Bluegrass Community and Technical College
Collegewide Teams and Committees
Structure & Purposes, 2011-2012

I. Leadership Teams

There are two teams in this category. They represent the formal college leadership. Many other teams, committees, and groups have leadership roles and responsibilities across the college. Charges are established by the president with advice from the teams. Membership is determined by the president.

II. Strategic Planning and Assessment Review Committees

Committees will provide oversight for implementation of the college's strategic plan including strategic goals, objectives, and assessment strategies. There is at least one team per strategic goal. Teams will provide input to the strategic planning and institutional effectiveness processes and will respond to identified and/or assigned issues.

III. Administrative Committees

Administrative committees are standing committees that support college activities and operate across functional areas. They usually provide ongoing advice and direction and span several years. Such committees give authority to faculty and staff to develop and implement initiatives within the parameters of their charge or to provide advice on ongoing college operations. Charges are established by the Leadership Executive Team except for Staff Council. Membership is usually appointed by divisions and/or functional areas. Staff Council is guided by its By-Laws.

IV. Action Teams

Action Teams are ad hoc groups that take on short-term analysis and reporting on an identified need within the college. They usually operate across functional areas and with a life of one to two years. These teams give authority to faculty and staff to investigate issues and make recommendations within the parameters of their charge. Charges are established by the Leadership Executive Team. Membership is usually open for volunteers. If focus on an issue needs to continue, they may become standing committees.

V. Mandated Committees

These groups are required by policy such as the *KCTCS Administrative Policies and Procedures*, the *KCTCS Rules of the Senate*, or the *KCTCS Code of Student Conduct* and get their charge from those documents. They may be populated by faculty only or by faculty and staff based on the guidelines from the source documents.

VI. Faculty Committees

These are established by the *Rules of the Faculty of the BCTC*. They may be mandated by other policy documents such as the *KCTCS Rules of the Senate*. Charges and membership are specified by the *Rules of the Faculty of the BCTC.*

VII. Quick Action Committees

QACs are appointed as needed to respond to an immediate need for review and recommendations around issues as they arise during the year. They usually have a life of a few weeks or months and dissolve after making recommendations on the issue of immediate concern. Due to their short duration, they are not listed here.

Bluegrass Community and Technical College
Collegewide Teams and Committees
Charges and Membership Guidelines

I. Leadership Teams Charges & Membership, 2011-12

There are two teams in this category. They represent the formal college leadership. Many other teams, committees, and groups have leadership roles and responsibilities across the college. Charges are established by the president with advice from the teams. Membership is determined by the president.

Leadership Executive Team

Charge:

- Provide oversight of annual and strategic planning, budgeting, assessment, and process improvement
- Provide leadership on college operations, issues, and initiatives
- Determine administrative response to critical needs and issues
- Establish policy and procedures for administering the college with input from councils, committees, action teams, and others as appropriate
- Represent areas of responsibility in college decisions
- Communicate college information and decisions to employees within areas of responsibility

Membership: Vice presidents and other senior staff as determined by the president.

Administrative & Planning Team

Charge:

- Provide assistance in developing and implementing annual and strategic planning, budgeting, assessment, and process improvement
- Provide input on college operations and administrative issues
- Assist in responding to college's critical needs and issues as they arise
- Assist in developing college policy and procedures including representing perspectives from faculty or staff in unit
- Represent unit in administrative decision-making process
- Communicate college information and decisions to employees within unit

Membership: President is chair. Members include college leaders at vice president, associate vice president, dean or director, and assistant dean levels as determined by the Leadership Executive Team and invited by the president; chairs of Faculty Council and Staff Council.

II. Strategic Planning and Assessment Review Committees (SPARCs) Charges & Membership, 2011-12

Committees will provide oversight for development and implementation of the college's strategic plan including identifying and tracking strategic goals, objectives, and assessment strategies. There is one Strategic Planning and Assessment Review Committee per strategic goal area except Strategic Initiative 5 for which there are two. (**SPARCs are also functioning as Transformation Initiative, Foundations of Excellence Study committees for 2011-12.**)

Charge to all committees is to annually:

- Oversee implementation of the assigned strategic goals
- Assist in focusing efforts and tracking progress for related annual priorities
- Consider surveys or other data related to strategic goals and identify issues of concern
- Discuss and make recommendations on college issues as assigned or requested
- Assist in developing measures of progress toward completion of the college's strategic goals and objectives
- Assist in identifying, tracking, and assessing performance indicators and /or measures of progress for strategic goals and objectives as input to the Strategic Plan Progress Report
- Serve as a clearinghouse to consider information or recommendations from related collegewide committees

Members: Representatives from across college departments and divisions. Appointed by the president after review with LET. Open to volunteers.

