

SECTION: College Committees  
 SUBJECT: Standing Committees  
 SOURCE REFERENCE: ACCS & GSCC Internal Information

NUMBER: D/1.1

## College Committees

Committees serve an important function in the implementation of College mission and educational goals. Through appointments to various College committees, employees are given opportunities to participate in decision-making and active participation in College governance and/or daily operations.

### **PURPOSES**

- 1) To create a logical, shared governance model that allows input into decision-making related to institutional accountability by faculty, staff, and administrators.
- 2) To provide opportunities for professional development in governance areas such as quality, finances, strategic planning, technology, personnel management, etc.
- 3) To base decision-making process on open communication and shared information.
- 4) To enhance employee engagement in all aspects of the College operations.
- 5) To encourage all to hear and respect the needs and expectations of faculty, staff, students, and administrators in a consensus-building atmosphere.

The appropriate Cabinet member/administrator should call the initial meeting and deliver the committee charge. Each committee will develop a written work plan for the year. Minutes of all committee meetings must be approved by the Cabinet member/administrator and a copy forwarded to the IE office to be posted on the Committee website.

### **EMPLOYEE PARTICIPATION**

Employees are expected to actively participate and contribute to the work of their respective department committees each year. In addition, employees should serve on a College-level committee at least one year in every three-year period. Engagement in committee service is evaluated by the supervisor. Employees who hold membership to a committee and do not participate will be removed at the discretion of the committee.

### **CATEGORIES OF COMMITTEES**

GSCC committees are grouped into three different categories based on responsibilities and functions.

#### **Category 1: Planning and Direction of the College**

- Committees with decision-making authority for College policy and processes
  - Executive Cabinet
  - Curriculum Committee
- Committees that make recommendations on procedural processes and implementation of adopted College policies and processes
  - Program Review Committee
  - Finance Committee
  - Institutional Effectiveness Committee
  - Student Learning Outcomes Committee
  - Student Affairs Committee
  - Faculty Senate
  - Facility Planning and Evaluation Committee
  - Teaching and Learning Committee

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- Professional Development Committee
- Safety and Security Committee

**Category 2: Committees that serve as working groups with a specific operational function or purpose**

- Honors Committee
- Employee Awards Committee
- Financial Aid Appeals Committee
- Events Committee
- Scholarship Committee
- Sick Leave Bank Committee
- Student Discipline/Appeals Committee
- Quality Enhancement Plan Committee

**Category 3: Committees that serve the needs of the College with membership from the College and communities at-large**

- Discipline Advisory Committees

**Category 1 Committees (Governance Responsibilities)**

| Committee   | Brief Description  | Responsible for SACS Principles   |
|---|--|---|
| <b>Executive Cabinet</b>  | Responsible for executive oversight of all aspects of College planning and operations; governance and policy-making, evaluation of organizational structure, financial management, and strategic direction.<br><br><i>Composition: Appointed by the President</i>  | 1.1, 2.1, 3.1.a, 3.1.b, 3.1.c, 5.1, 5.3, 5.4, 5.5, 6.1, 6.2.a, 6.2.b, 6.2.c, 6.3, 7.1, 7.2, 8.1, 12.1, 12.2, 12.3, 12.4, 13.1, 13.3, 13.8, 14.1, 14.4, 14.5 |
| <b>Curriculum Committee</b><br><br>Liaisons: Instructional Deans  | Responsible for reviewing/recommending approval of curricular changes in all instructional programs; evaluates and recommends new program proposals to College administration.<br><br><i>Composition: 9 full-time faculty members representing all instructional areas and one non-voting representative from the Advising and Retention Center.</i> | 7.1, 9.1, 9.2, 9.3, 9.4, 9.7, 14.2  |
| <b>Program Review Committee</b><br><br>Liaisons: Instructional Deans<br><br>Ex-officio: Dean of Institutional Effectiveness, Grants, & Special Projects | Responsible for 5-year cycle of program review; specifically concerned with program evaluation in terms of cost, enrollment, and effectiveness.<br><br><i>Composition: 24 faculty selected from the instructional programs (on rotation)</i>   | 7.1, 9.1, 9.2, 9.4, 14.2  |

