

# Our Lady of HOLY CROSS College



## **COLLEGE COMMITTEE HANDBOOK 2015-2016**

Note: This iteration of the College Committee Handbook was approved by the President and his Cabinet on October 23, 2015.

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## COMMITTEE STRUCTURE

Committees function within the governance structure of Our Lady of Holy Cross College. Those individuals interested in the activities of any committee may contact the chairperson of the committee for additional information. Full-time faculty and staff members are appointed or elected to College committees and are expected to maintain active membership during the tenure of their appointment. Members of the community are welcome to serve on the committees of their choosing. They are invited to express their interest to committee chairs.

## BOARD

Six standing committees of the Board of Regents assist the Board in its work: the Executive Committee, the Corporate Governance Committee, the Academic Affairs Committee; the Finance and Planning Committee, the Enrollment Management/Student Development Committee and the Philanthropy and Stewardship Committee. The function, major responsibilities, composition, and meeting schedule of the committees, along with the pertinent responsibilities of the College associates serving the committees are detailed in the *By-Laws of the Our Lady of Holy Cross Corporation*.

Committees assist the officers of Our Lady of Holy Cross College in the organization and administration of the affairs of the institution.

*The chairperson or co-chairpersons are responsible for preparing committee agendas (with input of the membership), assuring minutes are recorded and filed for each meeting on a designated drive, and including a list of all those who attended the meeting in the minutes.*

## APPROVAL PROCESS

The Provost and the Executive Assistant to the Provost review committee assignments every August (each committee chair is sent a copy of their committee's purpose/charge/membership in order to solicit revisions). The Provost and the Executive Assistant to the Provost review and revise the Committee Handbook. The Provost submits the handbook to the President, who makes the final decision regarding the addition or deletion of committees and the assignment of committee members. After receiving the President's approval, the Provost makes the handbook available to the College community.

## TIMELINE FOR APPROVAL

August	Handbook revised as needed
September-October	Academic Council and Cabinet

## **ACADEMIC ADVISING**

**PURPOSES:** To discuss the link between good advising and student retention, promote a developmental approach to advising, remain current with best practice and national trends in academic advising, recommend policies to the Academic Council for academic advising, and provide input into the registration and orientation process.

**CHARGE:** The chairperson(s) will prepare the agenda with input from the membership and will submit recommendations for policy to the Academic Council. The minutes of the meeting will be posted by the Vice President for Student Engagement and Advising.

**CHAIR:** **Ms. Meredith Reed**

**MEMBERSHIP:** Ms. Theresa Foret  
Ms. Lillian Grose  
Dr. Monica L. Johnson  
Ms. Marie McGregor  
Ms. Kobi Sloane  
Ms. Hayden Wagar

**MEETINGS:** The committee will meet regularly each semester.

## **ACADEMIC COMPUTING**

**PURPOSE:** To ensure technology needs are identified, evaluated and considered for academic areas of the College.

**CHARGE:** Information Technology must be planned to be contemporary, flexible, scalable, secure, and environmentally conscious with the ability to respond to new goals and dynamically changing service and operational requirements by various agencies. It is tasked to:

- Share a vision for Information Technology that is consistent with the College's vision, mission and goals.
- Align technology initiatives with institutional priorities.
- Disseminate knowledge about technology needs and constraints.
- Address institutional academic and business needs through the use of technology.
- Identify areas to enhance and ensure seamless and excellent service to the students.

**CHAIR:**                   **Ms. Rosalind Chester**

**MEMBERSHIP:**   Ms. Anita Althans  
                          Dr. Craig Bauer  
                          Ms. Dana Butler  
                          Ms. Audrey Clements  
                          Mr. Adam Heine  
                          Mr. Glenn Landry  
                          Dr. Faye Mitchell  
                          Dr. Matthew Morris  
                          Mr. Eric Nash  
                          Ms. Diana Schaubhut

**MEETINGS:**       The Academic Computing Committee will meet monthly during the academic year.

## **ACADEMIC COUNCIL**

**PURPOSES:** The Academic Council addresses all matters related to the academic functions of the College, such as:

- catalog revisions
- long-range academic planning
- new degree program procedures
- recommendation of new degree programs
- academic advising
- graduation requirements
- the granting of credits
- new course offerings
- academic calendar
- faculty award(s) for graduation
- other matters related to the academic functions

**CHARGE:** All action taken by the Council is reported to the faculty at its next regularly scheduled meeting. The Council acts in an advisory capacity to the Provost on academic matters. The Provost has the responsibility to bring before the membership of the Council matters related to its functions. Any substantive action taken by Academic Council is submitted to the Cabinet for the President's approval.

