**Standing Committee Members**

**2014-2015 as of February 23, 2015**

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| **2014-2015 Membership** | **Committee Chair** | **ELT Sponsor/Designee** |
| **Academic Affairs**The Academic Affairs Committee serves as the coordinating body for broad topics relating to instructional programs. It is an instructional advisory committee for the Office of Vice President, Instructional Services. **Voting Membership:**Two representatives from each of the six curriculum divisions, serving two-year staggered termsThe President of the Student Body or designee The Vice President for Student Services The Vice President for Instructional Services, Chair Director, Enrollment Operations/RegistrarNon-Voting Membership: Director, Enrollment Services Director, Madison CampusSix curriculum Deans Associate Deans College’s SACS Liaison/AVPIS Instructional Support RepresentativeVP Business & Finance, TBD Senior Executive Director for E&WD/CE |
| Terry BrasierArnold AlvarezAngela GoodwinLee SwendsenHeather VaughnJean FinleyVeronica DoolyBen HoustonDeanna LittrellCarlos FordJonathan WiseBrook MayoScott DouglasJayne English, SGA Representative**Non-Voting Members**Gene LoflinShelley WhiteDolly HortonSkye MyrickBeth StewartR.J. CormanSheila TillmanVernon DaughertyRon LayneJon WienerLisa BushRhonda DevanBethany EmorySherri DavisRebecca HowellBrian Clemmons | Melissa Quinley, Chair | Melissa Quinley |
| **Awards and Recognition** Creates an awards and recognition program for the faculty and staff at the College that can include monthly recognitions, quarterly awards in different categories, holiday gathering, and annual recognition celebration.Each academic division (1-3) College Advancement (1) HR&OD (1)President’s Office (1-2) Business & Finance (1-2) Business & Finance/Admin Services (1-2)E&WD/CE (1-2) SGA Rep (1) IT (1-2)Student Services (1-2) |
| Ken RudolphMaggie PoistPam BakerNancy MarkoffGlenna GunterLisa HaleTammy WardClaire GolcherLyn LinkousKim EnglandJared OwnbeyJean FinleySandy DantoneAngie RichardsDaryl FisherDebbie HendersonShelly PangburnJayne English, SGA Representative | Jeannine Wynne & Susan Haldane, Co-Chairs | Kaye Waugh |
| **Calendar Committee**To set the academic term dates, create a calendar with semester start and end dates, holidays, student breaks, and to ensure there is enough class meeting times to meet North Carolina state guidelines.Vice President for Instructional Services Associate Vice President for Instructional Services, chairAcademic Reporting and Compliance Coordinator Dean of Engineering and Applied TechnologyDean, Allied Health &Public Services Dean, Arts and SciencesDean, Business & Hospitality Dean, Academic SuccessBusiness Services Executive Director Dean, Emergency ServicesDirector, Basic Skills Associate RegistrarDirector, Recruitment & High School Partnerships  |
| Annie DowdellDolly HortonVernon DaughertyBeth StewartR.J. CormanRon LayneLisa EvansJody KranerSkye MyrickMike DempseyKaren PaulyMatthew FenderVince Donatelli | Gene Loflin, Chair | Melissa Quinley |
| **Data Integrity and Users Team (DUIT)**The committee will improve the quality of the College’s data by: * Developing data definitions and business rules governing data
* Recommending assignment of data stewardship responsibilities
* Developing data quality guidelines and monitoring processes
* Developing a plan for regulatory compliance where required
* Recommending policies and procedures related to data governance

**Membership**DUIT is comprised of members from each of the following areas:* Business/Finance
* Human Resources
* Student Data – Curriculum
* Student Data – Continuing Education
* Financial Aid
* Information Technology
* Research & Planning

Director of Research & Planning (Co-chair)Registrar/Director for Enrollment Operations (Co-chair)Vice President for IT/CIO Director, Administrative ApplicationsCE Coordinator, Records & RegistrationAcademic Reporting and Compliance CoordinatorRepresentative from Business ServicesRepresentative from Financial Aid Representative from Human Resources Research AnalystDepartment Chair/Faculty MemberAdditional ad hoc temporary members as needed |
| Dave WhiteScott DouglasBrian WillisDavid McKinneySherry LunsfordAnnie DowdellLisa EvansJon GrunderConnie SnipesAllison SeidelMarlene Roden**Ad hoc:** Carol RovelloAlexa Bazley | Dave White & Scott Douglas, Co- Chairs | Dave White |
| **Distance Learning Steering Committee**Advises the Vice President of Instructional Services on matters related to online forms of distance education to:* Assure adequate communication to campus constituents regarding initiatives in online education.
