

# **Pulaski Technical College Standing Committees**

## **1. Academic Affairs Committee**

### Mission Statement

The Academic Affairs Committee provides advice and recommendations to the Vice President of Instruction regarding curriculum, instruction, academic standards, and other matters related to academic affairs.

### Mode of Operation

To achieve the goal of its mission statement, the Academic Affairs Committee will

- Study and make recommendations in formulating academic policies and procedures.
- Review and make recommendations regarding proposed curriculum changes to the college catalog, including new programs, new courses, and modifications to current curricular offerings.

## **2. Academic Integrity Committee**

### Mission

The mission of the Academic Integrity Committee is to promote a culture of honesty, integrity, and professional responsibility throughout the College community and to help define, recognize, and deter instances of academic dishonesty.

### Membership

Members should include at least one representative from each division or instructional area, one administrator, and one staff member.

### Meetings

Committee will meet at needed, but not less than twice a semester.

### Annual Duties and Projects

1. Keep membership in the Center for Academic Integrity current.
2. Send at least one person to the annual conference sponsored by the Center for Academic Integrity.
3. Keep current on trends and theories pertaining to academic integrity issues and share the ideas with the college campus.
4. Provide at least one faculty development and student workshop per semester on academic integrity issues.
5. Provide an annual report of the committee's work.
6. Provide an annual report of academic integrity violations.
7. Sponsor Academic Integrity events periodically.
8. Create new goals for the next year.

### Additional Goals for 2007-2008

1. Review policy and procedure for Student Handbook regarding cheating and plagiarism. Revise if necessary.
2. Communicate the creation of a central location of materials and the policies that govern collection.

### **3. Administration and Business Affairs Committee**

The purpose of the committee is serve in an advisory capacity to the college, its administration, and its faculty and staff in the areas of administration and business affairs. Areas of interest will include but not be limited to:

1. Human resources policy issues
2. Compensation and benefits issues
3. Business office policies
4. Professional development policies
5. Other administration and business affairs as needed

The committee will meet as needed.

The committee will function both in a requested support role by responding to requests from administrators, faculty and staff and in a request for consideration/action role by initiating contacts with administrators, faculty or staff. All activities of the committee will be carried out with the highest levels of professionalism, objectivity, and courtesy and will always be conducted in a manner designed to achieve balanced, positive results for all parties.

### **4. Assessment Committee**

**Mission:** Given the overall mission of the College, the mission of the Assessment Committee is to promote student learning and student success. Our interpretation of student success is that students learn what they need to know in order to accomplish their goals, which in most cases are related to career preparation/advancement and/or to transfer to a senior institution. Thus, the Assessment Committee will focus on instructional program evaluation and improvement, with the objective of maximizing student learning outcomes and student achievement.

**Mode of Operation:** To achieve our mission statement, the Assessment Committee will do the following:

1. Review instructional program assessment plans from each academic unit and offer recommendations for improved plans.
2. Review annual instructional program assessment reports from each academic unit and offer recommendations for future analysis.

3. Review college-wide data sources on student learning, retention, and student success and offer proposals to the administration regarding policies and budgets that impact these areas.

## **5. Committee on Faculty Involvement (Faculty Senate Members)**

Mission Statement: The Committee on Faculty Involvement encourages and facilitates faculty involvement in college activities by appointing faculty members to and monitoring their participation in campus committees.

Mode of Operation:

To achieve the goal of its mission statement, the Committee on Faculty Involvement will:

- (1) appoint full-time faculty members to standing campus committees (Such appointments are guided by the preferences of faculty as indicated in their evaluation interview with their dean and by the recommendations of academic deans based on their division's needs. New faculty hires may be appointed to committees based upon their preference indicated in their first meeting with their dean.);
- (2) maintain a list of all campus committees, which includes descriptions of campus committees' compositions and functions; and
- (3) collect attendance and minutes from campus committees to distribute to the campus community
- (4) and to assist the deans in the faculty evaluation process.

## **6. Committee on Staff Involvement (Staff Senate Members)**

Developing Mission Statement

## **7. Communications and Marketing**

The mission of the Pulaski Technical College Communications and Marketing committee is to focus and facilitate internal and external communications in support of the mission of the college.

## **8. Cultural Diversity Committee**

To promote an appreciation and understanding for the various racial, ethnic, gender, age and religious cultures represented at Pulaski Technical College and to help create an environment of inclusiveness through programs and activities.

## **9. Distance Education and Offsite Affairs Committee**

The Distance Education and Off-site Affairs Committee is committed to structuring a college-wide vision for distance education and off-site instruction for the benefit of students, faculty, and the community.