**CHAIR:**                   **Dr. Victoria Dahmes**

**MEMBERSHIP:**   Dr. Lawrence Audler  
                          Dr. Claudia Champagne  
                          Dr. Lehman Ellis  
                          Dr. Michael Labranche  
                          Dr. Patricia Prechter  
                          Ms. Meredith Reed  
                          Ms. Diana Schaubhut  
                          Ms. Kobi Sloane  
                          Dr. Lisa Sullivan  
                          Dr. Susan van Loon  
                          Dr. Carolyn White

**MEETINGS:**       The Academic Council typically meets on the first Friday of the month during the academic year.

## **ADMINISTRATIVE COMPUTING**

**PURPOSE:** To ensure technology needs are identified, evaluated and considered for operations to support academic areas of the College.

**CHARGE:** Information Technology must be planned to be contemporary, flexible, scalable, secure, and environmentally conscious with the ability to respond to new goals and dynamically changing service and operational requirements by various agencies. It is tasked to:

- Share a vision for Information Technology that is consistent with the College's vision, mission and goals.
- Align technology initiatives with institutional priorities.
- Disseminate knowledge about technology needs and constraints.
- Address institutional academic and business needs through the use of technology.
- Identify areas to enhance and ensure seamless and excellent service to the students.

**CHAIR:**                   **Ms. Rosalind Chester**

**MEMBERSHIP:**       Mr. Chris Bundick  
                              Ms. Dana Butler  
                              Ms. Audrey Clements  
                              Ms. Pam Lopez  
                              Ms. Meredith Reed  
                              Ms. Mandy Rogers  
                              Ms. Kobi Sloane  
                              Ms. Anna Vaughan  
                              Dr. Fawn Ukpolo  
                              Ms. Arlean Wehle

**MEETINGS:**           The Administrative Computing Committee will meet every other month.





## **COMMENCEMENT**

**PURPOSES:** To prepare all aspects related to commencement exercises as follows:

- Select the locations for Mass and Commencement
- Create the program for Mass and Commencement
- Invite platform guests
- Prepare the Mass
- Send notices to graduates
- Order academics for faculty, administration, staff and students
- Contact the armed services for an honor guard
- Select speakers and honorary degree recipients (in consultation with the President and the Cabinet)
- All other duties and responsibilities related to commencement

**CHARGE:** Registrar chairs the Commencement Committee and is responsible for calling meetings and setting the agenda. The executive administrative assistant to the CAO is the secretary to this committee.

**CHAIR:** **Ms. Kobi Sloane**

**MEMBERSHIP:** Ms. Peggy Bourgeois  
Mr. Andre Carpenter  
Sr. Keri Burke, MSC  
Mr. David Catherman  
Dr. Victoria Dahmes  
Ms. Leslie Johnson  
Dr. Michael Labranche  
Ms. Cynthia Madere  
Ms. Pam Lopez  
Ms. Meredith Reed  
Ms. Traci Rees  
Ms. Erin Sullivan  
Mr. Kenneth Tedesco  
Ms. Arlean Wehle

**MEETINGS:** January-March of each academic year.

## **DISTANCE EDUCATION**

**PURPOSE:** To ensure that distance education concerns are thoroughly addressed through structured policies and procedures.

**CHARGE:** To support best practices in the development and maintenance of exclusively online and hybrid courses and programs at the College as follows:

- Develop, seek approval for, and implement effective policies and procedures.
- Ensure student and instructor readiness for exclusively online and hybrid courses and programs.
- Collect data, access and recommend new offsite locations for distance education courses and programs.
- Expand the offerings of exclusively online courses and programs on the College campus.
- Evaluate the effectiveness of exclusively online courses and programs offered by the College.

