Institutional Governance System Handbook

July 1, 2025 - June 30, 2027

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INSTITUTIONAL PRINCIPLES

MISSION STATEMENT

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

Institutional Commitments

As a comprehensive community and technical college, Southern is committed to providing:

1. Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.
2. Programs of study leading to the associate in arts and the associate in science degrees, which can be effectively transferred and applied toward the baccalaureate degree.
3. Programs of study in career and technical fields leading to a skill-set certification, certificate degree, and/or the associate in applied science degree for entry into the workforce.
4. Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.
5. Support services that assist students in achieving their education and training goals.
6. Community interest programs and activities that promote personal growth and cultural enrichment.

VISION STATEMENT

Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.

Our Core Values

We will accomplish our mission by:

- Achieving excellence in education and service.
- Exhibiting integrity in all that we do.
- Collaborating and communicating actively with others.
- Being committed in word and deed.
- Imparting passion and compassion to our every task.
- Leading by encouragement and support of lifelong learning.
- Embracing change through bold actions.
- Being creative and innovative at all levels.
- Initiating opportunities for the community.
- Celebrating success.

SECTION 1.   GENERAL RESPONSIBILITIES AND GUIDING PRINCIPLES OF GOVERNANCE

1.1   Southern West Virginia Community and Technical College (Southern) has established a decision-making system based on consultative governance. This system provides for participation by, and consultation with, representative constituents from the College. Constituents of the College include administrators, faculty, classified staff, students, and district residents.

1.2   Southern has defined consultative governance as a collaborative process that involves representatives from the College working in a climate of mutual trust and respect. These representatives gather and share information related to significant issues and work toward decisions on those issues in accordance with the mission, vision, purpose, and values of the College. Governance-related interaction among constituent groups provides the balance of stability and change necessary for the advancement of the College.

1.3   The following principles guide this governance process:
   1.3.1   ***Disclosure***
       1.3.1.1   Open and constructive participation among constituents.
       1.3.1.2   A willingness to actively listen to each other.
       1.3.1.3   Early opportunities for discussion, information sharing, and input on any topic.
       1.3.1.4   Time for all constituent groups affected by an issue to share information and to state their position(s) on proposed actions.
   1.3.2   ***Responsiveness***
       1.3.2.1   Due consideration and mutual trust of all constituents affected by an issue.
       1.3.2.2   Timely action and communication on all issues and proposals.
       1.3.2.3   Ernest efforts by all constituencies to understand divergent perspectives.
   1.3.3   ***Accountability***
       1.3.3.1   Shared integrity and responsibility in all adopted governance policies and procedures.
       1.3.3.2   Continual monitoring and refinement of governance policies and procedures by representatives of the entire College community.
       1.3.3.3   Sincere effort to make the governance process work in a timely and effective manner.

1.4   Throughout the process of disclosure, responsiveness, and accountability, the constituents recognize that the College administration is ultimately responsible for making decisions regarding issues and concerns advanced by this system of consultative governance.

SECTION 2. INSTITUTIONAL BOARD OF GOVERNORS

2.1 Purpose

2.1.1 As prescribed in West Virginia Code, §18B-2A-1, effective the first day of July 2001, the Board of Governors of Southern West Virginia Community and Technical College was officially appointed by the Governor of the State of West Virginia to serve as a representative body of its constituents to set forth policies to govern the best interests of the College in accordance with the statues of West Virginia.

2.2 Board Principles

2.2.1 The Board's governance style is intended to encourage diversity of viewpoints and collective rather than individual decision-making. Prior to setting policy, the Board will ensure that input has been received from a variety of sources to ensure the representation of constituents and staff and sound decision-making principles.

2.2.2 The Board's focus will be on providing strategic leadership and representing the community it serves rather than administrative detail.

2.3 The Role of the Board of Governors is to:

2.3.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.

2.3.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.

2.3.3 Define standards for college operations that set forth high-quality programs, ensure wise and prudent expenditure of funds, and fair and equitable treatment of students and employees.

2.3.4 Monitor the performance of the College to ensure progress toward defined goals and adherence to policies.

2.3.5 Select, hire, and retain the President and define and monitor the President's performance through periodic evaluations.

2.3.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.

2.3.7 Create a positive leadership environment that fosters learning and focuses on outcomes.

2.3.8 Act with integrity, promoting ethical behavior in all college dealings.

2.3.9 Function as a unit, speaking with one voice that recognizes that the power of the Board rests with the whole Board, not individual members.

2.4 General

2.4.1 The President is the Chief Executive Officer of the College and the Board's single link with operating the institution. The role of the Board is to provide clear policy direction to the President with respect to the Strategic Plan. The role of the President is to carry out the Board's direction and administer the day-to-day operations of the College.

2.5 Board Delegation of Administrative Authority

2.5.1 The Board delegates to the President the function of formulating, implementing, directing, and evaluating administrative policies and regulations under which the college will operate. These policies and regulations will govern the College and be consistent with Board policy.

2.6   Membership (12 Members; 9 Voting Members)

2.6.1   Nine lay citizens as appointed by the Governor of the State of West Virginia (voting).

2.6.2   One full-time member of the faculty with the rank of instructor or above duly elected by the faculty (non-voting).

2.6.3   One full-time classified employee duly elected by the classified employees, or if the institution does not have classified employees, a member from the institutional non-classified employees duly elected by the non-classified employees (non-voting).

2.6.4   One member of the student body in good academic standing, enrolled for college credit work, and duly elected by the student body (non-voting).

SECTION 3.   INSTITUTIONAL GOVERNANCE SYSTEM COMMITTEE PROCEDURES

3.1   Recommendations may be submitted by an individual employee or committee.

3.2   A request for an item (recommendation) to be placed on a committee agenda must be made in writing (e-mail request will suffice), and received by the committee chair a minimum of five (5) days prior to the committee's scheduled meeting.

3.3   The individual making the request is expected to make a presentation of the agenda item to the appropriate committee. If accompanying materials are required, a copy of such materials must be provided for all members of the committee, either through e-mail, uploaded to the appropriate committee folder on Southern's intranet, or a hard copy, unless the documentation is of such size/quantity that copying is cost prohibitive.

    3.3.1   The committee receiving the recommendation may choose to approve or reject the recommendation or may suggest modifications to the recommendation. All official actions of the standing committee must be properly documented in the meeting minutes. Written notice of the action taken and accompanying materials, is to be forwarded to the next appropriate level, depending on the nature of the request, within seven (7) working days of the meeting in which the action is taken.

