



STANDING COMMITTEES

2016-2017

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NORTHWEST-SHOALS COMMUNITY COLLEGE COMMITTEES

The mission of Northwest-Shoals Community College is furthered through the work of standing, search, ad hoc, and advisory committees. Faculty, staff, and students of Northwest-Shoals Community College participate in College governance through the committees on which they are appointed to serve. Committee members are encouraged to engage in full discussion of college operations under the committee's purview and to make appropriate recommendations about college policies and procedures. College committees, however, serve in a purely advisory capacity to College administrative area heads, Deans, Vice Presidents, and/or the President. Committee recommendations are subject to review and approval by the appropriate area head, Deans, Vice Presidents, President, and/or the President's Cabinet.

Committee appointments are nominated by Division Chairpersons, Deans, Vice Presidents and/or the President and approved by the President's Cabinet. Most committees have faculty, support staff and student members. During the academic year most committees will hold at least one regularly scheduled meeting each term with additional meetings as called by the chairperson. The Committee recorder will keep minutes of the actions of the committee and email copies to each committee member. All committee minutes will be placed on the college intranet.

College committees will serve for a period of one year. Committees are reviewed annually or more frequently as directed by the President. Requests for changes are solicited in the spring semester of each year. Changes are reviewed during summer term and approved in July. New committee rosters will be announced during the Fall In-Service meeting each year.

Program Advisory Committees are under the direction of the Vice President of Instruction Office. Search Committees are under the direction of the President. Ad Hoc Committees are established for a limited time and for a specific purpose. Minutes of all meetings held by Program Advisory Committees and Ad Hoc Committees will be placed on the college intranet.

TITLE: President's Executive Cabinet

REPORTS TO: President

PURPOSE: The President's Cabinet acts to provide maximum operating efficiency for the accomplishment of the institution's mission and goals. This Cabinet will vote on and approve certain documents, and/or recommendations of college committees, such as the College calendar, Policies and Procedures manual, College budget, and faculty/staff professional development plan.

CHAIRPERSON: Dr. Humphrey Lee

EXECUTIVE PRESIDENT'S CABINET

MEMBERS: Dr. Glenda Colagross

EXTENDED PRESIDENT'S CABINET

MEMBERS: Ed Carter
Tom Carter
Dr. Timmy James
Janet Jones
Rose Jones
John McIntosh
Trent Randolph

This committee supports Institutional Goal 8.

TITLE: Vice President's Cabinet

REPORTS TO: Vice President

PURPOSE: The Vice President's Cabinet serves as an advisory council to the Vice President. The council reviews and makes recommendations to Student Services and Academic Services and assist with the coordination of those services. The council serves as a committee to and for Student Services and Instructional areas of the College.

CHAIRPERSON: Dr. Glenda Colagross

VICE PRESIDENT'S EXECUTIVE CABINET

MEMBERS: Tom Carter
Dr. Timmy James
Rose Jones
John McIntosh

VICE PRESIDENT'S CABINET

Members:	Joan Baltas	Ann Lyndon
	Debbie Benson	Tim Maupin
	Ed Carter	John McIntosh
	Tom Carter	Alan Mitchell
	April Cookson	Crystal Ingle Reed
	Roger Garner	Teresa Roberson
	Judy Hamby	Mark Simpson
	Brittney Humphres	Leslie Tomlinson
	Dr. Timmy James	Rachel Trapp
	Jacque Jefferys	Meredith Wiley
	Janet Jones	
	Rose Jones	
	Tim Kelley	

TITLE: Academic Council

REPORTS TO: President

PURPOSE: The Academic Council provides advice and counsel to the Vice President on matters as requested. The Council shall advise and assist the Dean of Instruction on matters pertaining to the academic programs of the College. The Academic Council reviews all curriculum matters and proposes the College calendar for the President's Cabinet approval. It encourages input from faculty, staff and administrators.

CHAIRPERSON: Dr. Glenda Colagross

MEMBERS: Debbie Benson
Ed Carter
Tom Carter
Roger Garner
Brittney Humphres
Dr. Timmy James
Dr. Heather Johnson
Rose Jones
Tim Kelley
Tim Maupin
John McIntosh
Teresa Roberson
Mark Simpson
Rachel Trapp

This committee supports Institutional Goal 2.

