

# **Bluegrass Community and Technical College Collegewide Teams and Committees Structure & Purposes, 2015-2016**

## **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. Administrative Committees, Mandated Committees, and Action Teams**

Administrative committees include committees mandated by KCTCS guidelines and action teams. Regular administrative committees are standing committees that support college activities and operate across functional areas. They generally provide ongoing advice and direction. 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. There are usually ex officio members. Other members are recommended by divisions and/or functional areas and appointed by the President. Terms of appointment are one year. Appointments can be renewed and would generally provide for some number of new or replacement appointments each year.

Mandated committees 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 they get their charge from those documents. These are indicated following the title and a reference to the related policy. Membership is identified from the regulatory document if appropriate.

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 and membership are established by the Leadership Executive Team. If focus on an issue needs to continue, they may become standing committees.

## **III. Staff and Faculty Council Committees**

Faculty committees 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*. Staff Council leadership and committee structure is guided by its By-Laws.

## **IV. Quick Action Committees**

QACs are appointed as needed for immediate 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 concern. Due to their short duration, they are not listed here.

## New and Replacement Committees for 2015-16:

<b>Strategic Initiative</b>	<b>New Committee</b>	<b>Replaces</b>
SI 1.	College Readiness Committee	NA
SI 1.	Access and Enrollment Committee	Enrollment Management and Marketing Committee
SI 2.	Completion Committee	Retention Committee
SI 2.	Career Planning and Placement	NA
SI 3.	Student Achievement Equity Committee	NA
SI 3.	College Inclusive Culture Committee	Inclusive Campus Environment Committee
SI 4.	Workforce, Career, and Technical Education Outreach Committee	NA
SI 5.	Outreach and Advocacy Committee	BOAT
SI 5.	Marketing, Promotion, and Recruiting Committee	Recruiting Committee
SI 5.	Budget Review Advisory Committee	NA
SI 5.	Facilities Committee	NA

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

## ***I. Leadership Teams Charges & Membership Guidelines***

### **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:** President is chair. 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. Administrative Committees, Mandated Committees, and Action Teams Charges and Membership Guidelines***

### **Access and Enrollment Committee**

#### **Charge:**

- Review existing enrollment trends to provide data to target needs and develop strategies.
- Review data and consider strategies to assist in improving customer service to incoming students.
- Develop enrollment growth strategies through which access and opportunity are expanded.

- Develop and recommend an access and enrollment management plan with processes, structures, and initiatives through the student life cycle.
- Support recruitment activities to meet the needs of prospective students.
- Assist with implementing appropriate communications to enhance student enrollment and success.
- Develop and recommend communication plan for academic program changes, new programs, course offerings, deactivated programs, FYE, etc. to inform decision making for enrollment and matriculation processes.
- Support and promote orientations that help new students to transition to college.
- Collaborate with KCTCS Strategic Enrollment Plan implementation.
- Collaborate extensively with Public Information and Marketing to promote recruitment programs and events.

**Membership:** Co-Chairs, may be appointed or elected. It is suggested to have a staff and a faculty co-chair. Members are faculty and staff who have responsibilities for and interests in access and enrollment strategies and support.

### **Admissions Committees (Mandated)\***

*Reference: Rules of the Faculty of the BCTC, KCTCS Rules of the Senate, IV, 3.0*

These lists are maintained in the Academics and Workforce Development area.

**Charge:** There are six Admissions Committees: Dental Hygiene, Nursing/PN, Nursing/RN, Radiography, Respiratory Care/Polysomnography, and Surgical Technology. 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.

### **Arts in Focus Committee**

**Charge:**

- Organize, support, and promote activities for faculty, staff, and students to access 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:** Co-Chairs may be appointed or elected. Suggested to have staff and faculty co-chairs. Other members are online facilitators, representative per division and campuses as selected. A student may serve. Staff, faculty, and student representatives. Open for volunteers.

