

# FACULTY COMMITTEES

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## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **ADA ACCOMMODATIONS COMMITTEE**

#### **Members**

Director of Academic Advising/Counseling, Chair  
Five Faculty Representatives

#### **Duties and Responsibilities**

1. Evaluates student requests and accompanying diagnostic support for Reasonable Accommodations intended to aid students in their academic endeavors at SWTJC.
2. Based on available diagnostic and legal support and on current best practices, establishes individual Reasonable Accommodations for students and communicates the need for those accommodations to faculty
3. Monitors implementation and effectiveness of required accommodations. Works with Division Chairs to ensure required accommodations are implemented by faculty and staff.
4. Develops and maintains minutes of meetings; places all relevant materials in confidential student files housed in Chair's office.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **PRESIDENT'S CABINET**

#### **Members**

President  
Vice President of Student Services  
Vice President of Academic Affairs  
Vice President of Finance  
Vice President of Administrative Services  
Associate Vice President of Institutional Advancement  
Associate Vice President, Eagle Pass  
Associate Vice President, Del Rio  
Dean of Applied Sciences  
Dean of Liberal Arts  
Dean of Workforce Education

#### **Duties and Responsibilities**

1. To give or deny final approval on policy and procedure recommendations made by the Curriculum Committee, Services Operations Committee, Faculty Association, and other relevant campus groups.
2. To coordinate strategic planning for the institution.
3. To improve communication among administrators of the college.
4. To coordinate and develop the annual College budget.
5. To provide a forum for discussion of current issues and problems.
6. To provide for the coordination of duties among administrative officers.
7. To provide and coordinate leadership for the betterment of the college.

**FACULTY COMMITTEES  
TITLE, MEMBERS, AND DUTIES**

**ACADEMIC APPEALS COMMITTEE**

**Members**

Six Faculty Members

One student representative

**Duties and Responsibilities**

This committee meets when petitioned by students placed on academic suspension whose appeal for admission has been denied by the Vice President of Academic Affairs. A review of the individual case shall be studied and admittance granted or denied. Appeals may further be made to the President of the College.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **BOOKSTORE COMMITTEE**

#### **2014 Member List**

Christine Foley, Chair  
Bonnie Clinebell, Uvalde Faculty Representative  
Luis Fernandez, Registrar  
Johnny Guzman, Dean of Applied Sciences  
Bonny Herndon, Uvalde Faculty Representative  
Subburaj Kannan, Eagle Pass Representative  
Jack Lampe, Uvalde Faculty Representative  
Michelle Torres, Outreach Director  
Sonia Ramon, Bookstore manager  
Mark Ruiz, Regional Manager  
Anne Tarski, Vice President Finance  
Tracy Turpin, Director of Operations  
Mark Underwood, Vice President of Academic Affairs

#### **Duties and Responsibilities**

1. To assist bookstore manager in ordering and providing instructional materials and supplies and advise of needed changes to policies or procedures.
2. To recommend items that may be added to the bookstore for student and faculty use.
3. Develops agenda and maintains minutes of meetings.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **CURRICULUM COMMITTEE**

#### **Members**

Vice President of Academic Affairs –Chair  
Dean of Applied Sciences  
Dean of Liberal Arts  
Dean of Workforce Education  
Each Division Chair  
Associate Vice Presidents  
Registrar  
Advising/Counseling Representative  
Financial Aid Representative  
One Faculty Representative:  
    Del Rio  
    Eagle Pass  
    Academic  
    Technical  
Director of Student Engagement and Success  
Professional Development Officer  
Director of Libraries  
Director of Outreach  
One Faculty Association Representative  
One Student Representative

#### **Duties and Responsibilities**

A recommending body to the President’s Cabinet, the Curriculum Committee collects and analyzes educational program data and thereby:

1. Recommends and initially approves changes to SWTJC curricula and to educational policy and procedures;
2. Recommends and initially approves changes to relevant portions of the College Catalog and the Faculty Handbook;
3. Serves as a forum for the presentation and exchange of general information regarding all educational functions of the college;
4. Ensures that college curricula comply with rules and regulations of the SACSCOC, THECB, the Texas Board of Nursing, and all other relevant agencies;
5. Ensures that the curricula directly relate to the statement of purpose and strategic goals of the institution.

The Curriculum Committee also performs systematic reviews of college wide curricula at least every three years and on an as-needed basis when changes are requested.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **DISTANCE EDUCATION COMMITTEE**

#### **Members**

Eight full-time faculty members

Two part-time faculty members

One library representative

One student representative

Current Members:

April Ruhmann - Chair

Bonny Herndon

Carlos Diaz

Karen Baen

Lynn Masterson

Reagan King

Angie Gaucin

Lorie Compton

Luis Perez

#### **Committee Information Technology Liaison**

The Information Technology Director will appoint an information technology liaison for the committee.

