

This policy pertains to standing, college-wide committees and councils. The existence of these bodies does not preclude the creation of temporary committees, working groups, or teams within or among departments and divisions.

Please refer to [committee membership](#) for individual members.

I. [Academic Affairs Council](#)

Serves as a forum for fostering effective communication and sharing ideas among different departments within the Academic Affairs division. Meets twice per semester. Composed of vice president of Academic Affairs, vice president of Student Affairs, president of Faculty, assistant vice president of Academic Affairs, academic deans, director of Academic Support Services, director of Academic Testing, director of Advising, director of Curriculum and New Program Development, director of Libraries, director of QEP, coordinator of Mobilization, coordinator of Service-Learning, Cohort and Certificate Programs specialist, Dual Enrollment specialist.

II. [ADA Advisory Committee](#)

Advises and makes recommendations regarding matters of concern to persons with disabilities on campus to ensure equal access and opportunity. Assesses needs and plans for faculty development related to disabilities. Provides a forum for students with disabilities to share their needs so they will be enabled to function as independently as possible. Identifies and advocates for changes in college policies and procedures relative to persons with disabilities as needed.

III. [Academic Misconduct Appeals Committee](#)

Hears appeals from students who have been charged with academic misconduct by an instructor. Upon student appeal, this committee reviews evidence provided by the academic dean and the student and either upholds or overturns the sanction imposed by the instructor. The committee is composed of five faculty members, who serve two-year terms, and two students, who serve one-year terms. Committee members are appointed by the president. If any member of the Academic Misconduct Appeals Committee is involved in a case presented to this group, he or she will be replaced by another member of his or her respective representative group. Should an appeal occur when classes are not in session and/or a committee member(s) is (are) not available to participate, the president will appoint an alternate committee member(s) on an ad hoc basis.

IV. [Academic Appeals Committee](#)

Hears appeals from students who wish to challenge a course grade. Upon student appeal, this committee reviews evidence provided by the academic dean and the student and either upholds or overturns the action of the instructor. The committee is composed of five faculty members, who serve two-year terms, and two students, who serve one-year terms. Committee members are appointed by the president. If any member of the Academic Appeals Committee is involved in a case presented to this group, he or she will be replaced by another member of his or her respective representative group. Should an appeal occur when classes are not in session and/or a committee member(s) is (are) not available to participate, the president will appoint an alternate committee member(s) on an ad hoc basis.

V. Academic and Student Affairs Council

The Academic and Student Affairs Council (ASAC) shall convene at least once per term to consider matters relating to the success of students. ASAC shall serve as an information-sharing forum for Academic Affairs and Student Affairs leadership and as an advisory to the Senior Leadership Team. ASAC shall work collaboratively to implement the College's strategic priorities and develop cooperative strategies in support of continuous improvement of service to students. The vice presidents of Academic Affairs and Student Affairs shall serve as co-conveners of ASAC and set the agenda for ASAC meetings.

VI. Access and Diversity Committee

Responsible for developing, revising, and implementing the college-wide diversity plan for Pellissippi State. The committee also assists the director of Access and Diversity in planning professional development opportunities for faculty and staff.

VII. Administrative Council

Composed of the administrative staff of the College except for the president and vice presidents. Primary responsibilities include reviewing and recommending policies and establishing procedures and processes to improve overall administration/operation of Pellissippi State. Provides input on special initiatives, budget priorities, goals, and other activities relating to the mission of the College. This council also resolves coordination problems within the administrative structure and makes recommendations to the president and president's staff.

VIII. Banner Steering Committee

Serves as the core implementation team for Pellissippi State; consists of the executive sponsors, project manager, project scheduler, functional team leaders, and technical lead personnel. The committee provides general high level oversight for the College's Banner project; oversees functional committees; and makes project decisions and recommendations as required. The committee advises the president and reports significant decisions and recommendations to the president as required.

IX. Behavioral Intervention Team (BIT)

Assists in providing a safe academic environment for faculty, staff and students. Representing a cross section of college departments, the BIT is not punitive and is not a disciplinary board but rather serves as the central point of contact for threat assessments. Responds to reports of disruptive, problematic or concerning behavior or misconduct; conducts an investigation; performs a threat assessment; determines the best mechanisms for support, intervention, warning/notification and response; then deploys appropriate college and community resources and coordinates follow-up. The team also identifies patterns of concern for a student or group of students across all campuses.

X. Business and Community Services Advisory Committee

Strengthens the cooperative relationships between Pellissippi State and area business/industry, governmental, and community organizations. Provides a vehicle for effective community input into Pellissippi State's Business and Community Services continuing education programs. A current list of members is maintained in the Business and Community Services office.