### **Behavior Intervention Team**

**Charge:** Team purpose is to identify and monitor students' challenging behavior that may place that person or others at risk, and/or reduce the person's access to environments, activities, or experiences.

- Identify students 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:** Asst. VP for Student Rights chairs, Security and Safety Manager, a counseling staff member, and up to six faculty and staff recommended by the VP, Student Development and Enrollment Management.

### **Board of Student Publications (Mandated)**

*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.

### **Budget Review Advisory Committee**

**Charge:**

- Do budget review to consider and update principles, priorities, or other guidelines for decision making.
- Work with Budget Office to analyze budget concerns.
- Seek and share information on budget with faculty and staff and provide input from faculty and staff to consider in budget changes.
- Consider suggestions for revenue increases and budget reductions and/or reallocations both for short-term action as well as for inclusion in strategic planning.
- Use creative and critical thinking to develop recommendations on budget changes or management.
- Report at least quarterly to LET.

**Membership:** Recommended by VPs and appointed by president.

### **Career Planning and Placement Committee**

**Charge:**

- Recommend strategies to enhance career development and counseling services.
- Research and identify new career planning and development assessment models.
- Review the career development and counseling webpage to recommend improvements and stay current with relevant resources.
- Explore and recommend new career development programming opportunities for students, faculty and staff.
- Develop strategies and a timeline for implementation to market BCTC CareerLink to increase student and employer utilization.
- Collaborate with Workforce, Career, and Technical Education Committee in development and promotion of career pathways.
- Consider and assist in implementing completion strategies such as supporting students to be degree-seeking, awarding of credit for prior learning, and cohort scheduling.

**Membership:** Co-Chairs, may be appointed or elected. It is suggested to have staff and faculty co-chairs. Members are faculty and staff who have responsibilities for and interests in career planning and placement strategies and support.

### **College Advisory Committee on Promotion (Mandated)**

*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 (Mandated)**

*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.

### **College Inclusive Culture Committee**

#### **Charge:**

- Consider needs of students, faculty, and staff to support inclusion and connection to the college community.
- Assist in planning and offering sensitivity, diversity, or other professional development experiences on topics of multiculturalism and inclusion.
- Promote initiatives that take the college beyond compliance in diversity and inclusion.
- Advise and assist in assessing and responding to campus climate issues.
- Monitor progress on diversity goals and assist in the documentation and sharing of best practices for the campus/KCTCS diversity plans.
- Assist in developing focused strategies and hiring practices designed to increase inclusive hiring and community outreach.

**Membership:** VP of Multiculturalism & Inclusion is co-chair with a faculty or staff member; other interested faculty, staff and students may serve.

### **College Readiness Committee**

#### **Charge:**

- Create processes, structures, and initiatives to assist students to improve college readiness through developmental education and other success strategies.
- Consider issues and make recommendations to address college readiness needs of students.

- Work with partners in K-12 or higher education to support college readiness.
- Recommend strategies to increase retention and completion rates of students in developmental course work.
- Assist student transitions from ESL, Adult Ed, First-Year Experience, dual credit, or developmental courses into college courses and programs.
- Consider and make recommendations on college prep, summer bridge, learn-to-learn camps, and student success programs to increase college readiness.

**Membership:** Co-Chairs, may be appointed or elected. It is suggested to have a staff and a faculty co-chair. Members are faculty and staff who have responsibilities for and interests in college readiness strategies and support.

### **Completion Committee**

**Charge:**

- Use college, system, state, and national data and best practices to develop plans to increase completions, transfers, or continuing enrollment.
- Engage faculty and staff across the college in completion strategies.
- Examine data for target groups (ethnicity, age, gender, students in developmental courses) and address achievement gaps.
- Support reverse transfer and credential awarding efforts for students who have left the college.
- Identify and support implementation of best practice strategies for improving retention rates for all students.
- Address retention strategies in specific focus areas including developmental course work and first year experience.

