

BCCC Campus Committees

College-wide Committees have been formed to 1) involve the faculty, staff, and student body 2) benefit the College by utilizing their wide array of talent and experience in the development and decision-making of the College and 3) maintain SACSCOC "Reaffirmation Readiness."

Campus Committee	Purposes (as stated in current handbook)	Membership	2022-2023 Membership
Academic Assessment and Program Review	a. Review and update the assessment and program review processes for data-based decision making and continuous quality improvement. b. Develop and/or update a standardized assessment process and templates for use in student learning assessment and Academic Program Review. c. Conduct professional development workshops for the Assessment and Program Review processes. d. Research other community colleges for assessment and program review best practices. e. Promote the benefits of assessment and program review to faculty and staff to encourage a continuing culture of assessment and quality improvement at the College. f. Maintain compliance and documentation for SACSCOC standards 7.1, 7.3, 8.1, 8.2.a, 8.2.b, 8.2.c. Chair is appointed. Vice-chair and secretary will be elected by the committee.	Ex. Officio, Permanent by position (Dean of IE) Ex. Officio, Permanent by position (VP of Academics) Voting, Permanent by position (Academic Deans) Voting, BTPS Faculty Voting, AS Faculty Voting, AS Faculty Voting, BTPS Faculty Voting, AS Faculty Voting, BTPS Faculty Voting, N&AH Faculty Voting, N&AH Faculty	Mullis, Kimberly Hill, Lisa Dickerson, Kent Morris, Ben; Spencer, Samantha Watts, Crystal (Chair) Moser, Tim Upton, Jordan Barfield, Abbie Reece, Sky Clayton, Ted Wells, Molly Peoples, Melissa
ADA	a. Develop and recommend appropriate professional development for content developers. b. Communicate the importance of accessibility to distance learning and online presence to faculty and staff. c. Develop and recommend processes to ensure that all electronic information including websites, e-learning content and purchasing of electronic or digital assets or resources be accessible. d. Develop, review, and recommend practices, workflows, policies and procedures to enhance accessibility. e. Provide a forum to share relevant information related to accessibility, strengthening compliance with ADA to ensure a welcoming environment, facilitate communication and coordination between units that enhance access to the college's programs and activities. f. Review, update, and monitor compliance with BCCC's multi-year accessibility plan, identify challenges to accessibility, and set priorities for implementation. g. Review BCCC's compliance with standards of accrediting agencies related to accessibility. Membership of the ADA Compliance committee will include representatives from: 1. Information Technology (IT); 2. Webmaster; 3. Blackboard Administrator; 4. Distance Learning (NCH); 5. Disability Services; 6. Marketing & PR Coordinator; 7. VP of Academics; 8. Dean, Arts & Sciences; 9. Faculty (BTPS); 10. Faculty (A&S); 11. Admissions; 12. Business office; 13. VP of Student Services; 14. VP of Continuing Education; 15. VP of Institutional Advancement; 16. Campus Operations Director	Voting, Permanent by position (Blackboard Administrator) Voting, Permanent by position (Marketing and PR Coordinator) Voting, Permanent by position (Purchasing coordinator) Voting, Permanent by position (Webmaster) Voting, Permanent by position (Director of Counseling) Voting, Permanent by position (VP of Continuing Education) Voting, Permanent by position (VP of Academics) Voting, Permanent by position (Director of IT) Voting, Permanent by position (Library Director) Voting, Permanent by position (VP of Students Services) Voting, Permanent by position (Academic Dean) Voting, Permanent by position (Accessibilities coordinator) Voting, Permanent by position (VP of Institutional Advancement) Faculty representative Staff representative Voting	Purvis, Kate Namecz, Attila Adams, Rebecca McKeithan, Justin Jackson, Kimberly Gerard, Stacy Hill, Lisa Looney, David Hopper, Paula Nixon, LaTonya Spencer, Samantha Shreve, Alex Sullivan, Serena Campbell, Chris Hall, Marshall Clark, Candace
BCCC Leadership Council	Provides a forum: a. To discuss, review, and recommend approval of college policies and procedures. b. To enhance communication between college administrative divisions, faculty, and staff. c. To review items of interest brought before it by the President or Senior Staff. The College Leadership Council will meet each even numbered month in order to facilitate policy, procedure updates in timely fashion and provide administrative unit and constituency group updates at each meeting. Membership of the College Leadership Council will include: 1. President; 2. Senior Staff; 3. Academic Deans; 4. Director of Library; 5. Director of Accounting; 6. Director of Human Resources; 7. Director of Plant & Maintenance Operations; 8. Chief of Police Department; 9. Continuing Education Directors (x2); 10. Director of Information Technology; 11. Director of Campus Operations; 12. Director of Admissions and Recruitment; 13. Director of Financial Aid; 14. Registrar; 15. Director of Counseling; 16. Director of Student Support Services; 17. Marketing Coordinator; 18. Public Relations Coordinator; 19. Faculty Senate President; 20. Staff Association President; 21. Student Government Association President	Permanent by position (Senior Staff) Permanent by position (Exec. Assistant to the President) Permanent by position (Senior Staff) Permanent by position (Dean) Permanent by position (Dean) Permanent by position (Dean) Permanent by position (Dean of IE) Permanent by position (Director of QEP) Permanent by position (Director of Library) Permanent by position (Director of HS Programs) Permanent by position (Senior Staff) Permanent by position (Director of Admissions) Permanent by position (Director of Counseling)	Loope, Dave Singleton, Jennie Hill, Lisa Morris, Ben Spencer, Samantha Dickerson, Kent Mullis, Kimberly Evans, Laurie Hopper, Paula Jones, Stacy Nixon, LaTonya Phillips, Shelby Jackson, Kimberly

