2019-2020
RANGER COLLEGE
STANDING COMMITTEES

Shared responsibility and leadership are essential to accomplish the mission and goals of Ranger College. The following standing committees form a framework for shared governance; strategic planning and execution; assessment and continuous improvement; and compliance with SACSCOC accreditation standards, THECB regulations, and state and federal laws.

Standing Committees develop recommendations and take decisions as necessary to foster a culture of evidence, of shared governance, and of continuous improvement within the college. The Committees interpret SACSCOC criteria, define adequacy of resources as appropriate to the college, identify and address potential compliance and/or documentation issues, and ensure alignment of actions to the College’s mission, vision, core values, and strategic plan. Standing Committees may form subcommittees to address highly specialized topics; however, any subcommittees’ function is to make recommendations to the primary Committee; subcommittees are not to make decisions independently.
RANGER COLLEGE
MISSION, CORE VALUES, VISION STATEMENT, AND STRATEGIC PLAN 2018-2021

MISSION
The mission of Ranger College is to transform lives and give students the skills to be a positive influence in their communities.

Mission Scope
Ranger College carries out its mission through a clearly defined set of programs, services, and community partnerships. These include:

- University transfer programs
- Workforce education programs
- Dual enrollment programs
- Continuing education programs
- Distance education programs
- Customized training
- Developmental courses

CORE VALUES
- Integrity: We commit to remaining fair, honest, ethical, and transparent in all of our dealings. We hold ourselves accountable to the communities we serve, and we diligently strive to ensure that what we say is always fully aligned and coherent with what we do.
- Excellence: We strive to deliver programs, teaching, and service that are of the highest quality, and we commit to the continuous pursuit of improvement.
- Community: We are committed to the cultivation of positive relationships and valuable common experiences among students, faculty, and staff. We are also committed to the cultivation of constructive partnerships and positive relationships with the communities we serve. We recognize both types of community-building as crucial to the fulfillment of our mission.
- Diversity: We recognize and value diversity in its many forms as a representation of the richness of human experience. We respect the inherent worth and dignity of every person, and we therefore seek to foster inclusive working and learning environments that promote respect and appreciation for our varied cultures, beliefs, lifestyles, and perspectives.
- Leadership: We value the unique strengths of our students, faculty, and staff, and we encourage all members of our community to lead from where they are by seeking opportunities to create positive change.
- Self-fulfillment: We believe it is important for all members of our community to achieve their maximum personal potential. Within the framework of the five preceding values, we encourage and support our members in pursuing self-fulfillment based on service to others; preparation for future work and study; realization of personal, professional, and educational goals; enjoyment of present challenges and accomplishments; and pursuit of life-long learning.

VISION STATEMENT
Ranger College will be the trusted leader in meeting current and emerging needs for training and education that transforms lives, inspires hope, and builds communities.

STRATEGIC PLAN 2018-2021
Ranger College will create a culture of quality through the following:

1. **FOCUS ON ENROLLMENT GROWTH (baseline AY 2017-2018)**
   1.1 Increase enrollment of regular college students by 3 percent per year.
   1.2 Increase enrollment of dual credit students by 3 percent per year.
   1.3 Increase enrollment of online only students by 3 percent per year.
   1.4 Increase enrollment of international students by 2 percent per year.

2. **FOCUS ON STUDENT SUCCESS**
   2.1 Improve the college’s retention rate (increase fall-to-fall retention by 4 percent per year from baseline Fall 2017), completion rate (meet or exceed statewide average each year for 3-, 4-, and 6-year graduation rates), attendance rate (reduce absences by 5 percent over three years), and transfer rate (increase by 5 percent per year from baseline 2017).
   2.2 Increase use of instructional best practices to improve student learning outcomes.
   2.3 Implement guided pathways by 2020.
   2.4 Monitor effectiveness of co-requisite developmental education program and make adjustments and improvements as necessary.
   2.5 Review advising and tutoring systems and recommend improvements.
   2.6 Improve customer service across all divisions.
   2.7 Improve licensure pass rates for all relevant programs by meeting or exceeding aggregate statewide rate each year.
   2.8 Lower the FTE faculty/student ratio from 23/1 in 2018 to 22/1 or better by 2021.
   2.9 Align institutional efforts to support 60X30TX goals.

3. **FOCUS ON HUMAN CAPITAL**
   3.1 Develop and deploy an effective onboarding system for new employees.
   3.2 Implement a new employee evaluation process.
   3.3 Increase options and opportunities for professional training and development.
   3.4 Increase morale by developing and implementing new methods of showing employee appreciation.

4. **IMPROVED INSTITUTIONAL EFFECTIVENESS**
   4.1 Redesign the College’s institutional effectiveness system and train all employees in its use.
   4.2 Embed SACSCOC, THECB, DOE, and other necessary quality measures throughout the College’s operations.

5. **EFFECTIVE MANAGEMENT OF FACILITIES**
   5.1 Meet all specifications of the energy efficiency plan.
   5.2 Evaluate and improve facilities on a systematic basis.

6. **EXPANDED WORKFORCE PROGRAMS**
   6.1 Establish three new workforce programs by 2020.
   6.2 Expand current workforce programs as determined by community needs.

7. **NEW AND ENHANCED REVENUE STREAMS**
   7.1 Increase enrollment of non-scholarship students by 5 percent per year.
   7.2 Increase grant funding by 5 percent by 2021. 7.3 Establish at least one source of enterprise funding by
8. IMPROVED USE OF TECHNOLOGY
8.1 Optimize use of the College’s learning management system through increased faculty training, streamlined user processes, and revised IT maintenance system.
8.2 Explore alternative modes of course delivery via technology.

9. STRENGTHENED COMMUNITY RELATIONSHIPS
9.1 Assess community needs and provide appropriate educational opportunities.
9.2 Deepen relationships with dual credit partners by extending the culture of the College to the high schools.
9.3 Participate in community outreach activities.
9.4 Foster and strengthen relationships with community leaders.

