



**NORTHWEST FLORIDA
STATE COLLEGE**

ADMINISTRATIVE GOVERNANCE

- **COUNCILS**
- **STANDING
COMMITTEES**
- **ADMINISTRATIVE
GROUPS**

2009-10

OVERVIEW

The Board of Trustees is the policy-making body of the Northwest Florida State College (NWFSC); the President of the College is responsible for the administration and implementation of policies, involving students, faculty, staff, and administration as appropriate.

To ensure ongoing participation of the various college constituencies, the following councils, standing committees, and administrative groups contribute to the internal governance of NWFSC by establishing procedures, interpreting policies, discussing college issues, and developing, implementing, and evaluating programs and services.

Councils

- Executive Council
- College-wide Council
- College Technology Council

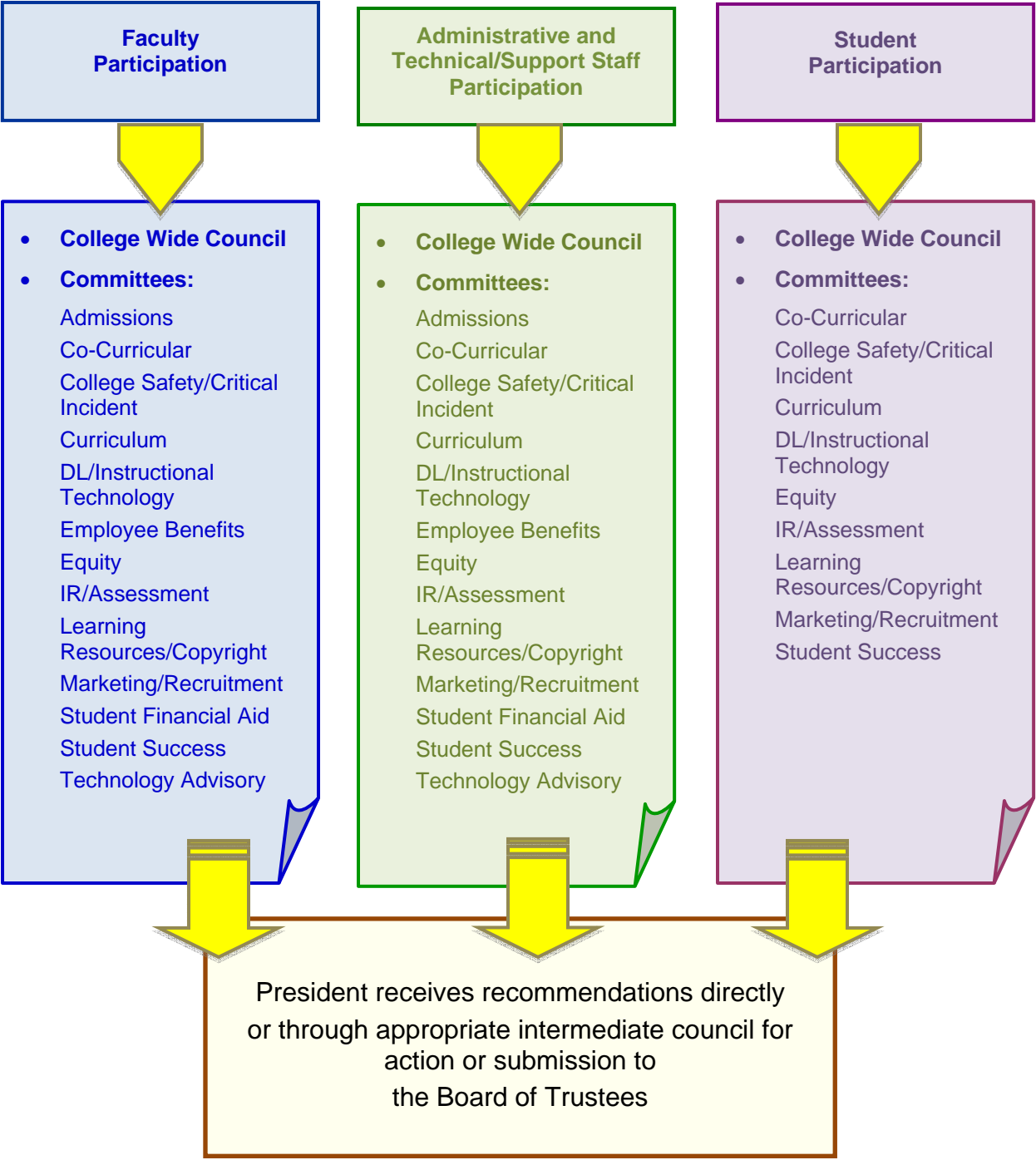
Standing Committees

- Admissions Committee
- Co-Curricular/Student Activities Committee
- College Safety and Critical Incident Committee
- Curriculum Committee
- Distance Learning/Instructional Technology Committee
- Employee Benefits Committee
- Equity Committee
- Institutional Research and Assessment Committee
- Learning Resources and Copyright Committee
- Marketing and Recruitment Committee
- Student Financial Aid Committee
- Student Success/Learning Support Committee
- Technology Advisory Committee

Administrative Groups

- Administrative Staff
- VPI Staff

Constituent Groups Participation in College Governance



COUNCILS

EXECUTIVE COUNCIL

The Executive Council is composed of the senior college administrative staff and serves as the primary advisory body to the president regarding college operations and implementation of policy. The group reviews recommendations and considers issues identified by Council members or by various committees and administrative groups. The Council provides operational guidelines and policy interpretations as needed.

COLLEGE-WIDE COUNCIL

The College-wide Council is a twenty-nine member group with representation from administration, faculty, career service, adjunct faculty, and students. Faculty members comprise the largest number of participants; selected administrators serve as ex officio members. The group is charged with four main responsibilities: 1) to review and develop college-wide policy for recommendation to the president and to the Board of Trustees, 2) to assess progress on the Strategic Plan and make recommendations for updating the plan, 3) to review and make recommendations to the president regarding the college mission and goals, and 4) to serve as a forum for discussion and consideration of college-wide issues and concerns.

The College-wide Council serves as the primary vehicle for involving the faculty in planning, decisions, and college governance.

COLLEGE TECHNOLOGY COUNCIL

