

## Committee Structure 2012-2013

Committee	Chair	Permanent Members	Additional Members	Meets
<p><b>President's Cabinet</b> - The President's Cabinet serves as the executive management team for the President to provide effective leadership for the College meeting regularly to discuss, plan, and make decisions regarding the overall operation of the College. Guided by the Colleges' Mission Statement and with input from campus committees, the members of the Cabinet work across divisions to coordinate initiatives and activities for long-range planning and institutional effectiveness. The Cabinet is charged with monitoring requests from deans or committees of changes to instruction that may result in need to notify the Commission or result in a Substantive Change as required by SACSCOC.</p>	<p>President – Dr. Glen Cannon</p>	<p>VP/Dean of the College – Dr. David Hodge            Administrator to Special Projects – Earl Cook            CFO – Brenda Kelley            IE Director – Dr. Joree Jones            Dean of Student Services – Dr. Joy Hamm</p>	<p>Support/Recorder:            Administrative Assistant to the President – Buffie Tuck</p>	<p>Meets Weekly</p>
<p><b>Academic Awards Committee</b> - This committee serves in an advisory capacity to the VP/Dean of the College and is responsible for the College's student academic awards, including criteria for awards, number of awards to be made, and associated activities (program, costs, scheduling, location, printed materials, etc.)</p>	<p>Co-chairs:            Institutional Advancement Director – Karen Kelly            Faculty Member chosen from Committee</p>	<p>Division Chairs/            Program Coordinators            Earl Cook            Andy Scales            Resa Lord            Debra Plotts            Public Safety (TBD)            Admissions Office Representative (TBD)</p>	<p>Self-selected Faculty – minimum one per division</p> <p><b>Language and Fine Arts:</b> Greg Spence</p> <p><b>Math and Science:</b> Shawn Junghans</p> <p><b>Social Science:</b> Beverly Morris</p> <p><b>Business and Information Tech:</b> Susan Young</p> <p><b>Health Sciences:</b> Tammy Brooks</p> <p><b>Applied Technology:</b> Clint Langley</p>	<p>Meets Annually (Spring)</p>

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			<b>Additional Members:</b> Angela Koenke D'Anna Thomas Adam Thomas Dash O'Neill  Support/Recorder: Administrative Assistant to the VP/Dean of the College – Teala Sykes	
<b>Academic and Instructional Council -</b> The AIC is a committee comprised of all active CVCC full-time college faculty and is chaired by the VP/Dean of the College. This committee reviews items that specifically impact instruction. The committee meets annually (or more often if necessary) to consider policy implications to improve instructional quality, expand methods of delivery, enhance the learning environment, and/or enrich faculty professional development. Policy recommendations are forwarded to the Cabinet for review, consideration and approval. The committee is charged with monitoring changes to instruction that may result in need to notify the Commission or result in a Substantive Changes as required by SACSCOC. The committee chair is responsible for notifying the SACSCOC Liaison of any proposals that could result in a need to communicate with SACSCOC.	VP/Dean of the College - Dr. David Hodge	Division Chairs Earl Cook Andy Scales Resa Lord Debra Plotts Public Safety (TBD)	All Faculty  Support/Recorder: Administrative Assistant to the VP/Dean of College - Teala Sykes	Meets Annually
<b>Admissions Appeal Committee -</b> The Admissions Appeal Committee consists	Admissions Director/	Self-selected Faculty Member from each	Support/Recorder: Admissions Clerk (Thomas)	Meets Each Semester