1. **Teaching and Learning Strategic Planning and Assessment Review Committee --** Focus on academic and student support goals (**Philosophy/Learning)

2. **Student Access and Success Strategic Planning and Assessment Review Committee --** Focus on recruitment, admissions, registration, retention, and records goals (**Organization/Transitions)

3. **Inclusive Learning Community Strategic Planning and Assessment Review Committee –** Focus on multicultural goals, campus climate, recruiting practices for diverse employees and students, global awareness, and international opportunities (**All Students/Diversity)

4(a). Economic/Workforce Development Strategic Planning and Assessment Review Committee -- Focus on workforce and business development (**Improvement)

4(b). Community Outreach Strategic Planning and Assessment Review Committee – Focus on community development and involvement including elder programs and services (**Campus Culture)

5. Effective and Sustainable College Strategic Planning and Assessment Review Committee -- Focus on finance, operations, technology, and college planning and assessment (**Roles/Purpose)

SPARCs Related Committees and Teams, 2011-12

1. Teaching and Learning Strategic Planning and Assessment Review Committee

Distance Learning Committee
Faculty Performance Review Action Team
Learning Commons/Library Committee
Mandatory Placement Committee
Opportunity College Action Team
QEP Implementation Committee
Retention Committee

2. Student Access and Success Strategic Planning and Assessment Review Committee

Academic Suspension – Academic Probation Committee
Enrollment Management and Marketing Committee
Graduation Committee
Recruitment Committee
Student Advising Committee
Student Awards Committee
Student Scholarship Committee

3. Inclusive Learning Community Strategic Planning and Assessment Review Committee

Faculty Awards Committee
Professional Development Committee
Health and Wellness Committee
Staff Awards Committee
Staff Merit Bonus Review Committee

4(a). Economic/Workforce Development Strategic Planning and Assessment Review Committee

4(b). Community Outreach Strategic Planning and Assessment Review Committee

Arts in Focus Committee
(Bluegrass) Outreach and Advocacy Team
Bluegrass Children's Academy Executive Advisory Committee

5. Effective and Sustainable College Strategic Planning and Assessment Review Committee

Faculty Advisory Committee on Information Technology (FACIT)
Information Technology Committee
Security and Safety Committee oversees:
- Crisis Management Teams (for each Campus)
- Prevention Assessment and Response Team (PART)

Sustainability Committee

III. Administrative Committees Charges & Membership, 2011-12

Administrative committees are standing committees that support college activities and operate across functional areas. They provide ongoing advice and direction and span several years. Such committees give authority to faculty and staff to develop and implement initiatives within their charge and/or to provide advice on ongoing college operations. Charges are established by the Leadership Executive Team except for Staff Council which is guided by its By-Laws.

Membership is usually recommended by divisions and/or functional areas and appointed by the President except where noted. Terms of appointment are one year. Appointments can be renewed and would generally provide for half of membership to change each year. In April, annually, feedback may be requested from chairs of selected committee on participation by the members for use in the performance review process.

Academic Suspension – Academic Probation Committee

Charge:

- Review requests for readmission from suspended students
- Determine whether suspended students will be reinstated, conditionally reinstated, or continued on suspension
- Determine the conditions for reinstatement or conditional reinstatement

Membership: Director of Admissions, Assistant Director of Admissions, Registrar, Assistant Registrar, Study Skills Specialist, and at least two faculty.

Arts in Focus Committee

Charge:

- Organize, support, and promote activities for faculty, staff, and students to access the visual and performing arts
- Provide support for the theater and film programs and the BCTC Chorale
- Provide art opportunities open to the community
- Identify ways to make the physical environment more inviting at all campuses
- Determine strategies for displaying art work and offering arts activities at all campuses

Membership: Director of Fine Arts serves. Staff members and at least one faculty representative from each division.

Behavior Intervention Team

Charge:

The purpose is to identify and monitor students' challenging behavior. (That is behavior that places that person or others at risk, and/or reduces the person's access to environments, activities or experiences.) The committee is to:

- Identify students at the 6campuses that are labeled as at-risk. Monitor those individuals who demonstrate challenging behaviors both in and outside the classrooms.
- Provide behavioral support or interventions which may include human relations training, counseling and/or support for any student deemed at-risk.

Membership: Six faculty and staff recommended by the VP, Student Development and Enrollment Management

Bluegrass Children's Academy Executive Advisory Council

- Provide for oversight and review of operations
- Monitor operations which may include finances, staffing, licensing, facilities, safety and security, curriculum and activities, and enrollment
- Consider needs and make recommendations on materials, policies, or procedures
- Monitor partnership with BCTC

Membership: College and community representatives

Distance Learning Committee

Charge:

Advise and provide input and recommendations for policies and procedures including:

- Annually assess the state of college services (academic and non-academic) provided to students via the internet including needs for ADA accommodation
- Review and respond to online student evaluations
- Examine training needs for distance learning
- Consider and recommend possible programs to offer through distance learning
- Explore successful initiatives and model distance learning programs
- Recommend resources needed to support and grow distance learning programs
- Monitor activities and propose connections to the KCTCS Virtual Learning Initiative

Membership: Assistant Dean for Distance Learning chairs, Online Facilitators, representatives from each division and each campus.

