

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Administrative Organization Plan – Councils and Committees*

EFFECTIVE DATE: June 13, 2018, amended December 7, 2018, September 1, 2020

BOARD POLICY REFERENCE: BG and BGC

PURPOSE

The Chancellor shall be responsible for the administrative organization of the College District. At the Chancellor's discretion, the Administration may create standing or *ad hoc* committees and/or councils to provide input to the College District.

CURRENT STANDING COUNCILS AND COMMITTEES

ACADEMIC APPEALS COMMITTEES (BRENHAM/DISTANCE ED/SCHULENBURG/SEALY AND BRAZOS COUNTY)

The Academic Appeals Committee reviews appeal letters from academically suspended students after the fall and the spring semesters. When extenuating circumstances exist, the Committee can approve the student to return in probationary status, without having to sit out a long semester (fall or spring).

APPOINTING AUTHORITY: Vice Chancellor, Student Services

COMMITTEE MEMBERSHIP: There are no specific membership representation requirements, or limitations on how long members serve; however, representatives from both faculty and staff shall serve on the Committee.

COMMITTEE OFFICERS: The Director of Admissions shall serve as the Committee Chair.

MEETING FREQUENCY: The Committee shall meet twice annually to review appeals.

ACADEMIC STANDARDS COMMITTEE

The Academic Standards Committee is charged with recommending protocols/guidelines that pertain to academic processes. Topics that need written processes in the *Faculty Handbook* might include the following: the faculty evaluation process, faculty orientation, faculty support services, faculty responsibilities, etc.

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs

COMMITTEE MEMBERSHIP: The Committee shall consist of 11 full-time faculty, serving 3-year terms.

COMMITTEE OFFICERS: A Committee Chair shall be appointed by the Vice Chancellor, Academic Affairs.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

ADMINISTRATIVE COUNCIL

Blinn College Administrative Council exists for the Administration to support Blinn College's commitment to shared governance, as a formal organization for communicating concerns, developing and reviewing task force findings from the Faculty Senate, Deans' Council, Division Leadership Council and Staff Council, relative to college policies, regulations, and other matters with responses made to the subordinate councils.

The Administrative Council also exists to enhance communication between campuses and administrative units. Communication is of the utmost importance.

APPOINTING AUTHORITY: Chancellor

COUNCIL MEMBERSHIP: This Council shall consist of the members of the College's Executive Council and the presidents and presidents-elect or representative(s) of the Faculty Senate, Deans' Council, Division Leadership Council, Staff Council, Student Government Association, and Ex-officio members appointed by the Chancellor.

COUNCIL OFFICERS: No officers shall be appointed for this Council.

MEETING FREQUENCY: The Administrative Council shall meet as necessary and appropriate.

ADVISORY COMMITTEE

In order to assist the Blinn College Board of Trustees and the Administration in identifying and responding to the educational needs of the citizens of the College District's service area, the Board has established Advisory Committees. These committees are representative of the citizens the College District serves by its campuses in the Brenham, Brazos County, Schulenburg, and Sealy communities. The role of the committees is advisory in nature, providing input to the Board and the College District Administration about the educational needs of the service area and the methods, procedures, and programs that they believe can best meet these needs.

APPOINTING AUTHORITY: Board of Trustees

COMMITTEE MEMBERSHIP: Each committee shall consist of no more than nine members. Members are appointed for two-year terms and may be reappointed for three consecutive terms.

COMMITTEE OFFICERS: Each committee shall elect a chair, vice chair, and a secretary for a two-year term.

MEETING FREQUENCY: The committees shall meet at least twice per year.

CALENDAR COMMITTEE

The purpose of the Calendar Committee is to develop annually a College District academic calendar for the upcoming year. The Committee proposes items such as registration dates, semester beginning and end dates, dates of finals, etc. The Executive Council reviews the Committee's proposed academic calendar and makes adjustments as needed for final approval by the Chancellor.

APPOINTING AUTHORITY: The Chairpersons of the Committee

COMMITTEE MEMBERSHIP: The Committee membership should comprise a cross-section of persons representing academics, administration, and all campuses. There are no minimum or maximum number of members required, and there is no set length of member terms.

