

Committee Assignments 2015-2016

Committee	2015-2016 Membership
<p>*Academic Technology Committee (ATC) The Academic Technology Committee (ATC) is comprised of individuals representing the different academic and academic support areas of Amarillo College. This committee serves as a forum for identifying, evaluating, and resolving issues pertaining to Information Technology that supports academic programming. These positions are appointed, along with alternates, from the areas below:</p> <p><u>Academic Representation: (8 representatives)</u> Academic divisional representatives will serve three-year rotating terms. Representatives will be appointed by the Vice President of Academic Affairs from their respective areas. These memberships will include the following:</p> <p style="padding-left: 40px;">Academic Success; Liberal Arts; STEM; Technical Education; Health Sciences; Nursing</p> <p><u>Academic Support Representation: (7 representatives – standing members)</u> Academic support representatives will serve as standing members of ATC as identified by their respective divisions. Term/expiration will be determined by the division. These memberships will include the following:</p> <p style="padding-left: 40px;">Center for Teaching and Learning; Continuing Education; Hinkson Memorial Campus (Hereford); Information Technology Services; Library; Moore County Campus, Student Affairs</p> <p><u>Faculty Senate Representation: (1 representative)</u></p> <p><u>Other Representation:</u> (representatives identified and appointed as needed annually) The following representatives will be appointed annually by respective committees to provide communication and networking as needed:</p> <p style="padding-left: 40px;">Administrative Committee of Technology; Vice President of Information Technology (ex-officio)</p>	<p>Lee Colaw, ex officio</p> <p><u>Academic Divisions</u> Kim Boyd (2015-16) Amanda Pendleton — STEM (2017-18) Walter Webb- Technical Education (2017-18) Verena Johnson — Nursing (2017-18) DeWayne Higgs – CIS (2017-18) Kendra Hubbard — Allied Health (2017-18) Judy Isbell – Academic Success (2017-2018) Alan Kee – Liberal Arts (2017-18)</p> <p><u>Academic Support</u> Danielle Arias Daniel Esquivel Jeff Gibson Toni Gray Mark Hanna, Chair April Sessler Heather Voran, CTL</p> <p><u>Faculty Senate Rep</u> Bob Gustin, Technical Education</p> <p><u>Other</u> Diane Brice</p>

<p>*Administrative Committee of Technology (ACT)</p> <p>The Administrative Committee of Technology (ACT) is composed of individuals to represent the different functional areas of Amarillo College's Enterprise Resource Planning (ERP) system, Colleague. This committee serves as a forum for changes and enhancements related to Amarillo College's ERP system. This committee is composed of standing members only.</p>	<p><u>Standing Members</u></p> <p>Diane Brice Karen Craghead Toni Gray Sharon Doggett Terry Kleffman, Chair Sara Long Kristin McDonald-Willey Jason Norman Kelly Prater Kay Taylor Jarred Madden Rita Wilson</p> <p>Lee M. Colaw, ex-officio</p>
<p>*Administrator of the Year Committee</p> <p>This committee solicits nominations each spring for the Administrator of the Year. The committee selects up to five finalists, conducts interviews, and makes the final determination for the Administrator of the Year.</p> <p>Members serve one-year terms and are as follows:</p> <ul style="list-style-type: none"> • Administrators Association President • Classified Employee representative • Faculty Representative • SGA Representative • President's Designee 	<p><u>Senate Recommendation/Faculty Representative</u></p> <p>Ray Newburgh</p> <p><u>SGA Rep</u></p> <p>Cutter Love</p> <p><u>Administrator's Association Rep</u></p> <p>Diane Brice</p> <p><u>CEC</u></p> <p>Monica Herrera</p> <p><u>President's Office</u></p> <p>Joy Brenneman</p>

<p>*Administrator Professional Development Committee</p> <p><u>Responsibilities:</u> Serve as a advisory committee to Human Resources for administrators training and development; select and recommend activities/training; identify related budget requests; make recommendations for current and future institutional professional development planning, coordinating with administrators' needs; assist in development and execution of planning. Members serve terms as follows:</p> <p><u>Administrators Representatives:</u> (13 Voting Members)</p> <ul style="list-style-type: none"> • 1 elected/appointed annually and by President's Cabinet (one-year term) • 1 elected/appointed annually from and by the Administrators' Association • 11 appointed to represent all campuses (three-year, rotating terms) <p><u>Administrators Support Representatives:</u> (Non-voting Members)</p> <ul style="list-style-type: none"> • Associate Vice President of Teaching & Learning • Others as necessary 	<p>Disbanded for 2015-2016</p>
<p>*Administrators Association</p> <p>The Amarillo College Administrators Association exists in order to promote the exchange of information and communication among all areas of the College.</p> <p>The Association also works to develop participatory and team management and to submit budgetary, career and professional development recommendations to the President's Cabinet. In addition, the Association works to enhance communication with the President and President's Cabinet and to provide effective representation for operational level administrators. All administrators at the College are members of the Association excluding members of the President's Cabinet. The Association's Executive Board meets monthly and the general membership meets monthly and as needed.</p> <p>The Executive Board consists of a president, vice-president, secretary and past president. The officers serve one-year terms</p>	<p><u>President</u> Kelly Prater (2015-16)</p> <p><u>Vice President</u> Kristin McDonald-Wiley (2015-16)</p> <p><u>Secretary</u> M.J. Coats (2015-16)</p> <p><u>Past President</u> Renee Weiss (2015-16)</p>

***Advisory Committees**

The two types of advisory committees are academic (including career and technical education) and other. In the State of Texas, academic advisory committees may be either general or program. A general advisory committee is intended to provide advice for a broad area such as a career cluster or group of programs. A program advisory committee is designed to provide expert advice for specific programs such as Dental Hygiene.