**CHAIR:** **Dr. Tess O’Neill**

**MEMBERSHIP:** Ms. Dana Bulter (as needed)  
Ms. Rosalind Chester  
Dr. David Delio  
Ms. Ouida Frazier-Smith  
Ms. Lillian Grose  
Dr. Michael Labranche  
Dr. Faye Mitchell  
Dr. Brooke Muntean  
Dr. Nicole Ortloff-Wensel  
Dr. Theodore Remley

**MEETINGS:** Meet monthly during the academic year.

## **DIVERSITY**

### **PURPOSES:**

- To engage students, faculty, staff, and administration to support diversity at the College.
- To promote an environment that supports, respects and values mutual understanding, and promotes cooperation among students, faculty, staff, and administration from diverse backgrounds.
- To establish a bridge between cultures, ethnicities, genders, communities, etc. through various informational, educational, and social activities.
- To recommend policies for the recruitment and retention of a diverse student population, faculty, staff, and administration.
- To effectively communicate issues pertaining to diversity and inclusion.
- To conduct surveys College-wide as needed in regard to cultural issues.

**CHARGE:** The committee acts in an advisory capacity to the CAO on matters dealing with diversity. The committee shall align its activities with the Our Lady of Holy Cross College Mission. The committee will develop a diversity calendar of events that will measure dispositions towards diversity and aggregate data and disseminate the results. The minutes of the meeting will be sent to the Executive Assistant of the CAO.

**CHAIR:** **Mr. Andre Carpenter**

**MEMBERSHIP:** Ms. Jennifer Creevy  
Ms. Kathleen DiMaggio  
Ms. Ouida Frazier-Smith  
Ms. Amy Hebert  
Mr. Alfred Randazza  
Ms. Meredith Reed

**MEETINGS:** The committee will meet at least once per semester.

## **EDUCATION UNIT ADVISORY COUNCIL**

**PURPOSE:** OLHCC's Education Unit Advisory Council serves to assist the Education Department with continuous improvement

**CHARGE:** To advise the Education Unit regarding accreditation issues such as recruitment, retention, program assessments, and alignment with the demands of the profession.

**CHAIR:** Dr. Lisa Sullivan

**MEMBERSHIP:** Ms. Peggy Dore'  
Ms. Theresa Foret  
Dr. O. Cleveland Hill  
Dr. Christine Hypolite  
Dr. Brooke Muntean  
Ms. Gail Murphy  
Ms. Noretta Stackel  
Ms. Judy Weekley  
Ms. Jane Wilson  
Ms. Denise Vedros (mathematics)  
Dr. Claudia Champagne (English)  
Dr. Craig Bauer (social studies)  
Dr. Lee Ellis (science)  
2-5 classroom teachers  
2-5 school leaders

**MEETINGS:** Once per year and as needed for program improvement

## **FACILITIES AND OPERATIONS PLANNING**

**PURPOSE:** The Facilities and Operations Planning Committee seeks to coordinate the areas of the physical plant and grounds, security and information technology in providing services to the Our Lady of Holy Cross College community which are in keeping of the college's mission and vision. The Committee is committed to utilizing available resources to provide a safe, clean, functional, and technologically equipped environment. The members of the Committee are skilled and dedicated staff/faculty members who strive to provide the highest level of services possible in order to create the kind of environment needed to meet the needs of students, faculty, staff, alumni and visitors.

**CHAIR:** Ms. Arlean Wehle

**MEMBERSHIP:** Mr. Dave Catherman  
Ms. Rosalind Chester  
Dr. Victoria Dahmes  
Dr. Lehman Ellis  
Dr. Thomas Fonseca  
Mr. Bernard Nelson  
Mr. John O'Quinn  
Mr. Kenneth Tedesco  
Mr. Jose' Varela

**MEETINGS:** Bi-weekly on Fridays at 11:00

## **SAFETY SUBCOMMITTEE**

**PURPOSE:** The Safety Committee is a subcommittee of the Facilities and Operations Committee. It reviews and addresses campus-wide safety concerns. It is responsible for the development and oversight of policies and procedures affecting campus safety.