COMMITTEE OFFICERS: Chairpersons of the Committee shall be the Vice Chancellor, Student Services, and the Vice Chancellor, Academic Affairs. The Chairpersons shall appoint a Committee secretary annually.

MEETING FREQUENCY: The Committee shall meet annually in the fall semester.

CURRICULUM COMMITTEE

The purpose of the Curriculum Committee is the consideration, revision, and recommendation for adoption new and revised curriculum and the deletion of unneeded courses or programs. The Curriculum Committee makes recommendations to the Vice Chancellor, Academic Affairs and Vice Chancellor, Health Sciences, Technical Education, and Community Programs, who have delegated review and approval authority as the College's chief academic officers for technical and credit courses and programs. Creation of new programs and phase out of programs requires approval of the Executive Council.

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs

COMMITTEE MEMBERSHIP: Voting membership shall consist of faculty members and academic division deans or designees from the following academic units: Agricultural Sciences, Business and Mathematics, Engineering, Computer Technology, and Innovation, Health Sciences, Humanities, Natural and Physical Sciences, Social Sciences, Technical and Community Education, and Visual/Performing Arts and Kinesiology. The faculty members and library director serve a two-year term. The Vice Chancellor, Health Sciences, Technical Education, and Community Programs; Vice Chancellor, Academic Affairs; Vice Chancellor, Student Services; Director, Institutional Research and Effectiveness; Dean, Admissions and Records/Registrar; and Dean, Student Success, and Library Director serve as ex-officio members.

COMMITTEE OFFICERS: The Committee shall have three elected officers: chair, chair-elect, and secretary. Officers are elected on a bi-annual basis by vote of the membership. Officers shall be elected for a term of two years upon election, with the selection of all officers alternating between the Brenham and Bryan Campuses.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

CURRICULUM RESOURCE TEAMS

Curriculum Resource Teams (CRT) are permanent committees that function as a recommending body on academic matters to academic leadership for all programs. They are composed of faculty members who, as subject matter experts in the discipline, will provide curriculum recommendations to academic deans, curriculum committee, the Vice Chancellor of Academic Affairs, and other relevant administration at the College.

ELIGIBILITY: All faculty are encouraged to participate in these publicized meetings. There shall be a minimum of 2 voting committee members per CRT discipline (with a designated chair and secretary) inclusive of all Blinn campuses with full-time faculty. All full-time faculty are eligible voting members of the CRT for their academic units. If fewer than 2 full-time faculty choose to serve on the CRT, then the Dean or designee shall appoint members to ensure that the CRT exists. The CRT chair and secretary shall be selected by a vote of the department's full-time faculty to serve a term as set by the Dean or designee, not to exceed three years. Leadership positions are meant to be shared among all full-time faculty. All faculty are invited to serve non-consecutive terms in leadership roles.

OFFICERS' DUTIES: The CRT Chair shall set and publish the agenda, set voting deadlines, report voting results to the committee, and serve as the sole facilitator of the committee. The chair shall represent the CRT in all official communication with college administration. The Secretary shall record the minutes and provide the Chair with final copies. The Chair will submit all meetings' minutes to the dean or designee for publication.

RESPONSIBILITIES: CRTs shall meet at least once in the fall and once in the spring semester. Additional meetings may be scheduled as needed. CRTs will be asked to provide expertise on a variety of matters that include:

- Curriculum updates and revisions
- Standards in modes of delivery
- Course and program assessments and action on results
Advise academic dean on matters related to development of new programs
Assist division leadership in preparing program reviews under their purview
- Course Catalog review
- Methods to implement curriculum changes that are driven by accreditation agencies, or industry standards (with faculty input)
- Textbook and other course materials adoptions for individual courses.

Meetings shall take place face to face or by audio/video conferencing. Meetings should not occur by email only, although business of the team/committee can be exchanged in this manner. Copies of the minutes shall be shared with department and division leadership. The CRT's proposals and recommendations shall be submitted by the CRT Chair to Division Leadership for consideration and any necessary action.