* Ensure consistency and quality in the design, development and delivery of online courses and programs.
* Identify faculty instructional and student learning needs.
* Propose modifications to existing standards, processes or guidelines relevant to the development and delivery of distance education.

Associate Vice President for Instructional Services, chairEach Instructional Division, 1-2 faculty\*Adjunct faculty, 1-2 representativesInstructional Services Support Staff, 1 representativeE&WD/CE, 1 representativeStudent Services, 1-2 representativesInformation Technology, 1-2 representativesDean, 1 representative\*All nominated faculty, including adjuncts, must have instructed at least two 50% online sections in the year prior to nomination and are expected to continue instructing at least two 50% or more on-line sections. Preference should be given to faculty who has taught 100% on-line sections. |
| John WitherspoonDaniel StokoePam KirbyJim SullivanSandy DantoneKevin KiserSara GreskoPeggy HigginsBeth StewartApril BirchfieldKen RudolphAlikhan SalehiShelly PangburnMark LocklearShaana Thomas HoughLiz WatkinJean FinleyDana MoorMary Jane Maxwell | Gene Loflin & Bethany Emory, Co-Chairs | Melissa Quinley |
| **Diversity & Inclusion Committee**Advocates for a college-wide environment where everyone feels invited and included. The committee strives to foster awareness and understanding of diversity issues through interactive learning opportunities.Student Services, co-chairHuman Resources, co-chairAcademic divisions (1-3) from eachCommunity Relations & Marketing (1)E&WD/CE (2)IT (1-2)Student Services (3-4)Business & Finance/Administrative Services (1-2)HR&OD (1-2)All meetings are open to College personnel and students. |
| Ron LayneCarol FlemingRebecca LoliTom RashCarol LittleErika LytleBrian LongacreKelly McEnanyRuss PalmeriDuane AdamsPam BakerElaine BeattieDoreen CampbellKevin MillsKara KellerLaura PenningtonMartha BallAngie RichardsTim ArnoldSara GreskoDaryl FisherBen HoustonMann HunterJeralie AndrewsAlexa BazleyPage McCormickMark LocklearBethany EmorySharon CupstidJudith HarrisKaren KotiwLeasha OgleAlikhan SalehiPhyllis Utley | Michele Hathcock, Carol Rovello & James Lee; Co-Chairs | Kaye Waugh |
| **Emergency Preparedness**To implement the Emergency Preparedness Plan and recommend resources that are needed to ensure the security of the campus and the safety of its personnel.Chief of Police, Chair AVP Instructional Services Dept. Chairs/Rep: FST, EMS, CJ (3)Director, Plant Operations (1) B&H (2) Recruiter (1)IT (1) Buncombe Early College (1) Dean, AH&PSDirector, Call Center Director, CR&M Director of Advising & Student Support Services **Ad Hoc:**Biltmore Company (1) Buncombe Co. Emergency Mgmt. (1) Buncombe Co. Sheriff’s Dept. (1)Asheville Police Department (1) |
| Gene LoflinJohn Witherspoon Keith Owens Daryl FisherBenny Smith Kerri GloverRebecca Howell Benson Metcalf Aaron Richman Randy Rose Dianne DavisConnie Snipes Cindy Little (Buncombe County Schools)Dolly Horton | Kara Keller, Chair | Rhonda Devan |
| **Enrollment Management**To shape the enrollment of A-B Tech and meet established goals by exerting more influence over our student enrollments.Academic Deans (3) Department Chairs (3) Dir., Planning & Research (1)Dir., Enrollment Services Dir., Enroll Ops/Registrar Dir., Advising/Student Support (1)Academic Advisor (1) Business & Finance (1) Dir., Comm. Relations & Mktg. (1)Dir., Basic Skills E&WD/CE (1) Consultants (1-2)Vice President, Instructional Services, co-chairVice President, Student Services, co-chair |
| **Enrollment Management****Core Team**Work Groups:Marketing & RecruitmentCompletion by DesignMadison Site Advisory TeamSouth Site Advisory Team | Shelley WhiteDave WhiteKerri GloverLisa BushScott DouglasTerry BrasierJason FairDolly HortonPhyllis UtleyAaron RichmanSheila TillmanMike DempseyVernon DaughertyRJ CormanMarlene FrisbeeTerry BrasierDave WhiteLisa BushJim SullivanJoan HellerRon LayneLeah HamptonRebecca HowellScott DouglasBrian ClemmonsKaren PaulyEllen PerryGene LoflinAlyson Ramsey-LaudenslayerMark LocklearDolly HortonRJ CormanBeth StewartBecky GarlandTodd OldenburgCaroline BrigmonKerri GloverGene LoflinAlyson Ramsey-LaudenslayerMark LocklearDolly HortonRJ CormanBeth StewartLee FisherCaroline BrigmonKerri Glover | Melissa Quinley & Terry Brasier, Co-ChairsLisa Bush & Kerri Glover, Co-ChairsMelissa Quinley, ChairSherri Davis, ChairJason Fair, Chair | Melissa Quinley & Terry Brasier |
| **Faculty Association**The Faculty Association participates in the formation, implementation, and review of educational policies at Asheville-Buncombe Technical Community College, thereby encouraging quality educational opportunities for students, faculty, staff, and the community. |
| All nine-month or twelve-month full-time or currently employed adjunct instructors are members of the Association.* Officers shall consist of a president, vice president, and secretary.
