



## Committee Descriptions

### Athletics

In keeping with the standards of the Southern Association of Colleges and Schools Commission on Colleges, the intercollegiate athletics program is under the oversight of a committee of faculty, staff, and students. The committee will make recommendations as needed on policy matters and will review budgets and scholarship allocations among the various sports. Minutes of the meetings are kept in the office of Director of Athletics.

**Who can serve?** Any full time employee is eligible to serve on this committee.

**Meeting frequency?** This committee meets on an as needed basis.

### Benefits

This committee recommends to the President insurance programs and other benefits for the full-time administrative, faculty, and career service employees. The purpose includes consideration, discussion, and presentations by vendors offering benefits, discounts, and services that may be provided and available to employees following administrative approval. All full-time employees are eligible to serve on the committee, with faculty members in a non-voting capacity. Faculty members are appointed by the PSCFA President. Minutes of the meetings are kept in the office of Director of Human Resources.

**Who can serve?** Any full time employee is eligible to serve on this committee.

**Meeting frequency?** This committee meets on an as needed basis.

### Black History/Multicultural

The Pensacola State College Black History Committee welcomes all Pensacola State College employees to join the committee. The committee plans an annual calendar of events for faculty, staff, and students. In addition to programs which highlight African American history and heritage, the committee also collaborates with other Pensacola State College departments and community organizations to showcase and promote events for Women's History Month, Hispanic and Native American Heritage Month, National Pacific Islander Month, and various educational and cultural events.

**Who can serve?** Any full time employee is eligible to serve on this committee.

**Meeting frequency?** The committee meets one to three times per year depending on need. Subcommittee members working in special groups may be required to meet more often.

### Curriculum Council

The Curriculum Council is responsible for ensuring that all courses and programs have instructional integrity, meet the College's standards of excellence, and fit into a framework that leads to student success. The Curriculum Council reviews and considers all additions, inactivations, and major modifications to courses and degree and certificate programs. The Dean of Baccalaureate Studies and Academic Support submits the Council's recommendations to the Vice President, Academic and Student Affairs who reviews the recommendations and gives final approval to recommendations of the Curriculum Council.

**Who can serve?** Faculty members are eligible to serve on this committee and are appointed by Department Heads.

**Meeting frequency?** This committee meets monthly September-April excluding December.

### eLearning

The eLearning Committee is charged with supporting the Director of eLearning in the recommendation of Pensacola State College policies and procedures relevant to distance learning and related areas. All meetings are open and may be attended by non-committee members.

**Who can serve?** Faculty and administrative professionals are eligible to serve on this committee.

**Meeting frequency?** Meetings are held monthly at a time and place determined by the committee, beginning in September and ending in May. If needed, meetings may be called at times other than those regularly scheduled. Special meetings or voting may be conducted electronically.

### Financial Literacy

This committee will explore, recommend, and implement strategies designed to increase the financial literacy of Pensacola State College students. It will also strive to increase the awareness of the importance of financial literacy within the Pensacola State College community, in order to continuously improve persistence, retention and graduation rates, as well as improve the financial health of the community at large.

**Who can serve?** Any full-time employee is eligible to serve on this committee.

**Meeting frequency?** Meetings are held once per month beginning and September and ending in April.

### General Education

The General Education Committee is a standing committee of the Curriculum Council responsible for recommendations regarding the College's general education requirements.

**Who can serve?** Faculty members are eligible to serve and are appointed by Department Heads.

**Meeting frequency?** Meetings are held monthly, September through May and July as needed.

### Global Learning Outcomes Assessment

Members of the Global Learning Outcomes (GLO) assessment committee focus upon the practice and reporting of student GLO assessment at Pensacola State College. The committee creates an annual report on GLO assessment, sponsors workshops on formative and evaluative assessment processes, and may create instruments for faculty self-assessment.

**Who can serve?** Faculty members are eligible to serve and are appointed by Department Heads.

**Meeting frequency?** Meetings are held monthly, September through May and July as needed.

### Honors Advisory Council

This council provides expertise and support to the Robinson Honors Program to ensure that it provides the academically advanced and goal-oriented students with a more stimulating and challenging curriculum, closer contacts with outstanding faculty, and enriched classes. The council also promotes efforts to allow the individual to pursue his or her own intellectual interests more independently.

**Who can serve?** Faculty are eligible to serve.

**Meeting frequency?** The committee meets two to five times per semester as needed to review Honors applications, offer guidance to the Honors Chair, assist in planning Honors event, and to assess Honors standards, among other tasks.

### Library

Faculty, staff, and students are invited to serve on the Library Committee. The mission of the Committee is to communicate the faculty and students' teaching and learning needs to the Library; to aid the Library to find ways to meet those needs; to communicate information to the faculty and staff about Library services and resources; and to assist the Library in meeting program and College accreditation standards.