SACSCOC: Departments not large enough to have a department head will be represented for purposes of SACSCOC compliance standards by the chair of the CRT, in their role as content area specialist.

DEANS' COUNCIL

The Deans' Council is an administrative council that promotes three primary concepts: student success, shared governance, and best evidence-based practices for teaching and learning. The Council provides advice and feedback to the vice chancellors on curricular and academic matters. Additionally, the Council engages in discussions and makes recommendations relevant to the academic purposes of the College, including recruitment, grade processes, communication, assessment, and general academic planning. Special guests from across the campuses are often invited to visit the Deans' Council for updates regarding matters of special interest, or to offer expertise on agenda items.

APPOINTING AUTHORITY: The Council is under the direction of Academic Affairs, which includes Blinn College Administrative Regulations Manual – Councils and Committees

the Vice Chancellor, Academic Affairs and the Vice Chancellor, Health Sciences, Technical Education, and Community Programs. These individuals act as executive leadership for the group.

COUNCIL MEMBERSHIP: The Council is comprised of the deans of the following instructional divisions: Business and Mathematics; Engineering, Computer Technology, and Innovation; Health Sciences; Humanities; Natural and Physical Sciences; Social Sciences Technical and Community Education Visual/Performing Arts and Kinesiology.

COUNCIL OFFICERS: No officers shall be appointed for this Council.

MEETING FREQUENCY: The Council shall meet as necessary and appropriate.

DISCIPLINARY APPEALS COMMITTEE

The purpose of the Disciplinary Appeals Committee is to hear the complaint and render decisions of a student who allegedly violated a Board policy, college regulation, or administrative rule. The hearing is conducted to decide if indeed the student has violated any of the areas listed, and what, if any, disciplinary action should be taken against the student.

APPOINTING AUTHORITY: Vice Chancellor, Student Services

COMMITTEE MEMBERSHIP: Membership shall include the elected student body president and four members of college staff/faculty, appointed to a four-year term, with one person rotating off each year. The student body representative shall serve a one-year term, allowing for new student body representation every academic year.

COMMITTEE OFFICERS: The Committee shall have a chairperson, vice chairperson, and secretary, appointed by the Vice Chancellor, Student Services.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

DISTANCE LEARNING ADVISORY COMMITTEE

The purpose of the Distance Learning Advisory Committee is to advise the Vice Chancellor, Instruction and appropriate staff on all matters related to distance learning, as well as distance learning applications, at Blinn College. Members of the Committee are typically asked to test and pilot emerging and new features on the College's platforms.

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs and Vice Chancellor, Health Sciences, Technical Education, and Community Programs

COMMITTEE MEMBERSHIP: There are no specific membership representation requirements, nor does it have limitations on how long members serve.

COMMITTEE OFFICERS: A Committee Chair shall be appointed by the Vice Chancellor, Academic Affairs and the Vice Chancellor, Health Sciences, Technical Education, and Community Programs.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

DIVISION LEADERSHIP COUNCIL

The purpose of the Division Leadership Council is to provide a forum for discussion of recommendations relative to academic policies and matters important to the success of Blinn College. The Council also provides a channel of reciprocal communication between Council members and the policy-making bodies of Blinn College, especially between faculty and administrators.

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs and Vice Chancellor, Health Sciences, Technical Education, and Community Programs

COUNCIL MEMBERSHIP: The membership of the Council shall consist of all assistant deans, department heads, program directors, and coordinators, including the library directors.

COUNCIL OFFICERS: The Council shall elect a president, president-elect, and secretary. The officers shall comprise the Council's Executive Committee.

MEETING FREQUENCY: The Council shall meet as necessary and appropriate.

EXECUTIVE COUNCIL

The Executive Council, shall serve as the executive leadership team for the College. The Executive Council functions as a strategic group addressing the long-term issues such as growth and continuous improvement. Additionally, the Council receives regular reports and recommendations from college divisions and committees through their respective vice chancellor and makes recommendations to the Chancellor on administrative regulations in furtherance of Board policies.