3.4   Actions requiring approval of the President shall be presented in writing and accompanied by any other documentation presented at the lower level(s). The President shall respond in writing to the individual, committee, senate, council, or other recognized group making recommendations within fourteen (14) working days of receiving a recommendation.

3.5   Recommendations by the Faculty Senate and/or Classified Staff Council may be submitted to a standing committee, an administrative unit head, or directly to the President. The President may choose to refer any such recommendations to a standing committee, subcommittee, or another appropriate individual for consideration and response.

3.6   Recommendations requesting and/or requiring policy action (creating a new policy, revision, or elimination of existing policy) shall be presented to the Board of Governors for approval only after appropriate review and recommendation for action by standing committees, subcommittees, councils, and/or administrative units, and upon recommendation by the President.

3.7   Governance Standing Committees will submit all appropriate recommendations to President's Cabinet. If applicable, recommendations from President's Cabinet (please see the following chart) will be submitted to the Board of Governors**.**

3.8   All committees, except for President's Cabinet, shall not hold or delay a proposal beyond 30 days, nor will they table an item more than once. If an item is to be tabled a second time, it will be sent back to the originator with a detailed justification for corrections and instructions for resubmission. Any item beyond the 30-day threshold will automatically pass the committee and advance. The committee chair will attach a justification/reasoning for the delay within eight (8) working days of the committee's adjournment. In the case where a committee does not meet within the 30-day window, the committee chair must obtain continuation approval from the President or their designated representative and include the item in the next scheduled meeting. The President may opt to have the committee chair convene a special session if the President deems the item to be of sufficient importance. This determination of importance is made by the President.

3.9   Typically, a request for action from a subcommittee will be forwarded as follows. All requests for action from committees will be forwarded to President's Cabinet (PC).

Governance Subcommittee	What type of recommendation is forwarded to a Committee?	The recommendation is to be forwarded to the following Committee:	Recommendation Forwarded To:
Academic Assessment	All Academic Assessment findings	Academic and Student Affairs Council (ASAC)	A Stops with ASAC B Forwarded to President's Cabinet (PC)
Compliance, Safety, and Risk Management	All Compliance, Safety, and Risk Management recommendations	Strategic Planning Committee (SPC)	A Stops with SPC B Forwarded to PC
Curriculum and Instruction	All Curriculum and Instruction recommendations	ASAC	A Stops with ASAC C Stops with ASAC D Forwarded to PC

Examples:
  A   Items received by the Committee as information sharing
  B   Recommendations reviewed/approved by the Committee as action items
  C   Curriculum changes
  D   New programs; program terminations

Note: The College-at-Large may make recommendations to the Policies and Procedures Committee. All recommendations are reviewed for approval and submitted to the Board of Governors, as appropriate, for review for approval.

SECTION 4.   INSTITUTIONAL GOVERNANCE SYSTEM COMMITTEE STRUCTURE

4.1   Definitions
   4.1.1   **Committee**
            Committee, unless otherwise noted, shall refer to any committee, subcommittee, or advisory group such as a council, senate, student government association, student government advisory council, and employee advisory council. The President will assign other committees as required on an ad hoc basis.
   4.1.2   **Committee Chair**
            The Committee Chair is the presiding officer of the committee. The chair presides over meetings of the group and conducts the group's business in an orderly fashion. Typically, the Chair votes only in case of a tie.
   4.1.3   **Committee Vice-Chair**
            The Vice-Chair is the presiding officer of the committee in the absence of the Chair.
   4.1.4   **Committee Member**
            Members are those elected or appointed to serve on the committee. Committee members are expected to attend all committee meetings.
   4.1.5   **Committee Advisor**
            Advisors are individuals identified with specific skills and/or expertise that provide non-binding strategic advice to the committee. An Advisor is a non-voting member of the committee. An Advisor is required to attend meetings only when called upon by the committee chair.
   4.1.6   **Ex-Officio**
            Committee member appointed by virtue of position. An Ex-Officio is a non-voting member of the committee. An Ex-Officio is required to attend meetings only when called upon by the committee chair.
   4.1.7   **Recorder**
            The President's Office appoints the Recorder for the purposes of recording the business of the committee as minutes.

4.2   Terms of Service
   4.2.1   With the exception of the Financial Exigency Advisory Committee and the Promotion and Tenure Committee, employee committee memberships are for two-year terms with elections in April of every odd year.

            Employees may hold an elected committee position on only one committee at a time and may serve no more than two consecutive two-year terms on the same committee.

            In instances where committee membership is required by position or by appointment of the President, employees may serve on more than one committee and may serve multiple consecutive terms.

            Ex-Officio members may serve on multiple committees and may serve multiple consecutive terms.

4.3   Committee Assignments
   4.3.1   Committee membership, where possible and appropriate, will be comprised of representatives of the following constituencies:
            4.3.1.1   Administration as appointed by the President or designee.
            4.3.1.2   Faculty at-large as elected by the full Faculty Assembly.
            4.3.1.3   Classified Staff at-large as elected by the Classified Staff Assembly.
            4.3.1.4   Membership by virtue of constituent position as determined by the unit chief.
            4.3.1.5   Faculty membership by academic division as elected by the faculty members of that division.

4.3.1.6   Staff membership as elected by the Classified Staff Assembly.

4.3.1.7   Student membership as appointed by the Chief Student Services Officer.

4.3.1.8   Board of Governors membership is comprised of nine lay members as appointed by the Governor; one faculty representative, one classified staff representative, and one student representative.

4.3.1.9   Non-Classified Staff as appointed by the President.

4.3.2   The Classified Staff Council and Faculty Senate's purpose, membership, procedures, and meeting schedules shall be in compliance with their Constitutions and West Virginia State Code.

4.3.3   All other seats not specified will be by election from within the committee.

4.3.4   Any membership recommendations or appointments are subject to the approval of the President. Appointments and recommendations will be submitted to the Office of the President by May 15th of the odd year, and will become effective at the beginning of the next academic year.

4.3.5   Any committee member may request a change in appointment by requesting such in writing to the President.

4.4   Filling of Committee Vacancies

4.4.1   Recommendations to fill committee vacancies are to be made to the President. These recommendations are to be made within 15 days of notification of a vacancy. Vacancies occurring between the Fall and Spring semesters are to be filled within 15 days of the beginning of the Spring semester. Vacancies occurring during the Summer are to be filled within 15 days of the beginning of the Fall semester.