TITLE: Admissions Committee

REPORTS TO: Vice President

PURPOSE: The Admissions Committee is responsible for recommending and evaluating procedures and policies related to admission of all students to the College. This includes approval of international students for admission and students requesting a waiver of in-state tuition. The Committee verifies the evaluation of initial applicant eligibility for the Nursing Program (RN and LPN degree programs) conducted by College faculty and staff. The Committee reviews student cases that have been dismissed from the Nursing Programs and are seeking a second readmission into one of those programs. The Committee also evaluates general student appeals for readmission due to extenuating circumstances pertaining to academic probation and suspensions. Periodic audits and meetings are held to demonstrate compliance with the responsibilities of the Committee.

CHAIRPERSON: Joan Baltes

MEMBERS: Parris Ford
Brittney Humphres
Jacque Jefferys
Michelle Napier
Alton Rice
Jeff Thompson
Becky Wilson

This committee supports Institutional Goal 1.

Student Representative Shoals Campus or Phil Campbell Campus.

Phil Campbell –
Shoals –

TITLE: Advising and Student Retention Committee

REPORT TO: Vice President

PURPOSE: The Advising and Student Retention Committee is responsible for the development of policies and procedures to enhance advising and improve student retention, including a pre-admissions counseling program for perspective students, the evaluation of the advising system and all other services provided to new and currently enrolled students that assist in retention efforts, and the implementation of a student tracking system to determine student success and follow-up to recycle students who stop-out or drop-out. The Committee is also to initiate actions with faculty which results in new and enhanced procedures that will benefit the students in all areas of service.

CHAIRPERSON: Crystal Ingle

MEMBERS: Ann Bales
Shelley Cain
Tom Carter
Daron Goodloe
Tim Kelley
Dr. Heather Johnson
Rose Jones
Ann Lyndon
John McIntosh
Chenee McRae
Malea Milstead
Lindsey Oliver
Kristi Phillips
Kim Ricketts
Teresa Roberson
Meredith Sides
Mark Simpson
Kem Terry
Leslie Tomlinson
Sharon Watson
Liz Wilcoxson
Sarah Wright

This committee supports Institutional Goals 2 and 5.
Student Representatives Shoals Campus and Phil Campbell Campus.

Phil Campbell –
Shoals –

TITLE: College Archival of Records Committee

REPORTS TO: Associate Dean of Recruitment, Admission/Financial Aid

PURPOSE: To recommend college policies for the archival of all college records in line with State Policy and Guidelines. After the initial plan is developed the committee will meet to check on compliance and to recommend procedures as state policies change.

CHAIRPERSON: Becky Wilson

MEMBERS: Lavon Duboise
Casey Eggleston
Tammy Gresham
Lisa Hall, Recorder
Rosell Christian Hamilton
Monica Hester
Jacque Jefferys
Janet Jones
Melissa Keeton
Sharon McBride
Janice McCalpin
Pam Raper
Teresa Roberson
Talina Taylor
Kem Terry
Michelle Swinney
Tracy Waldrop

This committee supports Institutional Goals 1-8.

TITLE: Commencement Program Committee

REPORTS TO: President

PURPOSE: The Commencement Program Committee is responsible for considering matters related to the yearly Commencement Program. The Committee determines procedures by which commencement exercises are conducted, and assumes the major responsibility for planning and coordinating this function.

CHAIRPERSON: Crystal Reed – Co-Chair
Lavon Duboise – Co-Chair

Sharon Farned	Melanie Thompson
Terrion Fields	Mike Thompson
Matt Johnson	Tracy Waldrop
Mike McClung	Sharon Watson
Jeff McAlister	Becky Wilson
Malea Milstead	Ruth Vallejo
Becki Mobles	
Jennifer Morris	
Ray Morris	
Darlene Moyer	
Pam Raper	

This committee supports Institutional Goal 2.

Student Representatives Shoals Campus and Phil Campbell Campus.

Phil Campbell –
Shoals –

TITLE: Communications and Marketing Committee

REPORT TO: President

PURPOSE: This committee was established as a result of the strategic planning retreat. The purpose of this committee is to establish guidelines and procedures for improving communication with all college constituencies and to develop marketing procedures for promoting the College.

CHAIRPERSON: Tom Carter

MEMBERS: Janine Bosheers
Amber Fenn
Daron Goodloe
Benita Groce
Kelli King
Sharon McBride, Recorder
Lindsey Oliver
Pam Peters
Trent Randolph
Susie Rickard
Kym Robinson
Cindy Tidwell
Josh Willingham
Becky Wilson

This committee supports Institutional Goals 1 and 3.