The role of advisory committees is to provide skilled information from professionals in the area of concern or improvement. The Functions of an advisory committee include: (1) evaluating the goals and objectives of the program curriculum; (2) establishing workplace competencies for the program occupation(s); (3) suggesting program revisions as needed; (4) evaluating the adequacy of existing college facilities and equipment; (5) advising college personnel on the selection and acquisition of new equipment; (6) identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities; (7) assisting in the professional development of the faculty; (8) assisting in promoting and publicizing the program to the community and to business and industry; and (9) representing the needs of students from special populations. An advisory committee does not administer policy but assists, establishes, and/or directs policy. Advisory committees of existing programs must meet in person a minimum of one time a year and should, if possible, have a quorum present. During the development of new programs, advisory committees must meet in person at least twice and communicate throughout the development and approval process. Once the need for a program has been determined, the committee is formally established by the President's Cabinet.

Specific roles and requirements for academic advisory committees, especially advisory committees for career and technical education, are stipulated in [THECB'S GIPWE](#). In addition, Amarillo College's [Advisory Committee Handbook](#) which amplifies the expectations for advisory committees is considered an official addendum to the Faculty Handbook along with a list of the committees. According to these requirements, each committee will consist of a minimum of five members chosen for their expertise in the program area and for their interest in promoting education for future employees in the area. The direct contact with the College is through the dean or department chair. Committee members will usually serve for a three-year rotating term. Each committee will designate a chair from among the external members and will meet at least once annually. Amarillo College faculty or staff attending meetings are not members of the committee and thus do not have voting rights on the committee. Input and recommendations of the committee members must be documented in minutes.

[Advisory Committee Members and Minutes](#)

[Guidelines for Instructional Programs in Workforce Education GIPWE](#)

Academic Success

Community Link

Hinkson Memorial Campus - Daniel Esquivel, Executive Director

Hinkson Memorial Campus Advisory Committee

Moore County Campus - Renee Vincent, Executive Director

Moore County Campus Advisory Committee

Vice President of Academic Affairs – Dr. Deborah L. Vess

Library (Mark Hanna, Director)

Chief of Communication and Marketing – Ellen Green

Panhandle PBS

Health Sciences – Mark Rowh, Dean

Dental Assisting
Dental Hygiene
Emergency Medical Services Professions
Medical Data Specialist
Medical Laboratory Technology
Mortuary Science
Nuclear Medicine
Occupational Therapy Assistant
Pharmacy Technology
Physical Therapist Assistant
Radiation Therapy
Radiography
Respiratory Care
Sonography
Surgical Technology

Liberal Arts – Dr. Dan Ferguson, Dean

Child Development and Early Childhood Education
Drafting
Graphic Design
Photography
Matney Mass Media

Continuing and Professional Education – Toni Gray, Dean

Criminal Justice Programs
Panhandle Regional Law Enforcement Academy (PRLEA)

Nursing – Dr. Richard Pullen, Dean

Associate Degree Nursing
Vocational Nursing

STEM –Interim Dean

Computer Information Systems Management
Office Administration
Legal Studies

Student Affairs - Bob Austin, Vice President of Student Affairs

Adult Students Program

Technical Education – Dr. Kim Hays, Interim Dean

Aviation and Aerospace
Fire Protection
I and E (Industrial Maintenance, Instrument and Control, and Electronics)
Logistics (Truck Driving)
Manufacturing (Machining, Nondestructive Testing, and Welding)
Renewable Energy (Utility Power Worker and Wind Energy)
Transportation (Auto Collision Repair, Automotive, Diesel Mechanics)

***Assessment Committees**

Assessment at Amarillo College is facilitated by two sub-committees. The sub-committees which are primarily charged with proposing recommendations for assessments at AC are the Instructional Assessment Sub-Committee and the Non-Instructional Assessment Sub-Committee. These two sub-committees provide direction and coaching to AC faculty and/or staff regarding institutional effectiveness initiatives and student learning/service outcomes. Additionally, these two sub-committees provide direction to the Institution based on institutional and/or external evidence.

The sub-committees meet annually (as needed) to discuss integral institutional processes and to evaluate institutional assessment efforts. [Members of the Instructional sub-committees are appointed by volunteering to serve on institutional committees in a process guided by the Faculty Senate. Should an adequate number of volunteers not be identified, additional appointee recommendations will be made by the Division of Planning and Advancement.](#) Members of the Non-Instructional Assessment Sub-Committee are likewise accepted through a volunteer process and approved or appointed by the President's Cabinet.

[Permanent members of both sub-committees include the Chief of Planning and Advancement and the Director of Institutional Effectiveness.](#) The Director of Institutional Effectiveness will serve as the Recorder for both of these sub-committees.

The Chair of the Instructional Assessment Sub-Committee will be the Vice President of Academic Affairs and the Chair of the Non-Instructional Assessment Sub-Committee will be the Vice President of Student Affairs.

[The Instructional Assessment Sub-Committee will be comprised of at least one program coordinator/dean/director from each of the instructional divisions \(Academic Success, Health Sciences, Liberal Arts, Nursing, Stem, and Technical Education\).](#) The remaining members of the Instructional Assessment Committee will be comprised by faculty at-large.

[The Non- Instructional Assessment Sub-Committee will be comprised of at least one member from each of the President's Cabinet areas. Remaining members will be comprised by AC administrators and/or staff. Ex-officio members may include the Director of Institutional Effectiveness, Director of Amarillo College Library, Director of Testing Services, and others as deemed appropriate by the Committee.](#)

The Assessment Committee members will typically serve a three-year term. However, each committee chair may elect to grant another term to committee members who wish to extend their service.