**Membership:** Co-Chairs may be appointed or elected. It is suggested to have a staff and a faculty co-chair. Members are faculty and staff who have responsibilities for and interests in college completion and retention strategies and support.

### **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.
- 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 Learn On Demand.

**Membership:** Co-Chairs may be appointed or elected. Suggested to have staff and faculty co-chairs. Other members are online facilitators, representative per division and campuses as selected. A student may serve.

### **Facilities Action Team**

**Charge:**



- Consider space utilization and space needs as construction, major renovation, and relocations continue.
- Develop criteria and prioritize these facility needs.
- Identify the impacts across the college of facility changes planned or in progress.
- Identify the projected financial impacts of these needs (expense and revenue).
- Analyze and report on under-utilized space.
- Understand trends in program enrollment (especially programs restrained from growth).
- Identify space options needed and available for potential new programs and new and improved services.
- Develop, analyze, and make recommendations to college leadership on short- and long-term strategy around space needs.

**Membership:** Recommended by VPs, appointed by the president.

### **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. Professional Development director and representatives from divisions. Other members may be appointed by the president to ensure representation by previous awardees.

### **Faculty Performance Review Appeals Committee (Mandated)**

*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.
- Hold a hearing and make a recommendation to the president who may accept or reject the recommendation. If the faculty member remains in disagreement, 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 Default Committee (Mandated)**

**Charge:**

- Provide assistance in developing and implementing college default management plan and process improvement.
- Implement activities to meet the needs of educating students on the responsibilities of borrowing loans.
- Communicate loan management information and decisions to faculty and staff within specific departments and across the college.

**Membership:** Members recommended by VP, SDEM.

### **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, faculty, and staff.
- Work with Public Information and Marketing and the president to prepare commencement program.
- Publicize and conduct a practice session if possible.
- Assist with cap and gown acquisition.
- Assist with preparing diplomas and program arrangements.
- Assist with other graduation related activities as required including the Graduate Awards and Recognition Reception.

**Membership:** Faculty member is co-chair with Registrar, and vice chair is named each year. Deans and/or VPs of Academics, Student Development and Enrollment Management, are *ex officio*. Other members are faculty representatives from each division and students.

### **Health and Wellness Committee**

**Charge:**

- Support wellness activities and strategies for staying fit.
- Assist wellness initiatives at all sites for faculty, staff, and students.
- Help identify and promote smoking cessation and other programs that include options for employees and students at all sites, and other tips and strategies for tobacco-free campus implementation.
- Assist in implementing tobacco-free campuses at all sites determined.
- Assist to create awareness about smoking restrictions and cessation.
- Works with the Professional Development Committee and Student Activities.

**Membership:** Co-Chairs may be appointed or elected. Suggested to have staff and faculty co-chairs. Includes representatives from Professional and Organizational Development, Student Activities, Security and Safety, and other interested faculty, staff, and students.

### **Information Technology Faculty and Staff Advisory Committee**

**Charge:**

- Review and evaluate annually the college's technology plan recommending updates based on evaluation data.
- Provide input to planning from a faculty/pedagogical or staff operational points of view.

- Assess and advise on technology needs with a focus on creating and supporting a richer learning environment.
- Be a forum for faculty experimenting with or using new technologies to share ideas and brainstorm solutions.
- Advise on policies, procedures, planning, budgeting, selection, purchase, deployment, implementation, training, service, upgrade, and maintenance related to IT hardware, software, and networks.
- Identify and pursue external funding sources to help meet the college's technology needs.
- Implement plans for ongoing technology training for faculty and staff.

**Membership:** VP of Information Technology Services (ITS) or designee is co-chair with faculty co-chair. Members include ITS staff representatives, faculty member from each division, and representatives from areas such as Public Information and Marketing, SDEM, and others.

