

ARIZONA WESTERN COLLEGE

Assignment to Committees and Councils

Assignments for 2010-2011

Procedure 204.1

PURPOSE

Committees, councils, and advisory groups are instrumental to the continued vitality and growth of the College. Committees, councils, and advisory groups are authorized by College policy as recommending bodies for the management and administration of the college.

PROCEDURE

Standing Committees

The following standing committees, councils, and advisory groups have been established by the President in accordance with Policy # 204.

College President's Committees (3)

President's Cabinet

Function: The President's Cabinet discusses and reviews decisions on topics regarding the district as a whole and affecting all segments of the college community. *Meeting Schedule: Weekly*

Chairman: AWC President

Composition	Membership
President	Marc A. Nigliazzo
Vice President for Learning Services	Joann Linville
Vice President for Administrative Services	Dan Hann
Vice President for Student Services	Bryan Doak
Vice President for Information Technology Services	Paul Neuman
Director of Public Relations and Marketing	Lori Stofft
Director of Institutional Effectiveness, Research and Grants	Mary Schaal
Executive Director of AWC Foundation	Ruth Whisler
Executive Assistant to the President and District Governing Board	Laurel Adair

President's Council

Function: The President's Council assists the President with administrative concerns. Topics discussed and suggestions made at the council meeting may be referred by the President to the District Governing Board. Members of the council may request that agenda items be presented that required district-wide coordination.

Meeting Schedule: 1st Tuesday of the Month Chair: AWC President

Composition	Membership
President	Marc A. Nigliazzo
Vice President for Administrative Services	Dan Hann
Vice President for Information Technology Services	Paul Neuman
Vice President for Learning Services	Joann Linville
Vice President for Student Services	Bryan Doak
Associate Vice President for Business Services	Carole Coleman
Dean of Business and Workforce Development	Lynn LaBrie
Dean of Career and Technical Education	Marcus Johnson
Dean of Enrollment Services	Llewellyn Young
Dean of Instruction	Linda Elliott-Nelson
Dean of Student Retention and Support Services	Leslie McClendon
Associate Dean for Business and Liberal Arts	Mat Anderson
Associate Dean for Campus Life	Mary Kay Harton
Associate Dean for Community and Educational Partnerships	Daniel Barajas
Associate Dean for Distance Education	Jana Moore
Associate Dean for Humanities	Jill Loveless
Associate Dean for Science, Math, and Agriculture	TBD
Associate Dean for South Yuma County Services	Everardo Martinez
Director of Athletics	Jerry Smith

Associate Dean for La Paz County Services	Jim Brouillette
Executive Director of AWC Foundation	Ruth Whisler
Director of Library Services	Angie Creel-Erb
Director of Facilities Management and Planning	Bill Smith
Director of Human Resources	Gail Perry
Director of Institutional Effectiveness, Research, and Grants	Mary Schaal
Director of Public Relations and Marketing	Lori Stofft
Director of Conference and Events	Kimberly Ahuactzin
Faculty Representative to District Governing Board	Charlie Balch
Director of Admissions/Registrar	Amy Pignatore
Classified Committee Representative to District Governing Board	Pete Cassidy
Executive Assistant to the President and District Governing Board	Laurel Adair
NAU-Yuma Executive Vice President/Campus Executive Officer	Larry Gould
NAU-Yuma Assistant Dean	TBD
University of Arizona	TBD

Executive Committee

Function: The Executive Committee formulates and interprets procedures and regulations governing the operation of the college subject to the President's approval. **Meeting Schedule: Every Monday Chair: Not Applicable**

Composition	Membership
President	Marc A. Nigliazzo
Vice President for Learning Services	Joann Linville
Vice President for Administrative Services	Dan Hann
Vice President for Student Services	Bryan Doak
Vice President for Information Technology	Paul Neuman
Director of Human Resources (nonvoting)	Gail Perry

College Committees (23)

Academic Standards Committee

Function: The Academic Standards Committee reviews student appeals and requests for readmission following suspension for academic deficiencies. The Committee reviews the student's written appeal and determines if the student is readmitted to the institution. If readmission is granted, the Committee may impose conditions under which the student will be readmitted. Decisions of the Academic Standards Committee are final. **Meeting Schedule: as needed. Chair: Dean of Enrollment Services**

Composition	Membership
Dean of Enrollment Services	Llewellyn Young
Dean of Instruction	Linda Elliott-Nelson
Dean of Career and Technical Education	Marcus Johnson
Dean of Student Retention and Support Services	Leslie McClellon
Faculty–Division of Humanities	Ellen Cohen, Professor of ESL
Faculty–Division of Science, Math and Agriculture	Renee Macaluso, Professor of Mathematics (2010-2013)
Faculty–Division of Business and Liberal Arts	Mary Sue DePuy (2010-2013)
Faculty–Division of Career and Technical Education	Terri Shill, Professor of Nursing (2009-2012)
Coordinator of Curriculum and Articulation	Elaine Groggett

Calendar Committee

Function: The Calendar Committee recommends the annual college calendar to the Executive Committee for approval by the President of the College and the District Governing Board. **Meeting Schedule: Monthly - Fall semester**

