

3.3 STANDING COMMITTEES

Standing committees are of three basic types at Atlanta Metropolitan College. Governance committees are directly involved with the development and execution of college and/or system policies. Working committees are committees that have liaison relationships and assist with the development and execution of school services and/or programming. Special events committees are involved with the planning and execution of annual and/or one-time campus events. These committees include representation from the faculty, staff, and students. Some faculty members are appointed by title, as dictated by the Atlanta Metropolitan College Statutes, to serve on standing committees. Other faculty members are elected by their respective academic divisions or by the general faculty body.

Standing committee faculty members generally serve two-year terms. Continuous service on the same standing committee by an elected faculty member must not exceed two years, except where noted. A vice president may not serve as a chairperson of a standing committee that serves in an advisory capacity to the vice president. The president and vice president for academic affairs are ex-officio members of all standing committees.

All student members serving on college committees shall be appointed by the Student Government Association President, with concurrence of the organization's cabinet. Student representatives must maintain a minimum grade point average of 2.5, and they must have earned a minimum of 12 semester hours at the college. Students selected to serve on college committees shall be eligible to vote, except where noted. To protect the confidentiality of records and personnel issues, students shall not have access to academic records or other confidential college records.

Section 1 Governance Committees

Committees that are directly involved with the development and execution of college and/or System policy.

Academic Progress Committee

Alternative Dispute Resolution Committee

Athletics Committee

Committee on College Committees

Comprehensive Program Review and Academic Assessment Committee

Curriculum & Educational Policies Committee

Enrollment Management Committee

Executive Committee

Formal Grievance Committee

Homeland Security Committee

Intellectual Property/Copyright Committee

Library Committee

Planning Committee

Promotion and Tenure Committee

Publications Committee
Safety Committee
Student Affairs Committee
Technology Master Planning Committee

Section II Working Committees

Committees that have liaison relationships and assist with the development and execution of policy.

Calendar Committee
Courtesy Committee
Health Information Committee
Registration Committee
Student Activities Planning Committee
Study Abroad Committee

Section III Special Events Committees

Committees that are involved with the planning and execution of annual and/or one-time campus events.

Commencement Committee
Honor's Day Committee
Pageant/Coronation Committee
Recognition Day Committee

GOVERNANCE COMMITTEES

3.3.1 Academic Progress Committee

Purpose:

To examine academic issues and to make recommendations concerning student academic appeals (academic warning, probation, suspension, and dismissal). Note: The academic appeals for Learning Support Division students are processed by the division's Academic Appeals Committee.

Functions:

- ◆ To receive letters of appeal regarding academic standing (probation, suspension, or dismissal) for non-learning support students
- ◆ To review information pertinent to decisions regarding appeals.
- ◆ To submit reports of findings and recommendations to the vice president for academic affairs
- ◆ To review policies related to academic standing and to make recommendations for revisions to current policies

- ◆ To submit an annual report to the vice president for academic affairs and the secretary of the faculty by the last day of the spring semester
- ◆ To receive the report on the Learning Support Appeals Committee

Membership:

- ◆ Chairperson: Associate Vice President for Academic Affairs
- ◆ One division chairperson on an annual rotating basis
- ◆ Two faculty at-large members, elected each spring semester from a division other than the division chairperson
- ◆ Registrar
- ◆ Director of Counseling and Testing Services
- ◆ Assistant Director of Testing Services
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)

3.3.2 Alternative Dispute Resolution Committee

Purpose:

To ensure that disputes are consistently resolved at the lowest supervisory level at the college in a timely and equitable manner.