4.5   Officers

4.5.1   Committee officers are addressed in the committee section of the handbook.

4.6   Governance Day Meetings

4.6.1   The Master Calendar for Governance Days is managed through the President's Office and is provided to all Southern Employees. Governance Days are held on Fridays four (4) times throughout the academic year at Southern's Logan Campus to enable standing committees, councils, and administrative units to meet.

4.6.2   Subcommittees meet prior to Governance Days. A Master Calendar of subcommittees is managed through the President's Office and is provided to all Southern Employees.

4.6.3   Any governance committee or unit may call a meeting at its discretion. Minutes must be recorded for all meetings, but the Recorder, which is generally a non-exempt classified employee, cannot be required to meet outside of his/her regular work week. The non-exempt classified employee can opt to meet outside of his/her regular work week but must only do so after obtaining prior official approval by adhering to SCP-2575, *Overtime and Compensatory Time*, and SCP-2575.A, *Request to Work Additional Hours*, for a schedule adjustment for the week of the meeting.

4.7   Official Governance Record

4.7.1   Recorders are to publish the official minutes in the appropriate governance folder on Southern's intranet within seven (7) business days of approval. Official minutes are those which have been approved by the committee and signed by the Committee Chair and Recorder.

SECTION 5.   **OPERATIONAL GUIDELINES FOR GOVERNANCE COMMITTEES**

5.1   Committee Chair
5.1.1   The Committee chair will either be appointed by the President or elected by the committee membership. Voting rights will be stated in the specific committee membership section.
5.1.2   Committee meetings will be conducted using the most current edition of Robert's Rules of Order.
5.1.3   Committee Chair Responsibilities:
5.1.3.1   Preside over meetings, develop an agenda, and distribute an agenda at least forty-eight hours prior to the scheduled meeting, guide the agenda, discussion, and actions of the committee.
5.1.3.2   Provide leadership and ensure the effective operation of the committee.
5.1.3.3   Understand the committee's charge, membership, connection and reporting relationships to other governance committees.
5.1.3.4   Work collaboratively with the Committee Vice-Chair and Recorder to develop agenda for meetings and supporting materials.
5.1.3.5   Ensure meeting agenda and relevant documents are circulated to committee members in advance of scheduled meetings.
5.1.3.6   Prepare and submit institutional recommendations (approved or unapproved by the committee), forms, budget information, and/or other supporting documents to the appropriate governance committee within the required time frame and communicate information to the college community.
5.1.3.7   Establish committee goals and objectives that meet the mission, goals, and strategic plan of the College.
5.1.3.8   Be prepared for meetings.
5.1.3.9   Encourage participation of committee members and elicit feedback.
5.1.3.10   Ensure that all voices have an opportunity to be heard before decisions are finalized.
5.1.3.11   Ensure there is sufficient time to fully discuss the agenda items during the meeting.
5.1.3.12   Facilitate dialogue and keep discussions "on track," productive, and professional.
5.1.3.13   Appoint ad hoc committees.
5.1.3.14   Communicate with committee members via e-mail, telephone, mail, or by scheduling additional meetings regarding committee business as necessary between scheduled meetings.
5.1.3.15   Establish and maintain appropriate timetables for the accomplishment of projects, tasks, activities, etc.
5.1.3.16   Make policy recommendations when appropriate.
5.1.3.17   Submit written notification of committee vacancies to the President's Office within 15 days of notification of a vacancy.
5.1.3.18   Work in conjunction with the Recorder to ensure the official minutes are published in the appropriate governance folder on Southern's intranet within seven (7) business days of approval. Official minutes are those which have been approved by the committee and signed by the Committee Chair and Recorder.

5.2   Committee Vice-Chair
    5.2.1   Vice-Chair Responsibilities
        5.2.1.1   Preside over meetings in the absence of the Committee Chair.
        5.2.1.2   Work collaboratively with the Committee Chair and Recorder to develop agenda for meetings and supporting materials.
        5.2.1.3   Assist the Chair with committee business matters between meetings.
        5.2.1.4   Assist the Chair in working toward the accomplishment of the goals and objectives of the committee.
        5.2.1.5   Assist and lead projects as delegated by the Chair.
        5.2.1.6   Keep abreast of committee work and assignments.

5.3   Committee Recorder
    5.3.1   A staff person will be assigned to each Governance Committee by the President for the purpose of recording the business of the committee as minutes. This individual will be one who has the training, expertise, and/or experience necessary to record minutes. He or she is not a committee member. Recorder assignments will be by position, as listed in the committee and subcommittee memberships.

    5.3.2   The Classified Staff Council shall elect its own recorder, and the recorder for the Student Government Association (SGA) Advisory Committee shall be the SGA Secretary. There is no recorder for Promotion-in-Rank and Tenure.

    5.3.3   Recorder Responsibilities:
        5.3.3.1   Assists the Chair or Vice-Chair with meeting materials and logistics.
        5.3.3.2   Sends out requests for agenda items 1½ weeks prior to the scheduled meeting.
        5.3.3.3   Coordinates with the Chair and Vice-Chair in preparing the agenda and sends it out to committee members five (5) days prior to each meeting.
        5.3.3.4   Posts the agenda and relevant documents on Southern's intranet in the appropriate committee folder.
        5.3.3.5   To keep the committee's official membership roster and call the roll prior to each meeting.
        5.3.3.6   Record the business of the committee as minutes.
        5.3.3.7   Prepare the meeting minutes using the approved Meeting Minutes Template.
        5.3.3.8   Publish official minutes in the appropriate governance committee folder on Southern's intranet within seven (7) business days of approval. Official minutes are those which have been approved by the committee and signed by the Committee Chair and Recorder.
        5.3.3.9   Maintains the archive of committee processes, actions, and decisions, maintaining the archive on Southern's intranet.
        5.3.3.10   As soon as possible following each meeting, the Recorder is to summarize key decisions and communicate information to the college community via e-mail.

5.4   Committee Member
    5.4.3   Attend all meetings of the governance committee. If a scheduling conflict should arise, identify a proxy to attend in your place, and when possible, notify the Committee Chair and Recorder in advance.
    5.4.4   Be prepared for meetings: review materials in advance; be ready to discuss and/or provide feedback; take notes and report back to constituents.
    5.4.5   Adhere to key dates and deadlines for meetings.
    5.4.6   Lend your perspective to discussions and decisions.

