01.08 Standing College Committees

Original Approval: <mark>DATE</mark>
Last Updated: <mark>DATE</mark>
Last Reviewed: <mark>DATE</mark>

Policy/Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to comply with ACCS Board Policy 202.01, with regard to the appoint advisory committees.

The College is committed to utilizing various institution-wide standing committees to support effective planning and decision making within the College. The purpose of this policy is to identify the College's standing committees and to provide a general framework for committee responsibilities and procedures.

The College encourages and provides for the full participation of the faculty and staff in its decision-making processes. Participation is provided through formal structures such as:
- representation on the Planning Council and Goal Subcommittees;
- representation on the Administrative Advisory Council;
- representation on other standing committees;
- representation on ad-hoc committees as appropriate;
- the activities of the College's interest groups;
- the College's Grievance Procedure whereby faculty and staff may appeal grievances.

Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Committee: A body of persons assigned by procedure and membership and delegated to consider, investigate, and take action and report on some matter; a committee has a sustained presence that is seen through regularly scheduled meetings.

Sub-Committee: Organized for a specific purpose to continue an aspect of committee work and whose members may or may not stem from the standing committee.

Task Force, Ad Hoc, Work Group: A temporary grouping of individuals for the purpose of accomplishing a definite objective, with members that may or may not stem from a standing committee. These groupings typically remain active for less than one year.

Administrator: An Administrator is a position that is a Manager level or higher on the College's organizational chart.

Professional Staff: A Professional Staff is a position that is exempt from the Fair Labor Standards Act (FLSA). These positions are typically Accountants, Advisors, Career Coaches, Coordinators, Specialists, or Supervisors and are typically on the local C salary schedule.

Support Staff: A Support Staff is a position that is non-exempt from the Fair Labor Standard Act (FLSA). These positions are typically Assistants, Generalists, or Technicians and are typically on the E salary schedule.

Instructor: An Instructor is a full-time instructional position and is typically on the D salary schedule.

Quorum: The minimum number of members of a committee/sub-committee that must be present at any of its meetings to make the proceedings of that meeting valid is more than 50% of voting members.

Details:

1. **Student Role and Participation in Decision-Making:** Wallace Community College Selma encourages its students to participate in the institution's decision-making processes to the fullest extent possible. Opportunities for participation are provided through formalized structures and the administration's practice of an open-door policy. Formalized participation is provided in the following ways:
   - the Student Government Association;
   - student representation on several standing committees;
   - student representation on the College's planning council;
   - student representation, when appropriate, on College ad-hoc committees;
   - student evaluation of instruction and graduate surveys; and
   - students' appeal of decisions made by faculty and staff through the academic and disciplinary grievance processes.

2. **Standing Committees and Sub-Committees:** Wallace Community College – Selma's standing committee structure includes five standing committees that may include sub-committees. Standing Committees function under the direction of the Executive Cabinet.

   a. **President's Executive Cabinet:**
      1) Committee Purpose: The Executive Cabinet evaluates the College's programs and services, is responsible for providing advice and counsel to the President, and develops and approves all polices within the framework of the Board of Trustees policies. The Executive Cabinet also evaluates the overall operation of the College and its goals and objectives and makes necessary recommendations to the President to enhance the College's efforts in accomplishing its mission.

      2) Authority: The Executive Cabinet has local authority over all college decision making granted by the Board of Trustees. The Executive Cabinet also provides oversight and direction the Sub-Committees under its direction. Sub-Committees include:
         - Administrative Advisory Sub-Committee
         - Behavioral Threat Assessment Sub-Committee
         - Courtesy Fund Sub-Committee
         - Data Security and Response Sub-Committee
         - Grievance Sub-Committee
         - Health and Safety / Emergency Response Sub-Committee
         - Facilities Sub-Committee
         - Policy Review Sub-Committee

- Sick Leave Bank Sub-Committee

3) Committee Chair(s): College President

4) Committee Membership:
   - ==ADD COMMITTEE MEMBER TITLES HERE==

b. **Administrative Advisory Sub-Committee:**
   1) Sub-Committee Purpose: The committee acts as an advisory group to the President and the Executive Cabinet. Annually meetings are held a minimum of once per year, and recommendations are made concerning institutional policies and procedures.