* Voting for the election of officers and for representatives to the Executive Board shall be by secret ballot.

Jim SullivanSharon SmithJennifer VoigtJudy BrauerGeorgiann HensonRichard PeartCharles deVriesArnold AlvarezMissy ParrisDavid WalkerSamantha CastelblancoTodd CreasmanJonathan BrickerVeronica Dooly | Marlene Roden  | Melissa Quinley |
| **Faculty Enhancement Committee**To review and approve funding requests allocated from the Ferguson Endowment for Faculty Development for professional development activities of curriculum faculty that improve the skills, knowledge, and abilities required to provide the highest level of instruction. |
| Scott AdamsArnold AlvarezTisha AndersonLaura BrownJean FinleyKevin FletcherJoan HellerSherian HowardJillian McMeansMelanie ParhamLaura Shears John Witherspoon | Jim Sullivan | Dennis King & Terry Brasier |
| **Faculty Professional Development Committee**To review and make recommendations for supporting faculty, both full-time and adjunct, to improve the skills, knowledge, and abilities required to provide instruction at the highest levels reflected in the faculty competencies. Associate Vice President for Instructional ServicesISOL representative, chairInstructional divisions (except A&S), 1 representativeA&S: 4 reps: Math, Science, Arts and HumanitiesCoordinator, Adjunct Faculty SupportAdjunct faculty, 1 representativeDepartment Chair(1) |
| Bethany EmoryBarb BrowningRock DoddridgeBecky DoyleAngela GoodwinMissy ParrisKevin KiserJillian McMeansKatie Hast | TBD | Gene Loflin |
| **Global Education**The focus is on bringing an awareness of global issues to our campus. The committee seeks to promote relationships with international businesses in the region, to build a database of student projects and global resources, to encourage foreign language study and international travel, and to provide professional development opportunities for faculty and staff to be exposed to global content.One-two reps from each academic division (6-12) Student Services (1-2) IT (1)Business & Finance/Administrative Services (1) E&WD/CE (1-2) HR&OD (1) |
| Cris HarshmanPete KennedyValerie WattsMelanie ParhamMarilee BushJonathan RossGigi DerballaJonathan WiseDavid DryJohn DavisPeggy BullaJennifer HillPhyllis BooneVicki ThompsonBrinda CaldwellLisa EvansPage McCormick | Kelly McEnany, Chair | Melissa Quinley |
| **Institutional Effectiveness and Strategic Planning Committee**Ensures that A-B Tech is engaged in ongoing, integrated, and institution-wide research-based planning and evaluation that incorporate an environmental scan of political, economic, social and technological factors that could impact the College; provide a systematic review of the institutional effectiveness plans, SLOs, and develop and monitor the strategic plan for continuous improvement and demonstrate the College is effectively accomplishing its mission.Additional faculty and staff members may be appointed to carry out special projects and assignments.**Core Team**: Provides oversight for the five teams within the structure of the Institutional Effectiveness and Strategic Planning Standing CommitteeVice President for Instructional ServicesVice President for Student ServicesVice President for Business and Finance/CFOAssociate Vice President for Instructional Services/SACS LiaisonDirector, Research & Planning2 representatives from the Student Learning Outcomes Assessment Review Committee2 representatives from the Annual Plan Assessment Review Team1 representative from the Environmental Scan Team**Strategic Planning Team**: Reviews and revises the College’s Strategic Plan in January/February for upcoming academic year. 2 representatives from the Executive Leadership Team (ELT)Associate Vice President of Instructional Services/SACS Liaison2 representatives from Business & Finance/Administrative Services Division3 representatives (non-faculty) from academic divisions1 faculty representative from each division1 representative from Human Resources & Organizational Development (HR&OD)2 representatives from Student Services1 representative from Information Systems Technology2 representatives from Economic & Workforce Development/Continuing Education (E&WD/CE)Director, Madison County site1 representative from College Advancement**Environmental Scan Team**: Studies, interprets, and reports on the political, economic, social, and technological events and trends which influence the operations and activities of the College.Associate Dean for Arts and ScienceDirector, Madison