Permanent Members - Instructional

Dr. Deborah L. Vess - Instructional Sub-Committee Chair
Kristin McDonald-Willey (ex officio)

Rotating Members - Instructional

Lavon Barrett (2015-16)
Sarah Uselding, Criminal Justice (2017-18)
Dr. Nicole Dolby (2016-17)
Ashley Dyer (2016-17)
Ann Hamblin (2015-16)
Paul Hogue (2016-17)
Kati Alley, Nursing (2015-18)
Kristin Edford, Liberal Arts (2017-18)
Walter Webb (2015-16)

Permanent Members Non-Instructional

Bob Austin-Non-Instructional Sub-Committee Chair

Dr. Deborah Vess (ex officio)
Kristin McDonald-Willey (ex officio)
Amber Brookshire (ex officio)
Mark Hanna (ex officio)

Rotating Members Non-Instructional

Tina Babb (2015-2018)
Janet Barton (2015-16)
Lee M. Colaw (2015-18)
Megan Eikner (2015-2016)
Cynthia Urbina (2015-2016)
Jeff Wallick (2014-2015)
Renee Weiss (2016-17)
Joe Wyatt (2017-18)

<p>*Benefits Plan Investment Committee</p> <p>This Committee monitors the investment performance and asset allocation of the AC Benefit Program. It reviews the performance and recommendations involving the plan assets as presented by and recommended by the Investment Advisor for the Plan. Membership on the Committee consists of a Regent appointed by the Board of Regents, the Plan Administrator, three members recommended by the Faculty Senate, two members recommended by the Classified Employees Council, one member recommended by the Administrator's Association, and one member recommended by the REACT (retirees) organization. Committee members should have some knowledge of finance and investments and an interest in learning investment strategy. The Plan Administrator will serve as chair of the Committee.</p> <p>Members will serve five-year terms with the exception of the Regent and the Plan Administrator. The Regent serves until replaced by the Board of Regents. The Plan Administrator serves as a permanent member of the committee.</p> <p>Meetings are held each quarter and as called by the Chairperson of the Committee.</p>	<p>Terry Berg, Chair, permanent</p> <p>Tina Babb (2017-18) Nola Bartling (2016-17) Steven Beckham (2016-17) Penelope Davies (2015-16) Sarah Davis (2015-20) Regent, TBA Dave Schmedel, Retiree (2018-19)</p>
<p>*Classified Employee of the Year Committee</p> <p>This committee solicits nominations each spring for the Classified Employee of the Year. The committee selects up to five finalists, conducts interviews, and makes the final determination for the Classified Employee of the Year.</p> <p>Members serve two-year terms and are as follows:</p> <ul style="list-style-type: none"> • Chair - Past Chair of the Classified Employees Council • Current Chair of the Classified Employees Council • Past Classified Employee of the Year • Current Classified Employee of the Year • Faculty Representative as designated by Faculty Senate • Administrator appointed from the Administrators Association • Ex -Officio: Director of Administrative Services/Human Resources Services 	<p><u>CEC – Chair</u> Cindy Lanham</p> <p><u>Past CEC Chair</u> Rebecca Archer</p> <p><u>Past Classified Employee of the Year</u> Ina Fiel</p> <p><u>Current classified Employee of the Year</u> JoBeth Hill</p> <p><u>Senate Representative</u> Emily Gilbert (2016-17)</p> <p><u>Administrator Representative</u> Kelly Prater (2016-17)</p> <p><u>Ex-officio</u> Lyndy Forrester</p>

<p>*Classified Employees Council</p> <p>This Committee represents the classified employee group providing a channel of communication between classified employees and Administration. Its purpose is to be an advocate for classified employees in the working operations of the College, to present issues or concerns that affect classified employees, to promote leadership and to recognize classified employees and their service to Amarillo College. This committee also assists in finding and recommending solutions as needed.</p> <p>The committee is composed of twelve, continuing or temporary, Board-appointed, full or part-time classified employees elected to represent all campuses. Members serve three-year terms with one-third rotating off each year.</p>	<p><u>Elected from Classified – CEC</u></p> <p>Cindy Lanham, Chair, <i>Administrative Clerk I - Speech/Theatre(2015-18)</i> Jordan A. Herrera, Vice Chair, <i>Social Services Coordinator (2016-17)</i> Amanda L. Wallick, Secretary, <i>Senior Accountant-Business Office (2016-17)</i> Connie A. DeJesus, <i>Executive Secretary - College Relations (2015-16)</i> Crystal L. Hernandez, <i>Administrative Clerk II - Technical Training (2017-18)</i> Debbie Ortega, <i>Executive Secretary - Dean of Liberal Arts (2016-17)</i> Karen L. Craghead, <i>Senior Secretary - AC Foundation (2016-17)</i> Keri B. Shelburne, <i>Executive Secretary - Dean of Health Sciences (2017-18)</i> Monica M. Herrera, <i>Customer Service Specialist (2015-16)</i> Sarah R. Bruce, <i>Systems Analyst I - Programming Services (2015-16)</i> Susie Regan, <i>Mentoring Program Coordinator (2015-16)</i> Toni J. Van Dyke, <i>Administrative Assistant I - Business Division(2017-18)</i></p>
<p>*Classified Professional Development Committee</p> <p><u>Responsibilities:</u> Serve as a advisory committee to Employee and Organizational Development for classified training and development; select and recommend activities/training; identify related budget requests; make recommendations for current and future years' institutional professional development planning, coordinating with classified employees' development needs; assist in development and execution of planning. Members serve terms as follows:</p> <p><u>Classified Representatives:</u> (18 Voting Members)</p> <ul style="list-style-type: none"> • 1 elected/appointed annually by Classified Employees Council (one-year term) • 17 appointed to represent all campuses (three-year rotating terms) <p><u>Classified Support Representatives:</u> (Non-voting Members)</p> <ul style="list-style-type: none"> • Associate Vice President of Teaching and Learning • Others as necessary 	<p>Disbanded 2015</p>

***Commencement Committee**

The function of this committee is to plan, subject to the approval of the President, the program and procedures for each College commencement. Plans will include faculty and student lines, program preparation and distribution, photography, arrangements for music, decorations, stage set-up, student help, reception, and other details as they may arise.