		Permanent by position (Director of Financial Aid)	Windley, Tricia
		Permanent by position (Registrar)	
		Permanent by position (Director of Student Support Services)	Jordan, Dorothy
		Permanent by position (Senior Staff)	Gerard, Stacey
		Permanent by position (SBC Director)	Stowe, Lentz
		Permanent by position (Continuing Education Director)	Carter, Clay
		Permanent by position (Continuing Education Director)	Harris, Ray
		Permanent by position (Continuing Education Director)	Respass, Billy
		Permanent by position (Continuing Education Director)	Rose, Justin
		Permanent by position (Continuing Education Director)	Watson, Sara
		Permanent by position (Continuing Education Director)	Butcher, Jackie
		Permanent by position (Continuing Education Director)	Radcliffe, Penelope
		Permanent by position (Senior Staff)	Nelson, Mark
		Permanent by position (Director of Accounting)	Edwards, Gay
		Permanent by position (Director of Campus Operations)	Squires, Jason
		Permanent by position (Director of Human Resources)	Ham, Nicole
		Permanent by position (Director of Information Technology)	Looney, David
		Permanent by position (Chief of Police)	Chrismon, William
		Permanent by position (Senior Staff)	Sullivan, Serena
		Permanent by position (Marketing & Public Relations Coordinator)	Nemecz, Attila
		Permanent by position (Faculty Senate President)	Moulden, Kim
		Permanent by position (Staff Association President)	Cooper, JoLinda
		Faculty	Deck, Ben
		Faculty	Lilley, Robin
		Permanent by position (SGA President)	Williams, Jaques
Credit for Prior Learning	a. Develop, annually review and update the Credit for Prior Learning Guide. b. Identify new methodologies and best practices for credit for prior learning by attending workshops or webinars; reading; or participating in conversations, chats, blogs, etc. with professionals in the field; and monitoring actions and activities of the Center for Adult and Experiential Learning (CAEL). c. Conduct workshops to insure all Academic, Student Services, and Continuing Education administrators are informed and able to appropriately assist students seeking credit for prior learning. d. Design and establish a Credit for Prior Learning webpage with easy access for students and potential students. (2014-15) e. Maintain compliance and documentation needed for SACSCOC standards, as well as substantive changes, 9.4, 10.7, and 10.8. Chair, vice-chair and secretary will be elected by the committee.	Ex officio, Permanent by position (VP of Academics).	Hill, Lisa
		Ex officio, Permanent by position (VP of Cont. Ed.).	Gerard, Stacey
		Voting, Permanent by position (Dean of AH)	Dickerson, Kent
		Voting, Permanent by position (Dean of BTPS)	Morris, Ben
		Voting, Permanent by position (Director of Industry Training)	Rose, Justin
		Voting, Permanent by position (Office of Academics)	Pendergrass, Susan
		Voting, Permanent by position (Registrar).	
		Voting, MLT Faculty	Joshua Maynor
		Voting, BTPS Faculty	Van Gyzen, Bryan
		Voting, Continuing Education	Cote, Jack
		Voting, AS Faculty	Sadler, Bonnie
		Voting, AS Faculty (serves on state military CPL committee)	Stolesbury, Suzanne
		Voting, BTPS Faculty	Clayton, Ted
		Voting, AS Faculty	Brandi Ziegler
		Voting, High School Programs	Avery, Amanda
		Voting, Student Services Representative	Coltrain, Courtney
Curriculum	a. Recommend changes in the College curricula through the appropriate Dean and VP of Academics. b. Review all proposed changes in the credit curricula, curriculum proposals, and academic regulations. c. Recommend graduation requirements for all degrees, diplomas, and certificates offered by the College. d. Become acquainted with all state policies and procedures regarding the development of curricula and insure that such policies and procedures are followed. e. Review and approve appropriate documentation for program terminations(NCCCS & SACSCOC), teach-outs (SACSCOC) and online program thresholds	Ex officio, Permanent by position (Dean of AS).	Spencer, Samantha
		Ex officio, Permanent by position (Dean of BTPS).	Morris, Ben