5.5   Decision Making
   5.5.3   Quorum
         5.5.3.1 A quorum must be present at a meeting in order for governance group action
                 items and decisions to be considered official. For the purposes of the College
                 Governance System, a quorum is determined to be a simple majority.
                 According to Roberts Rules, a majority is defined as more than 50% of the
                 voting members. (i.e. If there are seven voting committee members, then a
                 majority is 4 (more than 3.5 which is 50% of 7). Even the number of voting
                 members would have to add one to the 50% to achieve a majority.)
   5.5.4   Proxy Representation
         5.5.4.1 At such time a duly elected member cannot attend a scheduled meeting for
                 legitimate and verifiable cause, that member may select a peer proxy from the
                 member's assigned department to represent them during the stated meeting.
                 The member's proxy will hold the same rights and privileges as the elected or
                 appointed member during the period of representation. A proxy member will
                 count for a quorum the same as if the proxy were the elected or appointed
                 member.
   5.5.5   Robert's Rules of Order
         5.5.5.1 All Committee meetings will be conducted using the most current edition of
                 Robert's Rules of Order.
         5.5.5.2 The following situations apply to these common circumstances:
               5.5.5.2.1   No quorum at the beginning of the meeting:
                          5.5.5.2.1.1   If no quorum is present at the beginning of the
                                        meeting, agenda items may be discussed, but no
                                        votes can be taken on action items.
                          5.5.5.2.1.2   If a quorum occurs during the meeting, votes may be
                                        taken on any action items.
               5.5.5.2.2   No quorum later in the meeting:
                          5.5.5.2.2.1   If a quorum fails to be maintained during the meeting,
                                        no further votes on action items may be taken.
               5.5.5.2.3   Approval of past minutes:
                          5.5.5.2.3.1   Any member may vote on approval of minutes,
                                        whether or not they attended the meeting referenced in
                                        the minutes.
                          5.5.5.2.3.2   The vote can be seen as confidence in the Recorder of
                                        the committee.

SECTION 6. STANDING COMMITTEES

There shall be three standing committees:

1.   Academic and Student Affairs Council (ASAC)
2.   Policies and Procedures
3.   Strategic Planning

1.   ACADEMIC AND STUDENT AFFAIRS COUNCIL (ASAC)
The Academic and Student Affairs Council (ASAC) submits recommendations to the President's Cabinet.

SECTION 1. PURPOSE
1.1   ASAC promotes the sharing of information and communication between Academic Affairs and Student Services. It serves as an information resource for faculty and staff, and promotes participation in the shared governance system. ASAC will support accreditation and compliance standards.

1.2   ASAC will review and act upon recommendations submitted from ASAC subcommittees and various advisory committee recommendations, in conjunction with the Deans, advisory committees, and the Director of Accreditation and Assessment. Each member of ASAC will ensure that appropriate communication, feedback, and involvement are shared with all departments and personnel assigned to each unit.

SECTION 2   OFFICERS
2.1   The Chair and Vice-Chair will alternate between the Academic Affairs and Student Services units. The Chair will be the Vice-Chair from the prior year and will serve as Chair for two-years. The Chair must be employed by Southern for two (2) full years prior to serving as Chair. The Vice-Chair will be elected in the odd year and will serve as a committee officer for a total of four-years. The Vice-Chair serves in the elected role for two-years and then moves to the position of Chair for the next two-years. Committee members elect the incoming Vice-Chair. The Recorder will be the Executive Assistant to the Chief Academic Officer.

SECTION 3   MEMBERSHIP
3.1   The Council is comprised of seven (7) members and two (2) ex-officio, non-voting members:
    3.1.1   Director of Accreditation and Assessment/Accreditation Liaison Officer
    3.1.2   Dean of Allied Health and Nursing
    3.1.3   Dean of Non-Traditional Programs
    3.1.4   Dean of Professional and Transfer Programs
    3.1.5   Director of Student Success (ADA Compliance Officer)
    3.1.6   Director of Student Financial Assistance
    3.1.7   Registrar
    3.1.8   Ex-Officio, Non-voting Members:
        3.1.8.1   Chief Academic Officer
        3.1.8.2   Chief Student Services Officer

RECORDER
Executive Assistant to the Chief Academic Officer

SECTION 4   SUBCOMMITTEES
4.1   ASAC subcommittees report to their respective Chairs. Duties and responsibilities for each subcommittee are outlined under the "Subcommittee" section of the Institutional Governance Handbook. ASAC subcommittees are as follows:
   4.1.1   Academic Assessment
   4.1.2   Curriculum and Instruction

SECTION 5   QUORUM
5.1   Six (6) voting members; Quorum = 4 (more than ½ voting membership). [The Committee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

2. POLICIES AND PROCEDURES COMMITTEE
The Policies and Procedures Committee submits recommendations to the President's Cabinet.

SECTION 1.   PURPOSE

1.1   The Policies and Procedures Committee is responsible for regularly assessing the value and effectiveness of Southern's institutional policies and procedures and their implementation. The Committee shall work with appropriate personnel to develop and recommend any revisions or strategies that best serve the interest of the students and the College.

1.2   The Committee will also be responsible for receiving and acting upon all new policies and procedures and policy reviews that are scheduled for review and submitted from other committees, units, departments, Classified Staff Council, Faculty Senate, and/or individuals. All recommendations will be submitted to President's Cabinet for a thirty (30)-day comment period.

SECTION 2.   OFFICERS

2.1   The Chair will be the Chief Human Resources Officer. The Vice-Chair will be elected by the committee members and will serve as a committee officer for two (2) years. At the conclusion of their two-year term, committee members elect the incoming Vice-Chair. The Recorder will be the Human Resources Representative.