Enrollment Management and Marketing Committee

Charge**:**

- Develop, implement and update as needed an enrollment management plan
- Develop, implement and update marketing strategies to support the enrollment management plan
- Develop enrollment growth strategies through which access and opportunity are expanded
- Enhance web marketing through social media
- Review existing enrollment trends to provide data to target needs and develop strategies
- Ensure that the college recruiting message, publications and advertising are integrated to communicate all activities, events and to target groups of students
- Review data and consider strategies to assist in improving customer service to incoming students

Membership: VP, Student Development and faculty member are Co-Chairs; other members are Director of Admissions; Associate Director of Admissions; technical faculty coordinator; technical assistant dean; general education assistant dean: academic advisor; representatives of Transfer Center, Financial Aid, Visitors Information Centers, web services, and regional campus; Chief Communications Officer; Asst. VP, Institutional Effectiveness

Faculty Advisory Committee on Information Technology (FACIT)

Charge:

- Assess and advise on current and future Information Technology (IT) needs from a faculty and pedagogical point of view
- Be a forum for faculty experimenting with or using new technologies to share ideas and brainstorm solutions
- Recommend to the BCTC President ways to integrate IT into a richer learning environment
- Advise on policies, procedures, planning, budgeting, selection, purchase, deployment, implementation, training, service, upgrade, and maintenance related to IT hardware, software, and networks that affect instruction and all other areas of faculty responsibility
- Collaborate with representatives from Information Technology Services and/or the Technology Advisory Committee to develop viable solutions to instructional technology issues

Membership: Chair is elected. One representative from each academic division and staff as appointed.

Faculty Awards Committee

Charge:

- Inform faculty of college award programs: Rising Star, New Horizons, and Carolyn Beam
- Issue call for nominees for awards
- Coordinate with KCTCS and college awards schedule
- Consider applications or nominations for awards and recommend recipients

- Assist with award ceremonies and presentations

Membership: Chair is elected. Staff from Professional Development and representatives from academic divisions. At least 5 members will be prior awardees. Other members may be appointed by the president to ensure awardees representation.

Graduation Committee

Charge:

- Plan the spring graduation ceremony including determining the date and location by December annually and identify speaker and invite by February annually
- Provide extensive communications to students and faculty and staff
- Work with Public Information and Marketing and the president to prepare commencement program
- Publicize and conduct a practice session
- Assist with cap and gown acquisition
- Assist with preparing diplomas and program arrangements
- Assist with other graduation related activities as required

Membership: Faculty members are chair (two-year term suggested) and vice chair. Other members are faculty representative from each division and students. Registrar, Deans of Academics, and VPs for Academics and Student Development are *ex officio.*

Health and Wellness Committee

Charge: Help to create wellness programs that include activities, tips, and strategies for staying fit for all sites, for faculty, staff, and students, and recognizing various fitness levels. Assists to create awareness about smoking restrictions and cessation. Works with the Professional Development Committee and Student Activities.

Membership: Includes representatives from Professional Development and Student Activities and other interested faculty, staff, and students.

Information Technology Committee

Charge:

- Review and evaluate annually the college's technology plan
- Identify and pursue external funding sources to meet the college's technological needs
- Implement plans for ongoing technology training needs for faculty and staff
- Recommend changes for the college technology plan based on the evaluation data

Membership: VP of Information Technology Services (ITS) is chair. Members include webmaster, other ITS staff members and online coordinator, faculty members from the Computer and Information Technologies and Information Management and Design programs, representative from Public Information and Marketing, SDEM, and other faculty and staff members as needed.

Learning Resources/Library Committee

Charge:

- Assist in Library/Learning Resource planning and activities
- Offer feedback and advice on Library/Learning Resource Center policies, services, decisions and acquisitions
- Promote Library/Learning Resource Center use among faculty and students

Membership: Chair is elected. One member from each division, ITS representative. Learning Resource Center Director, *ex officio*.

Mandatory Placement Committee

Charge: Assist in monitoring and report to Faculty Council, in accordance with the Rules of the KCTCS Senate, changes to mandatory placement.

- Monitor the progress of implementation and outcomes of mandatory placement including review current Mandatory Placement Policy (MPP) to ensure compliance with CPE/KCTCS guidelines (including incorporation of new cut off scores).
- Develop and implement a plan for communicating new policies to faculty and staff who are responsible for advising students.
- Ensure MPP information to faculty and staff annually by determining where MPP is available as a reference, who is responsible for disseminating.
- Develop an online training for MPP.
- Evaluate annually the MPP.
- Perform other responsibilities relevant to mandatory placement
- Make recommendations regarding strategies to utilize in the enforcement of the MPP.

Membership: Chair is elected. Division assistant dean, Director of the Advising and Assessment Center, Developmental Math Coordinator, Developmental Studies Coordinator, faculty counselor, professional advisor, ESL advisor, division representatives from NS, CHLSS, HUM, and MS, one technical program faculty member, and an academics representative.

Professional Development Committee

Charge:

Develop and support implementation of the college's comprehensive professional development (PD) plan including:

- Assist to determine faculty and staff professional development needs and interests
- Plan and coordinate PD activities related to college priorities
- Recommend PD and grant funds awardees
- Assist in organizational development activities

Membership: Staff from Professional Development, divisional representatives, and other interested staff.

QEP Implementation Committee

Charge:

- Provide overall coordination, development, and implementation of the QEP
- Ensure focus on student learning outcomes
- Review and conduct related research and data gathering
- Identify solutions to key implementation issues
- Ensure continuing, broad-based involvement of institutional constituent groups
- Identify and conduct assessment strategies to ensure goal achievement
- Provide for professional development on QEP topics

Membership: Faculty appointed by President. Staff from Professional Development.

QEP Evaluation Committee

Charge: Assists QEP Implementation Committee to identify evaluation strategies, implement assessments, and revise the QEP goals and objectives to meet the plan outcomes.

