

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Administrative Organization Plan – Councils and Committees*

EFFECTIVE DATE: June 13, 2018, amended December 7, 2018; September 1, 2020; December 5, 2023; and February 20, 2024

BOARD POLICY REFERENCE: BG and BGC

PURPOSE

The Chancellor shall be responsible for the administrative organization of the College District. At the Chancellor's discretion, the Administration may create standing or *ad hoc* committees and/or councils to provide input to the College District.

CURRENT STANDING COUNCILS AND COMMITTEES

ACADEMIC APPEALS COMMITTEES (BRENHAM/DISTANCE ED/SCHULENBURG/SEALY AND BRAZOS COUNTY)

The Academic Appeals Committee reviews appeal letters from academically suspended students after the fall and spring semesters. When extenuating circumstances exist, the Committee can approve the student to return in probationary status, without having to sit out a long semester (fall or spring).

APPOINTING AUTHORITY: Vice Chancellor, Student Services

COMMITTEE MEMBERSHIP: There are no specific membership representation requirements or limitations on how long members serve, however, representatives from both faculty and staff shall serve on the Committee.

COMMITTEE OFFICERS: The Director of Admissions shall serve as the Committee Chair. **MEETING**

FREQUENCY: The Committee shall meet twice annually to review appeals.

ACADEMIC STANDARDS COMMITTEE

The Academic Standards Committee recommends to the appropriate Vice Chancellor, protocols/guidelines that pertain to Blinn College academic processes involving students and faculty. This committee will periodically review the Blinn College Faculty Handbook, in consultation with the Office of Academic Affairs to ensure that it accurately reflects College policies and procedures.

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs

COMMITTEE MEMBERSHIP: Voting members of the Committee are nominated by each of the instructional divisions and approved by the Vice Chancellor for Academic Affairs. Committee members serve a 3-year term, with 3 members rotating off the committee each year. A Faculty Senate Representative, Dean's Council Representative, and Division Leadership Council are ex-officio members in this Committee.

COMMITTEE OFFICERS: A Committee Chair shall be appointed by the Vice Chancellor, Academic Affairs.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate as per the committee's chair determination.

ADMINISTRATIVE COUNCIL

Blinn College Administrative Council exists for the Administration to support Blinn College's commitment to shared governance, as a formal organization for communicating concerns, developing and reviewing task force findings from the Faculty Senate, Deans' Council, Division Leadership Council and Staff Council, relative to college policies, regulations, and other matters with responses made to the subordinate councils.

The Administrative Council also exists to enhance communication between campuses and administrative units. Communication is of the utmost importance.

APPOINTING AUTHORITY: Chancellor

COUNCIL MEMBERSHIP: This Council shall consist of the members of the College's Executive Council and the presidents and presidents-elect or representative(s) of the Faculty Senate, Deans' Council, Division Leadership Council, Staff Council, Student Government Association, and Ex-officio members appointed by the Chancellor.

COUNCIL OFFICERS: No officers shall be appointed for this Council.

MEETING FREQUENCY: The Administrative Council shall meet as necessary and appropriate.

ADVISORY COMMITTEE

In order to assist the Blinn College Board of Trustees and the Administration in identifying and responding to the educational needs of the citizens of the College District's service area, the Board has established Advisory Committees. These committees are representative of the citizens the College District serves through its campuses in the Brenham, Brazos County, Schulenburg, and Sealy communities.

The role of the committees is advisory in nature, providing input to the Board and the College District Administration about the educational needs of the service area and the methods, procedures, and programs that they believe can best meet these needs.

APPOINTING AUTHORITY: Board of Trustees

COMMITTEE MEMBERSHIP: Each committee shall consist of no more than nine members. Members are appointed for two-year terms and may be reappointed for three consecutive terms.

COMMITTEE OFFICERS: Each committee shall elect a chair, vice chair, and a secretary for a two-year term.

MEETING FREQUENCY: The committees shall meet at least twice per year.

