



College Committees 2023-24

Academic Policy/Procedure Committee

Accessibility Committee

ADA/504 Coordination Committee

Adverse Weather and Emergency Closings Group

Bond Executive Committee

Calendar Committee

Campus Engagement/Service Learning Committee

Clery Compliance Committee

Center for Development and Leadership (CDL) Advisory Board

College Commission on Racial Equity, Diversity, & Inclusion (REDI Commission)

Commencement Committee

Curriculum & Instruction Committee

Developmental & Supplemental Education (DSE) Committee

Emergency Management Team (EMT)

Enrollment Planning Workgroup

Faculty Affairs Committee (FAC)

General Education Competencies Committee

Grievance Committee

Guided Pathways Committee

Institutional Effectiveness Committee

Learning Resources Committee

PACE Title III Steering Committee

President's Cabinet

Quality Enhancement Plan (QEP) Committee

Quality Matters Committee (Distance Learning)

Risk Management Committee

Strategic Plan ACC Forward Implementation Teams

Technology Committee

Bookstore Liaisons

College Committees 2023-24

Individually, we are one drop, but together, we are an ocean.
--Ryunosuke Satoro

College committees allow employees to work together in cross-disciplinary and cross-departmental teams to fulfill the College's mission, vision, and goals. ACC Committees help drive the essential work of the College in improving student access and success while providing comprehensive educational programs and services that advance our diverse population.

This document outlines the purpose and goals, leadership, membership, and meeting schedules for officially recognized standing College committees for the academic year **2023-24**.

As information changes, the document will be updated. Please share any updates or corrections with Executive Administrative Assistant Ana Fleeman at aafleeman020@alamancecc.edu

General Committee Responsibilities

Committee/Group chairs and members should review the following responsibilities, which help to ensure the effective communication of committee work across the College.

Chair Responsibilities: Communicating Committee Work to the Campus

Chairs should follow their meeting schedules and make sure that someone records minutes or summary notes for each meeting. To aid college-wide communication, chairs or their designees should post committee agendas and/or minutes in the **2023-24** Public "P" Drive folder marked **ACC College Committee Meetings**.

Member Responsibilities: Communicating Committee Work to Their Colleagues

Committee members should participate regularly in meetings and share information gleaned from these meetings (as appropriate) with their colleagues.

Often committee members serve on committees in order to act as conduits of information to and from their departments, to receive feedback on initiatives, plans, and decisions. As you participate in meetings, consider what you should take back to share with your colleagues. Providing updates of committee work within your sphere promotes effective communication across the College.

Academic Policy/Procedure Committee

The Academic Policy/Procedure Committee helps to create and drive the College's policies and procedures as they relate to academic decisions for Curriculum and Continuing Education. The Committee recommends policy and procedure revisions to the President and Board of Trustees. Areas of consideration include the grading system, transfer and proficiency credits, graduation requirements, curriculum admission standards, academic probation/suspension, honors requirements, and other academic-related policies. Liaisons act as consultants to the group and are non-voting members.

Chair:

1. Rebecca Fecher, Instructor, History

Membership:

2. *Dr. Lisa Johnson, Vice President, Instruction/CAO (Liaison)*
3. *Dr. Carol Disque, Vice President, Student Success (Liaison)*
4. *Justin Snyder, Vice President, Workforce Development (Liaison)*
5. *Valerie Fearrington, Director, Human Resources (Liaison)*
6. *Vacant, Director, Research & Institutional Effectiveness (Liaison)*
7. *Jaime Sutton, Curriculum Technician (Liaison)*
8. Sarah Thynne, Director, Learning Resources
9. Sonya McCook, Dean, Business, Arts & Sciences
10. Vacant, Dean, Applied Engineering, Agriculture & Skilled Trades
11. Dr. Melanie Lewis, Dean, Health & Public Services
12. Aimee Gordon, Coordinator, Adult Basic Education & High School Equivalence
13. Beth Brehler, Associate Vice President, Student Success
14. Keisha Ragsdale, Director, Financial Aid (or Financial Aid Representative)
15. Maia Johnson, Department Head, Emergency Medical Science
16. Rose Webster, Department Head, Advising, and Project Director, PACE Success Coaching
17. Faculty Affairs Committee (FAC) Representative: Michelle Sabaoun, Department Head, Biotechnology & Biosciences
18. Debra McCusker, Department Head, Accounting, Business Administration & Information Tech
19. Applied Engineering, Agriculture & Skilled Trades Faculty Representative: Justin Fowler, Advertising & Graphic Design
20. Health & Public Services Representative: Federico Lin, Histotechnology

Meeting Schedule: Twice a year: fall (November) and spring (April)

Accessibility Committee

The Accessibility Committee helps to create and implement the College's accessibility plan as it relates to electronic content and resources. These materials include content created for all ACC classes as well as the College website, course and operational software, and online platforms. The Committee's work ensures that all College electronic/digital materials and content meet accessibility requirements.

Co-chairs:

1. Tianna Holloway, Coordinator, Disability Services
2. Jennifer Jones, Director, Distance Learning

Membership:

3. Dr. Lisa Johnson, Vice President, Instruction/CAO
4. Sara Thynne, Director, Learning Resources
5. Sarah Barham, Web Designer
6. Victoria Rans, Occupational Programs Coordinator
7. Sarah Bergmann, Instructor, Mathematics
8. Jame' O'Sullivan, Psychology Instructor

Meeting Schedule: As needed throughout the year

ADA/504 Coordination Committee

The ADA/504 Coordination Committee proposes, reviews, and communicates procedures for ensuring that the College maintains compliance with all disability and accessibility regulations related to facilities, grounds, purchasing, grants, and events. The Committee derives its name from the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

Chair:

1. Tianna Holloway, Coordinator, Disability Services

Membership:

2. Dr. Lisa Johnson, Vice President, Instruction/CAO
3. Dr. Carol Disque, Vice President, Student Success
4. Valerie Fearrington, Director, Human Resources
5. Tom Hartman, Associate Vice President, Administrative Services and Facilities
6. James Armstrong, Director, Public Safety
7. Jennifer Mock, Director, Academic & Career Readiness
8. Jennifer Brownell, Director, Wellness and Student Support
9. Jaime Sutton, Executive Assistant/Curriculum Technician
10. Tyeshia Smith, Purchasing Specialist, Business & Finance

Meeting Schedule: As needed throughout the year

Adverse Weather and Emergency Closings Group

This group convenes to advise the President on closings and delays and prepares related communications.