### **International, Immigrant, and Refugee (IIR) Education and Services Committee**

#### **Charge:**

- Support the access and retention of IIR students.
- Develop and recommend services, courses, programs to support IIR students.
- Work closely with Adult Education Programs, other IIR support agencies, and internal support areas.
- Improve degree validation programs and recognition of credits from non-US institutions.
- Improve financial or country support processes for students.
- Examine ways to increase global awareness among students, faculty and staff.
- Encourage faculty, staff and student involvement in international programs.
- Assist faculty, staff and students interested in participation in study abroad and international programs.
- Explore successful international curriculum development.

**Membership:** Co-chair is Rep to KCTCS international committee; representatives from across the college including SDEM, Admissions, Academics, and Multiculturalism and Inclusion; students may serve.

### **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. Learning Resource Center Director is *ex officio*. One member selected from each division; others may include ITS and SDEM.

### **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. Includes:

- 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 and 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.
- Consider and recommend placement tool(s) to replace COMPASS.

**Membership:** Chair is elected. Members may include assistant dean, Advising and Assessment Center staff, Developmental faculty, Developmental Studies Coordinator, counselor, ESL advisor, division representatives from Academics and workforce.

### **Marketing, Promotion, and Recruiting Committee**

**Charge:**

- Develop and recommend marketing strategies to support the enrollment management.
- Ensure that the college recruiting and marketing messages, publications, and advertising are integrated through multiple platforms for prospective students at all stages of the application, admissions, and registration process.
- Enhance web presence through social and digital media.
- Identify and participate in recruitment activities to meet the needs of prospective students.
- Collaborate extensively to promote recruitment programs and events.
- Work to ensure college faculty and staff are maximizing recruitment efforts.
- Make recommendations to the Access and Enrollment Committee to ensure that initiatives align with college goals.

**Membership:** Co-Chairs may be appointed or elected. Suggested to have staff and faculty co-chairs. Assoc. Dean of Admissions, representatives from SDEM, Adult Education, Multiculturalism and Inclusion, Opportunity College, Public Information and Marketing, regional campuses, and faculty.

### **Outreach and Advocacy Committee**

**Charge:**

- Develop and implement strategies for engaging faculty, staff and students in activities that build awareness and support with the community and government.
- Support fund raising initiatives as needed.
- Plan themes and events and assist in hosting.
- Work with Public Information and Marketing to develop publications and materials for external use.
- Continue college advocacy efforts in Frankfort during the legislative session.

**Membership:** Volunteers appointed by the president.

## **Professional and Organizational Development Committee**

### **Charge:**

- Consider recommendations from the Instructional Resources QAC and identify how and where to create an overarching instruction and support services training and resources center.
- Assist to identify faculty and staff professional development needs and interests including leadership, supervisors, and front-line services.
- Assist POD Coordinator to determine faculty and staff professional development needs and interests
- Assist to plan and coordinate activities related to college priorities.
- Support and assist with organizational development and community building activities within the college.
- Assist to implement and support employee recognition programs.
- Support and assist with college events including college kick-off and end-of-year celebrations, professional development activities, student events, and others.

**Membership:** Co-Chairs may be appointed or elected. Suggested to have staff and faculty co-chairs. Open for volunteers. Staff from Professional and Organizational Development, faculty and staff representatives.

## **Security and Safety Committee**

(Includes Prevention Assessment and Response, and Crisis Management Committees)

*Reference: KCTCS Administrative Policies and Procedures 3.3.17, Reference: KCTCS Administrative Policies & Procedures 3.3.25.4*

**Charge and membership is still under revision and will be added soon.**

## **Staff Awards Committee**

### **Charge:**

- Inform staff of college award programs: Rising Star, New Horizons, and Faul/Bellamy awards.
- 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:** At least six members from staff with input from 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*.

