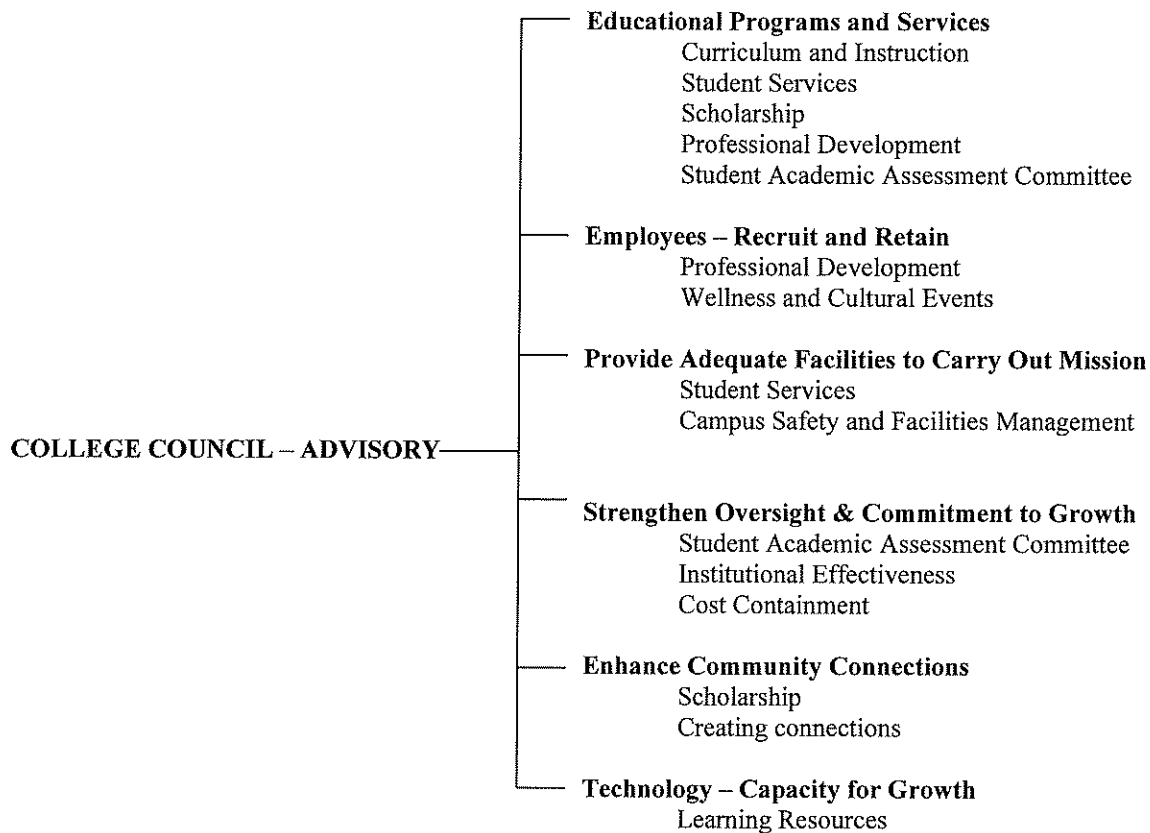


Students who participate in “independent study” instruction are held to the same academic standards for evaluating student progress. For every one (1) semester hour of credit awarded, the student is expected to spend a minimum of two-three (2-3) clock hours per week (calculated as the sum of in-class and out-of-class time normally spent by students achieving mastery of the subject matter) for the period of one (1) semester.

*Revised: August 2012, August 2015, July 2016*

**COMMITTEE STRUCTURE**

**4220**



**College Council**

This is an organization of all full-time employees. This body meets once per month to receive standing committee reports and to serve as a forum for reports and discussions of relevant issues. The President will present a monthly report and respond to questions and suggestions. All recommendations of this body are advisory to the President. This body is chaired by a member elected annually by the members present at the April meeting.

**Learning Resources and Instructional Technology Committee**

The Learning Resources and Instructional Technology Committee coordinates its work with the Vice-President of Instructional Services. The functions include:

1. Formulating plans to maintain accreditation requirements of the North Central Association of Colleges and Schools.

2. Sponsoring special projects which will assist in the full development of the Learning Resource Services Center as an instructional materials center.
3. Encouraging use of the Learning Resource by both faculty and students.
4. Promoting the use of Instructional Technologies with full- and part-time faculty.
5. Initiating policy and procedural recommendations regarding the use and procedures of the Learning Resource Services to the College Council.