Membership: College leadership, QEP leadership, and evaluation staff

Recruitment Committee

Charge:

- Review 3-year comprehensive plan and implement goals and objectives
- Implement recruitment activities to meet the needs of prospective students
- Collaborate extensively with Public Information and Marketing to promote recruitment programs and events
- Provide recruitment support to technical programs
- Drive major recruitment programs and yield events for BCTC
- Work to ensure college faculty and staff are maximizing and not duplicating recruitment efforts in service area

Membership: Director of Admissions is chair. Additionally, representatives from Student Development and Enrollment Management and Adult Education, Multiculturalism and Inclusion, Opportunity College, Public Information and Marketing, regional campuses, and faculty.

Retention Committee

Charge:

- Assist with implementation of the Three Year Comprehensive Retention Plan
- Examine data for target groups (ethnicity, age, gender, students in developmental courses) and how retention rates compare
- Implement strategies to increase retention rates of students in developmental course work
- Identify and implement additional best practice strategies for improving retention rates for all students
- Implement additional first year experience strategies for increasing retention rates

Membership: Faculty member (elected) and Associate Vice President for Retention and Student Success are Co-Chairs . Also representatives from Institutional Research, Multiculturalism and Inclusion, Financial Aid, EARS, advisors, regional campus, faculty from general education, developmental, technical programs, counselor, Dean or VP of Academics, QEP committee chair.

Security and Safety Committee

Charge:

- Annually review and revise as needed, college plans related to safety and security
- Provide advice on implementation and use of emergency notification systems
- Review accident and allied safety problems and reports of accidents or emergencies at all campuses
- Review crime and security reports for all campuses
- Recommend needed changes to policies and procedures to correct hazardous conditions, respond to emergencies or unsafe conditions, and increase safety and security
- Recommend physical or structural alterations required to eliminate or control hazards and enhance safety and security
- Implement preventive efforts and communications to maintain awareness and interest in safety
- Review compliance with the college's Chemical Hygiene and Bloodborne Pathogen Exposure Control plans
- Assist in providing for training and professional development on safety and security strategies

Membership: Chaired by Safety and Security Officer. Faculty and staff with related functions or interests, at least one representative from each functional area. Subcommittees will be appointed at each campus.

Staff Awards Committee

Charge:

- Provide information on annual college Rising Star, New Horizons, and Faul/Bellamy awards
- Coordinate with KCTCS and college awards schedule
- Solicit and review nominees
- Recommend awardees to president

- Coordinate or assist with awards ceremonies, both college and KCTCS

Membership: 6 members from staff plus chair to be selected by the Staff Council Executive Committee. Other members may be appointed by the president to ensure appropriate representation by prior awardees. Director, Professional Development is *ex-officio*.

Staff Council (Executive Committee)

Charge: *Based on Article II, Purpose, in By-Laws of Staff Council*

- Shall be the official representative body of the staff
- Shall serve in an advisory capacity to the President and Administration of the College.
- Is committed to promoting communication across the college.
- Shall serve as an audience for matters relevant to the body of the staff including climate assessment and recommendations.
- Shall refer concerns of individual staff members that are not concerns of the body of the staff to the appropriate responsible authority.
- Accept and share responsibility with faculty and students in all efforts to attain the stated mission and goals of the college.

Membership: Includes staff of the college. An Executive Committee shall facilitate all purposes of the Staff Council with membership as described in the By-Laws.

Staff Merit Bonus Review Committee

Charge:

- Communicate process, timeline, and requirements to staff and supervisors
- Review, evaluate and consider "significant accomplishments" proposed by any staff member for consideration for merit bonus as described on the BCTC Staff Merit Bonus Planning Form.
- Recommend to the president the staff members to be approved for proposed "significant accomplishment" for consideration for a nonrecurring merit bonus.
- At the end of the evaluation period, consider the BCTC Staff Merit Bonus Outcomes Form to identify staff members who have met criteria to receive the nonrecurring merit bonus.
- Recommend to the president, staff members who have met the criteria to receive the nonrecurring merit bonus.
- Review procedures, timelines and forms to recommend needed process improvements

Membership: Minimum of nine staff members representing all of the functional areas of the college and should include merit bonus recipients from previous years. Members will be appointed by the president (with efforts to include WID, Pres Office, RCO, & Communications -1; SDEM-3; F&O-2; Academics-2; IT-1, M&I-1).

Student Advising Committee

Charge:

- Review, develop, implement and/or enhance the advising processes, roles, and strategies.
- Annually review advising practices and procedures to determine their effectiveness including:
    - Evaluate student satisfaction of advising services
    - Inventory of current advising practices
    - Multiple program advising
    - Advising ratio- student to faculty
    - Mandatory advising
    - Online advising
    - Prospective students and pre-registration advising
    - Selective Admissions Programs advising for non-admitted students
- Support and identify ways to use technology in providing advising services to all campuses
- Assist in implementing new strategies to facilitate quality advising services at all campuses

Membership: Vice President of SDEM, Vice President of Academics serve as Co-Chairs. Other members include Director of Advising and Assessment Center, Master Advisor, Associate VP for Retention and Student Success, Coordinator of Tutoring Services, and representatives from faculty, academic advisors, online services, and regional campuses.

Student Awards Committee

Charge:

- Publicize award opportunities
- Solicit and receive applications for student awards
- Consider and recommend students for academic awards

Membership: VP of Student Development and Enrollment Management as chair; Deans of Academics; one representative from each academic division; one non-divisional faculty representative; one additional Student Development representative.