   2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Executive Cabinet. Non-policy decisions are brought to Executive Cabinet for informational purposes.

   3) Sub-Committee Chair(s): ==ADD COMMITTEE CHAIR TITLE HERE==.

   4) Sub-Committee Membership:
      - ==ADD COMMITTEE MEMBER TITLES HERE==

c. **Behavioral Intervention Team (BIT) Sub-Committee:**
   1) Sub-Committee Purpose: The sub-committee is responsible for evaluating behavioral threats and intervening as appropriate.

   2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Executive Cabinet. Non-policy decisions are brought to Executive Cabinet for informational purposes.

   3) Sub-Committee Chair(s): ==ADD COMMITTEE CHAIR TITLE HERE==.

   4) Sub-Committee Membership:
      - ==ADD COMMITTEE MEMBER TITLES HERE==

d. **Facilities Sub-Committee:**
   1) Sub-Committee Purpose: The committee is responsible for the planning of necessary modification and renovation of facilities and reports to the College President and Finance Director. The committee, under the supervision of the Finance Director, also develops a plan for the upkeep of the property of the College, the routine maintenance and preventive maintenance. Where appropriate, deferred maintenance of buildings or grounds, and equipment is also a responsibility. The plan includes institutional management; the schedule of maintenance projects and is maintained annually.

      Continuously assess the campus environment to determine needs as it relates to campus beautification and holiday decorations. Facilitates projects that will enhance the aesthetic beauty and appearance of the campus, while building a sense of pride around the community.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Executive Cabinet. Non-policy decisions are brought to Executive Cabinet for informational purposes.

3) Sub-Committee Chair(s): <mark>ADD COMMITTEE CHAIR TITLE HERE</mark>.

4) Sub-Committee Membership:
<mark>ADD COMMITTEE MEMBER TITLES HERE</mark>

e. **Grievance Sub-Committee:**
1) Sub-Committee Purpose: Responsible for implementing the grievance and appeals procedures for all grievances including those outlined in the Faculty/Staff Handbook.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Executive Cabinet. Non-policy decisions are brought to Executive Cabinet for informational purposes.

3) Sub-Committee Chair(s): <mark>ADD COMMITTEE CHAIR TITLE HERE</mark>.

4) Sub-Committee Membership:
   - <mark>ADD COMMITTEE MEMBER TITLES HERE</mark>

f. **Policy Review Sub-Committee:**
1) Sub-Committee Purpose: The Policy Review Committee guides the effective administration of local approved policies. The committee reviews policy and procedures and makes recommendations to the Executive Cabinet and President for final review and/ or approval. When the need for new policies or policy revision is identified, the Department Chair or Program Director seeks input from faculty and/or staff. The Department Chair or Program Director then submits the new policy or policy revisions to the Policy Review Committee. New Policies or Policy revisions can be initiated at the Dean level with adequate input from faculty and/or staff. Following the Committees 'review, the recommendation is brought to the Executive Cabinet by the appropriate senior-level administrator. Review at the executive cabinet level is either approved or returned to the review committee for revisions. After review and approval at the executive cabinet level, the President gives final approval. The Policy Review Committee adds the new or revised policy to the Policies and Procedures Manual, College Catalog, or Student Handbook and disseminates to students and/or faculty.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Executive Cabinet. Non-policy decisions are brought to Executive Cabinet for informational purposes.

3) Sub-Committee Chair(s): <mark>ADD COMMITTEE CHAIR TITLE HERE</mark>.

4) Sub-Committee Membership:
   - <mark>ADD COMMITTEE MEMBER TITLES HERE</mark>

g. **Sick Leave Bank Sub-Committee:**

1) Sub-Committee Purpose: The sub-committee approves the loan of sick leave days for its participating members after their accumulated sick leave days have been exhausted. The bank will be operated, managed, and governed by the Sick Leave Bank Sub-Committee. The sub-committee elects the chair. The Sick Leave Bank Sub-Committee provides governance of the Sick Leave Bank according to State guidelines.

2) Authority: The Sick Leave Bank Sub-Committee provides governance of the Sick Leave Bank according to State Guidelines.

3) Sub-Committee Chair(s): <mark>ADD COMMITTEE CHAIR TITLE HERE</mark> (President's designee).

