



201 POLICY - Institutional Councils and Committees Structure

201.1 Statement of Policy

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

201.2 Councils and Committees

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

Revised March 1995
Revised February 2001
Revised February 2002



201 PROCEDURE - Institutional Councils and Committees

201.2:1 Councils and Cabinets

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

President's Cabinet

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



201.2:2 Standing Institutional Committees

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

Assessment Committee

- A. Purposes and Responsibilities: The Assessment Committee is charged with the responsibilities of:
 - 1. Developing a mission statement for the Redlands Community College assessment program;
 - 2. Developing the objectives and procedures for entry-level assessment, outcomes assessment, and student satisfaction assessment;
 - 3. Reviewing and evaluating assessment plan implementation strategies and outcomes;
 - 4. Assisting with reporting assessment results to the Oklahoma State Regents for Higher Education; and
 - 5. Serving as a communications link at the College.
- B. Membership
 - 1. Members will serve for a 3-year term.
 - a. Minimum of one faculty member from each of the Academic Departments
 - b. One Admissions and Advising Appointee
 - c. Institutional Research and Effectiveness Appointee - permanent co-chair
 - d. Vice President for Academic Affairs

Curriculum Committee

- A. Purposes and Responsibilities: The Curriculum Committee is charged with the responsibilities of:
 - 1. Reviewing and making recommendations related to student admission and standards of achievement;
 - 2. Reviewing and making recommendations regarding academic standards for the institution;
 - 3. Reviewing and making recommendations concerning the operation and needs of the Learning Resources Center;
 - 4. Studying and evaluating the programs and courses offered by the College;



5. Making recommendations concerning curriculum revisions;
 6. Making recommendations concerning the instigation and/or deletion of courses and programs
- B. Membership
1. Department Heads
 2. Admissions and Advising Appointee
 3. Vice President for Academic Affairs, Ad hoc Committee member who becomes a voting member in the event of a tie, final approval prior to recommendation to the Board of Regents
 4. Registrar's Staff Appointee, permanent co-chair alternating years as presiding co-chair and recording co-chair
 5. Institutional Research and Effectiveness Appointee, permanent co-chair alternating years as presiding co-chair and recording co-chair

Professional Development Committee

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

Strategic Planning Committee

- A. Purposes and Responsibilities: The Strategic Planning Committee is charged with the responsibilities of:
1. Establishing, maintaining, updating and documenting the strategic plan for the



institution.

2. Meet quarterly to review the institutional strategic plan and make sure it is relevant in regards to the institution's effectiveness, mission, and goals
 3. Make sure the institutional Financial Plan aligns with the institutional Strategic Plan
 4. Prepare quarterly updates for the Redlands Community College Board of Regents Meetings.
 5. Establish clearly defined goals and objectives of the institutional Strategic Plan
 6. Update and provide written documentation of all goals achieved in the plan
 7. Publish the latest version of the strategic plan to the Redlands Community College website.
- B. Membership
1. President
 2. Executive Vice President
 3. Vice President for Academic Affairs
 4. Executive Director of External Affairs
 5. Director of Information Technology
 6. Director of Athletics/Institutional and Student Compliance
 7. Minimum of one faculty member from each of the Academic Departments
 8. Admissions and Advising Appointee
 9. Executive Assistant to the Administration
 10. Director of Human Resources/Emergency Manager
 11. At least one Grant Director

Institutional Policy and Procedures Review Committee

- A. Purposes and Responsibilities: The Institutional Policy and Procedures Review Committee is charged with the following:
1. At the request of Administration, Faculty Senate, Staff Association, Board of Regents, or other stakeholders, the committee may be tasked with reviewing existing policies and procedures to assess and ensure they are up-to-date, effective, and aligned with the college's mission, vision, and strategic goals.
 2. Propose necessary amendments to existing policies and procedures based on the review and findings of the committee.
 3. Development of new policy and procedures when areas are identified by stakeholders. These new policies may address emerging issues, changes in legislation, educational trends, or technological advancements.
 4. Engage with various stakeholders, including faculty, staff, students, and possibly external parties, to gather insights and feedback on policy and procedural matters.



5. Ensure that policy changes or additions comply with federal, state, and local laws, as well as accreditation requirements.
 6. Act as an advisory role to the President by providing well-considered recommendations to the President regarding policy creation, revision, or discontinuation, along with the rationale for each recommendation.
 7. Establish mechanisms for receiving and responding to feedback from the campus community regarding the effectiveness of policies and procedures.
- B. Membership
1. Three faculty members chosen by Administration, one of which will serve as co-chair of the committee.
 2. Three staff members chosen by Administration, one of which will serve as co-chair of the committee.

201.2:3 Ad Hoc Committees and Task Forces

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

201.2:4 Procedure for Use of Standing Institutional Committees

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

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



201.2:5 Advancement of a Situation

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

201.2:6 Response of the President's Cabinet

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

201.2:7 Record Keeping

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

201.2:8 Quorum

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

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