Student Learning Outcomes Assessment Committee

Charge: Working with academic leadership and Institutional Effectiveness:

- Review and research assessment good practice
- Provide leadership in implementation of assessment activities including review plans, coordinate similar efforts among the areas, provide materials, review materials such as standardized tests, and solve logistical and technical problems
- Advise on policy issues and decisions on the organization of data, record keeping, procedures for assessment, forms, and location of data
- Assist coordinators and faculty on assessment plans, interpretation of data, and documentation of use of results for improvement
- Assist in coordinating program, general education area, and division processes to assure that competencies are consistently and annually measured, evaluated, and reported and results used for improvement

Membership: divisional faculty representatives, General Education Coordinator and Technical Program Assessment Coordinator serve as co-chairs

Student Scholarship Committee

Charge:

- Support or provide communication to students to make them aware of scholarships and selection process
- Ensure timelines and requirements of scholarships are adhered to
- Identify and recommend to the president qualified applicants for student scholarships
- Communicate with selected students
- Manage budgets to ensure awards are made

Membership: Scholarship Coordinator chairs. One faculty member from each division, Development Office representative. The Director of Financial Aid and the Student Financials Liaison shall serve as *ex-officio* members.

Sustainability Committee

Charge: Work for environmental stewardship at all campuses including:

- Identify and recommend opportunities for energy savings
- Encourage energy conservation methods for new buildings
- Support recycling and reuse
- Communicate ways to use sustainable methods for various activities
- Coordinate with the Health and Wellness Committee

Membership: divisional faculty representatives, staff representatives, representatives of Maintenance and Operations, and from regional campuses

IV. Action Teams Charges & Membership, 2011-2012

Action Teams are ad hoc groups that take on short-term analysis and reporting on an identified need within the college. They usually operate across functional areas and with a life of one to two years. These teams give authority to faculty and staff to investigate issues and make recommendations within the parameters of their charge. Charges are established by the Leadership Executive Team (LET). Membership is usually open for volunteers. If focus needs to continue, they may become standing committees. In April, annually, feedback may be requested from selected team chairs on participation by the members for use in the performance review process.

Faculty Performance Review Action Team

Charge:

- Consider strategies to assist faculty in improving and enhancing teaching techniques.
- Review and recommend new instruments or modification of the evaluation of instruction review process and instruments.
- Consider and recommend other appropriate evaluation methods such as peer review and classroom observations.
- Report to Academics leadership by March 31, 2012

Membership*:* Faculty representative from each of the divisions, Vice President of Academics.

Financial Aid Action Team (Also operating as Transformation Initiative Team for Financial Aid)

Charge:

Consider issues related to financial aid processing and communications with particular focus on standards of progress and return to Title IV.

Membership: Appointed by the president.

Immigrant and Refugee Education Action Team

Charge:

Support the access and retention of students by working closely with local Adult Education Programs, the Migrant Education High School Equivalency Program, the Kentucky Refugee Ministries, and the LFUCG Office of Multiculturalism and Inclusion to focus on needs of the refugee and immigrant communities. These might include forming partnerships and initiatives to:

- Improve degree validation programs and recognition of credits from non-US institutions;
- Improve financial aid processes for students;
- Improve communications between BCTC Adult Education ESL Programs and BCTC Development ESL Program and Multiculturalism and Inclusion to facilitate transition from ABE to BCTC;
- Enhance Family Literacy Programs to incorporate information necessary for immigrant student success;
- Address access issues and improve processes so that students are not hindered from achieving their educational goals due to non-academic factors while still maintaining college policies and procedures fair and equal for all students.

Membership: Representatives from across the college; recommended by Multiculturalism and Inclusion and appointed by the president.

Opportunity College Action Team (Also operating as Transformation Initiative Team for Dual Credit)

Charge:
Working with academic leadership,

- Review and evaluate the college's plan
- Advise on policy issues and procedures for advising and assessment
- Assist coordinators and faculty on assessment plans, interpretation of data, and documentation of use of results for improvement
- Assist in coordinating program and division processes to create an efficient overall institutional pattern to assure that competencies are measured, evaluated, and results used for improvement
- Identify and pursue external funding sources to meet the college's technological needs
- Implement plans for ongoing training needs for faculty and staff
- Recommend changes for the college plan based on the evaluation data

Membership: Dean of Academics Support is chair. Members include Director of Secondary Partnerships, a division assistant dean, a coordinator from a general education area and a technical area, other faculty and staff members from related areas.

(Bluegrass) Outreach and Advocacy Team

Charge:

- Develop and implement strategies for engaging faculty, staff and students in activities that build awareness and support with the community and government
- Continue college advocacy efforts in Frankfort during the 2012 legislative session
- Expand the legislative intern program to include regional campuses
- Plan and host special events to build awareness and support advocacy efforts
- Support college advocacy, including strengthening relationships with legislators and government officials
- Support fund raising initiatives as needed

Membership: Appointed by the president

Printer/Copier (Multifunctional Devices) System Action Team

Charge: Support implementation of the new system for multifunctional devices (printers and copiers):

- Interface with Officeware to insure high quality services and good use of the system software, Uniflow
- Follow-up on decisions based on needs of multiple users and identify any unique situations
- Disseminate "rules" that will use the system capabilities to generate the most cost-efficient printing/copying options
- Provide for communication to explain and describe the rules and rationale for their use
- Monitor, review, and provide feedback to continue to provide good service within the new system

Membership: Representatives from across the college; appointed by the president.

