



CISCO COLLEGE

Standing Committee End of Year Reports

For Year 2018-19

A compilation of current Standing Committees' End of Year Reports including Purpose and Procedures statements and committee objectives/actions/recommendations for use in maintaining continuity and momentum with regard to committee activity and process.

June 19, 2019

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CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Admissions, Registration and Financial Aid Committee - Abilene
Chair	Link Harris
Statement of committee purpose	This committee provides an opportunity for students to appeal Admissions and/or Financial Aid Suspension.
Statement of committee responsibilities	The committee is responsible for reviewing facts regarding a student's appeal and casting a vote whether to uphold or deny the appeal.
Statement of committee procedures and guidelines	Each committee member is given an appeal. This consists of contact information, claim(s) which led to the student not meeting required criteria, and any documentation which may support the claim(s). Once the committee votes, a decision is made based on these votes on whether to uphold or deny. The committee chair then notifies each student of the decision made. This decision is final.
Representation (if specified)	Admissions Appeal Upheld: 0 Denied: 1 Financial Aid Appeals Upheld: 0 Denied: 0
Number of meetings and dates	One appeal was submitted to committee members.
Who attended each meeting	James Berry, Jordan Burt (Kepple), Ronnie Hutchins, Kelly Meyer, and Brandi Terry had appeals delivered to their offices.
Personnel changes through the year	None.
Committee Chair elected for the upcoming year	Link Harris
Objectives or issues addressed by committee in the current year	One appeal was presented to the committee. 1 Admissions 0 Financial Aid
Actions taken in the current year	The appeal was denied.
Recommendations	None.
Comments	None.

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Admissions, Registration and Financial Aid Committee - Cisco
Chair	Leigh Dycus
Statement of committee purpose	The purpose of this committee is to review/make decisions regarding: admissions and financial aid appeals having not met regular admissions standards; appeals from students who have been placed on financial probation or suspension; and make recommendations on changes to improve registration procedures and processes.
Statement of committee responsibilities	Committee responsibility is to make decisions based on current student appeals and past student information, honoring the best interest of both the student and the college.
Statement of committee procedures and guidelines	Student appeals are forwarded from admissions or financial aid offices to the chair, and appeal information is then dispersed from the chair to the committee members for consideration. A vote is taken to approve or decline the appeal, based on a majority decision.
Representation (if specified)	
Number of meetings and dates	One meeting. Date of online meeting: 8.14.2018.
Who attended each meeting	Leigh Dycus; John Alexander; Manuel Martinez; David Trussell; Shae White, and ex officio, Shirley Dove
Personnel changes through the year	None
Committee Chair elected for the upcoming year	None elected, but I will be glad to continue as chair if needed.
Objectives or issues addressed by committee in the current year	One student, Kaileigh Magwire, submitted an appeal to her suspension in fall 2018.
Actions taken in the current year	A majority vote allowed Ms. Magwire to return.
Recommendations	None.
Comments	None.

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Athletic Committee
Chair	Randy Golson
Statement of committee purpose	To study proposals and make recommendations on improvements for the Athletic Department and its programs
Statement of committee responsibilities	To act as a liaison between the Athletic Department and the other Divisions of the College
Statement of committee procedures and guidelines	The Committee meets in the Fall and Spring semester as needed
Representation (if specified)	The committee is comprised of a variety of individuals that represent a cross section of the college. This would include members from athletics, instruction, administration, financial aid, counseling, and business areas
Number of meetings and dates	The committee did not convene during the fall semester of 2018 due to scheduling issues. The committee did conduct a survey among committee members during the spring 2019 semester via email.
Who attended each meeting	Various members responded to the survey question via email
Personnel changes through the year	No membership changes were made during the academic year
Committee Chair elected for the upcoming year	N/A
Objectives or issues addressed by committee in the current year	The Athletic Committee will continue to seek a variety of methods to make improvements that will better serve our student athletes and athletic programs to ensure the success of our student athletes
Actions taken in the current year	N/A
Recommendations	Continue looking and exploring methods to better serve our student athletes, athletic departments and instruction, with an emphasis on student success.
Comments	

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Campus Activities - Abilene
Chair	John Caraway
Statement of committee purpose	The purpose of the committee is to facilitate activities for students, faculty, parents, and the community.
Statement of committee responsibilities	It is the responsibility of the committee to provide supervision and oversee fundraising for student activities and organizations.
Statement of committee procedures and guidelines	The committee meets on a regular basis in order to coordinate with student organizations and plan activities.
Representation (if specified)	John Caraway-Chair
Number of meetings and dates	October 1, 2018, February 12, 2019, April 25th (via email)
Who attended each meeting	<p>October 1, 2018 John Caraway-Chair Janie Brixey Katie New Rachel Richie Marvella Starlin Sarah Wise Bryan Cottrell (ex officio) Carol Durpree (ex officio) Tom Bell (guest)</p> <p>February 12, 2019 John Caraway-Chair Janie Brixey Katie New Rachel Richie Marvella Starlin Sarah Wise Bryan Cottrell (ex officio) Carol Durpree (ex officio)</p> <p>April 25th (via email) John Caraway-Chair Janie Brixey Nirmala Chandrasekharan Katie New Rachel Richie Sarah Wise Bryan Cottrell (ex officio) Carol Durpree (ex officio)</p>
Personnel changes through the year	None

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Committee Chair elected for the upcoming year	Katie New will serve as our new chair.
Objectives or issues addressed by committee in the current year	In addition to our food truck days on campus and our annual Wrangler Day celebration, the committee also took part in the planning of our Black History Month Lecture in February. The committee continues to work to coordinate our organizations such as Blue Jackets, Global Leadership, and PTK to increase volunteer opportunities for our students and the college's presence in the community.
Actions taken in the current year	The committee has recognized the need to begin planning for Wrangler Day earlier in the year and that changes need to be made in our procedure related to the t-shirts for the event. The committee will continue to play an active role along with the Government and History Department in planning and coordinating our Black History month lecture as well as bringing other speakers to campus throughout the year to enrich our students, faculty, and community.
Recommendations	The membership of the committee should stay the same, however I recommend representatives from Global Leadership and PTK be added to the committee.
Comments	It has been my pleasure to serve as Chair of the committee for the past several years. I will remain on the committee and look forward to assisting Katie in the upcoming year as she takes over as the Chair. I trust under her leadership this committee will become more active and serve our students/community in an innovative manner.

