

ADMINISTRATIVE ORGANIZATION PLAN  
COUNCILS AND FACULTY SENATES

BGC  
(LOCAL)

**Purpose**

The purpose of establishing Board-recognized councils, committees, groups, associations, task forces, and teams is to define the formalized way in which the College District communicates internally on key decisions. The College District may, from time to time, create other committees, councils, groups, teams, associations, and task forces as needed. Those will be widely communicated within the College District.

**Definitions**

**Council**

The purpose of a council shall be to review policies and procedures and make recommendations to the College President and/or the Board. Representatives shall be appointed and are typically tasked with broad initiatives that affect the whole College District.

**Committee**

The purpose of a College District committee is to study, review policies or procedures, and make recommendations to a specific council for a specific purpose affecting the ongoing operation of the College District. Members shall typically be appointed or elected annually.

**Group**

The primary purpose of a group shall be to facilitate engagement and share information. Groups do not typically review policies or make recommendations, although suggestions may arise. Their role is consultative or advisory in nature, usually with a liaison connected to a specific standing committee or council.

**Task Forces**

Task forces are considered ad hoc and can be convened at any time for the duration of the assigned task. Recommendations arising from a task force discussion shall be confined to the assigned task and are usually made to the College President. Members shall typically be appointed.

**Other Organized Bodies**

Other organized bodies shall serve the College District and include associations, review boards, and teams.

**Councils**

**College Success Council**

The purpose of the College Success Council (CSC) shall be to emphasize student success through the use of data, planning, and effectiveness to integrate continuous improvement campus-wide

ADMINISTRATIVE ORGANIZATION PLAN  
COUNCILS AND FACULTY SENATES

BGC  
(LOCAL)

into all programs and services. Specifically, the group is responsible for the strategic plan, including recommending strategic priorities for the year and crafting the annual strategic planning report. Further, the CSC shall serve as the steering committee for the Achieving the Dream work. The CSC shall think globally about the strategic realignment of the College District through systemic change. This group is charged with the ongoing engagement of the entire College District community in the journey to institutional transformation. Members of the CSC shall be appointed annually, usually each August, by the College President or designee.

Communications Council

The purpose of the Communications Council shall be to serve as an information-sharing venue. Updates from Board meetings, various College District committees, the executive-level administration, or any administrative departments shall be shared during a monthly meeting, usually following regularly scheduled Board meetings. Membership shall include all administrators at the College District. Additional members shall be appointed, usually each August, by the College President or designee. Additional members shall include representatives from the staff advisory group and the faculty association president.

E-Learning Advisory Council

The E-Learning Advisory Council (ELAC) shall be responsible for advising the vice president for instruction on matters pertaining to the functions, policies, and requirements of the areas involved in instructional technology and distance learning. The focus of the ELAC is on those instructional aspects related to distance learning, including delivery methods, faculty and student support, assessment, technology resources, reviews of distance learning courses and programs, and other matters relevant to distance education.

Membership shall consist of the director of teaching and learning, faculty representation from each instructional unit, the faculty association president, and others at the discretion of the College President. Members of the ELAC shall be appointed by the College President or designee on an annual basis, usually in August.

G8 Council

The general purpose of the G8 Council shall be to have instructional services, business services, information technology, marketing, and student affairs execute, monitor, and improve the College District's collective actions to help students succeed. This group may make recommendations to the Executive Leadership Council. Members shall be appointed annually, usually in August,

ADMINISTRATIVE ORGANIZATION PLAN  
COUNCILS AND FACULTY SENATES

BGC  
(LOCAL)

by the College President or designee. Membership shall include a faculty association representative. Others may attend at the request of the College President from time to time or may be asked to attend regularly.

Instructional Council

The purpose of the Instructional Council shall be to make recommendations to the Executive Leadership Council on important instructional issues that contribute to strategic planning within instructional areas for improving curriculum quality and effectiveness.

Membership shall be composed of the vice president for instruction (chairperson), deans reporting to the vice president of instruction, and others invited by the vice president of instruction.

Executive Leadership Council

The Executive Leadership Council is charged with providing leadership for the College District in each area in order to execute the College District's plans for student success. The Council shall function to coordinate work of the executive team in order to effectively integrate the functions of instruction, business, maintenance, student services, information technology, and grants. Each member shall have wide latitude in performing job-related tasks, but the council shall work together to resolve the issues when functions overlap or conflict.

