



201 POLICY - Institutional Councils and Committees Structure

201.1 Statement of Policy

Redlands Community College supports a participatory decision making process. The Board of Regents is the institutional body with the final decision making authority in all areas where such authority has not been delegated to the College President. Institutional councils and committees that are established by Board policy participate in the decision making process as specified in the Procedures section of the Policies and Procedures Manual.

201.2 Councils and Committees

The identity, membership, purposes and responsibilities of the Councils will be specified in the Procedures section of the Policies and Procedures Manual. The identities, purposes, responsibilities, and membership of Standing Institutional Committees and of ad hoc committees and task forces are specified in the Procedures section of the Policies and Procedures Manual.

Revised March 1995
Revised February 2001
Revised February 2002



201 PROCEDURE - Institutional Councils and Committees

201.2:1 Councils and Cabinets

The Institutional Councils and Cabinets, their purposes, responsibilities and membership shall be:

President's Cabinet

- A. Purposes and Responsibilities: The President's Cabinet is charged with the responsibilities of:
1. Advising and assisting the President in regard to overall operation of the institution; and
 2. Working as a cohesive unit to help move the institution in a positive direction that aligns with our strategic plan and mission; and
 3. Framing appropriate policies and procedures to ensure the smooth operation of the institution; and
 4. Reviewing and acting on recommendations from standing institutional committees, ad-hoc institutional committees, the Faculty Senate, the student groups association, program advisory boards, and other constituencies, and
 5. Coordinating updates and dissemination of campus news, events and activities; and
 6. Serving as a venue for issues and concerns that represent the students, faculty, staff and alumni of Redlands Community College as well as outside constituencies.
- B. Membership
1. President
 2. Executive Vice President/Chief of Staff
 3. Chief Academic Officer
 4. Director of Athletics/Institutional and Student Compliance
 5. Director of Institutional Grants Development and Compliance
 6. Academic Department Heads
 7. Director of Information Technology
 8. Faculty Senate Officer
 9. Executive Director of External Affairs
 10. Executive Director of Student Services
 11. Executive Assistant to the Administration



201.2:2 Standing Institutional Committees

The Standing Institutional Committees, shall meet at least once per quarter during the fiscal year and provide a written report of their activities and actions to the President after their meetings. The chairperson of each standing committee shall be chosen by election of the committee members and their term as chairman shall not exceed two consecutive years. Their purposes, responsibilities and membership shall be:

Assessment Committee

- A. Purposes and Responsibilities: The Assessment Committee is charged with the responsibilities of:
 - 1. Developing a mission statement for the Redlands Community College assessment program;
 - 2. Developing the objectives and procedures for entry-level assessment, outcomes assessment, and student satisfaction assessment;
 - 3. Reviewing and evaluating assessment plan implementation strategies and outcomes;
 - 4. Assisting with reporting assessment results to the Oklahoma State Regents for Higher Education; and
 - 5. Serving as a communications link at the College.
- B. Membership
 - 1. Minimum of five faculty members, with one each selected from Department Heads, Full-Time Faculty, and Adjunct Faculty, as well as two at-large faculty members
 - 2. One representative from the HLC Liaison Committee
 - 3. One Admissions and Advising Appointee
 - 4. Faculty Senate Officer
 - 5. Institutional Research and Effectiveness Appointee (Ad-hoc Committee Member)
 - 6. Chief Academic Officer

Curriculum Committee

- A. Purposes and Responsibilities: The Curriculum Committee is charged with the responsibilities of:
 - 1. Reviewing and making recommendations related to student admission and standards of achievement;



2. Reviewing and making recommendations regarding academic standards for the institution;
 3. Reviewing and making recommendations concerning the operation and needs of the Learning Resources Center;
 4. Studying and evaluating the programs and courses offered by the College;
 5. Making recommendations concerning curriculum revisions;
 6. Making recommendations concerning the instigation and/or deletion of courses and programs; and
- B. Membership
1. Five faculty members, with one each selected from Department Heads, Full-time Faculty, and Adjunct Faculty, as well as two at-large faculty members
 2. Faculty Senate Officer
 3. Admissions and Advising Appointee
 4. Chief Academic Officer
 5. One representative from the HLC Liaison Committee
 6. Registrar's Staff Appointee
 7. Institutional Research and Effectiveness Appointee (Ad-hoc Committee Member)

