

# Committee Composition - Attachment for Procedure 6002

January 2012

## **Academic Quality Council [21]**

**Purpose:** To review all new proposed curricula and proposed curricular changes and to recommend action on those changes to the Vice President for Academic and Student Services. To provide the forum and mechanism for processing and coordinating outcomes and accountability activities as they relate to courses and programs. Additionally, to provide the forum and mechanism for more specific processing and coordinating outcomes and assessment activities as they relate to College Prep, General Education and other Advanced and Professional courses and programs.  
To serve in an advisory manner on curricular matters as needed and appropriate.

### **Membership**

District Dean of Academic & Student Services - Chair  
Dean of Academic Affairs-Lakeland  
Dean of Academic Affairs-Winter Haven  
10 Faculty members from AA Programs (balanced or rotated by campus)—  
    2 members, English Faculty  
    1 member, College Prep Reading/Writing Faculty  
    1 member, Humanities Faculty  
    2 members, Social Sciences Faculty  
    2 members, Mathematics Faculty  
    2 members, Natural Sciences Faculty  
4 Faculty members or Program Directors from AS Programs  
1 Advising representative-Lakeland  
1 Advising representative-Winter Haven  
Student Government Association officer-Lakeland  
Student Government Association officer-Winter Haven

President's Staff Representative: Vice President for Academic and Student Services  
Resource Members:

Learning Resources & TLCC-Lakeland representative  
Learning Resources & TLCC-Winter Haven representative  
Dean of Student Services-Lakeland  
Dean of Student Services-Winter Haven  
College Registrar  
Director, Institutional Research  
Consortium and State Liaison  
Academic Services Specialist (District)  
Instructional Technology representative

## **Career Human Resources Committee [CHRC] [7]**

**Purpose:** To work collaboratively with the College Human Resources Committee by identifying and addressing issues concerning career employees including but not limited to compensation, staff recruitment, fringe benefits, training and development and other issues that will improve the work environment for career employees.

### **Membership**

7 Career Employees

President's Staff Representative: Vice President for Administration/CFO

## **College Calendar Committee [14]**

**Purpose:** The purpose is to establish annual and multi-year College calendars.

### **Membership**

Dean of Student Services  
Registrar  
2 members from Academic Services  
2 members from Business Services  
2 members from Learning Resources & TLCC  
3 Faculty members  
1 Charter High School Faculty  
1 Student representative-Winter Haven  
1 Student representative-Lakeland

President's Staff Representative & Executive Secretary & Chair: Vice President for Academic & Student Services

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## Resource Members:

1 Collegiate High School representative  
1 Chain of Lakes High School representative  
1 Faculty Senate representative  
Payroll Specialist  
Director of Human Resources

## **College Human Resources Committee [8]**

Purpose: The committee reviews and facilitates recommendations of the Administrative, Career, Professional/Technical and Faculty Human Resources Committees. Final recommendations of the College Human Resources Committee are presented to the President's Staff, and for issues with budget implications, also to the College Budget Council (subcommittee of the College Planning Council).

### Membership

2 members from CHRC  
2 members from FHRC  
2 members from P/THRC  
2 Administrative members from President's Staff

President's Staff Representative: Vice President for Administration/CFO  
Chair: Director of Human Resources  
Resource(s): Payroll Manager, Director of Talent Search, Director of Equity & Diversity

## **College Planning & Budget Council (PBC) [29]**

Purpose: The College Planning & Budget Council is a key component of the College's planning and budget development process. The Council reviews the annual strategic planning objectives and budget priorities to ensure alignment with the College's strategic plan. Members of the College Planning and Budget Council are liaisons to the various areas of the College.