County siteDirector, Community Relations and MarketingGrant Writer2 representatives from the Executive Leadership Team1 representative from Student Services1 representative from Economic and Workforce Development/Continuing Education1 representative from Human Resources and Organizational Development1 representative from Information Systems Technology1 at-large representative**Student Learning Outcomes Assessment Review Committee** **(SLOARC**): This is a separate standing committee, but outcomes are directly applicable to those of the Institutional Effectiveness and Strategic Planning Committee. Composition of this committee is found on its own standing committee page elsewhere in this manual.**Annual Plan Assessment Review Team (APART)**: Provides systematic assessment and data-informed continuous improvement of unit annual plans. The team evaluates the annual plans submitted by each budget unit within the College and mentors units in revising these reports as necessary. Director Research and Planning, ChairDirector, Quality Assurance and Assessment2 department chairs2 administrators/budget custodians (non-Instructional Services)1 representative from each administrative division (Business/Finance, HR&OD, E&WF/CE, Student Services, IT)**Program Review Assessment Review Team (PRART)**: Provides systematic assessment and data-informed continuous improvement of curriculum academic program reviews in the Instructional Services Division. The team evaluates program reviews submitted by each department chair and mentors the chairs in revising these reports as necessary. Director of Quality Assurance and Assessment, ChairDean, Business and Hospitality Associate Dean, Business and HospitalityDean, Allied Health and Public ServiceDean, Emergency ServicesDean, Engineering and Applied Technology1 representative from Research and Planning |
| **Core Team:** Terry BrasierRhonda DevanGene LoflinFiona ChrystallLisa BushLaura Pennington**Environmental Scan Team:** Jon WienerSherri DavisJason FairKerri GloverMelissa QuinleyRhonda DevanMike DempseyCaroline BrigmonCarol RovelloTerry BrasierBrian WillisDave White**Strategic Planning Team**: Melissa QuinleyRhonda DevanGene LoflinJoe BaceJon WienerRJ CormanBeth StewartBrenda FisherKevin KimreyStephen HilderbrandKeith OwensBen GoliwasHelen BurrellShelly BlackburnCarol RovelloMike DempseyBrian ClemmonsArlen RauschkolbTerry BrasierJill SparksShelley WhiteSherri DavisSue Olesiuk**Annual Plan Assessment Review Team (APART):**Fiona ChrystallMelissa HyattMatthew FenderLisa BushCris HarshmanLisa LankfordPage McCormickPeggy BullaShelly PangburnKevin Kimrey**Program Review Assessment Review Team (PRART):**RJ CormanSheila TillmanDolly HortonSkye MyrickVernon DaughertyBeth StewartAllison Seidel | Melissa Quinley & Dave White, Co-ChairsLaura Pennington, ChairDave White, ChairDave White, ChairFiona Chrystall, Chair | Melissa Quinley & Dave White |
| **Invitational Education**To direct the acculturation of the invitational education philosophy into campus life. To make recommendations to and advise the President on matters pertaining to using Invitational Education to support the College Mission Statement. The committee will focus on the People, Places, Programs, Policies and Processes (the 5 P’s) of the College and how they might be improved to summon success for everyone associated with the College.ELT will name representatives to the committee on an annual basisThe term for each members will be two yearsHR&OD (1) SGA Representative (1) Administrative Services (1-2)Each Academic division (1-2 from each) Student Services (2) IT (1)College Advancement (1) E&WD/CE (1-2) Business & Finance (1) |
| Darryl RhymesMike KellerTammy WardKaren EdwardsJennifer VoightJean FinleyJosh DavisChris LangJohn DavisNancy KoolPam SilversAngela CalhounKevin MillsTim GeibMartha BallJayne English, SGA Representative | Carol Fleming, Chair | Terry Brasier |
| **Student Learning Outcomes Assessment Review Committee**Create a culture where systematic assessment and data-informed continuous improvement of student learning is a process driven by the faculty. The purpose of the committee is two-fold: to evaluate SLO Assessment reports and to mentor departments in revising these reports as needed.Department Chairperson, co-chairDirector, Curriculum Quality Assurance and AssessmentEach Instructional division (except A&S) 1 faculty and 1 department chairA&S: I representative each: Math, Science, Arts and HumanitiesFaculty Development and Assessment, 1 representativeDean, 1 representative |