## **Student Achievement Equity Committee**

### **Charge:**

- Examine data for target groups (ethnicity, age, gender, students in developmental courses) and how retention rates compare.
- Develop and recommend services, courses, and programs to support students.
- Develop strategies and initiatives to close achievement gap.
- Ensure communications between Admissions, developmental, ESL, and Multiculturalism and Inclusion.
- Assist in pursuing Military Friendly designation through excellent outreach and services.

- Assist in building a comprehensive program of support for international and immigrant students to remain in good standing and achieve success.
- Support and expand inclusive student activities including academic and cultural organizations and intramural sports.
- Work across departments and with other committees to ensure good communication and common goals.

**Membership:** Co-Chairs may be appointed or elected. Suggested to have staff and faculty co-chairs. Other members are online facilitators, representative per division and campuses as selected. A student may serve.

### **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:** Director of Advising and Assessment, and Director of Faculty Advising serve as Co-Chairs. Other members may include Associate VP for Retention and Student Success, 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; Academics VP or rep; one representative from each academic division; other SDEM representative.

### **Student Residency Review Committee (Mandated)**

*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)*

#### **Charge:**

- 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 Assoc. Dean Admissions and Director of Admissions. Two-year terms.

### **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. The Associate Dean of Financial Aid and Development Office representative serve as *ex officio* members. Donors may serve. All members have voting privileges/rights.

### **Student Support Services (SSS) Advisory Committees (M) (Danville Campus, Lexington Campuses)**

**Charge:**

- 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 Directors chair, Disability Support Services, English faculty, math faculty, student development, tutoring services, advising and assessment center, financial aid, transfer center, SSS student participant. Committees meet at least once a semester.

### **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; students may serve. Interested faculty, staff, and students.

### **Title III Project Advisory Committee**

**Charge:** The members serve as both advisors and advocates for the project. The committee (PAC) will meet quarterly to be convened by the Project Director. The committee will:

- Help to ensure a smooth transition to implementing the project, identifying problems and weaknesses to address.
- Keep the college informed of the project objectives and services.
- Advise the project on current academic and support needs of BCTC first year students.
- Help ensure that services and activities facilitate the retention and success of project participants.
- Identify timeline for completion of quarterly activities and assist in evaluation.
- Report on progress toward annual goals and objectives.

**Membership:** Director and other key personnel, Evaluator. Members serve one-year terms.

### **TRIO Evaluation Team (M)**

**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:** Appointed by the president after consultation with the directors of programs and grant development.

### **Workforce, Career, and Technical Education Committee**

**Charge:**

- Develop and support strategies to engage in outreach and advocacy to support technical and career education.
- Develop and implement promotion strategies to build enrollment in career and technical and transfer programs in collaboration with the Access and Enrollment Management Committee and the Marketing, Promotion, and Recruiting Committee.
- Implement good practices involving program advisory committees in program viability and student success.
- Assist in expanding integrated learn-and-work models and components for all career and technical programs and interested students.
- Investigate and recommend strategies to increase credit for prior learning opportunities for students.
- Identify and recommend career pathways in cooperation with career development and counseling services.
- Seek and use data to make program and services recommendations to support employers' and students' needs.

**Membership:** Dean of Workforce Development, faculty from each division, SDEM and other staff.



### **III. Staff and Faculty Council Committees**

Faculty committees 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*. Staff Council leadership and committee structure is guided by its By-Laws.

#### **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.

## **Standing Committees - 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.

## **Standing Committees - 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

### **Staff Council**

**Charge:** Staff Council shall be the official representative body of the staff of Bluegrass Community and Technical College.

- Serve in an advisory capacity to the President and Administration of the College.
- Committed to promoting communication across the college.
- Serve as an audience for matters relevant to the body of the staff including climate assessment and recommendations.
- Refer concerns of individual staff members that are not concerns of the body of the staff to the appropriate responsible authority.
- Accepts and shares responsibility with faculty and students in all efforts to attain the stated mission and goals of Bluegrass Community and Technical College.