### Membership

President  
Vice President for Administration/CFO  
Vice President for Academic and Student Services  
Vice President for Institutional Advancement  
Associate Vice President for Communications and Public Affairs  
Provost-Lakeland  
Provost-Winter Haven  
District Dean of Academic & Student Services  
Dean of Academic Affairs-Lakeland  
Dean of Academic Affairs-Winter Haven  
Dean of Student Services-Lakeland  
Dean of Student Services-Winter Haven  
Director of Equity & Diversity  
Director of Facilities  
Director of Institutional Research, Effectiveness & Planning  
Director of Charter High School (rotating between Lakeland and Winter Haven)  
Director of Corporate College  
Director of Human Resources  
Director of Information Technology Services  
Instructional Technology & Distance Learning representative  
Faculty Senate President  
2 Faculty Human Resources Committee Representatives  
2 Professional/Technical Human Resources Committee Representatives, including one Program Director  
2 Career Human Resources Committee Representatives  
President, Winter Haven Campus Student Government Association  
President, Lakeland Campus Student Government Association

President's Staff Representative: Vice President for Administration/CFO

Co-Chairs: Vice President for Administration/CFO; Director of Institutional Research, Effectiveness, & Planning

### Resources:

Director of TLCC & Learning Resources-Lakeland  
Director of TLCC & Learning Resources-Winter Haven

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Director of Academic & Student Support Services  
Grant Writer  
Coordinator of Research/Reports

## **College Safety Committee** [13]

**Purpose:** To create and maintain an active interest in safety; to serve as a means of safety and health communications; to make inspections and recommend methods for the elimination of hazards; to provide information towards the improvement of the safety program.

### Membership

Safety and Security Loss Prevention Manager - Chair  
Risk Manager  
Human Resources Director  
Continuing Education Industry Safety Coordinator  
1 employee from Facilities-Winter Haven  
1 employee from Facilities-Lakeland  
1 employee from Allied Health  
1 employee from Science  
1 employee from Art  
1 employee from Information Technology  
1 Special Needs Coordinator  
1 student representative-Winter Haven  
1 student representative-Lakeland

President's Staff Representative: Vice President for Administration/CFO  
Resource Member: Director of Facilities

## **Distance Learning Committee** [26]

**Purpose:** To provide a forum and mechanism for creating, developing and improving distance learning experiences at the College.

### Membership

2 Arts faculty \*  
2 Letters faculty \*  
2 Science faculty \*  
2 Social Science faculty \*  
2 Nursing/Allied Health faculty \*  
2 Mathematics faculty \*  
2 Charter High School faculty \*  
2 Non-Allied Health Programs faculty \*  
4 Program Directors from AS programs (2 from Lakeland, 2 from Winter Haven)  
1 Instructional Technologist \*  
1 Teaching/Learning/Computing Center Manager \*  
2 Student Services staff \*  
2 student representatives \*  
Director of Instructional Technology Services (non-voting) - Chair

President's Staff Representative: Vice President for Academic & Student Services

Resource Members:  
District Dean of Academic & Student Services  
Dean of Academic Affairs-Winter Haven  
Dean of Academic Affairs-Lakeland  
Dean of Student Services-Winter Haven  
Dean of Student Services-Lakeland  
Director of Learning Resources-Winter Haven  
Director of Learning Resources-Lakeland

\* One from Lakeland, one from Winter Haven

## **Endowed Teaching Chair Committee** [7]

**Purpose:** The Endowed Teaching Chair Program rewards full-time teaching faculty for outstanding teaching and service to the College. The Committee reviews applications and supporting documentation, preparing a list ranking eligible

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candidates. The Committee may make recommendations in regard to the selection criteria and process. Faculty members who serve on this committee must have at least three years of continuous full-time faculty status at the College.

### Membership

1 Arts/Social Science Faculty  
1 AS Programs Faculty  
1 Math /Science Faculty  
1 Faculty  
3 Members of PSC Foundation, Inc. Executive Board

President's Staff Representative & Chair: Vice President for Institutional Development

### **Faculty Human Resources Committee [FHRC] [7]**

Purpose: To represent faculty employees and their concerns; to define issues and establish goals to be addressed including consideration of the following: salary schedule and compensation, working conditions, policies and procedures impacting faculty; to collect and analyze data as necessary; to make recommendations to the Faculty Senate and/or the College Human Resources Committee.

### Membership:

7 Faculty Members:  
2-Arts /Social Sciences  
2-Math/Science  
1-Nursing/Allied Health  
1-Business/Technology  
1-Charter High School

President's Staff Representative: Vice President for Academic and Student Services

### **Information Technology Advisory Council (ITAC) [8]**

Purpose: To review recommendations from the Website Advisory Committee, and present them as appropriate to the President's Staff for approval. To prepare, review and recommend technology policies to the President's Staff for approval. To assist in the development of annual institution-wide technology requests. To make recommendations to the President's Staff on the utilization of technology funds appropriated annually. To maintain the overall institutional technology plan.