Student representative from the Shoals Campus and the Phil Campbell Campus.

Phil Campbell -
Shoals –

TITLE: Cultural Affairs Committee

REPORTS TO: Vice President of Instruction, Institutional Effectiveness and Development

PURPOSE: The Cultural Affairs Committee is charged with the responsibility of providing events, personalities, or programs of interest to the citizens of the College service area. Cultural Affairs events may include music, history, literature, Discovery Programs, visual arts events, and the celebration of Black History Month in February. A subcommittee also works with the group to help plan programs for the Lou B. Beville Fine Arts Center. Events, which appeal to a cross section of society and our students, are encouraged.

CHAIRPERSON: Casey Eggleston

MEMBERS: Callie Bankston
Ron Edwards
Claude Eubanks
Dr. Matthew Gargis
Judy Hamby
Stephanie Irons
Carol Kerr
Janine Moore
Dr. Jennifer Morris
Michelle Napier
Janelle Sorrell
Adriana Wuotto

Committee

Lou B. Beville Fine Arts Center

Jeff McAlister, Chair
Janine Bosheers
Ken Brackins
Lavon Duboise
Elizabeth Harris
Brad Pool

This committee supports Institutional Goal 5.

Student representative from the Shoals Campus and the Phil Campbell Campus.

Phil Campbell –
Shoals –

TITLE: Evaluation Committee

REPORTS TO: President's Cabinet

PURPOSE: This committee cooperates with the Vice President of Instruction to assure that equitable personnel evaluation processes and procedures are in place for evaluating the work of and recommendation for improvement of faculty and staff.

CHAIRPERSON: John McIntosh

MEMBERS: April Cookson
Lavon Duboise
Jeff James
Selina Pearson
Kristi Phillips

This committee supports Institutional Goal 7.

TITLE: Health and Safety Committee

REPORTS TO: President

PURPOSE: This committee is responsible for campus review and development of the institutional safety manual. They recommend programs and training to the President's Council for implementation. They also review the physical plant and policies for assuring the safety of all students and employees.

CHAIRPERSON: Todd Oyen

MEMBERS: Joe Alls
Diann Durdunji
Steve Gasque
Tim Inman
Dr. Timmy James
Dr. Heather Johnson
Megan Landrum
Mark Lee
Tim Maupin
Marchia Oates
Donna Sykes
Cindy Tice
Jeff Thompson

This committee supports Institutional Goal 6.

TITLE: Facilities Master Plan Committee

REPORTS TO: President

PURPOSE: The purpose of the Facilities Master Plan Committee is to review facility needs and recommend facility repair, modification, and new construction as required to meet institution standards and fulfill student and instructional needs based on (0-1 year, 1-3 years, and 3-5 years).

CHAIRPERSON: Rose Jones

MEMBERS: Dr. Glenda Colagross
Tim Inman
Sandra Jackson
Dr. Timmy James
Alton Rice
Jeff Thompson
Ruth Vallejo

This committee supports Institutional Goal 6.

TITLE: Flexible and Alternative Program Delivery Committee

REPORT TO: Vice President of Instruction, Institutional Effectiveness and Planning

PURPOSE: This committee was established as a result of the strategic planning retreat. The purpose of this committee is to review course content delivery to ensure that courses are offered in a variety of formats to meet the needs of students.

CHAIRPERSON: John McIntosh

MEMBERS: Mary Arny
Joan Baltes
Debbie Benson
April Cookson
Dr. Matthew Gargis
Judy Hamby
Cindy Tidwell
Adriana Wuotto

This committee supports Institutional Goals 1 and 4.

TITLE: Institutional Effectiveness Committee

REPORTS TO: Vice President of Instruction, Institutional Effectiveness and Development

PURPOSE: This Committee is responsible for reviewing and revising the goals and objectives of the College. The Committee also annually evaluates the effectiveness of the College's research function and advises the Director of Planning and Research on matters related to assessment activities and data sources. Additionally, the Committee recommends procedures and instruments to evaluate student achievement of the College's educational objectives and improvement strategies based on the results of student performance measures.

CHAIRPERSON: Crystal Ingle

MEMBERS: Sherry Crabtree
Casey Eggleston
Jan Frederick
Lisa Gibson
Dr. Matthew Gargis
Dr. Timmy James
Donna Jaynes
Dr. Heather Johnson
Janet Jones
Justin Morgan
Kristi Phillips
Meredith Sides
Brian Smith
Leslie Tomlinson

This committee supports Institutional Goals 2 and 8.