Professional Development Committee

- A. Purposes and Responsibilities: The Professional Development Committee is charged with the responsibilities of:
1. Establishing and maintaining the program guidelines and documents for the professional development grant applications process for the institution.
 2. Work in collaboration with the Faculty Association Professional Development Committee and the Program Development Sub Committee to recommend on-campus training programs which shall occur on a quarterly basis that improve job performance for faculty and staff
 3. Administration of the campus professional development funds budget
 4. Review all individual applications for professional development activities submitted by faculty and staff (both full-time and part-time)
 5. Establish clear guidelines for the application process and the expected benefits and return to the college
- B. Membership
1. Executive Vice President/Chief of Staff
 2. Two faculty representatives
 3. Two professional staff representatives



Strategic Planning Committee

A. Purposes and Responsibilities: The Strategic Planning Committee is charged with the responsibilities of:

1. Establishing, maintaining, updating and documenting the strategic plan for the institution.
2. Meet quarterly to review the institutional strategic plan and make sure it is relevant in regards to the institution's effectiveness, mission, and goals
3. Make sure the institutional Financial Plan aligns with the institutional Strategic Plan
4. Prepare quarterly updates for the Redlands Community College Board of Regents Meetings.
5. Establish clearly defined goals and objectives of the institutional Strategic Plan
6. Update and provide written documentation of all goals achieved in the plan
7. Publish the latest version of the strategic plan to the Redlands Community College website

B. Membership

1. President
2. Executive Vice President/Chief of Staff
3. Chief Academic Officer
4. Executive Director of External Affairs
5. Director of Information Technology
6. Director of Athletics/Institutional and Student Compliance
7. Minimum of five faculty members, with one each selected from Department Heads, Full-time Faculty, and Adjunct Faculty, as well as two at-large faculty members
8. Faculty Senate Representative
9. Director of Institutional Grants Development and Compliance
10. Admissions and Advising Appointee
11. Executive Assistant to the Administration
12. Director of Human Resources/Emergency Manager

201.2:3 Ad Hoc Committees and Task Forces

In addition to the Standing Institutional Committees, ad hoc committees and task forces will be utilized when specific identified needs and issues arise. An ad hoc committee or task force may be appointed by any of the following individuals or groups: the President, the Vice President, or the Faculty Senate. The recommendations of ad hoc committees or task forces will be presented to the President's Cabinet for review and action.



201.2:4 Procedure for Use of Standing Institutional Committees

To initiate action on recommendations, issues, or questions, a written request must be submitted to the appropriate committee Chairperson. The following avenues are recommended:

- a. An individual administrator may make recommendations to any of the institutional organizations (e.g. Faculty Senate) or he or she may make recommendations to any Standing Institutional Committee.
- b. Any Standing Institutional Committee may originate action independently.
- c. Members of the faculty may make recommendations through the Faculty Senate.
- d. Individuals may make recommendations through their representative on any Standing Institutional Committee or through a representative of the President's Cabinet.

201.2:5 Advancement of a Situation

In order for a problem or suggestion to advance from a Standing Institutional Committee or an ad-hoc committee or task force to the President's Cabinet, the Chairperson of the committee or task force shall present the matter to the next scheduled President's Cabinet meeting.

201.2:6 Response of the President's Cabinet

The President's Cabinet shall inform the appropriate Standing Institutional Committee Chairperson, Ad-hoc Committee Chairperson, or Task Force Chairperson in writing, of the response of the President's Cabinet. The representative of the affected group will then inform the person(s) who initiated the request.

201.2:7 Record Keeping

Each Standing Institutional Committee shall annually elect a Chairperson and a Recording Secretary. The Chairperson may not exceed two consecutive terms as Chairperson. The Committee shall keep a record of their activities, to be maintained by the Recording Secretary. A complete record of the Committee proceedings shall be deposited with the administrator in charge of academic instruction and the President's office, within one week of their approved committee meeting minutes.



201.2:8 Quorum

Each Standing Institutional Committee shall establish its own quorum and the decisions of the Committee shall be based upon a majority of that quorum. The quorum shall be decided at a Committee's first meeting of the year. Standing Institutional Committees shall meet at least once per quarter each fiscal year.

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