SECTION 3.   MEMBERSHIP

3.1   The Policies and Procedures Committee is comprised of seven (7) members and one (1) ex-officio, non-voting member:
   3.1.1   Chief Human Resources Officer, Chair
   3.1.2   Classified Staff - one (1) elected by the Classified Staff Assembly
   3.1.3   Faculty - two (2) elected by the Faculty Assembly one (1) from each division
   3.1.4   Non-Classified Staff - one (1) appointed by the President
   3.1.5   Board of Governors Liaison
   3.1.6   Executive Assistant to the President
   3.1.7   Ex-Officio, Non-voting Members:
      3.1.7.1   Director of Accreditation and Assessment/Accreditation Liaison Officer

RECORDER
   Human Resources Representative

3.2.   Advisors are comprised of specific positions who are called to serve as non-voting subject matter experts:
   3.2.1   **Series 1000 - General**
      3.2.1.1   Director of Facilities
      3.2.1.2   Director of Communications
      3.2.1.3   Executive Assistant to the President
      3.2.1.4   Chief Facilities Management Officer
   3.2.2   **Series 2000 - Human Resources**
      3.2.2.1   Manager Human Resources
   3.2.3   **Series 3000 - Academic Affairs**
      3.2.3.1   Dean of Allied Health and Nursing
      3.2.3.2   Dean of Non-Traditional Programs
      3.2.3.3   Dean of Professional and Transfer Programs

       3.2.4   **Series 4000 - Student Services**
- 3.2.4.1   Director of Student Success (ADA Compliance Officer)
- 3.2.4.2   Director of Admissions
- 3.2.4.3   Director of Financial Assistance
- 3.2.4.4   Registrar

       3.2.5   **Series 5000 - Finance**
- 3.2.5.1   Controller
- 3.2.5.2   Director of Facilities
- 3.2.5.3   Director of Budgets and Purchasing
- 3.2.5.4   Bursar

       3.2.6   **Series 6000 - Workforce and Community Development**
- 3.2.6.1   Dean of Non-Traditional Programs
- 3.2.6.2   Director of Workforce Development

       3.2.7   **Series 7000 - Technology**
- 3.2.7.1   Director of Institutional Research

       3.2.8   **Series 8000 - Board of Governors**
- 3.2.8.1   Board of Governors Liaison

SECTION 4.   SUBCOMMITTEES

4.1   This committee has no subcommittees.

SECTION 5.   QUORUM

5.1   Six (6) voting members; Quorum = 4 (more than ½ of the voting membership). [The Committee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

3. **STRATEGIC PLANNING COMMITTEE**
The Strategic Planning Committee submits recommendations to the President's Cabinet.

SECTION 1.   PURPOSE
1.1   The purpose of the Strategic Planning Committee is to foster a climate of transparency and trust. This committee disseminates information and educates the College community on the strategic plan, the College's progress toward goals, and recommendations made to the Strategic Planning Committee.

The Strategic Planning Committee is responsible for monitoring, updating, and evaluating the College's progress toward meeting the goals of the strategic plan. The committee may create working groups to gather, review, and evaluate relevant data. The committee makes recommendations to the President's Cabinet to identify barriers to goal completion and possible improvements to the plan.

SECTION 2.   OFFICERS
2.1   The Chair will be the Vice-Chair from the prior year and will serve as Chair for two-years. The Chair must be employed by Southern for two (2) full years prior to serving as Chair. The Vice-Chair will be elected in the odd year and will serve as a committee officer for a total of four-years. The Vice-Chair serves in the elected role for two-years and then moves to the position of Chair for the next two-years. Committee members elect the incoming Vice-Chair. The Recorder will be appointed by the President.

SECTION 3.   MEMBERSHIP
3.1   The Committee is comprised of nine (9) members and five (5) ex-officio, non-voting members:
3.1.1   Controller
3.1.2   Director of Admissions
3.1.3   Faculty - two (2) - one (1) elected by each division
3.1.4   Manager Human Resources
3.1.5   Classified Staff - two (2) elected by the Classified Staff Assembly
3.1.6   Director of Communications
3.1.7   Director of Workforce Development
3.1.8   Ex-Officio, Non-voting Members:
   3.1.8.1   Chief Academic Officer
   3.1.8.2   Chief External Affairs Officer
   3.1.8.3   Chief Facilities Management Officer
   3.1.8.4   Chief Finance Officer
   3.1.8.5   Chief Information Officer

RECORDER
Accounting Assistant I (Williamson Campus)

SECTION 4.   SUBCOMMITTEES

4.1   The Strategic Planning subcommittee reports to their respective subcommittee Chair. Duties and responsibilities for each subcommittee are outlined under the "Subcommittee" section of the Institutional Governance Handbook. The Strategic Planning subcommittee is as follows:
4.1.1   Compliance, Safety, and Risk Management

SECTION 5.   QUORUM

5.1   Eight (8) voting members; Quorum = 5 (more than ½ of the voting membership). [The Committee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

SECTION 7.   SUBCOMMITTEES

1.   ACADEMIC ASSESSMENT SUBCOMMITTEE
The Academic Assessment Subcommittee will submit all assessment findings to the Chief Academic Officer (CAO). Recommendations from this subcommittee are made to the Academic and Student Affairs Council (ASAC).

SECTION 1.   PURPOSE
1.1   The subcommittee will provide assessments regarding the assurance of quality and consistent teaching and learning through admissions and exit standards, prerequisite course or test score review, assessment of programs, and evaluation of the success of Southern students by utilizing and analyzing data and conducting scheduled, rigorous evaluations of individual courses and programs within the academic affairs divisions. Additionally, this committee will work with the Academic Deans to establish and distribute standards for portfolio evaluation. The subcommittee will also be responsible for working with the academic Program Directors and Deans to ensure that state, federal, and college assessment standards are reviewed, evaluated, and reported to all parties concerned, and for supporting accreditation and compliance regulations.

SECTION 2.   OFFICERS
2.1   The Chair will be the Director of Accreditation and Assessment/Accreditation Liaison Officer. The Vice-Chair will be elected and will serve as a subcommittee officer for a total of two (2) years. At the conclusion of their two-year term, subcommittee members elect the incoming Vice-Chair. The Recorder will be the Administrative Secretary Sr., Academic Lab Manager - Weekend Nursing.

SECTION 3.   MEMBERSHIP
3.1   The subcommittee is comprised of the members of the Higher Learning Commission (HLC) Assessment Academy as appointed by the President and three (3) ex-officio, non-voting members. Members will serve consecutive terms until the conclusion of the HLC Assessment Academy.