ASSESSMENT COUNCIL

The Blinn College District Assessment Council works collaboratively with the College community to sustain innovative, continuous, and reflective assessment practices at the course, program, and institutional level. The Council functions as a reliable and trusted source for providing support, development, and examination of policies and best practices in assessment within the Blinn College District. The Assessment Council provides leadership and support to develop and carry out plans for assessing teaching effectiveness and student learning that are useful, meaningful, and sustainable college-wide. The Council offers guidance on assessment matters which include but are not limited to designing, collecting, analyzing, and implementing continuous improvement.

RESPONSIBILITIES: The Assessment Council will:

- Develop an effective, valid assessment program as a long-term dynamic process.
- Develop an assessment program that adheres to Blinn College District's Mission.
- Provide professional development in assessment for faculty and administration.
- Develop eCampus faculty assessment training.
- Actively reflect on the impact of assessment at the Blinn College District within the course, program, and at the institutional level.
- Work with the Core Curriculum Resource Team to ensure that all Core Curriculum Objectives are assessed in a comprehensive manner.

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs and the Vice Chancellor, Applied Science, Workforce, and Economic Development Programs as appropriate in consultation with instructional deans.

COMMITTEE MEMBERSHIP The Council is comprised of faculty representing multiple disciplines and campuses, instructional leadership, the Vice Chancellors for Academic Affairs, the Director of Institutional Research and Effectiveness, and the Dean for Academic Support Services. The Vice Chancellor, Applied Science, Workforce, and Economic Development; Vice Chancellor, Academic Affairs; Director, Institutional Research and Effectiveness serve in an advisory capacity as ex-officio.

COMMITTEE OFFICERS: The committee shall elect a chair, vice chair, and a secretary for a two-year term.

MEETING FREQUENCY: The committee shall meet quarterly with additional meetings as necessary and appropriate as per the committee's chair determination.

CALENDAR COMMITTEE

The purpose of the Calendar Committee is to develop annually a College District academic calendar for the upcoming year. The Committee proposes items such as registration dates, semester beginning and

end dates, dates of finals, etc. The Executive Council reviews the Committee's proposed academic calendar and makes adjustments as needed for final approval by the Chancellor.

APPOINTING AUTHORITY: The Chairpersons of the Committee

COMMITTEE MEMBERSHIP: The Committee membership should comprise a cross-section of persons representing academics, administration, and all campuses. There is no minimum or maximum number of members required, and there is no set length of member terms.

COMMITTEE OFFICERS: Chairpersons of the Committee shall be the Vice Chancellor, Student Services, and the Vice Chancellor, Academic Affairs. The Chairpersons shall appoint a Committee secretary annually.

MEETING FREQUENCY: The Committee shall meet annually in the fall semester.

CORE CURRICULUM RESOURCE TEAM

The Core Curriculum Resource Team (CCRT) is a permanent committee that functions as a recommending body on core curriculum matters to academic leadership for all divisions that house core curriculum courses (Agriculture, Kinesiology and Arts; Business and Mathematics; Humanities; Natural and Physical Sciences; Social Sciences).

The committee is composed of faculty members who, as subject matter experts in the discipline and assessment professionals, ensure the ongoing assessment of the College's core curriculum and that each core course is appropriately assessed, and that all core curriculum competencies, as established by the state, are assessed for continuous improvement. The Committee will provide core curriculum recommendations to academic deans, curriculum committee, the Vice Chancellor, Academic Affairs, and other relevant College administration.

ELIGIBILITY: Any faculty or division leadership with minimum experience in curriculum assessment matters.

COUNCIL MEMBERSHIP AND APPOINTING AUTHORITY: There shall be a minimum of 2 voting committee members per division that houses core curriculum courses. The committee members are appointed by the Vice Chancellor, Academic Affairs based on a recommendation from the division dean to serve a two-year term. The CCRT chair and secretary are selected by Committee members to serve a one-year term.

OFFICERS' DUTIES: The CCRT Chair shall set and publish the agenda, set voting deadlines, report voting results to the committee, and serve as the facilitator of the committee. The chair shall represent the CCRT in all official communication with the College administration. The Secretary shall record the minutes and provide the Chair with final copies. The Chair will submit all meetings' minutes to the Vice Chancellor, Academic Affairs, and post minutes and agendas in an appropriate College housed digital storage platform.