Guided Pathways

Ranger College is a participant of the Guided Pathways initiative in partnership with the Texas Success Institute. Each committee will include at least one member of the Ranger College pathways team. All committees will operate with the goal of creating a system of excellence that ensures student success, in
order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

**Principles of Guided Pathways**

The Guided Pathways Model creates a highly structured approach to student success that:

- Provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success.
- Integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience.

**Four Pillars of Guided Pathways**

- Create clear curricular pathways to employment and further education.
- Help students choose and enter their pathway.
- Help students stay on their path.
- Ensure that learning is happening with intentional outcomes.

**ADMINISTRATIVE COUNCIL**

**STRATEGIC PLAN ALIGNMENT: All**

**DESCRIPTION:** The Administrative Council exists for the administration to support Ranger College’s commitment to shared governance, as a formal organization for communicating concerns relative to
college policies, regulations, and other matters with responses made to the subordinate councils. The Administrative Council coordinates the college’s master planning process and bears key responsibilities for all institutional effectiveness activities. It also exists for the purpose of enhancing communication between campuses and administrative units.

REPTS/RECOMMENDS TO: Board of Regents

COMPOSITION: President, Vice Presidents, Deans, Athletic Director, & Chief Financial Officer, and others as designated

SCHEDULE: Twice per month or as necessary

RESPONSIBILITIES:
1. To coordinate the planning process:
   • By planning reviews for each unit of Ranger College
   • By developing and implementing procedures for establishing goals/objectives on an annual basis and based on prior year assessment/evaluation data.
2. To oversee development of the Annual Plan, the Facilities Master Plan, the Institutional Effectiveness Plan, and budget as a Committee of the whole and/or via individual members.
3. To develop administrative procedures, board policies, titles/terms/accreditation factors, and organization structure.
4. To monitor financial resources, physical resources/facilities, grants and contracts, maintenance projects, and special projects.
5. To approve a yearly Calendar of Events with a preliminary plan
6. Evaluation Process/Assignment #1: To receive assessment reports and to Evaluate and/or address any item that is not in full compliance with the SACSCOC Principles of Accreditation.
7. Evaluation Process/Assignment #2: To receive assessment reports and to evaluate items in the Core Requirements and Standards, which mandate regular evaluations.
8. Evaluation Process/Assignment #3: To receive assessment reports and to evaluate RC’s compliance with the Texas Performance Measures.
9. Evaluation Process/Assignment #4: To receive assessment reports and to evaluate completion of the 2019-2020 Division Unit Goals/Objectives.
   A. Division/ Unit of Administrative Services
   B. Division/Unit of Academic Programs
   C. Division/Unit of Student Support Services
   D. Division /Unit of Community and Public Services
10. To annually evaluate recruiting programs.
11. To complete documentation of improvements made as a result of evaluation recommendations.
12. To recommend the criteria for salary increases. To hear salary/experience factor appeals when normal review and negotiations fail.
13. To approve fundraising proposals and to receive project completion reports.
14. To operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Dr. William Campion, President, Chair
2. Dr. Jennifer Kent, Vice President
3. Ms. Gaylyn Mendoza Vice President for Business Services /Chief Financial Officer
4. Dr. Norm Fletcher, Vice President of Instruction
5. Mr. Gordon Warren, Vice President Brown County
6. Mr. Dixon Bailey, Executive Vice President for Workforce Development
7. Mr. Derrick Worrels, Vice President of Student Affairs
8. Dr. Matt Cardin, Vice President of Accreditation & Institutional Effectiveness
9. Mr. Robert Culverhouse, Dean of Enrollment Management/Registrar
10. Mr. Billy Gillispie- Athletic Director
11. Dr. Jonas Nguh- Dean of Nursing
12. Mr. John Slaughter, Director of Institutional Research
13. Mr. Stan Feaster, Assistant to the President
14. Ms. Brenda Madore, Director of Dual Enrollment
15. Mr. Glenn Paul, Director of IT
16. Mr. Brad Keller, Director of Human Resources
17. Mr. Tommy Wells, Public Relations Officer
18. Ms. Nonna Shlygina, Director of Recruiting
INSTITUTIONAL EFFECTIVENESS COMMITTEE
A subcommittee of the Administrative Council

STRATEGIC PLAN ALIGNMENT: 4.1, 4.2

DESCRIPTION: The Institutional Effectiveness Committee provides leadership for the overall direction and support of academic program and administrative unit effectiveness, assessment, and improvement. It oversees assessment and evaluation across campus to ensure integrated, meaningful, and sustained improvement, and supports the College’s commitment to establishing outcomes assessment as an ongoing and integral part of its culture and its emphasis on quality programs and services. The Committee’s work supports activities pertaining to SACSCOC standards of institutional effectiveness and does not supplant the work of discipline-specific accreditation or academic audit Committees.

REPORTS/RECOMMENDS TO: Administrative Council

COMPOSITION: VP of Accreditation and Institutional Effectiveness, Vice Presidents, Division Chairs, Director of Institutional Research, Recruiter, Staff

SCHEDULE: Once per month, or as appropriate

RESPONSIBILITIES:
1. Develop and maintain an IE process and timeline that is aligned with the college mission and strategic plan.
2. Assure the College’s effectiveness in supporting academic quality and accomplishment of mission.
3. Plan annually for systematic documentation of institutional planning efforts.
4. Support ongoing connections between unit planning activities and institutional planning processes.
5. Provide oversight, guidelines, and resources for program-level, division-level, and unit-level implementation of assessment and evaluation activities.
6. Review annual IE plans and assessments, and disseminate feedback.
7. Review institutional effectiveness reports of academic programs and non-academic units.
8. Oversee assessment and evaluation across campus to ensure integrated, meaningful and sustained improvement.
9. Provide recommendations for budgeting and strategic planning based on results of IE process.
10. Communicate the results of institutional effectiveness efforts to appropriate campus and external stakeholders to promote accountability and transparency.
11. Conduct annual reviews of the forms, process, tools, and reporting format for institutional program review.
12. Serve as a campus-wide resource for information about institutional effectiveness efforts on campus.
13. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

