Coahoma Community College Committees and Functions 2018 - 2019



Dr. Valmadge T. Towner, President Coahoma Community College 3240 Friars Point Road Clarksdale, Mississippi 38614

www.coahomacc.edu

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ACCREDITATION

Coahoma Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts degree, the Associate of Applied Science degree, and certificates in career education. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Coahoma Community College.

NON-DISCRIMINATION STATEMENT

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: mhouston@coahomacc.edu.

APPOINTMENT TO ADVISORY BOARDS, COUNCILS, AND COMMITTEES

Coahoma Community College has the authority to designate and create advisory boards, councils, and committees as may be necessary to carry on the business of the institution. The appointment of members of such boards, councils, and committees shall be made in a non-discriminatory manner consistent with the College's Non-Discrimination Statement. The authority of employees on academic and governance matters is established through employee representation on Coahoma Community College's committees. These committees recommend and review instructional policies and governance procedures. A description of the committees is published by the President's Office.

Coahoma Community College Committees and Functions 2018-2019

Academic Council

Function:

The Academic Council reviews and revises academic policies and procedures, and makes recommendations to the Dean of Academic Affairs. Organizes the aspects of the academic program, and ensures that they operate in a manner consistent with the strategic goals of the college:

- academic regulations and standards
- curriculum development
- academic assessment
- academic professional development
- Develops, implements, and ensures that departments are following processes for academic assessment.
- Examines new course and program proposals for measurable outcomes and ways in which faculty propose to asses those outcomes.
- Assists faculty and department chairs in developing plans for assessment.

Members:

Rolonda Brown, Chairperson	Letha Richards	Michael Houston
Linda Williams, Secretary	Shirley Taylor	Deborah Carter
Rose Lockett	Kevin Towers	Katrina Jordan
Shanelle Frazier	Rosalind Wilcox	David Jones
Yolanda Morton	John Mayo	Patricia Furdge
Vera Griffin	Barbara Boschert	Linda D. Robinson

Achieving the Dream (ATD) Core Team

Function:

This team consist of a broadly representative group of college leaders who are highly regarded, influential members of the college community. This committee guide the student success work at the college. This team should generate energy for change as team members reinforce one another's commitment and work together to infuse their shared vision throughout the institution.

Members:

Dr. Valmadge T. Towner, <i>Chairperson</i>	Rolonda Brown	Marriel Hardy
Melvin T. Newson, Co-Chairperson	Luke Howard	Letha Richard
Margaret M. Dixon, Liaison	Tolernisa Butler	Tony Brooks
Karen Woods-Done	Vivian Williams	Joseph McKee
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Community Representatives ATD Leadership Coach

Quality Enhancement Team (QEP)

Achieving the Dream (ATD) Data Team

Function:

This team focuses on collecting, analyzing, and sharing data regarding students' progression and success. The team works closely with ATD Core Team on the college's student success efforts.

Members:

Margaret M. Dixon, Chairperson
Amy Steele, Co-Chairperson
Rob Stalder
Community Representatives
Luke Howard

Christopher Dixon
Rita Hanfor
Jeremy Pittman
ATD Data Coach
Stacey Jones

Administrative Judicial Council

Function:

The council will hear cases of severe student infractions and also hear cases of appeals. The council will make a recommendation to the Director of Enrollment and Student Engagement of the institution as related to proposed disciplinary actions. If necessary, the Director of Enrollment and Student Engagement will then make recommendations to the President.

Members:

Karen Done, Presiding Ex-Officio
Marilyn Starks
Member
Steven Jossell
Beverly Overton
Anne Clark
Rolonda Brown
Deborah McNeal
Margaret M. Dixon

Admissions Committee

Function(s):

- (1) To make recommendations to the deans and directors concerning students challenging denial of admission to Coahoma Community College.
- (2) To evaluate the Admission Policies to determine compliance with SACSCOC criteria and other governing agencies.
- (3) To present all policy recommendations to the President to acquire Board approval.
- (4) To review, prepare, and upgrade registration procedures.
- (5) To evaluate all applications for academic restart.

