Institutional Committees

FY2016/2017
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ACADEMIC OUTCOMES ASSESSMENT COMMITTEE

PURPOSE
The purpose of the Academic Outcomes Assessment Committee is to promote quality and excellence in the design and implementation of the outcomes assessment component of Oklahoma City Community College’s academic programs.

MEETING TIME
Once a month during the fall and spring semesters.

MEMBERSHIP
Appointment made for a three-year period with one-third rotation each year.

Co-Chairs: Jeff Carlisle, Professor of History SS
Catherine Kinyon, Director of Curriculum and Assessment AA

Term ends May 2017
Leslie Jones SS
Changjiang Zhu CBS
Charles Myrick BUS/IT
John Goulden BUS/IT
Randi Pospisil HP
Chris Oehrlein MEPS

Term Ends May 2018
Ginnett Rollins ARTS
Fonda Scott HP
Pamela Stout EH
Marybeth McCauley EH

Academic Dean:
Ruth Charnay ARTS

Resource Members:
Greg Gardner AVPAA
Alexa Mashlan AA - Director
Barbara King LB
Janet Perry IE
Academic Deans AA
ADA SUPPORT SERVICES COMMITTEE

PURPOSE
The purpose of the ADA Support Services Committee is to review institutional issues as they relate to ADA, services for disabled students, and make recommendations for compliance/improvement of services for disabled students.

MEETING TIME
Ad hoc meeting.

MEMBERSHIP
Appointment made for a two-year period with 50% rotation each year.

<table>
<thead>
<tr>
<th>Chair: Todd Rudat, Coordinator of Disability Services</th>
<th>SS</th>
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<tbody>
<tr>
<td>Term ends May 2017</td>
<td></td>
</tr>
<tr>
<td>Shelley Miller</td>
<td>HP</td>
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<tr>
<td>Justin Shaw</td>
<td>ARTS</td>
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<td>Nina Smith</td>
<td>EH</td>
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<td>Term ends May 2018</td>
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<tr>
<td>Raul Ramirez</td>
<td>CBS</td>
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<tr>
<td>Brandon Tomson</td>
<td>MEPS</td>
</tr>
<tr>
<td>Ray McCullar</td>
<td>SS</td>
</tr>
</tbody>
</table>

Other Members:
Glenné Whisenhunt | CLT |

Student Representative
A single student representative as chosen each semester by Enrollment/Student Services
COLLEGE BENEFITS COMMITTEE

PURPOSE
The purpose of the College Benefits Committee is to review and recommend changes.

MEETING TIME
Once a month during the fall and spring semesters.

MEMBERSHIP
Appointment made for a three-year period with one-third rotation each year.

<table>
<thead>
<tr>
<th>Chair: E.J. Warren, Director of E-Student Services</th>
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<tr>
<td><strong>Term ends May 2017</strong></td>
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<tr>
<td>Gwin Faulconer-Lippert</td>
<td>ARTS</td>
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<tr>
<td>John Helton</td>
<td>BUS/IT</td>
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<tr>
<td>Ernest Gobert</td>
<td>MEPS</td>
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<tr>
<td>Charles Myrick</td>
<td>BUS/IT</td>
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<tr>
<td>Angela Cotner</td>
<td>EH</td>
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<tr>
<td>Debbie Myers</td>
<td>HP</td>
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<tr>
<td>Dawn Ladiski</td>
<td>SS</td>
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<td><strong>Term ends May 2018</strong></td>
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<tr>
<td>Chuck Nunley</td>
<td>MEPS</td>
</tr>
<tr>
<td>Brenda Breeding</td>
<td>CBS</td>
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<tr>
<td>George Risinger</td>
<td>CBS</td>
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<td></td>
<td>HR</td>
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<tr>
<td><strong>Dean Representative</strong></td>
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<td>Sue Tabor</td>
<td>SS</td>
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<tr>
<td><strong>Paraprofessional/Maintenance &amp; Skilled Crafts:</strong></td>
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<tr>
<td>John Knight</td>
<td>Retiree</td>
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<tr>
<td><strong>Ex-Officio Members:</strong></td>
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<tr>
<td>Larry Robertson</td>
<td>HR</td>
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CURRICULUM COMMITTEE

PURPOSE
The purpose of the Curriculum Committee is to consider and make recommendations regarding curriculum proposals to the Vice President for Academic Affairs.

