

Committee Composition - Attachment for Procedure 6002

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Academic Quality Council [AQC] [22]

Purpose: To review all newly proposed curricula and proposed curricular changes, and to recommend action on curricular changes to the Provost / Vice President, Academic Affairs. 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 of 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 as appropriate.

Membership:

District Dean, Workforce Education and Economic Development and **Chair**

Dean of Academic Affairs-Lakeland

Dean of Academic Affairs-Winter Haven

11 Faculty Members from AA Programs (balanced or rotated by campus):

2 Faculty Members from English

1 Faculty Member from Developmental Reading/Writing or College Success Faculty

2 Faculty Members from Humanities

2 Faculty Members from Social Sciences

2 Faculty Members from Mathematics

2 Faculty Members from Natural Sciences

4 Faculty Members/Program Directors from AS/Bachelor Programs; must include one representative from a Bachelor Program

1 Advising Representative-Lakeland

1 Advising Representative-Winter Haven

Student Government Association officer-Lakeland

Student Government Association officer-Winter Haven

President's Staff Representative: Provost / Vice President, Academic Affairs

Resource Members: Learning Resources/TLCC-Lakeland Representative, Learning Resources/TLCC-Winter Haven Representative, Dean of Student Services-Lakeland, Dean of Student Services-Winter Haven, Director of Enrollment Services/Registrar, Vice President, Institutional Effectiveness, Accreditation and Research, Student Data Analyst, Academic Services Coordinator (District), Director of Instructional Technology and eLearning, Director of Student Financial Services

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 topics that will improve the work environment for career employees.

Membership:

7 Career Employees (**Chair** selected from among these employees)

President's Staff Representative: Vice President for Administration and Chief Financial Officer

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College Calendar Committee [17]

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

Membership:

Dean of Student Services
Dean of Academic Success
Director of Enrollment Services/Registrar
Student Data Analyst
2 Academic Affairs Representatives
2 Business Services Representatives
2 Learning Resources/TLCC Representatives
5 Faculty Members (must include one Charter High School Faculty Member)
1 Student Representative-Winter Haven
1 Student Representative-Lakeland

President's Staff Representative and Co-Chair: Provost / Vice President, Academic Affairs and Vice President for Student Services

Resource Members: 1 Collegiate High School Representative, 1 Chain of Lakes High School Representative, 1 Gateway High School Representative, 1 Faculty Senate Representative, Payroll Specialist, Director of Human Resources, 1 Ex-Officio Member

College Planning and Budget Council (PBC) [29]

Purpose: The College Planning and 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
Provost / Vice President, Academic Affairs
Vice President for Student Services
Vice President for Institutional Advancement
Vice President, Special Projects, Strategic Priorities and Growth
Associate Vice President for Communications and Public Affairs
District Dean, Workforce Education and Economic Development
Dean of Academic Affairs-Lakeland
Dean of Academic Affairs-Winter Haven
Dean of Academic Success
Dean of Student Services-Lakeland
Dean of Student Services-Winter Haven
Director of Equity and Diversity
Director of Facilities
Vice President, Institutional Effectiveness, Accreditation and Research and **Co-Chair**
Principal of Charter High School (rotating between High Schools)
Director of Corporate College
Director of Human Resources
Director of Instructional Technology and eLearning
Chief Information Officer

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Faculty Senate President
2 Faculty Human Resources Committee Representatives
2 Professional/Technical Human Resources Committee Representatives, including one Program Director/Coordinator
2 Career Human Resources Committee Representatives
President, Lakeland Campus Student Government Association
President, Winter Haven Campus Student Government Association

President's Staff Representative and Co-Chair: Vice President for Administration and Chief Financial Officer

Resource Members: Director of TLCC and Learning Resources-Lakeland, Director of TLCC and Learning Resources-Winter Haven, Director of Academic Success and Initiatives, Director of Grants Administration, Coordinator of Research/Reports, Director of Student Financial Services

College Safety Committee [14]

Purpose: To create and maintain an active interest in safety; serve as a facilitator of safety and health communication, make inspections, recommend methods for the elimination of hazards, and to provide information regarding the improvement of the safety program.