Members:

Luke Howard, ChairpersonReggy HankersonDelores Richard, SecretaryTheresa TaylorAngela CollinsTanesha YoungAnne ClarkRenee HallKerry LeeRobbie WallacePatricia FurdgeRolonda Brown

Emily Gordon

Assessment Committee

Function:

To evaluate the institution's Assessment Committee Plans; to evaluate overall effectiveness of the College's planning and evaluation tools and reports.

Members:

Margaret Dixon, Chairperson

Tara Bell, Secretary

Theresa Taylor

Rose Lockett

Michael Houston

Renee Hall

Kimberly Hollins

Kristina Davis

Jeremy Pittman

Vivian Williams

Mary Suggs

Kimberly Bee

Trina Cox

Athletic Committee

Function:

To ensure that the operations of the Athletic Department are consistent with and support the educational goals of the college. To recommend athletic policies and procedures to the President and serve in an advisory capacity to the President on matters related to intercollegiate athletics as requested.

Members:

Reggy Hankerson, Chairperson
Carol Brooks, Secretary
Adrian Allen
Charles Smith
Brennon Warr

Patrick D. Johnson
Michael Stringer
Selena Reid
Kelvin Towers
SGA President

Stephanie Murphy

Budget Committee

Function:

To monitor the ongoing effectiveness of the financial functions of the college; to evaluate and prioritize departmental and divisional budget requests.

Members:

Dr. Valmadge T. Towner, *Chairperson*Yolanda Miller, *Secretary*Raren Done
Beverly Overton
Steven Jossell
Morriel Hondy
Michael Houston

Marriel Hardy Michael Houston

Office of Civil Rights Compliance Committee

Function(s):

To ensure the institution is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities, and employment opportunities.

Members:

Michael Houston, Chairperson

Margaret Dixon, Secretary

Larry Barrett

George Brown

Ezra Howard

Tolernisa Butler

Jerone Shaw

Deborah McNeal

George Brown

Shanelle Frazier

Leandrew Presley

LaShasa Griffin

Steven Jossell

Otha Williams

Yolanda Morton

Marilyn Starks

LaShasa Griffin

Selina Reid

Beverly Overton

Anne Clark

Linda Robinson

Marriel Hardy

Marilyn Shelton

Rose Lockett

Rucy Scott

Kyrie Antici

Ryrie Antici

Rege' Hall

Reggy Hankerson

College Catalog Committee

Function:

The function of the Committee is to review, revise, and make recommendations to the College Catalog.

Members:

Rolonda Brown, Chairperson Vera Griffin Yolanda Morton, Secretary **Shirley Hicks** Michael Houston Marriel Hardy Deborah Carter Steven Jossell Deborah McNeal **Beverly Overton** Anne Clark Shanelle Frazier Karen Done **Delores Richard Shirley Taylor** Jerone Shaw Eyonne Furdge Rose Lockett Patricia Furdge Marilyn Starks Kristina Davis Lorean Willingham

Margaret Dixon Tara Bell

Curriculum/Substantive Change Committee

Function(s):

- (1) To review departmental committee curricula changes and suggestions and make final recommendations to the Program Review Committee;
- (2) To verify the relationship between specific programs of study, curricula, and articulation agreements with upper division institutions; and
- (3) To provide liaison connectivity between the main campus and off-campus sites.
- (4) To ensure that Coahoma Community College is in compliance with the Substantive Change Policies of the Commission on Colleges and informs the Commission of such changes according to the established Substantive Change Policy.

Members:

Rolonda Brown, Chairperson Lorean Willingham Linda Williams, Secretary **Shirley Taylor Tony Brooks** Margaret Dixon, Substantive Changes Eyonne Furdge Vera Griffin Patricia Furdge Willie Lockett Deborah Carter Andy Pullen **Beverly Overton** Rosalind Wilcox Anne Clark Chequita Dixon

Kristina Davis Barbara Boschert Rhett Nelsen

Executive Council

Function:

- (1) To advise the President on improvements in policies, procedures, budget, and operational aspects of the College.
- (2) To carry out the action items and activities resulting from meetings and duties assigned by the President.