MEETING TIME
Every Thursday at 3:00 p.m. during the fall and spring semesters as needed.

MEMBERSHIP
Appointment made for a two-year period with 50% rotation each year.

Co-Chairs: Jennifer Peters, Professor of Nursing
            Catherine Kinyon, Director of Curriculum & Assessment

Term ends May 2017
Ron Staton               ARTS
Jeremy Fineman            ARTS
Tamala Zolicoffer          BUS/IT
Steven Shore               CBS
Stephen Morrow             EH
Carlotta Hill              EH
Stephanie Wallace          HP
Haining Chen               BUS/IT
Greg Holland               MEPS
Lisa Buckalew              MEPS
Jennifer Allen             SS

Term ends May 2018
Michelle Cole             CBS
Julie Rice Rollins        SS
Ron Feller                HP

Academic Deans:
Ruth Charnay               ARTS
Debbie Myers               SS

Ex-Officio Members:
Greg Gardner               AA
Lisa Fisher                 E&SS
Rachel Butler              LIB
Sonya Gore                 SS

Other Members:
Jill Hibbien               Acting Registrar/GET
Yashanda Scruggs           Academic Advising
Student Representatives
ENTRY-LEVEL ASSESSMENT COMMITTEE

PURPOSE
The purpose of the Entry-Level Assessment Committee is to provide a structure and process to ensure Entry-Level Assessment enhances the success of students.

MEETING TIME
As needed

MEMBERSHIP
Appointment made for a two-year period with 50% rotation each year.

Co-Chairs:  Mark Zindelo, Professor of English  
            Daniel Bakewell, Professor of Mathematics

Term ends May 2017
            Lori Farr  
            Daniel Bakewell  
            Ken Harrelson  
            Sherry Ray  
            Linda Knox  
            Jerry Ludlow

Academic Deans:
            Kim Jameson  
            Max Simmons

Other Members:
            Greg Gardner  
            Claire Echols
            A single student representative as chosen each semester by Enrollment/Student Services

Resource:
            Catherine Kinyon
ENVIRONMENTAL SAFETY AND HEALTH PROGRAM COMMITTEE

PURPOSE
The purpose of the Environmental Safety and Health Program Committee is to provide and ensure a broad-based employee input process for planning, developing, and implementing occupational safety and health strategies and activities directed toward employee safety and institutional compliance with institutional, State, and Federal regulations.

MEETING TIME
Meetings schedule determined at the first meeting of each fall semester.

MEMBERSHIP
Appointment rotation by request of member.

Chair: Erin Logan, Acting Director of Emergency Planning and Risk Management

Academic Affairs Members:
Max Simmons
B.J. Higgins
Debbie Myers
Aaron Collins
John McMurray
Gyanendra Baral

MEPS
MEPS
HP
CBS
CBS
BUS/IT

Other Members:
Chris Snow
Michael Mondt
Bonita Spinner

Facilities
Facilities
CDC
FACULTY DEVELOPMENT COMMITTEE

PURPOSE
The purpose of the Faculty Development Committee is to annually review the faculty development needs, recommend priorities and budget requests. To periodically review the faculty evaluation/development process, and provide recommendations for change. To serve as an advisory board to the Center for Learning & Teaching. To oversee the various College faculty incentive grant programs, and provide recommendations.

MEETING TIME
Once a month during the fall and spring semesters.

MEMBERSHIP
Appointment made for a two-year period with 50% rotation each year.

Chair: Brenda Breeding, Professor of Biology

Term ends May 2017
Shelley Meyers       HP
Randy Anderson      ARTS
Brenda Breeding      CBS
Tonya Kymes         EH
Stephanie Hayes     SS
Ken Harrelson       MEPS
Vicki Gibson         BUS/IT

Academic Dean:
Ruth Charnay        ARTS

Ex-Officio:
Greg Gardner        AA

Resource Members:
Glenné Whisenhunt   CLT
GENERAL EDUCATION COMMITTEE

PURPOSE
The purpose of the General Education Committee is to promote quality and excellence in the general education components of associate degrees conferred at Oklahoma City Community College.