	<p>(SACSCOC) I. Maintain compliance and documentation needed for SACSCOC standards 3.1.B.9.1, 9.2, 9.3, 9.7, 10.4, 10.7, 14.2, and 14.5, as well as substantive changes. A faculty member will serve as Chair, elected by the committee. Vice-chair and secretary will be elected by the committee.</p>	<p>Ex officio, Permanent by position (Director of CCR). Radcliffe, Penelope</p> <p>Ex officio, Permanent by position (Dean of AH) Dickerson, Kent</p> <p>Ex officio, Permanent by position (Registrar Assistant) Coltrain, Courteny</p> <p>Ex officio, Permanent by position (VP of Academics). Hill, Lisa</p> <p>Ex officio, Permanent by position (Curriculum Data Clerk). Hodges, Susan</p> <p>Ex officio, Permanent by position (Financial Aid Specialist). Brantley, Lauren</p> <p>Ex officio, Permanent by position (Director of Admissions). Phillips, Shelby</p> <p>Ex officio, Permanent by position (VP of Student Services). Nixon, LaTonya</p> <p>Ex officio, Permanent by position (Dean of IE). Mullis, Kimberly</p> <p>Voting, AS Faculty Stevens, Amanda</p> <p>Voting, AS Faculty Mann, Jessica</p> <p>Voting, AS Faculty Jones, Misty</p> <p>Voting, BTPS Faculty Van Gyzen, Bryan</p> <p>Voting, N&AH Faculty Stockton, Rachael</p> <p>Voting, BTPS Faculty Holliday, Matt</p> <p>Voting, BTPS Faculty Lilley, Robin</p> <p>Voting, N&AH Faculty Hubert, Kendra</p> <p>Voting, N&AH Faculty Roberson, Danielle</p>	
<p>Distance Education Quality Improvement</p>	<p>1. Maintain compliance with the approximately SACSCOC guidelines for Distance Learning. 2. Prepare, implement, review annually, update and edit the Academic Online Standards related to consistent top-quality course delivery, the use of innovative and interactive teaching methods, and the use of appropriate measurement and evaluation methods. 3. Make recommendations to the vice president of academics and vice president of continuing education to ensure the Academic Online Standards are followed in new and existing online course development. 4. Coordinate with the Vice Presidents supervising Academics, Information Technology, and Continuing Education in the search and solicitation of information on new technology, software and teaching methods that may improve the delivery of online courses, student retention, and student engagement. 5. Make recommendations to College faculty and staff that will expand and improve student learning or professional development through the use of distance education technology. 6. Recommend policy or procedural changes that may enhance or expand student learning via distance education. 7. Analyze data reports of the effectiveness and quality of BCCC's Distance Education Program. 8. Ensure the institution provides equivalent on campus services to all distance education students per SACSCOC standard 12.1. Chair, vice-chair and secretary will be elected by the committee.</p>	<p>Ex officio, Permanent by position (VP of Academics). Hill, Lisa</p> <p>Ex officio, Permanent by position (VP of Continuing Education). Gerard, Stacey</p> <p>Voting, Permanent by position (Blackboard administrator). Purvis, Kate</p> <p>Voting, Permanent by position (Director of Library). Hopper, Paula</p> <p>Voting, Permanent by position (Information Technology representative). Congleton, Jacob</p> <p>Voting, Continuing Education Rose, Justin</p> <p>Voting, Academic Dean Spencer, Samantha</p> <p>Voting, AS Faculty Jackson, Alyssa</p> <p>Voting, Continuing Education Butcher, Jackie</p> <p>Voting, BTPS Faculty Lilley, Robin</p> <p>Voting, AS Faculty Knox, Ashley</p> <p>Voting, N&AH Faculty Williams-Dean, Alana</p> <p>Voting, Staff Representative Arcangeli, Anthony</p>	
<p>Diversity, Equity, and Inclusion</p>	<p>The Diversity, Equity, and Inclusion (DEI) Committee at Beaufort County Community College exists to promote understanding, acceptance, and enhancement of diversity in all its human facets and with respect to ideas at the College and to propose actions related to the promotion of equity and inclusion across the College community to the Senior Staff. The President of the College will then decide whether such recommendations require further action by either the College Leadership Council or the College Board of Trustees or both bodies.</p> <p>Committee Functions:</p> <ol style="list-style-type: none"> 1. Provide recommendations to Senior Staff for relevant, operational definitions of diversity, equity, and inclusion and any such revisions to these definitions. 2. Determine challenges to and opportunities for meeting the purpose of the Committee via a comprehensive, college-wide, standardized survey instrument. 3. Determine and suggest actions to the Senior Staff regarding the correlation between DEI and student success. 4. Propose to the Senior Staff activities for student, faculty, and staff that will enhance the purpose of the Committee, including professional development opportunities. 5. Review existing College policies and procedures that may inhibit equity and inclusion. 6. Propose to the Senior Staff means by which DEI can be individualized and humanized so as to make the concepts understandable and acceptable to all students, faculty, and staff, including, but not limited to, discussion of Judeo-Christian concepts of social justice. 	<p>President (ex officio and non-voting) Loope, Dave</p> <p>Vice President of Academic Affairs Hill, Lisa</p> <p>Vice President of Continuing Education Gerard, Stacey</p> <p>Vice President of Student Services (Chair) Nixon, LaTonya</p> <p>Director of Human Resources Ham, Nicole</p> <p>Faculty from AS Division Mendoza, Jose</p> <p>Faculty from BTPS Division Hill, Jim</p> <p>Academic Dean Morris, Ben</p> <p>Student Services Director Jordan, Dorothy</p> <p>Continuing Education Director Gales, Larry</p> <p>Chair of Faculty Senate or Designee Moulden, Kim</p>	

		Staff Representative	
		Staff Association Representative	Cooper, Jolinda
		SGA Representative or Designee	Williams, Jaques
		SGA Representative or Designee	Griffin, Alexis
		Student Ambassador	Faucett, Cole
		Faculty Senate Representative	Allender, Jessama
		Faculty Senate Representative	Campbell, Chris
		Staff Representative	Jackson, Kimberly
		Men of Success Coach	Horton, Antwan
Facilities and Maintenance	1. Review and update the facilities master plan. 2. Monitor and review preventative maintenance plans. 3. Review and prioritize the deferred maintenance issues. 4. Coordinate and incorporate priorities from the Health, Safety, and Chemical Hygiene Committee. 5. Monitor and make recommendations for improved energy efficiency. 6. Review recommendations for the County Capital Improvement budget requests. 7. Maintain compliance and documentation needed for SACSCOC standards 13.7 and 13.8. The Chair will be the Vice President of Administrative Services. The Vice-Chair will be the Director of Campus Operations and the secretary will be elected by the committee.	Permanent by position (President).	Loope, Dave
		Permanent by position (VP of Academics).	Hill, Lisa
		Permanent by position (VP of Administrative Services).	Nelson, Mark
		Permanent by position (VP of Continuing Education).	Gerard, Stacey
		Permanent by position (Director of Campus Operations).	Squires, Jason
		Permanent by position (Director of Maintenance).	Deans, Sammy
		Permanent by position (Safety Officer).	Godwin, Brenda
		Permanent by position (Chair of Property Committee).	St Clair, Mitch
		Permanent by position (Vice-Chair of Property Committee).	McGill, Cornell
		Permanent Representative from County Commissioners.	Waters, Frankie
Financial Aid Appeals	This committee recommends institutional policy relevant to the general operation of the college's financial assistance programs and serve as an appeals board. This committee renders decisions regarding appeals for students who fail to meet the college's satisfactory academic progress toward an eligible degree, diploma, or certificate program. All standards must be fair and equitable to all students.	Vice President of Administrative Services (Co-chair)	Nelson, Mark
		Vice President of Student Services (Co-chair)	Nixon, LaTonya
		Voting, Permanent by position (Director of Financial Aid).	Windley, Tricia
		Voting,	Jackson, Kimberly
		Voting, Faculty representative	King, Cynthia
		Voting, Faculty representative	Woolard, Lisa
		Voting, Faculty representative	Barnes, Ann
		Voting, Faculty representative	Frizelle, Brian
		Voting, Faculty representative	Lewis, Brandon
		Voting, Student Services representative	Gibbs Rickard, Chanta
		Voting, Student Services representative	Corprew, Lynda
		Voting, Student Services representative	Blantley, Lauren
		Voting, Student Services representative	Worsley, Kenneth
		Voting, Staff representative	Collins, Jill
		Voting, Staff representative	Barbour, Edie
		Voting, Staff representative	Waters, Mike
		Voting, Staff representative	Scott, Tawshana
		Voting, Continuing Education representative	Berry, Sandy
Health, Safety & Chemical	a. Address the health and safety needs of the College to ensure compliance with mandated regulations. b. Make recommendations regarding emergency plans (hazardous communications, personal protective equipment, exposure control plan, pandemic influenza plan), disaster drills, and other safety measures. c. Make recommendations to enhance the beauty and functionality of the campus facilities and grounds. d. Make recommendations to the Professional Development Committee for health, safety or chemical hygiene training and updates required for faculty and staff. e. Assess BCCC's compliance with current legal and regulatory requirements and follow up with an annual report at a Senior Staff meeting. f. Maintain compliance and documentation needed for SACSCOC standard 13.8. Chair, vice-chair, and secretary will be elected by the committee.	Voting, Permanent by position (Director of Plant & Maintenance Operations)	Deans, Sammy
		Voting, Permanent by position (Director of Campus Operations).	Squires, Jason
		Voting, Permanent by position (Health & Safety Coordinator).	Godwin, Brenda
		Voting, Permanent by position (Building 9 Custodian).	White, Tina
		Voting, Permanent by position (Custodian Coordinator).	Rhyme, Donnell