   3.1.1   Ms. Regina Bias, Chair, Director of Accreditation and Assessment/Accreditation Liaison Officer
   3.1.2   Ms. Hattie Newsome, Student Success Center Coordinator
   3.1.3   Mr. Nathan Freeman, Assistant Professor of English
   3.1.4   Mr. Vincent George, Assistant Professor of Physical Science
   3.1.5   Ms. Missy Kirk, Professor/Director of Nursing
   3.1.6   Ms. Meloney McRoberts, Associate Professor of Surgical Technology
   3.1.7   Mr. Gordon Hensley II, Assistant Professor of Business
   3.1.8   Dr. Lauren Bates, Associate Professor of Biology
   3.1.9   Kevin Dingess, Assistant Professor of Sociology
   3.1.10   Ex-Officio, Non-voting Members:
      3.1.10.1   President
      3.1.10.2   Chief Student Services Officer
      3.1.10.3   Director of Institutional Research

RECORDER
Administrative Secretary Sr., Academic Lab Manager - Weekend Nursing

SECTION 4.   QUORUM

4.1   Eight (8) voting members: Quorum = 5 (more than ½ of the voting membership).   [The Subcommittee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

2.   COMPLIANCE, SAFETY, AND RISK MANAGEMENT SUBCOMMITTEE

SECTION 1.   PURPOSE
This subcommittee makes recommendations to the Strategic Planning Committee.

1.1   The purpose of the Compliance, Safety, and Risk Management Subcommittee is to foster a climate of compliance. This subcommittee may help disseminate information and educate the College community. The Compliance, Safety, and Risk Management Subcommittee advises the senior administration on new or revised policies and procedures responsive to the mandated compliance requirements and reports, particularly in areas where compliance requires coordination across the College. Responsibilities of the subcommittee include reviewing and evaluating the College's response to mandated compliance requirements resulting from state, federal, or local regulations or statutes. The subcommittee may create working groups to develop or revise policies and procedures, including investigative procedures related to non-compliance, as needed.   The subcommittee may invite departments or individuals with responsibility for compliance to subcommittee meetings.

SECTION 2.   OFFICERS
2.1   The Chair will be the Vice-Chair from the prior year and will serve as Chair for two-years. The Chair must be employed by Southern for two (2) full years prior to serving as Chair. The Vice-Chair will be elected in the odd year and will serve as a committee officer for a total of four-years. The Vice-Chair serves in the elected role for two-years and then moves to the position of Chair for the next two-years. Committee members elect the incoming Vice-Chair. The Recorder will be the Administrative Associate, Non-Traditional Programs.

SECTION 3.   MEMBERSHIP
3.1   The subcommittee is comprised of ten (10) members and four (4) ex-officio, non-voting members:
    3.1.1   Director of Safety and Campus Operations Wyoming/McDowell Campus
    3.1.2   Executive Director of Campus and Community Relations Williamson Campus
    3.1.3   Director of Budgets and Purchasing
    3.1.4   Bursar
    3.1.5   Manager Payroll, Senior
    3.1.6   Classified Staff - two (2) elected by the Classified Staff Assembly
    3.1.7   Non-classified Staff - one (1) appointed by the President
    3.1.8   Faculty - two (2) - one (1) elected from each division
    3.1.9   Ex-Officio, Non-voting Members:
        3.1.9.1   Chief Human Resources Officer
        3.1.9.2   Chief Student Services Officer
        3.1.9.3   Dean of Allied Health and Nursing
        3.1.9.4   Student Success Advisor - one (1) appointed by the Chief Student Services Officer

RECORDER
   Administrative Associate, Non-Traditional Programs

SECTION 4.   QUORUM
4.1   Nine (9) voting members; Quorum = 5 (more than ½ of the voting membership). [The Subcommittee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

3.   CURRICULUM AND INSTRUCTION SUBCOMMITTEE
   The Curriculum and Instruction Subcommittee will submit recommendations to the Chief Academic Officer (CAO) for approval to be forwarded to the Academic and Student Affairs Council (ASAC).

SECTION 1.   PURPOSE
1.1   The subcommittee will focus on curricular issues of the College and be responsible for submitting recommendations to the CAO regarding curriculum, instruction, and student learning. The CAO will obtain prior approval from the College President for all curriculum additions or deletions. Curriculum additions or deletions will be presented to the President's Cabinet by the CAO for final approval once the Curriculum and Instruction Subcommittee has completed their review/edits. All other curriculum changes will be finalized by the CAO. All proposals are submitted by full-time faculty members only. This includes Workforce Development and non-credit courses. Responsibilities of the Curriculum and Instruction Subcommittee include continuous review of curricula to ensure that all new and existing academic programs and/or courses provide quality learning experiences in a coherent manner by utilizing curriculum templates for syllabus creation and reviewing the proposed Blooms Taxonomy levels for accuracy. The scope of the subcommittee will include curriculum development as well as instructional delivery. The subcommittee will establish procedure, format, and deadlines for curricular changes presented to the subcommittee. The subcommittee will adhere to accreditation and compliance standards.

SECTION 2.   OFFICERS
2.1   The Chair will be the Vice-Chair from the prior year and will serve as Chair for two-years. The Chair must be employed by Southern for two (2) full years prior to serving as Chair. The Vice-Chair will be elected in the odd year and will serve as a committee officer for a total of four-years. The Vice-Chair serves in the elected role for two-years and then moves to the position of Chair for the next two-years. Committee members elect the incoming Vice-Chair. The Recorder will be the Administrative Associate, Professional and Transfer Programs.

SECTION 3.   MEMBERSHIP
3.1   The subcommittee is comprised of seven (7) members and six (6) ex-officio, non-voting members:
   3.1.1   Faculty - six (6) - three (3) elected from each division. Faculty members may not be from the same discipline.
   3.1.2   Student Success Advisor - one (1) appointed by the Chief Student Services Officer
   3.1.3   Ex-Officio, Non-voting Members:
         3.1.3.1   All Academic Deans
         3.1.3.2   Chief Academic Officer
         3.1.3.3   Director of Accreditation and Assessment/Accreditation Liaison Officer
         3.1.3.4   Registrar

RECORDER
   Administrative Associate, Professional and Transfer Programs

SECTION 4.   QUORUM
4.1   Six (6) voting members; Quorum = 4 (more than ½ of the voting membership).   [The Subcommittee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

SECTION 8.   ADMINISTRATION

1.   PRESIDENT'S CABINET
The President's Cabinet will review recommendations submitted through the Governance System. Those recommendations requiring approval by the Board of Governors are submitted and placed on the Board of Governors' agenda for appropriate action.