Membership:

Security Coordinator
Director for Risk Management and Safety and **Chair**
Human Resources Director
Aerospace Program Director
Director of Disability and Counseling Services
Continuing Education Industry Safety Coordinator
Facilities Plant Manager-Lakeland
Facilities Plant Manager-Winter Haven
1 Health Sciences Representative
1 Science Representative
1 Art Representative
1 Information Technology Representative
1 Student Representative-Lakeland
1 Student Representative-Winter Haven

President's Staff Representative: Vice President for Administration and Chief Financial Officer

Resource Member: Director of Facilities

College-wide Assessment Committee – Committee consists of three sub-councils:

1. General Education and Degree Programs Assessment Sub-council: responsible for monitoring learning outcomes assessment for general education/AA, AS, and BAS degrees.
2. Student and Academic Support Assessment Sub-council: responsible for monitoring assessment of academic support areas such as the TLCC, Student Services, etc.
3. Administrative Support Services Assessment Sub-council: responsible for monitoring assessment of non-academic areas such as Business/Finance department, Facilities, Polk State College Foundation, etc.

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Purpose:

1. Review institutional progress on learning and program outcomes assessment on a routine basis to contribute to accreditation and reporting requirements.
2. Clarify and communicate the learning and program outcomes assessment processes across the College as a continuous improvement model.
3. Provide outreach to departments/programs and administrative units in order to serve as a resource for best practices and expertise in structuring learning and program outcomes assessments, mapping outcomes in curricula, implementing assessments, and following up on results.
4. Guide, inform, and advise academic departments/programs and administrative units on making informed use of, and taking action based on, what is discovered through the process of outcomes assessment.
5. Facilitate communication of learning outcomes and insights about student learning, across areas of the College.
6. Make recommendations for resources, as necessary, to support routine/ongoing and new/innovative outcomes assessment work.
7. Stay informed on best practices in outcomes assessment in higher education through publications, professional organizations, and conferences.
8. Evaluate the structure and charge of the Committee itself on an annual basis, and recommend any changes to the Provost / Vice President, Academic Affairs.

I. General Education and Degree Programs Assessment Sub-council [33]

Membership:

Vice President, Institutional Effectiveness, Accreditation and Research and **Chair** (non-voting)

All appointed Assessment Coordinators (ACs) from the following departments:

Humanities, Communications, Natural Sciences, Mathematics, and Social and Behavioral Sciences

President's Staff Representative: Provost / Vice President, Academic Affairs

Resource Members: Dean of Academic Success, Dean of Academic Affairs-Lakeland, Dean of Academic Affairs-Winter Haven, Dean of Student Services-Lakeland, Dean of Student Services-Winter Haven, Associate Dean of Academic Affairs-Lakeland, Associate Dean of Academic Affairs-Winter Haven, Director of Enrollment Services/Registrar, Director of Learning Resources and TLCC-Lakeland, Director of Learning Resources and TLCC-Winter Haven

II. Student and Academic Support Assessment Sub-council [15]

Membership:

Director of Enrollment Services/Registrar and **Co-Chair**

Director of Student Activities and Leadership (rotating Lakeland, Winter Haven)

Director of Student Athletics

Dean of Academic Success

1 Information Assistant

1 Financial Aid Representative

1 Student Success Advisor-Winter Haven/Lake Wales

1 Student Success Advisor-Lakeland/Airside

1 Assistant Registrar

1 Associate Dean of Student Services

1 Instructional Technologist

1 Career Representative-Admissions/Registrar's office

1 Library/TLCC Representative
1 Faculty Member
Student Representative

President's Staff Representative: Vice President for Student Services

Permanent Voting Resource Members: Dean of Student Services-Lakeland, Dean of Student Services-Winter Haven, JDA Center Manager, Vice President, Institutional Effectiveness, Accreditation and Research and **Co-Chair**

III. Administrative Support Services Assessment Sub-council [7]

Membership:

Vice President, Institutional Effectiveness, Accreditation and Research and **Chair** (non-voting)
7 Administrative/Non-Academic Support Services Staff, one from the following departments/offices:
Equity and Diversity
Business/Finance
Facilities
Human Resources
Communications and Public Affairs
Strategic Initiatives
Foundation

President's Staff Representative: Vice President for Administration and Chief Financial Officer

Resource Members: Provost / Vice President, Academic Affairs, Dean of Academic Success

Distance Learning Committee [29]

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

Membership:

Director of Instructional Technology and eLearning and **Chair** (non-voting)
2 Faculty Members from Arts/Humanities*
2 Faculty Members from Letters*
2 Faculty Members from Science*
2 Faculty Members from Social Science*
2 Faculty Members from Health Sciences*
2 Faculty Members from Mathematics*
2 Faculty Members from the Charter High Schools*
2 Faculty Members from Non-Health Sciences Programs*
4 Program Directors from AS Programs (2 from Lakeland, 2 from Winter Haven)
1 Faculty Senate Representative
2 Instructional Technologists
2 Teaching/Learning/Computing Center Managers*
2 Student Services Staff Members*
2 Student Representatives*

* One from Lakeland and one from Winter Haven, if possible

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President's Staff Representative: Vice President, Special Projects, Strategic Priorities and Growth

Resource Members: Dean of Academic Success; Dean of Academic Affairs-Lakeland; Dean of Academic Affairs-Winter Haven; Associate Dean of Academic Affairs-Lakeland; Associate Dean of Academic Affairs-Winter Haven; Dean of Student Services-Lakeland; Dean of Student Services-Winter Haven; Director of Learning Resources-Lakeland; Director of Learning Resources-Winter Haven; Vice President, Institutional Effectiveness, Accreditation and Research; Director of Infrastructure and User Services; Director of Student Enrollment Services/Registrar

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 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:

4 Faculty Members

3 Members of Polk State College Foundation Board of Directors

President's Staff Representative and Chair: Vice President for Institutional Advancement and Executive Director, Polk State College Foundation

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.

Membership: (at recommendation of Faculty Senate)

7 Faculty Members:

2 Faculty Members from Arts, Social Sciences, Behavioral Sciences, Humanities or Communications

2 Faculty Members from Math or Science

1 Faculty Member from the Health Sciences

1 Faculty Member from Business, Engineering or Technology

1 Charter High School Representative

President's Staff Representative: Provost / Vice President, Academic Affairs

Global Initiatives Committee [19]

Purpose: The Global Initiatives Committee provides input, recommendation, and development of an international strategic direction for the College to include but not be limited to topics such as: global curriculum development and integration, special cross-cultural programming, international student recruitment and services, language services, education abroad, faculty international opportunities, and international risk management.

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Membership:

Dean of Academic Success

10 Faculty Members (includes one Faculty Senate Representative); 2 Faculty **Co-Chairs**

4 Administrative or Professional/Technical

1 Charter High School Representative

1 Student Services Representative

2 Student Representatives

President's Staff Representative: Provost / Vice President, Academic Affairs

Resource Members: Coordinator of Global Initiatives, Coordinator of Internship Experiential Learning, Director of Grants Administration, Foundation and Alumni, Director of Student Enrollment/Registrar, Accountant, Student Services Coordinator, Polk State Foundation Representative, AS Program Coordinator, Corporate College Representative, Lake Wales (JDA) Representative

Committee Chair should be rotated every 2 years

Ad-Hoc and Subcommittees should be designated as needed

Institutional Effectiveness Council (IEC) [26]

Purpose: The Institutional Effectiveness 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 Student Services

Vice President for Administration and Chief Financial Officer

Vice President, Special Projects, Strategic Priorities and Growth

Director of Enrollment Services/Registrar

Vice President, Institutional Effectiveness, Accreditation and Research and **Chair**

District Dean, Workforce Education and Economic Development

Dean of Academic Affairs-Lakeland

Dean of Academic Affairs-Winter Haven

Dean of Academic Success

Dean of Student Services-Lakeland

Dean of Student Services-Winter Haven

Administrative Services and Budget Liaison

4 Faculty (1 Business/Engineering/Technology, 1 Math/Science, 1 Arts/Social Sciences/Behavioral Sciences/Humanities/Communications, 1 Charter High School) - 2 Lakeland and 2 Winter Haven

