



Calhoun Community College

Committee Handbook

Approvals

Faculty Senate: January 19, 2016

Support Personnel Advisory Board: February 16, 2016

President: March 11, 2016

Showing revisions to June 23, 2020

**CALHOUN COMMUNITY COLLEGE
COMMITTEE HANDBOOK**

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Calhoun Community College

College Committee Handbook

We hereby approve this handbook, and the committee system it describes, as revised,
for use by Calhoun Community College



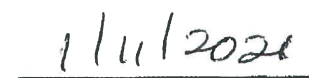
Rhonda Coffelt, President, Faculty Senate



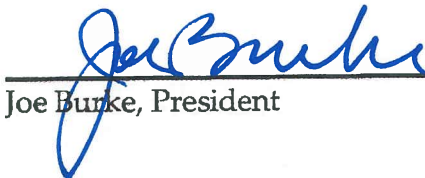
Date



Natalie Couch, Chair, Support Personnel Advisory Board



Date



Joe Burke, President



Date

Revised 8/27/2019

Representative Body Report

STATEMENT OF PRINCIPLES

- The committee system must encourage and accomplish shared governance by involving all college personnel in the planning and execution of college policies and procedures.
- Each committee must improve the efficiency of the college and help it achieve our mission of student success.
- Each committee must encourage and assist the free exchange of ideas and information.
- Excepting those committees which conduct hearings or other proceedings involving student or personnel issues, all committee meetings are to be open to all college employees, and all committee proceedings must be reported to the college community by being posted, as soon as possible, in the appropriate place on the college website.
- Representation on committees must be broad, inclusive, and fair. Members should be drawn to provide representation from all campuses and off-campus sites as well as from a variety of departments and work units. Committee staffing should seek to achieve rotation in membership and fairly shared responsibilities.
- Initiatives for changes in college policy and procedures must be discussed and evaluated by those affected or involved, and committees must ensure that this occurs.
- Committees must seek to make effective use of the talents and skills of faculty, staff, and administrators.
- College committees will be formed only to deal with matters which are of college-wide scope or involve members from many operating units of the college. Individual units of the college are encouraged to form working groups for more narrowly defined purposes.

TYPES OF COMMITTEES

1. Standing Committees are staffed annually and function on an ongoing basis.

There are two types:

- a. *Executive Committees* carry out particular tasks which require broad cooperation from employees across the college. Members are selected to represent the entire college.
 - b. *Advisory Committees* serve to ensure that proposals for changes in college policies and procedures are given careful consideration by those employees whose work would be affected and who are best placed to judge the effect of the proposed changes on student success. The purpose of each of these committees is to ensure that new initiatives are appropriate for the college and are implemented successfully. Members are drawn from the work units likely to be affected by policy and procedure changes appropriate to each committee.
2. *Ad hoc committees* are formed as needed to provide advice or proposals to the college on specific questions and issues that arise from time to time. These committees will be of limited duration and be disbanded once their task is completed. In no case shall an ad hoc committee function for more than one year. If the committee's task is deemed incomplete at that time, a new committee must be formed and staffed as described below.

Any college employee may request the formation of an ad hoc committee.

Requests should be made by memorandum to any member of the Committee on Committees and should include the following information:

- a. Purpose of the committee
- b. Rationale/nature of the issue to be investigated
- c. Optional: who should be considered for membership on the committee (e.g., faculty, staff, administrators, students, employees from particular operating units of the college)

STAFFING OF COMMITTEES

Staffing assignments

Standing committee (Executive or Advisory) staffing assignments shall be made each academic year by a Committee Staffing Working Group consisting of representatives of the Committees Committee, Faculty Senate, Support Personnel Advisory Board, the Vice President of Academic Affairs, and the Vice President of Student Services. All college employees shall be polled each year to indicate their standing committee assignment preferences and the results shall be used by the working group to staff the committees.

Ad hoc committee staffing assignments shall be made as needed by the working group, which may use a formal or informal poll to gauge employee interest in serving on the committee.

In all cases, the working group shall make its best effort in staffing committees to:

- honor employee preferences
- provide wide and balanced representation from all academic and support units, campuses, and sites
- best serve the needs of the college.

Consideration of members

For the purpose of staffing assignments, except where specified:

- Personnel assigned to the Alabama Center for the Arts and Limestone Correctional Facility will be considered to be Decatur Campus personnel.
- Members of the faculty of the Developmental Mathematics Department will be considered to be in the Department of Mathematics.

Definition of terms:

- “Administrator” includes all Schedule A, B, and C employees.
- “Faculty member” includes all Schedule D employees.
- “Staff” includes all Schedule E and H employees.
- “Non-voting members” may, and are expected to, attend all committee meetings and participate in committee discussions, but may neither make nor second motions nor vote.