Functions:

- ◆ To identify and review procedures for addressing grievances, disputes, and conflicts
- ◆ To identify types of issues or conflicts that will be appropriate for mediation
- ◆ To recommend faculty and administrators to the president for participation in the Consortium on Negotiation and Conflict Resolution training
- ◆ To identify potential sources of referral and determine the extent to which participation is voluntary
- ◆ To determine the extent to which external mediators should be utilized
- ◆ To determine the mediation model that is appropriate for the college
- ◆ To determine the cost of the program and make recommendations to the president for funding
- ◆ To serve as liaisons to the faculty and staff, in order to address and allay any fears that may arise concerning the process
- ◆ To submit an annual report to the Consortium on Negotiation and Conflict Resolution

Membership:

- ◆ Chairperson: Alternative Dispute Resolution Liaison appointed by the president
- ◆ Members are appointed from a pool of faculty and staff who are trained by the Consortium on Negotiation and Conflict Resolution

3.3.3 Athletics Committee

Purpose:

To recommend policies and procedures to protect the student athlete and the institution

Functions:

- ◆ To develop and recommend policies and procedures concerning the athletics program
- ◆ To ensure that the college functions within the guidelines of the University System of Georgia, College, Georgia Junior College Athletic Association and National Junior College Athletic Association
- ◆ To approve annual game schedule/calendar
- ◆ To recommend the budget
- ◆ To submit an annual report to the Assistant to the President and to the college president.

Membership:

Appointed by the President

- ◆ Five faculty members (do not have to be teaching faculty)
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)
- ◆ Vice President for Fiscal Affairs (ex-officio)
- ◆ Vice President for Student Affairs (ex-officio)
- ◆ Athletic Director (ex-officio)

3.3.4 Committee on College Committees

Purpose:

To make recommendations to the college president regarding college committees.

Functions:

- ◆ To recommend the establishment of additional committees
- ◆ To recommend to standing committees any areas of study deemed necessary
- ◆ To recommend faculty and staff membership in compliance with college statutes
- ◆ To submit an annual report to the college president and the secretary of the faculty

Membership:

- ◆ Appointed by the President
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-official)

3.3.5 Comprehensive Program Review and Academic Assessment Committee

Purpose:

To guide and monitor the review and assessment of academic programs.

Functions:

- ◆ To develop and maintain a systematic process for assessing the effectiveness of teaching and learning in academic programs offered at the college
- ◆ To monitor the planning, implementation, and evaluation of programs
- ◆ To determine program quality, viability, and productivity
- ◆ To ensure that all programs are evaluated during an appropriate cycle
- ◆ To submit an annual report to the vice president for academic affairs and to the secretary of the faculty by the last day of the spring semester

Membership:

- ◆ Chairperson: Associate Vice President for Academic Affairs
- ◆ Chairperson from each academic division
- ◆ One faculty representative from each division
- ◆ Director of Institutional Research, Planning, and Assessment
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)

3.3.6 Curriculum and Educational Policies Committee

Purpose:

To ensure that courses, programs and educational policies are consistent with the University System of Georgia Core Curriculum, Academic Affairs Handbook and the Board of Regents Policy Manual.

Functions:

- ◆ To review course and program proposals and revisions submitted from the academic divisions
- ◆ To examine and evaluate the curriculum and course offerings
- ◆ To submit recommendations for changes in courses, programs and educational

policies to the Executive Committee

- ◆ To submit an annual report to the vice president for academic affairs and the secretary of the faculty.

Membership:

- ◆ Chairperson: To be appointed by the Vice President for Academic Affairs
- ◆ Two faculty members from each academic division
- ◆ Director of the Library
- ◆ Director of Academic Support Center
- ◆ The Registrar
- ◆ Two students
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)

3.3.7 Enrollment Management Committee

Purpose:

To make recommendations to improve enrollment services at the college.

