



2023 – 2024 Standing Committees
Descriptions

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. Faculty members are appointed by the PSCFA President in a non-voting capacity. 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

This committee plans an annual calendar of events for faculty, staff, and students highlighting African American history and heritage, and 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.*

Campus Safety

This committee plans collegewide safety related events, training, and activities throughout the academic year.

*Who can serve? Any full-time employee is eligible to serve on this committee.
Meeting frequency? Meetings are held at least once an academic year.*

eLearning Support

This committee provides recommendations and support relative to distance learning and Canvas.

Who can serve? Faculty members are eligible to serve on this committee and are appointed by Department Heads. Meeting frequency? Meetings are held monthly, September – May, at a time and place determined by the committee. If needed, meetings may be called at times other than those regularly scheduled. Special meetings or voting may be conducted electronically.



2023 – 2024 Standing Committee Descriptions

Curriculum Council

This committee 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 committee 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 recommendation to the Vice President, Academic and Student Affairs who reviews the recommendations and gives final approval.

Who can serve? Faculty members are eligible and are appointed by Department Heads to serve on this committee. Meeting frequency? This committee meets monthly, September – April, excluding December.

Financial Literacy

This committee explores, recommends, and implements strategies designed to increase the financial literacy of Pensacola State College students. It strives 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 monthly September – April.

General Education

This committee is a subcommittee of the Curriculum Council, responsible for recommendations regarding the College's general education requirements.

Who can serve? Faculty members are eligible to serve on this committee and are appointed by Department Heads. Meeting frequency? Meetings are held monthly, September – May, and July as needed.

Global Learning Outcomes Assessment

This committee focuses upon the practice and reporting of student GLO assessment at Pensacola State College. The committee creates an annual report of 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 on this committee. Meeting frequency? Meetings are held monthly, September – May, and July as needed.



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Honors Advisory Council

This committee 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. This committee also promotes efforts to allow the individual to pursue his or her own intellectual interests more independently. This committee also reviews Honors applications, offers guidance to the Honors Chair, assists in planning Honors events, and assesses Honors standards, among other tasks.

Who can serve? Faculty are eligible to serve on this committee.

Meeting frequency? Meetings are held two to five times per term, as needed.

Library

This committee communicates the faculty and students' teaching and learning needs to the Library; to aid the Library in finding 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 eligible to serve on this committee.

Meeting frequency? Meetings are held once a term, fall and spring.

Lyceum

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

Who can serve? All full-time employees are eligible to serve on this committee. Voting members are faculty representatives from various departments.

Meeting frequency? Meetings are held once a term, fall and spring.

Online Learning Support

This committee provides recommendations, support, and training to faculty and other College employees regarding the use of online teaching technologies.

Who can serve? Any full-time employee with a keen interest in Zoom is eligible to serve on this committee.

Meeting frequency? This committee meets as needed.



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Program Student Learning Outcomes Assessment

This committee focuses 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? All faculty Program Coordinators and designees of baccalaureate degree, Associate in Science degree, and certificate programs.

Meeting Frequency? Meetings are held once a month.

Scholarship Policy

This committee reviews and recommends to the President broad operational policies regarding the College's scholarship program.

Who can serve? Any full-time faculty and administrators are eligible to serve on this committee. Students are limited to two members.

Meeting frequency? Meetings are held at least once an academic year.

SPD: Faculty Development

This committee assists the Director, Staff Professional Development with planning, coordinating, and implementing professional activities for all Pensacola State College full-time and part-time faculty.

Who can serve? Any full-time faculty or academic administrator is eligible to serve on this committee.

Meeting frequency? Meetings are held at least once a term.

SPD: Staff Development

This committee assists the Director, Staff Professional Development with planning, coordinating, and implementing professional activities for Pensacola State College Career Service, Professional/Managerial, and Executive staff members.

Who can serve? Any full-time Career Service, Professional/Managerial, or Executive staff members are eligible to serve on this committee.

Meeting frequency? Meetings are held at least once a term.



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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 incomplete (I) grade was assigned;
- The requirement to change an “I” grade to an “F” when the work was not completed by the established deadline; and
- Reinstatement to Pensacola State College after a period of academic suspension.

Who can serve? Faculty members are eligible to serve on this committee and are appointed by Department Heads. Staff members from Financial Aid and Advising are also eligible to serve on this committee.

Meeting frequency? The committee meets as needed, via videoconferencing.

Student Excellence Awards

This committee recognizes outstanding students for their leadership, academics, service, and volunteerism. Committee members assist with the setup, the process and production, and the breakdown of the awards ceremony. A chairperson is selected during the first meeting of the committee.

Who can serve? Any full-time employee can serve on this committee.

Meeting frequency? The committee meets beginning in January, and approximately four times prior to the event in April.

Student Publications

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

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

Meeting frequency? The committee meets on an as needed basis.

Wellness

This committee implements, monitors, and promotes 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.



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Ad Hoc Committees

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.

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.