RESPONSIBILITIES: CCRT shall meet quarterly. Additional meetings may be scheduled as needed. CCRT will provide expertise on a variety of matters that include:

- Ensure that all core curriculum courses within the College are assessed regularly.
- Ensure that all Core Curriculum Objectives are assessed in a comprehensive manner.
- Ensure continuous dialog with Curriculum Resources Teams (CRT) to ensure a unified approach to assessment practices.
- Propose Core Curriculum assessment strategies and tools.
- Prepare an Annual Core Curriculum Assessment Report to the Vice Chancellor for Academic Affairs. Said report must be submitted by mid-October.

The Committee's meetings shall take place face-to-face or by audio/video conferencing. Under extenuating circumstances, meetings may occur by email.

CURRICULUM COMMITTEE

The Blinn College District Curriculum Committee's purpose is to review, analyze, and recommend edits on proposed instructional matters to ensure that the College maintains high instructional standards. The responsibilities of this faculty-driven committee are, among others: the consideration, modification, and adoption of new and revised courses as well as deletion of courses or programs. Curricular changes required by the Texas Higher Education Coordinating Board or accrediting body may be submitted as a notification item, not requiring an official committee vote. The Curriculum Committee makes recommendations to the Vice Chancellor, Academic Affairs and Vice Chancellor, Applied Science, Workforce, and Economic Development, who have delegated review and approval authority as the College's chief academic officers for technical and credit courses and programs.

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs and the Vice Chancellor, Applied Sciences, Workforce and Economic Development as appropriate.

COMMITTEE MEMBERSHIP: Each division will have one leadership vote and one faculty vote on all matters put before the committee. The faculty members and library director serve a two-year term. The Vice Chancellor, Applied Sciences, Workforce and Economic Development; Vice Chancellor, Academic Affairs; Vice Chancellor, Student Services; Director, Institutional Research and Effectiveness; Dean, Admissions and Records/Registrar; and Library Director serve as ex-officio members.

COMMITTEE OFFICERS: The Committee shall have three elected officers: chair, chair-elect, and secretary. Officers are elected on a bi-annual basis by vote of the membership. Officers shall be elected for a term of two years upon election, with the selection of all officers alternating between the Brenham and Bryan Campuses. All Curriculum Committee officers must be faculty to ensure a faculty lead review process.

MEETING FREQUENCY: The committee shall meet once a month during the fall and spring semesters with additional meetings as necessary and appropriate per the committee's chair determination. Electronic votes are allowed.

CURRICULUM RESOURCE TEAMS

Curriculum Resource Teams (CRT) are permanent committees that function as a recommending body on academic matters to academic leadership for all programs. They are composed of faculty members who, as subject matter experts in the discipline, will provide curriculum recommendations to academic deans, curriculum committee, the Vice Chancellor, Academic Affairs, and other relevant administration at the College.

ELIGIBILITY: All faculty are encouraged to participate in these publicized meetings. There shall be a minimum of 2 voting committee members per CRT discipline (with a designated chair and secretary) inclusive of all Blinn campuses with full-time faculty. All full-time faculty are eligible voting members of the CRT for their academic units. If fewer than 2 full-time faculty choose to serve on the CRT, then the Dean or designee shall appoint members to ensure that the CRT exists. The CRT chair and secretary shall be selected by a vote of the department's full-time faculty to serve a term as set by the Dean or designee, not to exceed three years. Leadership positions are meant to be shared among all full-time faculty. All faculty are invited to serve non-consecutive terms in leadership roles.

OFFICERS' DUTIES: The CRT Chair shall set and publish the agenda, set voting deadlines, report voting results to the committee, and serve as the sole facilitator of the committee. The chair shall represent the CRT in all official communication with college administration. The Secretary shall record the minutes and provide the Chair with final copies. The Chair will submit all meetings' minutes to the dean or designee for publication.