Functions:

- ◆ To make recommendations concerning recruitment, admissions, financial aid and the orientating of prospective students
- ◆ To make recommendations concerning the marketing of college and programs of study
- ◆ To recommend and review research activities
- ◆ To develop retention strategies
- ◆ To serve as a liaison between the administration and the Office of Admissions, Registrar, Financial Aid, Academic Advisement, Disability Services, and Counseling and Testing Services
- ◆ To recommend institutional research activities
- ◆ To make recommendations to facilitate the student orientation program

Membership:

- ◆ Chairperson: Assistant to the Vice President for Enrollment Management
- ◆ Director of Admissions
- ◆ Registrar
- ◆ Director of Financial Aid
- ◆ Two Faculty Members (elected by the faculty)
- ◆ Director of Counseling and Testing Services
- ◆ Assistant Director of Testing Services
- ◆ Associate Vice President of Fiscal Affairs & Comptroller
- ◆ Assistant to the President (ex-officio)

- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)

3.3.8 Executive Committee

Purpose:

To serve in an advisory capacity to the vice president for academic affairs and the vice president for student affairs on all academic and student affairs matters and to approve standing committee procedures and recommendations, before submission to the faculty and the president.

Functions:

- ◆ To consider recommendations from other committees for submission to the faculty
- ◆ To receive and evaluate committee reports
- ◆ To submit recommendations to the vice presidents, the president, and the faculty
- ◆ To submit the minutes of each meeting to the president and the secretary of the faculty
- ◆ To submit an annual report of the Executive Committee to the president and to the secretary of the faculty by the last day of the spring semester

Membership:

- ◆ Chairperson: Elected by the committee members; must have served on the committee for one year, prior to being elected for a one-year term. Chairperson may be re-elected for a maximum of two terms, but if a faculty member is elected chairperson, then that faculty member can serve for three years.
- ◆ Five division chairpersons
- ◆ One faculty representative from each division
- ◆ Two students
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)
- ◆ Vice President for Student Affairs (ex-officio)

3.3.9 Formal Grievance Committee

Purpose:

To provide a formal opportunity for faculty, students, and staff to exercise due process for resolving disputes/concerns in a timely and equitable manner when the informal and/or mediation processes have been exhausted without satisfaction.

Functions:

- ◆ To organize a temporary committee to provide an adversarial/formal process in which a party or parties hear grievances
- ◆ To analyze the evidence/documentations
- ◆ To make a recommendation to the president concerning the resolution of a dispute.

Membership:

Coordinator-Appointed by the president, in consultation with the President's Council

- ◆ Chair, selected by the committee members
- ◆ Five (5) full-time employees. Each disputant may select two members from a list of persons eligible to serve as members of the Grievance Committee Pool within five working days of the receipt of the list from the Office of Human Resources.
- ◆ Each party may challenge one of the selected committee members of the opposing party. Those challenged must be replaced through the above steps.
- ◆ Upon selection of the four (4) members by the disputants, the Grievance Committee Coordinator will convene a meeting of the selected Committee members who will select the fifth (5th) committee member to serve as chair.

3.3.10 Homeland Security Committee

Purpose:

To lead and direct the preparation, employment and management of the college's resources to safeguard the campus and its students, staff and faculty against threats or acts of terrorism and the effects of natural disaster.

Functions:

- ◆ To develop regulations regarding access to and movement about the campus and its facilities during disasters
- ◆ To develop regulations and guidelines for the storing, securing, and disposing of hazardous and toxic chemicals and biological agents for the college's laboratories
- ◆ To develop security guidelines for the library and the computer laboratories during disasters.

Membership:

Appointed by the President

- ◆ Assistant to the President
- ◆ Director of Environmental Health & Safety
- ◆ Registrar
- ◆ Director of Campus Safety

- ◆ One representative from the Library
- ◆ One representative from Management Information System
- ◆ Director of Plant Operations
- ◆ One representative from Human Resources
- ◆ Chemistry faculty member
- ◆ International Student Specialist from Admissions
- ◆ Director of Facilities Planning
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)

3.3.11 Intellectual Property/Copyright Committee

Purpose:

To determine ownership rights to intellectual property and to set forth the rights and obligations of the faculty, staff, and students, with regard to inventions and creations which result from the employment or use of college facilities.