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Campus Activities Committee - Cisco
Chair	Susan Moore
Submitted by:	Kyndall Kaska and Susan Moore
Statement of committee purpose	The purpose of the Cisco Campus Student Activities Committee is to facilitate activities and events for Homecoming and Ranch Day for students at the Cisco College Cisco campus through the engagement of current Cisco College students in the process.
Statement of committee responsibilities	The responsibilities of the Cisco campus Student Activities Committee are to plan, organize, and direct Homecoming and Ranch Day activities and events.
Statement of committee procedures and guidelines	Meetings held in advance of each activity to coordinate and plan the events for each activity.
Representation (if specified)	Susan Moore - Chair, Debbie Baker, Debbie Barton, Diane Carlile, Don Eddleman, Kyndall Kaska, Mary McKendree, Martha Montgomery, Faith Thurman-Morrow, Shae White, Bryan Cottrell
Number of meetings and dates	At least 6 called meetings with lots of texts and individual meetings between. August 15th, August 30th, September 19th, February 20th, March 28th, April 15th
Who attended each meeting	Susan Moore - Chair, Debbie Baker, Debbie Barton, Diane Carlile, Don Eddleman, Kyndall Kaska, Mary McKendree, Martha Montgomery, Faith Thurman-Morrow (Fall Only), Shae White (Spring Only), Bryan Cottrell
Personnel changes through the year	Shae White replaced Faith Morrow
Committee Chair elected for the upcoming year	Co Chairs Kyndall Kaska and Susan Moore.
Objectives or issues addressed by committee in the current year	Football homecoming was too early in the semester.
Actions taken in the current year	Talked to the Head Football Coach and suggested that homecoming be first or second weekend in October. This would allow the committee to better prepare for activities.
Recommendations	All the members on the committee would like to stay with the addition of Shae White to replace Faith Morrow.
Comments	

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Curriculum Committee
Chair	Rick Marks
Statement of committee purpose	<p>A. To provide the structure through which the faculty have ownership and control over the college curriculum.</p> <p>B. To ensure the integrity and the substance of courses and programs by reviewing all proposals to:</p> <ol style="list-style-type: none"> 1. Create new courses or programs 2. Modify or delete existing courses or programs 3. Revise the requirements for a degree or a certificate 4. Oversee the core curriculum including transferability, learning outcomes and assessment.
Statement of committee responsibilities	<p>A. The curriculum committee's scope is restricted to items dealing with the development, removal, or restructuring of segments of Cisco College's curriculum. All curriculum changes must be approved by the curriculum committee.</p> <p>B. Documents</p> <ol style="list-style-type: none"> 1. Change of program worksheet 2. Syllabus 3. Explanation of change 4. A copy printed from electronic catalog where each proposed change affects the catalog including a note describing the change to the catalog 5. Transferability (if appropriate—academic courses) must be explained. Will this transfer to any university? Are there some local universities that do not accept the course? How will this change affect core requirements? Will this change take away a course that is required? Will it add another option to satisfy core requirements? <p>C. Items not requiring committee action</p> <ol style="list-style-type: none"> 1. Policies- forward to appropriate office <ol style="list-style-type: none"> a) Biotechnology & Fire Academy programs: Provost-Abilene Educational Center b) All other credit programs: Vice President for Learning Services c) General policies: Administration d) Needed policies: Administration or counselors 2. Hybrid courses for which there is no change in the course do not require action. <p>D. Credit courses that are not listed in the ACGM or WECM will not be considered.</p>
Statement of committee procedures and guidelines	<p>A. Meetings</p> <ol style="list-style-type: none"> 1. Time limit of one hour unless the committee votes to extend the meeting time. 2. Quorum will be consist of one half of the committee membership plus one. 3. Minimum of 2 meetings per semester with required meetings in August and April. 4. Items that are not complete or have questions will be

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	<p>tabled until completed or questions answered. Example: Handwritten syllabi and incomplete explanation of change will be tabled.</p> <ol style="list-style-type: none"> 5. Chair votes only to break a tie. 6. All committee documentation will be posted on the intranet in the curriculum folder. 7. Curriculum change form checklist (Appendix A) must be completed before the meeting. Each member must complete the checklist to ensure that anything that needs to be discussed will be prepared beforehand.
<p>Representation (if specified)</p>	<p>B. Committee membership-</p> <ol style="list-style-type: none"> 1. Committee membership consists of 12 faculty member representatives from each of the following discipline groups: <ol style="list-style-type: none"> a) English, Reading, Speech, and Foreign Language b) Mathematics, Engineering, Accounting, Business, and Computer Science c) Biology, Chemistry, Geology, Physics, and Agriculture d) Art, Drama, and Music e) History, Government, Economics, Sociology, Psychology, Education, and Philosophy f) Health, Kinesiology, and Physical Education g) Medical Assisting, Pharmacy Technology, Respiratory Therapy, Surgical Technology, Vocational Nursing, Associate Degree in Nursing h) Automotive Technology, Business Systems Technology, Industrial Technology, Refrigeration/AC, Management, Real Estate, and Welding i) Cosmetology, Child Care, Early Childhood, Fire Science, Fire Technology, Criminal Justice, and Homeland Security 2. Officers: Chair (elected at April meeting) 3. Ex officio: Vice President of Instruction, Director of Admissions, Admin. Assistant & Reports Manager for Learning Services, Dean of Counseling, Provost AEC, Dean of Health Sciences, SAC's Liaison. 4. Replacement of vacancies (resignation or member no longer employed by college) will be filled by Curriculum Committee Chair appointment and approved by remaining members of the committee. Replacement will be from same group.
<p>Number of meetings and dates</p>	<p>The committee met 4 times during the academic year on the following dates: December 6, 2018, January 1, 2019, March 21, 2019, May 21, 2019.</p>
<p>Who attended each meeting</p>	<p>December 6, 2018 Members: Rick Marks –Chair: Mike Marks, David Trussell, Brandi Terry, Roland Stroebel, Wanda Moody, Randall Miller, Tracy Talley, Cassie Bryan, Al Clausen, Janie Brixey Ex Officio Members: Carol Dupree, Shirley Dove, Heather Hicks,</p>