RESPONSIBILITIES: CRTs shall meet at least once in the fall and once in the spring semester. Additional meetings may be scheduled as needed. CRTs will be asked to provide expertise on a variety of matters that include:

- Curriculum updates and revisions
- Standards in modes of delivery
- Course and program assessments and action on results
- Advise academic dean on matters related to the development of new programs
- Assist division leadership in preparing program reviews under their purview
- Course Catalog review
- Methods to implement curriculum changes that are driven by accreditation agencies, or industry standards (with faculty input)
- Textbook and other course materials adoptions for individual courses.

Meetings shall take place face-to-face or by audio/video conferencing. Meetings should not occur by email only, although business of the team/committee can be exchanged in this manner. Copies of the minutes shall be shared with department and division leadership. The CRT's proposals and recommendations shall be submitted by the CRT Chair to Division Leadership for consideration and any necessary action.

SACSCOC: Departments not large enough to have a department head will be represented for purposes of SACSCOC compliance standards by the chair of the CRT, in their role as content area specialist.

DEANS' COUNCIL

The Deans' Council is an administrative council that promotes three primary concepts: student success, shared governance, and best evidence-based practices for teaching and learning. The Council provides advice and feedback to the Vice Chancellors on curricular and academic matters. Additionally, the Council engages in discussions and makes recommendations relevant to the academic purposes of the College, including recruitment, grade processes, communication, assessment, and general academic planning. Special guests from across the campuses are often invited to visit the Deans' Council for updates regarding matters of special interest or to offer expertise on agenda items.

APPOINTING AUTHORITY: The Council is under the direction of Academic Affairs, which includes the Vice Chancellor, Academic Affairs and the Vice Chancellor, Applied Science, Workforce, and Economic Development. These individuals act as executive leadership for the group.

COUNCIL MEMBERSHIP: The Council is comprised of the deans of the following instructional divisions: Business and Mathematics; Engineering, Computer Technology, and Innovation; Health Sciences; Humanities; Natural and Physical Sciences; Social Sciences Technical and Community Education Visual/Performing Arts and Kinesiology.

COUNCIL OFFICERS: No officers shall be appointed for this Council. **MEETING**

FREQUENCY: The Council shall meet as necessary and appropriate.

DISCIPLINARY APPEALS COMMITTEE

The purpose of the Disciplinary Appeals Committee is to hear the complaint and render decisions of a student who allegedly violated a Board policy, college regulation, or administrative rule. The hearing is conducted to decide if indeed the student has violated any of the areas listed, and what, if any, disciplinary action should be taken against the student.

APPOINTING AUTHORITY: Vice Chancellor, Student Services

COMMITTEE MEMBERSHIP: Membership shall include the elected student body president and four members of college staff/faculty, appointed to a four-year term, with one person rotating off each year. The student body representative shall serve a one-year term, allowing for new student body representation every academic year.

COMMITTEE OFFICERS: The Committee shall have a chairperson, vice chairperson, and secretary, appointed by the Vice Chancellor, Student Services.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

DISTANCE LEARNING ADVISORY COMMITTEE

The purpose of the Distance Learning Advisory Committee is to advise the Vice Chancellor, Academic Affairs or Vice Chancellor, Applied Science, Workforce, and Economic Development, and appropriate staff on all matters related to distance learning, as well as distance learning applications, at Blinn College.

Members of the Committee are often asked to identify, test, and pilot emerging technologies and/or new features that affect Blinn College's software platforms. The committee also focuses on other Distance Learning initiatives which include, but not limited to, improving operational efficiencies, and ensuring compliance with the College's policies and procedures related to online teaching and learning.

APPOINTING AUTHORITY: The committee shall have at least one representative and one alternate voting member from each of the instructional divisions (academic, technical and workforce). Voting members are appointed by Vice Chancellor, Academic Affairs or Vice Chancellor, Applied Science, Workforce, and Economic Development as appropriate.

COMMITTEE MEMBERSHIP: Membership includes appointed members as well as standing committee members. The Standing Committee Members are Instructional Designers, Academic Technology (Appointed by Dean of Technology), Faculty Senate Representative, Dean of Academic Support Services, Dean of Distance Learning or designee, Dean's Council Representative (Ex-Officio), Division Leadership Council Representative (Ex-Officio). Appointed members serve a two-year term and may be re-appointed by the appropriate administrator.