Chair: Elected annually by members of the Committee

Composition	Membership
Associate Dean for Campus Life	Chair-Mary Kay Harton
Dean of Enrollment Services	Llewellyn Young
Dean from Learning Services	Linda Elliott-Nelson (2009-2012)
Faculty-any Division	Earl Smith, Professor of ESL (2010-2013)
Faculty-any Division	Ellen Riek, Professor of English (2009-2012)
Associate Vice President for Business Services	Carole Coleman

NAU Yuma Assistant Dean	TBD
NAU Yuma Associate Director of Admissions	Eileen Knight
Director of Admissions/Registrar	Amy Pignatore
Vice President for Learning Services	Joann Linville
Vice President for Student Services	Bryan Doak
Director of Human Resources	Gail Perry
Classified Staff	TBD

Commencement Committee

Function: The Commencement Committee organizes and plans a jointly held graduation exercise each spring. The committee will be responsible for speakers, seating, presentations, programs, regalia, platform arrangements, staging, announcements, and progression of the commencement exercise. **Meeting Schedule: Spring semester/as needed. Chair: Dean of Enrollment Services**

Composition	Membership
Dean of Enrollment Services	Llewellyn Young
Associate Dean for Campus Life	Mary Kay Harton
Director of Maintenance and Operations	Wayne Watkins
Chief of Police	John Edmundson
NAU Yuma Associate Director of Admissions	Eileen Knight
Executive Assistant to the President/DGB	Laurel Adair
One faculty member from Music Department	Shawn Pollard, Professor of Music (2010-2013)
One faculty member with expertise in Speech Communications	Karen Spencer, Professor of Education (2010-2013)
Director of Public Relations and Marketing	Lori Stofft
Director of Admissions/Registrar	Amy Pignatore
NAU Yuma Classified Representative	Lisa Newton
Bookstore representative	Chalene Arden
Technology and Network Services	Don Riney
Television Services	Sherry Needham
Dean of Student Retention and Support Services	Leslie McClellon
Coordinator of Curriculum and Articulation	Elaine Groggett
University of Arizona Representative	TBD

Curriculum Committee

Function: The Curriculum Committee recommends additions, deletions, and modifications of the college curriculum to the Vice President for Learning Services. It counsels the Vice President for Learning Services on matters of curriculum, instructional planning, and academic standards. **Meeting Schedule: Monthly during the academic year.**

Chair: Elected annually by members of the Committee

Composition	Membership
Faculty-Division of Humanities	Joanne Krueger, Professor of English (2008-2011)
Faculty-Division of Humanities	Michelle Faust, Professor of Spanish (2009-2012)
Faculty-Division of Science, Math, and Agriculture	Zoe Hawk, Professor of Biology (2009-2012)
Faculty-Division of Science, Math, and Agriculture	Lauryn Geritz, Professor of Mathematics (2009-2012)
Faculty-Division of Business and Liberal Arts	Linda Reeser, Professor of Computer Information Systems (2009-2012)
Faculty-Division of Business and Liberal Arts	Karen Spencer, Professor of Education (2010-2013)
Division of Career and Technical Education	Victoria Holas, Radiologic Technology (2008-2011)
Dean of Instruction	Linda Elliott-Nelson
Professor of Welding/Coordinator of Technical Instructional Department	Sam Colton
Curriculum/Diversity Coordinator	Maria Aguirre
Curriculum and Articulation Coordinator	Elaine Groggett
Transfer Coordinator	Martha Cordova
One NAU-Yuma faculty (ex-officio)	Susan Stutler

Distance Education Committee

Function: The Distance Education Committee shall consider and make recommendations on distance education policy matters, support services, and professional development for the four distance education mediums: Telecourses, interactive video courses, Web-based courses, and blended/hybrid courses. Recommendations of the Committee may be made to the Executive Committee through the Vice President for Information Technology. *Meeting Schedule: Monthly during the academic year.* **Chair: Associate Dean for Distance Education**

Composition	Membership
Associate Dean of Distance Education	Chair-Jana Moore
Faculty-Division of Humanities	Penny Cooper, Professor of English (2008-2011)
Faculty-Division of Humanities	Denice Delgado, Professor of English(2008-2011)
Faculty-Division of Science, Math, and Agriculture	Rita Brown, Professor of Mathematics (2009-2012)
Faculty-Division of Science, Math and Agriculture	Kelly Esslinger, Professor of Geosciences (2009-2012)
Faculty-Division of Business and Liberal Arts	Paul Bruce, Professor of Computer Information Systems (2009-2012)
Faculty-Division of Business and Liberal Arts	Nikki Bethurum, Interim Head Softball Coach Professor of Physical & Wellness Education (2009-2012)
Faculty-Division of Career and Technical Education	Cheryl Farber, Professor of Nursing (2008-2011)
Faculty-Division of Career and Technical Education	Gary Neumeyer, Professor of Administration of Justice (2008-2011)
Dean of Enrollment Services	Llewellyn Young
Information Technology Librarian	Jocelyn McKeough
ITN representative	Zeke Torres
Technology and Network Services representative	Michael Loether (2010-2013)
Distance Education Librarian	Tina Sibley