Membership

2019-2020 Membership
1. Dr. Matt Cardin, Vice President of Accreditation & Institutional Effectiveness, Chair
2. Dr. Jennifer Kent, Vice President
3. Dr. Norm Fletcher, Vice President of Instruction
4. Ms. Gaylyn Mendoza, Vice President for Business Services /Chief Financial Officer
5. Ms. Dayna Prochaska, Associate Vice President Brown County
6. Mr. Dixon Bailey, Executive Vice President of Workforce Development
7. Mr. John Slaughter, Director of Institutional Research
8. Ms. Emily Constancio, Math Division Chair
9. Mr. Lance Hawvermale, Humanities Division Chair
10. Dr. Jerry Glidewell, Science Division Chair
11. Mr. Jonathan Roach, Social and Behavioral Sciences Division Chair
12. Dr. Dennis Gibson, Workforce Division Chair
13. Dr. Jonas Nguh, Dean of Nursing

STRATEGIC PLANNING COMMITTEE
STRATEGIC PLAN ALIGNMENT: 2.6

DESCRIPTION: The Strategic Planning Committee (SPC) is charged with promoting the Mission of Ranger College as the primary guide in campus planning, decision-making, and resource allocation. The Strategic Planning Committee advises and supports the President’s development and periodic review of the College’s institutional strategic plan and strategic initiatives.

REPORTS/RECOMMENDS TO: Administrative Council

COMPOSITION: Vice Presidents, VP of Accreditation and Institutional Effectiveness, Staff

SCHEDULE: At least once during fall and spring semesters

RESPONSIBILITIES:
1. SPC is responsible for the maintenance of the College’s Institutional Strategic Plan. SPC will continuously review the Institutional Strategic Plan and conduct a comprehensive revision at least every five years.
2. SPC will regularly examine the campus Mission and priorities, and progress in meeting goals, as summarized in the institutional planning documents. The SPC will provide the President with feedback, questions, or recommendations on the campus Mission, priorities, and progress.
3. SPC will evaluate strategic needs and priorities of the College’s mission as reflected in proposals that emanate from College governance, major institutional planning areas, and institutional Committees. SPC will take the initiative to inform and also respond to requests for input on the drafting of proposals that are pertinent to the long-range direction of the College. Such proposals or studies may concern new objectives, critical reexamination of existing strategic objectives, or resource allocation. SPC will ensure that long-range planning is linked to decision-making and budgeting processes, and that planning processes are clearly communicated, provide for stakeholder participation, and incorporate the use of assessment results.
4. SPC will periodically examine internal and external challenges and opportunities and define strategies for achieving the College mission and enhancing the College’s future effectiveness. Included in this will be review, as needed, of the principles for shaping the college’s calendar.
5. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Mr. Dixon Bailey, Executive Vice President for Workforce Development, Chair
2. Dr. Matt Cardin, Vice President of Institutional Effectiveness
3. Dr. Norm Fletcher, Vice President of Instruction
4. Ms. Gaylyn Mendoza, Vice President for Business Services/CFO
5. Mr. Derrick Worrels, Vice President for Student Services
6. Mr. Gordon Warren, Vice President- Brown County Center
7. Dr. Jennifer Kent, Vice President
8. Mr. Brad Keller, Director of Human Resources
9. Ms. Brenda Madore, Director of Dual Enrollment
10. Ms. Nonna Shlygina, Recruiter
11. Mr. Ed Barnes, Faculty
12. Mr. Rakim Hollis, Men’s Assistant Basketball Coach

COMPLIANCE CERTIFICATION COMMITTEE
A subcommittee of the Administrative Council
STRATEGIC PLAN ALIGNMENT: 4.2

DESCRIPTION: The purpose of the Compliance Certification Committee is to carry out all processes associated with completion of the SACSCOC Compliance Certification for the decennial reaffirmation and the fifth-year interim report.

REPORTS/RECOMMENDS TO: Administrative Council

COMPOSITION: VP of Accreditation and Institutional Effectiveness, Vice Presidents, Chief Financial Officer, QEP Director, HR Director, Faculty

SCHEDULE: Monthly during the two years prior to a decennial reaffirmation or fifth-year compliance report.

RESPONSIBILITIES:

1. Make specific assignments to staff, faculty, and administration identified as having knowledge of and/or responsibility for institutional policies, procedures, activities, and data pertinent to the Compliance Certification.
2. Report recommendations to the SACSCOC Leadership Team for needs on compliance issues.
3. Report progress of all certification initiatives to the SACSCOC Leadership Team.
4. Compile the completed certification document.
5. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Dr. Matt Cardin, Vice President of Accreditation & Institutional Effectiveness, Chair
2. Dr. Norm Fletcher, Vice President of Instruction
3. Mr. Gordon Warren, Vice President-Brown County Center
4. Dr. Jennifer Kent, Vice President
5. Mr. Derrick Worrels, Vice President of Student Affairs
6. Ms. Gaylyn Mendoza, Vice President for Business Services/CFO
7. Mr. Dixon Bailey, Executive Vice President for Workforce Development
8. Ms. Janise Tinsman, Nursing Faculty
9. Mr. Andrew Boyer, Faculty
10. Ms. Wendy Harrod, Cosmetology Lead Instructor
QUALITY ENHANCEMENT PLAN COMMITTEE

STRATEGIC PLAN ALIGNMENT:

DESCRIPTION: The purpose of the Quality Enhancement Plan (QEP) Committee is to oversee and coordinate of the QEP process. This involves establishing the focus of the QEP, drafting the QEP, and evaluating the progress and outcomes of the QEP.