1 Program Director-Lakeland

1 Program Director-Winter Haven

1 TLCC Representative

1 Library Representative

1 Instructional Technology and eLearning

1 Facilities Representative (District)

2 Career Employee Members (one from Lakeland and one from Winter Haven)

2 Student Representatives (one from Lakeland and one from Winter Haven)

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President's Staff Representative: Provost / Vice President, Academic Affairs

Resource Members: Assessment and Planning Specialist, Associate Vice President for Communications and Public Affairs

Institutional Review Board (IRB) [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.

Membership:

Academic Administrator
Director of Enrollment Services/Registrar
Director of Human Resources
Vice President, Institutional Effectiveness, Accreditation and Research and **Chair**
Director of Grants Administration
2 Faculty Members with research experience
1 Community Representative
1 Alternate Community Representative (Community Representative Proxy)

President's Staff Representative: Provost / Vice President, Academic Affairs

Institutional Technology Committee [21]

Purpose: The charge of the Institutional Technology Committee is to vet ideas, suggestions, strategies, and possible directions for technology at Polk State College. The committee would present recommendations to the President's Staff for consideration.

Membership:

Chief Information Officer and **Chair**
Associate Vice President for Communications and Public Affairs
Director of Enrollment Services/Registrar
Vice President, Institutional Effectiveness, Accreditation and Research
1 Library/TLCC Representative
Dean or Associate Dean of Academic Affairs
Dean or Associate Dean of Student Services
1 Corporate College Representative
1 Foundation Representative
1 Information Technology and Services Representative
2 Finance Representatives
5 Faculty Members
1 Faculty Senate Representative
1 Charter High School Faculty Representative
1 Lake Wales Representative
1 Workforce Program Director Representative

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President's Staff Representative: Vice President, Special Projects, Strategic Priorities and Growth

Resource Members: Director of Infrastructure and User Services, Coordinator of Classroom Technology, Facilities Representative, Director of Instructional Technology and eLearning, Faculty Representative, Information Technology and Services Representative

Learning Resources Advisory Committee [17]

Purpose: The Learning Resources Advisory Committee is charged with 1) reviewing Learning Resources policies and procedures and making suggestions to the Learning Resources staff for improvement; 2) providing input regarding student, staff and faculty resource and service needs; and 3) serving as Learning Resources contacts for their departments or areas of interest.

Membership:

Director of Learning Resources, **Co-Chair**-Lakeland

Director of Learning Resources, **Co-Chair**-Winter Haven

10 Faculty/Program Representatives (5 from each campus)

English

Math

Natural Science

Social Science

Humanities

Health Sciences

Non-Health AS Program

Education

Bachelor's Program

Charter High School

1 Library Representative

1 TLCC Representative

1 Career Representative

2 Student Representatives (one from Lakeland and one from Winter Haven)

President's Staff Representative: Provost / Vice President, Academic Affairs

Resource Members: Dean of Academic Affairs-Lakeland, Dean of Academic Affairs-Winter Haven

Marketing Committee [15]

Purpose: To develop, evaluate, and recommend a consistent, integrated strategy of marketing the College, both internally and externally, by emphasizing Polk State' 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-Lakeland

Dean of Student Services-Winter Haven

Director of Instructional Technology and eLearning

Director of Corporate College

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Director of Enrollment Services/Registrar
2 Faculty Representatives (one from each campus)
1 Administration/Chief Financial Officer Representative
1 Foundation Representative
2 Career/Professional Technical Representatives
4 Student Representatives

President's Staff Representative and Chair: Associate Vice President for Communications and Public Affairs

Resources Members: 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 Staff Representative
3 Faculty Members
2 Career Employees
2 Professional/Technical Employees
1 College Student Ombudsman-Lakeland
1 College Student Ombudsman-Winter Haven
2 Student Representatives