The College Technology Council is responsible for reviewing and recommending the college-wide technology plan, including prioritization of strategic initiatives affecting the broad areas of information technology, such as electronic communication, telephones, mainframe/server functions, and administrative software. The group also considers changes and additions to technology-related policies, as well as receives, reviews, and acts on recommendations from the Technology Advisory Committee and other college groups. The Council meets as needed to address college-wide technology issues.

Membership includes the Executive Council plus key technical professional staff members.

STANDING COMMITTEES

The NWFSC Standing Committees are composed of faculty and staff from various areas of the college to give a cross-section of input into committee deliberations.

The committees contribute to the internal governance of the college through consideration of policies, practices, and issues that are brought before the members in open meetings. Committee deliberations may result in the general dissemination of information, quality improvement initiatives, special projects, or recommendations regarding policies and

procedures. Membership on the standing committees is by faculty and staff choice and by appointment of the president. The resource person for each committee is the administrator or staff person most closely associated with the program area of the committee. Minutes of committee deliberations serve as the official committee record, and are housed in the office of the committee's resource person/administrator.

ADMISSIONS COMMITTEE

The purpose of the Admissions Committee is to review and make recommendations regarding petitions from suspended students seeking readmission to the college. The committee is available to consult with departments who may be developing criteria for a limited admission program and may also review applications that are exceptions to the normal rules for admission, making recommendations to the Associate Dean/Registrar and/or the President as appropriate. The college's open-door/equitable access mission and commitment to programs of quality and integrity guide recommendations.

Membership is drawn from faculty, administrative, and professional/support staff members; a significant majority of the members are drawn from the faculty; the chairperson is a member of the faculty. Because the committee works with confidential student information, there are no student representatives on this committee.

CO-CURRICULAR/STUDENT ACTIVITIES COMMITTEE

The Co-Curricular/Student Activities Committee is responsible for reviewing the existing co-curricular and student activities programs of NWFSC and making recommendations to the President concerning ways to improve opportunities for students. The committee also assists in and/or reviews the program evaluations and assessment results for the various co-curricular activities. Ideally, committee members are familiar with the policies and procedures of the Florida Community College Activities Association (FCCAA) and the National Junior College Athletic Association (NJCAA).

