

COMMITTEE STRUCTURE AT SIC FOR SHARED GOVERNANCE

Committees serve a vital role in shared governance at Southeastern Illinois College. Each standing committee has a defined mission and general description of function. Chairs, or co-chairs, should ensure minutes are kept and feedback loops followed to ensure the committee recommendations are made through the appropriate channels.

Leadership Group Committee

Academic Leadership Group Committee

Mission: The Academic Leadership Group is a Committee of defined personnel in key positions on campus who share information, ideas, and resources as they provide guidance for the College to fulfill its goals that pertain to academics and student services most directly.

Description: The Academic Leadership Group, which is comprised of academic division chairs as well as academic and student services support personnel, meets monthly and is chaired by the Vice President of Academic Affairs.

- Communicates current, state and national legislative actions impacting higher education;
- Communicates current correspondence and actions taken by the Higher Learning Commission impacting the institution and higher education in general;
- Communicates current actions and activities pertaining to major committee work on-campus;
- Communicates state and federal grant activities (i.e., Title III, IV, V, Perkins, ICCB) for the current academic year;
- Provides opportunity for academics and students services to collaborate on processes, procedures, projects and/or activities that have the potential to impact students, faculty and staff campus-wide;
- Communicates important calendar dates for the campus community; and
- Provides a direct line of communication between Academic Affairs and faculty.

Professional Development Committee

Mission: The purpose of the Professional Development Committee is to coordinate professional development activities that include but not limited to: mentoring, guest speakers, general training, instructional excellence, social-professional events, and recognition of valuable service.

Description: The Professional Development Committee is comprised of faculty and staff representatives from instructional and non-instructional functional areas of the College, and meets a minimum of twice annually to provide oversight and coordination of the following activities:

- Professional and personal development opportunities for faculty and staff;
- Mentoring program for new employees;

- Special event programming throughout the year; and
- Annual employee recognition event.

Curriculum Committee

Mission: The Curriculum Committee approves all credit and non-credit courses and educational programs of the College and to make recommendations to the administration and Board; the Committee also assures quality standards for education, regardless of modality, while adhering to state, federal, and accrediting agency requirements in order to help students achieve their educational goals.

Description: The Curriculum Committee is chaired by the Executive Dean of Academic Services, and membership includes representatives from each academic discipline and all functional areas of the College. Committee responsibilities include:

- Provide leadership in curriculum development
- Provide oversight of all new courses and programs to ensure that academic standards are maintained
- Review proposals for new courses and programs, and course and program revisions and deactivations
- Participate in the program review process
- Review and recommend changes in general education and CTE requirements and goals
- Recommend policies and procedures affecting curriculum
- Provide a forum for innovation in teaching and learning

Strategic Planning Committee

Mission: The Strategic Planning Committee assists the board of trustees regarding its responsibility to review and fulfill the organization's mission, vision and strategic direction process, including the development of a five-year strategic plan with measurable goals and time targets.

Description:

- The Strategic Planning Committee identifies the strategic issues that need to be addressed. Typically, a SWOT (strengths, weaknesses, opportunities and threats) analysis is conducted as well as other environmental scanning of the college context.
- This Committee also reviews the College mission, vision and values statements to determine if they want to recommend any changes to the board.
- The Committee must also oversee the development of key initiatives and operational strategies to fulfill the mission.
- The committee provides oversight of the creation of the five-year plan and continuously monitors the performance of the plan. Members must ensure the operational planning is SMART:

- S-Specific
- M-Measurable
- A-Achievable or attainable
- R-Realistic or reasonable
- T-Time measured
- Key performance indicators track the progress against the goals.
- Periodic progress reviews and institutional reporting on a defined calendar need to be practiced

Institutional Effectiveness Sub Committee

Mission: The Institutional Effectiveness Sub-Committee serves as an oversight body that assesses the general engages the effectiveness of the College's planning, assessment, feedback systems, dashboard, benchmarks, and structures, which ultimately demonstrate progress toward mission fulfillment providing the College with recommendations to increase overall effectiveness.

