**Standing Committee Members**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 terms  The President of the Student Body or designee  The Vice President for Student Services  The Vice President for Instructional Services, Chair  Director, Enrollment Operations/Registrar  Non-Voting Membership:  Director, Enrollment Services Director, Madison Campus  Six curriculum Deans Associate Deans  College’s SACS Liaison/AVPIS Instructional Support Representative  VP Business & Finance, TBD Senior Executive Director for E&WD/CE | | | | | |
| Terry Brasier  Arnold Alvarez  Angela Goodwin  Lee Swendsen  Heather Vaughn  Jean Finley  Veronica Dooly  Ben Houston  Deanna Littrell  Carlos Ford  Jonathan Wise  Brook Mayo  Scott Douglas  Jayne English, SGA Representative  **Non-Voting Members**  Gene Loflin  Shelley White  Dolly Horton  Skye Myrick  Beth Stewart  R.J. Corman  Sheila Tillman  Vernon Daugherty  Ron Layne  Jon Wiener  Lisa Bush  Rhonda Devan  Bethany Emory  Sherri Davis  Rebecca Howell  Brian 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 Rudolph  Maggie Poist  Pam Baker  Nancy Markoff  Glenna Gunter  Lisa Hale  Tammy Ward  Claire Golcher  Lyn Linkous  Kim England  Jared Ownbey  Jean Finley  Sandy Dantone  Angie Richards  Daryl Fisher  Debbie Henderson  Shelly Pangburn  Jayne 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, chair  Academic Reporting and Compliance Coordinator Dean of Engineering and Applied Technology  Dean, Allied Health &Public Services Dean, Arts and Sciences  Dean, Business & Hospitality Dean, Academic Success  Business Services Executive Director Dean, Emergency Services  Director, Basic Skills Associate Registrar  Director, Recruitment & High School Partnerships | | | | | |
| Annie Dowdell  Dolly Horton  Vernon Daugherty  Beth Stewart  R.J. Corman  Ron Layne  Lisa Evans  Jody Kraner  Skye Myrick  Mike Dempsey  Karen Pauly  Matthew Fender  Vince 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 Applications  CE Coordinator, Records & Registration  Academic Reporting and Compliance Coordinator  Representative from Business Services  Representative from Financial Aid  Representative from Human Resources  Research Analyst  Department Chair/Faculty Member  Additional ad hoc temporary members as needed | | | | | |
| Dave White  Scott Douglas  Brian Willis  David McKinney  Sherry Lunsford  Annie Dowdell  Lisa Evans  Jon Grunder  Connie Snipes  Allison Seidel  Marlene Roden  **Ad hoc:**  Carol Rovello  Alexa 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, chair  Each Instructional Division, 1-2 faculty\*  Adjunct faculty, 1-2 representatives  Instructional Services Support Staff, 1 representative  E&WD/CE, 1 representative  Student Services, 1-2 representatives  Information Technology, 1-2 representatives  Dean, 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 Witherspoon  Daniel Stokoe  Pam Kirby  Jim Sullivan  Sandy Dantone  Kevin Kiser  Sara Gresko  Peggy Higgins  Beth Stewart  April Birchfield  Ken Rudolph  Alikhan Salehi  Shelly Pangburn  Mark Locklear  Shaana Thomas Hough  Liz Watkin  Jean Finley  Dana Moor  Mary 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-chair  Human Resources, co-chair  Academic divisions (1-3) from each  Community 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 Layne  Carol Fleming  Rebecca Loli  Tom Rash  Carol Little  Erika Lytle  Brian Longacre  Kelly McEnany  Russ Palmeri  Duane Adams  Pam Baker  Elaine Beattie  Doreen Campbell  Kevin Mills  Kara Keller  Laura Pennington  Martha Ball  Angie Richards  Tim Arnold  Sara Gresko  Daryl Fisher  Ben Houston  Mann Hunter  Jeralie Andrews  Alexa Bazley  Page McCormick  Mark Locklear  Bethany Emory  Sharon Cupstid  Judith Harris  Karen Kotiw  Leasha Ogle  Alikhan Salehi  Phyllis 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&PS  Director, 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 Loflin  John Witherspoon  Keith Owens  Daryl Fisher  Benny Smith  Kerri Glover  Rebecca Howell  Benson Metcalf  Aaron Richman  Randy Rose  Dianne Davis  Connie 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-chair  Vice President, Student Services, co-chair | | | | | |