Chair:

1. James Armstrong, Director, Public Safety

Members:

2. Dr. Connie Wolfe, Executive Vice President
3. Dr. Lisa Johnson, Vice President of Instruction/CAO
4. Justin Snyder, Vice President of Workforce Development
5. Andrea Rollins, Vice President of Business & Finance/CFO
6. Tom Hartman, Associate Vice President of Administrative Services & Facilities
7. Jennifer Jones, Director of Information Services
8. James Leenhouts, Facilities Manager
9. Sarah Hardin, Director of Public Information

Bond Executive Committee

The Bond Executive Committee tracks progress on the College's capital projects, including renovations/new construction funded through State funds, County capital improvement funds, and grants as well as renovations and new construction funded by Alamance County Bonds. The Committee reviews each project from start to finish, discussing changes, updates, timelines, equipment, planning meetings, approvals, and budgets. Additional people are invited as needed to discuss specific projects. The Committee forms subcommittees as needed to plan and implement ground-breakings and ribbon-cuttings.

Chair:

1. Tom Hartman, Associate Vice President, Administrative Services & Facilities

Membership:

2. Dr. Larry Keen, Interim President
3. Dr. Connie Wolfe, Executive Vice President
4. Andrea Rollins, Vice President, Business & Finance/CFO

Meeting Schedule: Bi-Weekly, year-round

Calendar Committee

The Calendar Committee is responsible for planning the academic calendar while prioritizing student learning and adhering to NCCCS Administrative Code requirements.

Chair:

1. Dr. Lisa Johnson, Vice President, Instruction/CAO

Membership:

2. Rodney Barber, Lead Instructor, Air Conditioning, Heating & Refrigeration Technology
3. Mike Holt, Lead Instructor, Welding
4. Blain Jones, Instructor, Information Technology
5. Miasha Torain, Department Head, Medical Assisting
6. Beth Brehler, Associate Vice President, Student Success
7. Jaime Sutton, Curriculum Coordinator
8. Gina Bader, Coordinator, Career & College Promise
9. Vacant, Dean, Applied Engineering, Agriculture & Skilled Trades
10. Dr. Melanie Lewis, Dean, Health & Public Safety
11. Sonya McCook, Dean, Business, Arts & Sciences
12. Keisha Ragsdale, Director, Financial Aid (or Financial Aid Representative)
13. Mariel Conlon, Department Head, Mathematics, Engineering & Physical Sciences

Faculty Affairs Committee Representative (2):

14. Zak Mathews, Instructor, Mathematics, Engineering & Physical Sciences
15. Dr. Abigail Simoneau, Instructor, Music

Meeting Schedule: As needed; academic calendars are created two years at a time

Campus Engagement/Service Learning Committee

Purpose/Goals: This committee advances the College's work with NC Campus Engagement, a statewide group that advances the public purposes of colleges by deepening their ability to improve community life and to educate students for civic and social responsibility. NC Campus Engagement envisions colleges as vital agents and architects of a diverse democracy, committed to educating students for responsible citizenship.

The work of this committee includes promoting and supporting class- and club-based activities in service learning, volunteering, and community partnerships related to civic and social issues such as (but not limited to) hunger and poverty. The Committee has secured an Americorps VISTA grant for 2023-24. The VISTA program activates colleges and their community partners to work together to make an impact on poverty in the local community. Areas of focus for this work include the ACC Community Garden and ACC Food Bank.

This committee's goal of engaging students in community work through active learning supports the College's goals of keeping students on a path and ensuring that students are learning.

Co-Chairs:

1. Sara Heckler, Instructor, English Communication and Humanities
2. Glenda Yount, Instructor, English Communication and Humanities

Membership:

3. Dr. Lisa Johnson, Vice President, Instruction/CAO
4. Brian Barringer, Coordinator, Veterans Services
5. Abigail Peralta Flores, Student Services Assistant
6. Stephanía Garzón, Special Projects Coordinator, ACC Foundation
7. Johnny Weddle, AWESM Implementer, Workforce Programs Support
8. Alexis May, Americorps VISTA Member
9. Dr. Claudia Vestal, Department Head of English, Communications, & Humanities
10. Carley Williams, Student Services Assistant
11. Nicholas Boudreau, Coordinator, Work-Based Learning/Service Learning CTE Programs
12. Gilbert Umberger, Coordinator of Student Life and Engagement
13. Jennifer Mock, Director, College & Career Readiness

Meeting Schedule: As needed throughout the year

Clery Compliance Committee

The Clery Compliance Committee is responsible for ACC's compliance with the Department of Education mandate as it relates to the Jean Clery Act. Clery has ties to parts of VAWA and Title IX mandates as well. The committee will review ACC policies and practices and programs relating to Clery compliance. The committee will further serve as a review panel for the Annual Security Report completed by Public Safety.

Chair:

1. James Armstrong, Director, Public Safety

Membership:

2. Dr. Connie Wolfe, Executive Vice President
3. Dr. Lisa Johnson, Vice President, Instruction/CAO
4. Valerie Fearrington, Director, Human Resources
5. Dr. Carol Disque, Vice President, Student Success
6. Jennifer Brownell, Director, Wellness and Student Support
7. Lesley Fannon, Switchboard Operator
8. Gale Logan, Administrative Assistant, Public Safety
9. Keisha Ragsdale, Director of Financial Aid
10. Dr. Larry Keen, President (Optional- as needed)

Meeting Schedule: Monthly as needed

Center for Development and Leadership (CDL) Advisory Board

The CDL strives to increase student success by providing professional, instructional, and curricular development opportunities to faculty and staff. The CDL is led by an Advisory Board that:

- Provides professional development opportunities to staff and faculty that will allow them to contribute to student success.
- Provides expertise in instructional design and development.
- Provides professional development opportunities to ensure equitable, active learning environments.
- Provides opportunities to develop and refine foundational professional, leadership, and teaching skills.
- Provides a framework of training and experiences for newly hired staff and faculty, including adjunct faculty.
- Recognizes exemplary service and teaching.
- Integrates evidence-based, innovative pedagogy and relevant technology in teaching, learning, and service.
- Provides collaborative and mentoring programs for both new and experienced faculty and staff.