Description:

- The IESC is chaired by the Director of IR and includes the president, Executive Dean of Student Services, Executive Dean of Academic Services, and select members from the strategic planning committee as appointed.
- This group also annually reviews the institutional effectiveness calendar and ensures feedback loops are consistent and useful.

Assessment Committee

Mission: The Assessment Committee supports student learning by reviewing, monitoring, and mentoring faculty and staff in all processes related to assessment, which covers student learning outcomes, program learning outcomes, and institutional learning outcomes.

Description:

- The Committee ensures its work is consistent with the mission of the college and meets the requirements of law and regulation.
- Reviews and approves all Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and appropriate mappings to Institutional Learning Outcomes (ILOs).
- Provides assessment feedback and training as necessary.
- Communicates with all committees, organizations, or areas involved in assessment on campus (e.g. Curriculum Committee (includes program review) and Strategic Planning). Such communication should be annual and provided as to align with the needs of the institutional effectiveness calendar.

Threat Assessment

Mission: The Threat Assessment Team assess and recommends early intervention regarding potential threats so that individuals can get the assistance they need without disruption or violence to the College community.

Description:

- The Committee works to ensure the safety of the campus community.
- The Committee works to identify potential threats to the campus community and to mitigate those threats.
- The Committee collaborates with local law enforcement agencies and community organizations in order to address needs as appropriate.
- The Committee has clearly established protocols to ensure consistent implementation of campus safety policies.
- The Committee is comprised of administrators and faculty from all areas of campus.

Diversity Committee

Mission: The Diversity Committee provides guidance and recommends initiatives that foster a welcoming and respectful campus climate that demonstrates respect for diverse cultures, backgrounds, and ideas.

Description:

- Advocate for the ongoing diversification of the college's student body, faculty, and staff.
- Promote diversity and inclusivity awareness through education, training, and mentoring support.
- Serve as a resource to college leadership in developing thoughtful management and goals related to diversity.
- Develop annual strategic initiatives in alignment with the college strategic plan.
- Monitor the process and progress of diversity and inclusion initiatives on campus.

Parking

Mission: The Parking Committee provides recommendations for the College's parking regulations and management as well as assesses fines and penalties.

Description: Committee members evaluate and evolve parking regulations as well as serve as the dispute resolution body for citation appeals.

- The committee works to provide fair parking regulations for Students, staff and faculty by including a stakeholder from each group as a voice on the committee.
- The committee ensure that Southeastern Illinois College is compliant with parking regulations such as adequate ADA parking as mandated by the Illinois Accessibility Code.

- The committee works to ensure there is adequate visitor parking on campus.
- The committee reviews and makes decisions regarding traffic violation appeals.
- The committee appointed the “Falcon Spot” recipient each month. This provides a month long premium parking spot to a student that has been nominated by faculty and/or staff as having exceptional academic and/or moral qualities that serve as an example to others.

Calendar/Event (Scheduling)

Mission: The Calendar/Events, or Scheduling Committee, is responsible for scheduling all events and maintaining the College master calendar of events.

Description: The Calendar/Event Scheduling Committee oversees the campus event scheduling process. The committee is responsible for scheduling events and maintaining the College’s master event calendar.

- The CES is chaired by the Event Coordinator and includes the Director of Auxiliary Services, Environmental Services Secretary, the Administrative Assistant to the Executive Dean of Academic Services, the Assistant to the Director of the SBDC, the Workforce and Education CTE and Special Projects Coordinator, and the Coal Mining Program Assistant.
- The members meet bi-weekly to review events scheduled on campus and update the master calendar of events.

Risk Management

Mission: The Risk Management Committee develops the College’s risk assessment plan and assesses the overall effectiveness of the risk management processes. This Committee considers best practices in risk management regarding programs and services at the College and provides guidance on evaluation and assessment of risk exposure in order to implement realistic and cost effective recommendations, including employee training efforts and use of Tort funds.