The Executive Leadership Council shall also consider general recommendations to be made to the Board and general policies and procedures for the College District. When policy recommendations are made, the Executive Leadership Council shall also consult with the faculty association president for input.

The council shall be composed of the College President, who shall serve as chairperson, and those appointed by the College President. Others may attend at the request of the College President from time to time or may be asked to attend regularly.

Student Affairs Council

The general purpose of the student affairs council shall be to meet and review student affairs policies and procedures and to determine the best operations of the College District.

Membership shall include the dean of student affairs (chair), directors of student services, the executive assistant to the dean of student affairs (ex officio), and others invited by the dean of student affairs.

### **Committees**

#### **Campus Beautification Committee**

The purpose of the Campus Beautification Committee is to seek input on ways to maintain and enhance the appearance of buildings and green spaces on campus. The committee may consider ways to develop energetic and interactive features including plazas, courtyards, outdoor spaces, seasonal displays, public art, and landscaping at the College District. The committee shall be appointed annually, usually in August, by the College President or designee.

#### **Campus Carry Committee**

The purpose of the Campus Carry Committee shall be to investigate requests for exclusions to allowing concealed weapons on campus and to make a recommendation to the College President concerning the request. The chair and members of this committee shall be appointed by the College President and will include representatives from:

- The office of the vice president for business services;
- The office of the vice president for instruction;
- The faculty association;
- The staff advisory group;
- The student government association;
- The office of the dean of student affairs;
- The office of human resources; and
- The office of public safety and emergency management.

#### **Curriculum Committee**

The purpose of the Curriculum Committee shall be to review curriculum change requests and to make appropriate recommendations to the vice president for instruction. The committee shall seek consensus on curriculum changes that best serve student interests in accordance with the College District's mission statement and that meet the requirements of relevant accrediting bodies. The Curriculum Committee is a College District standing committee composed of faculty and administrative representatives.

The membership shall consist of the following:

- Vice president for instruction;

ADMINISTRATIVE ORGANIZATION PLAN  
COUNCILS AND FACULTY SENATES

BGC  
(LOCAL)

- Ten faculty members (to include department chairs, health science program directors, and the faculty association president);
- Deans;
- An academic advising representative;
- A financial aid representative;
- An admissions/registrar representative; and
- The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) liaison.

Members of the Curriculum Committee shall be appointed annually, usually in August, by the College President or designee. The committee shall be chaired by the vice president for instruction or designee. A quorum of 50 percent plus one member is required.

Employee Honors and Awards Committee

The purpose of the Employee Honors and Awards Committee shall be to honor employees who have excelled in their endeavors at the College District. The committee shall be appointed annually, usually in August, by the College President or designee.

Faculty Professional Development Fund Committee

The purpose of the Faculty Professional Development Fund Committee (FPDFC) shall be to review requests for faculty development funds and make appropriate decisions on funding. The FPDFC shall be composed of six faculty members representing academic, workforce, and health sciences with one from each division. Appointment shall be made by the College President or designee on an annual basis, usually in August.

Financial Aid Appeals Committee

The Financial Aid Appeals Committee shall review financial aid appeals, as needed.

Membership shall include a cross-representation of staff and faculty. Members shall be appointed annually, usually in August, by the College President or designee.

Grayson Cares Committee

The Grayson Cares Committee provides oversight for enhanced program performance, changes in procedures, and coordination across departments with the purpose of closing the gap on student basic needs. The Grayson Cares Committee includes representation from the Grayson College Foundation, financial aid, business office, veteran services, Baptist Student Ministries,

ADMINISTRATIVE ORGANIZATION PLAN  
COUNCILS AND FACULTY SENATES

BGC  
(LOCAL)

student-support services, faculty, staff, and the dean of student affairs. The director of counseling and social services shall chair the Grayson Cares Committee.

Instructional Services Assessment Committee

The purpose of the Instructional Services Assessment Committee shall be to assist with and review academic assessment procedures and to process assessment artifacts and identified improvements. The membership shall consist of:

1. The dean of strategic enrollment management and analytics;
2. The associate dean of academic and workforce instruction;
3. The institutional effectiveness coordinator; and
4. Faculty members, ensuring representation from all College District instructional divisions.

Members shall be appointed annually, usually in August, by the College President or designee.

Safety and Security Committee

The general purpose of the Safety and Security Committee is to seek input from various members of the campus community on emergency management and public safety concerns. The committee shall be appointed annually, usually in August, by the College President or designee.

