

ARIZONA WESTERN COLLEGE

Committees and Councils Assignments for 2018-2019

****As part of the Strategic Planning Implementation, Committees and Councils are expected to align their work and efforts within the 19 Objectives within the Four Strategic Directives of the Strategic Plan. If there is inaccurate information on the listing, please contact Ashley Herrington at Ashley.herrington@azwestern.edu. ****

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: The following Standing Committees, Councils, and Advisory groups have been established by the President in accordance with Policy 204 and Procedure 204.1.

President’s Committees

President’s Cabinet discusses and reviews decisions on topics regarding the district as a whole and affecting all segments of the Arizona Western College community.

Chair: AWC President

<i>Composition</i>	<i>Membership</i>
President	Daniel P. Corr, <i>Chair</i>
Vice President for Finance and Administrative Services	Shahrooz Roohparvar
Vice President of Advancement	Lori Stofft
Vice President for Learning Services	Linda Elliott-Nelson
Vice President for Student Services	Bryan Doak
Interim Executive Assistant to the President	Ashley Herrington

College Committees

Calendar Committee recommends the academic college calendar to the President. Chair: Determined by members of the Committee.

Responsible Officer: Bryan Doak

College Assistance Migrant Program	Rosalia Delgado
Admissions	Nicole Harral – Chair
Athletics	Sam Hovan
Finance and Administrative Services	TBD
Financial Aid Systems Manager	TBD
Faculty – Career and Technical Education	TBD
Human Resources	Patty Jimenez
Faculty – any Division	TBD
Faculty – any Division	Steven Lund (2018)
Faculty – Science	Theresa Dehne (2018)
Classified Employee Association Committee Representative	TBD
La Paz Learning Center	Kathy Ocampo

Commencement Committee organizes and plans a graduation exercise each spring. The committee is responsible for speakers, seating, presentations, programs, regalia, platform arrangements, staging, announcements, and progression of the commencement exercise.

Responsible Officer: Bryan Doak

Campus Police	John Edmundson
Student Services	Nicole Harral, Chair
Facilities	Steve Eckert
Technology Support Services	TBD
Television Services	Sherry Needham

Career and Technical Education	Maria Aguirre
NAU Yuma	TBD
NAU-Yuma	Lisa Newton
U of A – Yuma	Tanya Hodges

Curriculum Committee recommends additions, deletions, and modifications of the college curriculum to college administration on matters of curriculum, instructional planning, and academic standards. Chair: Determined by members of the Committee.

Responsible Officer: Dr. Linda Elliott-Nelson

Faculty – Business/Computer Information Systems	
Faculty – Social Sciences	
Faculty – Career and Technical Education	
Faculty – Career and Technical Education	
Faculty – Communications	
Faculty – Fine Arts	
Faculty – Modern Languages	
Faculty – Science	
Faculty – Math	
Faculty – Physical and Wellness	
Curriculum and Articulation	
Vice President for Learning Services	
NAU Liaison	

Colleague Steering Committee is comprised of Ellucian/Colleague functional experts responsible for ongoing maintenance and evolution of the Ellucian/Colleague system. Responsibilities of the committee include setting priorities for Ellucian/Colleague program changes, system security access procedures, integration of additional technology platforms, etc. Chair: Determined by members of the Committee.

Responsible Officer: Adele Edwards

Accounts Receivable	
Admissions and Registration	
Campus Life	
Career and Advisement Services	
Career and Technical Education	
Computer Information Services	
Computer Information Services	
Continuing Education	
Curriculum and Articulation	
Distance Education	
Financial Aid	
Financial Services	
Human Resources	
Institutional Effectiveness, Research and Grants	
Technology Support Services	

Environmental Health, Safety, and Security Committee uses standards set by the Department of Labor, Occupational Safety and Health Administration as the basis for recommendations of procedures for safety programs. Chair: Director of Risk Management.

Responsible Officer: John Edmundson

Faculty – Business/Computer Information Systems	
Faculty – Career and Technical Education	
Faculty – Fine Arts	
Faculty – Science	
Campus Police	
Campus Life	

Labor Trades	
Director of Purchasing	
Risk Management	
Television Services	
Classified Employee Association Committee Representative	

Faculty Appraisal Committee evaluates the college faculty appraisal system and makes recommendations regarding its purpose, design, procedures, and implementation to the administration. It provides the administration with faculty feedback, recognition, growth and development and employment standards. Chair: Determined by members of the Committee.