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	<p>Laura White</p> <p>January 1, 2019 Members: Rick Marks –Chair: Mike Marks, David Trussell, Brandi Terry, Roland Stroebel, Wanda Moody, Randall Miller, Tracy Talley, Cassie Bryan, Al Clausen, Janie Brixey Ex Officio Members: Carol Dupree, Shirley Dove, Heather Hicks, Laura White</p> <p>March 21, 2019 Members: Rick Marks –Chair: Mike Marks, David Trussell, Brandi Terry, Roland Stroebel, Wanda Moody, Randall Miller, Tracy Talley, Cassie Bryan, Al Clausen, Janie Brixey Ex Officio Members: Carol Dupree, Shirley Dove, Heather Hicks, Laura White</p> <p>May 21, 2019 Members: Rick Marks –Chair: Mike Marks, David Trussell, Brandi Terry, Roland Stroebel, Wanda Moody, Randall Miller, Tracy Talley, Cassie Bryan, Al Clausen, Janie Brixey Ex Officio Members: Carol Dupree, Shirley Dove, Heather Hicks, Laura White</p>
<p>Personnel changes through the year</p>	<p>None</p>
<p>Committee Chair elected for the upcoming year</p>	<p>Rick Marks</p>
<p>Objectives or issues addressed by committee in the current year</p>	<p>See Actions</p>
<p>Actions taken in the current year</p>	<p>A. New Courses Approved</p> <p>December 6. 2018 Meeting: a. Nursing: 1. Surgical Technology: a: SRGT 1405 - Introduction to Surgical Technology; Added 3 lab hours and increased contact hours from 64 to 112 b. SRGT 1409 – Fundamentals of Perioperative Concepts and Techniques; Changed lecture hours from 2 to 4 hours, changed lab hours from 4 to 3, and increased contact hours from 96 to 112 hours. c. SRGT 2460 – Clinical; Changed external hours from 16 to 24 hours, Increased contact hours from 256 to 384. d. SRGT 2560 – Clinical; Changed external hours from 16 to 24, Increased contact hours from 256 to 384</p> <p>January 10, 2019 Meeting: a. RSPT 2317- Respiratory Care Pharmacology</p>