**CHAIR:** Mr. John O'Quinn

**MEMBERSHIP:** Dr. Thomas Fonseca  
Ms. Donyelle Marigny  
Mr. Bernard Nelson  
SGA Representatives  
Ms. Cathy Waguespack  
Ms. Arlean Wehle

**MEETINGS:** As needed throughout the academic year.

## **FACULTY DEVELOPMENT**

### **PURPOSES:**

- Provide faculty with opportunities for professional and personal growth;
- Provide opportunities for continual improvement of the quality of instruction;
- Provide faculty with knowledge of upcoming events related to professional development.

**CHARGE:** The initial meetings are planned to determine on-campus activities to be offered during each semester of the academic year.

**CO-CHAIRS:**                   **Ms. Diana Schaubhut**  
   **Ms. Lillian Grose**

**MEMBERSHIP:**               Dr. Lawrence Audler  
   Dr. Lehman Ellis  
   Ms. Raquel Engolio  
   Dr. Christine Hypolite  
   Dr. Michael LaBranche  
   Ms. Carol Scott  
   Dr. Carolyn White  
   Additional department chairs or their representatives, as needed

**MEETINGS:**                 The Faculty Development Committee shall meet as needed each semester.

## **FACULTY GRIEVANCE**

**CHAIR:** To be elected as per guidelines in Faculty Handbook

**MEMBERSHIP:** Dr. Lawrence Audler  
Dr. Craig Bauer  
Dr. Delinda Martin  
Ms. Dottie Martin  
Ms. Katharine Rubin

**MEETINGS:** As needed

## **FACULTY JUDICIAL BOARD**

**CHAIR:** To be elected as per guidelines in Faculty Handbook

**MEMBERSHIP:** Dr. David Delio  
Dr. Thomas Fonseca  
Dr. Mark Kuss  
Dr. Theodore Remley

**MEETINGS:** As needed

## **GRADUATE COUNCIL**

**PURPOSES:** To assist the Provost in the development and implementation of graduate program policies and all matters related to graduate program functions, as follows.

- graduate admissions
- catalog revisions
- proposals for new degree programs (according to established procedures)
- acceptance of candidates for the degree programs
- approval of candidates for practicum and internship experiences
- development of rubrics for the comprehensive examination and theses
- determination of successful completion of comprehensive examinations and theses
- certification of graduate students for graduation

**CHARGE:** Appointment to the Graduate Council is made by the Provost in consultation with the Chair of the Graduate Council. All action taken by the Council is reported to the faculty at its next regularly scheduled meeting. The Council acts in an advisory capacity to the Provost on academic matters. The Provost has the responsibility to bring before the membership of the Council all matters related to its functions. Once the Graduate Council has taken action, recommendations are made to the President's Cabinet for approval, as appropriate.

**CHAIR:**                   **Dr. Carolyn White**

**MEMBERSHIP:**       Ms. Joan Fischer  
                              Dr. Cleveland O. Hill  
                              Dr. Theodore Remley  
                              Ms. Diana Schaubhut  
                              Dr. Lisa Sullivan

**MEETINGS:**           The Council meets at least twice each semester.



## **HUMAN SUBJECTS PROTECTION REVIEW**

**PURPOSE:** To oversee human research conducted by OLHCC personnel and review all research proposals to insure that they comply with ethical standards in research.

**CO-CHAIRS:**       **Dr. Lillian Range**  
                          **Dr. Carolyn White**

**MEMBERSHIP:**     Processed by OHRP as IORG0008281

<b>Name</b>	<b>Gender</b>	<b>Degree</b>	<b>Classification</b>	<b>Discipline</b>	<b>OLHCC Faculty</b>	<b>Status</b>
White, Carolyn	F	Ph.D.	Scientist	Counseling	Yes	Member and Vice Chair
Miller, Jay	M	Ph.D.	Scientist	Education	No	Member
Muntean, Brooke	F	Ph.D.	Scientist	Education	Yes	Member
O'Neill, Tess	F	Ph.D.	Scientist	Nursing	Yes	Member
Range, Lillian	F	Ph.D.	Scientist	Psychology	Yes	Member and Chair
Reed, Meredith	F	M.S.	Non-Scientist	Staff	No	Member
Remley, Theodore	M	Ph.D.	Scientist	Counseling	Yes	Alternate
Ukpolo, Fawn	F	Ed.D.	Scientist	Education	Yes	Alternate
Van Loon, Susan	F	Dr. P.H.	Scientist	Public Health	Yes	Member