Responsible Officer: Dr. Linda Elliott-Nelson

Faculty – PERS	
Faculty – Business/CIS	
Faculty – Career and Technical Education	
Faculty – Career and Technical Education	
Faculty – Communications	
Faculty – Modern Languages	
Faculty – Mathematics	
Faculty – Science	
Faculty – Social Science	
Associate Faculty	
Center for Teaching Effectiveness Director	

General Education Curriculum Committee primary responsibility is ongoing evaluation and assessment of the appropriateness and effectiveness of the general education requirements and criteria. The GECC acts as an advocate for general education, proposes revisions to its requirements and criteria, reviews proposals, and ensures that all general education requirements are feasible within campus constraints, Arizona Western College policies, and legislative actions. The committee reports to the Curriculum Committee. Chair: Determined by members of the Committee.

Responsible Officer: Dr. Linda Elliott-Nelson

Faculty – Social Sciences	
Faculty – Career and Technical Education	
Faculty – Communications	
Faculty – Science	
Faculty – Business/CIS	
Faculty – Fine Arts	
Faculty – at large with assessment expertise	
Curriculum Committee Representative	
Curriculum and Articulation	
Mathematics Center	
Writing Center	
Academic Advising	
South Yuma County Representative	

Honors Council advises the Vice President for Learning Services on planning, procedures, and implementation of the College Honors program. Chair: Director of the Honors Program.

Responsible Officer: Dr. Linda Elliott-Nelson

Faculty – Social Science	
Faculty – Career and Technical Education	
Faculty – English	
Faculty – Fine Arts	
Faculty – Mathematics	
Faculty -- Science	
Campus Life	

Career and Advisement Services	
Honors Program (Director)	
Honors Club President	

Institutional Review Board (IRB) 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, via IRB approval or exemption. The IRB functions administratively through the Office of Institutional Effectiveness, Research, and Grants. Chair: Determined by members of the Committee.

Responsible Officer: Dr. Mary Schaal

Faculty – with research or ethics expertise	Susanna Zambrano
Faculty – non-Science discipline	Aryca Arizaga Marron (2019)
Faculty – Science discipline	Catherine Hill (2019)
Institutional Effectiveness, Research and Grants (Dean)	Mary Schaal, Chair
Staff with Expertise in Ethics and Social Science	Dubia Zaragoza (2018)
External Community Member	Brad Sackrider (2017)
NAU Yuma Faculty (Science, Social Science, or Research)	Charles Balch (2017)
Non-voting support staff	Marisela Dickman

Policies and Procedures Committee reviews policies and procedures for accuracy, clarity, and currency. Committee recommendations are submitted to the President's Cabinet for final approval. Chair: Determined by members of the Committee.

Responsible Officer: Kari Gardner

Faculty – Modern Language	Earl Smith (2017)
Faculty – Career and Technical Education	David Sisson (2018)
Faculty – Math	Rita Brown (end 2016)
Faculty - Sociology	Brooke Ayars (2017)
Classified Staff	Eddi Devore (2018)
Classified Staff	Ashley Macawile (2019)
Professional Administrative Staff	Rosalia Delgado (2016)
Professional Administrative Staff	Vanessa Natseway (2016)
Student Support Services	Michelle Thomas (2018)
Human Resources	Kari Gardner, Chair (2018)
Executive Assistant to the President and District Governing Board	Rachel Caldwell (2018)

Faculty Professional Development Committee is dedicated to creating a culture of continuous learning and professional growth for all faculty. The Committee develops activities for all faculty to augment their teaching and technology skills and to add continuous learning to their professional lives in the pursuit of instructional and professional excellence. It serves in an advisory capacity to the Center for Teaching Effectiveness (CTE). Committee recommendations are submitted to the administration. Chair: CTE Director.

Responsible Officer: Dr. Linda Elliott-Nelson

Faculty – Division of Business & Computer Information Systems	Kristine Duke (2016)
Faculty – Division of Career and Technical Education	Kilene Menvielle (2018)
Faculty – Division of Communications	Cindy Marchant (2018)
Faculty – Division of Fine Arts	Brad Pease (2016)
Faculty – Division of Mathematics	Vicky Bellow (2016)
Faculty – Division of Modern Languages	Martha Martinez (2015)
Faculty – Division of Science	TBD
Faculty – Division of Social Science	Joe Vielbig (2014)
Center for Teaching Effectiveness Director	Elizabeth Renaud
Campus Life	Laura Sandigo (2017)

Readmissions Committee reviews student requests for readmission following suspension for academic deficiencies to determine whether the student is readmitted and whether any conditions under which the student will be readmitted are to be imposed. Chair: Determined by members of the Committee.