Members:

Dr. Valmadge T. Towner, Chairperson
Yolanda Miller, Secretary
Brenda Williams, Secretary
Beverly Overton
Anne Clark
Jerone Shaw
Rolonda Brown
Marriel Hardy
Karen Done
Steven Jossell
Deborah McNeal
Michael Houston

Margaret M. Dixon

Rob Stalder

Facility Planning Committee

Function:

- (1) To plan for the construction and renovation of facilities that enhances the learning environment for students.
- (2) To devise and update the physical facility master plan.

Members:

Jerone Shaw, Chairperson

Larry Barrett

Beverly Overton

Anne Clark

Michael Houston

Ralph Simpson

JoAnn Hoskins

Henry Striplin

Marriel Hardy

Faculty Association

Function:

To promote professionalism through the pursuit of excellence and competency in teaching and to serve as a voice for the faculty in decision-making and to support the overall mission of the college and the president.

Members:

Deborah Carter, Chairperson

Sharon Butler, Secretary

Vivian Williams

Rose Lockett

Linda Gail Elliott

Rolonda Brown

David Jones

Jeremy Pittman

Monica Tompkins

Barbara Boschert

Robert Rockett

Faculty and Staff Professional Development & Growth Committee

Function:

To recommend approval of faculty/staff to receive tuition assistance for coursework that is determined as an institutional need and is directly related to their position at Coahoma Community College.

Members:

Marilyn Starks, Chairperson Rolonda Brown
Tara Bell, Secretary Michael Houston
Steven Jossell Karen Done
Beverly Overton Anne Clark

Margaret M. Dixon

General Education Committee

Function:

The General Education Committee is responsible for the review of the general education components of associate degree graduation requirements. The Committee is also responsible for identifying expected outcomes within the general education curriculum, providing assessment of general education outcomes, and providing recommendations to the Curriculum Committee and the appropriate instructional division for the improvement of general education and to review, evaluate, and enhance the effectiveness of Coahoma Community College's General Education; to ensure that Coahoma Community College's general education core competencies meets the needs of students enrolled in the general education core courses.

Members:

Rolonda Brown

Anthony Brooks

Deborah Carter

Barbara Boschert

Shirley Taylor

Eyonne Furdge

Emily Gordon

Vera Griffin

Cynthia Williams

Elizabeth Melton

Linda Robinson

Rosalind Wilcox

Patricia Furdge

Jeremy Pittman

Joharrison Rockett Robert Rockett

Graduation Committee

Function:

To make recommendations on matters concerning graduation activities to the president and deans/directors.

Members:

Delores Richards, Chairperson

Rose Lockett, Secretary

Yolanda Miller

Robbie Wallace

Rolonda Brown

Beverly Overton

Lynda Gail Elliott

George Brown

Robbie Wallace

Karen Done

Henry Dorsey

Anne Clark

Institutional Review Board

Function:

The purpose of the Institutional Review Board is to conduct initial and continuing reviews of projects that involve the use of human subjects in accordance with the policy and Federal Regulations.

The Institutional Review Board assures the college that human subjects used in research or educational programs that monitor human subjects are not at undue risk and that the participants are informed of any risks.

Members:

Dr. Valmadge T. Towner, Chairperson Jerone Shaw

Margaret Dixon, Liaison Early College High School, Principal

Marilyn Starks, Secretary Rolonda Brown

Beverly Overton Community Representative

Karen Done Rob Stalder

Anne Clark

Leadership Team

Function:

This Council serves as the college-level body for the administration of educational programs and support service programs The Leadership includes all of the College's administrators including the executive officers of the institution. The Leadership Team members have the authority to administer educational policies within their assigned areas.