<b>Committee</b>	<b>Chair</b>	<b>Permanent Members</b>	<b>Additional Members</b>	<b>Meets</b>
<p>of advisors/instructors who meet once per semester to consider reinstatement of students who have been academically suspended. A student receives notice of suspension with an indication of the right to appeal for reinstatement. A student personally presents a compelling case of explanatory circumstances that led to suspension and/or mitigating circumstances supporting reinstatement. A student who is reinstated is registered in a prescribed academic plan by the committee.</p>	<p>Registrar – Sanquita Alexander</p>	<p>division <b>Language and Fine Arts:</b> Tom Daniel <b>Math and Science:</b> Jacques McKinnon Bianke Wagnon <b>Business and Information Tech:</b> Bob Dansby <b>Health Sciences:</b> Shawneen O’Neill Collins <b>Public Safety: TBD</b> <b>Applied Technology:</b> Clint Langley</p>		
<p><b>All-Alabama Academic Team Selection Committee</b> - This committee is responsible for the selection of the College’s All-Alabama Academic Team nominees. This process includes soliciting applications and nominations, screening candidates, and arranging recognition. The committee also guides the student in creating a competitive packet for competition and recognition in state, regional, and national reviews.</p>	<p>Counseling and Advising Director – Cynthia Floyd</p>	<p>Student Development Director – Vickie Williams Faculty Cabinet Liaison – Earl Cook</p>	<p>Self-selected  Dr. Joy Hamm Vicki Braswell Susan McCollum – Math/Science Andy Scales – English Jarmar Muhammad  Support/Recorder: Advising/Student Development Clerk (TBD)</p>	<p>Meets Annually (Spring)</p>
<p><b>Athletics Department Advisory Committee</b> - This committee is responsible for 1) annually reviewing all athletic programs, to include monitoring of specified criteria to maintain academic and athletic eligibility for athletes, and 2) reviewing and updating the goals and objectives of the Department of Athletics.</p>	<p>Athletics Director – Adam Thomas</p>	<p>Dean of Student Services – Dr. Joy Hamm Athletic Coaches Richard Mahone Steve O’Steen Trelanne Moore Athlete’s Academic Advisor – Susan</p>	<p>Self-selected with at least two Faculty Members  Cynthia Floyd Tom Daniel Shelly Holt Courtney Johnson Kelly Williams</p>	<p>Meets Each Semester</p>

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The reviews will encompass student outcomes, recruiting, publicity, facilities, academic performance, budget, and logistics. In addition, this committee assists with the design, development, and implementation of intramural athletics.		Young Accounts Payable Clerk – Susan Harris	Mary A. Williams Gloria Williams Keith Manual  Support/Recorder: Administrative Assistant to the Dean of Student Services – Jackie Grant	
<b>Black History &amp; Cultural Diversity Committee</b> – The purpose of the Black History & Cultural Diversity Committee is to develop, implement, and promote campus activities that offer insights in diversity. The goal is to educate, promote, and celebrate differing backgrounds, ethnicities, and cultures. Membership is limited but is open to all full-time employees.	Chosen from self-selected committee – Christer Sanks	Faculty Cabinet Liaison – Earl Cook	Self-selected  Saundra Noles Jackie Grant  Support/Recorder: To be selected by committee	Meets Annually (Winter)
<b>Calendar Committee</b> - This committee drafts and presents to the Administrative Team by March 1st a two-year academic calendar. The calendars include all employee duty days and the instructional and operational due dates necessary to carry out the mission of CVCC for each semester and academic year. The academic calendars must adhere to State Board of Education policies. The upcoming first year academic calendar is reviewed by the Department of Postsecondary Education (DPE) in late spring of each year. Membership includes both administrative, instructional, and staff representatives who are actively involved in campus planning/operational management.	Faculty Member chosen by Division Chairs – Bianke Wagnon	CFO – Brenda Kelley Dean of Student Services – Dr. Joy Hamm VP/Dean of the College – Dr. David Hodge Director of Financial Aid – Joan Waters Director of Admissions/ Registrar – Sanquita Alexander	Self-selected Staff  Self-selected Faculty – one per division  <b>Language and Fine Arts:</b> <b>Math and Science:</b> Bianke Wagnon <b>Social Science:</b> Beverly Morris <b>Business and Information Tech:</b> Shelia Larkin <b>Health Sciences:</b> Judy Ennis, Marquette Brewer <b>Public Safety:</b> Gil Slouchick  <b>Additional Members</b>	Meets Late Winter/Spring to Meet DPE's Annual Calendar Due Date