COMMITTEE OFFICERS: The Committee shall elect a chair, chair-elect, and secretary. The Chair and Chair-Elect serve a two-year term. The Secretary serves a one-year term. Officers may be re-elected by the Committee with the approval of the appropriate administrator.

MEETING FREQUENCY: The committee shall meet once a month during the fall and spring semesters with additional meetings as necessary. Electronic votes are allowed.

DIVISION LEADERSHIP COUNCIL

The purpose of the Division Leadership Council is to provide a forum for discussion of recommendations relative to academic policies and matters important to the success of Blinn College. The Council also provides a channel of reciprocal communication between Council members and the policy-making bodies of Blinn College, especially between faculty and administrators.

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs and Vice Chancellor, Applied Science, Workforce, and Economic Development

COUNCIL MEMBERSHIP: The membership of the Council shall consist of all assistant deans, department heads, program directors, and coordinators, including the library directors.

COUNCIL OFFICERS: The Council shall elect a president, president-elect, and secretary. The officers shall comprise the Council's Executive Committee.

MEETING FREQUENCY: The Council shall meet as necessary and appropriate.

EXECUTIVE COUNCIL

The Executive Council shall serve as the executive leadership team for the College. The Executive Council functions as a strategic group addressing long-term issues such as growth and continuous improvement. Additionally, the Council receives regular reports and recommendations from college

divisions and committees through their respective Vice Chancellor and makes recommendations to the Chancellor on administrative regulations in furtherance of Board policies.

APPOINTING AUTHORITY AND COUNCIL MEMBERSHIP: The Chancellor shall appoint staff to the Executive Council as necessary and appropriate.

COUNCIL OFFICERS: The Chancellor shall serve as the Council Chair.

MEETING FREQUENCY: The Council shall meet as necessary and appropriate.

CENTER FOR TEACHING AND LEARNING

The purpose of the Center for Teaching and Learning is to provide professional development and growth opportunities for all Blinn College faculty. The Center for Teaching and Learning is guided by the Dean of Academic Support Services. The Center for Teaching and Learning is responsible for, among other activities, Fall Convocation, Spring Conference, FutureWorks, and ongoing professional development opportunities.

PROFESSIONAL DEVELOPMENT PROGRAM COMMITTEE

The Professional Development Program Committee assists the Dean of Academic Support Services in developing a strategic plan, identifying faculty learning needs and interests, suggesting strategies to meet those needs and interests, sharing information with faculty about professional development activities, exploring professional development issues, supporting events sponsored by the Center for Teaching and Learning, and recommending to the Vice Chancellor, Academic Affairs, proposals pertaining to faculty professional development.

APPOINTING AUTHORITY: The Chair shall select Members of the Committee.

COMMITTEE MEMBERSHIP: The membership shall include at least one representative from each instructional division, a representative from Academic Technology, a representative from the Faculty Senate, a representative from the Division Leadership Council, and an instructional designer. Committee membership shall not exceed 15 members.

COMMITTEE OFFICERS: The Dean of Academic Support Services shall serve as chair for the Committee.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

CONVOCATION/CONFERENCE COMMITTEE

The Convocation/Conference Committee assists the Dean of Academic Support Services in designing, evaluating, and coordinating Fall Convocation and Spring Conference.

APPOINTING AUTHORITY: The Chair shall select Members of the Committee.

COMMITTEE MEMBERSHIP: The membership shall include one or more representatives from each of the instructional divisions, a representative from either the Sealy or Schulenburg campuses, and the Vice Chancellor, Academic Affairs. The Committee membership shall not exceed 10 members.

COMMITTEE OFFICERS: The Dean of Academic Support Services shall serve as chair for the Committee.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

FACULTY SENATE

The purpose of the Faculty Senate is to provide a forum for discussion of academic policies and matters important to the success of Blinn College. The Senate shall formulate recommendations, at the appropriate time, to the Administrative Council, and provide a channel of reciprocal communication between Senate members and policy-making bodies of Blinn College.