**Who can serve?** Faculty, staff, and students are invited to serve on this committee.

**Meeting Frequency?** This committee meets twice a year (once each semester – fall and spring).

### Lyceum

The committee assists in identifying events, speakers, and artists for the Lyceum series.

**Who can serve?** This committee is open to all full time employees; voting members are faculty representatives from various departments.

**Meeting Frequency?** The committee meets once a month.

### Program Learning Outcomes Assessment

Members of the PSLO assessment committee focus on the process of assessing student learning in the baccalaureate degree, Associates in Science, and Career and Technical Certificate programs. The committee creates an annual report on PSLO assessment, sponsors workshops on formative and evaluative assessment processes, and may create instruments for faculty self-assessment.

**Who can serve?** *Faculty and academic administrators may serve on this committee.*

**Meeting Frequency?** *The committee meets once a month.*

#### Scholarship Policy

This committee is charged with reviewing and recommending to the President broad operational policies regarding the College's scholarship program.

**Who can serve?** *Full-time faculty and administrators are eligible to serve on this committee. Student membership is limited to two members.*

**Meeting Frequency?** *This committee meets at least once a year.*

#### Service Learning Committee

The Service Learning Committee provides support to faculty members and club advisors in engaging students in service learning. The committee collaborates with other campus units to promote service learning, develop community partnerships, and coordinate programs in order to further the academic and public purposes of the College.

**Who can serve?** *Any fulltime employee can serve on this committee.*

**Meeting Frequency?** *This committee meets once a month or more often as needed.*

#### Staff Professional Development

The SPD Committee is composed of faculty, career service, professional, and administrative staff and is charged with assisting the Director of Professional Development with planning, coordinating, and implementing professional activities for all Pensacola State College employees. The committee is required to meet on a quarterly basis but usually meets at least once a month.

**Who can serve?** *Any fulltime employee can serve on this committee.*

**Meeting frequency?** *Meetings are held at least quarterly. However, the committee may schedule monthly meetings.*

#### Student Academic Appeals

This committee reviews petitions submitted by students requesting a waiver of any internal academic policy of the College such as, but not limited to, the following:

- Granting a late withdrawal (W1) when the student did not withdraw him/herself before the published deadline,
- The established deadline for making up work in a course for which an "I" (incomplete) grade was assigned,
- The requirement to change an "I" grade to "F" when the work is not completed by the established deadline, and
- Reinstatement into PSC after period of academic suspension.

**Who can serve?** *This committee is open to faculty and administrators.*

**Meeting frequency?** *The committee meets as necessary, via electronic means.*

#### Student Excellence Awards

The committee recognizes outstanding students for their leadership, academics, service, and volunteerism. Faculty, administration/professional, and career service from all campuses are welcome on the committee. Committee members' biggest responsibility is to assist with the setup of the facilities, the process and production of the ceremony, and the breakdown after the event. Some responsibilities are completed prior to the day of the awards ceremony. Committee chairperson is selected during the first meeting in January.

**Who can serve?** *Any fulltime employees can serve on this committee.*

**Meeting frequency?** *The committee begins meeting in January, and meets approximately four times prior to the event, which is in April.*

#### Student Publications

This committee acts as an advisory body for various College publications. It assists in helping responsible persons make out budgets, recommending student editors and, in general, helping the publications fulfill their responsibility to students, the College, and the community.

**Who can serve?** *Faculty members, administrators, and students are eligible to serve on this committee.*

**Meeting frequency?** *This committee meets on an as needed basis.*

### Wellness

This committee is collectively selected with the task of implementing, monitoring and promoting healthy and positive lifestyles to employees through education and events.

*Who can serve?* Any full time employee is eligible to serve on this committee.

*Meeting frequency?* This committee meets every other month.

### Ad Hoc Committees

#### **eRoster Committee – (Description to follow)**

**Student/Faculty Hearing Panel for Academic Grievances** – The panel adjudicates grade grievances. Grievances are filed in the Office of the Vice President, Academic and Student Affairs who is responsible for appointing appropriate faculty representatives and is also responsible for keeping the minutes of the hearings.

#### **Virtual Tutoring Steering Committee – (Description to follow)**

**Committees defined in CBA – Faculty members are appointed by PSCFA; Administrators are appointed by Vice President, Academic and Student Affairs**

**Joint Promotion Committee** – Reviews faculty applications for promotion and makes recommendations to the Vice President, Academic and Student Affairs who then makes recommendations to the President regarding faculty promotions.

**Research Council** – This committee makes recommendations to the Vice President, Academic and Student Affairs concerning applications for Educational Research Awards.

**Sabbatical Committee** – Reviews faculty applications for sabbatical and makes recommendations regarding the awarding of faculty sabbaticals.