

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.



ADMINISTRATIVE COUNCIL

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.

REPORTS/ 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 (Note: Any major disagreement on a proposed Calendar of Events will be deferred to the President and Board of Regents.)
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 2018-2019 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.

2018-2019 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. Mr. Gordon Warren, Vice President Brown County
5. TBD, Vice President Erath County
6. Mr. Robert Culverhouse, Dean of Enrollment Management/Registrar
7. Mr. Derrick Worrels, Vice President for Student Affairs
8. Mr. Billy Gillispie- Athletic Director
9. Ms. Carolyn Zapata- Dean of Nursing
10. Mr. Matt Cardin, Associate Vice President of Accreditation & Institutional Effectiveness
11. Mr. John Slaughter, Director of Institutional Research, Interim VPI
12. Mr. Dixon Bailey, Executive Vice President for Workforce Development
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

INSTITUTIONAL EFFECTIVENESS COMMITTEE

A subcommittee of the Administrative Council

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

SCHEDULE: Once per month as appropriate

RESPONSIBILITIES:

1. Develop and maintain an IE process and timeline that is aligned with the university 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.

2018-2019 Membership

1. Mr. Matt Cardin, Associate Vice President of Accreditation & Institutional Effectiveness, Chair
2. Dr. Jennifer Kent, Vice President
3. Ms. Gaylyn Mendoza, Vice President for Business Services /Chief Financial Officer
4. Mr. Gordon Warren, Vice President Brown County
5. TBD, Vice President Erath County
6. Mr. Dixon Bailey, Executive Vice President of Workforce Development
7. Mr. Derrick Worrels, Vice President for Student Affairs
8. Mr. John Slaughter, Interim Vice President of Instruction
9. Dr. Norm Fletcher, Math Division Chair
10. Mr. Lance Hawvermale, Humanities Division Chair
11. Dr. Jerry Glidewell, Science Division Chair
12. Mr. Jonathan Roach, Social and Behavioral Sciences Division Chair

STRATEGIC PLANNING COMMITTEE

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, AVP 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.

2018-2019 Membership

1. Mr. Dixon Bailey, Executive Vice President for Workforce Development, Chair
2. Mr. John Slaughter, Interim Vice President of Instruction
3. Ms. Gaylyn Mendoza, Vice President for Business Services/CFO
4. Mr. Derrick Worrels, Vice President for Student Services
5. Mr. Gordon Warren, Vice President- Brown County Center
6. Dr. Jennifer Kent, Vice President
7. TBD, Vice President- Erath County Center
8. Ms. Jessica Brown, Math Faculty
9. Mr. James Stafford, Coach
10. Ms. Nonna Shlygina, Recruiter

COMPLIANCE CERTIFICATION COMMITTEE

A subcommittee of the Administrative Council

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: AVP 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.

2018-2019 Membership

1. Mr. Matt Cardin, Associate Vice President of Accreditation & Institutional Effectiveness, Chair
2. Mr. John Slaughter, Interim 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. Brad Keller, HR Director
10. Mr. Luis Gonzalez, Coach
11. Ms. Gretchen Geye, Science Faculty

QUALITY ENHANCEMENT PLAN COMMITTEE

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 Director, Faculty, Chief Financial Officer, HR Director, AVP of Accreditation and Institutional Effectiveness

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.

2018-2019 Membership

1. Dr. Jennifer Kent, QEP Co-Director, Chair
2. Mr. Brad Keller, QEP Co-Director
3. Mr. Lance Hawvermale, English Faculty/ Webmaster
4. Dr. Norman Fletcher, Math Division Chair
5. Mr. John Slaughter, Interim Vice President of Instruction
6. Ms. Etlá Van Horn, Nursing Faculty
7. Mr. Luis Ramirez, Assistant Registrar
8. Mr. John Madore, Information Technology
9. Mr. Jim Cockburn, Director of Student Support Services
10. Mr. Glenn Paul, Director of IT
11. Mr. Matt Cardin, Associate Vice President of Accreditation & Institutional Effectiveness

MISSION, VISION, & CORE VALUE COMMITTEE

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, Director of Library and Learning Resources

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.