		Voting, Permanent by position (Director of Fire and Emer. Mang.)	Harris, Ray
		Voting, AS Faculty	Jackson, Alyssa
		Voting, AS Faculty	Liguori, Lisa
		Voting, BTPS Faculty	Cole, Ben
		Voting, BTPS Faculty	Jones, Connor
		Voting, N&AH Faculty	Peoples, Melissa
		Voting, MLT Faculty	Maynor, Joshua
		Voting,	Kelly, Laura
		Voting, Continuing Education	Respass, Billy
Instructional Calendar and Registration	<p>a. Develop one College Calendar for the academic year two years from the current July-June calendar while following Instructional Calendar Planning Procedure. This calendar will be maintained in SharePoint by the administrative assistant to the vice president of academics.</p> <p>b. Incorporate relevant registration dates, financial aid dates, business office dates, etc. in the College Calendar.</p> <p>c. Align with the Beaufort County Schools calendar if known and possible.</p> <p>d. Give consideration to the ongoing work of the entire College.</p> <p>e. Representation on the committee will include one person from each of the following areas: 1. Arts and Sciences; 2. Allied Health & Professional Services; 3. Business & Industrial Technology; 4. High School Programs; 5. Business Office; 6. IT Division; 7. Registrar's Office; 8. Financial Aid Office.</p> <p>f. The Committee will present to the respective vice presidents for consideration 1-3 calendar recommendations per semester by the end of first semester.</p> <p>g. The respective vice presidents will survey their area to determine the semester calendars of choice. h. Based on all information presented, senior staff will make the final selection that is in the best interest of faculty, staff, and students of the College.</p> <p>Chair, vice-chair and secretary will be elected by the committee.</p>	<p>Ex officio, Permanent by position (VP of Academics)</p> <p>Ex officio, Permanent by position (VP of Student Services).</p> <p>Voting, Permanent by position (Accounts Receivable)</p> <p>Voting, Permanent by position (Administrative Assistant to Academics).</p> <p>Voting, Permanent by position (Director of Financial Aid).</p> <p>Voting, Permanent by position (High School Liaison)</p> <p>Voting, Permanent by position (Information Technology representative).</p> <p>Voting, Permanent by position (Registrar).</p> <p>Voting, BTPS Faculty</p> <p>Voting</p> <p>Voting</p> <p>Voting</p> <p>Voting, AS Faculty</p> <p>Voting, N&AH Faculty</p> <p>Voting, Continuing Education</p>	<p>Hill, Lisa</p> <p>Nixon, LaTonya</p> <p>Pendergrass, Susan</p> <p>Windy, Tricia</p> <p>Lewis, Brandon</p> <p>Woolard, Trent</p> <p>Hill, Jim</p> <p>Smith, Chad</p> <p>Cole, Ben</p> <p>Hinchey, Renee</p> <p>Sadler, Bonnie</p> <p>King, Denise</p> <p>Mizell, Kendra</p>
Marketing/Public Relations/Recruitment	<p>a. Review and update the strategic marketing and recruiting calendar for the College. b. Evaluate, plan, and implement a comprehensive marketing strategy, based on data driven target marketing, with the intention of enhancing enrollment and promoting a positive public image of the entire College, including students, programs, faculty, and staff. c. Cross-train all College recruiters and those with a specific recruiting assignment. d. Provide professional development to all college employees on recruiting strategies. e. Maintain compliance and documentation for SACSCOC standards 10.1, 10.2, and 10.5. (*Recruitment materials and presentations accurately represent the practices, policies, and accreditation status of the institution.) Chair, vice-chair and secretary will be elected by the committee.</p>	<p>Voting, Permanent by position (Marketing & Public Relations Coordinator)</p> <p>Voting, Permanent by position (President).</p> <p>Voting, Permanent by position (VP of Institutional Advancement)</p> <p>Voting, Permanent by position (VP of Student Services).</p> <p>Voting, Permanent by position (Webmaster).</p> <p>Voting, Permanent by position (Dean of IE)</p> <p>Voting, Permanent by position (VP of Academic Affairs)</p> <p>Voting, Permanent by position (Director of Admissions)</p> <p>Voting, Permanent by position (Director of Library)</p> <p>Voting, Continuing Education</p> <p>Voting</p> <p>Voting</p> <p>Voting, N&AH Faculty</p> <p>Voting, BTPS Faculty</p> <p>Voting, Continuing Education</p> <p>Student representative</p> <p>Student representative</p> <p>Voting, AS Faculty</p> <p>Voting,</p>	<p>Nemecz, Attila</p> <p>Loope, Dave</p> <p>Sullivan, Serena</p> <p>Nixon, LaTonya</p> <p>McKeithan, Justin</p> <p>Mullis, Kimberly</p> <p>Hill, Lisa</p> <p>Phillips, Shelby</p> <p>Hopper, Paula</p> <p>Carter, Clay</p> <p>Smith, Chad</p> <p>Bowen, Cameron</p> <p>House, Beth</p> <p>Jones, Connor</p> <p>Bertrand, Brenda</p> <p>DeMercurio, Travis</p> <p>Clark, Bianca</p> <p>Deck, Ben</p> <p>Stotesbury, Suzanne</p>