APPOINTING AUTHORITY AND COUNCIL MEMBERSHIP: The Chancellor shall appoint staff to the Executive Council as necessary and appropriate.

COUNCIL OFFICERS: The Chancellor shall serve as the Council Chair.

MEETING FREQUENCY: The Council shall meet as necessary and appropriate.

CENTER FOR TEACHING AND LEARNING

The purpose of the Center for Teaching and Learning is to provide professional development and growth opportunities for all Blinn College faculty. The Center for Teaching and Learning is guided by the Executive Director for Academic Success. The Center for Teaching and Learning is responsible for, among other activities, Fall Convocation, Spring Conference, FutureWorks, and ongoing professional development opportunities.

Professional Development Program Committee

The Professional Development Program Committee assists the Executive Director for Academic Success in developing a strategic plan, identifying faculty learning needs and interests, suggesting strategies to meet those needs and interests, sharing information with faculty about professional development activities, exploring professional development issues, supporting events sponsored by the Center for Teaching and Learning, and recommending to the Vice Chancellor, Academic Affairs, proposals pertaining to faculty professional development.

APPOINTING AUTHORITY: The Chair shall select Members of the Committee.

COMMITTEE MEMBERSHIP: The membership shall include at least one representative from each instructional division, a representative from Academic Technology, a representative from the Faculty Senate, a representative from the Division Leadership Council, and an instructional designer. Committee membership shall not exceed 15 members.

COMMITTEE OFFICERS: The Executive Director for Academic Success shall serve as chair for the Committee.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

Convocation/Conference Committee

The Convocation/Conference Committee assists the Executive Director for Academic Success in designing, evaluating, and coordinating Fall Convocation and Spring Conference.

APPOINTING AUTHORITY: The Chair shall select Members of the Committee.

COMMITTEE MEMBERSHIP: The membership shall include one or more representatives from each of the instructional divisions, a representative from either the Sealy or Schulenburg campuses, and the Vice Chancellor, Academic Affairs. The Committee membership shall not exceed 10 members.

COMMITTEE OFFICERS: The Executive Director for Academic Success shall serve as chair for the Committee.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

FACULTY SENATE

The purpose of the Faculty Senate is to provide a forum for discussion of academic policies and matters important to the success of Blinn College. The Senate shall formulate recommendations, at the appropriate time, to the Administrative Council, and provide a channel of reciprocal communication between Senate members and policy-making bodies of Blinn College.

APPOINTING AUTHORITY: Representatives shall be chosen each spring semester by a vote of the Senate members of that division.

SENATE MEMBERSHIP: Senate membership shall consist of full-time faculty, part-time faculty, and librarians. To ensure equal representation, there shall be one representative from each division per campus.

SENATE OFFICERS: The Senate officers shall consist of a president, president- elect, secretary and
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parliamentarian elected by the membership. All officers shall serve a term of one year.

MEETING FREQUENCY: Regular meetings shall be held in August and January.

FINAL GRADES APPEAL COMMITTEE

The Final Grades Appeal Committee exists to serve as Level III of the student complaint process concerning a disputed final grade under Blinn College Board Policy FLDB (LOCAL).

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs

COMMITTEE MEMBERSHIP: Members shall include three faculty members and one alternate member who teaches at the student's home campus, and the appropriate academic dean (who shall serve as a non-voting member of the Committee). Member terms are at the discretion of the Vice Chancellor, Academic Affairs.

COMMITTEE OFFICERS: The appropriate academic dean shall serve as chair for the Committee.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate. This Committee is an ad hoc committee and shall only meet when a student appeal requires a Level III ruling.

INSTRUCTIONAL TECHNOLOGY COMMITTEE

The purpose of the Instructional Technology Committee is to provide support to the Dean of Academic Technology Services. When new products, equipment, or software are identified that require determining the benefits of one product over another, the IT Committee is convened to assist in that determination. The Committee is also used to determine if a product is no longer meeting the needs of the Institution.