**MEETINGS:**       As needed

## **INSTITUTIONAL ADVANCEMENT**

**PURPOSE AND CHARGE:** The purpose of this committee is to provide opportunities for campus stakeholders, particularly faculty and staff, to become more familiar with the “culture” and techniques of overall advancement of Our Lady of Holy Cross College. This includes discussing, and often helping to shape and evaluate, the practices and policies utilized in the College’s outreach to alumni and other friends, including the search for, and responsible stewardship of, gifts from private and, occasionally, public sources. (Private sources generally include foundations, corporations, and individuals). Other topics to be addressed, from time to time, include programs to identify and strengthen College ties to our various audiences and “publics.”

A second purpose, since they figure so heavily into the advancement of the College, is to schedule occasional visits to the Committee from various campus individuals staging events. In the past, these have been typified by the Crawfish Boil, President’s Jazz Brunch, annual Thanksgiving Prayer Breakfast, and Alumni “Excelsior” event. Key hoped-for outcomes include broader campus appreciation of how multi-faceted advancement is conducted in accordance with the mission and vision of Our Lady of Holy Cross College and supports our strategic priorities. The committee is charged to address topics related to institutional advancement, such as:

- Endowment funds
- Media strategy and techniques
- New construction and renovations
- Grants (government, corporate, foundation)
- Prospect research
- Alumni affairs
- Annual fund
- Naming opportunities
- Marketing
- Effective stewardship
- Special events involving alumni, parents, and the community

**CHAIR:**                      **Mr. Kenneth F. Tedesco**

**MEMBERSHIP:**        Ms. Janae Arcement  
                                 Mr. David Catherman  
                                 Dr. Darryl Holliday  
                                 Dr. David Landry (*ex officio*)  
                                 Mr. John O’Quinn  
                                 Dr. Roy Salgado  
                                 Ms. Diana Schaubhut

**MEETINGS:**            Quarterly throughout the fiscal year

## **INSTITUTIONAL EFFECTIVENESS**

**PURPOSE:** Institutional Effectiveness provides leadership in developing and maintaining systematic and continuous quality improvement process at the College. The assessment efforts flow from the Institution's mission, and focuses on three key areas: 1) learning-centered assessment; 2) evidence-based decision making; and, 3) integrated research and evaluation.

**CHARGE:** The charge includes, but is not limited to: 1) inform representative faculty and staff of institutional effectiveness initiatives; 2) monitor submission of institutional effectiveness and strategic plans; 3) promote program and institution-wide improvement, and 4) collaborate with the Long Range Planning and Budgeting Committee, as needed.

**CHAIR:**                   **Dr. Victoria Dahmes**

**MEMBERSHIP:**       Dr. Lawrence Audler  
                              Mr. Andre Carpenter  
                              Dr. Claudia Champagne  
                              Dr. Lee Ellis  
                              Dr. Michael Labranche  
                              Dr. David Landry  
                              Dr. Faye Mitchell  
                              Ms. Meredith Reed  
                              Ms. Kobi Sloane  
                              Mr. Kenneth Tedesco  
                              Dr. Fawn Ukpolo  
                              Dr. Carolyn White  
                              IT Representative

**MEETINGS:**           Once per semester

## **INSTITUTIONAL GRANTS**

**PURPOSE:** The Institutional Grants Committee’s mission is to ensure all grants are in alignment with the college’s Mission Statement, Strategic Plan, and all college initiatives.

**CHARGE:** The charge of the committee is to assist with the review and approval process for College-wide grant submissions and to ensure adherence to the **Institutional Grants Policy** statements below.

