

# College Committees

Standing committees serve an important function in the implementation of College objectives and in long-range planning. Through designated committees, faculty and staff members are given opportunities to make recommendations and suggestions to the College administration relative to operations and policies.

## Standing Committees

Purpose Statements & Structure

### Curriculum Committee

The purpose of the Curriculum Committee is to review recommendations from discipline specific committees which relate to curriculum, course and program development and/or changes in current offerings. The committee will ensure the curriculum is comprehensive and responsive to needs of students and the college communities while adhering to the policies and guidelines of SACSCOC, ACCS, and BSCC.

#### **Curriculum Chairperson**

Elected according to committee's By-Laws.

#### **Curriculum Membership Structure**

- Instructional Discipline Chairpersons
- College-wide Instructional Deans
- Distance Ed Division Chair
- Dean of Students
- Director or IE & Research
- Director of Financial Aid
- Dean of Instruction (Ex-Officio)

### Diversity Committee

The Diversity Committee is committed to valuing diversity and recognizes the critical role of an educational institution in preparing its students, faculty, and staff to become contributing members of the global community. The committee promotes conversation, exchange, and an increased awareness of diversity issues affecting the college community.

#### **Diversity Chairperson**

Appointed by President's Cabinet with two-year term limit.

#### **Diversity Membership Structure**

- 4 Faculty
- 4 Staff
- Dean of Students (Ex-Officio)

### Finance Committee

The purpose of the Finance Committee is to ensure the long-term viability of the College. In that process, the committee will recommend policies and procedures that work toward maximizing efficiency of the limited resources of the College.

**Finance Chairperson**

Determined by relevant College position.

**Finance Membership Structure**

- 2 Central Business Office Personnel
- Director of Safety & Security
- 1 Instructional Dean
- IT Representative
- 2 Faculty
- 1 SS Representative
- 1 Campus Maintenance Supervisor
- Dean of Finance (Ex-Officio)

## Financial Aid & Scholarship Committee

The purpose of the Financial Aid / Scholarship Committee is to review and recommend financial aid and scholarship policies and procedures. This committee ensures that the delivery of student financial aid equitably supports the mission and goals of the college.

**Financial Aid & Scholarship Chairperson**

Determined by relevant College position.

**Financial Aid & Scholarship Membership Structure**

- Director of Financial Aid
- 1 Instructional Administrator
- Directors of SS (4)
- 1 Faculty Member or Campus Chair from each campus
- Dean of Students (Ex-Officio)

## Institutional Effectiveness

The Institutional Effectiveness Committee provides broad representation from the College community and is responsible for reviewing the assessment processes and instruments at BSCC. The committee members serve as advocates and mentors for institutional effectiveness within their functional units. They ensure that all institutional effectiveness processes are beneficial to the College stakeholders while also meeting the federal, state, and regional accrediting requirements.

**Institutional Effectiveness Chairperson**

Determined by relevant College position.

**Institutional Effectiveness Membership Structure**

- Director of Institutional Effectiveness & Research
- 3 Faculty
- 1 Staff
- Business Office Representative
- IT Representative
- 1 Director of Student Services
- Dean of Instruction (Ex-Officio)

## Professional Development

The Professional Development committee will be responsible for developing and recommending professional development opportunities for all employees of the College. This will include responsibility for recommending the program for the Annual Professional Development Day at the beginning of each academic year as well as programs offered on each campus throughout the year.

### **Professional Development Chairperson**

Appointed by President's Cabinet – host campus personnel.

### **Professional Development Membership Structure**

- 2 Students Services Directors
  - Current Host SS Dir./Chair
  - Recent Host SS Director
- HR Director
- Director of Facilities & Security
- HR Representative
- 3 Division Chairpersons
- 3 Staff
- PR Director
- Site Maintenance Supervisor
- DE Chair
- Dean of Instruction (Ex-Officio)

## Safety & Security

The purpose of the Safety and Security Committee is to provide guidance, planning, and promotion of safety and security, to the extent possible, for all campus communities to ensure that procedures are in place for employees to report safety and security infractions; to monitor and update plans for emergency procedures; and to serve as an advisory committee to the President concerning campus safety and security.

### **Safety & Security Chairperson**

Determined by relevant College position.

### **Safety & Security Membership Structure**

- Director of Facilities & Security
- 2 Directors of Student Services
- PR Director
- 2 Maintenance Supervisors
- IT Representative
- Chief of Police
- Dean of Students (Ex-Officio)
- Dean of Instruction (Ex-Officio)

## Strategic Enrollment Management

The Strategic Enrollment Management Committee will continuously improve and help lead the College's comprehensive enrollment management process, to include instruction, marketing, recruitment, enrollment, and services to students. The committee will meet at least once in the fall and spring semesters to gauge ongoing performance outcomes as they relate to enrollment management.

**Strategic Enrollment Management Chairperson**

Determined by relevant College position.

**Strategic Enrollment Management Membership Structure**

- Director of Enrollment Management & Athletics
- Director of Institutional Effectiveness & Research
- PR Director
- 2 Directors of Student Services
- 4 SSI
- 4 Faculty
- 1 Staff
- 1 IT Representative
- 1 SSS
- Dean of Student Success (Ex-Officio)
- Dean of Students (Ex-Officio)
- Dean of Instruction (Ex-Officio)

## Technology

The Technology Committee will periodically review Technology policies, use of information technology within the institution and exploration of innovative applications to enhance data driven decisions. The Committee will meet periodically and ensure that the Technology Plan is current and relevant.

**Technology Chairperson**

Determined by relevant College position.

**Technology Membership Structure**

- IT Director
- Administrative Systems Manager
- eLearner/Instructional Designer
- Distance Ed Chair
- 1 Faculty per Division
- 4 Staff
- Dean of Instruction (Ex-Officio)