Employee Health Insurance Committee

Function: The Employee Insurance Committee reviews all insurance matters relating to college employees, recommends procedures and modifications to the insurance program to the Executive Committee through the Vice President for Administrative Services and communicates recommendations to its constituents. *Meeting Schedule: as needed.* **Chair: Elected annually by members of the Committee**

Composition	Membership
Faculty-Division of Humanities	Forrest Straley, Professor of Theatre (2010-2013)
Faculty-Division of Science, Math and Agriculture	Holly Schindler, Professor of Agriculture (2009-2012)
Faculty-Division of Business and Liberal Arts	Karen Spencer, Professor of Education (2008-2011)
Faculty-Division of Career and Technical Education	Lee Altman, Professor of Heating, Ventilation and Air Conditioning (2009-2012)
Classified representative from Labor Trades	Mark Leeds, Plumber (2010-2013)
Classified representative from Clerical	Lupe Loreda, Administrative Assistant to the Vice President for Learning Services (2008-2011)
Classified representative from Classified Committee	Marie Stubbs
Member-professional administrative staff	Margaret Dewey, Learning and Student Services Coordinator (2008-2011)
Member-professional administrative staff	Terry Shove, Director of Educational Talent Search/Upward Bound (2008-2011)
Member-professional administrative staff	Maria Aguirre (2010-2013)
Vice President for Administrative Services	Dan Hann
Director of Human Resources	Gail Perry
Assistant Controller	Cheryl Taylor
Payroll Specialist	Debra Good

Enrollment, Processing and Procedures Committee (EPPC)

Function: The Enrollment, Processing and Procedures Committee (EPPC) reviews and evaluates all elements of College’s enrollment processes. The Committee develops and implements enrollment procedures or processes to facilitate the needs of students entering college to comply with any applicable state or federal regulations. The Committee reviews all dates related to the enrollment and registration process, coordinating the functions of advisement, registration, and tuition payment. *Meeting Schedule: Meets Monthly/as needed.* **Chair: Director of Admissions/Registrar**

Composition	Membership
Director of Admissions/Registrar	Chair-Amy Pignatore
Associate Vice President for Business Services	Carole Coleman

Coordinator of Programming Services	Matt Crampton
Associate Dean for South Yuma County Services	Everardo Martinez
Associate Dean for Community and Educational Partnerships	Daniel Barajas
Associate Dean for Distance Education	Jana Moore
Dean for Student Retention and Support Services	Leslie McClellon
Dean of Enrollment Services	Llewellyn Young
Director of Financial Aid	Lisa Seale
Associate Dean for Campus Life	Mary Kay Harton
Director of Athletics	Jerry Smith
Nursing Faculty	Gina Botello, Professor of Nursing (2010-2013)
Learning and Student Services Coordinator, La Paz Learning Center	Margaret Dewey (2010-2013)

Environmental Health, Safety, and Security Committee

Function: The Environmental Health, Safety and Security Committee uses standards of the Department of Labor, Occupational Safety and Health Administration as the basis for recommendations of procedures for safety programs to the Executive Committee through the Vice President for Administrative Services.

Meeting Schedule: as needed. Chair: Director of Facilities Management and Planning

Composition	Membership
Director of Facilities Management and Planning	Chair-Bill Smith
Director of Risk Management	Sharon Register
Faculty-Division of Science, Math, and Agriculture	Kelly Esslinger, Professor of Geosciences (2008-2011)
Faculty-Division of Humanities	Brad Pease, Professor of Computer Graphics and Fine Arts (2009-2012)
Faculty-Division of Career and Technical Education	Bev Shaw, Professor of Nursing (2010-2013)
Faculty-Division of Business and Liberal Arts	Paul Bruce, Professor of Computer Information Systems (2008-2011)
Coordinator of Health Services	Mary Parston
Member of Labor Trades	Mark Hemmer, Stationary Engineer (2010-2013)
Member of Clerical Staff	Lynette Minear, Administrative Assistant, Administrative Services (2010-2013)
Associate Dean for Campus Life	Mary Kay Harton
Science Laboratory Technician	Jennifer Bundy
Institutional Effectiveness, Research and Grants Representative	Betty Lopez
Chief of Police	John Edmundson
SGA Officer	Diamond Williams
Director of Human Resources	Gail Perry
Director of Purchasing and Auxiliary Services	Nancy Langford
Information Technology Representative	Sherry Needham

Faculty Appraisal Committee

Function: The Faculty Appraisal Committee evaluates the college's faculty appraisal system and makes recommendations regarding its purpose, design, procedures, and implementation to the Vice President for Learning Services. It counsels the Vice President for Learning Services on matters of faculty feedback, recognition, growth and development and employment standards. **Meeting**

Schedule: Meets Monthly during academic year. Chair: Elected annually by members of Committee