MEETING TIME
Once a month during the fall and spring semesters.

MEMBERSHIP
Appointment made for a two-year period with 50% rotation each year.

Chair: Ernest Gobert, Professor of Mathematics

Term ends May 2017
- Michael Boyle, ARTS
- Courtney Vahlberg, CB&S
- Michael Machiorlatti, BUS/IT
- Ernest Gobert, MEPS

Term ends May 2018
- Angela Cotner, EH
- Jennifer Brumley, HP
- Jeff Anderson, SS
- Haifeng Ji, BUS/IT

Academic Dean:
- Max Simmons, MEPS

Ex-Officio Members:
- Greg Gardner, AA
- Catherine Kinyon, AA
- Glenné Whisenhunt, CLT

Other Members:
- Mary Turner, SSS
- Janet Perry, IE
- Dana Tuley-Williams, LIB
GRADE APPEAL COMMITTEE

PURPOSE
The purpose of the Grade Appeal Committee is to determine the final grade of the student requesting the grade appeal. The committee will be composed of six (6) faculty, one from each academic division, not to include the instructor involved in the case, and three (3) students selected by the Vice President for Enrollment and Student Services.

MEETING TIME
When the Associate Vice President for Academic Affairs is in receipt of the student’s request for an appeal hearing, the committee shall be activated.

MEMBERSHIP
Appointment made for a two-year period with 50% rotation each year.

Representatives:

Doug Blake ARTS
Greg Mellott ARTS
Ron Staton ARTS

Jenean Jones BUS/IT
Brad Walker BUS/IT
Tamala Zolicoffer BUS/IT
Al Heitkamper BUS/IT
John Helton BUS/IT

Kimberly Kyker CBS
Kristy Bailey CBS
Brenda Breeding CBS

Michael Snyder EH
Dean Reusser EH
Linda Robinett EH

Karla Schenk HP
Peggy Newman HP
Crystal Reynolds HP

Ken Harrelson MEPS
Greg Holland MEPS
Sherry Ray MEPS

LiErin Probasco SS
Randy Hopkins SS
Jerry Ludlow SS
INSTITUTIONAL POLICY COMMITTEE

PURPOSE
The purpose of the Institutional Policy Committee is to act as a reviewing and advisory body for college policies and procedures before the policies and procedures are presented to the President’s Cabinet for consideration. The Committee (1) obtains input from a wide group of employees in reviewing college policies and procedures; (2) examines the effects of policies and procedures on various areas of the college; (3) communicates back to the members’ respective work areas proposed changes in policies and procedures; and (4) ensures that employees are informed about changes in policies. As needed, the Committee may call on the expertise of employees outside the Committee.

MEETING TIME
Meetings are held twice a month on Thursdays at 1:30 PM.

MEMBERSHIP
Appointment based on position held, with rotation considered by request of member.

Chair Regina Switzer Director of Equal Opportunity
Co-chair Erin Logan Acting Director of Emergency Planning and Risk Management

Academic Affairs
Al Heitkamper BUS/IT
Lisa Adkins BUS/IT
Tamala Zolicoffer BUS/IT
Greg Mellott Arts
Jon Inglett EH
Max Simmons MEPS
Steven Shore CBS
Jennifer Ball HP
Marcus Smith SS

CLT Representative – Robert Norman
Dean Representative - Kim Jameson

Finance
Craig Sisco
Shima Desai
Heather McMasters

Facilities
Steve Duncan

Marketing and PR
John Richardson
Enrollment and Student Services
Yashanda Scruggs
Kendra Fringer

Planning and Research
Denise Gomez

Human Resources
____________________  __________________
(Both Vacant)

Information Technology
Tim Whisenhunt
INSTITUTIONAL REVIEW BOARD

PURPOSE
The purpose of the IRB is to ensure that all research involving human subjects is conducted in conformance with ethical principles relating to the health, welfare, safety and rights of the participants, and in accordance with policies and regulations established by the United States Department of Health and Human Services, Oklahoma City Community College (OCCC) has established an Institutional Review Board. The Institutional Review Board ("IRB") shall evaluate all human subject research as defined by this procedure and 45 CFR Part 46.