Co-Chairs:

1. Sherri Singer, Department Head, History
2. Jennifer Jones, Director, Distance Learning

Membership:

3. Dr. Lisa Johnson, Vice President, Instruction/CAO
4. Valerie Fearington, Director, Human Resources
5. Rhonda Jones, Coordinator, Health Programs Admissions
6. Faculty Affairs Committee (FAC) Representative: Kouassi Yao, Instructor, Spanish
7. Vacant, Dean, AAS
8. Haifa Shahin-Johns, Physics
9. Chris Swinton, Instructor, Business Administration, and Guided Pathways Chair
10. Sara Thynne, Director, Learning Resources
11. Dr. Claudia Vestal, Department Head, English, Communications, and Humanities
12. Sarah Barham, Web Designer
13. Rose Webster, Department Head, Advising, and Project Director, PACE Success Coaching
14. Josefvon Jones, Director, Diversity & Inclusion
15. Heather Laws, Department Head, Cosmetology
16. Ann Snell, Instructor, Business Administration
17. Stella McLean, Instructor, Ag Sciences

Meeting Schedule: Year-round as needed

College Commission on Racial Equity, Diversity, & Inclusion (REDI Commission)

The REDI Commission drives the College's diversity and inclusion efforts by:

- Developing and implementing a strategic plan that promotes equity, diversity, and inclusion at ACC.
- Measuring and monitoring diversity and equity within the College, assisting with the development of programming and practices that will effectively increase diversity, equity, and belonging as well as providing support to all stakeholders at the College.
- Creating and facilitating presentations that assist faculty, staff, and students with embracing and understanding differing perspectives.

The Commission has formed three **sub-commissions**: Alamance Community College Partner Experience, Community Impact, and Messaging & Branding. Contact Josefvon Jones for more information.

Chair:

1. Josefvon Jones, Director, Diversity & Inclusion

Membership:

2. Barb Young, Executive Administrative Assistant, Institutional Advancement
3. Kim McKenzie, Department Head, Medical Office/Office Administration
4. Tyeshia Smith, Purchasing Specialist, Business & Finance
5. Heather Laws, Department Head, Cosmetology
6. Dr. Clara Vega, Instructor, Spanish
7. Anita Moore, Adjunct Instructor, Critical Thinking
8. Jennifer Smith, Reference & Instruction Librarian
9. Chris Swinton, Instructor, Business Administration, and Guided Pathways Chair
10. Bettina Akukwe, Associate Vice President, Corporate Education
11. Miasha Torain, Department Head, Medical Assisting
12. Justin Snyder, Vice President, Workforce Development
13. Dr. Connie Wolfe, Executive Vice PresidentL

Meeting Schedule: Monthly throughout the year

Commencement Committee

The Commencement Committee meets as needed throughout the academic year to plan and implement all activities related to Commencement. The Vice President of Instruction/CAO serves on the committee in an advisory capacity.

The role of the committee is to:

- Plan the dates and times for the annual graduation exercises and all related activities using the official college calendar as a guide.
- Evaluate previous exercises and make recommendations for improvement.
- Ensure that all functions of the committee are met through special assignment of all committee members to one of the following responsibilities:
 - Site, facilities, flowers, music
 - Program content and publication
 - Ushers and marshals
 - Communication
 - Management role in cap and gown distribution
- Perform all other duties necessary to ensure a successful ceremony.

2023 – 2024 Committee Goals:

- Improve the experience of prospective graduates.
- Refine specific committee member tasks centric to Commencement.
- Continue improving communication with graduates and all other Commencement participants.
- Complete all assignments according to the established timeline.

Co-chairs:

1. Sarah Hardin, Director of Public Information and Marketing
2. Beth Brehler, Associate Vice President, Student Success

Membership:

3. Penny Miller, Registrar
4. Jennifer Hamilton, Administrative Assistant, Career & College Promise
5. Donna Pruitt, Instructor, Dental Assisting
6. Lindsey McDonald, Graphic Designer
7. Barb Young, Executive Administrative Assistant, Institutional Advancement
8. Stephanie Waters, Executive Assistant to the President
9. Perry Hardison, Instructor, Humanities
10. Sarah Barham, Web Designer
11. Dr. Tyler Harvey, Coordinator, Data, Assessment and Accountability (College & Career Readiness)

The Commencement Committee will also enlist volunteers to assist with the event as needed.

Meeting Schedule: As needed throughout the year, increasing in spring

Curriculum & Instruction Committee

This Committee reviews proposals requesting modifications to existing programs of study; the addition of new programs and pathways; and changes related to prerequisites, articulations, admissions requirements, the addition of off-site locations or modes of delivery, and other academic-related changes. As required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Compliance Standard 10.4, ACC places the primary authority for the content, quality, and effectiveness of the curriculum with the faculty. The main responsibility for curriculum development and refinement rests with the faculty. Therefore, Curriculum & Instruction Committee membership is limited to the VP of Instruction/CAO, Deans, Department Heads, and Instructors.

Recommendations from the Committee are forwarded to the President for further review. After the President's review, the Vice President of Instruction/CAO presents Committee recommendations to the Curriculum Committee of the Board of Trustees, which ultimately presents recommendations to the full Board of Trustees for approval.

The Curriculum & Instruction Committee consults with an **Administrative Compliance Subcommittee**, whose members act as liaisons to ensure compliance with ACC policies and procedures, regional and program-specific accrediting standards, NC Community College System curriculum standards and administrative code, and other local, state, and federal regulations.