Members:

Dr. Valmadge T. Towner, Chairperson George Brown Yolanda Miller, Secretary **Beverly Overton** Brenda Williams, Secretary Rolonda Brown Steven Jossell Karen Done Anne Clark Marriel Hardy Deborah McNeal Luke Howard Margaret Dixon Rose Lockett Reggy Hankerson Marilyn Starks Michael Houston LaShasa Griffin Letha Richards Rob Stalder Jerone Shaw Lucy Scott Cleotra Jamison Barbara Lucas

Delores Richard

Library Committee

Function:

To develop and implement strategies to improve library and learning resources.

Members:

David Jones, Chairman

Rose Lockett, Ex-Officio Member

Vivian Williams, Secretary

Barbara Boschert

Rosalind Wilcox

Emily Gordon

Neal Mitchell

Leandrew Presley

Mary Caradine
Anne Clark
Patricia Furdge

Joyce Pryor

Lyceum Committee

Function:

To plan, approve and bring culturally enriching programs and activities to the college campus for the student body, faculty/staff and the community, as well as, allow students and faculty/staff to attend such activities away from the college that are directly related to enhancing their education.

Members:

Yvonne Stanford, Chairperson
Carol Brooks, Secretary
Anne Clark
Marilyn Starks
Margaret Dixon

Marriel Hardy
Yolanda Morton
Vera Griffin
Rose Lockett
Robbie Wallace

Rita Hanfor Karen Done

Marketing/Branding Committee

Function(s):

- (1) To promote the activities of Coahoma Community College as well as raise awareness about the institution and the benefits it provides to its five-county service area of Coahoma, Tunica, Bolivar, Quitman and Tallahatchie Counties.
- (2) To grow the brand of Coahoma Community College and formulate marketing strategies and seek out new marketing options for the purpose of branding and advertising CCC, as a whole.

Members:

Marriel Hardy, Chairperson

Selina A Reid Christopher Dixon Jeremy A Pittman Shanelle Frazier Kerry Lee LaShasa Griffin

Beverly J Overton Ezra Howard

Operational Policies and Procedures Committee

Function(s):

- 1) To review and review the institution's *Policy and Procedures Manual* annually or as needed.
- 2) Provide policies, directions, and procedures for present action and a basis for future planning.
- 3) To assist employees in understanding their jobs and how they relate to the overall accomplishment of the mission.
- 4) Provide for control and efficiency by spelling out duties and responsibilities that clarify work relationships.

Members:

Michael Houston, Chairperson Otha Williams Anne Clark
Margaret Dixon, Secretary John Mayo Deborah McNeal
Charles Smith Rose Lockett Steven Jossell

George Brown Yvonne Mickel Angela Reynolds Mary Caradine Rolonda Brown Kishki Hall Beverly Overton Marilyn Starks Bertha Jones

Lucy Chatman-Scott

Physical Facility Insurance Committee

Function:

To review, examine, and advise the President on recommendations pursuant to insuring the buildings and their contents of our institution.

Members:

Deborah McNeal, Chairperson Fitzgerald Jones Sharron Young, Secretary Jerone Shaw Michael Houston Ralph Simpson

Physical Plant and Auxiliary Committee

Function(s):

- (1) To make recommendations to directors of buildings, grounds, transportation and maintenance regarding construction, renovations, transportation, energy conservation and campus beautification for improving the physical and other auxiliary service of the college.
- (2) To ensure that committee reports are submitted to the Facility Planning Committee.

Members:

Jerone Shaw, Chairperson
Patricia Furdge, Secretary
Larry Barrett
Deborah Carter
Anne Clark

George Brown
Deborah McNeal
Roy Montgomery
Neal Mitchell
Rosalind Wilcox

Program Review Committee

Function(s):

- (1) To review all instructional and non-instructional programs of the institution to determine if they serve the mission of the institution and are effective.
- (2) To report findings to the President and the Executive Council and make recommendations based upon program review results.