### Membership

Chair, Website Advisory Committee  
Director of Facilities  
District Dean of Academic & Student Services  
Comptroller  
Arts/Social Science faculty  
Business/Technology faculty  
Math/Science faculty  
Development Office representative

President's Staff Representative & Executive Secretary & Chair: Vice President for Administration/CFO  
Resources: Network Technologies Engineer, Manager of Computing Systems, Learning Resources representative

### **Institutional Effectiveness Council (IEC) [25]**

Purpose: The IE Council serves as the overall coordinating body for Institutional Effectiveness as an ongoing, comprehensive, broad based and institutionally integrated system for assessment and evaluation. Its main purpose is to improve institutional and student success, and to demonstrate to what degree the institution has been effective in fulfilling or achieving its stated mission and goals. It involves a process of continually reviewing and articulating the mission and goals of the College, defining and assessing intended outcomes, analyzing assessment data, and using the results for improving educational programs and services.

### Membership

Vice President for Academic and Student Services

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Vice President for Administration/CFO  
Provost-Lakeland  
Provost-Winter Haven  
District Dean of Academic & Student Services  
Dean of Academic Affairs-Winter Haven  
Dean of Academic Affairs-Lakeland  
Dean of Student Services-Winter Haven  
Dean of Student Services-Lakeland  
Administrative Services and Budget Liaison  
4 Faculty (1-Business/Technology, 1-Math/Sciences, 1 Arts/Social Science, 1-Charter High School) – 2 LK & 2 WH  
1 Program Director-WH  
1 Program Director-LK/WH  
1 TLCC representative  
1 Library representative  
1 Instructional Technology & Distance Learning representative  
Director of Information Systems  
1 Facilities representative (District)  
2 Career employee members (1 LK & 1 WH)  
2 Student representatives (1 LK & 1 WH)

President's Staff Representative & Chair: Director of Institutional Research, Effectiveness & Planning  
Resource: Planning Support Specialist

### **Institutional Research Board [9]**

Purpose: The Institutional Review Board (IRB) is established under the authority of the Office for Human Research Protections (OHRP) of the U.S. Department of Health and Human Services for the purpose of protecting the rights and welfare of human subjects recruited to participate in research conducted at Polk State College. The IRB reviews research activities regulated by the OHRP to ensure compliance with the respective federal standards and consists mainly of members with sufficient knowledge of the specific scientific disciplines and/or research areas relevant to the research that it reviews.

Vice President for Academic and Student Services  
Provost- Winter Haven  
Director of Enrollment Services/Registrar  
Director of Human Resources  
Director of Institutional Research Effectiveness & Planning  
Assistant to Vice President for Special Projects  
Grants Administration  
Professor of Psychology  
Community Representative  
President's Staff Representative: Director of Institutional Research Effectiveness & Planning

### **Marketing Committee [15]**

Purpose: To develop, evaluate and recommend a consistent, integrated strategy to marketing the College, both internally and externally, by emphasizing its mission, values and academic programs. Monitor implementation and recommend improvements to the marketing plan. Support special projects as determined by the committee, the College Information Department and the College President. Research and evaluate best practices in collegiate marketing to support an effective marketing plan.

#### Membership

Dean of Student Services-Winter Haven  
Dean of Student Services-Lakeland  
Director of Instructional Technology Services  
Director of Corporate College  
2 Faculty representatives  
1 Administration/CFO representative  
1 Development Office representative  
2 Career/Professional Technical representatives  
4 Student representatives

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President's Staff Representative & CHAIR: Associate Vice President for Communications and Public Affairs  
Resources: Nissen Group representative, Media Production Specialist-Lakeland, Media Production Specialist-Winter Haven

## **Multi-Cultural Diversity Committee [12]**

Purpose: To support the diversity initiatives of Polk State College as they celebrate and embrace diversity and create an environment of understanding, acceptance, and inclusiveness that enhances and supports diversity awareness and cultural awareness for our students, employees, and community stakeholders. The Director of Equity and Diversity provides leadership in the implementation of the College's diversity initiatives.