Permanent membership of the committee consists of:

- Registrar
- Associate Registrar
- Physical Plant representatives
- Chair of the Music Department
- Communication and Marketing representative
- Bookstore Manager
- Executive Assistant to the President
- Executive Assistant to the Vice President of Business Affairs
- Change Management Officer (Office of the President)
- Director of Disability Services
- Head Marshall
- Administrative Assistant to the Vice President of Student Affairs

Other members of the committee consist of the chair (appointed annually on a rotating basis by the committee members) and faculty members appointed by the Executive Assistant to the Vice President of Academic Affairs. Members will serve two-year terms. The committee will meet monthly during the fall and spring semesters and as needed.

Permanent Members

Diane Brice, **Chair**
 Kyle Arrant
 Tina Babb
 Jim Baca
 Joy Brenneman
 JoBeth Hill
 Mark Hutson
 Carolyn Leslie
 Dennis Leslie
 Brenda Rossnagel
 Brenda Sadler
 Dr. Steven Weber
 Joe Wyatt
 David Ziegler
 Cheryl Oldham

Other Members

Lynne Steel (2015-17)
 Kim Boyd (2015-16)
 Becky Byrd (2015-16)
 Luci Creery (2015-16)
 Stefanie Decker (2015-17)
 Mark Hutson (2015-17)
 Jamie Smith (2015-2016)
 Denise Hirsch (2015-17)
 Aimee Martin (2015-16)
 Jodi Lindseth (2015-17)
 Phyllis Pastwa (2015-17)
 Dr. Elizabeth Rodriguez (2015-16)
 Kim Smith (2015-16)
 Mindi Weathersbee (2015-17)

Curriculum Committee

The Committee is responsible for maintaining excellence in the instructional programs at the College. It has the authority to process all curricula changes and to appoint ad hoc committees as necessary to develop sufficient background information for its decisions. In addition, this Committee is responsible for reviewing and recommending academic policies and procedures. This includes (but is not limited to) such items as student learning outcomes, general education core curriculum, admission requirements, degree requirements, units of credit, attendance policy, late and irregular registration, and grades and grading policies. The committee annually reviews the admissions, academic and general degree requirement policies. Recommendations for the addition of new programs of study are taken to the Board of Regents for consideration, as well as the Curriculum Committee, prior to being submitted to the Coordinating Board for approval.

This Committee meets every other week during the academic year or on call of the Chair. [Permanent members are the Dean of Academic Success, Dean of Continuing Education, Dean of Health Sciences, Dean of Liberal Arts, Dean of Nursing, Dean of STEM, Dean of Technical Education, the Chairs of Developmental Math, Writing, and Reading, and the VPAA, who serves as chair.](#) [Other permanent members are the Registrar and the Director of Advising.](#) [Other members consist of six faculty members and three department chairs.](#) Ex-officio members include the Dual Credit Coordinator, K-16 Project Liaison and Career Clusters Coordinator, Director of Institutional Effectiveness, and Director of Financial Aid. Members are selected to achieve college – wide representation. The members will serve three – year rotating terms with one – third of the membership selected each year.

Decisions of this Committee are subject to the review and concurrence of the Vice President of Academic Affairs and the President.

Permanent Members

Deborah Vess, **Chair**
 Diane Brice, Registrar
 Dr. Tamara Clunis
 Toni Gray, Dean of CE
 Dr. Dan Ferguson, Dean of Liberal Arts and Humanities
 Kim Hays, Interim Dean of Technical Ed
 Jason Norman, Director of Advising
 Dr. Richard Pullen, Dean of Nursing
 Mark Rowh, Dean of Health Sciences
 New STEM dean
 Edie Carter, Chair of Developmental Math
 Karen Taylor, Chair of Developmental Writing
 Judy Isbell, Chair of Developmental Reading

Other Members

6 faculty members

Jodi Lindseth (2015-18)
 Jerry Terry (2015-18)
 Kristin Edford (2015-16)
 Brian Farmer (2015-18)
 Debby Hall (2016-17)
 Tamara Rocsko (2016-17)

3 Department Chairs

Dr. Claudie Biggers (2016-17)
 Dr. Scott Rankin (2015-18)
 Frank Sobey (2015-18)

Ex-Officio Members

Kristin McDonald-Willey, Director of Institutional Effectiveness
 Becky Burton, K-16 Project Liaison and Career Clusters Coordinator
 Lou Ann Seabourn, Dual Credit Coordinator
 Kelly Prater, Director of Financial Aid

NEW INSTITUTIONAL STANDING COMMITTEE***Developmental Education Council (DevEd Council)**

The DevEd Council brings together coordinators and department chairs to discuss issues that concern developmental education and to make recommendations to the Testing and Remediation Committee and/or the Vice President of Academic Affairs.

Permanent members of the committee will be:

- Dean of Academic Success
- Department Chair – Developmental Education & Adult Basic Education/Professor – Reading
- Department Chair, Developmental Math
- Department Chair, Developmental Writing
- Dean of Liberal Arts
- Director of Advising
- Department Chair – English, Humanities & Languages/Assistant Professor - English
- Dean of STEM
- Department Chair – Mathematics, Engineering & Physical Sciences/Professor – Mathematics
- Registrar, Ex-Officio
- Director, Testing
- Program Coordinator, ESL
- Melanie Castro, Director of Institutional Research – Institutional Research, **Ex-Officio**

Other members of the committee will be two faculty appointed by Faculty Senate, three appointed by the Vice President of Academic Affairs, and one each from the East and West Campuses. These members will serve 3-year rotating terms.

Co-Chairs will be appointed by the Vice President of Academic Affairs.

Permanent Members

Dr. Tamara Clunis, Co-chair
 Dr. Dan Ferguson, Dean of Liberal Arts and Humanities
 Jason Norman, Director of Advising
 STEM dean, when appointed
 Edie Carter, Chair of Developmental Math, Committee Co-chair
 Judy Isbell, chair, Developmental Reading and Adult Education
 Melanie Castro, IR
 Karen Taylor, Chair, Developmental Writing
 Sal Ruiz, Coordinator, ESL
 Carol Summer, ESL Coordinator

Other Members*VPAA

Frank Sobey (2015-2016)
 Karen Taylor (2016-17)
 Carol Summers (2015-16)

Faculty Senate

Edythe Carter (2016-17) (also a permanent member)
 Aimee Martin (2015-18)

East Campus

Delane McUne (2015-16)

West Campus

Dr. Richard Pullen (2015-18)

***Faculty Evaluation Committee**

The purpose of this committee is to monitor the Faculty Performance Review Program and make recommendations to the Vice President of Academic Affairs for revisions.