REPORTS/RECOMMENDS TO: Administrative Council

COMPOSITION: QEP Directors, Faculty, Chief Financial Officer, HR Director, VP of Accreditation and Institutional Effectiveness, VP of Student Services, VP of Administration

SCHEDULE: As necessary

RESPONSIBILITIES:
1. Conduct research necessary to establish the focus of the QEP.
2. Align the QEP to the College’s goals and strategic planning processes.
3. Engage the College community in the QEP process, and provide updates of progress.
4. Develop a draft of the QEP for review and approval by the Leadership Team.
5. Identify the actions and activities (both curricular and extra-curricular) to be implemented on campus to bring about the desired enhancement of student learning.
6. Develop estimation for the financial, physical, and human resources necessary for developing, implementing, and sustaining the QEP, including existing resources.
7. Develop a plan to create awareness of the QEP for all campus constituents.
8. Coordinate with relevant campus offices, organizations, and individuals to organize awareness events or campaigns.
9. Monitor progress of the QEP.
10. Direct the assessment of the implementation plan, and report results to the Leadership Committee.
11. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Ms. Brenda Madore, QEP Co-Director
2. Ms. Dayna Prochaska, QEP Co-Director
3. Dr. Jennifer Kent, Vice President
4. Dr. Matt Cardin, Vice President of Accreditation & Institutional Effectiveness
5. Mr. Lance Hawvermale, QEP Chief Writer, Humanities Division Chair
6. Dr. Norman Fletcher, Vice President of Instruction
7. Mr. John Slaughter, Director of Institutional Research
8. Mr. Jim Cockburn, Director of Student Support Services
9. Mr. Glenn Paul, Director of IT
10. Mr. Brad Keller, Human Resources Director
11. Ms. Sarah Alapic, Nursing Faculty
12. Mr. Ben Cammer, Softball Assistant Coach

MISSION, VISION, & CORE VALUE COMMITTEE
STRATEGIC PLAN ALIGNMENT: 2.9, 9.4

DESCRIPTION: The purpose of the Mission, Vision, and Values Committee is to undertake periodic reviews of Ranger College’s institutional mission, vision, and values to ensure that they are current, accurate, and rightly calibrated.

REPORTS/RECOMMENDS TO: Administrative Council

COMPOSITION: Faculty, Staff

SCHEDULE: Once during fall and spring semesters

RESPONSIBILITIES:

1. Review the Mission Statement, Vision Statement, and Core Values, and recommend changes.
2. Review Core Requirement 2 of the SACSCOC Principles of Accreditation and offer recommendations for implementing it and maintaining compliance with it.
3. Make recommendations to the Administrative Council.
4. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Ms. Brenda Madore, Director of Dual Enrollment, Chair
2. Mrs. Kathleen Flournoy, History Faculty
3. Ms. Amanda Walker, Cosmetology Instructor
4. Mr. Michael Farr, Tutor Coordinator
5. Ms. Yukiyo Shimosawa, Athletic Trainer
6. Dr. Yong-Hee Park, Faculty
7. Ms. Kathy Graham, Faculty, Coach
8. Mr. Daulton Horton, Baseball Assistant Coach
9. Ms. Kathy Davis, Director of Vocational Nursing
INTERCOLLEGIATE ATHLETICS OVERSIGHT COMMITTEE

DESCRIPTION: The purpose of the Intercollegiate Athletics Oversight Committee (IAOC) is to act in an advisory role to the President and to the Athletics Director regarding the development and conduct of the intercollegiate athletics program in order to maintain intercollegiate athletics as an integral part of the college's educational mission. The committee develops, implements, and evaluates policies that balance intercollegiate athletics with academic rigor and promote gender equity in the intercollegiate athletic programs.

REPORTS/ RECOMMENDS TO: President

COMPOSITION: Faculty, Financial Aid Director, Chief Financial Officer, Athletic Director, Coaching Staff

SCHEDULE: Once during fall and spring semesters

RESPONSIBILITIES:

1. Annually provide input to the development of the goals and objectives of the Division of Athletics.
2. Review and recommend policies for the intercollegiate athletics program in accordance with the guidelines of the college, national associations, and conferences to which the college belongs.
3. Annually provide input to the development of the goals and objectives of the Division of Athletics.
4. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.
5. The Director of Athletics will provide the IAOC with an annual report at the fall meeting regarding the financial, academic, competitive, and gender equity state of the overall program. The IAC will analyze the annual report to provide advice and oversight of the athletics program. Specifically, the IAC will consider the following areas and any other areas deemed appropriate by the President, IAOC, and/or Director of Athletics:

   National association and conference affiliations
   Long-range athletic programming/planning
   Addition or deletion of sports
   Admission policies and prices for athletic contests
   Programmatic integrity

   Financing
   Gender equity
   Travel policy
   Academic integrity
   Student-Athlete eligibility

2019-2020 Membership

1. Mr. Stan Feaster, Assistant to the President, Chair
2. Mr. Don Hilton, Director of Financial Aid
3. Ms. Gaylyn Mendoza, Vice President for Business Services/Chief Financial Officer
4. Ms. Nicole Smith, Head Volleyball Coach, Title IX Representative
5. Ms. Louise Knight, Accounts Payable
6. Mr. Scott Norwood, Head Baseball Coach
7. Ms. Sara Cammer, Head Softball Coach
8. Mr. Billy Gillispie, Athletics Director
9. Mr. James Stafford, Mens Assistant Basketball Coach
10. Mr. Fabricio Berlanga, Athletic Trainer

LEARNING RESOURCES COMMITTEE
STRATEGIC PLAN ALIGNMENT: 2.6, 2.9, 4.2, 9.3

DESCRIPTION: The purpose of the Learning Resources Committee is to review and make recommendations for programs, services, and resources related to the College’s library and instructional media resources, and to help ensure compliance of these services with SACSCOC’s accreditation standards. The Committee works with students, faculty, and staff to identify corresponding needs of the college in these areas and to help ensure the College’s responsiveness to those needs.