- 1) All grants should identify and provide specific benefits to the college, which are in alignment with the Mission Statement and Strategic Plan.
- 2) All grant submissions must follow the campus-approved process to address the effect on college resources.
- 3) Fiscal impact to any unrestricted funds or a significant operational impact to the college requires fiscal review as well as approval.
- 4) All grants should ensure collaboration in coordinating activities throughout implementation.

**CHAIR:** **Mr. Hillary Williams**

**MEMBERSHIP:** Ms. Jennifer Creevy  
Ms. Leslie Johnson  
Dr. Kevin Mis Solval  
Dr. Faye Mitchell  
Dr. Tess O’Neill  
Ms. Meredith Reed  
Ms. Traci Rees  
Dr. A. H. Rogers

**MEETINGS:** As needed each semester

## **INTERNATIONAL STUDY ABROAD**

**PURPOSE:** The purpose of the committee is the coordination and implementation of OLHCC'S International Studies Abroad Program. It strives to promote international educational travel and global-based learning environments and the understandings gained from these environments.

**CHARGE:** The committee will solicit faculty who are interested in teaching courses in their disciplines abroad. The syllabus will be submitted for approval to the respective Chair who will then recommend the course(s) to the CAO for inclusion in the Catalog.

**CHAIRS:**                                 **Dr. Mark Kuss**  
   **Dr. Theodore Remley**

**MEMBERSHIP:**                         Dr. Delinda Martin  
   Dr. Roy Salgado  
   Dr. Pat Thomas  
   Dr. Susan van Loon

**MEETINGS:**                             The committee will meet in September, October, February, and April.

## **LIBRARY SERVICES**

**PURPOSES:** To assist the College Community in determining the needs of Library Services in relation to academic and/or support services, advising Library Services personnel of the total and effective use of resources, and recommending and approving Library Services policies.

**CHARGE:** The Director of Library Services is the chair of the Library Services Committee and is responsible for calling meetings and setting the agenda. One undergraduate and graduate student representative are recommended by the Director of Library Services in consultation with the Director of Student Affairs and the Chair of Graduate programs.

**CHAIR:** **Ms. Diana Schaubhut**

**MEMBERSHIP:** Ms. Valerie Anderson  
Ms. Brittany Burke-Scafidel (Student Representative)  
Dr. Craig Bauer  
Ms. Jennifer Creevy  
Dr. Brooke Muntean  
Dr. Robert Pinner  
Mr. Sam Readman  
Ms. Katharine Rubin  
Ms. Eileen Stoll

**MEETINGS:** The committee meets at least once a semester. Special meetings are called when necessary.

## **LONG RANGE PLANNING AND BUDGETING**

- PURPOSE:** The Long Range Planning and Budgeting Committee's purpose is to strengthen the link between planning and budgeting.
- CHARGE:** The comprehensive planning-budgeting model is charged with incorporating the processes and benchmarks of institutional effectiveness currently in use at the College. It will also embrace a dynamic and flexible process that will utilize assessment-based planning as an institution-wide approach to resource allocation.
- CHAIR:** **Dr. David Landry**
- MEMBERSHIP:** Dr. Victoria Dahmes  
Dr. Michael LaBranche  
Dr. Patricia Prechter  
Mr. Kenneth Tedesco  
Ms. Arlean Wehle  
Dr. Carolyn White
- MEETINGS:** As required – more frequent in the fall semester.

## **MISSION INTEGRATION**

### **PURPOSES:**

- Provide opportunities at Our Lady of Holy Cross College to learn about the history, heritage, and spirituality of the Marianites of Holy Cross.
- Inform the College of the wider Holy Cross tradition including the educational and formational work of its founder Blessed Basil Moreau and the Foundress of the Marianites of Holy Cross, Mother Mary of the Seven Dolors.
- Assist Our Lady of Holy Cross College in becoming a community formed by teaching, scholarship, and service within the Catholic Intellectual Tradition.
- Promote the integration of the Catholic tradition throughout all levels of Our Lady of Holy Cross College.
- Respect all religious and spiritual traditions and all people of good will in the spirit of inclusion.

