

COMMITTEE PURPOSE STATEMENTS

ACADEMIC APPEALS COMMITTEES (BRENHAM AND BRYAN)

The Academic Appeals Committee reviews appeal letters from academically suspended students after the fall and the 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).

The Committee members are appointed by the Vice President of Student Services, Registrar and Director of Admissions. This Committee does not require specific membership representation, nor does it have limitations on how long members serve; however representatives from both faculty and staff serve on the Committee. The Director of Admissions serves as the Committee Chair. The Committee meets twice a year to review fall and spring appeals.

ACADEMIC STANDARDS COMMITTEE

The Academic Standards Committee is charged with writing protocols/guidelines that pertain to academic processes. Topics that need written processes in the *Faculty Handbook* might include the following: the faculty evaluation process; faculty orientation; faculty support services, faculty responsibilities, etc.

The Committee members are appointed by the Vice President of Instruction, consisting of 11 full-time faculty. Members rotate off every three years. Other than the Chair, no officers are appointed to serve this Committee. The Committee meets every other week when completing a project each fall and spring semester.

ACADEMIC, WORKFORCE, AND COMMUNITY INVOLVEMENT PLANNING COMMITTEE

The academic, workforce, and community involvement planning committee shall review the needs of the College District for future planning and policy governance. The academic, workforce, and community involvement planning committee shall consist of Trustees as appointed by the Board President. The District President/CEO and appropriate staff shall provide administrative support.

ADMINISTRATIVE COUNCIL

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

The Administrative Council also exists, and in no way is limited to, the purpose of enhancing communication between campuses and administrative units. Communication is of the utmost importance.

This Council consists of the members of the College's Executive Council and the presidents and presidents-elect of the Faculty Senate, Dean's Council, Division Leadership Council, Staff Council, Student Government Association representative and Ex-officio members appointed by the District President.

The Administrative Council may meet as needed but at least once each fall and spring semester. A schedule of meeting the first and third Monday of the fall and spring semester began on September 15, 2014.

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's service area, advisory Committees have been established for the college's off-campus centers. These Committees are representative of the citizens who are being served by the off-campus centers 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 administration about the educational needs of the service area and the methods, procedures and programs that they believe can best meet these needs.

Members of these Committees are selected and appointed by the board of trustees. Each committee consists of no more than nine members. Members are appointed for two-year terms and may be reappointed for three consecutive terms. Each Committee elects a president, vice president, and a secretary to serve a two-year term. The Committee meets quarterly.

BUDGET, AUDIT, INVESTMENT, AND FINANCE COMMITTEE

The budget, audit, investment, and finance committee shall review the College District's budget, estimated resources and requirements, and budget adjustments and shall make recommendations to the Board for action when appropriate. This committee shall also review the College district's annual audit and present the findings to the Board, as well as review strategies, internal controls, brokers, reporting, and audits related to investments for the College District. The budget, audit, investment, and finance committee shall consist of Trustees as appointed by the Board President. The District President/CEO and appropriate staff shall provide administrative support.

CALENDAR COMMITTEE

The purpose of the Calendar Committee is to annually develop a Blinn College academic calendar for the upcoming year. Such items as registration dates, semester beginning and end dates, dates of finals, etc. are proposed by the Committee. This proposed calendar is then presented by the Vice President of Student Services to the Executive Council for approval.

Committee members, comprised of a cross-section of persons representing academics, administration, and all campuses, are appointed by Executive Council members. There are no minimum or maximum number of members required and there is no set length of member terms. The Committee is re-evaluated by Executive Council annually. Chair persons of the Committee are the Vice Presidents of Student Services and Instruction. The Secretary is the Director of Admissions & Records, Brenham Campus. The Committee meets annually in late October or early November.

CURRICULUM COMMITTEE

The purpose of the Curriculum Committee is the consideration, revision and adoption of new and revised courses and the deletion of unneeded courses or programs. Specific curriculum matters will also be discussed and voted on.