MEETING TIME
Board meets as necessary.

Chair: Janet Perry, Director of Institutional Effectiveness

Internal members:
Michael Machiorlatti
Gail Malmstrom
Carol Heitkamper
Kim Kyker
Fabiola Janiak-Spens
Bruce Cook

External member:
Dr. Dennis Burian, Team Lead, Functional Genomics Group
INSTRUCTIONAL ADMINISTRATIVE PROCEDURES COMMITTEE

PURPOSE
The purpose of the Instructional Administrative Procedures Committee is to provide an avenue of input and consistency on procedures that deal with instruction prior to those procedures going to the Vice President for Academic Affairs. The procedures may originate within the committee, come from other committees, or from appropriate administrators.

MEETING TIME
First Thursday of each month during the fall and spring semesters.

MEMBERSHIP
Appointment made for a two-year period with 50% rotation each year.

Chair: Jennifer Ball, Program Director and Professor of Physical Therapy Assistants

Term ends May 2017
- Brent Noel, ARTS
- Mike Franco, EH
- Brandon Tomson, MEPS
- Sara Mathew, BUS/IT

Term ends May 2018
- Robyn Senter, CBS
- Sharon Vaughan, SS

Academic Dean:
- Kim Jameson, EH

Academic Affairs Member:
- Barbara King, LIB
INSTRUCTIONAL LEARNING COMMITTEE

PURPOSE
The purpose of this committee is to promote academic student success in all classes. Issues to be addressed could include all of the following and additional issues as they arise: official OCCC online course standards; online portal consultation; orientation for potential and/or current online students; faculty/staff training; administrative practices for Moodle and other course management system such as Master courses, LOR’s Permissions, course availability, release dates; and course development/redesign issues.

MEETING TIME
First Wednesday of each month during the fall and spring semesters.

MEMBERSHIP
Appointment made for a three-year term with one-third rotation each year. The chair will serve a two-year term.

Chair: Mark Zindelo, Program Coordinator/Professor of English

Term ends May 2017
Shelly Tevis
Ramachandran Vijayan
Paul Buckelew
Yuthika Kim

Term ends May 2018
Hilde Votaw
George Risinger

Academic Dean:

Kim Jameson

Resource Members:

Tricia Sweeney
Glenné Whisenhunt
Jim Goldsbury

EH
HP
BUS/IT
MEPS
SS
ARTS
CBS
EH
LIB
CLT
IITS
PURPOSE
The purpose of the President’s Advisory Council is to provide an avenue for communication within the College. Employees communicate any questions, concerns, or comments to the representative from their employee group. The representative presents them to the President’s Advisory Council for discussion, and then reports to his or her employee group.

MEETING TIME
Once a month during the fall and spring semesters.

MEMBERSHIP
Appointment made for a three-year period with one-third rotation each year.

<table>
<thead>
<tr>
<th>Chair: Jerry Steward, President</th>
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| Faculty Representatives: | |
|--------------------------|------------------------|-----|
| Gwin Faulconer-Lippert   | Faculty Association Chair | 1 yr. |
| Julie Corff              | ARTS                   | 1 yr. |
| John Goulden             | BUS/IT                 | 1 yr. |
| Dana Glencross           | SS                     | 2 yrs. |
| Julian Hilliard          | CBS                    | 2 yrs. |
| Linda Robinett           | EH                     | 2 yrs. |
| Paul Buckelew            | MEPS                   | 2 yrs. |
| Jason Weger              | HP                     | 3 yrs. |