### Membership

1 Administrative member  
3 Faculty members  
2 Career members  
2 Professional/Technical members  
1 College Student Ombudsmen-Winter Haven  
1 College Student Ombudsmen-Lakeland  
2 Student Representatives

President's Staff Representative & Chair: Director of Equity & Diversity  
Resource: 1 Special Needs Coordinator – requested as needed

If there are issues on which the College desires to include input from the non-PSC community, the President may add up to two (2) community members on an advisory, ad hoc basis (no fixed term).

## **Professional/Technical Human Resources Committee [P/THRC] [6]**

Purpose: To work collaboratively with the College Human Resources Committee. To represent Professional/Technical employees by identifying and addressing: issues of concern, opportunities for career enhancement including but not limited to: compensation, transparency in progression structure, training and professional development.

### Membership

6 Professional/Technical Employees

President's Staff Representative: Director of Equity & Diversity  
Resource: Director of Instructional Technology Services, Manager of Computing Systems

## **Staff and Program Development [SPD] Committee [9]**

Purpose: The Staff and Program Development Committee recommends the allocation of SPD funds based on its review of proposals that aim to improve staff and program performance in support of the College's mission and goals. This includes funding for activities that focus on individual skills and knowledge, the improvement of existing programs, and the development of new programs.

### Membership

1 Administrative member  
4 Faculty members  
2 Career members  
2 Professional/Technical members

President's Staff Representative: Vice President for Academic & Student Services

## **Student Services Councils (SSC)**

[Total membership listed below. Will be divided into sub groups for specific functions or activities]

Purpose: To serve as an advisory committee concerned with the quality of service provided students and other customers. Dependent upon the subcommittee configuration, the committee is responsible for hearing a variety of student

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petitions and concerns and for making appropriate recommendations to the President. Issues addressed include but are not limited to the following: Full cost of instruction waivers, course repeats; substitutions and waivers of course and program requirements, and academic and financial aid Standards of Progress requirements. In addition, members may serve to hear matters of student discipline when called upon to do so.

### Membership

#### As the Student Services Quality Council [25]

2 Arts/Social Science Faculty—at least one (1) must be from English faculty  
2 Business/Technology/Allied Health faculty  
2 Math/Science Faculty—at least one (1) must be from Math faculty  
4 members from Advising staff—at least one (1) must be from Winter Haven/Lake Wales and one (1) from Lakeland/Airside  
2 AS Program Directors  
1 Academic administrator  
Registrar  
Assistant Registrar-LK  
Assistant Registrar-WH  
1 Coordinator of Institutional Testing (rotating WH & LK)  
3 Student Services Career staff—at least one (1) must be an Information Assistant & one (1) from Admissions/Registrar's Office  
2 Financial Aid Career staff  
Coordinator of Student Activities & Leadership (rotating LK, WH)  
2 Student Representatives

President's Staff Representative: Vice President for Academic and Student Services  
Campus representatives: Dean of Student Services-Winter Haven (Co-Chair); Dean of Student Services-Lakeland (Co-Chair); JDA Center Manager  
Resource(s): Director of Financial Aid, Director of Student Athletics, Two (2) Advising Coordinators (if not in membership above), Graduation Coordinator, Library/TLCC representative

#### As the Academic Hearing Committee [8]

(As prescribed in PSC Procedure 1018)

6 faculty members from above  
1 Student Services representative from above  
1 student representative

President's Staff Representative & Chair: Vice President for Academic & Student Services  
Campus representative & Recording Secretary: Dean of Student Services

#### As the Assessment Committee [16]

The first 4 members are permanent members and they rotate as Chair every three (3) years:

Dean of Student Services-Winter Haven  
Dean of Student Services-Lakeland  
JDA Center Manager  
Registrar

Coordinator of Student Activities & Leadership (rotating LK, WH)

1 Information Assistant  
1 Financial Aid representative  
1 Advisor-Winter Haven/Lake Wales  
1 Advisor-Lakeland/Airside  
1 Assistant Registrar  
1 Coordinator of Advising  
1 Career representative-Admissions/Registrar's Office  
1 Library/TLCC representative  
1 faculty member from above  
Director of Student Athletics  
1 student representative

President's Staff Representative: Vice President for Academic & Student Services  
Recording Secretary: Administrative Assistant to the Chair

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### As the Discipline Committee [12]

