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02-27-95 (AC)		02-28-05

1. PURPOSE:

The purpose of this section is to define the purpose, authority, and membership of the college’s standing committees.

2. PROCEDURE:

Quality input into the decision-making process can be enhanced through the involvement of numerous people. The committee approach to involvement allows various ideas and opinions to be shared to form better decisions. Wayne Community College, therefore, relies upon various committees to develop, implement, and evaluate recommendations for improvement of the college. The purpose, authority, and membership of the college’s standing committees are defined as follows.

Admissions Committee

Purpose - To review admission policies and procedures of limited admission programs and recommend changes as needed.

To review qualifications of applicants for limited admission programs and recommend admissions decisions.

To hear and render decisions on appeals of initial admissions decisions.

To review admission policies and procedures for foreign applicants and recommend changes as needed.

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To review qualifications of foreign applicants and recommend admissions decisions.

Authority - To make recommendations to the director of Admissions and Records and the President.

Membership - Appointed by the President for two-year, rotating terms.

Ex officio: Director of Admissions and Records.

Adult High School Admissions Committee

Purpose - To review applications of students who have experienced attendance and/or discipline problems in the public schools or who have a criminal conviction (whether in public school or society).

Authority - To make recommendations to the Vice President of Continuing Education and the President on acceptance or denial of admissions.

Membership - Appointed by the President for two-year, rotating terms. Ex officio: Director of Counseling Services, Vice President of Continuing Education.

Benefits Committee

Purpose - To study and screen potential new or changes to existing employee benefits.

Authority - To make recommendations to the President and/or Board of Trustees.

Membership - Appointed by the President for an indefinite term.

Ex officio: Chief Financial Officer, Personnel Coordinator

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Community Relations Committee

Purpose - To disseminate information to the minority community concerning the various academic and support services offered by the college in an effort to recruit minorities.

Authority - To make recommendations and advise the President on issues of concern from the minority community.

Membership - Membership consists of the college African-American professional faculty and staff. Community membership consists of representatives from churches, civic organizations, sororities and fraternities from the African -American community.

Curriculum Committee

Purpose - To review and recommend current curriculum program/course changes.

To review and recommend requests for new curriculum programs of study or requests for curriculum deletions.

To review and recommend articulation agreements with secondary and post-secondary institutions.

To coordinate recommendations from advisory agencies, accrediting or certifying agencies and state offices affecting curricula.

To review, revise and recommend internal procedures/processes associated with curriculum committee functions and/or curriculum program approval.

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Authority - To make curricular recommendations to the President, the Administrative Council and the Curriculum Committee of the Board of Trustees.

Membership - A minimum of two representatives from each academic division (or one person for each 10 full time instructional faculty members per division; fractions are not to be considered) appointed by the President for two-year, rotating terms; the Senior Vice President of Student Services and Special Projects; the Vice President of Academic Affairs; the Director of Admissions and Records or designee; the College Transfer Counselor; and a representative from the College Council. Ex-officio (non-voting) members include: Associate Vice President of Student Services; Division Heads; Director of Library Services or designee; Director of Distance Education; Director of Job Placement/Cooperative Education; and the Director of Planning and Research.

The Vice President of Academic Affairs will serve as the Chairperson; the administrative assistant from the Vice President of Academic Affairs office will serve as secretary.

Developmental Education Committee

Purpose - To review and recommend policies governing developmental students.
 To review and recommend new courses in the developmental area.

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To biannually review the placement test cut off scores and make recommendations within the state guidelines.

To review procedures for the advisement of developmental students.

To review annually the performance factors related to developmental student progress, and subsequent course performance.

Authority - To make recommendations to the Vice President of Academic Affairs and President.

Membership - One representative from each of the following areas: Basic Skills, Academic Skills Center, Counseling, English, Reading, Math, and the CIS Departments.

The Developmental Education Advisor(s)

The Senior Vice President of Student Services

The Vice President of Academic Affairs

The Division Head for Arts and Sciences

The Director of Planning and Research

Disciplinary Review Committee

Purpose - To ensure proper due process by hearing any appeal submitted by a student who has received a sanction resulting from a violation of the Student Code of Conduct.

Authority - To adopt supplementary rules of procedure for the hearing consistent with the code.

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To render written advisory opinions concerning the meaning and application of the code.

To determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.

Membership - Three faculty/staff members appointed by the President.

Three student members appointed by the Student Government Association and approved by the President.

Ex-officio - Director of Counseling Services.

Committee members will serve one year from the beginning of fall semester through summer semester with replacements appointed, if necessary.

Editing Committee

Purpose - To review traditional print documents (anything of which 200 or more copies will be distributed) and electronic documents such as the college’s web page for clarity, grammar, syntax and conformity with established style manuals as well as overall style, readability, and design.

Authority - To suggest or make changes to documents before they are printed or posted electronically.

Membership - Appointed by the President for an indefinite term subject to review annually.

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Faculty Credentials Review Committee (FCRC)

Purpose - To ensure that faculty members meet the minimum requirements of the Southern Association of Colleges and Schools (SACS) to teach in the discipline in which they are hired.