Student Services at Regional Campuses Action Team

Charge:
Continue meetings in 2011-12 to assess the level and effectiveness of student services at all campuses.

Membership: Student Development, Regional Campus representatives and others appointed by the president

V. Mandated Committees Charges & Membership, 2011-12

These groups are required by policy such as the *KCTCS Administrative Policies and Procedures*, the *KCTCS Rules of the Senate*, or the *KCTCS Code of Student Conduct* and get their charges from those documents. They may be populated by faculty only or by faculty and staff based on the guidelines from the source documents. In April, annually, feedback will be requested from selected committee chairs on participation by the members for use in the performance review process.

Admissions Committees

Reference: *Rules of the Faculty of the BCTC, KCTCS Rules of the Senate, IV, 3.0*
NOTE: There are 10 Admissions Committees: Dental Assisting, Dental Hygiene, Dental Laboratory Technology, Medical Assisting, Nuclear Medicine Technology, Nursing/PN, Nursing/RN, Radiography, Respiratory Care, and Surgical Technology.

Charge: Committees, appointed by the President, shall recommend students for admission to selective admissions programs. Selection of students for admission to such programs will be made by the president or the president's designee after considering the recommendations of the admissions committees. If it should become necessary to limit enrollment into a selective admission program, the program Admissions Committee may make recommendations regarding minimum admission criteria under the *KCTCS Rules of the Senate* and the *Rules of the Faculty of the BCTC*. The program Admissions Committee may delegate authority to the director of admissions to reject any student not meeting the minimum criteria.

Membership: Membership of committees for selective admission programs should follow membership guidelines stated in the *KCTCS Rules of the Senate*. The director of admissions will serve as liaison among all admission committees.

Board of Student Publications

Reference: *KCTCS Code of Student Conduct, 1.3.2; KCTCS Administrative Policies & Procedures 6.4*
Charge: Consistent with the general philosophy of providing a free and responsive press on the college campus and consistent with Right to a Free Student Press of the Code of Student Conduct, the Board of Student Publications shall be responsible for the development and promulgation of a statement of policy for the guidance of the editorial staffs of publications under the board's jurisdiction.

- Be available for immediate consultation with the editor and/or adviser; its role shall be one of policy interpretation and not one of censorship.
- Advise and consult with the student publications advisers and editors regarding financial management of the publications under the board's jurisdiction. The board shall approve budget proposals prior to submission to the president.
- Investigate alleged violations of the board's policies or other failures to perform appropriate duties as student editor which shall include affording the editor an opportunity to present personal views; if violations are found, the board is authorized to take one or more of the following actions in reference to the student's status as editor: counsel, warn, reprimand, suspend for a specified period of time, or dismiss.

Membership: Includes, but is not limited to, the advisers and editors of student publications and representatives from the faculty, staff, and student body. One or more members-at-large may be appointed from the alumni, professional journalists, or public-at-large. Members of the board will be appointed by the president.

College Advisory Committee on Promotion

Reference: KCTCS Administrative Policies and Procedures 2.6.2.5; the Rules of the Faculty of the BCTC, KCTCS Rules of the Senate
Charge:

- Advise the president concerning the promotion of faculty to the ranks of Assistant Professor, Associate Professor, and Professor
- Advise the president of BCTC concerning the granting of tenure
- Educate and advise faculty with respect to the promotion and tenure process
- Provide the division-level Advisory Committees of Promotion with guidelines regarding the proper format for promotion packages.

Membership:
One representative from each division and one representative from the non-divisional faculty appointed by the president after consultation with Faculty Council. Members of the committee shall be at the Associate Professor rank or above and shall serve one-year terms. Members may be appointed to serve up to three (3) consecutive years. In addition to the appointed committee members, the president shall appoint a chair who shall serve a two-year term. The chair may be reappointed for one additional two-year term. At least one-fourth of the members must hold the rank of Professor. No current candidate for promotion may serve on the committee. Committee representatives who have direct responsibility for required faculty performance evaluations shall not participate in the consideration of said faculty member's files.

College Appeals Board

Reference: *KCTCS Code of Student Conduct 2.6, 2.7, and 2.8; Rules of the KCTCS Senate VII,8.0*
Charge:

- Consider cases involving Academic Rights of a Student to determine if the alleged offense falls within section 2.2, and if the student's appeal falls under the authority of the Appeals Board. If so, conduct review as required by the *Code*. If the Appeals Board decides not to hear the case, the student has no further right to appeal. After hearing a case involving a violation of student academic rights, the Board may either: a. direct that the student's grade in the course in question be changed, but only to a W (Withdrew) or a P(Passing); b. uphold the assigned sanction; or c. may take any other reasonable action calculated to guarantee the rights. If the appeal is decided in the student's favor, the college must provide an opportunity for the student to complete any essential experiences missed due to the appeals process.
- Consider cases involving Student Academic Offenses to determine if it will hold a hearing, except that the Board must hear all cases in which a student has appealed actual suspension or expulsion, as required by the *Code.* . If the Board decides not to hear the case, the student has no further right of appeal within the system. Suspension or expulsion decisions may be appealed to the KCTCS board of Regents pursuant to KRS 164.370.