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| Committee  | Brief Description   | Responsible for SACS Principles  |
|--|---|--|
| <b>Finance Committee</b><br><br>Liaison: Dean of Financial & Administrative Services   | Responsible for the budgeting process, defining employee participation in the budgeting process, ongoing budget manager and employee training, and any finance related matter.<br><br><i>Composition: 7 employees drawn from mid-level budget managers and supervisors</i>  | 13.1, 13.2, 13.3, 13.4, 13.5, 13.6   |
| <b>Institutional Effectiveness Committee</b><br><br>Liaison: Dean of Institutional Effectiveness, Grants, & Special Projects             | Responsible for oversight of the comprehensive IE process at the College including planning and research in support of continuous improvement; reviews/evaluates USPs; conducts faculty/staff training and ensures all new faculty have basic IE competencies.<br><br><i>Composition: 15 members representing faculty and staff with responsibilities for IE and USP planning and reporting</i>               | 7.1, 7.3, 8.1, 8.2, 8.2.c  |
| <b>Student Learning Outcomes Committee</b><br><br>Liaison: Dean of Institutional Effectiveness, Grants, & Special Projects               | Responsible for continuous evaluation and recommendation for improvements in defining and reporting student learning outcomes by discipline and general education competencies for graduates; conducts periodic faculty training and ensures all new faculty have basic competencies in discipline specific SLOs and general education outcomes.<br><br><i>Composition: 12 faculty and professional staff</i> | 7.3, 8.1, 8.2, 8.2.a, 8.2.b  |
| <b>Student Affairs Committee</b><br><br>Liaison: Dean of Student Services<br><br>Ex-officio: Director of Records, Admissions & Registrar | Responsible for reviewing admission, enrollment, and engagement activities of the College and matters of interest to the students; and edits the College Catalog and Student Handbook.<br><br><i>Composition: 10 faculty staff and 2 students</i>   | 8.1, 8.2.c, 10.2, 10.3, 10.5, 10.8, 10.9, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 14.1 |
| <b>Faculty Senate</b><br><br>Liaison: President  | Responsible for review and recommendation on all matters pertaining to faculty including academic freedom, faculty mentoring, life-long learning, promotion/advancement (e.g., Distinguish Educator Program), etc.<br><br><i>Composition: Recommended to the President</i>  | 6.4, 6.5, 9.3, 10.1, 10.2, 10.4, 10.7, 10.8, 10.9, 12.1, 12.2                      |
| <b>Facility Planning and Evaluation</b><br><br>Liaisons: Director of Facilities, Vice President of Capital Projects,                     | Responsible for evaluation of existing facilities, recommendation of capital projects/new construction, and development/review of facilities reports; conducts an annual employee evaluation of the College's facilities; develops a 10-year Capital Outlay Plan for renovations and new construction aligned with the strategic direction of the College.  | 13.7   |

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| Committee   | Brief Description  | Responsible for SACS Principles                         |
|---|--|---|
| Community Relations, & Workforce Development  | <i>Composition: 10 employees representing all campuses/locations as well as 3 members of the Administrative Cabinet</i>  |   |
| <b>Teaching/Learning Committee</b><br><br>Liaison: Dean of Academic Programs & Services | Responsible for assisting faculty in designing, implementing, and evaluating state-of-the-art teaching/learning environments that address the needs of all students – regardless of delivery method.<br><br><i>Composition: 8 faculty</i>  | 6.5, 9.3, 9.7, 10.6, 11.1, 11.2, 11.3, 12.1, 12.2, 14.3 |
| <b>Professional Development Committee</b><br><br>Liaison: Director of Human Resources   | Responsible for local professional development agenda for faculty and staff; plans Convocation programs, administers professional development travel grants, and annually assesses needs of employees.<br><br><i>Composition: 4 faculty and 4 staff members</i>  | 6.5   |
| <b>Safety and Security Committee</b><br><br>Liaison: Chief of Police                    | Responsible for evaluating campus safety and security issues for students, faculty, staff, and visitors including emergency preparedness procedures. Reviews and updates the College Safety and Security Handbook and provides training annually. Develops initiatives to ensure a safe and healthy campus environment.<br><br><i>Composition: 9 faculty and staff</i> | 13.8  |