Chair:

1. Dr. Lisa Johnson, Vice President, Instruction/CAO

Membership:

2. Sonya McCook, Dean, Business, Arts & Sciences
3. Dr. Melanie Lewis, Dean, Health & Public Services
4. Vacant, Dean, Applied Engineering, Agriculture & Skilled Trades
5. Rose Webster, Department Head, Advising, and Project Director, PACE Success Coaching
6. Chris Swinton, Instructor, Business Administration, and Guided Pathways Chair
7. Faculty Affairs Committee (FAC) Representative: Caitlin Cook, Instructor, Psychology
8. Associate in Teacher Preparation Faculty Representative: Shanina Doe, Education
9. Associate in Arts Faculty Representative: Abigail Simoneau, Music
10. Associate in Science Faculty Representative: Jason Pulley, Biology
11. Business Faculty Representative: Blain Jones, IT
Applied Engineering, Agriculture & Skilled Trades Division Faculty Representative (2):
12. Roland Roberts, Mechatronics and Engineering Technology
13. Hanna Smith, Instructor, Agricultural Sciences: Horticulture Technology
Health & Public Services Division Faculty Representative (2):
14. Heather Laws, Department Head, Cosmetology
15. Sandra Hooks, Nurse Aide

Meeting Schedule: Twice a year: fall (October) and spring (March)

Administrative Compliance Subcommittee

Subcommittee members serve as liaisons to the Curriculum & Instruction Committee and act as either voting members or liaisons to the Academic Policy/Procedure Committee.

Membership:

1. Dr. Carol Disque, Vice President, Student Success
2. Keisha Ragsdale, Director, Financial Aid (or Financial Aid Representative)
3. Vacant, Director, Research & Institutional Effectiveness
4. Beth Brehler, Associate Vice President, Student Success
5. Justin Snyder, Vice President, Workforce Development
6. Jennifer Hamilton (until position is replaced), Coordinator, Career & College Promise
7. Jennifer Jones, Director, Distance Learning
8. Sara Thynne, Director, Learning Resources
9. Jaime Sutton, Curriculum Technician

Developmental & Supplemental Education (DSE) Committee

(Formerly known as RISE - Reinforced Instruction for Student Excellence - Committee)

The DSE Committee focuses on the College's approach to improving students' math, writing, and reading skills to ensure success in college-level math and English classes. The DSE Committee serves to connect the areas of the College that are involved in developmental and supplemental education placement and implementation. This includes Curriculum Instruction, College & Career Readiness, Student Success, Admissions, and Placement Testing. The purpose of the DSE committee is to:

- Review any changes to developmental and supplemental education policies from NCCCS.
- Discuss and propose changes to developmental and supplemental education policies and procedures at ACC.
- Publish guidelines on developmental and supplemental education placement at ACC.
- Collect and summarize data on student success rates in developmental, supplemental, and gateway math and English classes at ACC.

Co-Chairs:

1. Ashley Pryer, Admissions and Recruitment Coordinator, Student Development
2. Clara Vega, Instructor, English, Communications, & Humanities

Membership:

3. Brian Barringer, Coordinator, Veterans Services
4. Lorena Sarmiento Espinosa, Chief High School Equivalency Examiner
5. Josef von Jones, Director, Diversity & Inclusion
6. Vacant, TRiO Academic Advisor
7. Michelle Perry, Instructor, Mathematics
8. Ashley Pryer, Coordinator, Admissions & Recruitment
9. Elizabeth Tate, Adjunct Instructor, Mathematics
10. Dr. Tyler Harvey, Coordinator, Data, Assessment, and Accountability (College & Career Readiness)
11. Dr. Claudia Vestal, Department Head, English, Communication & Humanities
12. Rose Webster, Department Head, Advising
13. Elizabeth Williams, Instructor, English
14. Jennifer Wilson, Adjunct Instructor, English
15. Mariel Conlon, Department Head, Mathematics, Engineering, and Physical Sciences
16. Beth Brehler, Associate Vice President, Student Success

Meeting Schedule: Monthly

Emergency Management Team (EMT)

The EMT consists of members of ACC senior management and staff who are responsible for making administrative and operational decisions regarding the ACC campus and community during emergencies.

EMT Leader:

1. Dr. Larry Keen, Interim President

Membership:

2. James Armstrong, Director, Public Safety
3. Dr. Connie Wolfe, Executive Vice President
4. Dr. Carol Disque, Vice President, Student Success
5. Dr. Lisa Johnson, Vice President, Instruction/CAO
6. Justin Snyder, Vice President, Workforce Development
7. Tom Hartman, Associate Vice President, Administrative Services & Facilities
8. Andrea Rollins, Vice President, Business & Finance/CFO
9. Vacant, Dean, Applied Engineering, Agriculture & Skilled Trades
10. Dr. Melanie Lewis, Dean, Health & Public Services
11. Sonya McCook, Dean, Business, Arts & Sciences
12. Jennifer Jones, Director, Information Services
13. Valerie Fearrington, Director, Human Resources
14. Sarah Hardin, Director, Public Information & Marketing
15. Lorri Chestnutt, Coordinator, Facilities
16. Jennifer Brownell, Director, Student Wellness and Support

Meeting Schedule: As needed throughout the year

Enrollment Planning Workgroup

The Enrollment Planning Workgroup contributes to the development and implementation of strategic planning related to Enrollment Management, Marketing, Research & Institutional Effectiveness, Curriculum Instruction, and Workforce Development. The workgroup aims to grow enrollment in order to expand the College's reach in Alamance County, which will increase the number of lives changed and communities served. Increasing enrollment means a corresponding increase in budget, which will provide additional resources to fulfill ACC's mission. The workgroup's goals include the following:

- Creating enrollment targets per program in Curriculum and Continuing Education and Workforce Development.
- Creating an overall College enrollment target.
- Collaborating on recruitment and marketing plans to increase enrollment of new students in Curriculum, Continuing Education, and Workforce Development.
- Collaborating on new program development to increase enrollment of new students in Curriculum, Continuing Education, and Workforce Development.
- Collaborating on retention plans to increase student persistence and completion.
- Communicating targets and enrollment results to the College community.