Membership will consist of representatives from faculty with tenure or tenure-track status from the following areas or groups. Three members must be department chairs. Members will serve three-year rotating terms. A student representative will also be appointed annually by the Director of Student Life. Ex-Officio members will include a representative from the office of the Vice President of Academic Affairs and Institutional Research.

The committee will consist of 8 representatives from the divisions/groups as follows:

- 3 – Liberal Arts/STEM
- 1 – Technical Education
- 2 – Health Sciences
- 1 – Academic Success
- 1 – Center for Teaching & Learning

The committee will meet as called.

Liberal Arts/STEM

Dr. Bill Netherton (2016-17)
Ray Newburg (2016-17), **Chair**
Macy Kohler (2015-18) tenured

Technical Education

Jerry Terry (2016-17)

Health Sciences

Jan Martin (2016-17)
Keri Terrell (2015-18) tenure track

Academic Success

Carol Summers (2016-17)

Center for Teaching & Learning

Charles Hendrick (2015-18) tenure track

Student (2015-16)

Cutter Love, SGA

Ex-Officio

Cheryl Oldham
Melanie Castro

***Faculty Handbook Committee**

This Committee is responsible for reviewing and updating the Faculty Handbook.

Membership of the Committee consists of eight faculty appointed by the President's Cabinet to represent the following areas or groups:

- 3 – Liberal Arts/ STEM
- 1 – Technical Education
- 2 – Health Sciences
- 1 – Academic Success
- 1 – Center for Teaching & Learning

Of the listing above, at least two faculty must be department chairs. A Chair will be appointed by the President's Cabinet. Members will serve three-year rotating terms.

Liberal Arts/STEM

Sherri Clowe-Tompkins (2016-17)
Blaine Thompson (2016-17)
Janice Wilks (2016-17)

Technical Education

Jeff Hale (2016-17)

Health Sciences

LaVon Barrett (2015-16), **Chair**
Jeanette Embrey (2015-16)

Academic Success

Nina Akins (2017-2018)

Center for Teaching & Learning

Jana Comerford (2015-16)

Faculty Professional Development Committee

Responsibilities: Serve as advisory committee for faculty training and development; select and recommend activities and training; identify related budget requests; make recommendations for current and future years' institutional professional development planning, coordinating with faculty development needs; assist in development and execution of planning. [Members serve terms as follows:](#)

Academic Representatives:

- 1 elected/appointed annually by Faculty Senate (one-year term)
- 2 faculty members appointed representing Adjunct Faculty (one-year term with others added as needed)
- 8 faculty members elected/appointed at large from each of the academic divisions (three-year rotating terms)
- 1 faculty member elected/appointed representing the Library (three-year term)
- 1 faculty member elected/appointed representing Advising/Counseling (three-year term)
- 1 faculty member elected/appointed representing Distance Learning/Online Training Resources (three-year term)
- Others as Necessary
 - Faculty Volunteers At-Large (one-year term)
 - Director of FYS
 - Director(s) of Amarillo College Teaching Seminar (one-year term)
 - Director of New Faculty Academy (one-year term)
 - Director Title V

Academic Support Representative: (Non-Voting Member)

- Director of the Center for Enhanced Instruction (Library) – Mark Hanna
- VPAA

Academic Representatives

Faculty Senate

Nancy Forrest (2015-16)

Adjunct Faculty

Patsy Allen, Education (2015-16)

Mario Mireles, MCC (2015-16)

Faculty from Divisions – At-Large

Liberal Arts

Elizabeth Rodriguez (2017-2018)

STEM

Macy Kohler (2015-16)

Lynn Seal (2017-18)

Dalila Paredes (2015-16)

Academic Success

Ann Hamlin (2017-18)

Health Sciences

Doug Adcock (2015-16)

Nursing

Kelly Voelm (2017-18)

Technical Education

Walter Webb (2017-18)

Library

Yvonne Stephenson (2017-18)

Advising & Counseling

Nancy Brent (2015-16)

Distance Learning/Online

Larry Adams (2017-18) Appointment

FYS Director

Dr. Lana Jackson

ACTS Co-Directors

Lynae Jacob (2015-16)

Brian Jacob (2015-16)

NFA Director

Heather Voran (2015-16)

Title V Director

To be named

At-Large Volunteers

Michelle Orcutt- Liberal Arts (2015-16)

Karen L. Taylor- Liberal Arts (2015-16)

Macy Kohler- STEM (2015-16)

Mindy Weathersby- CTL (2015-16)

David Van Domelen- Physical Sciences (2015-16)

Kelly Voelm- Nursing (2015-16)

Ashley Dawn Ashley- STEM (2015-16)

Robert Dillon- Biology (2015-16)

Kerri Montgomery- Health Sciences (2015-16)

Jennifer Rabson- STEM (2015-16)

Mona Yarbrough - Nursing(2015-16)

Academic Support

Mark Hanna, Director of the Center for Enhanced Instruction (Library)

Dr. Deborah Vess, VPAA

***Faculty Senate**

The Senate represents all appointed faculty of each division.

The membership of the Senate consists of one elected divisional representative for every twelve full-time faculty members or major fractions or greater (6/12 or greater) of each division and one or more to represent centers and others not represented by a division by the same formula.

The purpose of this organization is to cultivate cooperation and understanding among the faculty, to make recommendations to the President of the college on policies which affect instruction and general faculty welfare, to make recommendations on general policy, and to offer a line of communication with the other constituencies of the college.

Members are appointed to 3-year terms (years in parenthesis indicate date of term expiration).

A copy of the current constitution and bylaws of the Senate is an addendum to the Faculty Handbook.