REPORTS/RECOMMENDS TO: Administrative Council

COMPOSITION: Faculty, Director of Library and Learning Services, Vice President of Instruction

SCHEDULE: At least once during fall and spring semesters

RESPONSIBILITIES:
1. Review the library’s mission and goals.
2. Assist in planning for library and learning services, collections, institutional relationships, facilities, and off-campus sites.
3. Evaluate library services.
4. Advise the Director of Library and Learning Services on the need for new or expanded library services.
5. Monitor compliance of library and learning resources and services with SACSCOC accreditation standards.
6. Advise the Director of Library and Learning Services about curriculum and research materials needed to support academic programs and accreditation.
7. Provide input on policies, procedures, and services, and consider how these things affect student learning outcomes.
8. Make recommendations to the Director of Library and Learning Services, with copies to the faculty and the President.
9. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Mr. Lance Hawvermale, Humanities Division Chair, Chair
2. Dr. Roger Jones, English Faculty
3. Dr. Jerry Glidewell, Science Faculty
4. Ms. Karen Myers, Speech Faculty
5. TBA, Director of Library and Learning Services
6. Dr. Norm Fletcher, Vice President of Instruction
7. Mr. Gordon Woolam, Science Faculty
8. Mr. Jonathan Roach, Social and Behavioral Sciences Division Chair
9. Ms. Emily Constancio, Math Division Chair
10. Ms. Awilda Hays, ADN Faculty

RECRUITMENT STEERING COMMITTEE

STRATEGIC PLAN ALIGNMENT: 1.1, 1.2, 1.3, 1.4, 2.6, 7.1
DESCRIPTION: The purpose of the Recruitment Steering Committee is to oversee all Ranger College programming, initiatives, and services relating to the recruitment of students.

REPORTS/RECOMMENDS TO: Administrative Council

COMPOSITION: Recruiter, Vice President, Executive Vice President of Workforce Development, Dean of Enrollment Management, Director of Financial Aid, Coaching Staff, Staff

SCHEDULE: At least once during fall and spring semesters

RESPONSIBILITIES:
To create, aid in the implementation of, and evaluate the effectiveness of the Master Recruiting Plan with the following goals:
1. Increase overall enrollment at all Ranger College sites
2. Increase enrollment of students who pay tuition (non-scholarship)
3. Increase enrollment of students with high academic credentials
4. Increase enrollment of International students
5. Increase enrollment of diverse student groups
6. Increase partnerships with high schools in service area
7. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership:
1. Mr. Derrick Worrels, Vice President of Student Services, Chair
2. Mr. Dixon Bailey, Executive Vice President of Workforce Development
3. Mr. Robert Culverhouse, Dean of Enrollment Management/Registrar
4. Mr. Don Hilton, Director of Financial Aid
5. Ms. Cindy Allred, Cosmetology Lead Instructor
6. Mr. Rafael Gonzalez, Head Soccer Coach
7. Coach Billy Gillispie, Athletic Director
8. Mr. John Rhine, Director of Upward Bound
9. Mr. Luis Ramirez, Dual Credit Coordinator
10. Ms. Shannan Burch, Director of EMT
11. Ms. Nonna Shlygina, Recruiter
12. Mr. Tommy Wells, Public Information Officer
13. Mr. Bill Foy, Head Women's Basketball Coach
14. Mr. Gabi Laurent, Assistant Soccer Coach
15. Ms. Wendy Rodgers, Data Entry Specialist
TECHNOLOGY COMMITTEE

STRATEGIC PLAN ALIGNMENT: 2.6, 8.1, 8.2

DESCRIPTION: The purpose of the Technology Committee is to develop and implement the college’s Technology Plan. This plan includes the long-term instructional and administrative technology needs for college leadership initiatives and the college-wide strategic plan. It aligns with the work of the Strategic Planning Committee. The Technology Committee promotes increased awareness and utilization of various academic and administrative technologies, and explores technologies that enhance student learning, facilitate instruction, and strengthen administrative functions.

REPORTS/RECOMMENDS TO: Administrative Council

COMPOSITION: IT Director, IT Technician, Vice President, Faculty, Vice President of Instruction, Staff

SCHEDULE: At least once during fall and spring semesters

RESPONSIBILITIES:
1. To update the Technology Plan on an annual basis.
2. To update continually the college’s website in accordance with THECB, SACSCOC, and other required postings in addition to pertinent college information
3. To encourage development of Internet-based classes.
4. To provide support for Internet based classes.
5. To develop guidelines for purchasing all computers.
6. To develop plans for technology budget expenditures.
7. To make recommendations and/or purchase order recommendations charged to the Technology Budget to the President.
8. To operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership:
1. Mr. Glenn Paul, Director of IT, Chair
2. Mr. Jon Madore, IT Technician
3. Mr. Nighui Ntoungou, Network Administrator
4. Ms. Jessica Brown, Math Faculty
5. Mr. Gabe Lewis, Lead Counselor
6. Mr. Jonathan Roach, Social and Behavioral Sciences Division Chair
7. Mr. Robert Culverhouse, Dean of Enrollment Management
8. Ms. Consuelo Gonzalez, IT Support (Erath)
9. Mr. Alfonso Rangel, Cross Country Assistant Coach
10. Ms. Jessica McKesson, Faculty

TUITION AND FEES COMMITTEE
STRATEGIC PLAN ALIGNMENT: 4.2

DESCRIPTION: The purpose of the Tuition and Fees Committee is to review tuition and fee increase proposals and make recommendations to the President.