Chair:

1. Beth Brehler, Associate Vice President, Student Success

Membership:

2. Dr. Carol Disque, Vice President, Student Success
3. Dr. Lisa Johnson, Vice President, Instruction/CAO
4. Justin Snyder, Vice President, Workforce Development
5. Bettina Akukwe, Associate Vice President, Corporate Education
6. Sonya McCook, Dean, Business, Arts & Sciences
7. Vacant, Dean, Applied Engineering, Agriculture & Skilled Trades
8. Dr. Melanie Lewis, Dean, Health & Public Services
9. Vacant, Director, Research & Institutional Effectiveness
10. Sarah Hardin, Director, Public Information & Marketing
11. Bill Crabtree, Department Head, Automotive Systems (FAC Representative)
12. Ryan Holloway, PACE Success Coach, HPS Division

Meeting Schedule: Quarterly, as needed

Faculty Affairs Committee (FAC)

FAC assists the administration in improving the educational environment and the welfare of all instructors. Membership consists of three faculty members from Applied Engineering, Agriculture & Skilled Trades; three from Health and Public Services; five from Business, Arts & Sciences; four At-Large Members; and one adjunct faculty member. Members from each division serve two-year terms. Terms are staggered so that one-half of the representatives are replaced each year. At-large and Adjunct members serve one-year terms. The Committee chair or designee attends monthly Board of Trustees meetings, and members serve on many committees to provide faculty input. The Committee communicates with faculty associations at other community colleges to enhance its efficiency and performance.

The role of the Committee is to:

- Act as an open forum for discussing issues that pertain to ACC faculty.
- Make recommendations to the administration pertinent to the faculty and the educational environment.
- Select a faculty member as the recipient of the W. Ronald McCarter Excellence in Teaching Award and an adjunct faculty member as the recipient of the Adjunct Faculty Member of the Year Award.
- Participate in the development of the academic calendar for the next two academic years.

Chair:

1. Caitlin Cook, Instructor, Psychology

Membership:

2. Bently Pagura, Instructor, Air Conditioning, Heating, & Refrigeration Technology (AAS Rep, FAC Recorder)
3. James Adkins, Instructor, Engineering Technology (AAS Rep)
4. Bill Crabtree, Department Head, Automotive Systems Technology (AAS Rep)
5. Michelle Saboau, Department Head, Biotechnology & Biosciences (HPS Rep)
6. Michael Williams, Instructor, Criminal Justice Technology (HPS Rep)
7. Dr. Eddy Van Hunnik, Instructor, Biotechnology & Biosciences (HPS Rep)
8. Zak Mathews, Instructor, Mathematics, Engineering & Physical Sciences (BAS Rep)
9. Caitlin Cook, Instructor, Psychology (BAS Rep)
10. Bob Davis, Instructor, Mathematics, Engineering & Physical Sciences (BAS Rep)
11. Kouassi Yao, Instructor, Spanish (BAS Rep)
12. Abby Smoineau, Instructor, English, Communications, & Humanities (BAS Rep)
13. Sarah Bergmann, Instructor, Mathematics, Engineering & Physical Sciences (At-large Rep)
14. Keith Graves, Instructor, Business Administration (At-large Rep)
15. Maureen Sherbondy, Instructor, English, Communications, & Humanities (At-large Rep)
16. Nate Smith, Instructor, Automotive Systems Technology (At-large Rep)
17. Aaron Fetcher, instructor, Sociology (Adjunct Rep)L

Meeting Schedule: Monthly, August through May

General Education Competencies Committee

The General Education Competencies Committee identifies the general education competencies expected of ACC graduates upon graduation, regardless of program. The Committee has identified four competencies:

- quantitative analysis,
- information technology,
- communication/interpersonal skills, and
- critical thinking/problem-solving skills.

The role of the Committee is to define the skills listed above, determine how to best assess and measure them, review and communicate the results, and assist academic departments with the task of incorporating the results into curriculum development activities.

Results are recorded annually and are included in the College's Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmation processes.

Chair:

1. Mariel Conlon, Department Head, Mathematics, Engineering & Physical Sciences

Membership:

2. Luke Guthrie, Instructor, Welding
3. Jerry Hackney, Department Head, Agricultural Sciences
4. Adam Bridges, Instructor, Chemistry
5. Elizabeth Williams, Instructor, Communication
6. Matthew Tackitt, Instructor, Nursing
7. Marsha Moser, Instructor, Dental Assisting
8. Mary Beth Morgan, Department Head, Natural Sciences
9. Blain Jones, Instructor, Information Technology
10. Sara Heckler, Instructor, English
11. Laura Gaines, Instructor, Information Technology
12. Vacant, Director, Research & Institutional Effectiveness (Liaison)

Meeting Schedule: Once in the fall semester, and twice in the spring semester

Grievance Committee

The College's Grievance Policy and Procedure (Non-Student) allows for the prompt, fair, and orderly resolution of disputes arising out of employment. The Policy and Procedure provides a consistent process for resolving internal grievances and ensures that grievable issues are resolved in a timely manner, without fear of retaliation or reprisal.

The Grievance Committee is a College-appointed committee of no less than three members charged with conducting formal grievance hearings as part of the College's Grievance Policy and Procedure. Seven members are designated to serve two-year alternating terms, with at least three members selected for each hearing. The designated committee chair has the responsibility to oversee the proceedings of the hearing and submit a recommendation to the President. All committee members will participate in regular training to ensure that hearings are conducted as effectively as possible.

Student-Related Grievances: The Grievance Committee may also convene as a last step to resolve non-academic student grievances as a panel in Student Conduct appeals wherein the Chair assembles a panel of three (3) members. The Chair presides but votes only to resolve a tie.

Chair:

1. Teresa (Traci) Holt, Department Head, Criminal Justice

Membership:

2. Jennifer Jones, Director of Information Services (Staff Rep)
3. Jennifer Hamilton, Student Services Senior Specialist, College and Career (Staff Rep)
4. Paula Lassi, Assistant Registrar, Student Development (Staff Rep)
5. Michael Williams, Instructor, Criminal Justice Technology (Faculty Rep)
6. Kim McKenzie, Department Head, Medical Office/Office Administration (Faculty Rep)
7. Bill Crabtree, Department Head, Automotive Systems Technology (Faculty Rep)
8. Rhonda Pierce, Department Head, Nurse Aide (Faculty Rep)
9. Laura Gaines, Instructor, Information Technology (Faculty Rep)
10. Glenda Yount, English Communication and Humanities (Faculty Rep)

Meeting Schedule: As needed, year-round.

Guided Pathways Committee

The Guided Pathways Committee is responsible for implementing the guided pathways model at ACC. The goal of guided pathways is to improve student learning, retention, and completion. The model includes four “pillars” or areas of focus: (1) clarifying pathways to student end goals, (2) helping students choose and enter pathways, (3) helping students stay on path, and (4) ensuring that students are learning.