Members are appointed by the Vice President of Instruction with input from Deans and Faculty Senate. Membership shall consist of five Faculty, the Academic Division Deans and the Director of Library Services, for two-year terms. The Committee will have two elected officers: Chair and Secretary. Officers are elected on a bi-annual basis by vote of the membership. Officers will be elected for a term of two years, with the selection alternating between the Brenham and Bryan Campuses. The Committee meets monthly during the academic year.

DEAN'S COUNCIL

The Dean's Council is an administrative council comprised of the deans of the seven instructional divisions: Business/Agriculture/Kinesiology; Health Sciences; Humanities; Science/Technology/Engineering/ Math; Social Sciences; Visual/Performing Arts; and Workforce Education. The Council is under the direction of Academic Affairs, which includes the Vice President(s) of Instruction and the Assistant Vice President of Instruction. These individuals act as vanguards for the group. The current Council promotes three primary concepts: student success, shared governance, and best classroom practices based on evidence based research. Moreover, the Dean's Council meets every week throughout the academic year and provides advice and feedback to Executive Council on curricular and academic matters. Additionally, they engage in discussions and 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 join the Dean's Council for updates regarding matters of special interest, or to offer expertise on agenda items.

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 formed 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.

Members of this Committee shall be appointed by the Sr. Vice President of Student Services, and 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. In addition, the student body representative shall serve a one year term, allowing for new student body representation every academic year. The Committee shall consist of a chairperson, vice chairperson, secretary, faculty/staff member, and student body representative. The meetings shall occur on an as-needed basis.

DISTANCE LEARNING ADVISORY COMMITTEE

The purpose of the Distance Advisory Committee (DLAC) is to advise the Dean of Distance Learning on all matters related to distance learning, as well as distance learning applications, at Blinn College. Members of DLAC are typically asked to test and pilot emerging and new features on the college's platforms.

DIVISION LEADERSHIP COUNCIL

The purpose of the Division Leadership Council is to provide a forum for discussion of academic policies, to formulate recommendations relative to academic policies, to consider non-academic policies and other matters that are important to the success of Blinn College. To provide a channel of reciprocal communication between the Council members and the policy-making bodies of Blinn College and to facilitate communication within the college, especially between the faculty and the administrators.

The membership of the Division Leadership Council shall consists of all assistant deans, department heads, program directors, and coordinators, including the library director. The Officers shall consists of a president, a president-elect, and a secretary and shall comprise the Council's Executive Committee.

EXECUTIVE COUNCIL

The Executive Council, shall serve as the executive leadership team for the College. The Executive Council functions as a strategic group dealing with the longer term issues of growth and continuous improvement. Additionally, this group regularly receives reports and recommendations from College Divisions and committees. This group makes decisions on administrative regulation in support of Board policy.

The following positions make up the membership of the Executive Council:

- District President
- President for Brazos County Campuses
- Senior Vice President Finance & Administrative Services/CFO
- Senior Vice President Student Services
- Vice President of Instruction
- Associate Vice President Government & Public Affairs

Meetings occur on a regular schedule with documented minutes.

FACULTY DEVELOPMENT COMMITTEE

The Faculty Development Committee is charged with writing protocols/guidelines that pertain to enhancing teaching and student learning. Topics that the Committee addresses might include the following: protocols for continuous faculty development, in-service workshops, guest seminar speakers, etc.

The Faculty Development Committee members are appointed by the Vice President of Instruction. The Committee consists of 12 members who rotate off every three years. The Committee is chaired by the Assistant Vice President of Instruction and meets regularly each fall and spring semester.

FACULTY SENATE

The purpose of the Faculty Senate shall be to provide a forum for discussion of academic policies; to formulate recommendations relative to academic policies and, at the appropriate time, to communicate such recommendations to the Administrative Council; to consider non-academic policies and other matters that are important to the success of Blinn College; to provide a channel of reciprocal communication between the Senate members and the policy-making bodies of Blinn College.