GENERAL COMMITTEE REGULATIONS AND FUNCTIONS

1. Each committee shall have a Chair whose duties are to ensure that:
 - a. A Recording Secretary is chosen according to the committee's charter
 - b. Committee members are adequately informed of meeting times and locations
 - c. An agenda is provided for each meeting to committee members in a timely manner prior to each meeting
 - d. Meetings are held at the appointed or requested times
 - e. Accurate minutes are kept and posted for each meeting
 - f. The committee's reporting requirements are met.
2. Each committee shall have a Recording Secretary whose duties are to:
 - a. Arrange for meeting space
 - b. Record and maintain attendance of members at meetings
 - c. Take accurate minutes of all meetings and make them available to all committee members in a timely manner
 - d. Maintain a permanent record of meeting agendas and minutes
 - e. Excepting those committees which conduct hearings or other proceedings involving student or personnel issues:
 - i. Post notices of upcoming meetings on the Calhoun Community College website and elsewhere as appropriate
 - ii. Post meeting minutes for review by all college employees on the Calhoun Community College website and elsewhere as appropriate
 - f. Conduct correspondence with college employees or others as needed
 - g. Fulfill other duties at the request of the Chair.
3. A quorum shall consist of a simple majority of voting members.
4. Faithful participation by committee members is essential for the committee system to work. A committee member who fails to attend three successive meetings without presentation, in advance, to the Chair of the committee, a valid reason for the absences, shall forfeit membership of that committee.
5. The Committee Staffing Working Group shall fill any committee vacancies that arise.

6. Each committee has one or more Administrative Direct Reports to whom they should submit their findings and recommendations. It is the job of the Administrators to ask for additional information or clarification, before submitting the findings and/or recommendations to the President or other administrator as appropriate.

Behavioral Intervention Team

Executive Committee

Committee Reporting

The Behavioral Intervention Team (BIT) reports as follows:

- Cases involving students shall be reported to the Vice President of Student Services.
- Cases involving college employees shall be reported to the Director of Human Resources.
- All other cases, and all cases involving immediate danger to college personnel or students, shall be reported to the College President.

Committee Purpose

The committee seeks to identify potential threats and to recommend appropriate protective action to ensure the safety and security of the Calhoun community.

Committee Responsibilities

- The committee members shall review a copy of the BIT operational manual, attend a minimum of two BIT meetings per year, and attend NaBITA training within eighteen months.
- Establish a protocol for identifying and responding to students and staff/faculty who potentially pose a threat to themselves or others.
- Develop a comprehensive program to educate faculty, staff, and students about how to recognize signs and indicators of violence, suicide, and mental illness; and collaborate with available institutional resources to assist with these situations.
- Develop a policy for involuntary withdrawal of students who demonstrate, though their behavior that they potentially pose a threat to themselves or others, but who may not have otherwise violated the College Code of Conduct.
- Maintain confidential records for all threat assessment cases and all follow-up reports that derive from threat assessment proceedings.
- Utilize ACCS's Share Point Portal for social media searches and other available resources.

The committee shall meet a minimum of once each semester, and as called by the Chair as incidents occur.

Committee Membership

- This committee shall be comprised of 9 total members.
- Members include:
 - The Huntsville Campus Police Site Supervisor (ex officio)
 - The Criminal Justice Program Coordinator (ex officio)
 - The ADA Director (ex officio)
 - The HR Director (ex officio)
 - 1 faculty member from Health Sciences
 - 1 Admissions/Records staff member
 - 1 Information Technologies staff member
 - 1 student holding a student leadership role, appointed by the Vice President of Student Services
 - 1 Academic Administrator
- Each member not serving in an ex officio capacity shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
- The Chair shall be elected annually by the committee
- A Recording Secretary shall be elected annually by the committee.
- Meetings shall be called by the Chair as needed.

(Revised October 10, 2019)

Calendar Committee

Executive Committee

Committee Reporting

The Calendar Committee reports to the Vice President of Academic Affairs.

Committee Purpose

The committee creates the college calendar for each academic year.

Committee Responsibilities

- The committee shall draft and submit a proposed academic calendar to the Vice President of Academic Affairs, who will then submit it to the President and the President's Cabinet for each academic year. If any revisions are required, those will be made in a timely manner.
- The committee is responsible for ensuring that the academic calendar:
 - meets state requirements for the number of class and duty days for students, faculty and staff.
 - promotes the efficient operation of the college.
- The committee shall coordinate with the College Webmaster to ensure that events are displayed on the calendar on the college website.

The committee shall meet at least once during the Fall semester.