APPOINTING AUTHORITY: Representatives shall be chosen each spring semester by a vote of the Senate members of that division.

SENATE MEMBERSHIP: Senate membership shall consist of full-time faculty, part-time faculty, and librarians. To ensure equal representation, there shall be one representative from each division per campus.

SENATE OFFICERS: The Senate officers shall consist of a president, president-elect, secretary and parliamentarian elected by the membership. All officers shall serve a term of one year.

MEETING FREQUENCY: Regular meetings shall be held in August and January.

FINAL GRADES APPEAL COMMITTEE

The Final Grades Appeal Committee exists to serve as Level III of the student complaint process concerning a disputed final grade under Blinn College Board Policy FLDB (LOCAL).

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs

COMMITTEE MEMBERSHIP: Members shall include three faculty members and one alternate member who teaches at the student's home campus, and the appropriate academic dean (who shall serve as a non-voting member of the Committee). Member terms are at the discretion of the Vice Chancellor, Academic Affairs.

COMMITTEE OFFICERS: The appropriate academic dean shall serve as chair for the Committee.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate. This Committee is an ad hoc committee and shall only meet when a student appeal requires a Level III ruling.

INSTRUCTIONAL TECHNOLOGY COMMITTEE

The purpose of the Instructional Technology Committee is to provide support to the Dean of Academic Technology Services. When new products, equipment, or software are identified that require determining the benefits of one product over another, the IT Committee is convened to assist in that determination. The Committee is also used to determine if a product is no longer meeting the needs of the Institution.

APPOINTING AUTHORITY: The Committee Chair and the Dean of Academic Technology Services

COMMITTEE MEMBERSHIP: The membership of the Committee shall consist of faculty and at least one member from the Library Services Department who have recognized computer skills, have shown an interest in the latest technologies, and are willing to volunteer their time on the Committee. The number of members is fluid based upon the task-at-hand. There are no set terms for committee members.

COMMITTEE OFFICERS: A Committee Chair shall be appointed by the Dean of Academic Technology Services.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

PROFESSIONAL DEVELOPMENT FUNDING COMMITTEE

The Professional Development Funding Committee supports Blinn College employees in their professional development by providing financial assistance for professional activities. Funds are available to all full-time faculty and staff members.

APPOINTING AUTHORITY: Voting faculty members of the committee are nominated by their respective instructional divisions. The voting staff member will be nominated by the Office of Human Resources; further, the staff position shall rotate among divisions at the College. Nominations are approved by the Vice Chancellor, Academic Affairs. .

COMMITTEE MEMBERSHIP: The committee shall have one voting member from each of the instructional divisions (academic, technical and workforce) as well as one voting staff member. The Dean of Academic Support Services serves as academic liaison and staff support for the committee and shall be a non-voting ex-officio member. In addition, each of the following entities may appoint one nonvoting representative: Deans' Council, Division Leadership Council, Staff Council, and Faculty Senate.

TERM LIMITS: Membership on the committee is limited to a 3-year term not to exceed two full terms. Should a member resign or be removed prior to the completion of their term, the appointed replacement shall serve the remainder of the term and be eligible for reappointment to serve a full term. A committee member may be appointed to a second term by their respective divisions and approved by the Vice Chancellor, Academic Affairs.

COMMITTEE OFFICERS: The committee officers shall consist of a chair and secretary elected by the committee membership at the final meeting of each spring semester, with their service beginning in the fall of the next academic year.

MEETING FREQUENCY: The committee meets once per month (except December) in the fall and spring semester and at other times as deemed necessary by the chair.

SCHOLASTIC INTEGRITY COMMITTEE

The Scholastic Integrity Committee is charged with resolving incidents where there is compelling evidence of student cheating or plagiarism. The Committee affords a student accused of scholastic integrity due process as outlined in the College Catalog and College district rules and regulations.