Representatives will be chosen each spring semester by a vote of the Senate members of that division. 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. Officers shall consist of a President, President-Elect, a Secretary and a Parliamentarian. All officers shall serve a term of one year. 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).

Members are appointed by the Vice President of Instruction in the summer before the fall semester begins. Members are comprised of three faculty members and one alternate member who teach at the student's home campus, and the appropriate academic dean (who shall serve as a nonvoting member of the Committee and as chairperson). Member terms are at the discretion of the Vice President of Instruction and the appointed faculty member – sometimes a faculty member asks to be taken off after 1 year, sometimes they stay for several years. This Committee is an ad hoc Committee. The Committee only meets when a student appeal gets to Level III.

INSTRUCTIONAL TECHNOLOGY COMMITTEE

The purpose of the Instructional Technology Committee is to provide support to the Dean of Academic Technology. 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.

The Committee Chair and the Dean of Academic Technology identify faculty/members and at least one member from the Library that have rich computer skills and 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. Other than the Chair, no officers are appointed to serve this Committee. The Committee serves as an advisory group to the Dean of Academic Technology Services.

PROFESSIONAL ASSOCIATION

The Blinn College Professional Association is a charitable and educational organization that encourages professional growth, administers the Blinn College Professional Association Scholarship Fund established by the Association, and administers social events.

Members shall consist of eligible staff members who have paid dues of the organization. Those eligible for membership shall consist of current and retired Blinn College employees who embrace the purposes of the organization. Officers shall consist of a president, vice president and secretary-treasurer. Officers shall serve for an elective term of one academic year. No officer shall serve more than two consecutive terms in the same office. This organization shall have a minimum of two regular meetings each year, the exact date and time to be set by the President of the Association.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee assists the Director of Professional Development in developing a strategic plan, identifying faculty learning needs and interest, suggesting strategies to meet those needs and interests, sharing information with faculty about professional development activities, exploring professional development issues, and supporting events sponsored by the Office of Professional Development.

The Professional Development Committee shall be chaired by the Director of Professional Development, and

shall have not more than 15 members, including at least one member from each instructional division, Distance Learning, and Human Resources. At least one member shall be a part-time faculty member. The Dean charges with overseeing Professional Development (Supervising Dean) shall also serve on the committee, together with the current year's Faculty Fellows. Members of the committee shall be selected by the Chair and the Supervising Dean and, except for the Faculty Fellows, shall serve three-year overlapping terms. Faculty Fellows shall serve for their year of appointment only.

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.

Members of the Committee are selected by the Chair and the Vice President. The Committee has ten regular voting members divided among each division. There are no term limits for this Committee. The Committee is under the direction of the Vice President of Instruction and is run by the Committee chair (Dean of Educational Partnerships), who is selected at the end of each year by the Committee. Previous chairs are also considered *chairs ex officio* and (alternately) continue to attend meetings in an advisory capacity. A secretary takes notes, and is selected from among the regular members. The Committee usually meets on the 3rd or 4th Friday of each month, in August, September, October, November, January, February, March, and April. There are no meetings in December, May, June, or July.

PROGRAM REVIEW COMMITTEE

The goal of the program review process is to provide a thoughtful and forward-looking analysis of the state of a program and how the program needs to evolve over the next five years. Program review is the process by which programs systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes. Instructional programs are defined as programs of study leading to awards that students can receive (e.g., the degrees and certificates listed in the Blinn College Catalog). Non-instructional programs are the departments providing academic and student support services, administrative support services, and community/public service programs.

Each of these programs is scheduled to perform a full review once every five years. The program review documents are completed by the coordinator of the program. For instructional programs, this will typically be the program coordinator, lead faculty member, etc. For non-instructional programs, this will typically be the administrator overseeing the program. The Office of Institutional Effectiveness and Enrollment Management provides data as input to the program review process.