Common features of a guided pathway college include onboarding guidance, progress tracking, targeted and relevant student resources, course milestones, meta-majors, optimized course schedules, degree maps, and proactive advising. The guided pathways model also includes a focus on the access and success of under-represented student populations.

The Guided Pathways Committee also includes the following **subcommittees**:

- Careers and Academic Programs
- First-Year Experience
- Promotions/Awareness

Chair:

1. Chris Swinton, Instructor, Business Administration

Membership:

2. Dr. Lisa Johnson, Vice President, Instruction/CAO
3. Samantha Marcellus, Coordinator, ACA & University Transfer
4. Miasha Torain, Department Head, Medical Assisting
5. Rose Webster, Department Head, Advising, and Project Director, PACE Success Coaching
6. Ann Snell, Instructor, Business Administration, Early College Liaison
7. Angela Davis, Lead PACE Success Coach
8. Vacant, Dean, Applied Engineering, Agriculture, and Skilled Trades
9. Rhonda Jones, Healthcare Career Counselor
10. Josef von Jones, Director, Diversity & Inclusion
11. Michelle Sabaoun, Department Head, Biotechnology
12. Ashley Pryer, Coordinator, Admissions & Recruitment

Meeting Schedule: Regularly throughout the academic year

Institutional Effectiveness Committee

The Committee provides leadership, oversight, and coordination for assessment activities across the College. Specifically, the Committee is responsible for the following:

- Evaluating progress toward the achievement of Strategic Plan goals.
- Reviewing and providing feedback on annual outcomes assessments for administrative and student support units.
- Reviewing and providing feedback on annual student learning outcomes assessments for academic units.
- Reviewing and providing feedback on Curriculum and Continuing Education program reviews.
- Reviewing and providing guidance on the college's collection of data for continuous improvement (data coordination).
- Communicating results of all assessments, program reviews, and performance measures to the College's internal and external stakeholders.
- Raising campus awareness about the importance of assessment for institutional effectiveness.

Chair:

1. Dr. Connie Wolfe, Executive Vice President

Membership:

2. Vacant, Director, Research & Institutional Effectiveness
3. Dr. Lisa Johnson, Vice President, Instruction/CAO
4. Dr. Carol Disque, Vice President, Student Success
5. Justin Snyder, Vice President, Workforce Development
6. Beth Brehler, Associate Vice President, Student Success
7. Josef von Jones, Director, Diversity & Inclusion
8. Barbara Thornton, Controller
9. Kindra Bradley, Grants Manager, President's Office
10. Sonya McCook, Dean, Business, Arts & Sciences
11. Vacant, Dean, Applied Engineering, Agriculture & Skilled Trades
12. Dr. Melanie Lewis, Dean, Health & Public Services
13. Bob Davis, Instructor, Mathematics, and Co-Chair, Strategic Planning Committee
14. Penny Miller, Registrar
15. Nicholas Garrett, Occupational Programs Coordinator, Workforce Development Representative
16. Faculty Affairs Committee (FAC) Representative: Sarah Bergmann, Instructor, Mathematics
17. Guided Pathways Representative: Miasha Torain, Medical Assisting
18. Department Head Representative: Mariel Conlon, Mathematics, Engineering & Physical Sciences
19. Nate Smith, Lead Instructor, Automotive Technology
20. Perry Hardison, Instructor, Humanities
21. Board of Trustees Representative: Ms. Julie Emmons

Meeting Schedule: Summer and fall meetings with additional meetings as needed in the spring semester

Learning Resources Committee

The Committee assists with issues related to academic support. The role of the Committee is to:

- Assist the LRC staff in planning and evaluation.
- Hear requests to remove material from the collection and reach a decision on removal.
- Plan, evaluate and recommend policies governing access to and use of the center and its resources.
- Assist in the planning and evaluation of short- and long-term goals, objectives, and activities for the LRC.
- Evaluate annually the types of users and services provided by the LRC and recommend new or altered services or procedures where warranted.
- Serve as a liaison between the LRC and its clientele.
- Assist in planning and evaluating new services, procedures, equipment, and facilities.
- Ensure through its efforts in planning and evaluation that all students and faculty have access to the primary and secondary materials needed to support the purpose and program of the College.

Chair:

1. Sara Thynne, Director, Learning Resources

Membership:

2. Penny Miller, Registrar
3. Josef von Jones, Director, Diversity & Inclusion
4. Bill Fonville, Coordinator, Academic Skills Lab
5. Dorie Miller, Associate Librarian
6. Jennifer Smith, Reference & Instruction Librarian
7. Andrea Chase, Instructor, English
8. Darian Rader, PACE Success Coach
9. David Horgan, Instructor, Information Technology

Meeting Schedule: Two times per semester

PACE (Persistence from Application to Completion in Education) Title III Steering Committee

The PACE Title III Steering Committee was formed to guide the implementation of a Department of Education Title III SIP (Strengthening Institutions Program) grant awarded to ACC. The purpose of the PACE Title III Steering Committee is to provide general oversight of the planning, execution, and assessment of the PACE project. This includes developing the PACE Policies and Procedures manual, coordinating the hiring of the Lead Success Coach and Embedded Success Coaches, and collaborating with the Center for Teaching and Learning to provide professional development opportunities to faculty and staff. The PACE Title III Steering Committee is also responsible for monitoring and assessing the PACE project throughout the five-year term through formative assessments (focus groups, student panels, and surveys) as well as through reviewing outcomes and benchmark data. The committee will use the assessments to make improvements to the embedded success coach model as needed.