Membership: Elected 3-year terms. Four full-time faculty members and two faculty alternates; two full-time student members and two student alternates. Each student member must have earned at least 24 semester credit hours at the college, must have had one full year residence in the college, and must be in good academic standing. Each student member will be appointed by the chief executive officer or designee upon recommendation of the chief student affairs officer. Appointments shall be for one-year terms. A student may not serve concurrently on both the Appeals Board and the Judicial Board. The faculty members shall be elected to staggered three-year terms by the faculty. The Chair of the Appeals Board shall be elected by the Appeals Board members. NOTE: All members of the Appeals Board and/or their alternates shall be expected to meet within 48 hours after notice from the Chair.

Crisis Management Teams (for each Campus)

Reference: KCTCS Administrative Policies and Procedures 3.3.17
Charge:

- Assess potential hazards, and develop response, recovery and restoration plans based on the assessment
- Designated team members shall receive National Incident Management System (NIMS) training as mandated to meet the requirements of the Homeland Security Presidential Directive 5 and Community Emergency Response Team (CERT) training as recommended by the Department of Homeland Security
- Educate faculty and staff and conduct preparedness drills
- First response in emergency situations

- Analyze the crisis; recommend steps to be taken to resolve and recover from it
- Inform and consult with President and Executive Leadership Team during crisis response and recovery efforts
- Review and approve crisis related information in conjunction with the Communication Team to be communicated on- and off-campus, to all appropriate constituencies: students, parents, faculty, staff and media
- Coordinate crisis response and recovery efforts
- Supervise cooperative crisis response and recovery efforts with appropriate outside agencies
- Conduct a post-crisis evaluation of the institution's performance during crisis response and recovery efforts, and recommend necessary changes to the crisis management procedures
- Review the crisis management plan during each academic year in order to reduce vulnerability in a crisis

Membership: Appointed by president and LET

Faculty Performance Review Appeals Committee

Reference: KCTCS Administrative Policies and Procedures 2.1.6.2
Charge:

- Hear appeals made to the president by a faculty member, who after a conference with the president, remains in disagreement with an assigned performance review rating.
- After an appropriate hearing, the committee shall make a recommendation to the president and the president shall accept or reject the recommendation of the committee. If the faculty member remains in disagreement with the decision, he/she may appeal to the KCTCS Chancellor for a hearing before a committee appointed by the Chancellor. The decision of the Chancellor shall be final.

Membership:
One tenured/associate professor-level member per division plus a non-divisional faculty representative and five alternates (not from the same division) appointed by the president. The alternates shall not be present during an appeal unless one of the members cannot serve. An assistant dean or program coordinator who is a member of the committee shall absent himself/herself in the event of an appeal by a member of his/her division or program. If a committee member files an appeal, he/she shall automatically be terminated from the committee. Two-year terms.

Financial Aid Appeals Committee

Reference: KCTCS Senate Rules and KCTCS Policies and Procedures
Charge: The institution is required to monitor the Satisfactory Academic Progress of students applying for financial aid. Students who are determined to be ineligible for financial aid because of a failure to meet the required standards of academic progress have the right to appeal this requirement. The committee will:

- Review all written appeals to determine if extenuating circumstances prevented the student from meeting the requirements
- Decide to continue the aid, deny future aid, or continue aid with additional stipulations or conditions
- Review all student appeals requesting an Independent Status Override
- Review Selective Service requirement appeals
- Notify the students of the committee decision

Membership: The committee is appointed by the president and shall be comprised of individuals from the faculty, staff, administration, and student body. Committee members shall have two-year terms.

Prevention Assessment and Response Team (PART)

Reference: KCTCS Administrative Policies & Procedures 3.3.25.4
Charge:

- Assess reports and/or incidents involving acts of intimidation, threats of violence and/or acts of violence in the workplace
- Investigate reports of those acts as appropriate

- Determine the appropriate actions and resources to assist and support affected employees/departments
- Develop and implement an action plan in response to those acts
- Help to ensure that information is broadly shared such as the quick reference sheet on workplace violence
- Provide support services before, during, or after an incident, crisis or traumatic event
- Consult with internal departments to investigate as appropriate

Student Support Services (SSS) Advisory Committee (Danville, Leestown/Cooper Campuses)

Charge:
The members serve as both advisors and advocates for the programs. Committees meet at least once a semester. The committees will:

- keep the college informed of the project objectives and services
- advise the project on current academic and support needs of BCTC students
- help ensure that services and activities facilitate the retention and success of project participants

Membership: SSS Director chairs. Others represent Disability Support Services, English faculty, math faculty, student development and counseling, tutoring services, advising and assessment center, financial aid, transfer center, SSS student participant

Student Support Services (SSS) Evaluation Team

Charge:
Team will meet at least once per semester and will produce an evaluation report at the end of the academic year to be incorporated into the annual performance reports that will be submitted to the U.S. Department of Education. Specific goals are:

- ensure that objectives are met within timelines
- identify and address problems in order to improve program effectiveness
- help develop assessment tools and surveys
- gather quantitative data as well as qualitative data from surveys, participant interviews, and focus groups

Membership: Recommended by the Vice President, Student Development and Enrollment Management from staff responsible for SSS grants and goals.

Student Residency Review Committee

Charge:
Reference: 13 KAR 2:045. Determination of residency status for admission and tuition assessment purposes. Relates to: KRS Chapter 13B, 164.020, 164.030, 164A.330(6) Statutory Authority: KRS 164.020(8)

- Review students appeals of residency determinations by residency review officer including the appeal letter, affidavit and supporting documentation.
- Make a determination of student residency status and notify the student in writing within forty-five (45) days after receipt of the student appeal.