#### **Duties and Responsibilities**

1. Set standards for the delivery of distance learning (video conferencing) courses and periodically review such courses to assure compliance with SACSCOC and THECB requirements.
2. Review curricular and instructional issues related to the quality of distance learning and make recommendations as appropriate to the Curriculum Committee.

**FACULTY COMMITTEES  
TITLE, MEMBERS, AND DUTIES**

**FACULTY DEVELOPMENT GRANTS COMMITTEE**

**Members**

Faculty Association President, Chair  
One Division Chair Representative  
Faculty Representative appointed by the President

**Duties and Responsibilities**

This committee administers the Faculty Development Grants Program. Consistent with Board policy establishing the program, it develops procedures for receiving applications for faculty development grants, receives and evaluates grant applications, and makes grant awards with the concurrence of the College President.

Develops agenda and maintains minutes of meeting. Forward these documents to the office of Institutional Effectiveness.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **PROGRAM REVIEW COMMITTEE**

#### **Members**

Five members will serve each academic year. The Dean of the College of Liberal Arts, the Dean of the College of Applied Sciences, and the Dean of Workforce Education will serve each year. One academic faculty member and one technical faculty member will serve and will be replaced every three years.

#### **Committee Selection Criteria**

The Dean of the College of Liberal Arts will appoint an academic faculty member and the Dean of Applied Sciences will appoint a technical faculty member.

#### **Committee Leadership**

The committee will elect their Chairperson.

#### **Committee Administrative Liaison**

The Director of Institutional Effectiveness will serve as administrative liaison for the committee.

#### **Duties and Responsibilities**

1. Set standards for the review of instructional programs and periodically review these standards to assure compliance with SACSCOC and THECB requirements.
2. Conduct periodic reviews of instructional programs as required by the College's Institutional Effectiveness plan and submit recommendations for improvement to the Curriculum Committee.
3. Review curricular and instructional issues of a general nature related to the quality of instructional programs and make recommendations as appropriate to the Curriculum Committee.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **INSTRUCTIONAL ASSESSMENT COMMITTEE**

#### **Members**

Nine faculty members will serve a one year term. A faculty member can serve up to three terms.

#### **Committee Selection Criteria**

Committee members will be nominated by and selected by the Curriculum Committee. Members must be full-time faculty.

#### **Committee Leadership**

The Vice-President of Academic Affairs will appoint the Chairperson.

#### **Committee Administrative Liaison**

The Director of Institutional Effectiveness will serve as administrative liaison for the committee.

#### **Duties and Responsibilities**

1. Set the standards for the assessment of instructional programs and courses, and conduct periodic reviews of these standards to assure compliance with SACSCOC and THECB requirements.
2. Conduct periodic assessment of instructional programs and courses as required by the College's Institutional Effectiveness plan and submit recommendations for improvement to the Curriculum Committee.
3. Review curricular and instructional issues of a general nature related to the quality of instructional programs courses, and make recommendations as appropriate to the Curriculum Committee.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **LIBRARY COMMITTEE**

#### **Members**

Director of Library Services, Chair  
Seven Faculty Representatives

#### **Duties and Responsibilities**

1. To assist Librarians in making recommendations for policy changes for the library.
2. To review and re-evaluate student use of the library.
3. To advise the Librarians of any special needs the committee may find regarding faculty and student usage.
4. To develop agenda and maintain minutes of meeting. Forward these documents to the office of Institutional Effectiveness.
5. To evaluate annually cooperative agreements for library services.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **PHYSICAL FACILITIES LONG RANGE PLANNING COMMITTEE**

#### **Members**

Dr. Hector Gonzales, President Southwest Texas Junior College  
Maggie Camstra, Purchasing Agent  
Jesus Martinez, Director of Physical Plant/Maintenance  
Sigfried Morales, Construction Manager  
Anne Tarski, Vice President for Finance  
David Sprott, Assistant Director, IT Department, Network engineer  
Joe Barker, Vice President for Administrative services  
Dr. Mark Underwood, Vice President for Academic Services  
Margot Mata, Vice President for Student Services  
Gilbert Bermea, Associate V.P. Eagle Pass Campus  
Romelia Aranda, Associate V.P. Workforce Education  
Derek Sandoval, Associate V.P. Del Rio Campus  
Juan Guzman, Dean of Technical Programs  
Karen Baen, Head Librarian

#### **Duties and Responsibilities**

1. Evaluates progress on institutional goals pertaining to physical plant.
2. Recommends additions and revisions to the Strategic Plan.
3. Basecamp Project Management