Members:

Tara Bell, *Chairperson* Willie Lockett Margaret Dixon, Secretary Kristina Davis Rolonda Brown George Brown Yolanda Morton Luke Howard Steven Jossell Robbie Wallace Anne Clark Deborah McNeal **Shirley Hicks** Marilyn Starks Lucy Chatman-Scott **External Reviewers**

Beverly Overton

Quality Enhancement Team

Function(s):

- (1) To serve as the advisory committee for the total operation of the Quality Enhancement Plan (QEP).
- (2) To review all QEP results and the QEP Annual Progress Report.
- (3) To make suggestions for any modifications to the plan's action's, initiatives, and assessment measures.

Members:

Glynda Duncan, Chairperson Shirley Ferguson Hicks Rosalind Wilcox Tony Brooks, Co-Chairperson Lynda Elliott Wanda Lee Kimberly Hollins, Secretary **Shirley Taylor** Cynthia Williams Chequitia Dixon Melvin Newson Patricia Furdge Mary Suggs Rosie Miller Victor McClain Theresa Taylor Trina Cox Joseph McKee Joharrison Rockett Mr. CCC Miss CCC Margaret Dixon Kaye Bennett SGA President Rose Lockett Patrick Johnson Marriel Hardy

Community Liaison

Quality Enhancement Team: Professional Development Committee

Function(s):

- (1) Coordinate faculty professional development training including faculty roundtables
- (2) Secure any needed professional development supplies, handouts, and refreshments
- (3) Reserve rooms and equipment for professional development activities including faculty roundtables
- (4) Administer assessments after activities as described in the QEP Assessment Plan
- (5) Launch and Maintain an QEP webpage
- (6) Monitor and assess QEP instructors' classrooms
- (7) Submit all completed assessments to the Assessment Committee Chair
- (8) Submit a written report of all activities in May of each year to the QEP Director

Members:

Tara Bell, ChairpersonLuke HowardMargaret DixonEzra HowardDavid JonesJoseph McKeeShirley TaylorRobert RockettVivian WilliamsAndy Pullen

Letha Richards

Quality Enhancement Team: Marketing Committee

Function(s):

- (1) Market QEP activities
- (2) Publish an annual newsletter
- (3) Take pictures and submit articles to the media for publication
- (4) Assist the Culture of Reading Committee with reading contests and reading incentive prizes
- (5) Secure any needed materials, supplies, handouts, snacks, reading incentive prizes

- (6) Submit all completed assessments to the Assessment Committee Chair
- (7) Submit a written report of all activities in May of each year to the QEP Director

Members:

Marriel Hardy, Chairperson

Kyrie Antici

Ezra Howard

Steven Jossell

Steven Jossell

Stanks

Catlin Britt

John Mayo

Quality Enhancement Team: Assessment Committee

Function(s):

Fran Noah

- (1) Coordinate the implementation of QEP assessments
- (2) Coordinate data collection for the QEP
- (3) Collect, analyze, interpret assessment results and publish findings
- (4) Secure any needed materials and supplies
- (5) Submit a written report of all activities to the QEP Director in May of each year

Members:

Tara Bell, Chairperson Melvin Newson

Vivian Williams

Rosie Miller

LaShundra Crittle

Marcia Gatewood

Cynthia Williams

Quality Enhancement Team: Budget Committee

Function(s):

- (1) Develop, assess, and balance the QEP's multi-year detailed budget
- (2) Requisition and submit requests to the Business Office for all QEP activities and funding
- (3) Secure any needed materials and supplies
- (4) Submit a financial report in May of each year to the QEP Director

Members:

Deborah McNeal, *Chairperson*Tara Bell

Tony Brooks

Luke Howard

Margaret Dixon

Yolanda Morton

Tolernisa Butler

Recruitment

Function(s):

- (1) To assist the Recruiter(s) in devising strategies for recruitment of students.
- (2) To evaluate recruitment materials.
- (3) To assist in manning recruitment booths.