		Voting, High School Programs	Jones, Steve		
Personnel Evaluation Systems	a. Annually review and update the College's faculty and staff evaluation processes and instruments. b. Recommend appropriate changes necessary for compliance with SACSCOC, Title IX, and other State and Federal regulations. c. Research and review trends in evaluation systems, related software, and administrative procedures by attending workshops or webinars (as funds are available), reading, or participating in conversations, chats, blogs, etc. with professionals in the field. d. Provide professional development to insure all supervisors are informed and able to: 1. Appropriately use the performance evaluation review process and 2. Prepare measurable performance objectives for the upcoming year. 3. Develop measurable performance improvement plans. e. Maintain compliance and documentation needed for SACSCOC standards 5.4, 5.5, and 6.3. Chair, vice-chair and secretary will be elected by the committee.	Ex officio, Permanent by position (VP of Administrative Services)	Nelson, Mark		
		Voting, Permanent by position (Director of Human Resources)	Ham, Nicole		
		Voting,	Purser, Anita		
		Voting, (Con Ed)	Butcher, Jackie		
		Voting,	Edwards, Gay		
		Voting,	Corey, Janet		
		Voting,	Stevens, Leah		
		Voting,	Mizell, Kendra		
		Voting, AS Faculty	Alford, Joseph		
		Voting, BTPS Faculty	King, Cynthia		
		Voting, N&AH Faculty	King, Denise		
		Voting, Staff	Adams, Rebecca		
		Voting, Faculty	Jimenez-Leary, Ana		
		Voting, Student representative-Nursing Student Class Representative	Stanley, Jacob		
Planning	a. Biennially review the College's vision, mission statement, and strategic directions and work with Senior Staff to develop the College's Strategic Plan. b. Annually conduct a quality assessment and improvement plan for the College's mission statement. c. Research best practices for strategic planning in business, industry and higher education to aid the College in the development of strategic initiatives to ensure the successful development of the workforce for BCCC's service area. d. Biennially review and update the planning process for maximum efficiency and effectiveness. e. Ensure a planning process that is closely tied to the budgeting process. f. Develop a self-help Planning Handbook for BCCC's planning process. g. Biennially conduct Community and Campus Focus Group meetings to help the college understand the needs and wants of the community. h. Membership of this committee will include President of the Faculty Senate and Staff Association President. i. Maintain compliance and documentation for SACSCOC standards 2.1, 4.1, 4.2.a, 7.1, 9.1, 12.1, 13.7. Chair, vice-chair and secretary will be elected by the committee.	Voting, Permanent by position (Dean of IE).	Mullis, Kimberly		
		Voting, Permanent by position (President).	Loope, Dave		
		Voting, Permanent by position (VP of Academics).	Hill, Lisa		
		Voting, Permanent by position (VP of Administrative Services)	Nelson, Mark		
		Voting, Permanent by position (VP of Continuing Education)	Gerard, Stacey		
		Voting, Permanent by position (VP of Student Services).	Nixon, LaTonya		
		Voting, Permanent by position (Executive Director of Foundation)	Sullivan, Serena		
		Voting, Permanent by position (Dean).	Morris, Ben		
		Voting, Permanent by position (Staff Association President).	Cooper, JoLinda		
		Voting, Permanent by position (Faculty Senate President or designee).	Moulden, Kim		
		Voting,	Congleton, Jacob		
		Voting, N&AH Faculty	Stockton, Rachael		
		Voting,	Temple, Lindsay		
		Voting, BTPS Faculty	Holliday, Matt		
		Voting,	Allender, Jessama		
		Voting, AS Faculty	Reece, Sky		
		Voting,	Jones, Kelli		
		Professional Development	a. Provide leadership and support to the professional development of faculty and staff by planning, coordinating, implementing, and evaluating the professional development activities of Beaufort County Community College. b. Develop, maintain, review, and disseminate a calendar of professional development activities that meets the needs of the faculty and staff of the College. c. Maintain compliance and documentation for SACSCOC standards 6.5, 11.1, and 12.2. Chair, vice-chair and secretary will be elected by the committee.	Ex officio, Permanent by position (VP of Administrative Services)	Nelson, Mark
				Voting, Permanent by position (Director of Human Resources)	Ham, Nicole
Voting, Chair,	Gerard, Stacey				
Voting, Academic Affairs	Cobb, Trina				
Voting, Permanent by position (Director of QEP)	Evans, Laurie				
Voting, BTPS Faculty	Ingalls, Carol				
Voting, N&AH Faculty					
Voting,	Sullivan, Alyssa				
Voting,	Biggs, Lindsay				
Voting,	Scott, Cheryl				