Committee Membership

- This committee shall be comprised of 11 total members.
- Members include:
 - 1 from the Vice President of Academic Affairs office (typically the Secretary to the Vice President)
 - 1 faculty member from each academic division
 - 1 faculty member from Adult Education
 - 1 at-large staff member

- 1 from Advising and Retention/Recruitment
 - 1 from Student Financial Services
 - 1 from the Business Office
- The Chair shall be the member representing the Vice President of Academic Affairs staff. The Chair shall vote only in case of a tie.
- The Chair serves as the recording secretary.
- Meetings shall be called by the Chair.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

(Revised October 10, 2019)

Committees Committee

Executive Committee

Committee Reporting

The Committees Committee reports to the Vice President of Academic Affairs and the Vice President of Student Services.

Committee Purpose

The committee seeks to maintain a functioning committee system to enable and ensure shared collegiate governance and fair practices.

Committee Responsibilities

- Review the college standing committee system and make recommendations for modifications, including the addition or deletion of standing committees.
- Consider requests for proposals for ad hoc committees and make recommendations on the same.
- In conjunction with the Faculty Senate, Support Personnel Advisory Board, the Vice President of Academic Affairs, and the Vice President of Student Services, participate in the Committee Staffing Working group to solicit volunteers for standing and ad hoc committees, make annual assignments for standing committees and assignments for ad hoc committees, and select replacements for committee members as needed.
- Meet with the committee chairs each fall and spring semester to receive updates on committee activities.

Committee Membership

- The committee shall be comprised of 10 total members.
- Members include:
 - 1 faculty member from each academic division:

- Business & CIS
- Health Sciences
- Humanities & Social Sciences
- Mathematics & Natural Sciences
- Technologies
- 1 staff (Decatur Campus)
- 1 staff (Huntsville Campus)
- 1 from the Student Services office
- 1 from the Academic Affairs office
- 1 at-large administrator.
- At least one member of each of the Faculty Senate and Support Personnel Advisory Board should be included in the membership of this committee.
- The Chair shall be appointed by the Committees Staffing Working Group.
- The member from the Academic Affairs office shall serve as Recording Secretary.
- The committee will elect annually the required number of members to serve on the Committees Staffing Working Group.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
- Meetings shall be called by the Chair.

(Revised October 10, 2019)

Curriculum and Catalog Committee

Executive Committee

Committee Reporting

The Curriculum and Catalog Committee reports to the Vice President of Academic Affairs. The committee accepts requests for review through completion of the Curriculum Change Form by January 10th of each year for the upcoming academic year. Completed forms must be submitted to the committee Chair.

Committee Purpose

The committee:

- A) maintains the integrity of the college curriculum and ensures that changes to the curriculum promote the best interests of our students.
- B) assists with the accurate, complete, and timely updating and publication of the College Catalog.

Committee Responsibilities

The committee shall:

- A) review and evaluate all proposed changes to the curriculum and programs, including course offerings, course pre-requisites and co-requisites, and program requirements, verify alignment of the same with Alabama Community College System requirements, and give approval to said changes at its discretion.
- B) make proposals for revisions to the content, form, and style of the College Catalog.

College deans and directors are responsible for requesting review and approval of any revised or new courses, programs, and majors or concentrations, in a timely manner.

Committee Membership

- This committee shall be comprised of 15 total members.
- Members include:

- 1 from each of
 - Business & CIS Division
 - Technologies Division
 - Limestone Correctional Facility
 - Health Division
 - Fine Arts Department
 - Literature, Foreign Language & Speech or Composition Department
 - Social Sciences Department
 - Mathematics Department
 - Natural Sciences Department
- 1 from Advising or Recruiting
- The Director of Admissions & Records/College Registrar
- the Secretary to the Vice President of Academic Affairs
- 1 at-large administrator
- the graduation analyst
- the Degree Works scribe
- The Chair shall be appointed by the Committees Staffing Working Group.
- The Secretary to the Vice President of Academic Affairs shall serve as the Recording Secretary.
- Meetings shall be called by the Chair.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year.
- Members may be reappointed.
- The committee shall meet beginning in January of each year and must complete its curriculum work by March 1st. The committee may also meet at other times as needed.

(Revised October 10, 2019)

Disciplinary Committee

Executive Committee

Committee Reporting

- The Disciplinary Committee shall report to the Vice President of Student Services.
- Recordings of proceedings and reports of committee recommendations and resolutions shall be submitted to the Vice President of Student Services.

Committee Purpose

Recognizing the right of students to be granted due process in all matters of a disciplinary nature, the College assures due process through the authority and activities of the College Disciplinary Committee.

Committee Responsibilities

The committee shall hold hearings on disciplinary cases, evaluating evidence and testimony presented by the Vice President of Student Services (or designee) and the student, and submit recommendations to the Vice President of Student Services for appropriate action in each case.