To that end the Committee will strive to:

- 1) promote student access and retention by recommending uniform distance education and accessibility policies;
- 2) promote academic excellence by supporting academic divisions and faculty with planning, implementing, and assessing instructional technologies;
- 3) promote high accreditation standards by maintaining, reviewing, and distributing performance data relevant to distance education; and,
- 4) promote the exchange of ideas and faculty development for the continued growth of off-site education.

## **10. Financial Aid Appeals Committee**

The mission of the financial aid appeals committee is to review on a case by case basis mitigating circumstances which may have impacted a student's ability to meet the institutions satisfactory academic progress policy standards. The committee will equitably determine if a student has been unjustly denied access to federal financial aid and approve continued access to those resources where appropriate.

## **11. Information Technology Committee**

**Mission Statement:** The mission of the Information Technology Committee is to serve in an advisory role to the Chief Information Officer in the assessment, maintenance and establishment of all information technology services, standards, polices and plans which support the mission of Pulaski Technical College.

**Mode of Operation:** To achieve the goal of its mission statement, the Information Technology Committee will:

1. Consist of representatives from various educational divisions, student services, and academic and administrative computing services. The committee will meet on the 2nd Tuesday of every month at 2 p.m. Minutes will be submitted to the Secretary of the Faculty Senate and posted on the Pulaski Technical College Intranet.
2. Serve as a liaison between academic and administrative computing services, faculty, staff and students on all technology services, usage and support policies and requirements.
3. Review and monitor current policies, practices and standards regarding technology usage.
4. Recommend and establish changes to new and existing policies, practices, services, and requirements, as needed.

5. Identify and recommend the best practices in higher education information technology and incorporate these ideals into the computing services plans and policies.

## **12. Library Committee**

**Mission Statement:** The PTC Ottenheimer Library Committee facilitates communication among the library staff, PTC faculty and staff, and the student body regarding the availability and use of Library resources, as well as planning and implementing campus-wide celebrations of national, state, or local literary topics and events.

**Modes of Operation:** To achieve the goal of its mission statement, the PTC Ottenheimer Library Committee will:

- 1) consist of the Library Director, the Vice President for Instruction, appointed staff, and at least one faculty representative from each PTC division;
- 2) meet monthly throughout the academic year and communicate frequently with the Library Director;
- 3) plan for and help to implement the evaluation, assessment and promotion of library resources, facilities, and services;
- 4) during Banned Books Week, in collaboration with the Division of Fine Arts & Humanities, plan and implement activities to elevate awareness on our campuses and in our community about issues surrounding banned or challenged material, including invitations to experts in this field to speak on campus;
- 5) during National Library Week, plan and implement activities to elevate awareness on our campuses and in our community about the resources provided by the Ottenheimer Library and its branches, the role of libraries in our community, and about issues surrounding literacy in general, including invitations to experts in this field to speak on campus.

## **13. Registration Committee**

The mission of the Registration Committee is to brainstorm, cultivate, and suggest new strategies for supporting an effective advising and registration process at Pulaski Technical College.

## **14. Student Appeals Committee**

The Student Appeals Committee will review all Academic and Registration Appeals and render decisions based on the availability of information and documentation provided by the student. The Committee shall ensure that all judgments are equitable and consistent.

## **15. Student Disciplinary Appeals Committee**

The mission of the Student Disciplinary Appeals Committee is to make every effort to ensure that all students who go through the student judicial process are given all their rights in the process, are sanctioned appropriately when found responsible for any Code of Student Conduct infraction, and are able to present any new evidence on their behalf

when they feel it will change the outcome of the hearing. The committee will look at all information submitted by both the Dean of Students as well as the student respondent to determine the most fair and consistent outcome for the student.

## 16. Student Success Committee

The mission of the Student Success Committee is to research, develop and recommend strategies designed to improve the retention and success of new and continuing students at Pulaski Technical College.

### Standing Committee Chairs

Academic Affairs	Lyndel Roe and Julie Williams Chairs
Academic Integrity	Christy Sherrill Chair
Administration and Business Affairs	Terry Mercing Chair
Assessment	Christy Sherrill Chair
Communications and Marketing	Joey Cole Chair
Cultural Diversity	Dianne Butler Chair
Distance Education and Offsite Affairs	Sandra Harrington Chair
Faculty Involvement (Faculty Senate Member)	Mayo Johnson Chair
Financial Aid Appeals	DeAnna Davis and Billie Egli Chairs
Information Technology	Wendy Davis Chair
Library	Sarah Clements Chair
Registration	Chair To Be Announced, Beth Trafford Interim
Staff Involvement (Staff Senate Member)	Lennon Parker Chair
Student Appeals	Kelly Owens Chair
Student Discipline Appeals	Lennon Parker Chair
Student Success	Beata Lovelace Chair