4) Sub-Committee Membership: Per https://codes.findlaw.com/al/title-16-education/al-code-sect-16-22-9.html members of the sick bank will elect four (4) members of the sick bank to serve as committee members.

h. **Data Security Response Sub-Committee:**
1) Sub-Committee Purpose: The purpose of this sub-committee is to ensure compliance with data security policies and procedures. The sub-committee may make recommendations concerning changes to data security policies and procedures.

2) Authority: The committee has the authority to make recommendations on policy related matters to Executive Cabinet. Non-policy decisions are brought to the Executive Cabinet for informational purposes.

3) Sub-Committee Chair(s): <mark>ADD COMMITTEE CHAIR TITLE HERE</mark>

4) Sub-Committee Membership:
   - <mark>ADD COMMITTEE MEMBER TITLES HERE</mark>

i. **Health and Safety / Emergency Response Sub-Committee:**
1) Sub-Committee Purpose: The sub-committee ensures that appropriate health and safety standards are maintained and are in compliance with applicable codes and regulations. The sub-committee is also responsible for the annual review of the College's Emergency Operations Plan and Annual Security and Fire Safety Report.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to Executive Cabinet. Non-policy decisions are brought to the Executive Cabinet for informational purposes.

3) Sub-Committee Chair(s): <mark>ADD COMMITTEE CHAIR TITLE HERE</mark>

4) Sub-Committee Membership:
   - <mark>ADD COMMITTEE MEMBER TITLES HERE</mark>

j. **Curriculum Committee:**

1) Committee Purpose: The committee reviews and/or approves curriculum matters. The Curriculum Committee provides oversight and direction to the sub-committees under its direction. Sub-Committees include:
   - Distance Education Sub-Committee
   - General Education Competencies Sub-Committee

2) Authority: The committee has the authority to make recommendations on policy related matters to Executive Cabinet. Non-policy decisions are brought to Executive Cabinet for informational purposes.

3) Committee Chair(s): Dean – Instruction.

4) Committee Membership:
   - ADD COMMITTEE MEMBER TITLES HERE
   - All Division Chairs

k. **Distance Education Sub-Committee:**
1) Sub-Committee Purpose: The sub-committee reviews the online courses and distance education opportunities for students. The sub-committee makes recommendations concerning online course improvements for student success. The sub-committee serves as an advisory committee to provide recommendations to the Instructional Officer non-traditional learning activities including, but not limited to, those involving technological advances.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Curriculum Committee. Non-policy decisions are brought to Curriculum Committee for informational purposes.

3) Sub-Committee Chair(s): ADD COMMITTEE CHAIR TITLE HERE

4) Sub-Committee Membership:
   - Director – Library
   - Director – Financial Aid
   - 2 Administrators
   - 3 Instructors
   - 2 Professional Staff
   - 2 Support Staff

l. **General Education Competencies Sub-Committee:**
1) Competencies Sub-Committee is to provide continuous review and evaluation of the College's general education competencies and to oversee the following processes for student learning outcomes: development, assessment, analysis, and implementation of improvement plans.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Curriculum Committee. Non-policy decisions are brought to Curriculum Committee for informational purposes.

3) Sub-Committee Chair(s): ADD COMMITTEE CHAIR TITLE HERE

4) Sub-Committee Membership:
- 6 Instructors.

m. **Institutional Effectiveness Committee:**

1) Committee Purpose: The Committee ensures that the institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission. In addition, the Committee ensures compliance with SACSCOC standards.

   WCCSS is in compliance with ACCS Board Policy 900. As a minimum, each institution's planning and evaluation processes shall include the following:

   - An institution-wide planning and evaluation process that includes the institution's mission and goals as well as the institutional priorities which include program and facility needs.
   - An institutional effectiveness management system which includes, where applicable, expected outcomes, assessment of the outcomes, and evidence of improvement based on the analysis of the results in its educational programs, administrative support services, academic/student support services, and community/public service programs.
   - A list of college-level general education competencies and evidence of the extent to which students have attained them.
   - Documentation of student achievement consistent with the college's mission which may include enrollment data related to retention, graduation rate, course completion, and job placement rates; state licensing examination results; and student portfolios. An institution shall gather data related to established criteria and measure performance against an expected threshold of achievement.