Committee Membership

- A hearing panel will be selected from the full committee for each case.
- The full committee consists of 9 members:
 - 1 faculty member from each academic division:
 - Business & CIS
 - Health Sciences
 - Humanities & Social Sciences
 - Mathematics & Natural Sciences
 - Technologies
 - 1 from the Office of Disability Services and Special Student Populations
 - 1 current member of the Threat Assessment Committee

- 2 currently enrolled students.
- The Chair shall be appointed from among the 5 faculty members by the Vice President of Student Services.
- Upon request from the Vice President of Student Services to conduct a hearing, the Chair will select five members of the committee to form a hearing panel for the case, which shall include:
 - three faculty or staff. A member from the a) Office of Disability Services and Special Student Populations or b) Threat Assessment Committee shall be included if deemed appropriate by the Vice President of Student Services.
 - two students.
- The Student Advocate shall serve as the Recording Secretary and will produce a video/audio recording of each hearing.
- The two student members shall be appointed by the President of the Student Government Association in consultation with the Student Activities Facilitator. If the committee selects a hearing panel at a time when there is no sitting SGA President, or when the SGA President is unavailable, then the two students shall be selected by the Vice President of Student Services.
- Other members shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

(Revised October 10, 2019)

Financial Aid Appeals Committee

Executive Committee

Committee Reporting

The Financial Aid Appeals Committee reports to the Director of Student Financial Services.

Committee Purpose

The committee provides collegial assistance to the Director of Student Financial Services in making decisions in cases of student financial aid appeals pursuant to the College's standards for Satisfactory Academic Progress.

Committee Responsibilities

The committee shall review, and render decisions in, student financial aid appeals concerning the Satisfactory Academic Progress requirements brought by the Director of Student Financial Services and make recommendations for or against reinstatement.

Committee Membership

- The committee shall be comprised of 6 total members, voting and non-voting.
- Voting members include:
 - 2 from the advising staff, one from each campus
 - 2 faculty members, one from each campus
 - 1 from either Dual Enrollment or Admissions
- A member of the Financial Aid staff shall be appointed by the Committee Staffing Working Group as a non-voting member and shall serve as Chair and Recording Secretary.
- The Committee shall meet the third week of each month. Meeting dates and times shall be determined by the Chair.

- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

(Revised October 10, 2019)

Graduation Committee

Executive Committee

Committee Reporting

The Graduation Committee reports to the Vice President of Student Services.

Committee Purpose

The purpose of the committee is to plan and coordinate the annual Graduation ceremony and events.

Committee Responsibilities

- Coordinate with all involved operating units to ensure that all plans and arrangements are made for:
 - Security
 - Audio-visual technology
 - Seating
 - Equipment rental
 - Decorations
 - Program authoring and printing
 - Guest speaker(s)
 - Cap and gown purchases
 - Venues
- Ensure that students eligible for graduation are informed of the requirements to apply and participate in the event.
- Discuss and implement strategies for the graduation ceremony to accommodate inclement weather.
- Following the graduation ceremony, discuss the event, evaluate the process, and make recommendations for the following year.

Committee Membership

- The committee shall be comprised of 11 total members.
- Members include the following. Ex officio members may be represented by proxies:
 - Vice President of Academic Affairs (ex officio)
 - Vice President of Student Services (ex officio)

- Director of Public Relations and CETV (ex officio)
- College Registrar (ex officio)
- Student Advocate (ex officio)
- Graduation Analyst (ex officio)
- Reverse Transfer/Graduation Specialist (ex officio)
- 1 from Public Safety
- 1 from Maintenance
- 1 from Information Technology
- 1 from the Presidential Honors Program
- The Student Advocate shall serve as Chair.
- The committee shall select a Recording Secretary from existing members by majority vote.
- The committee meets monthly during the Spring semester and once during the summer semester, and as needed.
- Meetings shall be called by the Chair.
- Members shall serve for one year and may be reappointed.

(Revised October 10, 2019)

Substantive Change Committee

Executive Committee

Committee Reporting

The Substantive Change Committee reports to the Vice President of Academic Affairs.

Committee Purpose

The committee ensures that the college stays in compliance with the Commission on Colleges' Substantive Change Policy.

Committee Responsibilities

- Review the Commission's Substantive Change Policy.
- Discuss any possible changes planned for the College that might be substantive in nature. If the committee determines that a change is substantive in nature, the committee will also determine the specific SACSCOC procedure to be used for reporting the change.
- Examine the institution's current offerings and operations to make certain that the college is in compliance with the Commission's Substantive Change Policy.
- Assist the Accreditation Liaison in preparing documentation and for organizing on-site substantive change committee visits.
- Ensure the adequacy of off-campus site facilities and that proper agreements are in place for the maintenance of those facilities.

Committee Membership

- The Dean of Planning, Research, & Grants, who also serves as the institution's Accreditation Liaison, will serve as Chair of the committee.
- The Vice President of Academic Affairs will attend all meetings.
- The committee shall be comprised of 12 total members.
- All members are ex officio and include the:
 - Dean of Planning, Research, & Grants
 - Director of Dual Enrollment

- Dean of Health Sciences
- Dean of Business and CIS
- Dean of Math and Science
- Dean of Social Science and Humanities
- Dean of Technologies
- Director of Distance Learning
- Director of Financial Aid
- Executive Director of Facilities, Maintenance, and Safety
- Administrative Assistant to the Vice President of Academic Affairs
- Institutional Research Analyst
- Any proposals for new or modified curricula or locations are reported to the Chair.
- The committee meets in January and July, and additional times as needed.