Membership is drawn from faculty, administrative, and professional/support staff members; a significant majority of the members are drawn from the faculty; the chairperson is a member of the faculty. When available, a student representative serves on this committee.

COLLEGE SAFETY AND CRITICAL INCIDENT COMMITTEE

The Safety and Critical Incident Committee is responsible for helping ensure the safety of students, faculty, staff, and visitors to the campuses and centers of NWFSC. The committee monitors best practices in campus safety and shares suggestions for improvement with the Executive Council. In addition, the committee is responsible for drafting, updating, and evaluating the college safety plans.

Membership is drawn from faculty, administrative, and professional/support staff members; a significant majority of the members are drawn from the faculty. Selected projects of the committee also include participation by a student representative.

CURRICULUM COMMITTEE

The Curriculum Committee is the internal body charged with the primary responsibility for the review and approval of the college curriculum. The committee is responsible for ensuring courses and programs are consistent with the college mission and goals, are commensurate with community needs, adhere to established state, local, and regional/national accreditation requirements, and meet the college's usual standards of quality and integrity.

In addition, the committee reviews and approves routine academic and student services guidelines, standards and procedures, recommends policy changes, and serves as a forum for the discussion and assessment of student success.

The committee membership includes faculty representatives, all of whom are voting members, and instruction and student services administrators, some of whom are voting members and some of whom are non-voting members. An academic dean or vice president facilitates the committee, and the Office of Instructional Services maintains minutes. All actions of the committee are by majority vote and are recorded in the minutes, which are posted on the college intranet and distributed directly to all committee members.

The committee relies on the *NWFSC Curriculum Procedures and Guidelines Manual* in conducting its business.

DISTANCE LEARNING AND INSTRUCTIONAL TECHNOLOGY COMMITTEE

This committee provides the venue for faculty participation in planning and decision-making related to the distance learning program and the use of instructional technologies to enhance learning. In particular, the committee is charged with reviewing and making recommendations regarding student success strategies, course design, delivery methods, learning support, distance delivery policies, faculty training/professional development related to technology, student-based technology training, and other matters of instructional effectiveness in the distance learning program.

The committee also works with the Office of Student Activities, the Continuing Education Department, and the Leadership Institute to sponsor and conduct events that promote awareness of, access to, and expertise in technology.

In addition, the committee assumes a key role in the distance learning and LTech program evaluation process, considering the results of institutional research, reviewing distance learning assessment activities, and recommending enhancement initiatives. Policy and procedure recommendations are reviewed for action and implementation by the college Curriculum Committee and/or the Executive Council.

Membership is drawn from faculty, administrative, and professional/support staff members; a significant majority of the members are drawn from the faculty; the chairperson is a member of the faculty. When available, a student representative serves on this committee.

EMPLOYEE BENEFITS COMMITTEE

The Employee Benefits Committee is responsible for reviewing the benefits provided to college employees such as health and life insurance coverage, retirement benefits, retirement incentive plans, and other special benefits for college employees. The committee works with the Vice President for Administrative Services in the review of insurance proposals made to the College. Recommendations of the committee are made to the College President. Membership is drawn from faculty, administrative and professional/support staff members.

EQUITY COMMITTEE

The Equity Committee assists in the preparation and review of the annual Equity Plan of the College. The committee recommends the Equity Plan to the College President who presents it to the Board of Trustees for approval. The committee is responsible for making recommendations to the College President to increase employee sensitivity and commitment to a diverse and equitable work and study environment.

In addition, committee members participate as needed in the college's employment search and interview processes. The Equity Committee recognizes the ever-changing nature of society and is committed to promoting equity and access for all programs, activities, and services of the college.

Membership is drawn from faculty, administrative, and professional/support staff members; a significant majority of the members are drawn from the faculty; when available, a student representative serves on this committee.

INSTITUTIONAL RESEARCH AND ASSESSMENT COMMITTEE

The Institutional Research and Assessment Committee is a support and review group that assists other committees, departments, and individuals with research-related issues. The committee consults on the content and direction of the NWFSC research and assessment newsletter, *Insight*, and reviews the various college-wide evaluation and effectiveness reports to suggest follow-up research. The committee also assists in the development and review of student learning outcomes and designing research to help strengthen and interpret the evaluation of outcomes. The group meets as needed or upon the request of an individual, department, committee, or other administrative group seeking guidance with research and assessment.