   The Institutional Effectiveness Committee provides oversight and direction to the Sub-Committees under its direction. Sub-Committees include:
   - Program Review Sub-Committee
   - Strategic Planning Sub-Committee

2) Authority: The committee has the authority to make recommendations on policy related matters to the Executive Cabinet. Non-policy decisions are brought to Executive Cabinet for informational purposes.

3) Committee Chair(s): ADD COMMITTEE CHAIR TITLE HERE

4) Committee Membership:
- ADD COMMITTEE MEMBER TITLES HERE

n. **Program Review Sub-Committee:**

1) Sub-Committee Purpose: The sub-committee reviews programs for vitality, retention, and success.

2) Authority: The sub-committee has the authority to make recommendations on changes or improvements to academic programs that are under review per the

program review schedule. Program Committee recommendations are made to the Instructional Dean and the President.

3) Sub-Committee Chair(s): ==ADD COMMITTEE CHAIR TITLE HERE==

4) Sub-Committee Membership:
   - ==ADD COMMITTEE MEMBER TITLES HERE==

o. **Strategic Planning Sub-Committee:**
1) Sub-Committee Purpose: The sub-committee is the long-range planning entity for the College. It is responsible for developing and planning the College's ongoing one-year, three-year, and five-year strategic plan of operation. In addition, the specific role of the sub-committee is to review and update the College's mission, philosophy, and objectives, continually evaluate the College's progress toward meeting its objectives, and to assess and recommend research studies and evaluation methods to measure the achievement of the College's overall institutional effectiveness.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Institutional Effectiveness Committee. Non-policy decisions are brought to the Institutional Effectiveness Committee for informational purposes.

3) Sub-Committee Chair(s): ==ADD COMMITTEE CHAIR TITLE HERE==

4) Sub-Committee Membership:
   - ==ADD COMMITTEE MEMBER TITLES HERE==

p. **Student and Academic Affairs Committee:**
1) Committee Purpose: The Student and Academic Affairs Committee serves in an advisory capacity to Instructional and Student Services Officers on the following matters:
   - Changes to the College Catalog
   - Development and recommendation of the College's Academic Calendar
   - Development and implementation of the Enrollment Management Plan (including development of recruitment materials, communication plan, orientation, registration, and data analysis)
   - Coordination of graduation
   - Coordination of student activities
   - Recruitment and Marketing
   - Recommendations on Admissions Policies
   - Recommendations on Student Withdrawal Policies
   - Reviews and makes recommendations of student record keeping procedures

   The Student and Academic Affairs Committee provides oversight and direction to the Sub-Committees under its direction. Sub-Committees include:
   - Athletics Sub-Committee
   - Library Sub-Committee
   - Scholarship Policy Sub-Committee
   - Scholarship Award Sub-Committee

- Student Appeals Sub-Committee (Admissions, Financial Aid Academic Progress, etc.)
- Transitional Studies Sub-Committee

2) Authority: The committee has the authority to make recommendations on policy related matters to the Executive Cabinet. Non-policy decisions are brough to the Executive Cabinet for informational purposes.

3) Sub-Committee Chair(s): Dean - Students

4) Sub-Committee Membership:
   - ADD COMMITTEE MEMBER TITLES HERE

q. **Athletics Sub-Committee:**
1) Sub-Committee Purpose: In consultation with the Athletic Director, the committee is responsible for developing goals and objectives for the intercollegiate athletics program and ensuring that the program is in harmony with and supportive of the purpose of the institution. The Committee monitors compliance with academic, admission and financial policies, and under the guidance of the college administration, is further responsible for regularly and systematically evaluating the athletics program.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Student and Academic Affairs Committee. Non-policy decisions are brought to Student and Academic Affairs Committee for informational purposes.

3) Sub-Committee Chair(s): Director - Athletics

4) Sub-Committee Membership:
   - ADD COMMITTEE MEMBER TITLES HERE

r. **Library Sub-Committee:**
1) Sub-Committee Purpose: Serves as a liaison for students, faculty/staff, and the community to provide appropriate and adequate library services to the College's constituents. This committee is responsible to the Dean of Instruction.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Student and Academic Affairs Committee. Non-policy decisions are brought to Student and Academic Affairs Committee for informational purposes.