Reem Witherspoon (2015-16), **President**
(2015-16)
Nancy Forrest, **VP** (2015-2016)
Emily Gilbert, **Secretary** (2015-2018)

Academic Success

Nancy Forest (2015-2016)

Health Sciences

Donna Cleere (2015-18)
Shawna Lopez (2015-18)
Scott Rankin (2016-17)

Arts and Humanities

Dr. Brian Farmer (2015-16)
Dr. Deborah Harding (2016-17)
Dr. J. Alan Kee (2015-16)
Craig Clifton (2015-16)
Derek Weathersbee (2016-17)

Center for Teaching and Learning

Emily Gilbert (2017-2018)

Nursing

LaVon Barrett, Nursing (2016-17)
Kerrie Young (2015-16)
Marcia Jullian (2015-2016)

STEM

Tera Meraz, STEM (2017-18)
Jodi Lindseth (2017-18)
Nichol Dolby (2017-2018)
Reem Witherspoon (2015-16),

Student Affairs

Courtney Milleson (2017-2018)

Technical Education

Bob Gustin (2017-18)
Brian Jacob (2016-17)

<p>*Financial Aid Appeals Committee</p> <p>This Committee will hear appeals from students who feel they have problems pertaining to the institutional administration of their student financial aid.</p> <p>Membership of the committee consists of a permanent representative from the Business Affairs Division who will serve as chair. The Director of Student Life will recommend two students to serve one-year terms. The Vice President of Student Affairs will recommend five faculty representatives to serve two-year terms.</p> <p>Meetings will be called as necessary to rapidly address appeals.</p>	<p>Permanent Member Sharon Doggett, Chair</p> <p>Other Members Eddie Casias (2016-17) (Senate rec) Jan Cannon (2015-16) Michelle Orcutt (2015-16) Kim Smith (2015-16) (Senate rec) Aimee Martin (2015-16) (Senate rec)</p> <p>Two Students (2015-16) Abraham Tenorio David Cochran</p> <p>Cheryl Oldham, Recorder, Ex-Officio</p>
<p>*Honors Program</p> <p>The purpose of this committee is to guide and monitor the Honors Program and the Presidential Scholar Honors Program. This will include but will not be limited to: selecting qualified students, selecting scholarship recipients, recommending faculty for honors courses, recommending the program coordinator, recommending curriculum and academic changes to the Curriculum Committee and in general monitoring and evaluating the program. Committee actions will be implemented through the Vice President of Academic Affairs.</p> <p>The chair will be appointed annually by the Vice President of Academic Affairs. The committee will consist of:</p> <ul style="list-style-type: none"> • an academic advisor recommended by the Vice President of Student Affairs • two faculty recommended by the Faculty Senate • two faculty recommended by the Vice President of Academic Affairs • two faculty recommended by the Honors Committee <p>The Chief of Communication and Marketing will serve as an ex-officio member.</p> <p>Members will serve three-year terms.</p>	<p>Permanent Members Robert Austin Jill Gibson, Co-Coordinator Lesley Ingham, Co-Coordinator Dr. Deborah L. Vess</p> <p>Academic Advisor Recommended by the VPASA Donna Pergrem</p> <p>Two Faculty Members Recommended by the Senate</p> <p>*Angie Ross (2015-18) *Courtney Milleson (2015-17)</p> <p>Two Faculty Members Recommended by the VPAA</p> <p>Mike Haynes (2016-17) Alan Kee (2016-17)</p> <p>Two Faculty Members Recommended by the Honors Committee Susan Burgoon (2015-16) Lynae Jacob (2015-16)</p> <p>Ex-Officio Ellen Green</p>

***Information Technology Council**

The Information Technology Council (ITC) is Amarillo College's primary governance group composed of representatives that shape and guide technology related planning, policy, and communications and serves as the central forum for special interest groups, technology committees, action teams, and task forces acting to enhance information technology services and address compelling IT issues.

The CIO is a permanent member and chair of the committee. Other members of the committee will include:

- Faculty Senate President or Representative
- Administrators Association Chair or Representative
- Classified Employees Council Chair or Representative
- Continuing Education Representative
- Finance and Administrative Services Representative
- Student Affairs Division Representative
- Planning & Advancement Division Representative
- Instructional Department Chair Representative
- Faculty Member At-Large – Appointed by Vice President of Academic Affairs
- Chair, Academic Technology Committee
- Chair, Administrative Committee of Technology

Members will serve one-year terms. The ITC will meet monthly.

Disbanded 2015

***Library Network Advisory Committee**

The function of this Committee is to increase the effectiveness of the Amarillo College Library Network as an integral part of the college instructional program. The Committee will assist in the:

- review of collections and services as compared with institutional and accrediting agency standards
- review of points of service and evaluation effectiveness
- review and development of grant opportunities that would enhance the availability of Library resources
- stimulation of faculty and student interest in the use of Library Network resources

Members serve three-year rotating terms.

The Director of the Library Network is chair of this Committee. All members are appointed by the chair of the Committee.

Permanent Members

Mark Hanna, Chair
Jana Comerford
Emily Gilbert

Members

Gale Brewer (2016-17)
Dr. Judith L. Carter (2015-16)
Jane Abondano (2017-18)
Sarah Uselding (2017-18)
Steven Beckham (2017-18)
Tammy Holmes (2016-17)
Priscilla Hunt (2015-16)
Marcia Julian (2016-17)
Stephanie Jung (2015-16)
Sarah Milford (2017-18)
Tiffany Lamb (2015-16)
Wade Olsen (2016-17)
Pam Ortega (2017-18)
Claudia Reed (2015-16)

No Excuses 2020 Core Team

The purpose of the No Excuses 2020 Core Team is to provide coordination, oversight and support for development and implementation of No Excuses 2020 goals and objectives.

This Committee is responsible for evaluating existing structures, policies, procedures and systems at the College that affect student retention, progression and completion. Furthermore, this Committee has the authority to set and/or revise policies in order to further the College's No Excuses agenda.