	<ol style="list-style-type: none"> 1. Reduced the number of college hours from RSPT 2317 to RSPT 2217 2. Changed lab hours in RSPT 2217 from 0 to 1 <ol style="list-style-type: none"> b. RSPT 1101 –Introduction to Respiratory Care: <ol style="list-style-type: none"> 1. Increased lecture hours from 1 to 2 2. Added 1 hour lab to course. c. RSPT 2267 – Practicum for Field Experience <ol style="list-style-type: none"> 1. Changed external hours from 16 to 17 d. RSPT 2266 – Practicum for Field Experience <ol style="list-style-type: none"> 1. Changed external hours from 16 to 17 e. RSPT 1361 – Clinical <ol style="list-style-type: none"> 1. Changed external hours from 16 to 17 f. RSPT 1240 – Advanced Cardiopulmonary A&P <ol style="list-style-type: none"> 1. Added 1-hour lab g. RSPT 1207 – Cardiopulmonary A&P <ol style="list-style-type: none"> 1. Changed contact hours from 32 to 80 hours h. RSPT 1329 – Respiratory Care Fundamentals I <ol style="list-style-type: none"> 1. Changed contact hours from 96 to 80 hours i. RSPT 1361 – Clinical – Respiratory Care <ol style="list-style-type: none"> 1. Changed contact hours from 256 to 272 j. SRGT 1405 – Introduction to Surgical Technology <ol style="list-style-type: none"> 1. Increased lab hours from 0 to 2. k. SRGT 1409 – Fundamentals of Perioperative Concepts and Techniques <ol style="list-style-type: none"> 1. Increased lecture hours from 2 to 3 l. SRGT 1441 – Surgical Procedures I <ol style="list-style-type: none"> 1. Decreased lecture hours from 4 to 2 2. Increased lab hours from 1 to 4 <p>March 21, 2019 Meeting:</p> <ol style="list-style-type: none"> a. Pharmacy Tech Program; <ol style="list-style-type: none"> 1. Added PHRA 1260 Clinical 1 Pharmacy Technician, PHRA 1441 Pharmacy Drug Therapy, and PHRA 1247 Pharmacy Math II to program. 2. Increased PHRA 1345 one hour to PHRA 1445 3. Increased PHRA 1240 one hour to PHRA 1340 <p>May 9, 2019 Meeting:</p> <ol style="list-style-type: none"> a. Business Systems Technology; <ol style="list-style-type: none"> a. Added MATH 1332 as an alternate to MATH 1314 <p>B. Course Fees Approved None</p> <p>C. Program Changes Approved</p>
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	<p>December 6, 2018 Meeting:</p> <ul style="list-style-type: none"> a. Medical Assisting Program: <ul style="list-style-type: none"> 1. Deleted Clinical Medical Assisting Technology Level I Certificate 2. Deleted Medical Assistant Administrative Level I Certificate <p>January 1, 2019 Meeting:</p> <ul style="list-style-type: none"> a. Allied Health <ul style="list-style-type: none"> 1. RSPT 2210 – Cardiopulmonary Disease - moved from 1st year 3rd semester to 1st semester 2nd year b. XXX-X3XX Humanities <ul style="list-style-type: none"> 1. Moved course from 2nd year 1st semester to 1st year 3rd semester c. Medical Assisting Program; <ul style="list-style-type: none"> 1. MDCA 2460 – Clinical - moved clinical from 5th semester to the 4th semester. 2. MDCA 1452 – Medical Assistant Laboratory Procedures - moved course from 2nd semester to the 3rd semester 3. MDCA 1417 – Procedures in Clinical Setting - moved from 3rd semester to the 2nd semester 4. MDCA 1343 - Medical Insurance - moved from 3rd semester to the 1st semester 5. MDCA 1321 – Administrative Procedures - moved from 1st semester to the 2nd semester 6. MDCA 1310 – Medical Assistant Communication Skills - moved from 2nd semester to the 3rd semester 7. HITT 1313 – Coding & Insurance - moved from 2nd semester to the 1st semester 8. PSYCH 2301 or 2310 General Psychology or Social Psychology - moved from 3rd semester to the 4th semester 9. PHRA 1209 – Pharmaceutical Mathematics I - moved from 3rd semester to the 1st semester 10. PHRA 1305 – Drug Classification- moved from 3rd semester to the 2nd semester 11. ITSC 1301 – Introduction to Computers - moved from 2nd semester to 1st semester 12. X3XX – Humanities - moved from 3rd semester to the 2nd semester 13. MDCA 1254 – Medical Assisting Credentialing Exam Review - moved from 5th semester to the 4th semester 14. MDCA 1409 – Anatomy and Physiology for Medical Assistants - moved from 1st semester to the 2nd semester <p>March 21, 2019</p> <ul style="list-style-type: none"> a. Pharmacy Technician Program: <ul style="list-style-type: none"> 1. Removed MDCA-1313, MDCA 1409, & PHRA 2261 from program. 2. Added PHRA 1260, PHRA 1441, & PHRA 1247 to
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	<p>program.</p> <p>May 9, 2019 Meeting:</p> <ul style="list-style-type: none"> a. Business Systems Technology; <p>D. Certificate Changes Approved</p> <p>December 6, 2018 Meeting:</p> <ul style="list-style-type: none"> a. Medical Assisting Program: <ul style="list-style-type: none"> 1. Deleted Clinical Medical Assisting Technology Level I Certificate 2. Deleted Medical Assistant Administrative Level I Certificate b. Surgical Technology: <ul style="list-style-type: none"> 1: SRGT 1405 - Introduction to Surgical Technology; Added 3 lab hours and increased contact hours from 64 to 112 2. SRGT 1409 – Fundamentals of Perioperative Concepts and Techniques; Changed lecture hours from 2 to 4 hours, changed lab hours from 4 to 3, and increased contact hours from 96 to 112 hours. 3. SRGT 2460 – Clinical; Changed external hours from 16 to 24 hours, Increased contact hours from 256 to 384. 4. SRGT 2560 – Clinical; Changed external hours from 16 to 24, Increased contact hours from 256 to 384 <p>January 10, 2019 Meeting:</p> <ul style="list-style-type: none"> a. RSPT 2317- Respiratory Care Pharmacology <ul style="list-style-type: none"> 1. Reduced the number of college hours from RSPT 2317 to RSPT 2217 2. Changed lab hours in RSPT 2217 from 0 to 1 b. RSPT 1101 –Introduction to Respiratory Care: <ul style="list-style-type: none"> 1. Increased lecture hours from 1 to 2 2. added 1 hour lab to course. c. RSPT 2267 – Practicum for Field Experience <ul style="list-style-type: none"> 1. Changed external hours from 16 to 17 d. RSPT 2266 – Practicum for Field Experience <ul style="list-style-type: none"> 1. Changed external hours from 16 to 17 e. RSPT 1361 – Clinical <ul style="list-style-type: none"> 1. Changed external hours from 16 to 17 f. RSPT 1240 – Advanced Cardiopulmonary A&P <ul style="list-style-type: none"> 1. Added 1-hour lab g. RSPT 1207 – Cardiopulmonary A&P <ul style="list-style-type: none"> 1. Changed contact hours from 32 to 80 hours h. RSPT 1329 – Respiratory Care Fundamentals I <ul style="list-style-type: none"> 1. Changed contact hours from 96 to 80 hours i. RSPT 1361 – Clinical – Respiratory Care <ul style="list-style-type: none"> 1. Changed contact hours from 256 to 272 j. SRGT 1405 – Introduction to Surgical Technology <ul style="list-style-type: none"> 1. Increased lab hours from 0 to 2. k. SRGT 1409 – Fundamentals of Perioperative Concepts and Techniques
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	<p>1. Increased lecture hours from 2 to 3</p> <p>I. SRGT 1441 – Surgical Procedures I</p> <p>1. Decreased lecture hours from 4 to 2</p> <p>2. Increased lab hours from 1 to 4</p> <p>March 21, 2019 Meeting:</p> <p>a. Pharmacy Tech Program;</p> <p>1. Added PHRA 1260 Clinical 1 Pharmacy Technician, PHRA 1441 Pharmacy Drug Therapy, and PHRA 1247 Pharmacy Math II to program.</p> <p>2. Increased PHRA 1345 one hour to PHRA 1445</p> <p>3. Increased PHRA 1240 one hour to PHRA 1340</p> <p>May 9, 2019 Meeting:</p> <p>a. Business Systems Technology;</p> <p>1. Added MATH 1332 as an alternate to MATH 1314</p> <p>E. Certificates Added NONE</p> <p>F. Degree Changes Approved May 9, 2019 Meeting:</p> <p>a. Business Systems Technology;</p> <p>1. Added MATH 1332 as an alternate to MATH 1314</p> <p>G. Catalog Changes/Edits to Reflect Changes Approved December 6, 2018 Meeting:</p> <p>a. Added Phlebotomy to catalog to be able to offer the course for AISD.</p> <p>b. Updated catalog to reflect new developmental math co-requisites by HB 2223 by eliminating course descriptions for DMAT 0300, 0301, 0302, 0303 and all prerequisites to them. Add “three hours per week” that is missing from several course descriptions.</p> <p>c. Added BIOL 2289 (Academic Cooperative) to the catalog</p> <p>d. Added CHEM 2289 (Academic Cooperative) to the catalog</p> <p>January 10, 2019 Meeting:</p> <p>a. Added AGRI 1407, AGRI 1415, & AGRI 1419 to the Core</p> <p>b. Added HUMA 1315 – Fine Arts Appreciation to core curriculum and catalog.</p> <p>March 21, 2019 Meeting:</p> <p>a. Added EDUC 1300 to core</p> <p>b. Changed name of PHRA 2260 to Clinical II Pharmacy Technician</p>
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CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

	May 9, 2019 a. Added PSYC 2320 to core b. Added PSYC 1330 to core
Recommendations	Continue to oversee and assume ownership of the curriculum and programs of the institution.
Comments	