Chair:

1. Rose Webster, Department Head, Advising, and Project Director, PACE Success Coaching

Membership:

2. Dr. Larry Keen, Interim President
3. Dr. Connie Wolfe, Executive Vice President
4. Dr. Lisa Johnson, Vice President, Instruction/CAO
5. Dr. Carol Disque, Vice President, Student Success
6. Jennifer Brownell, Director of Student Wellness and Support
7. Angela Davis, Lead Success Coach
8. Sonya McCook, Dean, Business, Arts & Sciences
9. Vacant, Dean, Applied Engineering, Agriculture & Skilled Trades
10. Dr. Melanie Lewis, Dean, Health & Public Services
11. Faculty Affairs Committee (FAC) Representative: Sarah Bergmann, Instructor, Math
12. Darian Rader, PACE Success Coach for the AAS Division
13. Ryan Holloway, PACE Success Coach for the HPS Division
14. Vacant, PACE Success Coach for the BAS Division
15. Jamari Russell, Student Representative

Meeting Schedule: Bi-weekly meetings for three months, then monthly meetings

President's Cabinet

The President's Cabinet consists of the College's leadership team. It meets regularly to share information, coordinate and align College efforts, weigh in on decisions, discuss and approve grant proposals, vet policies and procedures, approve policies to move to the Board of Trustees for approval and provide advice and recommendations to the Executive Committee.

The **Executive Committee of the Cabinet**, consisting of the President, Executive Vice President, Vice President of Business & Finance, Vice President of Instruction, Vice President of Workforce Development, Vice President of Student Success, and Director of Diversity and Inclusion meets weekly to discuss and make decisions on College matters.

Chair:

1. Dr. Larry Keen, Interim President

Membership:

2. Dr. Connie Wolfe, Executive Vice President
3. Dr. Carol Disque, Vice President, Student Success
4. Dr. Lisa Johnson, Vice President, Instruction/CAO
5. Carolyn Rhode, Vice President, Institutional Advancement
6. Andrea Rollins, Vice President, Business & Finance/CFO
7. Justin Snyder, Vice President, Workforce Development
8. Kindra Bradley, Grants Manager, President's Office
9. Beth Brehler, Associate Vice President, Student Success
10. Yonnie Butler, Executive Director, Biotechnology Center of Excellence
11. Valerie Farrington, Director, Human Resources
12. Sarah Hardin, Director, Public Information & Marketing
13. Tom Hartman, Associate Vice President, Administrative Services & Facilities
14. Jennifer Jones, Director, Information Services
15. Josef von Jones, Director, Diversity & Inclusion
16. Bettina Akukwe, Associate Vice President, Corporate Education

Meeting Schedule: Twice monthly, year-round

Quality Enhancement Plan (QEP) Committee

A Quality Enhancement Plan is required for the Southern Association of Schools Commission on Colleges (SACSCOC) reaffirmation of accreditation. The QEP is a five-year plan focused on improving an aspect of student learning and/or student success identified by stakeholders based on a review of College data. This Committee will assist with the initial stages of QEP planning, including identifying a topic for the College's next QEP.

According to SACSCOC, the institution must have a QEP that:

- Has a topic identified through its ongoing, comprehensive planning and evaluation processes.
- Has broad-based support of institutional constituencies.
- Focuses on improving specific student learning outcomes and/or student success.
- Commits resources to initiate, implement, and complete the QEP.
- Includes a plan to assess achievement.

Chair:

1. Dr. Abigail Simoneau, Instructor, Music

Membership:

2. Rhonda Pierce, Department Head, Nurse Aide
3. Elizabeth Sutton, Senior Administrative Specialist, Student Services
4. Kelly Chappell, Advisor and Academic Success instructor, College and Career Promise
5. Dr. Claudia Vestal, Department Head, English, Communication & Humanities
6. Darian Rader, PACE Success Coach for the AAS Division
7. Kristen Sutherland, Single Stop Coordinator, Student Development
8. Rebecca Fecher, Instructor, History
9. James Armstrong, Director, Public Safety
10. Jennifer Brownell, Director, Wellness and Student Support
11. Josef von Jones, Director, Diversity & Inclusion
12. Vacant, PACE Success Coach for the BAS Division
13. Rose Webster, Department Head, Advising, and Project Director, PACE Success Coaching
14. Vacant, Director of Institutional Effectiveness

Meeting Schedule: As needed

Quality Matters Committee (Distance Learning)

The Quality Matters Committee plans, evaluates, and recommends guidelines and procedures for the improvement of distance learning instruction and programming at the College. The goals of this Committee include:

- Providing a forum for identifying emerging issues in distance and online education and disseminating information about these issues to the campus community.
- Researching and recommending best practices for online course delivery, teaching online, and intellectual property rights and copyright.
- Reviewing procedures and guidelines and recommending changes to support quality distance education programs to ensure compliance with regional, state, and federal guidelines.
- Assisting in the evaluation of distance education student support services and recommending changes to improve activities and outcomes.
- Identifying professional development topics and training opportunities for online faculty and students.
- Identifying resources necessary to support the distance learning program including technology, personnel, facilities, marketing, and external partnerships.

Chair:

1. Jennifer Jones, Director, Distance Learning

Membership:

2. Julia Wright, Instructional Technologist
3. Vacant, Information Technology Analyst
4. Sherri Singer, Department Head, Social & Behavioral Sciences
5. Kimberly Jeffries, Instructor, BLET
6. Bently Pagura, Instructor, Air Conditioning, Heating, & Refrigeration Technology
7. Dr. Claudia Vestal, Department Head, English, Communication & Humanities
8. Jennifer Jones, Instructor, Education
9. Faculty Affairs Committee (FAC) Representative: Caitlin Cook, Instructor, Psychology

Meeting Schedule: Year-round, as needed

Risk Management Committee

The Risk Management Committee is responsible for identifying risks to the College, assessing progress on the mitigation of existing risks, and managing business continuity planning activities. The Committee reviews the College's Business Continuity Plan every January.

Chair:

1. Andrea Rollins, Vice President, Business and Finance/CFO

Membership:

2. Dr. Larry Keen, Interim President
3. Dr. Connie Wolfe, Executive Vice President
4. Justin Snyder, Vice President, Workforce Development
5. Dr. Lisa Johnson, Vice President, Instruction/CAO
6. Tom Hartman, Associate Vice President, Administrative Services and Facilities
7. Sarah Hardin, Director, Public Information & Marketing
8. Jennifer Jones, Director, Information Services
9. Keisha Ragsdale, Director, Financial Aid
10. Beth Brehler, Director of Enrollment Management
11. Valerie Fearington, Director, Human Resources
12. James Armstrong, Interim Director, Public Safety

Meeting Schedule: Quarterly

Strategic Planning Committee *ACC Forward* Implementation Teams

ACC Forward, the 2022-25 Strategic Plan, is organized around four strategic priorities:

- **Engage:** ACC will engage with Alamance County communities in new and innovative ways that deepen existing partnerships and create new ones.
- **Learn:** ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning.
- **Equip:** ACC will equip faculty and staff with resources and experiences that enhance their engagement, sharpen their skills, and enable them to provide exceptional teaching and service.
- **Grow:** ACC will ensure that students, faculty, and staff have access to the resources they need to grow as healthy individuals.