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			Lannette Mitchell D'Anna Thomas  Support/Recorder: Payroll Accountant – Courtney Johnson	
<p><b>College Catalog Committee</b> - This committee includes representatives of various instructional and student services areas which are represented in the <i>Chattahoochee Valley Community College Catalog &amp; Student Handbook</i>. The group solicits and submits revisions to the catalog, approves a timeline for its preparation and printing, and discusses other issues related to the document's appearance, format, and content as needed.</p>	<p>Co-Chairs: VP/Dean of the College – Dr. David Hodge Dean of Student Services – Dr. Joy Hamm</p>	<p>Division Chairs Earl Cook Andy Scales Resa Lord Debra Plotts Public Safety (TBD) Learning Resources Director – Xueying Chen</p>	<p>Additional members as needed  Support/Recorder: Administrative Assistant to the VP/Dean of College – Teala Sykes</p>	<p>Meets Annually (Spring)</p>
<p><b>Committee on Committees</b> – This committee is responsible for assigning members of each college committee. At the beginning of each academic year faculty and staff complete a Committee Assignment Request Form. The Committee on Committees reviews these request forms and assigns members based on these prioritized requests to the extent possible, while also striving to ensure cross-functional and diverse membership.</p>	<p>President – Dr. Glen Cannon</p>	<p>President's Cabinet Dr. David Hodge Dr. Joy Hamm Dr. Robert Pierce Brenda Kelley Dr. Joree Jones Earl Cook Faculty Chair chosen by Division Chairs – Debra Plotts</p>	<p>Support/Recorder: Campus Administrative Assistants (rotated by seniority) – Jackie Grant</p>	<p>Meets Annually (Summer)</p>
<p><b>Curriculum Committee</b> - This committee is responsible for reviewing proposals to offer new courses or programs of study or to substantially alter existing courses. It also recommends</p>	<p>Co-Chairs: VP/Dean of the College – Dr. David Hodge IE Director – Dr.</p>	<p>Division Chairs Earl Cook Andy Scales Resa Lord Debra Plotts</p>	<p>Self-selected Faculty  Marquette Brewer Bridgett Jackson Michelle Lewis</p>	<p>Meets As Needed or At Least Once A Semester</p>

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action to the Division Chair Council and VP/ Dean of College. This committee is charged with monitoring changes to instruction that may result in a need to notify the Commission or result in a Substantive Change as required by SACSCOC.	Joree Jones	Public Safety (TBD)	Beverly Morris Shelia Larkin Greg Spence Jacques McKinnon  Support/Recorder: I/E Clerk – Savannah Maurer	
<b>Distance Education Committee</b> - This committee is responsible for developing the College's plan for distance learning, to include recommendations for 1) faculty and student resources; 2) policies and procedures; 3) appropriate processes to address the needs of the distant learner for advising, registration, counseling, and assessment; and 4) evaluating the success of distance learning initiatives. This committee is also responsible for reviewing pedagogies and assessment measures for alternative instructional delivery methods. The committee is charged with monitoring changes to instruction that may result in need to notify the Commission or result in a Substantive Change as required by SACSCOC.	Coordinator of Distance Education – Debra Plotts	Blackboard Administrator – Aurelia Smith IT Director – Jody Noles IE Director – Dr. Joree Jones VP/Dean of the College – Dr. David Hodge	Self-selected Faculty – minimum one per division  <b>Language and Fine Arts:</b> Andy Scales, Jarmar Muhammad <b>Math and Science:</b> Susan McCollum <b>Social Science:</b> Brion McClanahan <b>Business and Information Tech:</b> Susan Young <b>Health Sciences:</b> Shawneen O'Neill Collins <b>Public Safety:</b> Gil Slouchick <b>Applied Technology:</b> Clint Langley  Support/Recorder: I/E Clerk – Savannah Maurer	Meets Each Semester
<b>Employee Recognition Committee</b> - This committee is responsible for selecting the College's annual Chancellor's Award nominees and for other employee recognition activities.	Chosen by Committee	Associate Dean of WFD – Dr. Robert Pierce HR Director – Debbie Boone	Self-selected  Resa Lord Michelle Lewis Christine Cupp Kelly Williams Angela Koenke	Meets Annually (Summer)