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Developmental Education Advisory Committee
Chair	Kyndall Kaska
Statement of committee purpose	To provide expertise and advice to continually improve the college's efforts in developmental education.
Statement of committee responsibilities	To maintain vertical integration between developmental courses and college level courses within the same discipline and to act as liaisons between academic departments and Student Success Programs.
Statement of committee procedures and guidelines	No procedures. Guidelines - share information obtained from conferences/webinars that could help improve our co-requisite courses in Mathematics and English.
Representation (if specified)	Kyndall Kaska
Number of meetings and dates	No official meetings. Attended the 14th Annual North Texas Community College Consortium Developmental Education Regional Forum 3.29.19
Who attended each meeting	Kyndall Kaska and Jessica Morrow
Personnel changes through the year	None
Committee Chair elected for the upcoming year	N/A
Objectives or issues addressed by committee in the current year	Attended a Conference put on by the North Texas Community College Consortium to gain knowledge about what other community colleges are doing for their co-requisite classes, both in Mathematics and English.
Actions taken in the current year	Advice/information was shared with other members of the Math and English departments.
Recommendations	I am still wondering what the direction of this committee will be in the future. Does this need to be converted to a Co-Requisite Education Advisory Committee?
Comments	

Cisco College, Abilene Campus, Food for Thought
Summary of Committee Activities
Summer 2018, Fall, 2018, Spring, 2019

Committee Membership

The current Food for Thought committee is comprised of Nirmala “Chandra” Chandrasekharan, Carol Dupree, Mary McKendree, Martha Montgomery, Audrey Schaffner, and Kathie Wright (Chair). Latrice Gooden is a student helper who devotes much service to the pantry.

Membership Changes

Kathy Kennedy was a committee member in the fall term. We welcomed Chandra Chandrasekharan and Audrey Schaffner as new members in the spring term.

History and Current Use

Food for Thought, the food pantry available on the Abilene Campus, just completed its seventh year of operation, having opened February, 2012. From Summer 2018 through May 2019, 219 visits to the pantry were recorded; with each visit, family size was noted. Compiling the family member numbers, 793 was the total.

Committee Meetings

Meetings were August 28, 2018, December 11, 2018, and May 7, 2019.

Attending 8/28 Kennedy, Dupree, Montgomery, McKendree, Wright

Attending 12/11 Dupree, Montgomery, Wright

Attending 5/7 Chandrasekharan, Dupree, Montgomery, Schaffner, Wright

Awareness Raising

We raised awareness of the available help for students through popcorn give-aways and by posting notices on the campus information screens. A new popcorn machine and cart were purchased through Martha Montgomery. Promotional Popcorn Days were in fall and spring terms (9/12, 1/31, and 2/13). Pepsi has been donating the drinks for Popcorn Days. Signs inviting students in need to use the pantry were added to the college notification screens in the hallways early in February.

Thanksgiving Baskets

Thanksgiving Baskets were given November 15. We gave 25 baskets, each filled with food and a voucher for a turkey. Annual Thanksgiving baskets are to be given to the neediest students and must be given on the Abilene Campus as funds raised stipulate this agreement.

Keeping the Shelves Stocked

Donations are encouraged from fellow students and staff. AT&T gave \$10,000 in products. Martha Montgomery shopped for bargain prices throughout Abilene. In the pantry is a running list of needs, updated regularly by volunteers. Latrice Gooden sends this list to Martha Montgomery regularly. Extra storage is in a nearby room.

Improvements and Updates

A repair of the table in the pantry has been requested to be handled through our facilities and maintenance department. Audrey Schaffner is updating the Abilene Food Pantries of Abilene List and will add the Summer Youth Feeding List for Abilene.

Plans for 2019-2020

We will continue to use the campus screens to promote our resources and hours. We will also invite Colton Wedeking to place notifications on our website. During pre-session week, (August 19-21) we will message faculty and students about Food for Thought hours, asking all to inform those in need to come. We plan to have Popcorn Days to raise awareness of our resources and hours alternating months, so early September, November, February, April.

We welcome partners to help. Our emphasis is that having food is a necessary condition for learning well in classes. Martha Montgomery will keep working with Alice Andrade on the Pioneer Volunteers Grant. Global Leadership members have helped with shelving food in the past, and they will be encouraged to join us in shelving again. Blue Jackets, the campus service organization, will also be invited to help with shelving and promotion. These student volunteers can also help with checking expiration dates to keep shelved items current. We would like to invite potential community sponsors for pantry events, items, and needs.

Encouragement and Availability

To help those in need overcome any stigma regarding being helped, we will emphasize the encouragement gained when a friend will stand with another by bringing them in to the pantry. We will continue to have bus passes available to those in need. Students will go through Carol Dupree if needing bus passes to get to campus. In the summer term, nursing students in community placements are on campus Tuesdays. During the summer term, Food for Thought is open around lunchtime Monday through Thursdays. In the fall and spring terms, nursing students will be on campus to use the pantry Tuesdays and Wednesdays; we will be sure to have hours those days so we can be available to the nursing students. For help at times when the door is locked, students are directed by a sign to check at the front desk.

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Hearing Committee
Chair	Tianay Bralley
Statement of committee purpose	A. To perform the due process provisions as outlined in the Policy Manual relating to dismissal of tenured personnel or professional contract personnel during the term of their contract. B. To hear disciplinary suspension cases that have been appealed as outlined in the student handbook. C. A Quorum of the annual members must be present for a hearing to take place (seven members).
Statement of committee responsibilities	The Committee functions primarily to insure that the student has been treated fairly and on providing the student the safeguards of "due process."
Statement of committee procedures and guidelines	The college Hearing Committee functions primarily to insure that members of the college community are treated fairly. The committee is composed of a chairperson, nine faculty/staff members and three students. Any student wishing to appeal his/her case to the Hearing Committee must make a written request for such a hearing to the Dean of Students within 24 hours of the decision he/she wishes to appeal. The Dean of Students will then notify the chairperson of the Hearing Committee with 24 hours. Upon notification that a hearing is requested, the chairperson shall convene a meeting with five college working days by randomly selecting four faculty and two students from the committee membership. Prior to the hearing, the chairperson shall, through personal contact, insure that each person selected for the hearing can participate objectively.
Representation (if specified)	
Number of meetings and dates	0
Who attended each meeting	NA
Personnel changes through the year	NA
Committee Chair elected for the upcoming year	Tianay Bralley
Objectives or issues addressed by committee in the current year	None
Actions taken in the current year	
Recommendations	Members need to be flexible enough to attend hearings on either campus.
Comments	I will be chairperson for next year, but would prefer to be taken off.