Composition	Membership
Faculty-Division of Humanities	Judith Mattes, Professor of Reading (2008-2011)
Faculty-Division of Humanities	Shawn Pollard, Professor of Instrumental Music (2009-2012)
Faculty-Division of Business & Liberal Arts	Michelle Sims, Professor of Business (2009-2012)
Faculty-Division of Business & Liberal Arts	Melissa Behunin, Professor of Family Studies and Psychology (2010-2013) Co-Chair
Faculty-Division of Science, Math and Agriculture	Dr. Joann Chung, Professor of Biology (2010-2013)
Faculty-Division of Science, Math and Agriculture	Weicheng Xuan, Professor of Mathematics (2010-2013)
Faculty-Division of Career and Technical Education	Mary Rhona Francoeur, Director of Nursing (2009-2012)
Faculty-Division of Career and Technical Education	Cookie Little, Professor of Nursing, (2009-2012) Co-Chair

Associate Faculty member	Cliff Hetz, Associate Faculty, Anthropology (2010-2013)
Director of Center for Teaching Effectiveness	Nancy Blitz
Dean of Instruction	Linda Elliott-Nelson
Division Associate Dean	TBD
Director of Technical and Network Services	Don Riney

Faculty Professional Development Committee

Function: The Faculty Professional Development Committee develops programs and activities for faculty that lead to professional growth and career enhancement. It addresses such issues as renewal, incentives for research and new projects, orientation and mentoring, evaluation and professional growth programs. It serves in an advisory capacity to the Center for Teaching Effectiveness. Committee recommendations are submitted to the Vice President for Learning Services.

Meeting Schedule: Monthly during the academic year. Chair: Director of Center for Teaching Effectiveness

Composition	Membership
Director of Center for Teaching Effectiveness	Chair-Nancy Blitz
Faculty-Division of Humanities	Kevin Mann, Professor of English as a Second Language (2010-2013)
Faculty-Division of Science, Math, and Agriculture	Weicheng (Anson)Xuan, Professor of Mathematics (2008-2011)
Faculty-Division of Career and Technical Education	Larry Stanley, Professor of Automotive Technology (2008-2011)
Faculty-Division of Business and Liberal Arts	Dave Godley, Professor of Accounting (2008-2011)
Faculty-any Division	Liza Martinez, Professor of English as a Second Language (2008-2011)
Faculty-NAU Yuma	Tim Whittier, Assistant Professor of Biology (2008-2011)
Faculty-NAU Yuma	Renee Westphal, Librarian (2010-2013)
Training Coordinator-Human Resources	Cindi Graef
AccessABILITY Resources Services Coordinator	Laura Sandigo

Financial Aid Appeals Committee

Function: The Financial Aid Appeals Committee reviews and makes decisions concerning student appeals involving revocation of financial aid. **Meeting Schedule: as needed.**

Chair: Student Services Director or Dean (selected by Vice President for Student Services)

Composition	Membership
Student Services Director or Dean	Chair-Michelle Thomas, Director of Student Support Services (2009-2011)
One Faculty	Charles Beasley, Director of EMS & Fire Science (2009-2012)
One Employee	Elena (Azuncena) Valenzuela, Registration Clerk (2009-2012)

FLEX Committee

Function: The Flex Committee develops and revises the Flex program for professional development of faculty. It monitors and reviews the proposals submitted by faculty members for Flex approval. Committee recommendations are submitted to the Vice President for Learning Services. The FLEX Committee will consist of the Director of the CTE plus at least six full-time faculty representatives appointed from each of the faculty groupings based on the existing academic organizational structure. One committee member will be appointed for each 20 full-time faculty from each grouping. **Meeting Schedule: Monthly during the academic year. Chair: Elected annually by members of the Committee**

Composition	Membership
Faculty-Division of Science, Math and Agriculture	Zoe Hawk, Professor of Biology (2010-2013)
Faculty-Division of Business and Liberal Arts	Sheri Cole, Professor of History (2008-2011)
Faculty-Division of Humanities	Steven Lund, Professor of English as a Second Language (2008-2011)
Faculty-Division of Humanities	Donna Taylor, Professor of Reading (2008-2011)
Faculty-Division of Science, Math and Agriculture	Cindy Johnson, Professor of Mathematics (2009-2012)
Faculty-Division of Career and Technical Education	Fabiana Bowles, Professor of Nursing (2009-2012)
Faculty-Division of Business and Liberal Arts	Kelly Green, Professor of Physical & Wellness Education (2010-2013)
Center for Teaching Effectiveness Director	Nancy Blitz
Human Resources Coordinator	Ruth Elliott

Honors Council

Function: The Honors Council advises the Dean of Instruction and the Vice President for Learning Services on the planning, procedures, and implementation of the college honors program.