SECTION 1.   PURPOSE
1.1   The President's Cabinet serves as the executive leadership team for the president to provide effective leadership for the College. The Cabinet addresses issues that affect the entire College. It is charged with framing policies and procedures, preparing items for recommendation to the president, and ensuring that decisions reached are effectively implemented. The Cabinet is also charged with aligning the College's strategic plan and available resources to ensure that the College fulfills its mission.

SECTION 2.   OFFICERS
2.1   The President serves as the non-voting Chair of the Cabinet. There is no Vice-Chair. The Recorder will be the Executive Assistant to the President.

SECTION 3.   MEMBERSHIP
3.1   The President's Cabinet is comprised of eight (8) members:
      3.1.1   President, Chair
      3.1.2   Chief Academic Officer
      3.1.3   Chief External Affairs Officer
      3.1.4   Chief Facilities Management Officer
      3.1.5   Chief Finance Officer
      3.1.6   Chief Human Resources Officer
      3.1.7   Chief Information Officer
      3.1.8   Chief Student Services Officer

RECORDER
Executive Assistant to the President

SECTION 4.   QUORUM
4.1   Seven (7) voting members; Quorum = 4 (more than ½ of the voting membership). [The Committee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

SECTION 9.   COUNCILS/SENATES

1.   CLASSIFIED STAFF COUNCIL
The Classified Staff Council submits recommendations to standing committees, subcommittees, administrative unit heads, or directly to the President.

SECTION 1.   PURPOSE
1.1   As prescribed in West Virginia Code, §18B-6-6, effective April 1, 2003, there is established at each state institution of higher education an institutional classified employee advisory council to be known as the staff council.

SECTION 2.   OFFICERS
2.1   The Chair is elected at large by the Classified Staff Assembly. The Vice-Chair and Recorder are elected by the Classified Staff Council membership.

SECTION 3.   MEMBERSHIP
3.1   The Council is comprised of eighteen (18) voting members (including the Council Chair) representing the following geographic and primary occupational activity distribution, and one (1) ex-officio, non-voting member:
    3.1.1   Classified Staff Council Chair
    3.1.2   Advisory Council of Classified Employees Representative
    3.1.3   Two (2) Executive/Administrative/Managerial Sector Representatives
    3.1.4   Two (2) Professional/Non-faculty Sector Representatives
    3.1.5   Two (2) Technical/Para-Professional Sector Representatives
    3.1.6   Two (2) Secretarial/Clerical Sector Representatives
    3.1.7   Two (2) Service/Maintenance/Skilled Crafts Sector Representatives
    3.1.8   Two (2) Non-Classified Staff at Large
    3.1.9   Boone/Lincoln Campus Representative
    3.1.10 Logan Campus Representative
    3.1.11 Williamson Campus Representative
    3.1.12 Wyoming/McDowell Campus Representative
    3.1.13 Ex-officio, Non-voting Member:
        3.1.13.1 Board of Governors Representative

RECORDER
Elected by the Classified Staff Council membership

3.2   Pursuant to West Virginia Code, §18B-6-6 (1), during the month of April of each odd-numbered year, the Classified Staff Assembly elects two classified employees from each of five defined sectors of employment - administrative/managerial; professional/non-teaching; paraprofessional; secretarial/clerical; physical plant/maintenance - to serve on the Classified Staff Council.

3.3   On April 2, 2003, the Classified Staff Council of Southern West Virginia Community and Technical College voted to expand its membership to incorporate one classified staff representative from each geographic location - Boone/Lincoln; Logan; Williamson; Wyoming/McDowell.

3.4   The Advisory Council of Classified Employees and Board of Governor's representatives are elected by the Classified Staff Assembly. Campus representatives are elected by the individual campus staff. Terms are for two years, and members of the Council are eligible to succeed themselves.

Section 4:   QUORUM

4.1   Eighteen (18) voting members; Quorum = 10 (more than ½ of the voting membership). [The Council Chair is a voting member; vacant positions are not counted for quorum.]

2. **FACULTY SENATE**
   The Faculty Senate submits policy recommendations to standing committees, subcommittees administrative unit heads, or directly to the President.

SECTION 1: PURPOSE
1.1   The Faculty Senate will act on issues as stated in the Faculty Constitution along with any other issues as directed by the administration and the governance structure.

1.2   The Faculty Senate may review and recommend to the Policy and Procedures Standing Committee all policy and procedures submitted from the governance structure.

1.3   The Faculty Senate may review faculty policy and procedures with the President and the Chief Academic Officer.

SECTION 2: OFFICERS
2.1   The Chair and Vice-Chair are elected by the Senate membership. The Recorder will be the Administrative Secretary Sr., Allied Health and Nursing.

SECTION 3: MEMBERSHIP
3.1   The Faculty Senate is comprised of eight (8) voting members (including the Senate Chair) and two (2) ex-officio, voting members for a total of 10 voting members:
    3.1.1   Three (3) faculty representatives - one from each Campus
    3.1.2   One (1) faculty representative from the Allied Health Department
    3.1.3   One (1) faculty representative from the Nursing Department
    3.1.4   One (1) faculty representative from the Arts and Humanities Departments
    3.1.5   One (1) faculty representative from the Math and Sciences Departments
    3.1.6   One (1) faculty representative from the Professional and Technical Departments
    3.1.7   Ex-Officio, Voting Members:
        3.1.5.1   Advisory Council of Faculty Representative
        3.1.5.2   Board of Governors Representative

RECORDER
    Administrative Secretary Sr., Allied Health and Nursing

3.2   The Advisory Council of Faculty and Board of Governors representatives are elected by the Faculty Assembly. Campus representatives are elected by the individual campus faculty and departmental representatives are elected by their departments.

SECTION 4: QUORUM
4.1   Ten (10) voting members; Quorum = 6 (more than ½ of the voting membership). [The Senate Chair is a voting member; vacant positions are not counted for quorum.]

SECTION 10. ADVISORY COMMITTEES

There are two groups which shall serve college wide as advisory committees to the President. They are the Financial Exigency Committee and the Student Government Association.

1.   FINANCIAL EXIGENCY COMMITTEE
       The Financial Exigency Committee makes recommendations to the President.

SECTION 1.   PURPOSE
1.1   To establish policy and procedures for a financial exigency at Southern West Virginia Community and Technical College in accordance with SCP-5260, *Meeting Financial Exigencies.*

SECTION 2.   OFFICERS
2.1   The Chair is a member of the Board of Governors and is elected by the Board membership. The Vice-Chair is appointed by the President. The Recorder will be the Executive Assistant to the President.