XI. Common Academic Experience Committee

Guides a college-wide common academic experience centered on the study of a book. The committee supervises the selection of the common book each year, promotes its use, and arranges a series of programs that relate to the book's subject or theme.

XII. [Computer Resources Advisory Committee](#)

Assists in establishing and evaluating computer resource plans, priorities, and policies. Monitors computer hardware/software purchases to ensure compatibility, state-of-the-art technology, and the College's ability to support acquisitions. Serves as an advisory board and makes recommendations to the president.

XIII. [Conflict of Interest Committee](#)

Reviews disclosures made under Section 8 of TBR Policy No. 1:02:03:10 Conflict of Interest. The committee evaluates conflict of interest disclosures and makes determinations regarding actions that may be required to manage, reduce or eliminate conflicts of interest.

XIV. [Council of Student Advocates \(C.O.S.A\)](#)

Members serve as ambassadors, student activities board, and new student orientation leaders. COSA promotes student success by mentoring, guiding, and advocating for the student body. By providing engaging co-curricular activities and programs that promote learning and personal development, COSA creates vital connections and support for Pellissippi State students to achieve their goals. In addition to serving on college and TBR committees, COSA provides valuable partnership with the college administration regarding student issues and concerns.

XV. [Critical Incident Management Team](#)

Ensuring that the College can operate effectively in the event of a crisis, a Critical Incident Management Team (CIMT) convenes to determine the course of action to be taken. The director of Safety and Security leads this team. The composition of the Critical Incident Management Team can vary, depending upon the type of crisis and which division or area of the College it involves. However, the core of the team remains the same and includes the following members: president, vice presidents, director of Facilities, director of Safety and Security, director of Marketing and Communications, site campus deans. Various college personnel may be called upon to serve as members of the CIMT, depending upon the situation. The director of Safety and Security, in coordination with the president, will designate additional members of the CIMT as it is deemed necessary.

XVI. [Curriculum Development Committee](#)

Recommends new policies or courses of action related to educational programs. Encourages proposals for innovative curricula and new programs designed to meet the needs of the service area. Reviews new curricula, new programs, or substantive changes in existing curricula and programs. Supports and monitors the curriculum process.

XVII. [Deans Council](#)

Functions as the staff meeting for the vice president of Academic Affairs. Composed of academic deans, director of Libraries, and assistant vice president of Academic Affairs. Discusses and makes recommendations to the vice president regarding topics relevant to functioning of the academic departments, including curriculum, scheduling, hiring of faculty, student perception of instruction, allocation of academic spaces, professional development, and review of policies.

XVIII. [Employee Recognition Committee](#)

Oversees annual faculty/staff awards process to include recognition of retirees, years of service, Outstanding and Foundation awards. Initiates nominations and voting process. In cooperation with Administrative Council, Faculty Senate, and Support Staff Council, reviews and revises processes and awards criteria. Coordinates luncheon, Awards Day ceremony/show, and entertainment.

XIX. [Faculty Development Committee](#)

Develops and supports professional development programs for full-time and adjunct faculty and provides opportunities and resources for faculty enrichment across the College. The committee's goal is to improve the quality of instruction and promote overall faculty excellence. This committee plans and makes recommendations to the vice president of Academic Affairs regarding faculty development opportunities and college in-service sessions, as well as working with the vice president of Academic Affairs to make faculty aware of the latest trends in classroom research, innovative teaching strategies, and technological advancements to improve student success. The committee is chaired by the Pellissippi Academic Center for Excellence Director and consists of two faculty members from each academic department. Meetings are held monthly and at other times as needed.

XX. [Faculty Senate](#)

Serves as the primary avenue for the effective participation of the faculty in the governance and development of the College; as the representative governing body of the faculty; as the means by which faculty establishes reciprocal communication with all segments of the College regarding college programs, policies, and procedures; as a setting for initiation, formulation, discussion, and recommendation of academic and related policies affecting the academic unit of the College. Assumes the responsibility to study, report, advise, and make recommendations to the president and through him/her to the Tennessee Board of Regents on matters of college policy and procedure in areas of primary concern.

XXI. [Faculty/Non-Faculty Sick Leave Bank Boards](#)

Appointed by the president to administer the Faculty and Non-Faculty Sick Leave Banks for those who have elected to participate.

XXII. [Grievance Committee Hearing Pool](#)

Provides a prompt and fair hearing for any grievance subject to committee review in accordance with college procedure. Members will receive training on the college grievance procedure. Members are appointed by the president in consultation with the executive director of Equity and Compliance.