2018-2019 Membership

1. Ms. Brenda Madore, Director of Dual Enrollment
2. Mr. Brad Keller, Human Resources Director
3. Mrs. Brandi Faulkner, Director of Learning Resources
4. Mr. William Foy, Head Women's Basketball Coach
5. Mrs. Kathleen Flournoy, History Faculty
6. Dr. Roger Jones, English Faculty
7. Mr. Brad Hall, Welding Faculty
8. Mr. John Rhine, Student Support Services
9. Ms. Kim Young, Cosmetology Instructor
10. Mr. Isaac Voegtle, Math Faculty
11. Dr. Evren Hus, Faculty

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 university'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. 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.
 - Financing
 - Long-range athletic programming/planning.
 - Gender equity
 - Addition or deletion of sports
 - Travel policy
 - Academic integrity
 - Admission policies and prices for athletic contests
 - Programmatic integrity
 - Student-Athlete eligibility

2018-2019 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. Mr. Don Hilton, Financial Aid Director
5. Mr. Robert Culverhouse, Dean of Enrollment Management/Registrar
6. Mr. Chuck Lemaster, Director of Physical Plant
7. Ms. Nicole Smith, Head Volleyball Coach
8. Ms. Sara Cammer, Head Softball Coach
9. Ms. Angelica Bermudez, Assistant Women's Basketball Coach
10. Mr. Scott Norwood, Head Baseball Coach
11. Mr. Billy Gillispie, Athletics Director
12. Ms. Louise Knight, Accounts Payable

LEARNING RESOURCES COMMITTEE

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 service 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, Director of Dual Credit Enrollment Programs

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.

2018-2019 Membership

1. Mr. Lance Hawvermale, English Faculty/Webmaster, Chair
2. Dr. Roger Jones, English Faculty
3. Dr. Jerry Glidewell, Science Faculty
4. Ms. Karen Myers, Speech Faculty
5. Ms. Brandi Faulkner, Director of Library and Learning Services
6. Mrs. Kathleen Flournoy, History Faculty
7. Mrs. Chan Park, Math Faculty
8. Ms. Rebecca Plowman, Math Faculty
9. Mr. John Slaughter, Interim Vice President of Instruction
10. Mr. Randall Scott, Machining Instructor
11. Mr. Gordon Woolam, Science Faculty

RECRUITMENT STEERING COMMITTEE

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:

- a. Increase overall enrollment at all Ranger College sites
- b. Increase enrollment of students who pay tuition (non-scholarship)
- c. Increase enrollment of students with high academic credentials
- d. Increase enrollment of International students
- e. Increase enrollment of diverse student groups
- f. Increase partnerships with high schools in service area

2018-2019 Membership:

1. Mr. Dixon Bailey, Executive Vice President of Workforce Development, Chair
2. Mr. Robert Culverhouse, Dean of Enrollment Management/Registrar
3. Ms. Sarah Orsini, Assistant to the Vice President for Student Affairs
4. Mr. Don Hilton, Director of Financial Aid
5. Ms. Kathy Lucky, Admission's Assistant
6. Ms. Cindy Allred, Cosmetology Instructor
7. Dr. Jennifer Kent, Vice President
8. Mr. Gordon Warren, Vice President Brown County Center
9. Ms. Brenda Madore, Director of Dual Enrollment
10. Ms. Nonna Shlygina, Recruiter
11. Mr. Tommy Wells, Public Information Officer

TECHNOLOGY COMMITTEE

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, SACS-COC, 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

2018-2019 Membership:

1. Mr. Glenn Paul, Director of IT, Chair
2. Mr. John Slaughter, Interim Vice President of Instruction
3. Dr. Jennifer Kent, Vice President
4. Mr. Jon Madore, IT Technician
5. Mr. Rafael Gonzalez, Head Men's Soccer Coach
6. Mr. Jonathan Roach, History Faculty/ Chair of Behavioral Sciences
7. Mr. Robert Culverhouse, Dean of Enrollment Management
8. Ms. Denise Daub, Nursing Faculty
9. Ms. Gerry Bade, Accountant
10. Ms. Wendy Keller, UB Advisor
11. Dr. Yong Hee Park, Government Faculty
12. Mr. Gabe Lewis, Director of Counseling

TUITION AND FEES COMMITTEE

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.

2018-2019 Membership

1. Ms. Gaylyn Mendoza, Vice President for Business Services/ Chief Financial Officer, Chair
2. Ms. Becky Jefferies, Assistant Vice President- Erath County Center
3. Mrs. Evonne Cherry, Bursar
4. Mr. Don Hilton, Director of Financial Aid
5. Ms. Dayna Prochaska, Associate Vice President of Brown County Center
6. Ms. Brenda Madore, Director of Dual Enrollment
7. Ms. Pat Smith, Payroll & Benefits Specialist
8. Ms. Stephanie Worrels, Counselor
9. TBD, Welding Instructor
10. Ms. Evelyn Guillen, Career Advisor
11. Mr. Michael Farr, Tutor Coordinator

COMMENCEMENT COMMITTEE

The purpose of the Commencement Committee is to plan, organize, budget, and implement all of Ranger College's commencement ceremonies.

REPORTS/ RECOMMENDS TO:

COMPOSITION: Dean of Enrollment Management, Vice President of Instruction, 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 commence ceremonies.
4. Coordinate the planning of commencement ceremonies with college offices and outside vendors.
5. Make recommendations to the President for commencement speakers.