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Standing Committee Name	Institutional Effectiveness Committee
Chair	Robert Karlin
Statement of committee purpose	1. To study and make recommendations relating to compliance with the criteria on institutional effectiveness of the Southern Association of Colleges and Schools.
Statement of committee responsibilities	1. To make recommendations for the evaluation of the research, planning and institutional effectiveness functions of the college. 2. To study review and make recommendations relating to the college's mission and purpose statements and also the college's long range plans. 3. To ensure assessment occurs institution-wide. 4. To review assessment efforts to comment on how well Cisco fulfills its mission.
Statement of committee procedures and guidelines	
Representation (if specified)	
Number of meetings and dates	The IE committee meet twice in Fall 2018; Thursday 11 Oct and Thursday 29 Nov.
Who attended each meeting	Robert Karlin, Chair Terra Bartee Amy Callan Sharon King Renee Leath Barbara Pitman Crystal Rolison Jeanette Vincent Karen Donoho, Ex officio Heather Hicks, Ex officio
Personnel changes through the year	
Committee Chair elected for the upcoming year	Continue as chair - Robert Karlin
Objectives or issues addressed by committee in the current year	Planning Unit reports were handed out to committee members. Reports were turned into Karen Donoho.
Actions taken in the current year	Planning Unit Report completion has steadily improved. For academic year 2017-2018 94 Planning Units - 6 deleted - 1 inactive = 87 reports due 82 (94%) received as of 11/26/18 6 deleted (received 2 reports) 1 inactive A new planning unit Assessment Plan Reporting Form was presented by Heather Hicks and approved for use for the 2018-2019 academic

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

	year.
Recommendations	Continue planning Unit Reports in a timely manner, ensuring each planning unit understands and effectively assesses their outcomes. The planning units are the experts in their areas. It is not the IE committees intention to evaluate outcomes but help planning units identify their objectives and desired outcomes and have a plan in place that is data driven, ongoing to identify and address areas as required.
Comments	None

Standing Committee Name	Library Committee
Chair	Catherine Mullinax
Statement of committee purpose	<ol style="list-style-type: none"> 1. Evaluate faculty and student utilization of the Library and make recommendations to the director for improvement. 2. Coordinate academic activities with the Library. 3. Serve as a liaison group between faculty and the Library regarding general faculty representatives during librarian interviews and/or hiring.
Statement of committee responsibilities	<ol style="list-style-type: none"> 1. Evaluate library surveys and report findings to faculty. 2. Periodically review library policy and make revision suggestions to director, or review library policy revisions made by director and report changes to faculty. 3. Communicate any requests from faculty to the library that cannot be made individually to the director, and communicate any requests from the library to the faculty that cannot be made to individual departments of faculty members. 4. Investigate any issues which arise during the academic year the library director and/or the faculty request help with, and which cannot be addressed individually with the director, or with individual departments or faculty members. 5. Represent the faculty, either as a committee or through a committee-member representative, during library hiring process and report on process to the faculty. 6. Investigate or identify the library regarding new issues, policies, revisions, and/or requests needed to be in compliance with SACS.
Statement of committee procedures and guidelines	<p>(Aside from some procedures and guidelines outlined in the committee responsibilities, the committee follows the following general guidelines):</p> <ol style="list-style-type: none"> 1. The committee tries to meet at least once per long semester. 2. All meetings take place over ITV on both campuses. 3. During the meeting, issues listed on the meeting agenda are discussed as well as other concerns that may be brought to the table by committee members during the meeting. If a course of action or recommendation needs to be made on an item, a vote of consensus is considered acceptable.
Representation (if specified)	The committee is made up of the following members: Catherine Mullinax (Chair), Justin Cenicerros, Cindy Brookey, Linda Spetter, Wanda Moody, Danielle Littlefield, Katie New, Audrey Schaffner, Amber Taylor, Angelia Torrez, Sheron Caton, Donna Clark, Director of Libraries (Ex Officio), and Jordan Burt, Library Manager (Ex Officio)
Number of meetings and dates	The committee met twice over the course of the academic year on November 14, 2018 and March 25, 2019.
Who attended each meeting	<p>November 14, 2018 meeting : Donna Clark, Jordan Burt, Catherine Mullinax, Justin Cenicerros, Linda Spetter, Sheron Caton, Danielle Littlefield, Wanda Moody, Katie New, Audrey Schaffner</p> <p>March 25, 2019 meeting: Donna Clark, Jordan Burt, Catherine</p>

	Mullinax, Justin Cenicerros, Linda Spetter, Cindy Brookey, Wanda Moody, Katie New
Personnel changes through the year	Deborah Hinely was hired as the part-time assistant cataloger in Cisco. Madison Melin was hired as new part-time reference assistant in Abilene.
Committee Chair elected for the upcoming year	None elected
Objectives or issues addressed by committee in the current year	(For a more exhaustive list with notes, please see meeting minutes.) 1. Discussed streamlining and improving of library Canvas database pages. 2. Discussed water fountain replacement for Maner Library. 3. Discussed memorial plaque for Betty Hogan. 4. Discussed the libraries' promotional activities and events. 5. Discussed north side handicap possibilities for Maner Library. 6. Discussed replacement of Maner Library rocker chairs. 7. Discussed administrative actions on last year's committee recommendations and recommendations for the up-coming year. 8. Discussed library survey results and plans. 9. Recommended inviting Sean Grose as guest speaker for library week events this spring.
Actions taken in the current year	1. The committee reviewed and offered suggestions for Canvas and library website site improvements. 2. The committee recommended (upon the advice of Carol Dupree) that the library slowly replace rocker chairs with small budget requests over the next few years. 3. The committee was able to have a memorial plaque for Betty Hogan engraved and held a small ceremony with Hogan's family members to dedicate and hang the plaque in the Maner Library. 4. Committee is working with Carol Dupree and Robert Anderson to determine feasibility of handicap parking project.
Recommendations	A. Continuing to seek fulfillment for maintenance needs for the libraries. B. Actively promote faculty and staff participation for library materials requests/recommendations. C. Continuing to seek better handicap accessibility for the Maner library building. D. Continue to troubleshoot library online service issues. E. Actively promote library activities and events.
Comments	