XXIII. [Institutional Review Panel for the Tennessee Education Lottery Scholarship](#)

Reviews appeals submitted by students who have lost their Tennessee Education Lottery Scholarship. Makes decisions regarding scholarship renewal based on the documentation provided by the student.

XXIV. [Instructional Development Committee](#)

Supports and monitors the instructional development process. Solicits proposals for innovative approaches to meeting educational objectives. Reviews new developments in education technology and provides information to the faculty concerning such developments. Promotes student retention through curriculum and instructional development.

XXV. [International Education Committee](#)

Develops, promotes, and supports international and/or intercultural initiatives at Pellissippi State. In addition, the IEC administers a robust scholarship program that supports study abroad programs offered through the Tennessee Consortium for International Studies (TnCIS).

XXVI. [President's Council](#)

Meets quarterly to review, revise and approve college policies. Provides IT governance and receives quarterly reports of IT activities and plans. Composed of the president, the vice presidents,

the presidents of the Administrative and Support Councils and Faculty Senate, and a COSA representative.

XXVII. [Professional Development Committee](#)

Develops and supports professional development programs for full-time and part-time staff. Plans and makes recommendations to the president regarding staff development opportunities based upon surveys and supervisor feedback. Works in partnership with the Faculty Development Committee and the Administrative and Support Councils.

XXVIII. [Program Advisory Committees](#)

Assist the College with assessing current occupational needs within the community; review and recommend improvements in career program curricula, resources, and services available to support quality career programs; and serve as a link with the community to foster positive relations with business/industry and the general public. Membership lists are maintained by the department deans and the office of the vice president of Academic Affairs.

XXIX. [Strategic Enrollment Planning Committee](#)

The purpose of this committee is to develop and manage the enrollment and retention plans for Pellissippi State. The committee is chaired by the Vice President of Student Affairs.

XXX. [Strategic Planning Committee](#)

Serves as the central planning committee for the ongoing development and implementation of the College's Strategic Plan. The committee meets quarterly to review planning assumptions, issues, and input, and to function as a task force in approving planning goals, objectives, and institutional budget. Committee members are responsible for collecting input and sharing information college-wide. Annual activities associated with this planning process include (1) developing or updating unit goals and objectives (by divisions, departments, and programs); (2) assessing the outcomes of activities for achievement of goals and objectives; (3) reporting on progress and achievements; (4) incorporating planning and progress information into performance appraisal, including setting of individual objectives; (5) allocating or reallocating resources based on assessment results/priorities; and (6) finalizing the strategic plan for the College. Composed of the president, vice presidents, assistant vice presidents, deans, executive directors, directors, and presidents of Administrative and Support Councils and Faculty Senate.

XXXI. [Student Disciplinary Hearing Body](#)

Sits as the College's official body to consider the charges lodged against a student, to weigh the evidence presented, and to make decision(s) or recommendation(s) regarding the disposition of the case. The committee is composed of three faculty members, two staff members and two students. The faculty and staff members serve two-year terms. The students serve one-year terms. All members are appointed by the president. If any member of the Student Disciplinary Hearing Body is involved in a case presented to this group, he or she will be replaced by another member of his or her respective representative group. Should an appeal occur when classes are not in session and/or a committee member(s) is (are) not available to hear the appeal, the president will appoint an alternate committee member(s) on an ad hoc basis.

XXXII. [Support Staff Council](#)

Emphasizes and initiates opportunities for professional development; establishes a forum and support group to create an atmosphere in which work-related problems can be discussed and explored; initiates training programs for new equipment; provides input into decision-making through service on various councils/committees; initiates opportunities to become better informed

relative to activities in all department/areas of the College; and reviews and makes recommendations to the president on policies or areas of concern affecting the support staff.

XXXIII. Sustainable Campus Committee

Administers the Sustainable Campus Fee and develops a decision-making structure to establish the amount of the fee to be used for the purchase of green power and on-campus sustainability initiatives. The committee is composed of an appropriate ratio of students, faculty and staff. Committee members are appointed by the president.

XXXIV. Technology Access Fee Committee

Develops and monitors the three-year campus plan for expenditures of Technology Access Fees (TAF), in compliance with the TBR Guideline B-060 #VII Expenditure Guidelines for Technology Access Fee. Membership on this committee consists of three faculty members, one student, a representative from Student Life, a representative from the Business Office, and the vice president for Information Services.

Approved: Executive Council, March 4, 1991

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Approved: President Allen G. Edwards, September 9, 1997

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