Meeting Schedule: Monthly during the academic year. Chair: Director of the Honors Program

Composition	Membership
Director of the Honors Program	Chair-Liz Renaud
Faculty – Division of Science, Math and Agriculture	Light Bryant, Professor of Mathematics (2010-2013)
Faculty – Division of Business and Liberal Arts	Michelle Simms, Professor of Business (2010-2013)
Faculty – Division of Humanities	Troy Burns, Professor of English (2008-2011)
Faculty – Division of Career and Technical Education	Tim Smith, Professor of Administration of Justice (2009-2012)
Faculty – Any division	Suzanne Goethals, Professor of Philosophy (2010-2013)
Faculty – Any division	Porchia Moore, Professor of English (2008-2011)
Honors Club President	Kimberly Wade
Honors Secretary	Andrea Schalker
Student Services Member	Martha Cordova, Transfer Coordinator (2010-2013)
Student Services Member	Marco Diaz, Academic Advisor (2010-2013)
NAU Yuma faculty	Susan Stutler (2008–2011)

Institutional Appeals Committee

Function: The Institutional Appeals Committee hears and adjudicates student appeals of disciplinary decisions or judgments for violations of the AWC Student Code of Conduct. **Meeting Schedule: as needed. Chair: Vice President for Learning Services or designee**

Composition	Membership
Vice President for Learning Services	Chair-Joann Linville
Two Faculty – Selected by the Chair from a pool	Light Bryant, Professor of Mathematics (2009-2012) David Sylvester, (2010-2013) David Sisson, (2010-2013) John Stratton, Professor of PER and Head Baseball Coach (2007-2010)
One Professional-administrative staff - Selected by the Chair from a pool	Carole Coleman, Associate Vice President for Business Services (2010-2013) Terry Shove, Director of Upward Bound and Educational Talent Search (2008-2011)
One Classified staff - Selected by the Chair from a pool	Corrine Gray, Administrative Assistant for Dean of Instruction (2007-2010) Bill Banes, Technology Support Technician (2010-2013)

Institutional Review Board (IRB) Function: The purpose of the Institutional Review Board (IRB) is to protect the rights of human subjects in research. This includes making sure that vulnerable populations are protected (i.e., prison inmates, minor children, etc.) and that informed consent is maintained for participation in research. Through federal-wide assurance, the President agreed that all research and grant activities in the College must conform to 45 CFR 46, through for IRB approval or exemption. The IRB functions administratively through the Office of Institutional Effectiveness, Research, and Grants. **Meeting Schedule: Monthly, as needed.**
Chair: Elected from membership for a two (2) year term

Composition	Membership
Director of Institutional Effectiveness, Research and Grants	Mary Schaal
Faculty with Research or Ethics Expertise	George Montopoli, Professor of Mathematics (2008-2011)
Non-Science Faculty	Charles Balch, Professor of Computer Information Systems (2010-2013)
Science Faculty	Cecilia Vigil, Professor of Biology (2009-2012)
NAU Yuma Faculty (Science, Social Science, or Research)	Tim Whittier, Assistant Professor Biology, NAU Yuma (2008-2011)
Expertise in Ethics and Social Science	Ruth Whisler, Executive Director, Arizona Western College Foundation (2009-2012)
External Community Member	Fr. Michael Todd, St. Paul’s Episcopal Church (2010-2013)
Administrative Analyst, Institutional Effectiveness, Research and Grants	Betty Lopez (non-voting, support staff)

Learning Excellence Assessment Process (LEAP) Committee

Function: The Learning Excellence Assessment Process (LEAP) Committee provides recommendations to the Vice President for Learning Services through the Dean of Instruction on implementation of the Student Learning Outcomes Assessment Program including annual evaluation and updating of the plan. *Meeting Schedule: Monthly during the academic year/as needed.* Co-Chair: Director of Assessment and Program Review. Faculty – Two-year rotating position elected from the membership

Composition	Membership
Director of Assessment and Program Review	Co-Chair, Bertha Avila
Faculty-Division of Business and Liberal Arts	Rick Keeling, Professor of Computer Information Systems (2010-2013)
Faculty-Division of Business and Liberal Arts	Judy Watkinson, Professor of Early Childhood Development (2009-2012)
Faculty-Division of Humanities	Steven Moore, Professor of English (2008-2011)
Faculty-Division of Humanities	Jane Williams, Professor of English (2009-2012)
Faculty-Career and Technical Education	Lee Altman, Professor of HVAC (2008-2011)
Faculty-Career and Technical Education	Mary Rhona Francoeur, Professor of Nursing (2008-2011)
Faculty-Science, Math, and Agriculture	Anne Gallagher, Professor of Mathematics (2009-2012)
Faculty-Science, Math, and Agriculture	Co-Chair Fred Croxen, Professor of Geosciences (2008-2012)
Associate Dean from Learning Services	Mat Anderson, Associate Dean for Business & Liberal Arts (2008-2011)
Director of Testing Services	Leticia Martinez
Student Services Assessment Representative	Carmen Faucon, Director of Career Development
Director of Institutional Effectiveness, Research and Grants	Mary Schaal
Center for Teaching Effectiveness Faculty Liaison	Nancy Blitz, Professor English as a Second Language
Dean of Career and Technical Education	Marcus Johnson
Dean of Instruction	Linda Elliott-Nelson

Learning Services Council

Function: The Learning Services Council plans, coordinates, and evaluates the instructional programs and services. Council recommendations are submitted to the Executive Council through the Vice President for Learning Services. Decisions and actions of the council are reported to the members of the faculty in each Division by their respective Deans.