| **Enrollment Management**  **Core Team**  Work Groups:  Marketing & Recruitment  Completion by Design  Madison Site Advisory Team  South Site Advisory Team | Shelley White  Dave White  Kerri Glover  Lisa Bush  Scott Douglas  Terry Brasier  Jason Fair  Dolly Horton  Phyllis Utley  Aaron Richman  Sheila Tillman  Mike Dempsey  Vernon Daugherty  RJ Corman  Marlene Frisbee  Terry Brasier  Dave White  Lisa Bush  Jim Sullivan  Joan Heller  Ron Layne  Leah Hampton  Rebecca Howell  Scott Douglas  Brian Clemmons  Karen Pauly  Ellen Perry  Gene Loflin  Alyson Ramsey-Laudenslayer  Mark Locklear  Dolly Horton  RJ Corman  Beth Stewart  Becky Garland  Todd Oldenburg  Caroline Brigmon  Kerri Glover  Gene Loflin  Alyson Ramsey-Laudenslayer  Mark Locklear  Dolly Horton  RJ Corman  Beth Stewart  Lee Fisher  Caroline Brigmon  Kerri Glover | Melissa Quinley & Terry Brasier, Co-Chairs  Lisa Bush & Kerri Glover, Co-Chairs  Melissa Quinley, Chair  Sherri Davis, Chair  Jason 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 Sullivan  Sharon Smith  Jennifer Voigt  Judy Brauer  Georgiann Henson  Richard Peart  Charles deVries  Arnold Alvarez  Missy Parris  David Walker  Samantha Castelblanco  Todd Creasman  Jonathan Bricker  Veronica 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 Adams  Arnold Alvarez  Tisha Anderson  Laura Brown  Jean Finley  Kevin Fletcher  Joan Heller  Sherian Howard  Jillian McMeans  Melanie Parham  Laura 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 Services  ISOL representative, chair  Instructional divisions (except A&S), 1 representative  A&S: 4 reps: Math, Science, Arts and Humanities  Coordinator, Adjunct Faculty Support  Adjunct faculty, 1 representative  Department Chair(1) | | | | | |
| Bethany Emory  Barb Browning  Rock Doddridge  Becky Doyle  Angela Goodwin  Missy Parris  Kevin Kiser  Jillian McMeans  Katie 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 Harshman  Pete Kennedy  Valerie Watts  Melanie Parham  Marilee Bush  Jonathan Ross  Gigi Derballa  Jonathan Wise  David Dry  John Davis  Peggy Bulla  Jennifer Hill  Phyllis Boone  Vicki Thompson  Brinda Caldwell  Lisa Evans  Page 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 Committee  Vice President for Instructional Services  Vice President for Student Services  Vice President for Business and Finance/CFO  Associate Vice President for Instructional Services/SACS Liaison  Director, Research & Planning  2 representatives from the Student Learning Outcomes Assessment Review Committee  2 representatives from the Annual Plan Assessment Review Team  1 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 Liaison  2 representatives from Business & Finance/Administrative Services Division  3 representatives (non-faculty) from academic divisions  1 faculty representative from each division  1 representative from Human Resources & Organizational Development (HR&OD)  2 representatives from Student Services  1 representative from Information Systems Technology  2 representatives from Economic & Workforce Development/Continuing Education (E&WD/CE)  Director, Madison County site  1 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 Science  Director, Madison County site  Director, Community Relations and Marketing  Grant Writer  2 representatives from the Executive Leadership Team  1 representative from Student Services  1 representative from Economic and Workforce Development/Continuing Education  1 representative from Human Resources and Organizational Development  1 representative from Information Systems Technology  1 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, Chair  Director, Quality Assurance and Assessment  2 department chairs  2 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, Chair  Dean, Business and Hospitality  Associate Dean, Business and Hospitality  Dean, Allied Health and Public Service  Dean, Emergency Services  Dean, Engineering and Applied Technology  1 representative from Research and Planning | | | | | |
| **Core Team:**  Terry Brasier  Rhonda Devan  Gene Loflin  Fiona Chrystall  Lisa Bush  Laura Pennington  **Environmental Scan Team:**  Jon Wiener  Sherri Davis  Jason Fair  Kerri Glover  Melissa Quinley  Rhonda Devan  Mike Dempsey  Caroline Brigmon  Carol Rovello  Terry Brasier  Brian Willis  Dave White  **Strategic Planning Team**:  Melissa Quinley  Rhonda Devan  Gene Loflin  Joe Bace  Jon Wiener  RJ Corman  Beth Stewart  Brenda Fisher  Kevin Kimrey  Stephen Hilderbrand  Keith Owens  Ben Goliwas  Helen Burrell  Shelly Blackburn  Carol Rovello  Mike Dempsey  Brian Clemmons  Arlen Rauschkolb  Terry Brasier  Jill Sparks  Shelley White  Sherri Davis  Sue Olesiuk  **Annual Plan Assessment Review Team (APART):**  Fiona Chrystall  Melissa Hyatt  Matthew Fender  Lisa Bush  Cris Harshman  Lisa Lankford  Page McCormick  Peggy Bulla  Shelly Pangburn Kevin Kimrey  **Program Review Assessment Review Team (PRART):**  RJ Corman  Sheila Tillman  Dolly Horton  Skye Myrick  Vernon Daugherty  Beth Stewart  Allison Seidel | | Melissa Quinley & Dave White, Co-Chairs  Laura Pennington, Chair  Dave White, Chair  Dave White, Chair  Fiona 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 basis  The term for each members will be two years  HR&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 Rhymes  Mike Keller  Tammy Ward  Karen Edwards  Jennifer Voight  Jean Finley  Josh Davis  Chris Lang  John Davis  Nancy Kool  Pam Silvers  Angela Calhoun  Kevin Mills  Tim Geib  Martha Ball  Jayne 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-chair  Director, Curriculum Quality Assurance and Assessment  Each Instructional division (except A&S) 1 faculty and 1 department chair  A&S: I representative each: Math, Science, Arts and Humanities  Faculty Development and Assessment, 1 representative  Dean, 1 representative | | | | | |