Membership: Chair Faculty Member, one technical and one general education faculty member, the Director of Admissions and one Associate Director of Admissions. Two-year terms.

VI. Faculty Committees Charges & Membership, 2011-2012

These are established and organized by the *Rules of the Faculty of the BCTC*. They may be mandated by other policy documents such as the *KCTCS Rules of the Senate*. Charges and membership are specified by the *Rules of the Faculty of the BCTC* and are provided her for reference only.

Faculty Council

Charge: The Faculty Council shall act on behalf of the entire voting membership of the Faculty and have the authority and responsibility to function as stated within the Rules. Within the limits established by the KCTCS Board of Regents and the *KCTCS Rules of the Senate*, the Faculty shall determine the quality of the educational program and the educational policies of the college. The Faculty Council shall perform the following functions:

- Set the agenda of all regular meetings of the faculty
- Establish a time and place of regular meetings of the faculty
- Establish the time and date for Faculty Council meetings for the subsequent year prior to elections in April
- Charge committees with matters for study and recommendations; i.e., establishing deadlines for submission of materials to Faculty Council
- Act on behalf of the Faculty to approve proposals recommended to it by the College Curriculum Review Committee, College Admissions and Academic Standards Committee, or the College Rules Committee, and reviewing and acting on all matters brought forward by ad hoc or special committees, from individual faculty members, or from college administration. All such actions must be circulated electronically for 10 calendar days. If there is no objection, the Faculty Council action becomes official. If an objection is raised and not resolved, the Secretary of the Faculty will communicate the objection electronically to all voting members of the faculty and if 10% of the faculty agree with the objection, then the Faculty Council action will be invalidated and a special faculty meeting will be called. Action by the faculty on such objections is final.
- Advise College President on the appointment of members of the College Advisory Committee on Promotion
- Communicate with the President on areas of faculty concern
- Perform other duties as delegated to it by the Faculty

Membership:

- The voting members of the Faculty Council shall include the Chair of the Faculty, the Vice-Chair of the Faculty, the Secretary of the Faculty, the Parliamentarian of the Faculty, the BCTC Senators in the KCTCS Senate, the chairs of the standing committees, one representative or the alternate representative elected by each division, and by any non-division faculty group that has at least 10 full-time faculty.
- The officers of the Faculty may appoint, subject to approval by the full Faculty Council, up to two faculty members to address discrepancies in representation. Appointed faculty members shall serve one-year terms and shall have the same privileges as the elected members.
- The President, Chief Academic Officer, a representative from Student Affairs appointed by the President, and the Campus Community Liaisons will be ex-officio members of the Faculty Council with privilege of the floor, but with no voting privileges.
- The elected faculty representatives and alternates from the divisions and the non-division faculty must hold the rank of Assistant Professor or above. Representatives and alternates will hold two-year staggered terms.

Standing Committees

Academic Standards and Admissions Committee

Charge:

- Examine and recommend to Faculty Council changes in admission requirements and grading rules, standards for granting academic credit, probation and suspension procedures, degree and graduation requirements

- Recommend to Faculty Council admission policies for the College in accordance with Rules of the KCTCS Senate
- Recommend to Faculty Council academic standards for the College in accordance with KCTCS Rules of the Senate
- Evaluate College admission policies and procedures at least once each semester
- Evaluate College academic policies and procedures at least annually
- Perform other responsibilities as delegated to it by the Faculty or Faculty Council

Membership: Elected division representatives; student representative; Chair of Faculty, *ex officio*/voting; VP for Student Development/Enrollment Management; VP for Academics, *ex officio*/non-voting; Registrar, *ex officio*/non-voting; Admissions Officer, non-voting.; two-year terms.

Curriculum Review Committee

Charge:

- Make recommendations to Faculty Council concerning new courses, course changes and dropping of courses
- Make recommendations to Faculty Council concerning new curricula, curricula changes and dropping of curricula
- Make recommendations to Faculty Council concerning needs of the instructional programs of the College
- Review summary reports of program reviews, and recommend appropriate action to maintain acceptable levels of academic quality to the College President, including suspension of a program and/or lifting of such a suspension
- Review distance learning activities for quality and effectiveness in keeping with SACS criteria
- Perform other responsibilities as delegated by Faculty or Faculty Council

Membership: KCTCS CR Committee representative, elected division representatives, student representative, Chair of Faculty as *ex officio/voting*, VP for Academics as *ex officio*/non-voting

Rules Committee

Charge:

- Codify the Rules of the College Faculty
- Recommend to Faculty Council any changes of the Rules of the BCTC Faculty
- Evaluate the BCTC Rules of the Faculty to meet new conditions
- Establish a calendar for the College consistent with the Rules of the Faculty
- Interpret the Rules of the Faculty and document and distribute these interpretations
- Manage the election for faculty positions delineated within these Rules of the Faculty
- Consider proposals for changes in the Rules of the Senate and make recommendations to Faculty Council, for action
- Perform other responsibilities as delegated to it by the Faculty or Faculty Council

Membership: KCTCS Rules Committee Chair; elected division representatives, student representative, Chair of Faculty as *ex officio*/voting; Registrar, *ex officio*/non-voting; two year terms