REPORTS/RECOMMENDS TO: Administrative Council

COMPOSITION: Chief Financial Officer, Vice President or AVP of Erath County, Vice President or AVP of Brown County, Bursar, Financial Aid Director

SCHEDULE: At least once per academic year

RESPONSIBILITIES:
1. Recommend increases or changes in Ranger college tuition and/or fees.
2. Review tuition and fees of nearby and comparable community colleges to gauge the feasibility of any potential fee changes.
3. Seek input from the faculty and staff during the Fall semester on the issue of fee changes.
4. Make recommendations to the President on tuition and/or fee changes.
5. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Ms. Gaylyn Mendoza, Vice President for Business Services/Chief Financial Officer, Chair
2. Ms. Evelyn Guillen, Career Advisor
3. Mrs. Evonne Cherry, Bursar
4. Mr. Don Hilton, Director of Financial Aid
5. Ms. Stephanie Worrels, Assistant Vice President of Erath Center
6. Ms. Brenda Madore, Director of Dual Enrollment
7. Ms. Pat Smith, Payroll & Benefits Specialist
8. Mr. Jared Harriman, Head Golf Coach
9. Ms. Terriell Bradley, Women’s Basketball Assistant Coach

COMMENCEMENT COMMITTEE

STRATEGIC PLAN ALIGNMENT: 2.6

DESCRIPTION: The purpose of the Commencement Committee is to plan, organize, budget, and implement all of Ranger College’s commencement ceremonies.
REPORTS/ RECOMMENDS TO: Administrative Council

COMPOSITION: Dean of Enrollment Management, Director of Physical Plant, Vice Presidents, Deans, and Faculty

SCHEDULE: At least once during fall and spring semesters

RESPONSIBILITIES:
1. Make recommendations regarding suitable venues for holding commencement ceremonies.
2. Plan the process and logistics of commencement ceremonies, and communicate these to the President.
3. Enlist and organize all faculty and staff who are necessary for holding commencement ceremonies.
4. Coordinate the planning of commencement ceremonies with college offices and outside vendors.
5. Make recommendations to the President for commencement speakers.
6. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Mr. Robert Culverhouse, Dean of Enrollment Management., Chair
2. Dr. Jennifer Kent, Vice President
3. Mr. Lew Rust, Rodeo Coach
4. Ms. Marlene Steele, Nursing Faculty
5. Mr. Chuck Lemaster, Director of the Physical Plant
6. Mr. Brad Hall, Welding Faculty
7. Mr. Darrell Fox, Chief of Security
8. Mr. Stan Feaster, Assistant to the President
9. Ms. Leslie Greaves, ADN Nursing Faculty
10. Mr. Tyler Schweigert, Assistant Baseball Coach
DISTANCE LEARNING COMMITTEE
A subcommittee of the Technology Committee

STRATEGIC PLAN ALIGNMENT: 2.1, 2.2, 2.6, 3.3, 8.1, 8.2

DESCRIPTION: The purpose of the Distance Education Committee is to institutionalize best practices of a quality distance learning environment by developing guidelines for distance education courses and associated faculty training, and by making recommendations for all of the College’s distance education activities and technologies.

REPORTS/ RECOMMENDS TO: Technology Committee

COMPOSITION: Vice President of Instruction (Chair), Director of Dual Credit Enrollment Programs, IT Director, Faculty.

SCHEDULE: At least once per academic year

RESPONSIBILITIES:
1. Develop and recommend standards of good practice for distance learning courses.
2. Review policies and guidelines, and recommend changes to support quality distance learning programs.
3. Assist in the evaluation of distance learning activities, and recommend changes to improve activities and outcomes.
4. Review and recommend support services provided to distance learning faculty and students.
5. Provide input on distance learning faculty and student handbooks/orientations.
6. Recommend development of new courses to be delivered by distance learning.
7. Advise faculty regarding professional development and resources needed to develop distance learning courses.
8. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Dr. Norm Fletcher, Vice President of Instruction, Chair
2. Ms. Brenda Madore, Director of Dual Enrollment
3. Mr. Glenn Paul, IT Director technology
4. Mr. Jonathan Roach, Social and Behavioral Sciences Division Chair
5. Dr. Yong-Hee Park
6. Ms. Emily Constancio, Math Division Chair
7. Ms. Gretchen Geye, Science Faculty
8. Ms. Sarah Orsini, Student Services Assistant
9. Ms. Veronica Popp, Faculty
10. Mr. Andrew Silverio, Faculty
STRATEGIC PLAN ALIGNMENT:

DESCRIPTION: The purpose of the Facilities, Maintenance, and Grounds Committee is to provide strategic management of the College’s buildings and grounds in support of the College’s mission and vision. This includes creating, updating, and maintaining a 3-5 year plan for maintenance, repairs, and upgrades.

REPORTS/RECOMMENDS TO:

COMPOSITION: Director of Physical Plant (Chair), Vice President – Brown County Center, Vice President for Student Affairs, Assistant to the President, Security Director, Faculty

SCHEDULE: At least once during fall and spring semesters

RESPONSIBILITIES:
1. Oversee and regularly review the current condition and use of campus buildings, grounds, and utilities to ensure their adequacy to support the College’s mission and priorities.
2. Review organizational structure of the maintenance division and make recommendations regarding personnel needs.
3. Review the college safety and security plan and make any needed recommendations.
4. Review and update the Facilities Master Plan.
5. Consider/approve all facilities/maintenance proposals submitted to the Committee by college personnel.
6. Plan and coordinate the execution of all renovation projects
7. Plan and Coordinate the execution of all construction projects.
8. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Mr. Chuck Lemaster, Director of the Physical Plan, Chair
2. Mr. Derrick Worrels, Vice President of Student Affairs
3. Mr. Darrell Fox, Chief of Security
4. Mr. Stan Feaster, Assistant to the President
5. Ms. Gaylyn Mendoza, Vice President for Business Services/CFO
6. Mr. Jim Cockburn, Director of Student Support Services Program
7. Mr. Herman Glueck, Ag Instructor
8. Mr. Nighui Ndotoungou, Network Administrator
9. Mr. Gordon Warren, Vice President of Brown County Center
10. Mr. Jon Madore, IT Specialist
CURRICULUM COMMITTEE

STRATEGIC PLAN ALIGNMENT: 2.4, 6.1, 6.2, 9.1

DESCRIPTION: The purpose of the Curriculum Committee is to study the instructional programs of the College, to consider proposals for the development of new programs, to consider proposals for course changes and core curriculum changes, and to make recommendations for the continual process of reviewing and updating the college’s curricula.