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Standing Committee Name	Quality Enhancement Plan (QEP) Committee
Chair	Carol Dupree
Submitted by:	Heather Hicks
Statement of committee purpose	The purpose of the QEP Committee is to coordinate the development and implementation of the activities and actions that will achieve the QEP goals.
Statement of committee responsibilities	<ul style="list-style-type: none"> • to develop and implement a QEP assessment plan; • to assess the QEP per the assessment plan; • to make recommendations to the QEP Coordinator related to improvements or changes to the QEP as necessary and based on assessment results.
Statement of committee procedures and guidelines	2 meetings per semester minimum.
Representation (if specified)	Faculty and staff representation from both campuses and to include multiple distance education faculty, the Distance Learning & Technology chair (or liaison appointed by that committee). Ex officio: Vice President of Instruction, Vice President of Student Services, Registrar, Accreditation Liaison, CFO, Director of Marketing
Number of meetings and dates	14 September 2018 26 October 2018
Who attended each meeting	<p>SEPT 14: Debbie Barton, Biology Instructor James Berry, Online Criminal Justice Instructor Sheron Caton, Director of Distance Education/QEP Coordinator Randy Golson, Online History Instructor Lori Grubbs, Director of Student Success Programs Beth Jackson, Online Math Instructor - Abilene Renee Leath, Student Success Specialist Catherine Mullinax, Online English Instructor Crystal Rolison, Online Speech Instructor Misty Taylor, Counselor Kim Torres, Distance Learning & Technology Committee Chair/Online English Instructor Kam Zinnser, Dean of Workforce & Economic Development Carol Dupree, VPI Heather Hicks, Accreditation Liaison</p> <p>OCT 26: James Berry, Online Criminal Justice Instructor Sheron Caton, Director of Distance Education/QEP Coordinator Randy Golson, Online History Instructor Lori Grubbs, Director of Student Success Programs Beth Jackson, Online Math Instructor - Abilene Renee Leath, Student Success Specialist</p>

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

	<p>Catherine Mullinax, Online English Instructor Crystal Rolison, Online Speech Instructor Misty Taylor, Counselor Audrey Schaffner, Distance Learning & Technology Committee member Kam Zinnser, Dean of Workforce & Economic Development Carol Dupree, VPI Heather Hicks, Accreditation Liaison</p>
Personnel changes through the year	None
Committee Chair elected for the upcoming year	Sheron Caton, QEP Coordinator
Objectives or issues addressed by committee in the current year	Develop the plans for the QEP actions selected by the QEP Ad-hoc Steering Committee in 2017-2018 to achieve the QEP Goals.
Actions taken in the current year	<p>1. recommended the Online Learning Consortium as the main professional development resource for Action 3 (implement prof. dev. program) and determined that the faculty groups that will go through OLC training would be established on a volunteer basis. 2. established sub-committee to evaluate student services for opportunities to expand or improve services to online students for Action 2. The sub-committee did not feel that establishing online advising was feasible at this time. As a result, the QEP committee recommended expanding online tutoring options for Action 2. 3. developed the list of content/topics for the online videos for Action 1 (develop orientation videos) 4. review and provide feedback on the Online Course Design Checklist. As a result of the review, the committee recommended the checklist as a design tool for Action 4 (develop online course evaluation tools).</p> <p>All recommendations were approved by the Reaffirmation Leadership Team and incorporated into the QEP.</p>
Recommendations	<p>The 19-20 Committee will be the implementation committee, coordinating the start of the 4 QEP actions beginning Fall 2019, including: Fall 2019 - online course checklist training for chairs/department heads Fall 2019 - 1st orientation video launched on website, used to demonstrate video approach the QEP will establish. Fall 2019 - establish Group A for professional development through the Online Learning Consortium; provide group training on the online course design checklist and online course scorecard and self-evaluate online courses to determine professional development goals. Fall 2019 - implement marketing for UpSwing tutoring Spring 2020 - 2nd orientation video launched on website; provide 1st college-wide professional development (speaker)</p>

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Comments	2019-2020 Membership should include same ex-officio, and: Misty Taylor Renee Leath Kam Zinnser Jordan Burt (library) faculty volunteers for professional development to be named by Sept 1.
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CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Safety Committee - Abilene
Chair	Zane Laws
Statement of committee purpose	
Statement of committee responsibilities	
Statement of committee procedures and guidelines	
Representation (if specified)	
Number of meetings and dates	1
Who attended each meeting	Zane Laws, Nirmala Chandrasekharan, Cindy Brookey, Roger Tighe, Jerry Clemmons, Tracy Roeder, Jennifer Mazey, Bill Call, Jim Berry
Personnel changes through the year	None
Committee Chair elected for the upcoming year	Zane Laws
Objectives or issues addressed by committee in the current year	Safety Captain Program
Actions taken in the current year	Introduction of Safety Captain Program
Recommendations	Recruit volunteers for Safety Captain Program
Comments	

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Safety Committee - Cisco
Chair	Roger Tighe
Statement of committee purpose	To ensure that a safe living and working environment for all students, employees, and visitors is maintained.
Statement of committee responsibilities	Committee members when assembled are to discuss and address existing safety concerns or incidents that affect the safety and security of the Cisco Campus and to determine potential solutions.
Statement of committee procedures and guidelines	By appointment the committee chair is Roger Tighe. The committee decided to meet at least once a school year or as necessary due to members having other responsibilities in other areas.
Representation (if specified)	
Number of meetings and dates	May 17, 2018 1000 May 9, 2019 1100
Who attended each meeting	2018 Jennifer Herndon, Bryan Cottrell, Justin Cenicerros, Steve Powell, William Hagood, & Michael Garcia 2019 Bryan Cottrell, Justin Cenicerros, Steve Powell, Jarrod Humiston, William Hagood.
Personnel changes through the year	N/A
Committee Chair elected for the upcoming year	Roger Tighe
Objectives or issues addressed by committee in the current year	Discussions concerning the existing access control throughout the buildings and the installation of an electronic system continued. The Safety Captain program was also discussed with concerns regarding obtaining volunteers and integrating into the overall safety paradigm including the adoption of the Standardized Response Protocol to assist staff and students in preparing and reacting to emergent issues. A grant for the Alertus desk top take over program was sought as well. The addition of a full-time peace officer to enhance safety operations during the evening/nighttime periods was also considered.
Actions taken in the current year	Promotion and implementation of the Safety Captain Program continues with program manuals and guidelines being provided to both campus safety committees for dispersal to respective departments. The Alertus desk top take over program grant was obtained and with the invaluable support of IT was successfully integrated into the network. Campus safety briefings to go over existing procedures and how the Safety Captain Program and the Standardized Response Protocol will work together to enhance safety were presented to both campuses. To better enhance night security operations a used patrol vehicle was obtained with existing budgetary resources and was added to the fleet.
Recommendations	The Standardized Response Protocol and the Safety Captain program are a necessity and should continue to be promoted and implemented for this campus for the foreseeable future in order to continue to