Meeting Schedule: 1st Tuesday of the Month during the academic year. Chair: Vice President for Learning Services

Composition	Membership
Vice President for Learning Services	Chair-Joann Linville
Associate Vice President for Business Services	Carole Coleman
Dean of Instruction	Linda Elliott-Nelson
Dean of Business and Workforce Development	Lynn LaBrie
Dean of Career and Technical Education	Marcus Johnson
Dean from Student Services	Llewellyn Young
Associate Dean for Business and Liberal Arts	Mat Anderson
Associate Dean for Community and Educational Partnerships	Daniel Barajas
Associate Dean for Distance Education	Jana Moore
Associate Dean for Humanities	Jill Loveless
Associate Dean for Science, Math, and Agriculture	TBD
Associate Dean for South Yuma County Services	Everardo Martinez
Director of La Paz County	Jim Brouillette
Director of Library Services	Angie Creel-Erb
Center for Teaching Effectiveness Director	Nancy Blitz
Director of Technology and Network Services	Don Riney
Director of Assessment and Program Review	Bertha Avila
Director of Facilities Management and Planning	Bill Smith
Curriculum & Articulation Coordinator	Elaine Groggett
Professor of Early Childhood Education & Honors Director	Liz Renaud
Student Success Center Coordinator	Vanessa Natseway
Faculty Association President	Ricky Keeling
Career and Technical Education	Larry Lebsack

NAU Yuma Advisory Committee (with Northern Arizona University)

Function: The NAU Yuma Advisory Committee advises the presidents of Arizona Western College and Northern Arizona University and the NAU-Yuma Associate Vice President/Campus Executive Officer on policies, procedures, and implementation strategies for ensuring the success of the AWC/NAU Consortium. *Scheduled Meeting: Once per semester. Chair: Appointed annually by presidents of both institutions. Rotates between the two institutions.*

Composition	Membership
TBD	

Policies and Procedures Committee

Function: The Policies and Procedures Committee functions as a college-wide clearing and coordinating group for all policy and procedure formulation, review, and revision. Committee recommendations are submitted to the Executive Committee. *Scheduled Meeting: Monthly during the academic year. Chair: Elected by membership of committee for two (2) year term*

Composition	Membership
Professional-administrative staff	Chair-Maria Aguirre, Curriculum/Diversity Coordinator (2008-2011)
Professional-administrative staff	Carole Coleman, Associate Vice President for Business Services (2008-2011)
Professional-administrative staff	Shara Roberts (2010-2013)
Professional-administrative staff	Rosalia Delgado (2010-2013)
Director of Human Resources	Gail Perry
Faculty-Division of Science, Math, and Agriculture	Cecilia Vigil, Professor of Biology (2008-2011)
Faculty-Division of Business and Liberal Arts	Patrick Cunningham, Professor of Business/Head Coach (2008-2011)
Faculty-Division of Humanities	Bill Blomquist, Professor of Fine Arts (2008-2011)
Faculty-Division of Career and Technical Education	Marc Holyfield, Director of Emergency Medical Services (2008-2011)
Classified staff	Stacey Lopez, Purchasing Specialist (2008-2011)
Classified staff	Noemi Magana, Tech Prep Articulation Assistant (2008-2011)
Classified staff	Lupe Loredo, Administrative Assistant to the Vice President for Learning Services (2008-2011)
Classified staff	Kari Oberosler (2010-2013)
Executive Assistant to the President and District Governing Board	Laurel Adair

Strategic Enrollment Management Committee

Function: The Strategic Enrollment Management Committee will develop and implement an integrated, district-wide enrollment management plan to sustain long-term enrollment growth in order to meet the educational needs of the citizens of Yuma and La Paz counties and maintain Arizona Western College as a comprehensive community college. The Committee will coordinate and oversee the work of the Enrollment Processing and Procedures, Public Relations and Marketing, Learning Services, and Student Retention and Success Workgroups as they implement action items to meet the Strategic Enrollment Management goals and priorities.

Scheduled Meeting: Monthly during the academic year. Chair: Members will select a Chair annually

Composition	Membership
Dean of Instruction	Linda Elliott-Nelson
Associate Vice President for Business Services	Carole Coleman
Dean of Enrollment Services	Llewellyn Young
Dean of Student Retention and Support Services	Leslie McClellon
Dean of Career and Technical Education	Marcus Johnson
Dean of Business and Workforce Development	Lynn LaBrie
Director of Admissions/Registrar	Amy Pignatore
Director of Institutional Effectiveness, Research and Grants	Mary Schaal
Director of Public Relations and Marketing	Lori Stofft
Vice President for Student Services	Bryan Doak
Vice President for Learning Services	Joann Linville
NAU Yuma Associate Director of Admissions	Eileen Knight
NAU Yuma Assistant Dean	TBD

University of Arizona (voting member)	Tanya Hodges
Executive Director of AWC Foundation (ex officio)	Ruth Whisler