APPOINTING AUTHORITY: The Committee Chair and the Dean of Academic Technology Services

COMMITTEE MEMBERSHIP: The membership of the Committee shall consist of faculty and at least one member from the Library Services Department who have recognized computer skills, have shown an interest in the latest technologies, and are willing to volunteer their time on the Committee. The number of members is fluid based upon the task-at-hand. There are no set terms for committee members.

COMMITTEE OFFICERS: A Committee Chair shall be appointed by the Dean of Academic Technology Services.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

PROFESSIONAL DEVELOPMENT FUNDING COMMITTEE

The Professional Development Funding Committee supports Blinn College employees in their professional development by providing financial assistance for professional activities. Funds are available to all full-time faculty and staff members.

APPOINTING AUTHORITY: Members of the Committee are selected by the Chair and approved by the Vice Chancellor, Academic Affairs.

COMMITTEE MEMBERSHIP: The Committee shall have ten regular voting members divided among each division. There are no term limits for this Committee. The previous chair is also considered a non-voting ex officio member and may attend meetings in an advisory capacity. The Executive Director of Academic Success serves as staff support for the Professional Development Funding Committee and shall be a non-voting ex officio member.

COMMITTEE OFFICERS: The Committee officers shall consist of a chair and secretary elected by the committee membership.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

PROGRAM REVIEW COMMITTEE

The goal of the program review process is to provide a thoughtful and forward-looking analysis of the state of a program and how the program needs to evolve over the next five years. Program review is the process by which programs systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes. Instructional programs are defined as programs of study leading to awards that students can receive (e.g., the degrees and certificates listed in the Blinn College Catalog). Non-instructional programs are the departments providing academic and student support services, administrative support services, and community/public service programs. Each of these programs is scheduled to perform a full review once every five years. The program review documents are completed by the coordinator of the program. For instructional programs, this will typically be the program coordinator, lead faculty member, etc. For non-instructional programs, this will typically be the administrator overseeing the program. The Office of Institutional Research and Effectiveness provides data as input to the program review process. There is not a single institutional program review committee. Each functional unit, or discipline has its own program review committee. The charge of this committee is to review all materials for the program, including data templates, focus group reports, external consultants' reports, and other relevant information. The committee may then make recommendations to the program coordinator/administrator related to continuous improvement, goals, and foci for the coming fiscal year and the five-year period until the next program review.

APPOINTING AUTHORITY: Director, Institutional Research Effectiveness

COMMITTEE MEMBERSHIP: For each program, a committee convened shall consist of the vice chancellor and/or dean over the program, a representative from finance, a faculty representative, and a representative from Institutional Research and Effectiveness.

COMMITTEE OFFICERS: No officers shall be appointed for this Committee.

MEETING FREQUENCY: The committee shall be convened, and the program review meeting scheduled, by the Director of Institutional Assessment, as necessary and appropriate.

SCHOLARSHIP COMMITTEE

The purpose of the Scholarship Committee is to oversee the selection of endowed scholarship recipients. The Committee reviews the numerous applications to ensure that the endowed scholarship criteria are met, and that the recipients meet the standards set by the College in order to receive an endowed scholarship.

APPOINTING AUTHORITY: Vice Chancellor, Student Services

COMMITTEE MEMBERSHIP: The initial criterion for selecting potential faculty shall be involvement with student organizations. The Committee includes the chair, four faculty members (two from Brenham and two from Bryan), and representatives from Financial Aid, Business Office, and the Blinn College Foundation. No terms are set for members.

COMMITTEE OFFICERS: The chair shall be the only officer for this Committee.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate with the majority of work taking place during the spring semester.

SCHOLASTIC INTEGRITY COMMITTEE

The Scholastic Integrity Committee is charged with resolving incidents where there is compelling evidence of student cheating or plagiarism. The Committee affords a student accused of scholastic integrity due process as outlined in the College Catalog and College district rules and regulations.

