associated with various retention strategies.

## Safety & Health Committee

The Safety & Health Committee is a college-wide advisory committee. The committee has responsibility for periodic reviews of college safety programs including the Safety Plan, the Chemical

Hygiene Program, the Infectious Disease/Exposure Control Program, the Hazard Communication Program, the Lockout/Tagout of Hazardous Energy, and the Forklift Operator Safety Program. In addition, the committee serves as a venue for discussion of safety concerns. The committee is chaired by the Director of Human Resources and Facility Development.