Student Services Council

Function: The Student Services Council plans, coordinates, and evaluates the student services program(s). Recommendations of the council may be made to the Executive Committee through the Vice President for Student Services. Decisions and actions of the council are reported to the members of the student services division by the respective directors or associate deans. Chair: Vice President for Student Services

Composition	Membership
Vice President for Student Services	Bryan Doak, Chair
Dean of Enrollment Services	Llewellyn Young
Dean of Student Retention and Support Services	Leslie McClellon
Associate Vice President for Business Services	Carole Coleman
Associate Dean for Campus Life	Mary Kay Harton
Director of Admissions/Registrar	Amy Pignatore
Director of Financial Aid	Lisa Seale
Director of Career Development	Carmen Faucon
Director of Student Support Services	Michelle Thomas
Director of Testing Services	Leticia Martinez
Lead Academic Counselor/Advisor Coordinator	Antonio Carrillo
Director of Athletics	Jerry Smith
Director of Upward Bound/Educational Talent Search	Terry Shove
Chief of Police	John Edmundson
NAU-Yuma Student Services Administrator	Eileen Knight
Student Services Coordinator, South Yuma County Services	Arnold Trujillo
Learning and Student Services Coordinator, La Paz Learning Center	Margaret Dewey
Learning Services Council Representative	TBD
Library Services Representative	Camille O'Neill, Librarian (2010-2013)
Information Technology Services Representative	Damien Bates, Webmaster II (2010-2013)
Student Government Association Representative (SGA)	SGA President, Diamond Wililams(2010-2011)

Technology Advisory Committee

Function: The Technology Advisory Committee develops ideas and draft proposals relating to institutional technology and its uses at AWC; develops and recommends to the Executive Committee a Technology Plan for the district; serves as publicist to faculty and staff on how to acquire technology and access technology support throughout the college district; solicits ideas for the acquisition, development, and use of technology from the faculty and staff; evaluates debatable technology requests brought forward and provides advice to the Vice President for Information Technology Services; develops and communicates new ideas to the faculty and staff. *Meeting Schedule: Monthly during the academic year. Chair: Members will select a chair to serve a two-year term*

Composition	Membership
Division Associate Dean	TBD
Faculty-Division of Business and Liberal Arts	Rick Keeling, Professor of Computer Information Systems (2010-2013)
Faculty-Division of Business and Liberal Arts	Charlie Balch, Professor of Computer Information Systems (2008-2011)
Faculty-Division of Humanities	Richard Jahna, Professor of English (2009-2012)
Faculty-Division of Humanities	Liza Martinez, Professor of ESL (2010-2013)
Faculty-Division of Science, Math and Agriculture	John King, Professor of Biology (2010-2013)
Faculty-Division of Science, Math and Agriculture	Charles Godfrey, Professor of Mathematics (2009-2012)
Faculty-Division of Science, Math and Agriculture	Paul Koblas, Professor of Mathematics (2009-2012)
Faculty-Division of Career and Technical Education	Gloria Hager, Professor of Nursing (2010-2013)
Faculty-Division of Career and Technical Education	Kate Turpin, Professor/Coordinator of Licensed Massage Therapy (2008-2011)
South Yuma County Learning Center	Everardo Martinez, Associate Dean for South Yuma County Services
La Paz County Learning Center	Jim Brouillette, Associate Dean for La Paz County Services Pam Boyd, Coordinator of Technology, La Paz County
Student Services representative	Amy Pignatore, Director of Admissions/Registrar (2009-2012)
Administrative Services representative	Carole Coleman, Associate Vice President for Business Services (2010-2013)

Vice President for Information Technology Services	Paul Neuman
Director of Television Services	Sherry Needham
Director of Technology and Network Services	Don Riney
Director of Interactive Television (ITN)	Zeke Torres
Information Technology Librarian	Jocelyn McKeough
Professor of Mathematics and Engineering	Rakesh Pangasa

Wellness Committee

Function: The Wellness Committee develops programs and activities for ensuring the wellness of the college community. Committee recommendations are submitted to EC through the Vice President for Student Services. **Meeting Schedule: two to four times per academic year. Chair: Coordinator of Health Services**

Composition	Membership
Coordinator of Health Services	Chair- Mary Parston
Faculty-Division of Humanities	Darren Dillman, Professor of English, South Yuma County Services (2009-2012)
Faculty-Division of Science, Math and Agriculture	John King, Professor of Biology (2010-2013)
Faculty-Division of Business and Liberal Arts	TBD
Faculty-Career and Technical Education	Kate Turpin, Professor/Coordinator of Licensed Massage Therapy (2009-2012)
Classified staff	TBD
Professional-administrative Staff	Laurel Adair, Executive Assistant to the President and District Governing Board (2010-2013)
Classified staff	Olga Escalante, Accounts Payable Clerk (2008-2011)
Classified staff	Johanna Calderon
Professional-administrative staff	Char Von Vogt , Coordinator for Student Life (2008-2011)
Professional-administrative staff	Ruth Elliott
Director of Physical and Wellness Education	Jane A. Peabody
Associate Dean for Campus Life	Mary Kay Harton

Employee Groups (3)

Classified Employee Association

Officers: Elected annually by the Classified Employee Association

Members: All classified employees. Function: To make recommendations to the Executive Committee on such matters as salary, wages and benefits; training and development programs; proposed changes in the employee handbook; and any other topic of general interest to classified employees. The representative body of the Classified Employee Association is the Classified Committee which is comprised of twelve (12) members from the five administrative units (instruction, academic support, institutional support, facilities, student services) and one (1) NAU- Yuma member as ex-officio.