### **CHAIR:**

**Sr. Rochelle Perrier, MSC**

### **MEMBERSHIP:**

Ms. Jumana Al-Bassisi (Student Representative)  
Dr. Joshua Brumfield  
Sr. Keri Burke, MSC  
Mr. Andre Carpenter  
Dr. David Delio  
Ms. Raquel Engolio  
Dr. Mark Kuss  
Mr. Sam Readman  
Ms. Meredith Reed  
Ms. Kobi Sloane  
Mr. Kenneth Tedesco  
Dr. Susan van Loon  
Ms. Cathy Waguespack

### **MEETINGS:**

Monthly



**PARCC (Partnership for Assessment of Readiness for College and Careers)**

**PURPOSE:** The PARCC Campus Leadership Team serves as the liaison between statewide PARCC initiatives and the College and its constituents.

**CHARGE:** To represent the College at statewide PARCC meetings, to provide feedback about statewide initiatives, and to inform College constituents of PARCC initiatives.

**CHAIR:** **Dr. Lisa Sullivan**

**MEMBERSHIP:** Dr. Claudia Champagne  
Dr. Thomas Fonseca  
Ms. Christine Hypolite  
Dr. Brooke Muntean  
Ms. Denise Vedros

**MEETINGS:** Twice a semester and as statewide meetings are called.

## **PROMOTION IN RANK**

**PURPOSE/CHARGE:** As outlined in the procedural manual for Rank and Promotion

**CHAIR:** **Dr. Matt Morris**

**MEMBERSHIP:** Ms. Anita Althans  
Dr. Tommy Fonseca  
Dr. Cleve Hill  
Dr. Christine Hypolite  
Dr. Mark Kuss  
Dr. Delinda Martin  
Dr. Ted Remley

## **REGISTRATION**

**PURPOSE:** To examine and prepare all aspects of the student registration and payment processes.

**CHARGE:** Discuss and decide organizational details regarding means, methods and expected outcomes for semester/term Orientation and Registration operations.

**CHAIR:** **Ms. Kobi Sloane**

**MEMBERSHIP:** Mr. Andre Carpenter  
Dr. Victoria Dahmes  
Dr. Michael LaBranche  
Dr. David Landry  
Ms. Mandy Rogers  
Ms. Anna Vaughan  
Ms. Arlean Wehle  
Dr. Carolyn White

**MEETINGS:** As needed each semester.

## **RETENTION**

### **PURPOSES:**

- To identify major issues to alleviate the low retention rate;
- To discuss ideas and solutions that will increase student support services;
- To remain current with best practices and national trends in retention;
- To evaluate internal retention data;
- To recommend solutions to the Academic and Curriculum Council and/or Cabinet.

**CHARGE:** The chairperson(s) will prepare the agenda with input from the membership and will submit recommendations for policy to the Academic Council. The minutes of the meeting will be posted by the Vice President for Student Engagement and Advising.

**CHAIR:**                   **Ms. Meredith Reed**

**MEMBERSHIP:**       Sr. Keri Burke/Sr. Rochelle Perrier  
                              Mr. André Carpenter  
                              Dr. Claudia Champagne  
                              Dr. Victoria Dahmes  
                              Ms. Joan Fischer  
                              Ms. Michelina Kite  
                              Dr. Michael LaBranche  
                              Ms. Diana Schaubhut  
                              Mr. Kenneth Tedesco  
                              Dr. Fawn Ukpolo  
                              Ms. Hayden Wagar  
                              Dr. Carolyn White

**MEETINGS:**           The committee will meet regularly each semester.

## **SCHOLARSHIP**

**PURPOSE:** To search for and solicit scholarships and awards, aid in scholarship selection, and formulate and review policies governing student financial aid by:

- reviewing and recommending institutional policies regarding financial aid;
- receiving reports on progress or problems, and recommending appropriate action;
- encouraging and enlisting, if appropriate, support for scholarships;
- establishing institutional priorities for the distribution of available student aid resources;
- serving as the final appeal body of student with grievances relative to the awarding of funds or complaints about the general administration of the program when these problems cannot be resolved by the Financial Aid Office;
- and, making scholarship selections in conjunction with individual scholarship guidelines and performing duties as may be delegated or requested.