| Beth Stewart  Cindy Moore  Sharon Trammel  Kelly Randolph  Jennifer Bosworth Ron Layne Nita Kirkpatrick Missy Parris Daryl Fisher Kevin Kiser Stephen Hilderbrand Vince Donatelli  Gene 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 Adams‎ Clarence Tate  Helen Burrell  Porscha Orndorf  Lisa Evans  Gene Loflin  Joshua Littlejohn  Benny Smith  Haven Hanford‎  Gea Skeens  Michele Hathcock  Allison Yelton  Ashley Edwards‎; SGA  James Cardwell  Jon Snover  Lyn 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 habits  Wellness Coordinator, chair  Community Relations & Marketing representative  Business& Finance/Administrative Services, 1-2 representatives  Student Services, 1 representative  HR&OD I representative  Information Technology, 1 representative  W&ED/C E, 1 representative  Representatives from the 6 Instructional divisions, including adjunct faculty | | | | | |
| Rhonda Davidson  Jillian McMeans  Lani Anderson  Ozzy Cocarelli  Lee Fisher  Laurel Young  Liz Atkinson  Bridgett Crawford  Kara Keller  Marc McKinnis  John Erwin  Skye Myrick  Mary Andreae  Kathy Pfluger  Susan Haldane | | Carol Stanford, Chair | | | Kaye Waugh |

|  |  |  |  |
| --- | --- | --- | --- |
| **AD HOC COMMITTEES**  ***Updated July 2014*** | **2014-2015** | Chair | ELT Sponsor |
| **Academic Progress Appeals**  VP, Student Services  VP, Instructional Services  Dean, A&S  Dean, AH  Dean, ES  Dean, B&H  Dean, E&AT  Dean, AS  Director, Stu Advising & Support Services | Terry Brasier  Melissa Quinley  Beth Stewart  Dolly Horton  Skye Myrick  R.J. Corman  Vernon Daugherty  Ron Layne  Rebecca Howell | Terry Brasier | Terry Brasier |
| **Financial Aid Appeals**  This committee is different each time it is needed.  Financial Aid Staff  Financial Services Staff  Two faculty members  Two Student Services Staff | Jon Grunder  Lisa Lankford  Lauren Player  Veronica Dooly  Julia Dennis | Pamela Ellis | Terry Brasier |
| **Grade Appeals**  This committee is different each time it is needed.  Two faculty members  Two students  One Student Services staff | | One administrator, coordinator or above | Terry Brasier |
| **Institutional Review Board**  Grants  VP, Instructional Services  Faculty, AH&PS  Faculty, A&S  Faculty, A&S  Faculty, A&S  Research Analyst  Mountain Environmental Services, Ad Hoc | Laura Pennington  Melissa Quinley  Rachel Repasy  Glenn Ratcliff  Lynn Lewis  Laurel Young  Allison Seidel  Max Kimel | Mathew Fender | Melissa Quinley |
| **President’s Council**  Vice-President, Instructional Services  Vice President, Student Services  Vice President, Information Systems Technology  Vice President, Human Resources & Organizational Development  Vice President, Business & Finance/CFO  Senior Executive Director, Economic & Workforce Development/Con-Ed  Associate Vice President, Instructional Services  Associate Vice President, Information Technology  Dean, Allied Health & Public Service  Dean, Academic Success  Dean, Arts and Sciences  Dean, Business & Hospitality Education  Dean, Emergency Services  Dean, Engineering & Applied Technology  Associate Dean, Arts and Sciences  Associate Dean, Hospitality Education  Executive Director, Business Services  Executive Director, Facilities and Operations  Executive Director, College Advancement  Director, Community Relations and Marketing  Director of Research & Planning  Director, Workforce Programs  Director, Community Services Programs  Director, Economic & Workforce Continuing Education  Director, Enrollment Services  Director, Student Advising and Support Services  Director, Human Resources  Director, Financial Aid  Director Student Life and Development  Director, Call Center  Associate Chair, Computer Information Systems  Registrar & Director, Enrollment Operations  Chief of Police/Security  Strategic Business Development Officer | | Dennis King | Dennis King |
| **Student Appeals**  This committee is different each time it is needed.  Two faculty members  Two students  One 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 security  One faculty member who is teaching the student  One counselor | | ELT member | Terry Brasier |