Strategic Priorities Committee

The purpose of the Strategic Priorities Committee shall be to annually provide the CSC with input on the strategic priorities for the institution. Membership shall consist of the Executive Leadership Council, CSC, Student Affairs Council, Instructional Council, and G8 Council. The College President may invite others to attend.

Student Discipline Committee

The Student Discipline Committee shall hear and shall be the first level of student appeals to nonacademic disciplinary hearings. The council shall be composed of the following:

5. Two students in good standing;
6. Two faculty members from instructional services; and
7. One director from student services, who will serve as chairperson.

Membership for the council shall be filled by the dean of student affairs as needed.

ADMINISTRATIVE ORGANIZATION PLAN  
COUNCILS AND FACULTY SENATES

BGC  
(LOCAL)

Student Honors and Awards Committee

The purpose of the Student Honors and Awards Committee shall be to honor students who have excelled in their endeavors at the College District. The committee shall be composed of the staff and administrators appointed annually, usually in August, by the College President or designee.

Strategic Communications Committee

The Strategic Communications Committee is a cross-functional team charged with developing, executing, and monitoring recruitment and student communication strategies across the life cycle of the student experience, from prospect to graduation and beyond. The Strategic Communications Committee will lead the implementation of the College District's new marketing and communications tools, design and analyze student outreach and routine communication streams that create a seamless experience across every touchpoint including email, mobile, advertising, website, direct mail, and support services.

Membership shall consist of the following:

- Dean of strategic enrollment management and analytics;
- Director of marketing and communications;
- Director of strategic enrollment and retention;
- Director of success initiatives;
- Web design coordinator;
- Marketing coordinator;
- Director of success coaches;
- Assistant director of financial aid and veteran services;
- Director of promise programs and enrollment management coordinator;
- Director of academic and career and technical education dual credit;
- Health science admissions specialist;
- Executive director;
- Center of workplace learning and adult education/literacy or designee; and
- Business office staff member.

ADMINISTRATIVE ORGANIZATION PLAN  
COUNCILS AND FACULTY SENATES

BGC  
(LOCAL)

**Groups**

Staff Advisory Group

The purpose of the Staff Advisory Group shall be to provide a representative group of staff an avenue for communication with the Executive Leadership Council in order to facilitate objectives and operations of the College District. The goal is to facilitate positive and productive employee engagement, enhance professional development, and communicate issues that impact staff. Staff shall be defined as nonexempt employees for the purposes of this group. Select members from the Staff Advisory Group shall serve as members of the Communications Council. Members shall be appointed annually, usually in August, by the College President or designee.

Caring Vikings

The purpose of the Caring Vikings group is to make recommendations to the Executive Leadership Council to enhance student success and staff and faculty engagement in that success. The group will bring forward suggestions for necessary changes and enhancements to strategies that focus on building a caring and inclusive culture for the campus as a whole. The group will consist of volunteer members and will be appointed annually by the College President or designee.

**Other Organized Bodies**

Faculty Association

The general purpose of the Faculty Association shall be to ensure close cooperation between the faculty and administration in order to facilitate objectives and operations of the College District. Communication, engagement, and advancement of the College District mission are priorities of the Faculty Association. The Faculty Association serves as a collective voice on important issues that affect faculty, serving as a vehicle for communicating with decision makers. The Faculty Association has bylaws and membership policies. Membership shall be in accordance with the Faculty Association's policy.

Institutional Review Board

The purpose of the Institutional Review Board (IRB) shall be to ensure that all research using the College District as a source is approved by the Institutional Review Committee prior to conducting the research. Researchers shall submit the IRB application packet directly to the office of institutional effectiveness for approval by the IRB. Membership for the IRB Committee shall consist of the following members:

ADMINISTRATIVE ORGANIZATION PLAN  
COUNCILS AND FACULTY SENATES

BGC  
(LOCAL)

8. The dean of strategic enrollment management and analytics;  
and
9. Four members (three faculty and one staff).

Appointment shall be made by the College President or designee on an annual basis, usually in August.

Behavioral Intervention Team

The College District is committed to student success and maintaining a safe campus environment for students, faculty, and staff. The purpose of the Behavioral Intervention Team (BIT) is to provide timely intervention for students who may display early warning signs of disruptive and/or violent behavior towards self and/or others. The BIT will investigate and assess every referral and determine the level of intervention needed in order to assist the student of concern. Members shall be appointed annually, usually in August, by the College President or designee.