	<p>change the safety and security culture on the Cisco campus. Eventually these programs must be used as the foundation for actual campus scenario based training drills in order to determine the effectiveness of the overall emergency plans. Also, electronic access control and the supporting surveillance systems must continue to be addressed and expanded upon as the budget allows. Though the addition of a full time peace officer was previously discussed no action was taken due to current budgetary constraints, but must remain a future objective.</p>
<p>Comments</p>	

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Student Need - Cisco
Chair	Diane Carlile
Statement of committee purpose	
Statement of committee responsibilities	
Statement of committee procedures and guidelines	
Representation (if specified)	
Number of meetings and dates	
Who attended each meeting	
Personnel changes through the year	
Committee Chair elected for the upcoming year	
Objectives or issues addressed by committee in the current year	
Actions taken in the current year	
Recommendations	
Comments	

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

Standing Committee Name	Technology and Distance Learning Advisory Committee
Chair	Kimberly Torres
Statement of committee purpose	To advise the Distance Learning program and Information Technology Management in order to ensure excellence in distance education opportunities for students and the technology needs of Cisco College. To fulfill this purpose, the committee strives toward the following goals (listed under "committee responsibilities")
Statement of committee responsibilities	<ul style="list-style-type: none"> • Review current policies, standards, and procedures of distance education (including online & hybrid, VCT, and ITV). • Recommend guidelines for course development. • Recommend standards, evaluation, and training for distance learning faculty. • Help prepare for the future of distance learning by providing vision in view of new technologies and ideas. • Serve as a liaison group between the Information Technology Department and the faculty and staff. • Identify faculty, staff, and student technology needs and make recommendations to Information Technology Management.
Statement of committee procedures and guidelines	This committee will meet twice per semester
Representation (if specified)	Faculty, Counseling, Nursing, Dual Credit Director & Assistant to the Director, Executive Director of IT, Director of Distance Education & eLearning, Director of Workforce
Number of meetings and dates	Meeting 1: 9/19/18 Request for issues/updates: 4/22/19
Who attended each meeting	Meeting 1: Kim Torres, Sheron Catno, Beth Jackson, Bea Jackson, Randall Miller, Audrey Schaffner, Amy Callan, Kam Zinnser Request via email: sent to all committee members
Personnel changes through the year	N/A
Committee Chair elected for the upcoming year	Audrey Schaffner
Objectives or issues addressed by committee in the current year	Online Best Practices Checklist QEP ANNA Upswing WiFi on Cisco Campus Checklists for all computer labs
Actions taken in the current year	-WiFi issues were improved on Cisco Campus through IT -IT is going to create checklists for computer labs to make sure

CISCO COLLEGE STANDING COMMITTEE END OF YEAR REPORT FOR 2018-19

<p>Recommendations</p>	<p>that all labs are set and ready for the start of the semester (These recommendations/requests are the same from the 2017/2018 EOY report, but have not yet been addressed) Regarding Committees in general, a written explanation of the guidelines, procedures, etc. should be added to the Standing Committee Assignments and Reports document (distributed at the Fall kickoff meeting) and/or the Policy Manual. General questions about committees that need to be written into policy/procedure: 1. Who decides the focus of the committees, sets representation within a committee, and decides on the appointment of committee members? 2. If a committee wants to take action on an issue, how should they go about it? (This might need to be explained according to each committee, or perhaps we could be provided with an organizational chart that places the committees on that chart so that we see a clear chain of command. Would it be the job of the chair or the Ex-Officio members to seek action from departments outside of the committee?) 3. Once a committee makes a recommendation, what happens to that recommendation? (The recommendations are included in the EOY report, but what happens after that? Who reports back to the committees on these recommendations?) 4. What are the specific responsibilities and duties of each member of a committee (specifically: the chair, Ex-officio members, and committee members)?</p>
<p>Comments</p>	

GUIDELINES FOR COMMITTEE END OF YEAR REPORTS

A suggested outline for committee end of year reports is provided below. While the information identified is the minimum information that should be included in each end of year report, it is not intended to be an exhaustive or complete list. You should include all activity of the committee, and therefore, your committee may be better served by another format. Some committees have responsibilities that require more activity than do others, so reports are expected to be dissimilar.

Item II.D. asks for the name of the Committee Chair elected for the upcoming year. If no chair is elected, the previous year's chair will continue to serve in that capacity. Each committee may determine whether or not they wish to have a chair serve consecutive years, but due to the limited number of employees available to serve on committees, joint chairs may not be elected. The Institutional Effectiveness Committee, the Developmental Education Committee, and the Safety Committees do not elect a chair.

- I. Committee Description** *(This information may not have changed from the previous year.)*
 - A. Statement of committee purpose
 - B. Statement of committee responsibilities
 - C. Statement of committee procedures and guidelines
 - D. Representation (if specified)

- II. Statistical Information**
 - A. Number of meetings and dates
 - B. Who attended each meeting
 - C. Personnel changes through the year
 - D. Committee Chair elected for the upcoming year

- III. Committee Objectives**
 - A. Objectives or issues addressed by committee in the current year
 - B. Actions taken in the current year

- IV. Recommendations for Upcoming Year** *(including any membership requests or recommendations)*