President's Staff Representative and Chair: Director of Equity and Diversity

Resource Members: Director of Disability and Counseling Services – requested as needed

If there are issues on which the College desires to include input from the non-Polk State College 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] [7]

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:

7 Professional/Technical employees (**Chair** selected from among these employees)

President's Staff Representative: Director of Equity and Diversity

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 Staff Representative
- 4 Faculty Members
- 2 Career Employees
- 2 Professional/Technical Employees

President's Staff Representative: Provost / Vice President, Academic Affairs

Resource Members: Controller, Senior Accountant

Student Services Council (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 to students and other customers. Dependent upon the subcommittee configuration, the committee is responsible for hearing a variety of student 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.

A. Student Services Quality Council (SSQC) [26]

Membership:

- Director of Enrollment Services/Registrar
- Assistant Registrar-Lakeland
- Assistant Registrar-Winter Haven
- 1 Student Services Coordinator (rotating Lakeland and Winter Haven)
- 2 Faculty Members from the Arts or Social Sciences (at least one must be from English)
- 1 Faculty Member from a Bachelor Degree Program
- 1 Faculty Member from Business, Engineering, or Technology
- 1 Faculty Member from the Health Sciences
- 2 Faculty Members from Math or Science faculty (at least one must be from Math)
- 4 Student Success Advisors (at least one must be from Winter Haven/JDA and one from Lakeland/Airside)
- 1 Program Director from Business, Engineering, or Technology
- 1 Program Director from the Health Sciences
- 1 Academic Administrator
- 3 Student Services Career Employees (at least one must be an Information Assistant and one must be from the Admissions/Registrar's office)
- 2 Financial Aid Career Employees
- Director of Student Activities and Leadership (rotates between Lakeland and Winter Haven)
- 2 Student Representatives

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President's Staff Representative: Vice President for Student Services

Resource Members: Director of Student Financial Services, Director of Student Athletics, Associate Dean of Student Services-Lakeland, Associate Dean of Student Service-Winter Haven, Graduation Coordinator, Library/TLCC Representative

Campus Representatives: Dean of Student Services-Lakeland (**Co-Chair**); Dean of Student Services-Winter Haven (**Co-Chair**); JDA Center Manager

B. Academic Hearing Committee [10]

[This committee is prescribed by *Polk State College Procedure 1018*.]

Membership:

7 Faculty Members from SSQC

1 Health Sciences Representative (i.e., Faculty Member or Program Director) from SSQC

1 Student Services Representative from SSQC

1 Student Representative from SSQC

President's Staff Representative and Chair: Provost / Vice President, Academic Affairs

Campus Representative: Dean of Student Services

Recording Secretary: Administrative Assistant to the Dean of Student Services

C. Discipline Committee [13]

Membership:

7 Faculty Members from SSQC

2 Student Success Advisors from SSQC

1 Program Director from Health Sciences, Business, or Technology from SSQC

1 Student Services Coordinator from SSQC

2 Student Representatives from SSQC

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

Campus Representative: Dean of Student Services

Recording Secretary: Administrative Assistant to the Dean of Student Services

D. Equity Committee [13]

Membership:

7 Faculty Members from SSQC

2 Student Success Advisors from SSQC

1 Program Director from Health Sciences, Business, or Technology from SSQC

1 Student Services Coordinator from SSQC

2 Student Representatives from SSQC

President's Staff Representative: Vice President for Student Services

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Chair: Dean of Student Services (campus based)

Recording Secretary: Administrative Assistant to the Dean of Student Services

E. Petitions Subcommittee [15]

[This committee is prescribed by *Polk State College Procedure 5023*.]

Membership:

7 Faculty Members from SSQC
2 Student Success Advisors from SSQC
1 Program Director from Health Sciences, Business, or Technology from SSQC
1 Student Services Coordinator from SSQC
1 Financial Aid Member from SSQC
Director of Enrollment Services/Registrar
2 Student Representatives from SSQC

President's Staff Representative: Vice President for Student Services

Co-Chairs: Dean of Academic Affairs-Lakeland/Winter Haven, Dean of Student Services-Lakeland/Winter (rotating)

Resource Member: Director of Student Financial Services

F. Residency Appeals Committee [5]

[This committee is a required by *Senate Bill 1696*.]