#### **Consultants**

Ferrell/Brown & Associates, Inc.  
Corpus Christi, Texas

Dirksen Engineering  
Uvalde, Texas

Michael Kesterson  
Electrical Engineer  
Corpus Christi, Texas

Schneider Electric  
4400 Buffalo Gap Road  
Suite 3850  
Abilene, Texas

Estrada-Hinojosa & Co.  
Financial Advisors  
100 West Houston Street  
Suite 1400  
San Antonio, Texas

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **ONLINE COMMITTEE**

#### **Members**

A minimum of eight faculty members and no more than twelve

One library representative

One student representative

#### **Committee Information Technology Liaison**

The Information Technology Director will appoint an information technology liaison for the committee.

#### **Duties and Responsibilities**

1. Set standards for the delivery of online (Internet-based) courses and periodically review such courses to assure compliance with SACSCOC and THECB requirements.
2. Review curricular and instructional issues related to the quality of online learning and make recommendations as appropriate to the Distance Education Committee.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **SERVICES AND OPERATIONS COMMITTEE**

#### **Members**

Permanent Members Representing:

Academic Advising

Financial Aid

Student Engagement and Success

Registrar

Business Office

Facilities and Maintenance

Library

Outreach

Institutional Effectiveness

Information Technology

Two Faculty Members (Each serving a two-year staggered term)

One Student Representative (One-year term)

#### **Duties and Responsibilities**

1. Performs a systematic review of all college services.
2. Identifies campus factors that affect quality and delivery of college services and makes recommendations to the Cabinet.
3. Improves knowledge of and communication between college service personnel and faculty.
4. Develops agenda and maintains minutes of meeting and forwards these documents to the Office of Institutional Effectiveness.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **SCHOLARSHIPS AND AWARDS COMMITTEE**

#### **Members**

One Counselor, Chair  
Director of Financial Aid  
Five Faculty Members

#### **Duties and Responsibilities**

The Scholarship Committee has as its primary responsibilities the receiving of scholarship applications, the reviewing and evaluation of those applications, and the recommending of recipients for scholarships to the President of Southwest Texas Junior College.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **STUDENT DISCIPLINE COMMITTEE**

#### **Members**

Six Faculty Members  
Three student representatives

#### **Duties and Responsibilities**

This ad hoc committee. is convened by the Vice President of Student Services or the college President when required by Student Disciplinary procedures. The membership self-selects a Chair when convened.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **TECHNOLOGY COMMITTEE**

#### **Purpose:**

The purpose of the SWTJC Technology Committee is to identify, prioritize, and advocate for information technology needs and services. The Committee considers and recommends information technology-related policies and procedures for final approval by the President's Cabinet. In addition, it takes a proactive role in promoting the integration of information technology into the academic and administrative life of the college. The committee's efforts will also ensure that the college's mission and goals are served in short- and long-term information technology planning.

#### **Members**

Registrar  
Webmaster  
IT Department Representative  
Student Services Representative  
Counseling/Advising Representative  
Business Office Representative  
Financial Aid Representative  
Library Representative  
Public Information/Media Representative  
Distance Education Committee Representative  
Faculty Association Representative

#### **Duties and Responsibilities**

1. Review and make recommendations to ensure technology initiatives fit the college's information technology and strategic goals.
2. Periodically review/update of college technology plans
3. Review and make recommendations regarding annual technology fee allocations
4. Act as an authoritative body for information technology policies and their compliance
5. Identify, review and draft recommended policy areas related to information technology
6. Promote the integration of information technology into the college's normal business practices and operating procedures
7. Recommend new projects to improve the use of information technology
8. Provide oversight of the college website

#### **Additional Criteria**

1. College locations other than Uvalde will be adequately represented in the membership
2. Sub-committees will be formed to deal with major areas of concern including but not limited to the College Website and Distance Education.

## **FACULTY COMMITTEES TITLE, MEMBERS, AND DUTIES**

### **VIDEO CONFERENCE COMMITTEE**

#### **Members**

A minimum of eight faculty members and no more than twelve

One library representative

One student representative

#### **Committee Information Technology Liaison**

The Information Technology Director will appoint an information technology liaison for the committee.

#### **Duties and Responsibilities**

1. Set standards for the delivery of video-conference courses and periodically review such courses to assure compliance with SACSCOC and THECB requirements.
2. Review curricular and instructional issues related to the quality of video-conference courses and make recommendations as appropriate to the Distance Education Committee
3. Review the institution's Distance Education Plan, policies and procedures, and make recommendations to the Distance Education Committee as needed.
4. Review technology components for video-conference based courses and recommend technological improvements.