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			Susan Bryant Shelly Holt Judy Ennis Stephanie Vance Teala Sykes Ivory Grier Cory Williams  Support/Recorder: Administrative Assistant to the Associate Dean of WFD – Ivonne Rosado	
<p><b>Facilities, Health, Safety &amp; Security Committee</b> - This committee is responsible for monitoring and evaluating campus practices in order to recommend strategies to improve and provide an effective and pleasing learning environment that is safe and secure for students and employees and meet the physical plant needs of the programs and services of the College. The committee is also responsible for annual review of college documents and publications pertaining to plant management, campus safety and security.</p>	CFO – Brenda Kelley	Facilities Director – Johann Wells Chief of Security – Keith Manual Evening Coordinator – Reggie Gordy Greenhouse Coordinator – Susan McCollum Nursing Division Chair or Faculty Designee – Resa Lord	Maintenance Staff IT Staff  Self-Selected – One Employee from Each Campus Building  <b>IPAC:</b> Justin Smith, Sandra Noles, Bridgett Jackson <b>Key:</b> <b>Wallace:</b> Deb Faison, Courtney Johnson, Debbie Boone <b>Wilson:</b> Mary A. Williams, Dwayne Mack <b>Fine Arts:</b> Tom Daniel <b>Owen:</b> Angela Harris, Ivonne Rosado, Darlene Thompson <b>Brassell:</b> Shawn Junghans, Gil Slouchick <b>ITC:</b> Clink Langley  Support/Recorder: President’s Administrative Assistant – Buffie Tuck	Meets Once A Semester

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<p><b>Financial Aid/Scholarship Committee</b> - This committee reviews scholarship guidelines and applications and recommends to the President a list of potential scholarship recipients.</p>	<p>Financial Aid Director – Joan Waters</p>	<p>Dean of Student Services – Dr. Joy Hamm                      Athletics Director – Adam Thomas                      Student Development Director – Vickie Williams                      Institutional Advancement Director – Karen Kelley                      Cashier/Accounts Receivables Coordinator – Christine Cupp                      Performing Arts Faculty – Tom Daniel                      Career Technical Faculty – Clint Langley</p>	<p>Self-selected                       Jackie Grant                      Dale Boswell (1)                      Michelle Ortiz                      Beth Parkman                       Support/Recorder: Financial Aid Officer – Susan Bryant</p>	<p>Meets Each Semester</p>
<p><b>Institutional Effectiveness Committee</b> - This committee examines the College's performance compared to its stated mission and goals. The process includes the establishment and monitoring of critical outcomes: Access, Retention, Persistence, Developmental Education, Student Engagement, Student Satisfaction, Graduation, Transfer and Resource Utilization. The results are used in the academic planning process to reinforce and/or modify college policies and procedures to ensure the achievement of the mission and goals.</p>	<p>IE Director – Dr. Joree Jones</p>	<p>Division Chairs                      Earl Cook                      Andy Scales                      Resa Lord                      Public Safety (TBD)                      IT Director – Jody Noles                      Distance Education Coordinator – Debra Plotts                      IE Staff – Sandra Noles                      WFD Representative – Robin Rudd                      VP/Dean of the College – Dr. David Hodge</p>	<p>Self-selected                       Bridgett Jackson                      Darlene Thompson                      Shawneen O'Neill Collins                      Lannette Mitchell                      Mary Johnson                      Susan McCollum                      Cory Williams                       Support/Recorder:                      I/E Clerk – Savannah Maurer</p>	<p>Meets Each Semester</p>