Membership:

Director of Enrollment Services/Registrar
Assistant Registrar-Lakeland
Assistant Registrar-Winter Haven
JDA Center Manager
Student Data Analyst

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

Resource Member: Director of Student Financial Services

G. Substitutions/Waivers Sub Committee [8]

[This committee is prescribed by *Polk State College Procedure 6066*.]

Membership:

1 Faculty Member from Arts or Social Sciences from SSQC
1 Faculty Member from Math or Science Faculty from SSQC
1 Faculty Member from Business, Engineering, Technology, or Health Sciences from SSQC
1 Student Services Coordinator from SSQC
2 Student Representatives from SSQC
Dean of Academic Affairs-Lakeland – **Co-Chair**
Dean of Student Services-Lakeland – **Co-Chair**

President's Staff Representative: Vice President for Student Services

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Resource Members: Associate Dean of Student Services-Lakeland, Associate Dean of Student Services-Winter Haven, Director of Enrollment Services/Registrar, Graduation Coordinator

Textbook Affordability Committee [22]

Purpose: In accordance with *Florida Statute 1004.085* and to ensure that instructors and students have easy access to textbook cost information; create awareness of quality, affordable textbook and course material options; monitor textbook costs; and keep up with changes in the textbook industry which might lower costs to students.

Membership:

Dean of Academic Success
Dean of Academic Affairs (rotating Lakeland, Winter Haven)
Dean of Student Services (rotating Lakeland, Winter Haven)
1 English Department Coordinator
1 College Success Department Coordinator
1 Humanities Department Coordinator
1 Social Sciences Department Coordinator
1 Mathematics Department Coordinator
1 Natural Sciences Department Coordinator
5 Program Directors (including at least one BS Program Director)
1 Faculty Senate Representative
2 Faculty Members from any area (including as least one online instructor)
1 Librarian (rotating Lakeland, Winter Haven)
1 Instructional Technology Representative
1 Advising Representative
2 Student Government Association Officers

President's Staff Representative: Provost / Vice President, Academic Affairs

Resource Members: Lakeland and Winter Haven bookstore managers, Honors Coordinator Representative, Financial Aid Representative, Charter High School Representative, JDA Representative, Business office Representative

Website Advisory Committee (WAC) [14]

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

Membership:

Associate Vice President for Communications and Public Affairs and **Chair**
Director of Instructional Technology and eLearning
Executive Assistant to the President
Chief Information Officer
1 Representative from Academic Affairs
1 Representative from Student Services
1 Representative from the Office of Administration/CFO
1 Representative from the Foundation
1 Faculty Member from the Arts or Social Science
1 Faculty Member from Math or Science

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- 1 Faculty Member or Program Director from the Health Sciences
- 1 Faculty Member or Program Director from the Non-Health Science AS Programs
- 1 Representative from Learning Resources
- 1 Representative from Information Systems
- 1 Representative from Faculty Senate

President's Staff Representative: Vice President, Special Projects, Strategic Priorities and Growth

Resource Members: Media Production Representative, Instructional Technologist, Director of Enrollment Services/Registrar

Workforce Education Quality Council (WEQC)

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, Workforce Education and Economic Development and **Chair**

Health Sciences Sub-Council:

All Health Sciences Program Directors and Program Coordinators

All Clinical Coordinators

1 Representative from Student Services/Advising

Business/Engineering/Technology Sub-Council:

All Non-Health Sciences Program Directors and Program Coordinators

1 Representative from Corporate College

1 Representative from the Institute of Public Safety

1 Representative from Student Services/Advising

President's Staff Representative: Provost / Vice President, Academic Affairs

Resource Members: Dean of Academic Affairs-Lakeland; Dean of Academic Affairs-Winter Haven; Director of Enrollment Services/Registrar; Vice President, Institutional Effectiveness, Accreditation and Research; Career Pathways Coordinator; Coordinator of Internship and Experiential Learning