**ARTICLE IV-- GENERAL INFORMATION**

**4000**

Curriculum and Instruction Committee

The Curriculum and Instruction Committee coordinates its work with the Vice-President of Instructional Services and is responsible for:

1. Making plans to maintain accreditation requirements of the North Central Association.
2. Assisting in the development of curriculum.
3. Developing internal policies delineating the procedures through which curricular changes are achieved.
4. Developing policy and procedural recommendations designed to encourage the improvement of instruction.
5. Reviewing departmental and divisional proposals for academic program changes and additions and presenting recommendations regarding these proposals to the President.
6. A majority of this committee will consist of faculty.

*Revised August 2014*

Student Services Committee

The Student Services Committee coordinates its work with the Vice-President of Student and Administrative Services and has the following responsibilities:

1. Making plans to maintain accreditation requirements of the North Central Association.
2. To review and recommend to the President's Cabinet policies and procedures regarding student conduct, student rights and responsibilities, clubs and student organizations, academic advising, and student activities.
3. Assist in the development of appropriate support services to students.

Scholarship Committee

The Scholarship Committee coordinates its work with the Vice-President of Student and Administrative Services and has the following responsibilities:

1. To make recommendations regarding the recognition of academic achievement.
2. To assist in matters regarding scholarship assistance, various honors programs, and matters related to graduation.
3. To review and make recommendations to the Vice-President, President, and College Foundation regarding the awarding of scholarships and other forms of student assistance.
4. To serve as appeals committee for financial aid.
5. To report monthly to the President's Cabinet regarding committee activities and awarding's.

Professional Development Committee

The Professional Development Committee coordinates its work with the Vice-President of Instructional Services. The functions include:

1. Making recommendations for professional development activities.
2. Assisting in the development of professional development activities.
3. Assisting in implementation and promotion of professional development activities.

Wellness and Cultural Events Committee

The Wellness and Cultural Events Committee coordinates its work with the Vice-President of Instructional Services. The functions include:

1. Making recommendations for wellness and cultural events activities.
2. Assisting in the development of wellness and cultural events activities.
3. Assisting in implementation and promotion of wellness and cultural events activities.
4. Strives to increase awareness of and interest in a variety of cultures by sponsoring various educational and social events for the students, staff, and faculty at SCC and its surrounding community.

Campus Safety and Facilities Management Committee

The Campus Safety and Facilities Management Committee coordinates its work with the Chief Financial Officer.

The Campus Safety and Facilities Management Committee assists with the development of a safety, environmental, and facility management strategic plan which will include a plan for grounds upkeep and development; and will guide the college's requests for construction, renovation, and remodeling projects.

Creating Connections Committee

The Creating Connections Committee coordinates its work with the Vice-President of Student Services. The functions include:

1. Making recommendations for recruitment and outreach activities.
2. Assisting in the development of recruitment and outreach activities.
3. Assisting in implementation and promotion of recruitment and outreach activities.

Institutional Effectiveness Committee

The Institutional Effectiveness Committee coordinates its work with the Vice-President of Instructional Services. The functions include:

1. Direct and monitor the continuous quality improvement process for the institution.
2. Evaluate institutional processes as needed to improve institutional effectiveness.
3. Recommend ideas for institutional improvements.

Student Academic Assessment Committee

The Student Academic Assessment Committee coordinates its work with the Vice-President of Instructional Services. A majority of this committee will consist of faculty. The functions include:

1. Development and monitoring of the Student Academic Assessment Plan
2. Review student outcome data
3. Assist in identifying program improvement needs
4. Assist in evaluating the assessment plan

Special Notes

1. Employee requests for committee assignments will be taken into consideration but the final decision lies with the president's office. No faculty or staff member will serve on more than 2 committees (standing or special) except on a strictly voluntary basis.
2. All standing committee recommendations are advisory to the College Council.
3. All advisory committee recommendations are advisory to the appropriate Vice President and/or President.
4. There is no obligation on the part of the President or the Board of Trustees to adopt advisory recommendations; however, whenever these advisory recommendations are not adopted or otherwise considered in an affirmative and expeditious manner, the President or his designee will provide an explanation of these reasons why the recommendations were not adopted.
5. The President will serve as an ex-officio member of all standing committees.
6. Each committee shall elect a chair and a recorder. Minutes of meetings will be e-mailed to the President's Office for filing.
7. Committee assignments will be for a three-year term unless determined otherwise by the President.

*Revised: September 2005, January 2006, May 2008, September 2011, July 2014, January 2015*