There is not a single institutional program review committee. For each program, a committee is convened consisting of:

1. Vice President over the program
2. Representative from Finance
3. Faculty representative
4. Representative from Institutional Effectiveness and Enrollment Management

This committee is convened, and the program review meeting scheduled by, the Director of Institutional Assessment. The charge of this committee is to review all materials for the program, including data templates, focus group reports, external consultants' reports, and other relevant information (e.g., CAS reports for student services, etc.). The committee may then make recommendations to the program coordinator/administrator related to continuous improvement, goals, and foci for the coming fiscal year and the five-year period until the next program review. There is no formal structure to a program review committee in terms of officers.

REAL ESTATE AND PROPERTY COMMITTEE

The real estate and property committee shall review site selection criteria for campuses, major building modifications and significant change orders, and architectural selection processes. This committee shall also

serve as a liaison with city officials regarding activities related to site and building construction. The real estate and property committee shall consist of Trustees as appointed by the Board President. The District President/CEO and appropriate staff shall provide administrative support.

SCHOLARSHIP COMMITTEE

The purpose of the Scholarship Committee is to oversee the selection of endowed scholarship recipients. The Committee reviews the numerous applications to ensure that the endowed scholarship criteria are met, and that the recipients meet the standards set by the College in order to receive an endowed scholarship.

Once identified the faculty are contacted and asked if they are willing to volunteer their time by the Committee Chair. The initial criterion for selecting potential faculty is involvement with student organizations. The Committee includes the Chair, 4 faculty members (two from Brenham and two from Bryan), and representatives from Financial Aid, Business Office and the Foundation. No terms are set for members. The Scholarship Committee does the majority of its work during the spring semester.

SCHOLASTIC INTEGRITY COMMITTEE

The Scholastic Integrity Committee is charged with resolving incidents where there is compelling evidence of student cheating, collusion, 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.

The members of this Committee are appointed by the Vice President of Instruction on recommendation from respective deans. Each campus has a Scholastic Integrity Committee with 5 members. All members rotate off the Committee every three years. A designee of the Vice President of Instruction officiates and delivers the Committee's conclusion to the Vice President of Instruction. Notes are taken by the Ex-Officio member so a record of the meeting exists, and the conclusion of the Committee's deliberation could be communicated. The Committee meets as needed and is composed of members per their respective campus.

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, respective Deans sign off, and 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 Chair of the Committee identifies faculty and Division leaders and they are contacted and asked if they are willing to volunteer their time. Members consist of Faculty representatives from each campus, Division leadership, and an Academic Dean. There are no term limits for members. The Chair of the Committee is the Director of the program; beyond that there is no formal structure of officers. The meeting schedule is "as needed". The Council is only called to review new proposals or to address any issues that may arise with the program.

STAFF COUNCIL

The Staff Council's mission shall be to serve as an advisory committee and a collective voice to convey ideas, information and recommendations to the Executive Council regarding the interest and concerns of the staff. Our 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.

STRATEGIC ENROLLMENT MANAGEMENT STEERING COMMITTEE

The Blinn College Strategic Enrollment Management Steering Committee was formed to enable the College to better systemically recruit, retain and eventually graduate or transfer more students. The charges of the Committee include:

- Determine student profiles
- Create an environment of enrollment management at Blinn where everyone is an enrollment manager
- Create an enrollment management plan to include a recruitment plan and a retention plan

- Determine how all departments and divisions can play a part in our recruiting and retention efforts
- Make recommendations on streamlining processes including but not limited to: admissions, advising, registration, class scheduling, transferring, and graduation to improve our enrollment management efforts.

Fifteen to twenty members are appointed based on area of responsibility by the Vice President of Student Services, Dean of Enrollment Services/Registrar, and Dean of Institutional Effectiveness and Enrollment Management. There are no term limits for members. The Vice President of Student Services and the Dean of Institutional Effectiveness and Enrollment Management co-chair the Committee. The Dean of Enrollment Management sets the agenda and runs the meeting. Meetings are held on the 2nd and 4th Tuesday mornings of each month.

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 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.