		Voting, AS Faculty	Knox, Ashley
		Voting, Permanent by position (Dean).	Spencer, Samantha
		Voting (Con Ed)	Langley, Casey
		Voting	Mendoza, Jose
		Voting	Cherry, Loren
QEP	a. Participate in the process of selecting an institutional QEP. b. Manage a selection process that 1. Includes broad based involvement of institutional constituencies in the development and proposed implementation of the QEP. 2. Identifies key issues emerging from institutional assessment. 3. Focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution. 4. Demonstrates institutional capability for the initiation, implementation, and completion of the QEP. 5. Identifies goals and a plan to assess their achievement of the QEP. c. Maintain compliance and documentation for SACSCOC standards 7.2, 11.1, and 12.1. Chair is appointed. Vice-chair and secretary elected by the committee.	Voting, Permanent by position (Director of QEP)	Evans, Laurie
		Ex officio, Permanent by position (President).	Loope, Dave
		Ex officio, Permanent by position (VP of Academics).	Hill, Lisa
		Ex officio, Permanent by position (VP of Student Services)	Nixon, LaTonya
		Ex officio, Permanent by position (Dean of IE)	Mullis, Kimberly
		Voting, Permanent by position (Faculty Senate President).	Moulden, Kim
		Voting, (Student Success)	Stevens, Amanda
		Voting, N&AH Faculty	
		Voting, AS Faculty	Deck, Ben
		Voting	Casey, James
		Voting, AS Faculty	Marshall, Dominique
		Voting, BTPS Faculty	Ingalls, Carol
		Voting,	Mann, Jessica
		Voting, AH Coordinator/Advisor	Caracoglia, Erica
		Voting, Student Services	Lawrence, Lucy
		Voting, N&AH Faculty	
		Voting, Continuing Education	Rose, Justin
		Voting, Continuing Education	Griekspoor, Candace
SACSCOC Leadership Team	a. Ensure that SACSCOC accreditation requirements are integrated into the planning and evaluation process of the College at all times for "SACSCOC Readiness." b. Provide oversight for the preparation of the SACSCOC decennial, QEP and fifth year reports. c. Attend SACSCOC workshops, as needed and as funds are available, on behalf of the college and to communicate changes in policies, guidelines and requirements for SACSCOC compliance. d. Make recommendations to the President for new committees, policies and procedures needed for SACSCOC compliance and continuous quality improvement. e. Coordinate the various accreditation visits by SACSCOC teams to BCCC. f. Coach BCCC's committees regarding SACSCOC compliance. g. Present a minimum of an annual update to faculty and staff regarding current SACSCOC initiatives, changes, QEP and/or accreditation status. h. Develop project management plans for all accreditation activities leading to the decennial or fifth year review. i. Network with faculty and staff from other institutions, and/or serve as an offsite reviewer, onsite observer and/or member of a SACSCOC Visiting Committee. j. Annually review and update the Substantive Change Handbook. k. Create, review, and update a visual guide that lists activities related to accreditation for use by the committee and College employees. l. Maintain compliance and documentation for all SACSCOC standards. Chair, vice-chair and secretary will be appointed by the President's Office.	Permanent by position (President).	Loope, Dave
		Voting, Permanent by position (Dean of IE, SACSCOC Liaison)	Mullis, Kimberly
		Voting, Permanent by position (VP of Academics).	Hill, Lisa
		Permanent by position (VP of Administrative Services).	Nelson, Mark
		Permanent by position (VP of Student Services).	Nixon, LaTonya
		Voting, Permanent by position (Dean of AS)	Spencer, Samantha
		Voting, Permanent by position (Dean of BTPS)	Morris, Ben
		Voting, Permanent by position (Dean of N&AH)	Dickerson, Kent
		Voting, Permanent by position (Director of QEP).	Evans, Laurie
		Voting, Permanent by position (Assistant to VP of Academic Affairs)	Pendergrass, Susan
		Voting, Permanent by position (Director of IT.)	Looney, David
		Voting	Watson, Sara
		Voting, AS Faculty	Stevens, Amanda
		Voting, BTPS Faculty	Watts, Crystal
		Voting, N&AH Faculty	Caracoglia, Erica
Special Events	a. Assist in the coordination of campus-wide special events. b. Recommend activities to promote camaraderie and celebrations among faculty and staff. Chair, vice-chair and secretary will be elected by the committee.	Permanent by position (VP of Institutional Advancement)	Sullivan, Serena
		Voting, Permanent by position (Student Activities Coordinator).	Purser, Anita
		Voting, Permanent by position (Coordinator of Marketing and PR).	Nemecz, Attila
		Voting, Permanent by position (AV Coordinator).	Hall, Marshall

		Voting	Sullivan, Alyssa
		Voting	Gibbs Rickard, Chanta
		Voting	Barbour, Edie
		Voting	Corprew, Lynda
		Voting	Dyer, Elizabeth
		Voting	Carter, Clay
		Voting	Cohick, Jamie
		Voting	Barfield, Abbie
		Voting	Barrow, Katrina
		Voting	Rieg, Joanna
		Voting	Powell, Sherri
		Voting	Grubb, Tom
		Voting	Chrismon, William
		Voting	Gales, Larry
		Voting	Stowe, Lentz