Each priority has an implementation team charged with driving the strategic plan forward. They will work with the appropriate stakeholders to create action plans to help ACC achieve each of the priorities. Specifically, these teams will research activities and ideas, serve as conveners, participate in implementation activities, track progress and performance, and report to College stakeholders.

Team Engage

Team Leaders:

1. Jennifer Mock, Director, Academic & Career Readiness
2. Bettina Akukwe, Associate Vice President of Corporate Education

Team Members:

3. Stephanía Garzón, Special Projects Coordinator, ACC Foundation
4. Barony Torres, Outreach Recruiter/First Year Mentor
5. Bettina Akukwe, Apprenticeship Implementer
6. Dr. Tyler Harvey, Coordinator Assessment, Data, and Transitions
7. Perry Hardison, Instructor, Humanities
8. Miasha Torain, Department Head, Medical Assisting

Team Learn

Team Leaders:

1. Chris Swinton, Instructor, Business Administration, and Guided Pathways Chair
2. Ashley Pryer, Coordinator, Admissions & Recruitment

Team Members:

3. Penny Miller, Registrar
4. Jennifer Smith, Reference & Instruction Librarian
5. Nick Boudreau, Career Education Coordinator
6. Rose Webster, Department Head, Advising, and Project Director, PACE Success Coaching
7. Josefvon Jones, Director, Diversity & Inclusion
8. Maia Johnson, Department Head, Emergency Medical Science
9. Student Representative: Vacant

Team Equip

Team Leaders:

1. Zachary Mathews, Instructor, Mathematics
2. Sara Thynne, Director, Learning Resources

Team Members:

3. Bill Crabtree, Department Head, Automotive Systems
4. Ann Snell, Instructor, Business Administration
5. Haifa Shahin-Johns, Lead Instructor, Chemistry
6. Shekitha Rogers, Assistant Director, Financial Aid
7. Darian Rader, PACE Success Coach
8. Jaime Sutton, Curriculum Technician
9. Aimee Gordon, Coordinator, ABE/HSE

Team Grow

Team Leaders:

1. Jenny Brownell, Director, Wellness & Student Support

Team Members:

2. Mariel Conlon, Department Head, Mathematics, Engineering & Physical Sciences
3. Tianna Holloway, Coordinator, Disability Services
4. Traci Holt, Department Head, Criminal Justice
5. Dr. Clara Vega, Instructor, Spanish
6. Human Resources Representative: TBD
7. Student Representative: Vacant
8. Rhonda Jones, Health Careers Selective Admissions Counselor
9. Ashley Lewis, Instructor, Computer-Aided Drafting

Meeting Schedule: Year-round, as needed.

Technology Committee

The Technology Committee serves as an advisory body, providing a forum for discussing topics such as cybersecurity awareness and business continuity, technology planning (including equipment and software replacement plans, purchasing priorities, and repair/upgrade priorities), and technology's role in the College's strategic plan. The Committee communicates with stakeholders throughout the College, facilitates technology-related training, and channels information to and from the Information Services department.

Chair:

1. Sara Thynne, Director, Learning Resources

Membership:

2. Dr. Connie Wolfe, Executive Vice President
3. Dr. Lisa Johnson, Vice President, Instruction/CAO
4. Justin Snyder, Vice President of Workforce Development
5. Dr. Claudia Vestal, Department Head of English, Communications, & Humanities (Advisor)
6. Ann Snell, Instructor, Business Administration
7. Daniel Faulkner, Learning Resource Center Audio/Video Tech
8. Penny Miller, Registrar, Student Development
9. Jennifer Jones, Director, Distance Learning
10. Zak Mathews, Instructor, Mathematics, Engineering & Physical Sciences
11. Erik Perel, Department Head of Advertising & Graphic Design
12. Brian Arnold, System Administrator, Information Services
13. Shannon Newlin, Systems Administrator, Information Services
14. David Farnham, Network Administrator, Information Services
15. Debra McCusker, Department Head, Accounting, Business Administration & Information Tech
16. Shekitha Rogers, Assistant Director, Financial Aid
17. Brad Ray, Audio/Video Tech, Learning Resource Center
18. Barbara Thornton, Controller, Business Office
19. Tyeshia Smith, Senior Finance Specialist, Business Office

The Technology Committee is made up of four **Subcommittees**:

HyFlex Classroom Technology Working Group

Lead:

1. Ann Snell, Instructor, Business Administration

Software and Tech Project Prioritization

Lead:

1. Jennifer Jones, Director, Distance Learning

Technology Plan

Lead:

1. Sara Thynne, Director, Learning Resources

Employee Technology Training

Lead:

1. Debra McCusker, Department Head, Accounting, Business Administration & Information Tech

Meeting Schedule: Monthly, year-round through the end of 2023-2024

Bookstore Liaison

The Bookstore Liaison Team is responsible for facilitating communication between faculty, staff, the Bookstore, and the Business Office.

Liaisons:

1. Dr. Constance Wolfe, Executive Vice President
2. Dr. Lisa Johnson, Vice President of Instruction/CAO
3. Andrea Rollins, Chief Financial Officer, Vice President of Business & Finance
4. Justin Snyder, Vice President of Workforce Development

Membership:

5. Sonya McCook, Dean of Business, Arts, & Sciences
6. Vacant, Dean of Applied Engineering, Agriculture, & Skilled Trades
7. Dr. Melanie Lewis, Dean of Health & Public Services
8. Ducan Shaw, Continuing Education, Student Services Manager
9. Dawn Martin, Administrative Assistant, PACE Success Coaching Program & English, Communications, & Humanities Department
10. Randy Williamson, Adjunct Instructor, Automotive Systems

Meeting Schedule: As needed, year-round through the end of 2023-2024