Description: The Risk Management Committee is comprised of staff from instructional and non-instructional functional areas allowing for a good representation of the college as a whole. The committee meets throughout the year to address and act upon immediate and future needs. Goals include:

- Identify and analyze loss exposures (1. What is the event? 2. What could go wrong? 3. How likely is that? 4. How bad could it be? 5. What risks are internal? External?)
- Select techniques for treating loss exposures (1. Avoidance. 2. Control. 3. Transfer. 4. Acceptance)
- Implement selected techniques (1. Are risk control strategies appropriate to the event as planned? 2. Are there new risks that were not readily obvious during plan construction? 3. Are there new and emerging risks unavailable for consideration previously? 4. Are there new considerations that should be engaged?)

- Monitor and modify selected techniques (1. What affect did the techniques have on the situation? 2. Consider the operational variables in terms of level of effectiveness: Communications? Tactics and strategies? Safety assurances? Facilities and equipment? Personnel/staffing? 3. How can future operations be improved? 4. What information needs shared and with whom?)

Campus Emergency Response Team

Mission: The Campus Emergency Response Team (CERT) engages disaster preparedness for the hazards that may impact the College and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations in order to provide emergency response to the campus as needed.

Description: The Campus Emergency Response Team is composed of over twenty-five staff/personnel from strategic areas campus wide. CERT members meet at a minimum of twice annually to discuss and formulate necessary plans in the event of an emergency.

Responsibilities include:

- Hold training based on different emergency scenarios for instructional and administrative staff
- Annually educate students, faculty, and staff on standard appropriate procedures
- Test emergency communication devices
- Complete appropriate level of National Incident Management System (NIMS) Training
- Maintain and update Emergency Response Plan

Wellness Committee

Mission: The Wellness Committee promotes an environment of physical, psychological, and emotional well-being for Southeastern employees and students by providing activities and support that will result in healthy lifestyles.

Description:

- This Committee strives to inspire and empower employees and students to take responsibility for their own health.
- This Committee encourages employees and students to make healthy lifestyle choices.
- This Committee promotes wellness via online communication as well as workshops/events.
- Increasing awareness and factors contributing to physical and mental well-being.
- Comply with laws and regulations that affect wellness activities.

Learning Commons

Mission: The Learning Commons Committee provides recommendations on academic support services for students and faculty regarding research, online education, academic support assistance, audio-visual, among other related venues.

Description: The Learning Commons Committee is comprised of administrators and faculty of the College along with a student representative. The committee meets a minimum of twice annually to serve in a feedback and advisory capacity to continuously improve:

- Library services
- Testing and tutoring services
- Technical support for students in the areas of electronic account access, online learning, and printing
- Classroom technology
- Faculty development workshops
- Possible new services and technologies needed in the Learning Commons

Bookstore/Textbook/Cafeteria

Mission: The Auxiliary Service Committee, formerly Bookstore/Textbook/Cafeteria Committee, is responsible for providing recommendations and taking limited action regarding food service, bookstore, textbook sales, and coffee bar.

Description: The Auxiliary Service Committee is comprised of members representing Faculty, Academic Affairs & Services, Financial Aid, Student Government, and the Bookstore. Members meet at least annually and on an as needed basis. Activities include making recommendations concerning:

- Merchandise offered for resale
- Book buyback activities and timeline
- Textbook orders, pricing, and availability
- Evaluation of any student recommendations and concerns
- Discussion of food service concerns and suggestions for improvement

Alumni Selection

Mission: The Alumni Selection Committee solicits, reviews, and determines the recipient of the alumni of the year award.

Description.

- The Committee selects a Distinguished Alumnus/Alumna each year to serve as the keynote speaker for the College's Commencement Ceremony.

- The Committee solicits nominations from the campus community and considers the credentials of each nomination.
- The Committee collaborates with the Foundation to honor the chosen recipient.

Ad Hoc. Samples provided below.

HLC QI Project

Student Success Advisory

Grievance Committee

Marketing/Recruiting/Branding

Web

Relevant Organizational Bodies

President's Cabinet

President's Council