3) Sub-Committee Chair(s): Dean - Instruction

4) Sub-Committee Membership:
   - ADD COMMITTEE MEMBER TITLES HERE

s. **Scholarship Policy Sub-Committee:**
1) Sub-Committee Purpose: The sub-committee acts in an advisory capacity to the Student and Academic Affairs Committee in the formulation of procedures and

responsibilities for the College's scholarship program. The Scholarship sub-committee also recommends the procedure with which scholarships are awarded.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Student and Academic Affairs Committee. Non-policy decisions are brought to Student and Academic Affairs Committee for informational purposes.

3) Sub-Committee Chair(s): Dean – Students

4) Sub-Committee Membership:
   - ADD COMMITTEE MEMBER TITLES HERE

t. **Scholarship Award Sub-Committee:**
1) Sub-Committee Purpose: The sub-committee acts in an advisory capacity to the Student and Academic Affairs Committee in the award of scholarships for the College's scholarship program.

2) Authority: The sub-committee has the authority award scholarships to students. Non-policy decisions are brought to Student and Academic Affairs Committee for informational purposes.

3) Sub-Committee Chair(s): Dean – Student Services

4) Sub-Committee Membership:
   - ADD COMMITTEE MEMBER TITLES HERE

u. **Student Appeals Sub-Committee:**
1) Sub-Committee Purpose: The sub-committee responds to student appeals related to academic suspension or admissions. The sub-committee decides if the recommendation is justified and sends recommendations to the Dean of Instruction. The Dean determines whether to concur and, if concurrence is reached, the decision if forwarded to the President for final approval.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Student and Academic Affairs Committee. Non-policy decisions are brought to Student and Academic Affairs Committee for informational purposes.

3) Sub-Committee Chair(s): ADD COMMITTEE CHAIR TITLE HERE

4) Sub-Committee Membership:
   - ADD COMMITTEE MEMBER TITLES HERE

v. **Transitional Studies Sub-Committee:**
1) Sub-Committee Purpose: Responsible for developing goals and objectives and detailing support services specifically designed to meet the unique needs of transitional students.

2) Authority: The sub-committee has the authority to make recommendations on policy related matters to the Student and Academic Affairs Committee. Non-policy decisions are brought to Student and Academic Affairs Committee for informational purposes.

3) Sub-Committee Chair(s): Dean - Instruction

4) Sub-Committee Membership:
   - ADD COMMITTEE MEMBER TITLES HERE

3. **Standing Committee and Sub-Committee Member Terms:** Except where membership is defined by job title or another term length is noted, all standing committee members serve three-year terms that are staggered with appointments being made each year for the following three years. For purposes of committee assignment, the year begins on the first day of the Fall Semester and runs through the last day of Summer Semester. Members may be re-appointed to serve more than one term. Student representation on standing committees is specifically described in the committee procedure.

4. **Standing Committee and Sub-Committee Record Keeping:** Each Committee Chairperson is responsible for maintaining a record of meetings and activities in official minutes utilizing the college approved minute template. The Chairperson should provide the Office of Institutional Effectiveness and library a copy of the minutes of each committee meeting. Minutes kept in the Library are available for faculty, staff, and student review. Minutes may also be distributed electronically.

   A recording secretary will be voted upon by the members of the Standing Committee or Sub-Committee annually. The Recording Secretary will take minutes during the committee meeting and provide completed minutes to the Standing Committee Chair/Co-Chair by the established due date.

5. **Standing Committee and Sub-Committee Chairs/Co-Chairs:**

   a. **Standing Committee and Sub-Committee Chairs/Co-Chairs Appointments:** Standing Committee Chairs/Co-Chairs are reviewed by Executive Cabinet by May 1 for the upcoming academic year.

   b. **Duties of Chairs and Co-Chairs:** The committee chair and/or co-chairs will:
      - Conduct meetings at the date/time established on the Standing Committee schedule.
      - Establish meeting locations.
      - Seek agenda items by the due date.
      - Create and distribute an agenda and all supplementary meeting materials by the due date.
      - Conduct meetings in an orderly manner, using Robert's Rules of Order, allowing appropriate participation of all individuals present.
      - Ensure that minutes are written, approved, distributed promptly and posted to ADD LOCATION HERE.
      - Ensure that a clear consensus or vote is taken on action items.
      - Act as a mentor or assign a mentor to new committee members who are unfamiliar with the committee.

