

SRTC Procedure: Committees

Committees provide a structure to involve faculty and staff in the major areas of the College and to be pro-active in making decisions or recommendations, to problem-solve, and to increase effectiveness. The President's Leadership Cabinet (PLC) approves SRTC Standing Committees. The President may appoint Ad Hoc Committees as needed to accomplish a specific function, task, or project not related to an established committee. To be considered, proposals for new standing or ad hoc committees include the following: 1) Committee or Ad Hoc Committee Name, 2) Purpose, 3) Duty/Duties, and 4) Organizational Positions (Chair, Secretary, Administrator, and Members). The Organizational Positions also specify job titles for those "assigned" to specific organizational positions due to functional responsibility.

Structure and Membership

The committee structure of the College is reviewed and adjusted as needed at a minimum of every three years; however, this cycle may vary due to accreditation self-study cycles. Faculty and staff are able to volunteer to serve on committees of their choice on a first-come, first-serve basis dependent on committee membership openings. Committee membership is reviewed and updated regularly as personnel depart and/or join the College. New members of the faculty and staff are able to volunteer for committees of their choice dependent on committee membership openings.

Leadership

An administrator is assigned to each committee to serve in an advisory capacity. Other staff having functional responsibility corresponding to a specific committee may also be assigned. The committee officers are elected from the membership of the committee and consist of a committee chair and a secretary.

Committees and Purpose Statements

Committees and purpose statements shall become a part of this procedure and will be updated as committees of the College change. The purpose statement of each committee serves to give focus and direction to the work of the committee. Official committees of the College maintain agendas, meeting minutes, and membership listings. The committees of the College and purpose statements follow:

Cabinet

President's Leadership Cabinet

Purpose

The purpose of the **President's Leadership Cabinet (PLC)** is to provide administrative leadership in support of the College Mission. PLC has as its primary duties to guide the development and implementation of strategic and operational plans; approve and update procedures; monitor results for the Technical College System of Georgia (TCSG) College Performance Goals and Benchmarks; approve the academic year calendar; review and approve personnel evaluation instruments; and ensure compliance with SACSCOC and TCSG requirements, policies, and procedures. The PLC provides oversight for all standing and ad hoc committees and Faculty Senate. The PLC is comprised of the President, Provost/Vice President for Academic Affairs, six Vice Presidents, and the Executive Assistant to the President.

Senate

Faculty Senate

Purpose

The **Faculty Senate** exists to promote continuous quality and improvement in the instructional programs at Southern Regional by providing a mechanism for faculty to participate in the decision-making process of the College, specifically concerning academic procedures in fundamental areas as curriculum, subject matter and methods of instruction, faculty status, faculty development, and those aspects of student life which relate to the educational process. The Faculty Senate aims to promote understanding and cooperation in support of the Mission of the College.

Committees

Academic Affairs Committee

Purpose

The purpose of the **Academic Affairs Committee** is to serve as a source of input and feedback to the administration of the College and to the Vice President for Academic Affairs in the following areas: Instructional Programs, Courses, and Curriculum (Off-campus and On-line instruction); Instructional Consortia and Contractual Relationships; Instructional Advisory Committee Services; Accreditation Concerns; Faculty Support Services (handbooks, professional development, instructional development lab, policies, advisement, etc.); Library/Media Services; Distance Education; Adult Education; Exposure Control Plan; and Program Safety Plans.

Budget Committee

Purpose

The purpose of the **Budget Committee** is to serve as a source of input and feedback to the administration of Southern Regional Technical College and to the President of the College in budget related matters. The Budget Committee will make recommendations to the President in the following areas: Operating Budget, Obsolete Equipment Bond Funds, and End-of-Year Surplus Funds.

Calendar Committee

Purpose

The purpose of the **Calendar Committee** is to annually develop a Southern Regional Technical College academic calendar for the upcoming year. This Committee shall ensure that the College calendar adheres to all requirements for the academic year and incorporates all requisite events and holidays. Such items as registration dates, semester beginning and ending dates, dates of finals, etc. are proposed by the Committee. The proposed calendar is then presented to the President's Leadership Cabinet for approval.

CCG - Complete College Georgia Committee

Purpose

The purpose of the **Complete College Georgia (CCG) Committee** is to provide leadership for monitoring performance on CCG Metrics and for the formation, implementation, and monitoring of the CCG Plan and initiatives.

CORE - Collaboration of Retention Excellence Committee

Purpose

The purpose of the **CORE - Collaboration of Retention Excellence Committee** is to provide college-wide collaboration and leadership, to examine barriers to student success, and implement strategies to increase student retention.

Facilities Committee

Purpose

The purpose of the **Facilities Committee** is to assist with the yearly examination of all instructional sites, with planning for Capital Outlay requests and MRR priorities, and with the review of overall operations of the Operations Department.

Federal Disclosure Requirement Compliance Committee

Purpose

The purpose of the **Federal Disclosure Requirements Compliance Committee** is to ensure that the College remains in compliance with the Federal Disclosure Requirements of the Higher Education Opportunity Act of 2008.

Financial Aid Appeals Committee

Purpose

The purpose of the **Financial Aid Appeals Committee** is to review all student financial aid appeals and to apply the Satisfactory Academic Progress policies. These policies incorporate required federal elements, campus policies and procedures, and are based upon consistent and fair standards of practice.

Graduation Committee

Purpose

The purpose of the **Graduation Committee** is to ensure that the honor associated with graduation is conducted in an appropriately dignified laudatory commencement ceremony.

Information Technology Committee

Purpose

The purpose of the **Information Technology Committee** is to prepare the College to utilize technologies that are useful to the Mission. Additionally, the Committee promotes the use of technology to faculty, staff, and students to increase usage.

Institutional Effectiveness Committee

Purpose

The purpose of the **Institutional Effectiveness Committee** is to monitor the College's research, evaluation, assessment, and planning processes. It also ensures that the results of research, evaluation, and assessment are used in planning and for the improvement of units, educational programs, and services. The Committee ensures that data is used in decision making and that planning and evaluation processes are in accordance with the requirements of the Technical College System of Georgia (TCSG) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Committee also provides for a formal review of units, programs, and student learning outcome assessments.

Internal Campaign Committee

Purpose

The purpose of the **Internal Campaign Committee** is to facilitate the internal campaign to raise funds for student scholarships.

Perkins Committee

Purpose

The purpose of the **Perkins Committee** is to provide leadership for monitoring performance on Perkins Measures and for the formation, implementation, and monitoring of the Perkins Plan(s) and initiatives.

Safety Committee

Purpose

The purpose of the **Safety Committee** is to review and assess the various Southern Regional Technical College plans and procedures to determine opportunities to enhance the health and safety of its students, faculty, and staff on the main campus and all instructional sites. The Committee also recommends processes that address safety and the Georgia Emergency Management Agency (GEMA) Emergency Preparedness Plan. Based upon the Committee's findings, appropriate recommendations will be presented to the President.

Responsibility

The President has the overall responsibility for ensuring this procedure is implemented.

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