Student Appeals			
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Student Appeals	a. Serve as the original board of jurisdiction for student appeals of determination affecting their grades, eligibility to take courses, and/or participation in curricula or extracurricular programs or events. b. Maintain and document compliance with FERPA, Title IX, and SACSCOC standard 12.4. c. Composition of the committee will be determined by Senior Staff.	Vice President of Student Services (Chair)	Nixon, LaTonya
		Voting	Waters, Mike
		Voting	Avery, Amanda
		Voting	Voliva, Natalie
		Voting	Campbell, Chris
		Voting	Watts, Crystal
		Voting	Cooper, JoLinda
		Voting	Jordan, Dorothy
		Voting	Windley, Tricia
		Voting	Edwards, Gay
		Voting	Cote, Jack
		Voting	Corey, Janet
		Voting	Radcliffe, Penelope
		Voting	Hill, Jim
		Voting	Berry, Sandy
		Voting	Barrow, Katrina
		Voting	Worsley, Kenneth
		Voting	Stevens, Leah
		Voting	Ligori, Lisa
		Voting, (SGA Student appointee)	Cole, Delta
		Voting	Woolard, Lisa
		Voting	Jones, Stacy
			Wells, Molly
Voting	Jackson, Kimberly		

Student Success Committee			
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Student Success Committee	The Student Success Committee at Beaufort County Community College (BCCC) is a standing governance committee that has as its purpose the development and evaluation of college practices, procedures, and policies designed to enhance student success. In this context, the college primarily defines student success as improved scores on persistence, retention, and graduation rates, as defined by the National Student Clearinghouse Research Center, and on the seven metrics used by the North Carolina Community College System for its Performance Measures of Student Success. These measures, in turn, correlate to student social and economic mobility, realized through employment in jobs with a sustainable, living wage and lives distinguished by dignity, self-respect, and fulfillment. Thus, the Committee's work links directly with a central statement from the college's Strategic Plan to value "teaching and learning as the means for improving individual lives and the communities we serve." The Student Success Committee will rely on research from entities such as the North Carolina Student Success Center, Completion by Design, the National Student Clearinghouse Research Center, the National Center for Education Statistics, and the Aspen Institute to	Permanent by position (President)	Loope, Dave
		Student Success Coordinator/Chair (faculty member)	Stevens, Amanda
		VP of Academics	Hill, Lisa
		VP of Continuing Education	Gerard, Stacey

	<p>develop means by which BCCOC students, faculty, and staff can achieve enhanced levels of academic performance focused on credential attainment and gainful employment. To this end, in concert with the faculty and staff, the Committee will work to initiate best practices in student success attainment across all college academic programs. Composition: The Student Success Committee will be comprised of the following positions:</p> <p>1. Student Success Coordinator/Chair (faculty member); 2. President; 3. Vice President of Academic Affairs; 4. Vice President of Student Services; 5. Vice President of Continuing Education; 6. Academic Deans (2); 7. Director of Nursing Programs; 8. Dean of Institutional Effectiveness; 9. Director, Counseling/Transfer; 10. Director, Learning Enhancement Center; 11. Program Lead for English; 12. Program Lead for Mathematics; 13. Quality Enhancement Plan Coordinator; 14. Faculty (3—at least one from each academic division)</p>	<p>VP of Student Services Nixon, LaTonya</p> <p>Dean of AS Spencer, Samantha</p> <p>Dean of BTPS Morris, Ben</p> <p>Dean of IE Mullis, Kimberly</p> <p>Dean of N&AH Dickerson, Kent</p> <p>Director of OEP Evans, Laurie</p> <p>Director, Counseling/Transfer Jackson, Kimberly</p> <p>Director, Learning Enhancement Center Casey, James</p> <p>Director, Student Support Services Jordan, Dorothy</p> <p>Faculty King, Denise</p> <p>Faculty Senate President or designee Moulden, Kim</p> <p>Faculty Moser, Tim</p> <p>Program Lead, Mathematics Jones, Misty</p> <p>Continuing Education Director Rose, Justin</p> <p>Director of High School Programs Jones, Stacy</p>	
<p>Title IX Hearing Officer Pool</p>	<p>a. Administer the Title IX Hearing, serve as the decision-maker regarding responsibility, and (as applicable) recommend sanctions as set forth under the 6.2201 Sexual Harassment Grievance Procedures. b. Identify to the Title IX Coordinator in writing alleged conflicts of interest or bias. c. Participate in annual Title IX Hearing Officer training. d. Members of the Hearing Officer Pool are position specific and will remain constant. The members will be as follows: 1. Dean; 2. Director; 3. Faculty #1; 4. Faculty #2; 5. Staff #1; 6. Staff #2.</p>	<p>9 members</p> <p>Spencer, Samantha</p> <p>Perry Harris replacement</p> <p>Watson, Sara</p> <p>Alford, Joseph</p> <p>Gales, Larry</p> <p>Purser, Anita</p> <p>Rose, Justin</p> <p>Stockton, Shelly</p> <p>Scherer, Dora</p>	
<p>Title IX Advisor Pool</p>	<p>a. Serve in the role of Title IX Advisor for a complainant or respondent requesting a college appointed advisor. b. Identify to the Title IX Coordinator in writing alleged conflicts of interest or bias. c. Accompany assigned party (complainant or respondent) to Title IX meetings or proceedings as set forth under the 6.2201 Sexual Harassment Grievance Procedures. d. Participate in annual Title IX Advisor training. e. Members of the Hearing Officer Pool are position specific and will remain constant. The members will be as follows: 1. Staff #1; 2. Faculty #1; 3. Faculty #2; 4. Faculty #3</p>	<p>4 members</p> <p>Phillips, Shelby</p> <p>Dickerson, Kent</p> <p>Barnes, Ann</p> <p>Nemecz, Attila</p>	
<p>Title IX Appeal Officers</p>	<p>a. Administer the Title IX Appeals process as set forth under the 6.2201 Sexual Harassment Grievance Procedures. b. Identify to the Title IX Coordinator in writing alleged conflicts of interest or bias. c. Participate in annual Title IX Appellate Officer training. d. Title IX Appeal Officers are position specific and will remain constant. The members will be as follows: 1. Vice President of Student Services 2. Vice President of Administrative Services 3. Vice President of Academic Affairs 4. Vice President of Institutional Advancement</p>	<p>4 members</p> <p>Nixon, LaTonya</p> <p>Nelson, Mark</p> <p>Hill, Lisa</p> <p>Sullivan, Serena</p>	
<p>Title IX Informal Resolution Facilitator Pool</p>	<p>a. Administer the Title IX Informal Resolution process as set forth under the 6.2201 Sexual Harassment Grievance Procedures. b. Identify to the Title IX Coordinator in writing alleged conflicts of interest or bias. c. Participate in Title IX Informal Resolution Facilitator training as needed. d. The Title IX Informal Resolution Facilitator Pool are position specific and will remain constant. The members will be as follows: 1. Dean 2. Director</p>	<p>2 members</p> <p>Morris, Ben</p> <p>Evans, Laurie</p>	
<p>Title IX Advisory</p>	<p>a. Inform and provide feedback to the Title IX Coordinators on Title IX updated policies, initiatives, programming, and materials; b. Provide oversight and quality assurance for sexual discrimination reporting/response systems; c. Ensure Title IX-related work is compliant and consistent with identified best practices; and d. Maintain compliance and documentation needed for SACSCOC standard 12.4 and 13.8. Members of this committee are position specific and will remain constant. The members will be as follows: 1. Chair: Title IX Coordinator (for students); 2. Vice-Chair: Title IX Deputy Coordinator (for employees); 3. Vice President of Academics; 4. Beaufort County Early College High School member; 5. College Counselor; 6. Campus Safety Officer; 7. HR Member; 8. Faculty Member; 9. Staff Member; 10. Beaufort County Schools' Title IX Coordinator will be invited to attend. A secretary will be elected by the Committee. The Title IX Advisory Committee will meet once each fall and spring term, or as needed to review and advise on time-sensitive matters related to its purpose.</p>	<p>Ex officio. Permanent by position (VP of Administrative Services--Title IX coordinator for Employees). Nelson, Mark</p> <p>Ex officio. Permanent by position (VP of Continuing Education--Title IX coordinator for Students). Gerard, Stacey</p> <p>Voting. Permanent by position (VP of Academics). Hill, Lisa</p> <p>Voting Respass, Billy</p> <p>Voting Rogers, Brenda</p> <p>Voting Cohick, Jamie</p>	