**CHAIR:** **Dr. David Landry**

**MEMBERSHIP:** Ms. Peggy Bourgeois  
Mr. Andre Carpenter  
Mr. David Catherman  
Dr. Victoria Dahmes  
Dr. Michael LaBranche  
Dr. Delinda Martin  
Ms. Meredith Reed  
Ms. Diana Schaubhut  
Ms. Kobi Sloane  
Dr. Lisa Sullivan  
Mr. Kenneth Tedesco  
Ms. Hayden Wagar  
Ms. Arlean Wehle  
Dr. Carolyn White

**MEETINGS:** Throughout the academic year as needed.

## **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC)**

### **PURPOSES:**

- To monitor College-wide compliance with SACSCOC standards and requirements.
- To ensure timely submission of SACSCOC documents.
- To remain current with SACSCOC policies and disseminate information to the College-wide community.
- To collaborate with related entities such as the Institutional Effectiveness (IE) Committee, Quality Enhancement Plan (QEP) Committees, Academic Council, etc.

**CHARGE:** The chair will solicit input and prepare all meeting agenda.

**CHAIR:** **Dr. Victoria Dahmes**

**MEMBERSHIP:** The SACSCOC Committee consists of the combined membership of the Institutional Effectiveness Committee, and the Academic Council. Cabinet members serve on an ad hoc basis. Membership shall be expanded as needed.

**MEETINGS:** The Committee will meet at least once per semester. Meetings may be held in combination with other committee meetings, such as those held by the IE and QEP Committees.

### **SUBCOMMITTEES:**

**Quality Enhancement Plan (QEP) 2017 Committee** members include Dr. Claudia Champagne (Co-Chair and QEP Director), Dr. Victoria Dahmes (Co-Chair), Ms. Theresa Foret, Ms. Juyanne James, Dr. Michael Labranche, Ms. Phyllis Robert, Ms. Diana Schaubhut, Ms. Kristy Solis, Ms. Alane Templet (student representative), Dr. Susan van Loon, and Dr. Carolyn White

**Reaffirmation 2017 Steering Committee** members include the Deans, Cabinet, QEP Director, Library Director, SGA Representative, and Alumni Representative.

**Reaffirmation 2017 Subcommittee Chairs:** Dr. Craig Bauer, Sr. Keri Burke, MSC, Mr. Andre Carpenter, Dr. Claudia Champagne, Dr. Victoria Dahmes, Dr. Leman Ellis, Ms. Leslie Johnson, Dr. Mark Kuss, Dr. Michael LaBranche, Dr. Brooke Muntean, Dr. Tess O'Neill, Sr. Rochelle Perrier, MSC, Dr. Patricia Prechter, Dr. Lillian Range, Ms. Meredith Reed, Dr. Ted Remley, Ms. Diana Schaubhut, Ms. Kobi Sloane, Dr. Lisa Sullivan, Mr. Ken Tedesco, Dr. Fawn Ukpolo, Ms. Hayden Wagar, Ms. Cathy Waguespack, Ms. Megan Waite, Ms. Arlean Wehle, Dr. Carolyn White.

**TITLE IX COMMITTEE**

**PURPOSES:** 1) To ensure up-to-date information is disseminated to the College population with regards to the TITLE IX, VAWA, and CLERY ACT up to, and including, sexual harassment, sexual assault/sexual violence, or other discrimination based on sex. 2) To ensure College population is aware of the policies and procedures for reporting such items as well as any act of discrimination based upon race, gender, religion, national origin, age, handicap, marital status, or veteran’s status.

**CHARGE:** The committee will review and approve for submission to the President’s Cabinet the Sexual Misconduct, Discrimination, and Harassment Policy and Guidelines as changes are necessary, based upon legislation.

**CHAIR:** Ms. Cathy Waguespack  
Ms. Meredith Reed

**MEMBERSHIP:** Sr. Keri Burke/Sr. Rochelle Perrier  
Dr. Victoria Dahmes  
Dr. Thomas Fonseca  
Dr. Michael LaBranche  
Dr. David Landry  
Mr. John O’Quinn  
Dr. Roy Salgado  
Mr. Kenneth Tedesco  
Ms. Arlean Wehle  
Dr. Carolyn White

**MEETINGS:** As frequently as needed throughout the academic year.