Responsible Officer: Nicole Harral

Faculty – Business/Computer Information Systems	Kristine Duke, chair (2016)
Faculty – Career and Technical Education	Vanessa Natseway (2018)
Faculty – English	
Faculty – Mathematics	
Career and Advising Services	

Strategic Enrollment Management Committee develops and implements 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. Chair: Determined by members of the Committee.

Responsible Officer: Lori Stofft

Admissions	
Campus Life	
Student Services	
Career & Technical Education	
Computer Information Services	
Continuing Education	
Financial Aid	
Finance and Administrative Services	
Institutional Effectiveness, Research and Grants	
Learning Services	
Public Relations and Marketing	
Technology Support Services	
Faculty – Any division	
Faculty – Any division	

Sustainability Council exists to organize, guide and promote sustainability, develop a culture of awareness, facilitate high level learning across disciplines, increase student engagement on campus, promote leadership and stewardship of our campus environment and community. Chair: Determined by members of the Council.

Responsible Officer: Lori Stofft

Faculty – Social Sciences	
Faculty – Science	
Faculty – Science	
Campus Life	
Facilities	
Public Relations and Marketing	
Sodexo	
AWC Student Government Association (VP for Sustainability)	
NAU-Yuma	

Technology Advisory Committee develops ideas and drafts proposals relating to institutional technology and its uses; develops and recommends to the Cabinet 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 Director of Computer Information Services and the Director of Technology Support Services; develops and communicates new ideas to the faculty and staff. Chair: Determined by members of the Committee.

Responsible Officer: Brenda Warnock

Distance Education/TV Services	
Faculty – Business/Computer Information Systems	
Faculty – Career and Technical Education	
Faculty – Communications/Modern Language	
Faculty – Mathematics/Science	
Faculty – PERS/Social Science	

Finance and Administrative Services	
Library Services	
Satellite Campuses	
Student Services	
Computer Information Services	
Technology Support Services	

EMPLOYEE GROUPS

Classified Employee Association Committee makes recommendations to the Cabinet 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. Officers: Elected biennially by the Classified Employee Association. Members: All classified employees.

Responsible Officer: Biridiana Martinez

Chair	Ashley Macawile
Vice Chair	
Secretary	
Treasurer	
Liaison to the Board	Justin Martinez

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- and part-time faculty.

Responsible Officer: Bertha Avila

Faculty Association President	
Faculty Association Vice President	
Faculty Representative to the District Governing Board	

Faculty Compensation Committee develops and offers faculty compensation recommendations to the college administration. Membership: Each division will conduct an election where the faculty compensation committee member will be chosen by a vote of the full-time faculty within the division. An election committee composed of one full-time faculty member from each Division will conduct the election. 3 year term.

Responsible Officer: Dr. Daniel P. Corr

Faculty – Fine Arts	
Faculty – Business/Computer Information Systems	
Faculty – Career and Technical Education	
Faculty – Modern Language	
Faculty - Mathematics	
Faculty – Science	
Faculty – Social Sciences	
Faculty – Physical Education and Wellness	
Faculty – Communications Division	

Advisory Committees

Advisory Committees are approved by the President to advise specific faculty and administrative units at Arizona Western College as desired.

<i>Committee</i>	<i>Area of Responsibility</i>	<i>Coordinator</i>
Administration of Justice	Career and Technical Education	
Agricultural Sciences	Science	
Air Conditioning and Refrigeration	Career and Technical Education	

Automotive Technology	Career and Technical Education	
Business Information Systems/Computer Information Systems, Paralegal Studies, Entrepreneurship, Marketing, Management, and General	Business/Computer Information Systems	
Carpentry	Career and Technical Education	
Drafting / CADD	Career and Technical Education	
Dual Enrollment	Early College Experience	
Early Childhood Education	Social Science	
Education	Social Science	
Electrical	Career and Technical Education	
EMS / Paramedic / Fire Science	Public Safety Institute	
Engineering	Science	
Licensed Massage Therapy	Career and Technical Education	
Media Arts (TV Production, Broadcasting, Journalism, Computer Graphics)	Fine Arts	
Nursing and Nursing Assistant	Career and Technical Education	
Plumbing	Career and Technical Education	
Radiologic Technology	Career and Technical Education	
Welding	Career and Technical Education	