		Voting	Aiford, Joseph
		Voting	Jackson, Kimberly
		Voting	Gales, Larry
		Voting	Stowe, Lentz
		Voting	Temple, Lindsay
		Voting	Rohman, Patrick
		Voting	Voiva, Natalie
		Voting	Jones, Kelli

Title IX Investigators	a. Serve in the role of Title IX investigator. b. Assist Title IX Coordinator and Deputy Coordinator with Title IX tasks. c. Participate in Title IX Investigator training as needed. d. Title IX Investigator roles are position specific and will remain constant. The members will be as follows: 1. Title IX Coordinator; 2. Title IX Deputy Coordinator; 3. Human Resources Director; 4. Human Resources Specialist.	Permanent by position: Title IX Coordinator	Gerard, Stacey
		Permanent by position: Title IX Deputy Coordinator	Nelson, Mark
		Permanent by position: Human Resources Director	Ham, Nicole
		Permanent by position: Human Resources Specialist	Temple, Lindsay

Wellness and Institutional Culture	a. To assess, plan and implement activities that will help the organization's employees to be more aware, motivated, and skilled around life decisions to increase their own and others' well-being. b. To build and promote a positive workplace environment. c. To suggest policies and procedures to help support employee health and wellness. d. To act as the voice of all employees to cultivate an organizational culture of healthy living, both physically and mentally. e. To partner with other stakeholders in the organization such as other committees and Human Resources. The goals of the Wellness and Institutional Culture Committee are to: a. Create a healthy worksite and culture of wellness b. Foster collaboration and enthusiasm among employees c. Provide a communication link between employees and management d. Reshape the college's culture to promote healthy living - physically and mentally e. Encourage a positive work environment Chair, vice-chair, and secretary will be elected by the committee.	Ex officio, Permanent by position (President).	Loope, Dave
		Ex officio, Permanent by position (VP of Institutional Advancement)	Sullivan, Serena
		Ex officio, Permanent by position (VP of Student Services)	Nixon, LaTonya
		Voting	Arcangeli, Anthony
		Voting	Biggs, Lindsay
		Voting, Student Representative (SGA)	Tankard, Catherine
		Voting, Student Representative (Ambassador)	Harp, Adam
		Voting	Bunch, Dillon
		Voting	Frizelle, Brian
		Voting	Rohman, Patrick
		Voting	Powell, Sheri
		Voting	Upton, Amber
		Voting	Jones, Steve
		Voting	Bertrand, Brenda
		Voting	Rogers, Brenda
		Voting	Jordan, Dorothy
		Voting	Cobb, Trina
		Voting	Amick, Thomas

Committee

Academic Assessment and Program Review

ADA Compliance

College Leadership Council

Clery Act and Campus Security

Credit for Prior Learning

Curriculum

Distance Education Quality Improvement

Facilities and Maintenance

Financial Aid Appeals

Health, Safety, and Chemical Hygiene

Instructional Calendar & Registration

Marketing/Public Relations /Recruitment

Personnel Evaluation Systems

Planning

Professional Development

QEP

SACSCOC Leadership

Special Events

Student Appeals

Student Success

Title IX Hearing Officer Pool

Title IX Advisor Pool

Title IX Appeal Officers

Title IX Informal Resolution Facilitator Pool

Title IX Advisory

Wellness and Institutional Culture

Meeting Frequency

At least bi-monthly

At least bi-monthly

At least bi-monthly

Annually as needed

At least bi-monthly

Monthly

Monthly

At least bi-monthly

As needed

At least bi-monthly

As needed to meet Deadline

Monthly

At least each semester

Monthly

At least bi-monthly

Monthly

Monthly

As needed

As needed

Monthly

As needed

As needed

As needed

As needed

As needed

At least bi-monthly