REPORTS RECOMMENDS TO: Administrative Council

COMPOSITION: Vice President of Instruction, Executive Vice President of Workforce Development, SACSCOC Accreditation Liaison, Dean of Enrollment Management/Registrar, Division Chairs, Deans, and Directors of Academic and Workforce Programs, plus additional faculty members.

SCHEDULE: At least once during fall and spring semesters

RESPONSIBILITIES:
1. Ensure the integrity and substance of courses and programs offered at Ranger College.
2. Ensure the alignment of courses and programs with the College’s mission and with SACSCOC accreditation standards.
3. Investigate feasibility of and make recommendations regarding the implementation of Open Educational Resources.
4. Conduct course and program development, revisions, additions, deletions, and evaluations to meet the needs of students.
5. Evaluate and review all proposals to create new courses or programs and/or modify or delete existing ones.
6. Evaluate and, as necessary, revise requirements for degrees and certificates.
7. Evaluate and, as necessary, revise the core curriculum.
8. Comply with all SACSCOC Core Requirements and Standards involving faculty and instruction.
9. Ensure that all courses within a field are taught using the same goals and objectives regardless of location and regardless of faculty status (full-time or adjunct).
10. Ensure that all faculty are using Ranger College syllabus guidelines to develop course syllabi.
11. Ensure curriculum quality and effectiveness.
12. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Dr. Norm Fletcher, Vice President of Instruction
2. Mr. Robert Culverhouse, Dean of Enrollment Management
3. Ms. Dayna Prochaska, Associate Vice President of Brown County Center
4. Dr. Dennis Gibson, Workforce Division Chair
5. Dr. Jerry Glidewell, Science
6. Mr. Jonathan Roach, Social and Behavioral Sciences Division Chair
7. Ms. Emily Constancio, Math Division Chair
8. Mr. Lance Hawvermale, Humanities Division Chair
9. Mr. Dixon Bailey, Executive Vice President of Workforce Development
10. Dr. Matt Cardin, Vice President of Accreditation & Institutional Effectiveness
11. Mr. Scott Schneider, Welding Instructor
12. Dr. Jonas Nguh, Dean of Nursing
13. Ms. Barbara Rhine, Nursing Faculty
14. Mr. Jeff Snow, Machining Instructor

POLICIES AND PROCEDURES COMMITTEE

STRATEGIC PLAN ALIGNMENT: 2.6
DESCRIPTION: The purpose of the Policies and Procedures Committee is to review current College policies and procedures and recommend any updates and changes to the Administrative Council and the President.

REPORTS/ RECOMMENDS TO: Administrative Council

COMPOSITION: Vice President (chair), Vice President for Student Affairs, Associate Vice President of Institutional Effectiveness, Faculty, Staff

SCHEDULE: At least once during fall and spring semesters

RESPONSIBILITIES:
1. Evaluate and review existing local policies and procedures for Ranger College.
2. Recommend changes to be made to existing policy and procedure handbooks.
3. Create and update policy and procedure handbooks to be distributed to faculty, administration, staff, and coaches.
4. Ensure that all areas (administration, faculty, staff, and coaches) are represented and that their input has been considered on any proposed changes to current policies and procedures.
5. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Dr. Jennifer Kent, Vice President, Chair
2. Mr. Derrick Worrels, Vice President of Student Services
3. Ms. Dayna Prochaska, Associate Vice President- Brown County Center
4. Dr. Everett Chesnut, English Faculty
5. Dr. Matt Cardin, Vice President of Accreditation & Institutional Effectiveness
6. Mr. Brad Keller, Human Resources Director
7. Ms. Vicki Calfa, ADN Nursing Faculty
8. Mr. John Slaughter, Director of Institutional Research
9. Ms. Geraldine Bade, Accountant
10. Mr. Ryan Turner, Assistant Baseball Coach

PROFESSIONAL DEVELOPMENT COMMITTEE

STRATEGIC PLAN ALIGNMENT: 2.1, 2.2, 2.6, 2.9, 3.1, 3.2, 3.3
DESCRIPTION: The purpose of the Professional Development Committee is to plan, develop, coordinate, review, and evaluate professional development activities for the College that align to the institution’s strategic plan and accreditation standards. Professional development opportunities designed for staff, including faculty and adjunct faculty, will be designed and implemented.

REPORTS/RECOMMENDS TO: Administrative Council

COMPOSITION: Vice President of Instruction (chair), Vice President for Student Affairs, Director of Human Resources, Faculty, Staff

SCHEDULE: At least once during fall and spring semesters

RESPONSIBILITIES:
1. Serve as a support to teachers in developing their Professional Growth Plans.
2. Conduct needs-assessments activities and analyze data to determine professional development needs.
3. Make recommendations for professional development at the College, including reporting on campus-wide professional development to the Administrative Council.
4. Track professional development taking place across the College towards achievement of the College's strategic plan.
5. Develop a comprehensive professional development program that is designed to assist staff members in enhancing and maintaining their knowledge and improving their skills.
6. For instruction staff, develop opportunities to improve teaching and learning strategies.
7. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

2019-2020 Membership
1. Dr. Norm Fletcher, Vice President of Instruction, Chair
2. Mr. Derrick Worrels, Vice President of Student Services
3. Mr. Brad Keller, Director of Human Resources
4. Dr. Jennifer Kent, Vice President
5. Dr. Ann Lewis, Faculty
6. Mr. Christopher Gillotte, Faculty
7. Ms. Lynn Whitehead, Cosmetology Instructor
8. Ms. Jessica Wiseman, Director of Choir
9. Ms. Gayla McLaughlin, ADN Faculty

SAFETY & SECURITY COMMITTEE

STRATEGIC PLAN ALIGNMENT: 4.2, 2.6, 5.2
**DESCRIPTION:** The purpose of the Safety & Security Committee is to consider issues related to the safety of students, faculty, staff, and visitors to the campus, and to make recommendations to the Administrative Council. Approved initiatives will be implemented to increase safety for all stakeholders.