SECTION 3.   MEMBERSHIP
3.1   The committee is comprised of thirteen (13) members.
       3.1.1   One (1) Board of Governors Member (Chair) - elected by the Board
       3.1.2   Two (2) Administrators appointed by the President
       3.1.3   One (1) Advisory Council of Classified Employees Representative
       3.1.4   Two (2) Classified Staff-at-Large - elected by the Classified Staff Assembly
       3.1.5   Classified Staff Council Chair
       3.1.6   Two (2) Faculty-at-Large - elected by the Faculty Assembly
       3.1.7   Faculty Senate Chair
       3.1.8   Advisory Council of Faculty Representative
       3.1.9   One (1) Student Government Representative - elected by the Student Government Association
       3.1.10 Chief Finance Officer

RECORDER
    Executive Assistant to the President

3.2   Each member of the Committee shall serve for one fiscal year.

SECTION 4.   QUORUM
4.1   Twelve (12) voting members; Quorum = 7 (more than ½ of the voting membership). [The Committee Chair is a non-voting member except in the case of a tie vote; vacant positions are not counted for quorum.]

2.   STUDENT GOVERNMENT ASSOCIATION (SGA) ADVISORY COMMITTEE
The SGA Advisory Committee makes recommendations to the President or Chief Student Services Officer.

SECTION 1.   PURPOSE
1.1   Southern shall have a duly elected Student Government Association to represent students regarding pertinent issues. The Student Government Association President, Vice-President, Secretary, and Treasurer, the student representative to the institutional Board of Governors, and the student representative to the West Virginia Advisory Council of Students shall serve in an advisory capacity to the College President.

1.2   The Chief Student Services Officer will serve as the primary advisor for the Student Government Association Advisory Committee.

SECTION 2.   OFFICERS
2.1   The Chair shall be the Board of Governors Student Representative. There is no Vice-Chair. The Recorder will be the SGA Secretary.

SECTION 3.   MEMBERSHIP
3.1   The Student Government Association Advisory Committee is comprised of six (6) voting members and one (1) ex-officio, non-voting member:
   3.1.1   Board of Governors Student Representative, Chair
   3.1.2   SGA President
   3.1.3   SGA Vice-President
   3.1.4   SGA Secretary
   3.1.5   SGA Treasurer
   3.1.6   West Virginia Advisory Council of Students Representative
   3.1.7   Ex-Officio, Non-voting Member:
        3.1.7.1   Chief Student Services Officer

RECORDER
   SGA Secretary

SECTION 4.   QUORUM
4.1   Six (6) voting members; Quorum = 4 (more than ½ of the voting membership).   [The Committee Chair is a voting member; vacant positions are not counted for quorum.]

SECTION 11. PROMOTION-IN-RANK AND TENURE
Recommendations from the Promotion-in-Rank and Tenure Committee are submitted to the Chief Academic Officer.

SECTION 1.   PURPOSE
1.1   To make recommendations and/or decisions regarding promotions-in-rank and tenure for full-time faculty in accordance with SCP-2686, *Promotion-in-Rank and Tenure Policy* and SCP-2686.A, *Promotion-in-Rank and/or Tenure Criteria and Forms*.

SECTION 2.   OFFICERS
2.1   The Chair will be elected by the committee membership.

SECTION 3.   MEMBERSHIP
3.1   Each spring semester, at a date and time determined by the President or his/her designee, the Faculty Assembly shall elect a Promotion and a Tenure Committee. The committees shall consist of four members with two members representing each academic division and be from different disciplines. Committee members must be members of the Faculty Assembly, have no supervisory roles over full-time faculty, and must not be applying for tenure or promotion during the year in which they serve. Those serving on the Promotion and Tenure Committee must hold the rank of professor or higher. If there are not enough Full Professors to fill the committee, an Associate Professor may be selected to serve on the committee. However, that faculty member cannot serve as the chair. The Chief Academic Officer or his/her designee will call the first meeting of the committee at which time a chairperson will be elected from and by the respective committee membership.
3.1.1   Faculty - four (4) - two (2) from each division - elected by the Faculty Assembly
3.1.2   Ex-Officio:
        3.1.2.1   Chief Academic Officer

APPENDIX

2025-2027 Governance Calendar

GOVERNANCE CALENDAR 2025-2027

ALL COLLEGE/GOVERNANCE DATES

EVENT	DATE	LOCATION
Governance Day	September 12, 2025	Logan Campus
Governance Day Holiday Luncheon	November 7, 2025	Logan Campus
Governance Day	February 6, 2026	Logan Campus
Governance Day **Employee Luncheon/Picnic/Awards**	April 10, 2026	Logan Campus
EVENT	DATE	LOCATION
Governance Day	September 11, 2026	Logan Campus
Governance Day Holiday Luncheon	November 6, 2026	Logan Campus
Governance Day	February 5, 2027	Logan Campus
Governance Day **Employee Luncheon/Picnic/Awards**	April 9, 2027	Logan Campus

*GOVERNANCE DAYS ITINERARY

Time	Activity/Meeting	ATTENDEES
8:00 am – 9: 15 am	Faculty Senate	Faculty Senate Members
	Student Government Association	SGA Members
9:30 am – 10:45 am	Academic and Student Affairs Committee	Committee Members
	Policy and Procedures Committee	Committee Members
	Strategic Planning Committee	Committee Members
11:00 am – 12:00 pm	Professional Development	All Employees
12:00 pm – 1:15 pm	Lunch	All Employees
1:30 pm – 2:45 pm	Institutional Update	All Employees
3:00 pm – 4:30 pm	Division/Unit Meetings	All Employees

SUBCOMMITTEE CALENDAR

SUBCOMMITTEE	DATE	TIME	LOCATION
Academic Assessment	August		Teams
	September		Teams
	October		Teams
	November		Teams
	January		Teams
	February		Teams
	March		Teams
	April		Teams
	May		Teams
Compliance, Safety, and Risk Management	August		Teams
	October		Teams
	January		Teams
	March		Teams
Curriculum and Instruction	August		Teams
	October		Teams
	January		Teams
	March		Teams

*Itineraries may be altered as needed to meet institutional needs.