6 faculty members from above  
2 Student Services Advisors from above  
1 AS Program Director from above  
1 Coordinator of Institutional Testing (rotating)  
2 student representatives

President's Staff Representative & Chair: VP for Academic & Student Services  
Campus representative: Dean of Student Services  
Recording Secretary: Administrative Assistant to the Dean of Student Services

### As the Equity Committee [12]

6 faculty members from above  
2 Student Services Advisors from above  
1 AS Program Director from above  
1 Coordinator of Institutional Testing (rotating)  
2 student representatives

President's Staff Representative: VP for Academic & Student Services  
Chair: Dean of Student Services (Campus Based)  
Recording Secretary: Administrative Assistant to the Dean of Student Services

### As the Petitions Subcommittee [13]

(As prescribed in PSC Procedure 5023.)

6 faculty members from above  
2 Student Services Advisors from above  
1 AS Program Director from above  
1 Coordinator of Institutional Testing (rotating)  
Registrar  
2 Student Representatives

President's Staff Representative: Vice President for Academic & Student Services  
Co-Chairs: Dean of Academic Affairs-Lakeland; Dean of Student Services-Lakeland  
Resource(s): Director of Financial Aid

### As the Residency Appeals Committee [3]

(required by SB 1696)

Registrar  
Assistant Registrar-Lakeland  
Assistant Registrar-Winter Haven

President's Staff Representative & Chair: Vice President for Academic & Student Services

### As the Substitutions/Waivers Sub Committee [8]

(As prescribed in PSC Procedure 6066)

1 Arts/Social Science Faculty member from above  
1 Math/Science Faculty member from above  
1 Business/Technology/Allied Health Faculty member from above  
1 Coordinator of Institutional Testing (rotating)  
2 Student Representatives  
Dean of Academic Affairs-Lakeland – Co-Chair  
Dean of Student Services-Lakeland – Co-Chair

President's Staff Representative: Vice President for Academic & Student Services  
Resource(s): 2 Coordinators of Advising and Special Needs, Registrar, Graduation Coordinator

### Website Advisory Committee [14]

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Purpose: The purpose of the Website Advisory Committee (WAC) is to address operational issues within Polk State's website and, when necessary, make requests to the Information Technology Advisory Council for financial resources to support the improvement of this resource.

### Membership

1 representative from Academic Services  
1 representative from Student Services  
1 representative from Administration/CFO  
1 representative from Development  
1 Arts/Social Science faculty  
1 Math/Science faculty  
1 Nursing/Allied Health program director or faculty  
1 non-Allied Health AS program director or faculty  
1 representative from Learning Resources  
1 representative from Information Systems  
Director of Instructional Technology Services  
Director of Information Technology - Chair  
Executive Assistant to the President  
1 representative from Faculty Senate

President's Staff Representative: Associate Vice President for Communications and Public Affairs  
Resources: Media Production representative, Instructional Technologist, Registrar

### **Workforce Education Quality Council (WEQC) [23]**

Purpose: To provide the forum for Workforce Program Directors to address issues such as curriculum, resources, marketing, grants, and Student Services support, and to provide a mechanism for processing and coordinating program review and assessment activities.

### Membership

District Dean of Academic & Student Services – Chair

#### Allied Health Sub-Council

Director of Nursing  
EMS Program Director  
PTA Program Director  
OTA Program Director  
Radiography Program Director  
HIM Program Director  
Respiratory Care Program Director  
Cardio-Vascular Technology Program Director  
Diagnostic Med. Sonography Program Director  
Medical Transcription Program Director  
1 Clinical Coordinator  
1 member from Student Services Advising Staff

#### Business/Technology Sub-Council

Program Director, HIM  
Program Director, Early Childhood Education  
Program Director, Office Administration  
Program Director, Computer Systems and Business Analysis; Digital Media/Multimedia  
Program Director, Computer Networking Engineering  
Program Director, Business Programs  
Program Director, BAS  
Program Director, Criminal Justice  
1 member from Corporate College  
1 member from Institute of Public Safety  
1 member from Student Services Advising Staff

President's Staff Representative: VP for Academic & Student Services  
Resource Members: as needed

Note: In addition to the two sub-councils identified above, a third sub-council consisting of the clinical coordinators for each allied health program will address issues particular to clinical education. The sub-council will be chaired by the Clinical Coordinator who serves on WEQC.