APPOINTING AUTHORITY: Vice Chancellor, Academic Affairs

COMMITTEE MEMBERSHIP: Each campus shall have a Scholastic Integrity Committee with five members. All members rotate off the Committee every three years. A designee of the Vice Chancellor, Academic Affairs officiates and delivers the Committee's conclusion to the Vice Chancellor, Academic Affairs. The ex-officio member takes notes so a record of the meeting exists, and the conclusion of the Committee's deliberation can be communicated.

COMMITTEE OFFICERS: No officers shall be appointed for this Committee.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

SERVICE LEARNING COUNCIL

The purpose of the Service Learning Council is to oversee the development and approval of new Service Learning projects. The Service Learning Director works with the faculty and their respective deans to ensure that the approved protocols, procedures, and academic standards are met. The Service Learning Director ensures that the community partner has been identified and contacted, and then presents the project protocol, obtains the respective deans signature, and sends community partner paperwork to the Service Learning Council for review. The Council has the option to approve, approve with revisions, or reject the proposed project. The Council is only called to review new proposals or to address any issues that may arise with the program.

APPOINTING AUTHORITY: Council Chair

COUNCIL MEMBERSHIP: The Council shall consist of faculty representatives from each campus, division leadership, and an academic dean. There are no term limits for members.

COUNCIL OFFICERS: The chair of the Council is the director of the Service Learning program.

MEETING FREQUENCY: The Council shall meet as necessary and appropriate.

STAFF COUNCIL

The Staff Council's mission is to serve as an advisory committee and a collective voice to convey ideas, information, and recommendations to the Chancellor regarding the interest and concerns of the staff.

The Staff Council's goal is to continually improve operations and build a sense of community and environment of respect and fairness by facilitating effective communication among staff, administration, faculty, and students.

APPOINTING AUTHORITY: Staff Council members are elected by the body of staff members of Blinn College.

COUNCIL MEMBERSHIP: Staff Council shall be extended to all full-time budgeted employees, classified, and non-classified non-faculty employees. Staff Council members must have completed one (1) year in a staff position prior to accepting a nomination to serve. Voting members of the Staff Council shall consist of the Staff Council Executive Board and Staff Council Representatives. No Division/Department should be represented by more than one-third (1/3) of Staff Council. Staff Council members shall hold a position below the level of Executive Council.

COUNCIL OFFICERS: The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. All terms of office (excluding Past President which is on an advisory basis) shall be two (2) academic years, September-August. In order to hold a position on the Executive Board, one must have approval from his/her direct supervisor and have attended more than half (1/2) of the Staff Council meetings in the prior year or approval of two-thirds (2/3) majority vote of the members of the committee.

MEETING FREQUENCY: The voting membership shall meet as necessary and appropriate.

STRATEGIC ENROLLMENT MANAGEMENT STEERING COMMITTEE

The purpose of this committee is to provide the framework for Blinn College's basic student recruitment, retention, and marketing efforts. This framework will align with the College's mission and strategic plan as it assists with the management of new student enrollment, student retention, student success, and program development and initiatives.

APPOINTING AUTHORITY: Vice Chancellor, Student Services; Director, Admissions and Records/Registrar; and Dean, Institutional Research and Effectiveness.

COMMITTEE MEMBERSHIP: The membership of the Committee shall consist of the Vice Chancellor, Student Services; Vice Chancellor, Academic Affairs; Vice Chancellor, Health Sciences, Technical Education, and Community Programs; Dean, Admissions and Records/Registrar; Dean, Institutional Research and Effectiveness; Academic Deans; Director of Prospective Student Relations; Director of Communications; and Director of Marketing. There are no term limits for members.

COMMITTEE OFFICERS: The Dean, Admissions and Records/Registrar and the Dean, Institutional Research and Effectiveness co-chair the Committee.

MEETING FREQUENCY: The Committee shall meet as necessary and appropriate.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association seeks to develop responsible student leadership, serve as a liaison between the students of Blinn College and the college administration, represent the voice of the Blinn College student body, and make improvements in all areas of campus life. Additionally, SGA fosters community involvement by hosting beneficial educational and recreational student activities and collaborating with the Office of Student Leadership & Activities to support & oversee all of the campus clubs and organizations.