- Review progress on interventions to improve progression and completion.
- Ensure that strategies are aligned with the college budget and strategic plan in order to promote sustainability and scalability.
- Communicate philosophies that promote student success and retention in alignment with No Excuses 2020 initiatives.
- Communicate and continually provide information to the college community regarding the work and accomplishments of No Excuses 2020.
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The No Excuses Core Team is comprised of faculty, staff and administrators with key roles across the College, from data collection to analysis to intervention development and evaluation.

Permanent members will be:

- President
- Members of the President's Cabinet, who will serve as rotating chairs of the committee
- Director of Financial Aid
- College Librarian
- Director of Institutional Effectiveness

Other members will serve rotating two-year terms and will be appointed from these areas:

- Faculty Senate Officers (3)
- Administrators Association (1)
- Classified Employees Council (1)
- Academic Affairs (6)
- Student Affairs (2)
- Business Affairs (2)
- ITS (1)
- Planning and Advancement (1)
- College Relations (1)
- Students (2) (1-year terms)
- Employee and Organizational Development (2)

Permanent Members

Dr. Russell Lowery-Hart
Robert Austin
Dr. Deborah L. Vess
Ellen Green
Lee Colaw
Terry Berg
Cara Crowley
Lyndy Forrester
Kelly Prater
Mark Hanna
Kristin McDonald-Willey
Carolyn Leslie-Recorder

Faculty Senate

Nancy Forest (2016-17)
Reem Witherspoon (2015-16)
Emily Gilbert (2016-17)

Administrators Association

Kelly Prater (2016-17)

Classified Employees Council

Cindy Lanham (2016-17)

Academic Affairs

Mark Rowh (2015-17)
Tamara Clunis (201-17)
Edie Carter (2016-17)
Karen Taylor (2016-17)
Alan Kee (2016-17)
Claudie Biggers (2016-17)

Student Affairs

Jason Norman (2015-17)

Diane Brice (2016-17)

Business Affairs

Olga Bustos (2015-16)
Carol Bevel (2015-2016)

ITS

Janine Goode (2016-17)

Employee and Organizational Development

Janet Barton, HR (2016-17)
Director of Corporate Engagement (2016-17)

Planning and Advancement

Jarred Madden (2016-17)

Executive Director of Analytics and IR

College Relations

Penny Massey (2016-17)

Students

Cutter Love (2015-16)
Abraham Tenorio (2015-16)

<p>*President's Cabinet</p> <p>The Cabinet is the central coordinating committee for all college operations. The members advise the President and assist with the day-to-day operation of the college within established policies and regulations.</p> <p>Permanent members on the Cabinet are: The President as chair, Vice President of Academic Affairs, Vice President of Business Affairs, Vice President of Student Affairs, Chief Information Officer, Chief of Communication & Marketing, and Chief of Planning and Advancement.</p> <p>Meetings of the Committee are scheduled by the President as needed.</p>	<p>Dr. Lowery-Hart Robert Austin Terry Berg Lee M. Colaw Cara Crowley Lyndy Forrester Ellen Green Dr. Deborah L. Vess</p>
<p>*Rank and Tenure Committee</p> <p>This committee will review all petitions that have followed the appropriate procedures as outlined for advancement in rank and tenure. The committee will verify that all documents are in order and that the appropriate criteria for advancement in rank and/or tenure have been met. The committee will make a recommendation for or against promotion to the Vice President of Academic Affairs who will make a recommendation to the President. The committee will meet on call of the chair. The committee will consist of 8 representatives of each of the following divisions/groups:</p> <ul style="list-style-type: none"> ▪ 3 – Liberal Arts/STEM ▪ 1 – Technical Education ▪ 2 – Health Sciences ▪ 1 – Academic Success ▪ 1 – Center for Teaching & Learning <p>Each division/group will elect faculty to recommend serving on the committee. Those elected must meet the following conditions/criteria:</p> <ul style="list-style-type: none"> ▪ Served on the Amarillo College faculty for at least three years ▪ Hold the rank of Full Professor, Associate Professor or Assistant Professor ▪ Were promoted in professorial rank while in service at Amarillo College ▪ May not be currently serving as a Department Chair or Dean <p>From those elected, the President's Cabinet will appoint a committee with a balance of tenured and non-tenured faculty and the different ranks. The members will serve three-year rotating terms with one-third of the membership elected each year. The second person from each division will serve as an alternate in the event the appointed member cannot serve. In the event a committee member petitions for promotion or tenure, the alternate from that division/group will serve out the remainder of the member's term. The Rank and Tenure Committee members will select a chair for the committee for the next academic year at its last meeting each May.</p>	<p>Chair TBA</p> <p><u>Liberal Arts/STEM (3)</u> Deb Avara (SocSci) (2015-16) <i>tenure track</i> Alt: Larry Adams (2015-16) <i>tenured</i> Teresa Da Costa (ENG) (2015-16) <i>tenure track</i> Alt: Jim Powell (2015-16) <i>tenured</i> Sam Schwarzlose (BIO) (2017-18) <i>tenured</i> Alt: Mandi Wheeler (MATH) <i>tenured</i></p> <p><u>Technical Education(1)</u> <i>Mandi Wheeler to represent Technical Education due to lack of representatives from this area</i></p> <p><u>Health Sciences (2)</u> Replacement to be named for Ddee Wislon Grove (2016-17) <i>tenured</i> Alt: None LaVon Barrett (2016-17) <i>tenured</i> Alt: None</p> <p><u>Academic Success (1)</u> Ann Hamblin Alt: None</p> <p><u>Center for Teaching & Learning (1)</u> Heather Voran (2015-18) <i>tenure track</i> Alt: None</p>