Composition	Membership
President and Representative to the DGB – Academic Support	Peter Cassidy, Technology Services Specialist
Vice President of Classified Committee-Instruction	Corrine Gray, Administrative Assistant to the Dean of Instruction
Treasurer of Classified Committee-Instruction	Corrine Gray, Administrative Assistant to the Dean of Instruction
Secretary of Classified Committee-Institutional Support	Michele Valenzuela, Assistant to the AWC Foundation Director and Board
Classified staff member-Instruction	Vacancy
Classified Staff member – Student Services	Crystal Fell, Assignments Specialist
Classified staff member-Student Services	Vacancy
Classified staff member-Institutional Support	Debra Good, Payroll Specialist
Classified staff member-Student Services	Lori Shipman, Administrative Secretary Campus Life
Classified staff member-Student Services	Susie Pino, Secretary-International Students Program
Classified staff member-Institutional Support	Jennifer Silberstein, KAWC Development Assistant
Classified staff member-Facilities	Mark Hemmer, Stationary Engineer
Classified staff member-Facilities	Eddie Devore
NAU Yuma (ex-officio)	Vacancy

Committee: Faculty Association

Function: The Faculty Association shall seek to participate in matters of educational policy within limits prescribed by Federal and State statutes and regulations, and policies and procedures approved by either the President of the College or the Arizona Western College District Governing Board. "Educational policy" shall be defined as pertaining to fundamental educational issues such as curriculum, instructional methods, evaluation of instruction, teaching facilities, learning materials for instruction, standards for placement and retention of students, criteria for granting of certificates and degrees, and those aspects of student life that relate directly to the instructional process. The representative body of the Faculty Association is the Arizona Western College Faculty Senate. **Officers: Full-time faculty member elected by full-time Faculty Association members.**

Membership: Full-time faculty and counselors and part-time faculty.

Composition	Membership
Faculty Association President	Stephen Moore (2010-2011)
Faculty Association Vice President	Scott Donnelly (2010-2011)
Faculty Representative to the District Governing Board	Charles Balch (2010-2011)

Faculty Compensation Committee

Function: To develop and offer faculty compensation recommendations to the college administration.

Membership: The four members, one from each division, will be elected by a vote of the full-time faculty. An election committee composed of one full-time faculty member from each Division will conduct the election.

Composition	Membership
Faculty-Division of Humanities	Ed Davis - 2011
Faculty-Division of Business and Liberal Arts	Joe Veilbig - 2011
Faculty-Division of Science, Math and Agriculture	Paul Koblas - 2011
Faculty-Division of Career and Technical Education	Cheryl Farber - 2011

**Advisory Committees
Instructional Programs**

Advisory Committees are approved by the President to advise specific faculty and administration at Arizona Western College on specific instructional programs. The following Advisory Committees are currently serving the College.

Committee	Division Responsibility
Administration of Justice	Marcus Johnson, Career and Technical Education
Agricultural Sciences	TBD
Air Conditioning and Refrigeration	Sam Colton, Career and Technical Education
Automotive Technology	Sam Colton, Career and Technical Education
Business Information Systems/Computer Information Systems	Mat Anderson, Business and Liberal Arts
Carpentry	Sam Colton, Career and Technical Education
Childhood Education	Judy Watkinson, Business and Liberal Arts
Dietary Culinary Arts	Nancy Meister, Business and Liberal Arts
Drafting/CADD	Sam Colton, Career and Technical Education
Dual Credit	Daniel Barajas, Business and Workforce Development
Education	Patty Powers, Business and Liberal Arts
Electrical	Sam Colton, Career and Technical Education
EMS/Paramedic/Fire Science	Marcus Johnson, Career and Technical Education
Engineering	TBD
Entrepreneurship	Mat Anderson, Business and Liberal Arts
Licensed Massage Therapy	Kate Turpin, Career and Technical Education
Marketing, Management and General Business	Mat Anderson, Business and Liberal Arts
Media Arts (Television Production, Broadcasting, Journalism, Computer Graphics)	Jill Loveless, Humanities
Nursing and Nursing Assistant	Mary Rhona Francoeur, Career and Technical Education
Paralegal Studies	Mat Anderson, Business and Liberal Arts
Plumbing	Sam Colton, Career and Technical Education
Radiologic Technology	Victoria Holas, Career and Technical Education
Tech Prep	Larry Lebsock, Career and Technical Education
Welding	Sam Colton, Career and Technical Education

Ad Hoc Committees

Ad Hoc Committees are appointed by the President to study, advise, and to make recommendations on specific situations as they arise.

Procedure #204.2 Approved by President Marc A. Nigliazzo, May 3, 2010

Policy #204

Dated: October 10, 2002