(Revised October 10, 2019)

Suggestion Box Committee

Standing Committee

Committee Reporting

The Suggestion Box Committee reports to the Vice President of Academic Affairs, Vice President of Student Services, and Dean of Business and Finance (CFO), as appropriate.

Committee Purpose

The committee provides an ongoing review of day-to-day processes of the college to identify and implement best practices that ensure operational effectiveness.

Committee Responsibilities

- Review existing procedures and functions and communicate the suggestion to the appropriate area.
- Solicit and assess employee suggestions for improvements in college policies and procedures, communicate those suggestions to the relevant college unit and/or a broader college representative body, and monitor the actions taken in response.
- Upon recommendation, review existing procedures and functions and communicate the suggestion to the appropriate area or governing body.
- Maintain and monitor suggestion boxes placed in accessible locations at each campus and site, and an email “suggestion box” at suggestions@calhoun.edu.
- Present a summary at the end of each semester of suggestions received and evaluated and consequent actions. These summaries shall be posted on the Calhoun Community College website. Permanent records will be maintained by the Recording Secretary.

Committee Membership

- This committee shall be comprised of 12 total members.
- Members include:
 - 1 from Information Technologies

- 1 from Maintenance
- 2 staff representatives
- 1 representative from each academic division:
 - Business & CIS
 - Health
 - Humanities & Social Sciences
 - Mathematics & Natural Sciences
 - Technologies
- 1 from the Alabama Center for the Arts
- 1 from the Limestone Correctional Facility
- 1 student representative from the Warhawks.
- At least one member of each of the Faculty Senate and Support Personnel Advisory Board should be included in the membership of this committee.
- The Chairman and the Recording Secretary shall each be elected by majority vote of the membership.
- The committee shall meet once a month.
- Each member shall serve for two years, except for the student member, who shall serve for one year. Two-year terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

(Revised October 10, 2019)

Top Ten Students Selection Committee

Executive Committee

Committee Reporting

The committee reports to the Vice President of Student Services.

Committee Purpose

The committee ensures that the annual process of nominating and selecting Calhoun's Top Ten Students is administered fairly and effectively.

Committee Responsibilities

- In conjunction with the Vice President of Student Services, evaluate and determine policies, processes, and procedures for nominating and selecting the Top Ten Students.
- Review the list of nominated students and determine those qualified to be considered as finalists for the annual Top Ten Student selection.
- Submit the finalist's applications to the Vice President of Student Services.
- Administer the selection of the Top Ten Students according to the method prescribed and report the results to the Vice President of Student Affairs.

The committee meets as needed during the spring semester each year.

Committee Membership

- This committee shall be comprised of 15 total members.
 - Members include 4 permanent members, the Vice President of Student Services (non-voting), the Student Advocate (non-voting), the Student Services Executive Secretary (non-voting), and the Student Activities Facilitator, and 11 rotating members:
 - 1 faculty member from each academic department:
 - Allied Health
 - Business Administration
 - CIS
 - Fine Arts

- Literature, Foreign Language, & Speech or Composition
- Mathematics
- Natural Sciences
- Nursing
- Social Sciences
- Technologies
- 1 from Public Relations, Marketing and Publications
- The Vice President of Student Services shall serve as Chair.
- The committee shall elect a Recording Secretary from existing members by majority vote.
- At least 3 rotating members shall be selected from each of the Decatur and Huntsville Campuses.
- At least one member of the Faculty Senate shall be included in the membership of this committee.
- Meetings shall be called by the Chair.
- Each rotating member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

(Revised October 10, 2019)

Academic Assessment Committee

Advisory Committee

Committee Reporting

The Academic Assessment Committee reports to the Vice President of Academic Affairs.

Committee Purpose

The committee ensures that the process of assessing learning outcomes for the general education program as well as career and technical programs adequately measures student learning, provides useful information for academic departments, and satisfies accreditation requirements.

Committee Responsibilities

- Meet with the Dean for Planning, Research & Grants, the Vice President of Academic Affairs, or other appropriate college personnel, to evaluate and make recommendations about proposals for changes in policies, processes, and procedures which affect learning outcomes assessment.
- Review policies and procedures and make recommendations regarding learning outcomes assessment.
- Develop an assessment manual that includes training resources.
- Have regular communication with Faculty Senate and Department Chairs and Deans (at least once each fall and spring semester).

The committee meets as needed, at a minimum of once per semester.