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<p><b>Learning Community Committee</b> - This committee establishes a learning community theme and series of related activities which will engage both a specific cohort of classes and the College at large in a common learning experience.</p>	<p>Selected by Committee</p>	<p>Faculty Cabinet Liaison – Earl Cook Learning Resources Director – Xueying Chen Division Chairs Earl Cook Andy Scales Resa Lord Debra Plotts Public Safety (TBD)</p>	<p>Self-selected Faculty  Robin Rudd Bob Dansby Jacques McKinnon Stephanie Vance  Support/Recorder: LRC Clerk (Harris)</p>	<p>Meets Annually (Fall)</p>
<p><b>Library Advisory Committee</b> - This committee is responsible for 1) reviewing all evaluative data in the applicable sections of the assessment plan, 2) reviewing the college's Collection Development Policy, 3) suggesting optimal ways to serve campus and community users, and 4) reviewing results of library surveys and recommending responses as appropriate.</p>	<p>Learning Resources Director – Xueying Chen</p>	<p>Learning Resources Staff – Angela Harris VP/Dean of the College – Dr. David Hodge</p>	<p>Self-selected  Tom Daniel Samantha Vance Beth Parkman Tammy Brooks Jordan Sloop  Support/Recorder: LRC Clerk (Williams)</p>	<p>Meets Annually (Summer)</p>
<p><b>Marketing and Social Media</b> - The Institutional Advancement Office provides guidance for the colleges marketing and social media. Marketing contacts, media purchases, article submissions, press releases, internet maintenance, etc. emanate from the Institutional Advancement Office. CVCC also acknowledges the growing presence of social media that permeate the lives of our students. We seek to actively use social media as medium for communicating facts, ideas, and opinions about the College's activities, events, and trends in a positive and cost effective manner.</p>	<p>Institutional Advancement Director – Karen Kelly</p>	<p>IT Director – Jody Noles Dean of Student Services – Dr. Joy Hamm Recruiter – Beth Parkman Student Development Director – Vickie Williams</p>	<p>Self-selected  Deb Faison Brook Tyner Bob Dansby Michelle Ortiz Shelly Holt Courtney Johnson Angela Koenke Saundra Noles Dash O'Neill  Support/Recorder: Public Relations Assistant – Kelly Williams</p>	<p>Meets Each Semester</p>

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<p><b>Operations Committee</b> – The committee monitors and evaluates College’s day-to-day administrative operations to recommend and offer suggestions and plans for college operations improvement and growth. The committee provides expertise and feedback to CVCC President’s Cabinet in support of planning and informed decision making.</p>	CFO – Brenda Kelley	IT Director – Jody Noles HR Director – Debbie Boone Admissions Director – Sanquita Alexander Financial Aid Director – Joan Waters Facilities Director – Johann Wells Evening Coordinator – Reggie Gordy Learning Resources Director – Xueying Chen Counseling and Advising Director – Cynthia Floyd Institutional Advancement Director – Karen Kelly Athletic Director – Adam Thomas Adult Education Director – Darlene Thompson Student Development Director – Vickie Williams IE Director – Dr. Joree Jones	Support/Recorder: Administrative Assistant to the President – Buffie Tuck	Meets the Months of September, November, February, April and July
<p><b>Professional Development Committee</b> - This committee studies, recommends, coordinates, documents, and tracks faculty and staff professional development activities. The committee recommends the format and content of workshops and other in-service activities and ensures that the range and scope of events are consistent with the College’s goals and strategic initiatives.</p>	HR Director – Debbie Boone	Coordinator of Distance Education – Debra Plotts IT Director – Jody Noles	Self-selected  Gloria Williams Jarmar Muhammad Tammy Brooks Resa Lord Susan Bryant Robin Rudd Mary Johnson Susan Harris	Meets Each Semester

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			Ivory Grier  Support/Recorder: HR Coordinator – Lannette Mitchell	
<b>Sick Leave Bank Committee</b> (Elected) - The Committee shall review all applications for loans from the Sick Leave Bank and make appropriate decisions on approval of such loan.	President's Designee – VP/Dean of the College – Dr. David Hodge	Elected per State Board Policy - Four members shall represent the participating members of the sick leave bank and shall be elected by secret ballot vote of the sick leave bank.	Support/Recorder: Payroll Accountant – Courtney Johnson	Meets Fall Semester and As Needed During Year
<b>Social Committee</b> - This committee coordinates social activities and receptions that involve faculty and staff in campus-wide activities or events. Examples include professional development days, college assemblies, and working luncheons. The committee plans, purchases, sets up, and cleans up after each activity or event.	Institutional Advancement Director – Karen Kelly	One appointed Support Staff from each non-academic department  Business Office – Susan Harris Work Force Dev. – Brook Tyner Financial Aid – Mary Ann Williams LRC – Angela Harris Counseling – Vickie Braswell Admissions – Recorder	Maintenance Staff Howard Paris Fred Johnson Paul Walton  Self-selected Staff  Dwayne Mack Ivory Grier  Support/Recorder: Admissions Clerk (Sykes)	Meets Each Semester or As Needed For Scheduled Campus Events
<b>Strategic Funding Committee</b> –This committee is charged with the responsibility of coordinating the College's annual budget planning activities as they relate to requests that are not part of the routine department budget. This is done by the Cabinet. Voting members on the SFC include a complementary mix of administrative,	CFO – Brenda Kelley	VP/Dean of the College – Dr. David Hodge Division Chairs Earl Cook Andy Scales Resa Lord Debra Plotts Public Safety (TBD) Directors	Self-selected faculty  Support/Recorder: Restricted Accountant – Christer Sanks	Meets Each Spring Per Annual Campus Budget Calendar