<table>
<thead>
<tr>
<th>Adjunct Faculty:</th>
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</thead>
<tbody>
<tr>
<td>Karla Pierce</td>
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<table>
<thead>
<tr>
<th>Administrative/Managerial:</th>
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</thead>
<tbody>
<tr>
<td>Max Simmons</td>
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<tr>
<td>John Claybon</td>
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<td>Trey Lewis</td>
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<table>
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<tr>
<th>Professional:</th>
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<tbody>
<tr>
<td>Javier Puebla</td>
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<tr>
<td>Shelly Troxel-Tevis</td>
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<tr>
<td>Dana Tuley-Williams</td>
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<tr>
<th>Support Staff</th>
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<tbody>
<tr>
<td>Tommy Diaz</td>
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<tr>
<td>Erin Smith</td>
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<tr>
<td>VACANCY</td>
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<th>Service/Maintenance &amp; Skilled Crafts:</th>
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<tbody>
<tr>
<td>Brent Locke</td>
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<tr>
<td>Zachary Andrews</td>
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<tr>
<td>Travis Tapparo</td>
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17
Technical/Paraprofessional:
  Jorge Krzyzaniak  2 yrs.
  Josh Wade  3 yrs.
  Michael Reaves  3 yrs.

Face Center Representative:
  Aryn Balfour  3 yrs.

Student Representatives:
  Two (2) student representatives as chosen each semester by Enrollment/Student Services
STUDENT CONDUCT COMMITTEE

PURPOSE
The purpose of the Student Conduct Committee is to review disputed disciplinary sanctions imposed upon a student, and make recommendations concerning the matter to the Vice President for Student Services.

MEETING TIME
As needed during the fall and spring semesters.

MEMBERSHIP
Appointment made for a two-year period with one member rotating off each year.

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Lisa Fisher, Acting VP for Enrollment and Student Services</th>
<th>E&amp;SS</th>
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<tbody>
<tr>
<td>Faculty:</td>
<td>Abra Figueroa</td>
<td>ARTS</td>
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<tr>
<td></td>
<td>Jenean Jones</td>
<td>BUS/IT</td>
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<td></td>
<td>Al Heitkamper</td>
<td>BUS/IT</td>
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<td></td>
<td>Changjiang Zhu</td>
<td>CBS</td>
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<td></td>
<td>Pamela Stout</td>
<td>EH</td>
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<td></td>
<td>Brent Stafford</td>
<td>HP</td>
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<td></td>
<td>Michael Low</td>
<td>MEPS</td>
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<td></td>
<td>John Ehrhardt</td>
<td>SS</td>
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</table>
PURPOSE
The purpose of the Student Learning Council is to provide a structure and process that will ensure involvement by the entire Academic Affairs Unit in the assessment of student learning.

MEETING TIME
Once during the fall and spring semesters.

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Greg Gardner, Acting Vice President for Academic Affairs</th>
<th>VPAA</th>
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<tbody>
<tr>
<td>Members:</td>
<td>Greg Gardner, Associate VP for Academic Affairs</td>
<td>AA</td>
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<tr>
<td></td>
<td>Academic Outcomes Assessment Committee</td>
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<td>Entry-Level Assessment Committee</td>
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<td></td>
<td>General Education Committee</td>
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<td></td>
<td>Deans' Council</td>
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</table>
STUDENT TRAFFIC AND PARKING APPEALS COMMITTEE

PURPOSE
The purpose of the Student Traffic and Parking Appeals Committee is to review appeals that have been submitted by students who have received a parking and traffic citation. The committee hears both written appeals and verbal appeals to a variety of parking violations, which have occurred on campus.

MEETING TIME
Once each fall and spring semester as needed.

MEMBERSHIP
Appointment rotation by request of member.

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Amanda Williams-Mize</th>
<th>GET</th>
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<tbody>
<tr>
<td>Academic Affairs Members:</td>
<td></td>
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<tr>
<td>Betty Coleman</td>
<td>MEPS</td>
<td></td>
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<tr>
<td>Cindy Milam</td>
<td>HP</td>
<td></td>
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<tr>
<td>Brad Walker</td>
<td>BUS/IT</td>
<td></td>
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<tr>
<td>Brian Coulson</td>
<td>TRIO</td>
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<tr>
<td>Other Members:</td>
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<tr>
<td>3 Student Representatives as Chosen Each Semester by Enrollment &amp; Student Services</td>
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