Committee Membership

- This committee shall be comprised of 12 total members.
- Members include one faculty member from each academic department:
 - Allied Health
 - Business Administration
 - Computer Information Systems
 - Fine Arts

- Literature, Foreign Language, & Speech
 - Composition
 - Mathematics
 - Natural Sciences
 - Nursing
 - Social Sciences
 - Technologies
 - Dean of Planning, Research, & Grants (ex officio)
- At least one member of the Faculty Senate should be included in the membership of this committee.
- The committee shall elect a Chair and a Recording Secretary from existing members by majority votes.
- Meetings shall be called by the Chair. Any of the personnel identified above (see Committee Responsibilities) may request the Chair to call a meeting.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

(Revised October 10, 2019)

Distance Learning Committee

Advisory Committee

Committee Reporting

The Distance Learning Committee will report to the Vice President of Academic Affairs and the Faculty Senate.

Committee Purpose

The committee will serve to promote quality and accessibility for students choosing distance learning courses to advance their academic careers. The committee will recommend guidelines, strategic goals, policies, procedures, and institutional support for distance learning.

Committee Responsibilities

- Meet with the Director of Distance Learning and staff to evaluate and make recommendations about proposed changes in distance learning policies and procedures.
- In conjunction with the Director of Distance Learning, assist in developing a technology plan for distance learning courses that is in accordance with college and state policies and recommendations.
- Evaluate the technology needs of faculty and students in the area of distance learning.
- In conjunction with the Director of Distance Learning, develop distance learning training plans for faculty and students.
- Make recommendations for the adoption of technology for distance learning courses.
- Make recommendations for upgrading or enhancing the support infrastructure for distance learning courses.
- Make recommendations for professional development related to distance learning.
- Review and make recommendations regarding evaluation of distance courses and faculty.

Committee Membership

- This committee shall be comprised of 11 total members.
- Members include:
 - 1 from Information Technologies
 - 1 faculty member from each academic department:
 - Allied Health
 - Business Administration
 - Computer Information Systems
 - Fine Arts
 - Literature, Foreign Language & Speech or Composition
 - Mathematics
 - Natural Sciences
 - Nursing
 - Social Sciences
 - Technologies
- At least one member of each of the Faculty Senate and Support Personnel Advisory Board should be included in the membership of this committee.
- The committee shall elect a Chair and a Recording Secretary from existing members by majority votes.
- The committee will meet at least once each semester. The Director of Distance Learning may request the Chair to call a meeting.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

(Revised October 10, 2019)

Emergency Operations and Safety Committee

Advisory Committee

Committee Reporting

The Emergency Operations and Safety Committee reports to the Vice President of Student Services, the Dean of Business and Finance (CFO), the Faculty Senate, and the Support Personnel Advisory Board.

Committee Purpose

The committee promotes collegial governance by involving college personnel in decisions about college emergency and safety procedures.

Committee Responsibilities

- Meet with the Executive Director of Facilities, Maintenance, and Safety to evaluate and make recommendations about proposals for changes to the Emergency Operations Plan or other campus safety policies.
- Revise and update the Emergency Operations Plan on an annual basis.

Committee Membership

- The committee shall be comprised of 12 total members.
- Members include:
 - 1 representative from each academic division:
 - Business & CIS
 - Health
 - Humanities & Social Sciences
 - Mathematics & Natural Sciences
 - Technologies
 - Director of Public Safety (ex officio)
 - ADA Director (ex officio)

- 3 at-large staff or administrative members
 - 2 students
- At least one member of each of the Faculty Senate and Support Personnel Advisory Board should be included in the membership of this committee.
- The committee shall have at least four members from each of the Decatur and Huntsville Campuses (including student members), and at least one employee member each from the Alabama Center for the Arts and Limestone Correctional Facility.
- The committee shall elect a Chair and a Recording Secretary from existing members by majority votes.
- Meetings shall be called by the Chair. The Executive Director of Facilities, Maintenance, and Safety may request the Chair to call a meeting.
- Each appointed member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
- The committee will meet at least once per semester

(Revised October 10, 2019)

Faculty Professional Development Committee

Advisory Committee

Committee Reporting

- The Faculty Professional Development Committee reports to the Vice President of Academic Affairs and the Faculty Senate
- Copies of meeting minutes and recommendations will be posted in the Faculty Development Community in Blackboard and on the college website.

Committee Purpose

The committee provides recommendations to the Director of Faculty Development for professional growth opportunities for faculty for the improvement of instruction, retention, and enhancement of student success, and assists with planning and implementing faculty and joint faculty/staff professional development activities.

Committee Responsibilities

The committee shall:

- Make recommendations to the Director of Faculty Development regarding development, training, and enrichment, and onboarding activities for college faculty
- Assist the Director of Faculty Development in planning and implementing faculty professional development activities
- Cooperate with the Staff Professional Development Committee to assist with the planning and implementation of joint faculty/staff professional development activities
- Maintain records of, review, and evaluate faculty and joint professional development activities
- Appoint subcommittees to meet with other college personnel to develop plans for professional development activities, as needed.