To work with persons who hire in an effort to verify credentials of all active full-time and part-time curriculum instructors. (See CPM, 02-0108 - Faculty Credentials Review)

Authority - To make recommendations to the Vice President of Academic Affairs and the President. The President has the final authority to approve or deny a recommendation of the FCRC.

Membership - All members would be full-time regular employees. The President appoints the FCRC members for a two-year, rotating terms. After the initial appointments (2005 to 2007), the period of appointment will allow for annual replacement of one-half of the existing committee members.

Membership includes, but is not limited to: One representative from each academic division and the personnel coordinator or designee.

Financial Aid Committee

Purpose - To make recommendation on policy making decisions affecting the

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administration of financial aid to recipients and provide assistance in selecting scholarship recipients for programs administered through the college.

Authority - To make recommendations to the Associate Vice President / Student Development Services and the President.

Membership - Faculty/staff appointed by the President for two-year, rotating terms.

Student members appointed by the Student Government Association and approved by the President.

Ex officio - Associate Vice President / Student Development Services

Foundation Advisory and Mini-Grant Committee

Purpose - To study and screen a list of needs for potential funding by the Foundation of Wayne Community College, Inc.

To review and recommend mini-grants to be funded to the President.

Authority - To recommend a list of needs and mini-grants to the President.

Membership - Appointed by the President for two-year, rotating terms.

Ex officio - Executive Director of Foundation

Global Education Committee / Cultural Diversity

Purpose - To recommend programs and activities that promote the awareness and acceptance of global education and cultural diversity principles and practices for

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students, faculty and staff.

To review and revise as appropriate, the college’s Global Education and Diversity Plans

Authority - To make recommendations to the President on issues related to Global Education and Cultural Diversity.

Membership - Appointed by the President for two-year, rotating terms.

Library Committee

Purpose - To advise the library on policy matters and on the development and utilization of library resources. The committee serves as a liaison between the library and students, faculty and staff of the college.

Authority - To make recommendations to the Library Director and the President.

Membership - Three students who are active library users selected by the library director with input from the library staff.

Four faculty members representing each academic division and appointed by the President for two-year rotating terms.

A faculty member will serve as chairperson elected at the initial meeting of the year and the Library bookkeeper/secretary will serve as secretary.

Ex-officio - Library Director, Vice President for Academic Affairs

Management Information Systems Advisory Committee

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Purpose - To study issues dealing with processing of information.

To establish priorities for project requests.

To review information system operations and make recommendations, if required.

Authority - To make recommendations to the Director of Information Systems and the President.

Membership - Appointed by the President for two-year, rotating terms.

Ex-officio - Director of Information Systems, Asst. Director of Information Systems

Planning Council

Purpose - To provide direction, leadership and oversight for the college’s planning and institutional effectiveness process.

To serve as liaisons for the planning groups and units serving as resource persons within their area.

To recommend priorities for budget integration.

Authority - To make recommendations to the President.

Membership - Sixteen members, representing all planning groups, appointed by the President for two-year, rotating terms and fourteen permanent members as designated by key administrative positions.

Residence Appeals Committee

Purpose - To act as the President’s delegate in hearing and deciding initial residence

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classification appeals and to process cases appropriately appealed to the State Residence Appeals Committee.

Authority - To make decisions on initial residence classification appeals and to make recommendations to the President.

Membership - Appointed by the President to two-year, rotating terms.

Ex officio - Assistant Director of Admissions and Records

Safety Committee

Purpose - To promote the safety, health and general well-being of the students, faculty and staff.
To conduct periodic safety inspections.

Authority - To make recommendations to the President.

Membership - Appointed by the President for two-year, rotating terms.

Ex officio - Facility Operations Superintendent

Shared Leave Committee

Purpose - To review requests for shared leave.

Authority - To make recommendations to the President.

Membership - Appointed by the President for an indefinite term subject to review annually.

Staff Development Committee

Purpose - To promote personal and professional growth for faculty and staff.

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To review and screen requests for staff development funds.

Authority - To approve staff development fund requests and make recommendations to the President.

To design and implement staff development programs for all employees.

Membership - Appointed by the President for three-year, rotating terms.

Ex officio - Director of Planning and Research, Personnel Coordinator

Technology Committee

Purpose - To promote the effective use of any technology that facilitates, enhances, and/or supports the learning process.

Authority - To act as an advisory committee to the President for policies and procedures relating to the application and use of technology.

To review and recommend changes to the Technology Plan for the college.

To appoint subcommittee (Distance Education/Web-enhanced Instruction) of the Technology Committee in consultation with the Vice President of Academic Affairs to promote, evaluate, and make recommendation for Distance Education and Web-enhanced Instruction.

Membership - The Technology Committee chairperson and the rotating members will be selected by the President. The Technology Committee is composed of the

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following:

Permanent Members

Director of Educational Support Technologies, Vice President of Academic Affairs, Director of Information Systems, Director of Computer Programs, Continuing Education, Director of Library

Rotating Members - Two Year Terms Representing:

Business, Computer, Agriculture/Natural Resources Division, Arts and Sciences Division, Allied Health/Public Services/Human Services Division, Applied Technologies Division, Student Services, Continuing Education, Information Systems

Ex-officio Members

Director of Planning & Research