<p>*Records Management</p> <p>The purpose of this committee is to guide, monitor, and give final approval for the destruction of records in accordance with approved records control schedules. This will include, but will not be limited to, development of policies and procedures governing the records management program, review of performance of the program on a regular basis, proposal of changes and improvements if needed, review and approval of records control schedules submitted by the records management officer, report annually to the Board of Regents, and support and promotion for the records management program throughout the college. Committee actions will be implemented through the Director of Purchasing and Records Retention and Records Retention/Central Receiving Specialist.</p> <p>Permanent members will be the Director of Purchasing and Records Retention, who will serve as chair, Records Retention/Central Receiving Specialist, Vice President of Business Affairs, Business Office Manager, Chief Information Officer, Director of Library Services, Director of Financial Aid, Registrar, Director of Physical Plant, Executive Assistant to the President, Executive Assistant to the Vice President of Business Affairs, Director of Administrative Services and Human Resources and a faculty member to serve a two-year term recommended by the Faculty Senate.</p>	<p><u>Senate Volunteers/Recommendations</u></p> <p>Permanent Members Vickie Shelton, Co-Chair Mike Jager, Co-Chair Terry Berg Diane Brice Terry Kleffman Bruce Cotgreave Mark Hanna Carolyn Leslie, Recorder Sara Long Kelly Prater Brenda Sadler Lynn Thornton</p> <p>Other Members Ray Newburgh (2016-17)</p>
<p>*Student Activity Fee Advisory Committee</p> <p>According to the Texas Education Code, section 54.503, a student activity fee advisory committee is established at each institution of higher education to advise the governing board and administration of the institution on the type, amount, and expenditure of student activity fees. The committee will study the type, amount, and expenditure of the fee, and meet with appropriate administrators of the institution, submit a written report on the study, and recommend the type, amount and expenditure of a compulsory fee to be charged for the next academic year.</p> <p>The membership guidelines of the Committee are outlined in Sec.54.4031. Each Committee is composed of the following nine members.</p> <p>Five student members selected by the Student Government Association who are enrolled for not less than six semester credit hours at the institution; 3 serve two-year terms and 2 serve one-year terms.</p> <ul style="list-style-type: none"> • SGA President, Chair, Non-Voting member • SGA Secretary • 3 Students chosen by SGA from applications submitted from Student Organizations <p>Four members are representative of the entire institution appointed by the College President. Three faculty/administrative positions are rotating two-year terms, with one member rotating off in even years (Fall), and 2 members being replaced in odd years. The Director of Student Life serves as an ex-officio member.</p> <ul style="list-style-type: none"> • Director of Student Life, ex-officio • 3 faculty/administrative positions 	<p>Students (2014-15) Chair, non-voting TBA Secretary TBA TBA-appointment by SGA President TBA-appointment by SGA President TBA-appointment by SGA President</p> <p>Faculty/Admin Toni Gray (2015-16) Steve Weber (2016-17) Craig Clifton (2016-17)</p> <p>Ex-Officio Heather Atchley</p>

***Testing and Remediation**

The purpose of this committee is the ongoing coordination and evaluation of the testing, placement, and remediation functions at Amarillo College. The committee will update and oversee the implementation of the institutional Developmental Education Plan. It will also ensure that evaluation of testing, placement, and remediation are carried out as a continuous, comprehensive process involving representatives from all affected areas. In addition, it will use evaluation results to look for necessary changes, analyze the effect of potential changes on the entire system, and make recommendations.

Co-Chairs of the committee will be appointed **annually** by the Vice President of Academic Affairs.

- Judy Isbell, Department Chair/Professor – ESL, Reading & ACcess Learning Centers, Co-Chair
- Jason Norman, Director of Advising, Co-Chair

Permanent members of the committee will be:

- Diane Brice, Registrar
- Amber Brookshire, Director - Testing Services
- Edie Carter, Program Coordinator/Professor – Developmental Math
- Kim Crowley, Director – Center for Continuing Healthcare Education
- Matthew Goodman, Program Coordinator – Development English/Assistant Professor – English
- Monica Herrera, TSI & Transcript Evaluation Specialist – Registrar's Office
- Danita McAnally, Chief of Planning and Advancement
- Frank Sobey, Department Chair – English, Humanities & Languages/Assistant Professor - English
- Carol Summers, Program Coordinator/Instructor – English-as-a-Second-Language
- Collin Witherspoon, Department Chair - Mathematics, Engineering & Physical Sciences/Instructor – Mathematics

Members appointed annually will be three faculty representing the Curriculum Committee, the West Campus, and East Campus, and a student who has taken some developmental course work. Input from all interested staff and students will be welcomed.

Disbanded 2015

***Wellness Committee**

The purpose of the Wellness Committee is to promote employee wellness. The committee will:

1. Campaign to make students and employees aware of the components of wellness and the benefits of a wellness lifestyle including health care options and wellness fairs
2. Act as information and planning hub for wellness activities on campus by identifying, supporting, encouraging participation in, and disseminating information on wellness activities already in progress on campus through a campus newsletter and other promotional techniques
3. Continually assess which of the six basic wellness areas (intellectual, emotional, physical, social, occupational and spiritual) need to be further addressed by enlisting departments, individuals or committees with expertise in these areas to plan and develop activities to meet the need
4. Each year solicit a list of interested individuals from employees and students who would be willing to work on sub committees to help accomplish the above purposes.
5. Oversee compliance with the Drug Free Campus legislation of 1990, evaluate programs and activities dealing with Amarillo College's drug and alcohol abuse prevention program, and advise the Vice President of Student Affairs on these matters.

Permanent members include the Director of Student Life, the Fitness and Life Services Department Chair/Carter Fitness Center Manager, and the Intramurals Coordinator.

Other members will include one administrator, three faculty, three classified employees, one representative from the Health Sciences Division, and one representative from East Campus. The members will serve three-year rotating terms.

Two students will be appointed by the Director of Student Life to a one-year term.

A representative of the Human Resources Office will be appointed for a two-year term by the Vice President of Student Affairs.

Attempts will be made to have as many divisions and campuses represented as possible. The chair is to be elected from the total committee membership each year at the last meeting of the spring semester and will take office at the first meeting of the fall semester.

Disbanded 2015