- When utilizing a co-chair, announce to the committee members how chair/co-chair duties will be divided.
- When serving as co-chairs, communicate regularly with each other over the construction of the agenda and other relevant work.

6. **Standing Committee and Sub-Committee Members:**
   a. **Standing Committee and Sub-Committee Member Appointments:** Standing Committee member appointments are made by Executive Cabinet by May 1 for the upcoming academic year.

   b. **Duties of Members:** All members will:
      - Attend a minimum of 50% of scheduled meetings per year.
      - Keep constituent groups informed of committee actions.
      - Complete assignments associated with committee work by due dates established.
      - Perform duties in a courteous and professional manner.

7. **Standing Committee Charters/Bylaws:** This policy and procedure replaces individual standing committee charters/bylaws.

8. **Meeting Attendance:** Attendance at standing committee meetings and participation in electronic communication is required. After a committee member has missed two meetings, the committee may, through a majority vote, to replace the absent member.

9. **Ex-Officio Members:** All standing committees may elect to request ex-officio members by title in their committee description. Ex-Officio Members do not vote on committee action and may not serve as a Committee Chair/Co-Chair. All others in attendance at meetings are guests or visitors.
   a. **Duties of Ex-officio Members:**
      - Serve a committee by providing information and advice as deemed necessary by the committee.

10. **Meetings:**
    - Each standing committee will meet in accordance with the pre-determined meeting schedule.
    - Meetings may be face to face or by other electronic/digital means.
    - Meetings will be conducted in accordance with Robert's Rules of Order (http://www.rulesonline.com/).
    - A quorum must exist when a majority of voting members is present.
    - During the meeting, voting will be by voice unless a written ballot is requested by any member of the committee.
    - By a majority decision of the standing committee, a vote may be conducted electronically. When conducting an electronic vote, members submit their vote to the committee chair/co-chair in a manner that follows the spirit of an in-person written ballot (for example, votes will not be cast via a "reply all" email). All voting must remain open a minimum of 24 hours occurring within College business days. Results of a vote may be announced immediately following the close of the voting period.

11. **Agendas and Minutes:**
    a. **Agendas:**

- A call for agenda items will be sent via email one week prior to the standing committee meeting. The call for agenda items will include a due date for all requested agenda items.
- Any member of the committee may request to have an item placed on the agenda within the established due date. The chair/co-chair will decide to add the item, defer the item, or decline the item with an explanation.
- Any non-member may request to have an item placed on the agenda by contacting the committee chair/co-chair or applicable constituent representative member. The chair/co-chair will decide to add the item, defer the item, or decline the item with an explanation.
- Agendas will be distributed to ==ADD LOCATION HERE==.

b. **Minutes:** Minutes will be posted to ==ADD LOCATION HERE==.

12. **Action/Recommendations:** All action and/or recommendations from a Standing Committee will be placed on the Executive Cabinet agenda for review and approval. Items that are denied by Executive Cabinet will be communicated to the Chair/Co-Chair with an explanation for the denial.

13. **Communication of Standing Committee Outcomes:** Standing Committee Chair/Co-Chairs will communicate a summary of committee meetings in November and April.

14. **Request for a New Committee:** Requests for a new committee must be made in writing and submitted to Executive Cabinet for consideration.

Procedure(s):

Strategic Planning Cycle Procedures

The Wallace Community College Selma Institutional Effectiveness Process is visionary in scope since it is a projected three-year planning model. The Wallace Community College Selma Institutional Effectiveness Process begins with an annual review of the College's Philosophy, Mission, and Goals, and a scan of the institution's internal and external environment. From these evaluations, annual planning assumptions are developed to provide a framework to guide the development of College goals and objectives. Strategic priorities are then identified in order to focus the direction of the institution's unit, departmental, divisional, and college-wide plans. The process involves broad-based participation since all College divisions, departments, and units are involved in the planning process, and divisional deans are responsible for assuring that all personnel participate in the objective- writing process each year. All plans are designated by area as being a part of either the Academic, Administrative, or Student Support Services Plan.

The planning year begins on June 1st of each year and concludes the following May 30th. Throughout the year, various activities are designated on the planning calendar to be completed during certain months. To assure that the various College units are on schedule as far as establishing goals and measurable objectives related to the College's mission, to assure that the actual reporting of progress as these goals are met or not met, and to assure that the evaluation of results is reported, are all responsibilities of the Planning Council. The following overview is intended to identify the most crucial planning and evaluation activities in the sequence they occur while referring to the documents that are actually used to involve College personnel in the various steps.

