

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. 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.

II. Academic Appeals and Misconduct Committee

Hears appeals from students who have been charged with academic misconduct by an instructor or a student appeal of a course grade. 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, chosen by the Dean of Students or designee. 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.

III. 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.

IV. 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 and makes recommendations to the president and president's staff.

V. Banner Steering Committee

Serves as the core implementation team for Pellissippi State; consists CIO, functional team leaders, and technical lead personnel. Acts as a planning group for updates, upgrades and outages.

VI. 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. Committee will report annually to the senior staff.

VII. Bias Education Referral Team

Provides assistance to individuals harmed and will proactively address instances of hate and bias for faculty, staff and students. Responsibilities include; collecting incident details, developing a plan of action; meeting with all parties affected by an incident, developing a bias communications plan, making appropriate referrals for support, and maintaining documentation. BERT is not a disciplinary committee. The committee generates referrals to campus departments to review for policy violations.

VIII. Career Program Assessment Committee

Career Program Assessment is a standing committee charged with providing guidance and ensuring the quality of the assessment processes of the College's two-year degree programs. Responsibilities include review assessment reports from each program as scheduled, recommending revision and/or approval before the reports are submitted; establish processes for new assessment proposals; review new assessment proposals and recommend changes when necessary; and establish and maintain resources regarding assessment and best practices/examples.

IX. Common Academic Experience Committee

Guides a college-wide common academic experience centered on a theme. On a biennial basis, the committee supervises the selection of a new theme and arranges related co-curricular programming.

X. 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. Written minutes forwarded to the senior staff.

XI. Student Government Association

Student Government Association (SGA) is a group of student leaders elected to represent the diverse student interests within the community of Pellissippi State Community College. SGA contributes to student success by mentoring, advocating for the student body, and facilitating engaging co-curricular activities and programs that promote learning and personal development. In addition to serving on college and TBR committees, SGA provides valuable partnership with the college administration regarding student issues and concerns. Annual report to the senior staff.

XII. 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 Chief of Police 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, Chief of Police, manager of Environment Health & Safety, director of Marketing and Communications, executive director of Economic and Workforce Development, and site campus deans. Various college personnel may be called upon to serve as members of the CIMT, depending upon the situation. The Chief of Police, in coordination with the president, will designate additional members of the CIMT as it is deemed necessary.

XIII. 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. Two representatives from each academic department serve two year terms, and the committee chair is a faculty member.

XIV. Deans Council

Functions as the staff meeting for the vice president of Academic Affairs. Composed of academic deans, assistant vice presidents of Academic Affairs, director of Distance Education, and director of the Pellissippi Academic Center for Excellence. 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.

XV. Employee Recognition Committee

Oversees faculty/staff awards process to include recognition of retirees, years of service, foundation awards, and all other forms of formal recognition. Initiates and oversees nominations and selection process. Regularly reviews and revises processes and awards criteria. Coordinates on-campus celebrations and entertainment.

XVI. 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 in accordance with the current strategic plan. 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.

XVII. 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.

XVIII. Faculty and Staff Sick Leave Bank Boards

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

XIX. General Education Committee

General Education is a standing committee charged with providing support and guidance on matters related to the General Education program, including curriculum, assessment, and compliance with Pellissippi State, Tennessee Board of Regents, and SACSCOC policies. Committee responsibilities include: review College policies and procedures regarding general education courses and recommend

revisions; provide feedback, when requested, on TBR general education policies; review departmental/discipline assessment reports as scheduled, recommending revision and/or approval before submission; establish processes for new assessment proposals; review new assessment proposals and recommend changes when necessary; and establish and maintain resources regarding assessment and best practices/examples.

XX. 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.

XXI. 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.

XXII. INSTEPS Steering Committee

Supports INSTEPS progress by collaborating with and providing oversight to the strategy teams. The steering committee will assist with connecting the strategy teams to resources and setting an annual timetable of deliverables. The steering committee will promote support for the INSTEPS work by meeting with College stakeholders and sharing progress with the College community. The steering committee will review data and seek broad-based input on recommendations for ongoing projects to support the student success mission. The committee will be responsible for the measurement and evaluation of student success goals and strategies. The committee will report to the senior staff on a quarterly basis or more frequently if necessary.

XXIII. Instructional Development Committee

Supports and monitors the instructional development process. Solicits proposals for classroom approaches aimed at closing equity gaps. Reviews new developments in education ~~technology~~ and provides information to the faculty concerning such developments. Promotes student retention through curriculum and instructional development. Report annually to senior staff.

XXIV. 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).

XXV. Online Learning Team

The Online Leadership Team (OLT) serves as a recommending body to the College on matters related to online and other distance education courses including online student support and success, online faculty support and training, online education policies and procedures, and other areas pertaining to distance education that promote the mission of Pellissippi State Community College. The committee will be chaired by the Director of Distance Education (non-voting) and consist of one faculty member from each academic department as well as one representative from PACE and Educational Technology Services. Committee members will serve a term of at least three years. Meetings will be held monthly and at other times as needed. New committee members will be required to go through external online certification through Online Learning Consortium or another approved certification program.

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 Student representative.

XXVII. Program Advisory Boards

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.

XXVIII. 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.

XXIX. 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 and other stakeholders.

XXX. 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.

XXXI. 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 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.

XXXII. 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.

XXXIII. 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
Approved: Executive Council, July 7, 1993
Approved: President Allen G. Edwards, September 9, 1997
Approved: President Allen G. Edwards, February 27, 2001
Approved: President Allen G. Edwards, August 27, 2001
Approved: President Allen G. Edwards, December 3, 2001
Approved: President Allen G. Edwards, April 1, 2002
Approved: President Allen G. Edwards, January 24, 2005
Editorial Changes, August 9, 2006
Reviewed/Recommended: President's Staff, April 14, 2008
Approved: President Allen G. Edwards, April 14, 2008 Editorial
Changes, May 12, 2008
Editorial Changes, May 21, 2009, July 1, 2009
Reviewed/Recommended: President's Staff, October 11, 2010 Approved:
President Allen G. Edwards, October 11, 2010 Reviewed/Recommended:
President's Staff, October 25, 2010 Approved: President Allen G.
Edwards, October 25, 2010 Reviewed/Recommended: President's
Council, August 29, 2011 Approved: President L. Anthony Wise, August
29, 2011 Reviewed/Recommended: President's Council October 31, 2011
Approved: President L. Anthony Wise, Jr. October 31, 2011 Reviewed
Recommended: President's Council, September 24, 2012 Approved:
President L. Anthony Wise, Jr., September 24, 2012
Review/Recommended: President's Council, April 27, 2015 Approved:
President L. Anthony Wise, Jr., April 27, 2015 Reviewed/Recommended:
President's Council, March 6, 2017 Approved: President L. Anthony
Wise, Jr., March 6, 2017
Editorial Changes: September 5, 2018
Editorial Changes October 16, 2018
Reviewed/Recommended: President's Council, August 10, 2020
Approved: President L Anthony Wise Jr., August 10, 2020
Reviewed/Recommended: President's Council, Sept. 14, 2020
Approved: President L. Anthony Wise Jr., Sept. 14, 2020