Committee Membership

- The committee shall be comprised of 10 total members.
- Membership should include representatives from the following:
 - 1 faculty representative from each academic division:

- Business & CIS
 - Health
 - Humanities & Social Sciences
 - Mathematics & Natural Sciences
 - Technologies
- 1 faculty representative from Limestone Correctional Facility
- 3 at-large faculty members
- 1 at-large administrator
- At least one member of the Faculty Senate should be included in the membership of this committee.
- The Chair shall be appointed by the Committee Staffing Working Group.
- The committee shall elect a Recording Secretary from existing members by majority vote.
- The committee may create a subcommittee from the executive membership to meet as needed with the Vice President of Academic Affairs or Faculty Senate for the purpose of advance planning of professional development events. The membership of such a subcommittee should include the Chair.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
- Meetings shall be held monthly and called by the Chair.

(Revised October 10, 2019)

Library Committee

Advisory Committee

Committee Reporting

The Library Committee reports to the Vice President of Academic Affairs and the Faculty Senate.

Committee Purpose

The committee is responsible for considering broad policy issues affecting the libraries' personnel, resources, and services; for serving as a forum for discussion of concerns relating to the libraries' operation; and for making recommendations about the libraries to the Vice President of Academic Affairs.

Members of the committee act as a liaison for the divisions they represent, communicating library policy to the divisions and presenting to the committee concerns of the faculty they represent.

Committee Responsibilities

- Meet with the Director of Library Services and staff to evaluate and make recommendations about proposed changes in library resources and policies which affect classroom and online learning.
- Review all proposed policy and resource changes and make recommendations, as appropriate, to the Vice President of Academic Affairs.
- Evaluate library needs of faculty and students.
- Make recommendations for the acquisition, implementation, maintenance, and upgrading of library resources.

Committee Membership

- This committee shall be comprised of 8 total members.
- Members include:
 - faculty members from the academic divisions:
 - 1 Business & CIS

- 2 from Health Sciences
- 2 from Humanities & Social Sciences
- 1 from Mathematics & Natural Sciences
- 1 from Technologies
- 1 member from Student Services
- At least one member of the Faculty Senate should be included in the membership of this committee.
- The committee shall elect a Chair and a Recording Secretary from existing members by majority votes.
- Meetings shall be called by the Chair. The Director of Library Services may request the Chair to call a meeting.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

(Committee authorized August 27, 2018)

(Revised October 10, 2019)

Presidential Honors Program Committee

Advisory Committee

Committee Reporting

The Presidential Honors Program Advisory Committee reports to the Vice President of Academic Affairs.

Committee Purpose

The committee provides advice for the establishment of guidelines, strategic goals, policies, and procedures for Calhoun's Presidential Honors Program. The committee seeks to ensure the quality and integrity of the program.

Committee Responsibilities

- Meet with the Presidential Honors Program Coordinators and staff to evaluate and make recommendations about proposed changes in Presidential Honors Program policies and procedures.
- Assist the Presidential Honors Program Coordinators in developing a curriculum for the Presidential Honors Program that aligns with college and state policies and recommendations.
- Make recommendations for professional development related to the development and teaching of honors courses.
- Represent and promote the program in the college's academic departments and divisions, on the Faculty Senate, and in the community.

Committee Membership

- This committee shall be comprised of 10 total members.
 - Members include:
 - 2 members of the Advising staff (1 from each campus)
 - Faculty members from each academic division:
 - 2 from Business & CIS (1 from each campus)
 - 1 from Health Sciences
 - 2 from Humanities and Social Sciences (1 from each campus)
 - 2 from Mathematics & Natural Sciences (1 from each campus)
 - 1 from Technologies

- At least one member of the Faculty Senate should be included in the membership of this committee.
- The Committee will meet three times per academic year. Meetings shall be called by the committee chair at the request of the Honors Coordinators or the Vice President of Academic Affairs, or any member may request a called meeting.
- The Committee will make every effort to address any issues suggested by the Honors Coordinator(s).
- The Honors Coordinators shall attend all meetings of the PHP Advisory Committee.
- The chair will be appointed by the Committee Staffing Sub-committee. The Honors Program Committee members will elect a recording secretary. The chair will work with the Honors Coordinators to develop agendas for meetings. Meeting minutes will be posted to the Committee website, with a copy forwarded to the Vice President of Academic Affairs, within one week of the meeting.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.

(Revised June 23, 2020)

Scholarship Committee

Advisory Committee

Committee Reporting

The Scholarship Advisory Committee reports to the Vice President of Student Services.

Committee Purpose

The committee establishes criteria for the awarding of institutional scholarships and recommends students for those awards.