Assess the Internal Environment: This assessment focuses on the College's strengths and weaknesses. Data concerning areas such as student demographics, enrollment, evaluations of faculty, staff, programs, and services as well as information gathered for local, state, and federal reporting are analyzed to provide information concerning the College's performance. This assessment is conducted primarily by the Office of Institutional Research and includes input by the President's Cabinet and the Administrative Advisory Committee.

Assess the External Environment: This assessment focuses on the external forces which significantly affect the College's efforts to fulfill its goals and objectives. Environmental factors concerning demographics, economics, technology, socio-cultural, legal, and political issues are analyzed annually. This assessment is also conducted primarily by the Office of Institutional Research and likewise includes input by the President's Cabinet and the Administrative Advisory Committee.

Develop/Update Planning Assumptions: As stated earlier, these assumptions are predictions of probable developments over which the College has little, if any, control but which will, most likely, have significant impact on the College and its effectiveness. This stage of the planning process focuses on ways to minimize any negative impact of the developments while capitalizing on any opportunities they present. Again, this step is conducted primarily by the Office of Institutional Research and also includes input by the President's Cabinet and the Planning Council.

Review/Revise the WCCS Philosophy, Mission, and Goals: Using the results of the internal and external assessments as well as the resulting planning assumptions, an annual review of the College's philosophy, mission and goals is conducted in order to clarify the purpose of the College and its overall directions for the future. Usually involving only minor revisions, if any, this review is conducted by each goal subcommittee with recommendations approved by the President's Cabinet and the Planning Council.

Develop New and/or Revise Objectives: Using information gathered from the previously described internal/external scans, annual planning assumptions, and a review of the College's philosophy, mission, and goals, the President of the College establishes emphasis areas for all planning units to consider when developing objectives for their three-year Institutional Effectiveness Plans. The President and the Office of Institutional Effectiveness and Research also designate college-wide planning days so that all planning units have an opportunity to familiarize themselves with the yearly planning assumptions and resulting emphasis areas in order to develop their objectives. All objectives are directly linked to the College's Strategic Plane's goals; in fact, personnel are required to indicate this linkage on each Institutional Effectiveness Plan (IEP). Objectives are written in the active voice to assure that they are measurable, and they include a time-frame reference for completion. Fiscal needs, if any, are indicated, and all personnel involved in assuring that the objective is met are listed. The method of assessment for each objective, probably the most important feature of the plan, is stated. The remaining areas of the IEP are left incomplete until the end of the planning cycle. At that time, personnel indicate the results of the stated objective, how the results were used, and what impact the results had. All unit plans are received by a twenty (20) member assessment committee who assigns a score of exemplary (4), acceptable (3), proficient (2), and development (1) to each component of the unit plans.

Allocate Resources/Develop Budget: All departments and divisions are required to submit Budget Requests to support the College's programs and services.

Evaluate Objectives and the Planning Process: The President, with input from the Office of Institutional Effectiveness and Research, evaluates the Institutional Effectiveness Process and makes adjustments to improve its efficiency and relevance. Evaluation is a part of each step in the Institutional Effectiveness Plan.

Implementation of Approved Objectives (New and/or Revised): By the beginning of each fiscal year, the Assessment Committee and the Office of Institutional Effectiveness have completed their evaluations of all proposed unit plans. All planning units then begin implementation of approved objectives.

1. Committee Chair schedules the committee/sub-committee meeting based upon the meeting schedule.

2. Committee Chair requests Agenda Items by the established due date.

3. Committee Chair distributes Agenda and Supplementary Materials by the established due date.

4. Committee Chair hosts the meeting in accordance with Roberts Rules of Order.

5. Minutes are taken for all meetings.

6. Actions / Recommendations from sub-committee meeting are reviewed by/approved by Committee.

7. Actions / Recommendations from sub-committee meeting are reviewed by/approved by Executive Cabinet.

8. Actions / Recommendations denied by Executive Cabinet will be explained.

Additional Provisions/Information

Refer to Robert's Rules of Order http://www.rulesonline.com/