2018-2019 Membership

1. Mr. Robert Culverhouse, Dean of Enrollment Management., Chair
2. Mr. John Slaughter, Interim Vice President of Instruction
3. Dr. Jennifer Kent, Vice President
4. Ms. Marlene Steele, Nursing Faculty
5. Mr. Chuck Lemaster, Director of the Physical Plant
6. Mr. Jody Blake, Choir Director
7. Mr. Darrell Fox, Chief of Security
8. Mr. Stan Feaster, Assistant to the President
9. Mrs. Dayna Prochaska, Associate Vice President of Brown County Center
10. Mr. Lew Rust, Rodeo Coach
11. Mr. Raul Archer, Coach

DISTANCE LEARNING COMMITTEE

A subcommittee of the Technology Committee

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: Associate Vice President of Institutional Effectiveness (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.

2018-2019 Membership

1. Mr. Matt Cardin, Associate Vice President of Accreditation & Institutional Effectiveness, Chair
2. Ms. Brenda Madore, Director of Dual Enrollment
3. Mr. Gabe Lewis, Director of Counseling
4. Mr. Jonathan Villalobos, English Faculty
5. Mr. Jonathan Roach, Social and Behavioral Sciences Division Chair
6. Ms. Laura Hillum, Nursing Faculty
7. Mr. Glenn Paul, IT Director technology
8. Mr. John Slaughter, Interim Vice President of Instruction
9. Ms. Wendy Herrod, Cosmetology Instructor
10. Ms. Kathy Graham, Instructor/ Coach
11. Mr. Andrew Boyer, History Faculty

FACILITIES, MAINTENANCE, AND GROUNDS COMMITTEE

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 of Erath County, 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.

2018-2019 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. Kreeg Snook, Assistant Baseball Coach
7. Mr. Houston Moore, Head Golf Coach
8. Mr. Herman Glueck, Ag Instructor
9. Mr. Rafael Gonzalez, Head Men's Soccer Coach
10. Mr. Gordon Warren, Vice President of Brown County Center
11. TBD, Vice President of Erath County Center

CURRICULUM COMMITTEE

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. Conduct course and program development, revisions, additions, deletions, and evaluations to meet the needs of students.
4. Evaluate and review all proposals to create new courses or programs and/or modify or delete existing ones.
5. Evaluate and, as necessary, revise requirements for degrees and certificates.
6. Evaluate and, as necessary, revise the core curriculum.
7. Comply with all SACSCOC Core Requirements and Standards involving faculty and instruction.
8. 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).
9. Ensure that all faculty are using Ranger College syllabus guidelines to develop course syllabi.
10. Ensure curriculum quality and effectiveness.

2018-2019 Membership

1. Mr. John Slaughter, Interim Vice President of Instruction
2. Mr. Robert Culverhouse, Dean of Enrollment Management
3. Mr. Randall Scott, Machining
4. Ms. Barbara Rhine, Nursing Faculty
5. Mr. Jacob Brandle Stephenson, EMT Faculty
6. Dr. Norm Fletcher, Mathematics
7. Dr. Jerry Glidewell, Science
8. Mr. Lance Hawvermale, Humanities
9. Mr. Dixon Bailey, Executive Vice President of Workforce Development
10. Mr. Matt Cardin, Associate Vice President of Accreditation & Institutional Effectiveness
11. Mr. Gordon Woolam, Faculty
12. TBD, Welding Instructor
13. Gabe Lewis, Director of Counseling

POLICIES AND PROCEDURES COMMITTEE

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.

2018-2019 Membership

1. Dr. Jennifer Kent, Vice President, Chair
2. Mr. Derrick Worrels, VP for Student Affairs
3. Ms. Dayna Prochaska, Associate Vice President- Brown County Center
4. Dr. Everett Chesnut, English Faculty
5. Mr. Matt Cardin, Associate Vice President of Accreditation & Institutional Effectiveness
6. Mr. Brad Keller, Human Resources Director
7. Mr. Don Hilton, Director of Financial Aid
8. Mr. John Slaughter, Director of Institutional Research, Interim VPI
9. Mr. Mark Jones, Assistant Baseball Coach
10. Ms. Yukiyo Shimosawa, Athletic Trainer
11. Ms. Vicki Calfa, Nursing Faculty

SAFETY & SECURITY COMMITTEE

DESCRIPTION: TBD

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: TBD

2018-2019 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. Mr. Billy Fox, Coach
9. Mr. Steve Lewis, Security
10. Mr. Fabricio Berlanga, Athletic Trainer
11. Mr. Gabe Lewis, Director of Counseling