Functions:

- ◆ To ensure compliance with the Digital Millennium Copyright Act, 1998 or latest edition
- ◆ To handle copyright infringement notifications, negotiations, and ownership
- ◆ To inform the campus community of rules and regulations governing “fair use” of print and electronic media
- ◆ To receive reports in writing of all inventions involving use of college funds or facilities
- ◆ To submit an annual report to the vice president for academic affairs and the secretary of the Faculty, by the last day of the spring semester

Membership:

- ◆ Chairperson: Director of the Library
- ◆ One representative from academic affairs
- ◆ One representative from the library staff
- ◆ One representative from the Office of Fiscal Affairs
- ◆ One representative from the Office of Management Information Systems
- ◆ Five members from faculty or staff for three-year staggered terms
- ◆ Two students
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)

3.3.12 Library Committee

Purpose:

To recommend policies governing the promotion, development, and use of the library.

Functions:

- ◆ To meet regularly with the director of the library
- ◆ To act as an advisory and resource body
- ◆ To promote the use of the library
- ◆ To submit an annual report to the vice president for academic affairs and the secretary of the faculty by the last day of the spring semester

Membership:

- ◆ Chairperson: Elected by the committee members
- ◆ One faculty member from each division
- ◆ Two students
- ◆ Director of the Library (ex-officio)
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)

3.3.13 Planning Committee

Purpose:

To oversee and monitor the institutional effectiveness and strategic planning processes related to college initiatives.

Functions:

- ◆ To design, plan, implement, and monitor the institutional effectiveness and strategic planning processes
- ◆ To advise administrative units regarding planning initiatives
- ◆ To review and evaluate planning documents and processes, for the purpose of providing feedback to the college
- ◆ To submit an annual report to the president and the secretary of the faculty by the last day of the spring semester

Membership:

- ◆ Chairperson: Director of Institutional Research, Planning, and Assessment
- ◆ Chairperson from each academic division
- ◆ Assistant to the President
- ◆ Director of Admissions
- ◆ Vice President for Academic Affairs

- ◆ Vice President for Student Affairs
- ◆ Vice President for Fiscal Affairs
- ◆ Registrar
- ◆ Director of Development
- ◆ Two faculty members serving staggered terms
- ◆ Two students

- ◆ Director of Facilities Planning
- ◆ President (ex-officio)

3.3.14 Promotion and Tenure Committee

Purpose:

To facilitate and implement the promotion, tenure, pre tenure and post tenure review processes.

Functions:

- ◆ To evaluate the portfolios of faculty applying for promotion or tenure
- ◆ To evaluate the portfolios of faculty who are undergoing pre tenure or post tenure review
- ◆ To ensure that review processes are conducted in accordance with Board of Regents Policy
- ◆ To inform faculty of the method of portfolio preparation
- ◆ To make recommendations to the vice president for academic affairs
- ◆ To submit an annual report to the vice president for academic affairs and secretary of the faculty by the last day of the spring semester

Membership:

- ◆ Chairperson: The former Chairperson-Elect of the Committee
- ◆ Chairperson-Elect is elected by the committee membership each fall semester
- ◆ Seven full-time faculty members (three faculty members should be full professors, if possible, while the remaining members may be associate professors) inclusive of:
 - ▶ Five full-time faculty members (one from each division serving a one-year term) appointed by the president, upon recommendation of the vice president for academic affairs (The exception is when one member is elected chairperson-elect.)
 - ▶ Two full-time faculty members at-large elected at the spring semester faculty meeting to serve two-year staggered terms

3.3.15 Publications Review Committee

Purpose:

To ensure the accuracy of and maintain the credibility, consistency and quality of all printed and electronic college publications

Functions:

- ◆ To review, edit and make recommendations that will result in the publishing or posting of publications that meet the editorial standards set forth by the college

Membership:

- ◆ Chair: Director of Public Relations & Publications
- ◆ Representative from the library
- ◆ Two faculty members (appointed by the President)
- ◆ Assistant to the President (ex-officio)
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)

3.3.16 Safety Committee

Purpose:

To serve as a resource for the college to assess general and specific safety and health issues and procedures affecting the campus.