TITLE: Institutional Recruitment and Selection Committee

REPORTS TO: President

PURPOSE: This committee reviews all recruitment and selection procedures of the College for compliance with the provisions of the Alabama College System Uniform Guidelines, and files a written report of its findings with the President.

CHAIRPERSON: Trent Randolph

MEMBERS: Ken Brackins
Teresa Roberson

This committee supports Institutional Goal 7.

TITLE: Learning College (Student Learning Outcomes)

REPORT TO: Vice President of Instruction, Institutional Effectiveness and Development

PURPOSE: The purpose of this committee is to help create an environment which promotes learning throughout all areas of the College and to review programs, courses, and syllabi to ensure that student learning outcomes and general education are met.

CHAIRPERSON: Dr. Timmy James

MEMBERS: Rose Jones
Ann Lyndon
Kristi Phillips
Teresa Roberson
Rebecca Stewart
Sharon Watson

This committee supports Institutional Goal 2.

TITLE: Professional Development Committee

REPORTS TO: Vice President

PURPOSE: This committee is responsible for planning and scheduling local professional development activities for all college employees. The Committee also recommends to the President's Cabinet the use of allocated professional development monies when available.

CHAIRPERSON: Shelly Cain

MEMBERS: Tara Branscome
Lisa Gibson
Jeff James
Jackie Jefferys
Lindsey Oliver
Meredith Sides
Ches Smith
Cindy Stewart
Shea Thomas
Leslie Tomlinson
Liz Wilcoxson
Mandy Winstead

This committee supports Institutional Goal 7.

TITLE: Scholarship Committee

REPORTS TO: Comptroller

PURPOSE: The Scholarship Committee reviews policies, practices and procedures by which Northwest-Shoals Community College awards scholarships to students and prospective students. The Committee shall act upon applications for scholarship, but all action is subject to review and approval by the President. The Committee also meets to review student appeals regarding other types of financial aid. The Northwest-Shoals Foundation provides scholarships to qualified students. A Sub-Committee reviews all applications and awards scholarships to students based on foundation guidelines.

CHAIRPERSON: Kristi Phillips, Co-Chair
Sharon Kemp, Co-Chair

MEMBERS: Callie Bankston
Lavon Duboise
Brittney Humphres
Chenee McRae
Cierra Smith
Mark Simpson
Leslie Tomlinson

This committee supports Institutional Goals 1 and 5.

Student Representatives Shoals Campus and Phil Campbell Campus.

Phil Campbell -
Shoals -

TITLE: Sick Leave Bank Committee

REPORTS TO: President

PURPOSE: The purpose of this committee is to manage bank (participating members only) policies and procedures in keeping with State Board Policy and published in the Employees Handbook. (*Indicates Elected Members)

CHAIRPERSON: John McIntosh

MEMBERS: *Ken Brackins
Lavon Duboise
*Dr. Timmy James
Kristi Phillips
*Pam Welborn

This committee supports Institutional Goal 7.

TITLE: Student Disciplinary Committee

REPORTS TO: President

PURPOSE: The purpose of this committee is to address violations of college regulations and/or violations of national or state laws, resulting from charges brought against a student by a another student or member of the administration, faculty, or staff.

CHAIRPERSON: Donnie Sweeney

MEMBERS: Roger Garner
Elizabeth Harris
Dr. Heather Johnson
Sharon McBride - Recorder
Kym Robinson
Sharon Watson
Sarah Wright

This committee supports Institutional Goal 5

Student Representatives Shoals Campus and Phil Campbell Campus.

Phil Campbell -
Shoals -

TITLE: Student Services Council

REPORTS TO: Vice President

PURPOSE: The Student Services Council serves as an advisory council to the Associate Dean and Vice President for Student Development Services. The Council reviews and makes recommendations on issues related to student development services and assists in the coordination of such activities. The Council serves as a communication tool for Student Development Services. Input is encouraged from each Student Services employee and others who have student concerns.

CHAIRPERSON: Tom Carter

MEMBERS: Michelle Napier
Lindsey Oliver
Trent Randolph
Sharon Jo McBride (Recorder)
Becky Wilson
Meredith Wiley
Sarah Wright

This committee supports Institutional Goal 5.