**REPORTS/ RECOMMENDS TO:** Administrative Council

**COMPOSITION:** Director of Security (chair), Vice President for Student Affairs, Assistant to the President, Director of Physical Plant, Faculty, Staff

**SCHEDULE:** At least once during fall and spring semesters

**RESPONSIBILITIES:**

1. Evaluate existing policies and procedures and recommend changes as needed in order to comply with all SACSCOC, state, and federal safety-related requirements.
2. Assess current threats to campus safety.
3. Promote and assist with safety and violence prevention initiatives across campus.
4. Engage in planning related to safety enhancements, emergency contingencies and disaster preparedness.
5. Develop plans for training the campus community regarding safety and security.
7. Operate with the goal of creating a system of excellence that ensures student success, in order to fulfill the institution’s mission: to transform lives and give students the skills to be a positive influence in their communities.

**2019-2020 Membership**

1. Mr. Darrell Fox, Director of Security Chair
2. Mr. Derrick Worrels, Vice President for Student Affairs
3. Mr. Chuck Lemaster, Director of Physical Plant
4. Mr. Stan Feaster, Assistant to the President
5. Ms. Dayna Prochaska, Associate Vice President of Brown County Center
6. Mr. Corey Blais, Upward Bound Assistant
7. Mr. Michael Bonny, Security
8. Ms. Cassandra Pack, VN Faculty
9. Mr. Steve Lewis, Security
10. Mr. Fabricio Berlanga, Athletic Trainer
11. Mr. Gabe Lewis, Director of Counseling

**PATHWAYS COMMITTEE**

**STRATEGIC PLAN ALIGNMENT:** 2.1, 2.2, 2.3, 2.5, 2.6, 2.8
DESCRIPTION: The purpose of the Pathways Committee is to plan, implement, manage, and sustain large-scale transformational change with the goal to improve rates of college completion, transfer, and attainment of jobs with value in the labor market, and to achieve equity in those outcomes.

REPORTS/ RECOMMENDS TO: Administrative Council

COMPOSITION: Vice President of Instruction (chair), Vice President of Student Services, Division Chairs,

SCHEDULE: At least once during fall and spring semesters

RESPONSIBILITIES:
Align systems and practices to the four dimensions of the guided pathways model and associated essential practices:

1. Mapping Pathways to Student End Goals
   A. Every program is well designed to guide and prepare students to enter employment and further education in fields of importance to the college’s service area.
   B. Detailed information is provided on the college’s website on the employment and further education opportunities targeted by each program.
   C. Programs are clearly mapped out for students and include connections to high school endorsements and dual credit courses. Students know which courses they should take and in what sequence. Courses critical for success in each program and other key progress milestones are clearly identified. All this information is easily accessible on the college’s website.

2. Helping Students Choose and Enter A Pathway
   A. Every new college student is helped to explore career/college options, choose a program of study, and develop a full-program plan as soon as possible.
   B. Special supports are provided to help academically unprepared students to succeed in the “gateway” courses for the college’s major program areas—not just in college-level math and English—as soon as possible.
   C. Required math courses are appropriately aligned with the student’s field of study.
   D. Intensive support is provided to help very poorly prepared students and adult basic learners to succeed in college-level courses as soon as possible.
   E. The college works with high schools and other feeders to motivate and prepare students to enter college-level coursework in a program of study when they enroll in college.

3. Keeping Students on A Path
   A. Advisors monitor which program every student is in and how far along the student is toward completing the program requirements.
   B. Students can easily see how far they have come and what they need to do to complete their program.
   C. Advisors and students are alerted when students are at risk of falling off their program plans and have policies and supports in place to intervene in ways that help students get back on track.
   D. Assistance is provided to students who are unlikely to be accepted into limited-access programs, such as nursing or culinary arts, to redirect them to another more viable path to credentials and a career.
   E. The college schedules courses to ensure students can take the courses they need when they need
them, can plan their lives around school from one term to the next, and can complete their programs in as short a time as possible.

4. Ensuring Students Are Learning
   A. Program learning outcomes are aligned with the requirements for success in the further education and employment outcomes targeted by each program.
   B. Students have ample opportunity to apply and deepen knowledge and skills through projects, internships, co-ops, clinical placements, group projects outside of class, service learning, study abroad and other active learning activities that program faculty intentionally embed into coursework.
   C. Faculty/programs assess whether students are mastering learning outcomes and building skills across each program, in both arts and sciences and career/technical programs.
   D. Results of learning outcomes assessments are used to improve teaching and learning through program review, professional development, and other intentional campus efforts.
   E. The college helps students document their learning for employers and universities through portfolios and other means beyond transcripts.
   F. The college assesses effectiveness of educational practice (e.g. using CCSSE or SENSE, etc.) and uses the results to create targeted professional development.

2019-2020 Membership

1. Dr. Norm Fletcher, Vice President of Instruction, Chair
2. Dr. Jennifer Kent, Vice President of Administration
3. Mr. Derrick Worrels, Vice President of Student Services
4. Dr. Matt Cardin, Vice President of Accreditation & Institutional Effectiveness
5. Mr. Dixon Bailey, Executive Vice President for Workforce Development
6. Ms. Stephanie Worrels, Assistant Vice President- Erath Center
7. Ms. Dayna Prochaska, Associate Vice President- Brown Center
8. Ms. Brenda Madore, Director of Dual Enrollment
9. Mr. Robert Culverhouse, Dean of Enrollment Management/Registrar
10. Mr. John Slaughter, Director of Institutional Research
11. Mr. Gabe Lewis, Director of Counseling
12. Dr. Jerry Glidewell, Science Division Chair
13. Mr. Lance Lawvermale, Humanities Division Chair
14. Mr. Jonathan Roach, Social and Behavioral Sciences Division Chair
15. Ms. Emily Constancio, Math Division Chair

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