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs

COMMITTEE MEMBERSHIP: Each campus shall have a Scholastic Integrity Committee with five members. All members rotate off the Committee every three years. A designee of the Vice Chancellor, Academic Affairs officiates and delivers the Committee's conclusion to the Vice Chancellor, Academic Affairs. The ex-officio member takes notes so a record of the meeting exists, and the conclusion of the Committee's deliberation can be communicated.

COMMITTEE OFFICERS: No officers shall be appointed for this Committee. MEETING

FREQUENCY: The Committee shall meet as necessary and appropriate.

SERVICE LEARNING COUNCIL

The purpose of the Service Learning Council is to oversee the development and approval of new Service Learning projects. The Service Learning Director works with the faculty and their respective deans to ensure that the approved protocols, procedures, and academic standards are met. The Service Learning Director ensures that the community partner has been identified and contacted, and then presents the project protocol, obtains the respective Dean's signature, and sends community partner paperwork to the Service Learning Council for review. The Council has the option to approve, approve with revisions, or reject the proposed project. The Council is only called to review new proposals or to address any issues that may arise with the program.

APPOINTING AUTHORITY: Council Chair

COUNCIL MEMBERSHIP: The Council shall consist of faculty representatives from each campus, division leadership, and an academic dean. There are no term limits for members.

COUNCIL OFFICERS: The chair of the Council is the director of the Service Learning program. MEETING

FREQUENCY: The Council shall meet as necessary and appropriate.

STAFF COUNCIL

The Staff Council's mission is to serve as an advisory committee and a collective voice to convey ideas, information, and recommendations to the Chancellor regarding the interest and concerns of the staff. The Staff Council's goal is to continually improve operations and build a sense of community and environment of respect and fairness by facilitating effective communication among staff, administration, faculty, and students.

APPOINTING AUTHORITY: Staff Council members are elected by the body of staff members of Blinn College.

COUNCIL MEMBERSHIP: Staff Council shall be extended to all full-time budgeted employees, classified, and non-classified non-faculty employees. Staff Council members must have completed one (1) year in a staff position prior to accepting a nomination to serve. Voting members of the Staff Council shall consist of the Staff Council Executive Board and Staff Council Representatives. No Division/Department should be represented by more than one-third (1/3) of Staff Council. Staff Council members shall hold a position below the level of Executive Council.

COUNCIL OFFICERS: The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. All terms of office (excluding Past President which is on an advisory basis) shall be two (2) academic years, September-August. In order to hold a position on the Executive Board, one must have approval from his/her direct supervisor and have attended more than half (1/2) of the Staff Council meetings in the prior year or approval of two-thirds (2/3) majority vote of the members of the committee.

MEETING FREQUENCY: The voting membership shall meet as necessary and appropriate.

STRATEGIC ENROLLMENT MANAGEMENT STEERING COMMITTEE

The purpose of this committee is to provide the framework for Blinn College's basic student recruitment, retention, and marketing efforts. This framework will align with the College's mission and strategic plan as it assists with the management of new student enrollment, student retention, student success, and program development and initiatives.

APPOINTING AUTHORITY: Vice Chancellor, Student Services; Director, Admissions and Records/Registrar; and Dean, Institutional Research and Effectiveness.

COMMITTEE MEMBERSHIP: The membership of the Committee shall consist of the Vice Chancellor, Student Services; Vice Chancellor, Academic Affairs; Vice Chancellor, Applied Science, Workforce, and Economic Development; Dean, Admissions and Records/Registrar; Dean, Institutional Research and Effectiveness; Academic Deans; Director of Prospective Student Relations; Director of Communications; and Director of Marketing. There are no term limits for members.

COMMITTEE OFFICERS: The Dean, Admissions and Records/Registrar and the Dean, Institutional Research and Effectiveness co-chair the Committee.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association seeks to develop responsible student leadership, serve as a liaison between the students of Blinn College and the college administration, represent the voice of the Blinn College student body, and make improvements in all areas of campus life. Additionally, SGA fosters community involvement by hosting beneficial educational and recreational student activities and collaborating with the Office of Student Leadership & Activities to support & oversee all of the campus clubs and organizations.