| Beth StewartCindy MooreSharon TrammelKelly RandolphJennifer BosworthRon LayneNita KirkpatrickMissy ParrisDaryl FisherKevin KiserStephen HilderbrandVince DonatelliGene Loflin (ex-officio) | Fiona Chrystall & Pamela Silvers, Co-Chairs | Melissa Quinley |
| **Sustainability Committee**The focus is on sharing ideas, disseminating information, and providing input to drive the College’s sustainability effort  |
| Scott Adams‎Clarence TateHelen BurrellPorscha OrndorfLisa EvansGene LoflinJoshua LittlejohnBenny SmithHaven Hanford‎Gea SkeensMichele HathcockAllison YeltonAshley Edwards‎; SGAJames CardwellJon SnoverLyn Martin, NCDENR | Heath Moody  | Rhonda Devan |
| **Wellness**Serve as an advisory body for wellness initiatives and as a promoter of health and wellness within the College community by offering a variety of activities both on and off campus. Employees need the opportunity to exercise and practice good health habitsWellness Coordinator, chair Community Relations & Marketing representativeBusiness& Finance/Administrative Services, 1-2 representativesStudent Services, 1 representativeHR&OD I representativeInformation Technology, 1 representativeW&ED/C E, 1 representativeRepresentatives from the 6 Instructional divisions, including adjunct faculty |
| Rhonda DavidsonJillian McMeansLani AndersonOzzy CocarelliLee FisherLaurel YoungLiz AtkinsonBridgett CrawfordKara KellerMarc McKinnisJohn ErwinSkye MyrickMary AndreaeKathy PflugerSusan Haldane | Carol Stanford, Chair | Kaye Waugh |

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| **AD HOC COMMITTEES*****Updated July 2014*** | **2014-2015** | Chair | ELT Sponsor |
| **Academic Progress Appeals**VP, Student ServicesVP, Instructional ServicesDean, A&SDean, AHDean, ESDean, B&HDean, E&ATDean, ASDirector, Stu Advising & Support Services | Terry BrasierMelissa QuinleyBeth StewartDolly HortonSkye MyrickR.J. CormanVernon DaughertyRon LayneRebecca Howell | Terry Brasier | Terry Brasier |
| **Financial Aid Appeals**This committee is different each time it is needed.Financial Aid StaffFinancial Services StaffTwo faculty membersTwo Student Services Staff | Jon Grunder Lisa LankfordLauren PlayerVeronica DoolyJulia Dennis  | Pamela Ellis  | Terry Brasier |
| **Grade Appeals**This committee is different each time it is needed.Two faculty membersTwo studentsOne Student Services staff | One administrator, coordinator or above | Terry Brasier |
| **Institutional Review Board**GrantsVP, Instructional ServicesFaculty, AH&PSFaculty, A&SFaculty, A&SFaculty, A&SResearch AnalystMountain Environmental Services, Ad Hoc  | Laura PenningtonMelissa QuinleyRachel RepasyGlenn RatcliffLynn LewisLaurel YoungAllison SeidelMax Kimel | Mathew Fender | Melissa Quinley |
| **President’s Council**Vice-President, Instructional ServicesVice President, Student ServicesVice President, Information Systems TechnologyVice President, Human Resources & Organizational DevelopmentVice President, Business & Finance/CFOSenior Executive Director, Economic & Workforce Development/Con-EdAssociate Vice President, Instructional ServicesAssociate Vice President, Information TechnologyDean, Allied Health & Public ServiceDean, Academic Success Dean, Arts and SciencesDean, Business & Hospitality EducationDean, Emergency Services Dean, Engineering & Applied TechnologyAssociate Dean, Arts and SciencesAssociate Dean, Hospitality EducationExecutive Director, Business ServicesExecutive Director, Facilities and OperationsExecutive Director, College AdvancementDirector, Community Relations and MarketingDirector of Research & PlanningDirector, Workforce ProgramsDirector, Community Services ProgramsDirector, Economic & Workforce Continuing EducationDirector, Enrollment ServicesDirector, Student Advising and Support ServicesDirector, Human ResourcesDirector, Financial AidDirector Student Life and DevelopmentDirector, Call CenterAssociate Chair, Computer Information Systems Registrar & Director, Enrollment OperationsChief of Police/SecurityStrategic Business Development Officer | Dennis King | Dennis King |
| **Student Appeals**This committee is different each time it is needed.Two faculty membersTwo studentsOne Student Services staff | One administrator, coordinator or above | Terry Brasier |
| **Threat Assessment Team**This committee is different each time it is needed.One senior level member of campus police securityOne faculty member who is teaching the studentOne counselor | ELT member | Terry Brasier |