Functions:

- ◆ To review new regulations and issues that impact on Title V Clean Air Act, indoor air quality, etc., hazardous waste regulations
- ◆ To design and implement departmental safety procedures for the college
- ◆ To review all building renovations for safety compliance and/or problems
- ◆ To review faculty and staff safety issues such as parking lot lighting, blocked hallways and escort services to the parking lot in the night time
- ◆ To collect data on hazardous waste materials from departments at the college

Membership:

- ◆ Chair: Director of Environmental Health & Safety
- ◆ Director of Public Relations & Publications
- ◆ Director of Management Information Systems
- ◆ Director of Plant Operations
- ◆ Director of Campus Safety
- ◆ Faculty in Art/Drama
- ◆ Faculty in Natural Science & Mathematics

- ◆ Department of Student Activities Representative
- ◆ Vice President for Fiscal Affairs (ex-officio)
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)

3.3.17 Student Affairs Committee

Purpose:

To promote and maintain the welfare of the student body and to promote positive faculty-student interaction.

Functions:

- ◆ To act as an advisory body for the vice president for student affairs
- ◆ To hear student grievances and make recommendations for resolution of grievances
- ◆ To coordinate the activities and finances of all student groups
- ◆ To review and implement the Student Code of Conduct
- ◆ To submit an annual report to the vice president for student affairs and the secretary of the faculty by the last day of the spring semester

Membership:

- ◆ Chairperson: Faculty member elected by the committee members
- ◆ One faculty member from each academic division
- ◆ Student representatives equal to the number of faculty representatives
- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)
- ◆ Vice President for Student Affairs (ex-officio)

3.3.18 Technology Master Planning Committee

Purpose:

- ◆ To provide recommendations regarding the college's technology master plan

Functions:

- ◆ To maintain and assist with IIT strategic planning
- ◆ To analyze and recommend student technology fee expenditures
- ◆ To provide input for technology related projects

Membership:

Appointed by the President

- ◆ President (ex-officio)
- ◆ Vice President for Academic Affairs (ex-officio)

WORKING COMMITTEES

3.3.19 Calendar Committee

Purpose:

To compile a master calendar for the college

Functions:

- ◆ To gather/compile important dates from the academic, fiscal and student affairs units of the college
- ◆ To ensure adherence to unified System calendar

Membership:

- ◆ Chair: Associate Vice President for Academic Affairs
- ◆ Representative from Fiscal Affairs
- ◆ Representative from Student Affairs
- ◆ Representative from Financial Aid
- ◆ Representative from Admissions
- ◆ Representation from Office of the Registrar.

3.3.20 Courtesy Committee

Purpose:

To establish policies concerning the Courtesy Committee

Functions:

- ◆ To determine minimum annual contributions and to solicit these contributions from faculty and staff members
- ◆ To express sentiments as appropriate regarding illness and death
- ◆ To provide and publish annual report of fund expenditures

Membership:

- ◆ Chair: Director of Human Resources
- ◆ Two representatives from Academic Affairs
- ◆ Two representatives from Student Affairs
- ◆ Two representatives from Fiscal Affairs with one from Plant Operations and one from the Business Office
- ◆ Assistant to the President (ex-officio)

3.3.21 Health Information Committee

Purpose:

- ◆ To educate students regarding health related issues

Function:

- ◆ To disseminate information regarding health issues

Membership:

- ◆ One representative from Plant Operations
- ◆ One representative from Security
- ◆ Director of Human Resources
- ◆ Director of Environmental Health and Safety
- ◆ Vice President for Student Affairs (ex-officio)
- ◆ One representative from Counseling and Testing
- ◆ Director of Student Activities

3.3.22 Registration Committee

Purpose:

- ◆ To review and provide recommendations for the college's registration process.