Membership is drawn from faculty, administrative, and professional/support staff members; a significant majority of the members are drawn from the faculty; the chairperson is a member of the faculty. When available, a student representative serves on this committee.

LEARNING RESOURCES AND COPYRIGHT COMMITTEE

The Learning Resource and Copyright Committee assists in formulating LRC goals, promoting communication among college personnel and students, implementing the LRC program, and facilitating change in the College's instructional support environment. This

Committee also assists the college in ensuring compliance with copyright statutes and provides support to educate faculty and staff about copyright issues. The Learning Resources and Copyright Committee settles written appeals to web filtering decisions that are brought to the committee by the designated administrator.

Membership is drawn from faculty, administrative, and professional/support staff members; a significant majority of the members are drawn from the faculty; the chairperson is a member of the faculty. When available, a student representative serves on this committee.

MARKETING AND RECRUITMENT COMMITTEE

The Marketing and Recruitment Committee is responsible for developing and monitoring the college marketing plans, working with the Coordinator of Recruitment, the Director for Marketing and Public Relations, and other key marketing-related personnel. This committee tracks best practices and provides suggestions for enhancing recruitment and overall college advancement efforts. Recommendations are forwarded to the Executive Council or program staff as appropriate.

Membership is drawn from faculty, administrative, and professional/support staff members; a significant majority of the members are drawn from the faculty; the chairperson is a member of the faculty. When available, a student representative serves on this committee.

STUDENT FINANCIAL AID COMMITTEE

The Student Financial Aid Committee serves as an appeals committee for students suspended from financial aid for failing to comply with Standards of Progress and serves as a selection committee for applicants to certain scholarship programs. The committee also assists in and/or reviews the regular program review of student financial aid services.

Membership is drawn from faculty, administrative, and professional/support staff members; a significant majority of the members are drawn from the faculty; the chairperson is a member of the faculty. Because the committee works with confidential student information, there are no student representatives on this committee.

STUDENT SUCCESS/LEARNING SUPPORT SERVICES COMMITTEE

The mission of the Student Success Committee is to consider and make recommendations regarding the NWFSC college preparatory curriculum, college-wide learning support services, success and retention strategies, and related issues. Policy and procedure suggestions are referred to the VPI Staff and/or Curriculum Committee for further review and/or action as appropriate. The overall goal of the committee is to enhance student outcomes. The objectives of the group are:

1. To make recommendations for the enhancement of learning support services;
2. To develop and recommend strategies for student retention and success across all courses and programs;

3. To ensure quality and consistency in the college prep curriculum;
4. To monitor student outcomes in the college prep curriculum;
5. To assist in the development and assessment of general education outcomes; and
6. To review and make recommendations regarding the accountability outcomes measures and related measures of institutional effectiveness

Membership is drawn from faculty, administrative, and professional/support staff members; a significant majority of the members are drawn from the faculty; the chairperson is a member of the faculty. When available, a student representative serves on this committee.

TECHNOLOGY ADVISORY COMMITTEE (Formerly College Technology Committee)

Technology Advisory Committee (TAC), formerly the College Technology Committee, serves as an “applications roundtable” and provides a consistent forum for technology subject matter experts at the college to address current and future challenges with regard to technology services and infrastructure. The committee coordinates as appropriate with related groups such as the Distance Learning/ Instructional Technology Committee. Recommendations for policy and procedural changes are submitted to the College Technology Council for review and action.

Membership is drawn from faculty, administrative, and professional/support staff members.

ADMINISTRATIVE GROUPS

ADMINISTRATIVE STAFF

The Administrative Staff group includes the key administrative and supervisory staff reporting to the Vice President for Administrative Services. The group meets to address operational and planning issues in the administrative services areas. Members set work priorities, assess operations, develop and clarify operating procedures in the administrative area, and make recommendations that the vice president may present to the Executive Council for review and action.

VPI STAFF

The VPI Staff group includes the key instructional and student services supervisory staff reporting to the Senior Vice President, Instruction and Student Services. The group meets to address operational and planning issues in the instructional services areas. Members set project priorities, assess program and student outcomes, develop and clarify operating procedures in the instruction and student services areas, issue guidelines to assist faculty and instructional services staff, and make recommendations that the vice president may present to the Curriculum Committee or the president for review and action.

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