Committee Responsibilities

- Meet with the Director of Financial Aid and staff to evaluate and make recommendations about proposed changes in scholarship criteria, policies, and procedures.
- In conjunction with the Director of Financial Aid, review scholarship policies, procedures, and forms annually and make recommendations to the President for modifications.
- Consider scholarship applications against established criteria and recommend scholarship recipients and award amounts.
- Coordinate, with academic units, the selection of students for department- or division-specific awards.
- Review calendar dates for application deadlines and other scholarship events and make recommendations for modifications.
- Review student appeals of scholarship awards or revocations as needed.

Committee Membership

- The committee shall be comprised of 10 total members.
- Members include:
 - 1 faculty member from each academic division:
 - Business & CIS
 - Health
 - Humanities & Social Sciences
 - Mathematics & Natural Sciences

- Technologies
- 2 from Admissions/Advising and Retention/Recruitment/Student Financial Services
- A representative of the Presidential Honors Program
- 1 at-large staff member
- 1 at-large administrator
- At least one member of each of the Faculty Senate and Support Personnel Advisory Board should be included in the membership of this committee.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
- The committee shall elect a Chair, a Vice-Chair, and a Recording Secretary from existing members by majority votes.
- The committee shall meet at least once each Fall Semester to consider proposals for modifications to policies, procedures, and forms. It shall meet as needed during the Spring semester to review scholarship applications and make recommendations for awards.
- Meetings shall be called by the Chair.

(Revised October 10, 2019)

Staff Professional Development Committee

Advisory Committee

Committee Reporting

- The Staff Professional Development Committee reports to the Vice President of Academic Affairs and the Support Personnel Advisory Board.
- Meeting minutes and recommendations will be posted on the college Personnel website.

Committee Purpose

The committee provides professional growth opportunities to college staff for the improvement of support services and enhancement of student success.

Committee Responsibilities

The committee shall:

- Assist in the planning and implementation of staff professional development activities
- Cooperate with the Faculty Professional Development Advisory Committee to assist with the planning and implementation of joint professional development activities
- Coordinate planning and implementation of professional development activities by individual college staff units
- Maintain records of, review, and evaluate staff and joint professional development activities
- Appoint subcommittees to meet with other college personnel to develop plans for professional development activities, as needed.

Committee Membership

- The committee shall be comprised of 11 total members.
- Members include:
 - 1 from Facilities & Maintenance

- 1 from Public Safety
- 1 from Information Technologies
- 2 from Student Services
- 1 from the Business Office
- 1 from Human Resources
- 1 from instructional division support staff
- 2 at-large support staff
- 1 Administrator
- The Chair shall be appointed by the Committee Staffing Working Group.
- The committee shall elect a Recording Secretary from existing members by majority vote.
- The committee may create subcommittees from the membership to meet as needed with college personnel for the purpose of advance planning of professional development events. The membership of such a subcommittee should include the Chair.
- Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
- The committee shall meet at least once per semester. Meetings shall be called by the Chair.

(Revised October 10, 2019)

Student Success Committee

Advisory Committee

Committee Reporting

The Student Success Advisory Committee reports to the Vice President of Academic Affairs and the Vice President of Student Services.

Committee Purpose

The committee ensures that college policies, processes, and procedures lead to student success, as measured by student learning, accomplishments, and retention and completion rates.

Committee Responsibilities

- Meet with the Vice President of Academic Affairs, the Vice President of Student Services, the Director of Student Financial Services, the Director of Advising and Retention, the Assistant Director of Admissions & Records, or other college personnel, to evaluate and make recommendations about proposals for changes in policies, processes, and procedures which affect student success, retention, and completion.
- In conjunction with the Vice President of Student Services and the Vice President of Academic Affairs, monitor, evaluate, and encourage the use of the SAGE early alert system.
- Serve in an advisory capacity for the implementation and administration of the STAR Institute.
- Review policies and procedures and make recommendations regarding admissions, financial aid, and advising services.

Committee Membership

- The committee shall be comprised of 13 total members.
- Members include:
 - 1 faculty member from each academic division:
 - Business & CIS

- Health Sciences
 - Humanities & Social Sciences
 - Mathematics & Natural Sciences
 - Technologies
 - 2 at-large faculty or staff members
 - the Student Advocate
 - 1 from Student Services
 - 1 from the STAR Institute
 - 1 from the Business Office
 - 2 students
- At least one member of each of the Faculty Senate and Support Personnel Advisory Board should be included in the membership of this committee.
 - Each member shall serve for two years. Terms will be staggered such that approximately one-half the members will rotate off the committee each year. Members may be reappointed.
 - The committee shall elect a Chair and a Recording Secretary from existing members by majority votes.
 - Meetings shall be called by the Chair. Any of the personnel identified above (see Committee Responsibilities) may request the Chair to call a meeting.
 - The committee meets as needed, at a minimum of once per semester.

(Revised October 10, 2019)