Members:

Patrick Ray, *Chairperson* Michael Stringer Angela Collins, *Secretary* Reggy Hankerson

Steve Miller
Otha Williams
Felicia Johnson
Moses Harper
Erin Smith
Selina Reid
Shanelle Frazier

Retirement Activity Committee

Function:

To plan activities for retirees.

Members:

Rita Hanfor, Chairperson
Yolanda Miller, Secretary
Barbara Lucas
Brenda Williams
Rose Lockett
Kelvin Towers

Safety Committee

Function(s):

- (1) To assist the Safety Director in the formulation and implementation of a safety program.
- (2) To draft safety rules and regulations.
- (3) To schedule drill practices.

Members:

George Brown, Chairperson Jesse Nunley Jerone Shaw
Barbara Lucas, Secretary Teresa Hooker Beverly Overton
Charles Barnes, Jr. Cloretha Jamison Karen Done

Salvage Committee

Function:

Make recommendations to delete obsolete equipment and inoperable vehicles from inventory.

Members:

George Brown, *Chairperson*Brenda Williams, *Secretary*Lucy Chapman-Scott

Jerone Shaw Chavis Davis Michael Houston Monica Tompkins

Steven Jossell

Scholarship Committee

Function:

- (1) To uphold Coahoma Community College scholarship guidelines and policies published in the College Catalog.
- (2) To secure all scholarship applications and select deserving and outstanding recipients.
- (3) To rule on appeals for any scholarship offered by Coahoma Community College.

Members:

Margaret Dixon, Chairperson
Cynthia Williams, Co-Chairperson
Felicia Stevenson
Anne Clark
Trina Cox
Carol Brooks
Christopher Dixon
Delores Richard
LaShundra Crittle

Shanelle Frazier

Strategic Planning Council

Function:

- (1) To organize and direct the activities to move the institution toward its mission and goals.
- (2) To evaluate the progress of the institution's Strategic Plan and use results to make changes and improvements.

Members:

Dr. Valmadge T. Towner, Chairperson George Brown Margaret Dixon, Secretary **Beverly Overton** Delores Richard Rolonda Brown Steven Jossell Karen Done Marriel Hardy Anne Clark Deborah McNeal Luke Howard Margaret Dixon Rose Lockett Reggy Hankerson Marilyn Starks Michael Houston LaShasa Griffin Letha Richards Rob Stalder Lucy Scott Jerone Shaw Cleotra Jamison Barbara Lucas

Student Handbook Committee

Function:

The function of this committee is to assist in the materialization and annual maintenance of the content of the *Student Handbook*. Committee members are to submit possible policies or amendments for the Student Handbook that are based on institutional, local, state, and/or federal regulatory policy/procedural changes that might affect and/or enhance the operational policies/procedures of the college. The committee submits the final document to the President of the college for approval in an effort to attain approval by the Board of Trustees.

Members:

Karen Done, *Chairperson* LaShasa Griffin, *Secretary*

Board AttorneyGeorge BrownEugene PoliteSGA PresidentVera GriffinTrina CoxJeremy PittmanJoseph McKee

Student Senate Judicial Council

Function:

The functionality of this council is to hear cases of minor and moderate student infractions. The council will make recommendations to the Dean of Student Affairs as related to proposed disciplinary actions for cases heard.

Members:

Karen Done, *Advisor*Tolernisa Butler, *Co-advisor*Student Government Association President, Chief Justice
Five (5) students

Technology Committee

Function:

- (1) To assist, advise, and approve all technology purchases computer hardware and/or software in coordination with the various divisional directors and the President.
- (2) To oversee the entire campus technology operation.

- (3) To evaluate the College's management information system and recommend upgrades as needed.
- (4) To set standards and policies for all content and material which is put on the School's Website.

Members:

Rob Stalder, Chairperson
Amy Steel, Secretary
Rose Lockett
Shanelle Frazier
Damandrick Taylor
Ezra Howard
Otha Williams
Victor McClain
Samuel Miller
Rolonda Brown

Jacqueline Brownlow