Functions:

- ◆ To critique the registration process
- ◆ To make recommendations to the registration process as needed
- ◆ To examine registration business practices

Membership:

- ◆ Registrar
- ◆ Vice President for Academic Affairs
- ◆ Vice President for Fiscal Affairs
- ◆ Vice President for Student Affairs

- ◆ Director of Management Information Systems
- ◆ Chairperson from Division of Learning Support
- ◆ Representative from Fiscal Affairs
- ◆ Director of Financial Aid
- ◆ Director of Admissions

3.3.23 Student Activities Planning Committee

Purpose:

- ◆ To assist in the development of a student activities program and planning calendar for the Office of Student Activities.

Functions:

- ◆ To recommend guest speakers and lecturers
- ◆ To recommend programs/events/activities

Membership:

Appointed by the Director of Student Activities

- ◆ Five AMC Students

3.3.24 Study Abroad Committee

Purpose:

To assist with and promote study abroad and international education on the AMC campus

Functions:

- ◆ To evaluate proposals for study abroad and give recommendations for approvals, suggestions, etc.
- ◆ To give input to faculty members coordinating study abroad trips
- ◆ To discuss strategies for promoting study abroad and international education
- ◆ To assist in exposing students to a variety of cultures
- ◆ To plan study abroad experiences
- ◆ To provide a report of committee activity annually to the Vice President for Academic Affairs
- ◆ To assist in identifying and securing financial support

Membership:

Appointed by the Vice President for Academic Affairs

- ◆ Chair: Appointed by the Vice President for Academic Affairs
- ◆ One representative from each division
- ◆ One representative from the Library
- ◆ One representative from Financial Aid

SPECIAL EVENTS COMMITTEES

3.3.25 Commencement Committee

Purpose:

To coordinate the logistics and activities associated with Commencement Exercises

Functions:

- ◆ To coordinate ordering of caps and gowns
- ◆ To coordinate ordering of invitations
- ◆ To design and order programs
- ◆ To coordinate set-up of stage and gymnasium
- ◆ To coordinate sound and acoustics
- ◆ To coordinate musical selections
- ◆ To coordinate communication/correspondence with prospective graduates
- ◆ To coordinate and facilitate graduation rehearsal
- ◆ To security faculty, staff and student assistants
- ◆ To serve as a liaison to the Committee on College Committees

Membership:

Appointed by the President

3.3.26 Honor's Day Committee

Purpose:

- ◆ To honor those students who have achieved academically

Functions:

- ◆ To secure the names of those students who have excelled academically in specific disciplines
- ◆ To secure the names of those students with highest academic average
- ◆ To secure the name of the Academic Recognition Day Scholar
- ◆ To obtain a speaker for the ceremony
- ◆ To draft a program for the ceremony
- ◆ To obtain student assistants for the ceremony

- ◆ To serve as a liaison to the Committee on College Committees

Membership:

- ◆ Chair: Associate Vice President for Academic Affairs
- ◆ One faculty member from each academic division

3.3.27 Pageant/Coronation Committee

Purpose:

To plan the Miss AMC Pageant/Coronation

Functions:

- ◆ To select a theme for the event
- ◆ To secure entertainment for the event
- ◆ To draft the program for the event

Membership:

Appointed by the Director of Student Activities

- ◆ Three representatives from Student Affairs
- ◆ One representative from Plant Operations
- ◆ One representative from Fiscal Affairs
- ◆ Three students

3.3.28 Recognition Day Committee

Purpose:

To plan the annual luncheon to recognize AMC employees and retirees for years of service to the college.

Functions:

- ◆ To determine appropriate mementos and arrange for their order, payment, and pickup
- ◆ To plan the luncheon
- ◆ To promote and advertise the program to employees
- ◆ To serve as a liaison to the Committee on College Committees.

Membership:

- ◆ Chair: Associate Vice President for Academic Affairs

- ◆ Two representatives from Human Resources
- ◆ One representative from Plant Operations
- ◆ Two faculty members
- ◆ Two representatives from Student Affairs
- ◆ One representative from the Business Office

3.3.29 Ad Hoc and Special Committees

Ad hoc and special committees may be appointed by the president at any time to serve a particular need of the college. An ad hoc or special committee may be disbanded, at the discretion of the president, once its charge has been accomplished.