### Category 2 Committees (with Operational Functions/Purposes)

| Committee   | Brief Description   |
|---|---|
| <b>Honors Committee</b><br><br>Liaison: Dean of Academic Programs & Services    | Responsible for selecting qualified students for Who's Who Among Students in American Universities and Colleges; reviewing/revising criteria for student Honors Day awards; planning and implementing the Honors Day program; and recommending students for transfer scholarships offered by senior institutions.<br><br><i>Composition: 7 full-time faculty members representing all instructional areas</i> |
| <b>Employee Awards</b><br><br>Liaison: Executive Vice President                 | Responsible for reviewing/revising criteria and selecting qualified employees for Chancellor's, Exceptional Achievement in Teaching, and Outstanding Staff Awards.<br><br><i>Composition: 4 faculty, 5 staff</i>  |
| <b>Financial Aid Appeals Committee</b><br><br>Liaison: Dean of Student Services | Responsible for determining whether or not financial aid eligibility should be reinstated.<br><br><i>Composition: 7 employees</i>   |

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| <b>Events Committee</b><br><br>Liaison: Grant Writer   | Responsible for social functions in connection with special events including Convocation, Community College Month, Christmas activities, etc.<br><br><i>Composition: 12 employees</i>   |
| <b>Scholarship Committee</b><br><br>Liaison: Dean of Student Services  | Responsible for screening and reviewing scholarship applications to assure the most effective distribution of federal aid, community funds, and private scholarships; reviews all policies and procedures concerning all scholarship/financial aid programs and makes recommendations to the President for adjustments as needed; recommends an annual distribution of scholarship awards; provides oversight to the student financial aid office; and compiles and publishes all information concerning student financial aid statistics on an annual basis.<br><br><i>Composition: 8 employees with student services experience or interest in scholarship awards</i> |
| <b>Sick Leave Bank Committee</b><br><br>Liaison: Director of Human Resources<br><br>Ex – officio: HR Coordinator     | Responsible for managing the sick leave bank per ACCS policy/directives.<br><br><i>Composition: Appointed by President based on the recommendations of the HR Director</i>  |
| <b>Student Discipline/Appeals Committee</b><br><br>Liaison: Dean of Student Services                                 | Responsible for hearing non-academic cases and recommending sanctions to the Dean. If the discipline decision is appealed, members who have not been involved in the initial disciplinary decision will be appointed to hear the appeal.<br><br><i>Composition: Six faculty members, 2 administrators</i>   |
| <b>Quality Enhancement Committee</b><br><br>Liaison: Dean of Institutional Effectiveness, Grants, & Special Projects | Responsible for oversight of the planning and evaluation process for the development and implementation of the Quality Enhancement Plan (QEP); selecting outcome measurements and methodology; analyzing data; and making recommendations for improvements. <b>Addresses SACSCOC Standard 7.2 (Committee dissolved – 12/31/2023 and will reopen in Fall 2025)</b><br><br><i>Composition: Appointed by the President</i>   |

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**Category 3 Committees (comprised of College employees and external community members)**

| Committee                             | Brief Description  |
|---------------------------------------|--|
| <b>Discipline Advisory Committees</b> | Responsible for advising program faculty on trends in the discipline and employment opportunities for graduates. Members drawn from Business and Industry representatives who provide employment for graduates of the respective discipline. |