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<p>faculty and staff representatives from all instructional divisions, student services, and the administration. The President is an ex-officio member.</p>		<p>IT Director – Jody Noles            HR Director – Debbie Boone            Admissions Director – Sanquita Alexander            Financial Aid Director – Joan Waters            Facilities Director – Johann Wells            Evening Coordinator – Reggie Gordy            Learning Resources Director – Xueying Chen            Counseling and Advising Director – Cynthia Floyd            Institutional Advancement Director – Karen Kelly            Athletic Director – Adam Thomas            Adult Education Director – Darlene Thompson            Student Development Director – Vickie Williams            IE Director – Dr. Joree Jones            Evening Coordinator – Reggie Gordy            IE Clerk – Savannah Maurer</p>		
<p><b>Student Discipline Committee</b> - This committee is responsible for hearing student discipline referrals.</p>	<p>Chosen by Committee</p>	<p>Three Faculty Members – Jacques McKinnon            Brion McClanahan            Beverly Morris            SGA Officer</p>	<p>Support/Recorder:            Administrative Assistant to WFD            Dean – Ivonne Rosado</p>	<p>Meets As Needed</p>

Committee	Chair	Permanent Members	Additional Members	Meets
		One Staff Member – Vickie Williams Associate Dean of WFD – Dr. Robert Pierce		
<b>Student Grievance Committee</b> – The Student Grievance Committee hears cases when a student grievant requests a formal hearing as a result of filing a General Student Grievance against another student or a member of the CVCC faculty, staff, or administration.	Director of Student Development – Vickie Williams	Director of Adult Education – Darlene Thompson Director of Admissions – Sanquita Alexander	Division Chair (elected by the other Division Chairs) – Resa Lord Faculty Member at Large – Bob Dansby  Support/Recorder: Jackie Grant	Meets As Needed
<b>Student Success Committee</b> - This committee is charged with ensuring opportunities for student success by evaluating and improving services in all facets of student support services. In addition, this committee will propose additional services or propose changes in implementation strategies to improve student retention, student graduation/ completion, student engagement, and overall student success. Services under the purview of review include testing, advising, tutoring, orientation, campus outreach, student activities, learning resources, student leadership, recruiting, online support, website, and general departmental customer service/student relations.	Dean of Student Services – Dr. Joy Hamm VP/Dean of the College – Dr. David Hodge	Counseling and Advising Director – Cynthia Floyd Student Development Director – Vickie Williams Learning Resources Director – Xueying Chen IE Director – Dr. Joree Jones Public Relations Assistant – Kelly Williams Coordinator of Distance Education – Debra Plotts Math Faculty Member – Mary Johnson English Faculty Member – Jarmar Muhammad	Self-selected members and other employees with expertise as needed  Brion McClanahan Jordan Sloop Darlene Thompson Brook Tyner Joan Waters Jacques McKinnon Shawn Junghans Greg Spence Samantha Vance  Support/Recorder: Administrative Assistant to Student Services Dean – Jackie Grant	Meets Each Semester
<b>Technology Committee</b> - This committee develops and implements a multi-year plan for the optimal use of technology for all administrative and academic areas, including the distance	IT Director – Jody Noles	Evening Coordinator – Reggie Gordy IE Director and Staff – Dr. Joree Jones IE Clerk – Savannah	Self-selected  Justin Smith Susan Young Dwayne Mack	Meets in the Fall and Spring Semester

<b>Committee</b>	<b>Chair</b>	<b>Permanent Members</b>	<b>Additional Members</b>	<b>Meets</b>
learning program.		Maurer IT Staff – Wayne King CIS Faculty – Aurelia Smith Shelia Larkin Coordinator of Distance Education – Debra Plotts Admissions Director – Sanquita Alexander	Jordan Sloop  Support/Recorder: Data Manager – Sandra Noles	