

## **Administrative Services Council**

### **Function and Purpose:**

The Administrative Services Council is charged with the responsibility of discussing problems and policies and making recommendations relating to the administrative programs of Temple College.

### **Composition** (all voting members):

- Vice President, Administrative Services (Chair)
- Associate Vice President, Finance and Human Resources
- Executive Director, Information and Technology Services
- Director, Accounting Services
- Director, Revenue and Student Accounting
- Executive Director, Physical Plant
- Director, Purchasing
- Executive Director, Human Resources
- Chief of Police
- Director of Special Projects, Administrative Services
- Applications Director, Ellucian Managed Services

The Council meets the third Tuesday of each month or on-call by the chair.

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## **Athletics Committee**

### **Function and Purpose:**

The purpose of the Athletics Committee is to periodically review the intercollegiate athletics program at Temple College and to make recommendations regarding the program to the Director, Athletics and the President. The committee will review the academic progress of student athletes; research and recommend student success best practices, strategies, and interventions for student athletes; review Title IX compliance, and may also make recommendations regarding the hiring of the athletic director or coaches, the promotion of the athletics program and events, and fund-raising to support athletics.

### **Composition:**

#### **Voting Members**

- Chairperson (selected by the Committee)
- Five members of the faculty (Selected by the Faculty Council to serve 2-year terms) two members selected in even years and three selected in odd years.
- Two members of the professional staff (appointed by the President)
- Two members of the classified staff (appointed by the Classified Staff committee)
- Two student members selected by the Student Government

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### **Non-Voting Members**

Two members appointed by the Athletic Director  
Director, Athletics  
Head Coaches, Athletic Sport

The Committee meets on dates agreed on by the Committee members or on-call by the Chair.

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### **Classified Staff Committee**

#### **Function and Purpose:**

The purpose of the Classified Staff Committee is to ensure regular interaction between Classified Staff and the President of Temple College on issues of interest to the Classified Staff.

#### **Composition:**

President (Chair)  
Classified Staff (Open to all)  
Associate Vice President, Finance and Human Resources

The Committee meets monthly, usually the week of the Board of Trustees meeting.

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### **Commencement Committee**

#### **Function and Purpose:**

The Commencement Committee will plan and implement the recommended and approved activities related to commencement ceremonies.

#### **Composition:**

Associate Vice President, Student and Enrollment Services (Chair)  
Director, Admissions and Records/Registrar  
Vice President, Academic Affairs and Student Services  
Assistant to the President  
Office Manager for the Vice President of Academic Affairs and Student Services  
Graduation Technician  
Admissions and Records Staff  
Coordinators, Recruitment  
Coordinators, Student and Enrollment Services - Hutto  
Coordinators, Student and Enrollment Services - Taylor  
Executive Director, Creative Marketing  
Executive Director, Strategic Communications  
Faculty and Staff appointed by the Chair

Committee meets annually each February and on-call by the Chair.

## **Curriculum Committee**

### **Function and Purpose:**

The Curriculum Committee reviews, evaluates, and approves faculty-recommended revisions to Temple College Curriculum. The Committee is responsible for ensuring the college curriculum is directly related and appropriate to the purpose of the college and the diplomas, certificates or degrees awarded; to the ability and preparation of the students admitted; and to the financial and instructional resources of the college.

This committee will also ensure Temple College is compliant with SACSCOC standards to include substantive change policies.

### **Composition:**

#### **Voting Members**

- Vice President, Academic Affairs and Student Services (Chair)
- Vice President, Workforce Development
- Academic Deans
- Associate Vice President, Student and Enrollment Services
- President of Faculty Council or designee
- Four Faculty Members (Two-year rotating appointments, with two faculty rotating off each academic year.)

#### **Non-Voting Members**

- Executive Director, Dual Credit and High School Partnerships
- Division Director, Learning Resources
- Director, Admissions and Records/Registrar
- Director, Advising
- Director, eLearning
- SACSCOC Liaison
- Academic Department Chairs

The Committee meets the first Wednesday of each month and on-call by the chair.

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## **Educational Services Council**

### **Function and Purpose:**

The Educational Services Council is charged with the responsibility of discussing issues and policies related to student support and instructional programs of Temple College and making recommendations as needed. Representatives serving on this committee are expected to disseminate information discussed at each meeting to the appropriate area(s) for which they represent.

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**Composition:**

**Voting Members**

Vice President, Academic Affairs and Student Services (Chair)  
Vice President, Workforce Development  
Academic Deans  
Associate Vice President, Student and Enrollment Services  
Division Director, Learning Resources  
Executive Director, Business and Continuing Education  
Associate Vice President and Chief of Operations East Williamson County Centers

**Non-Voting**

Vice President, Administrative Services  
Institutional Effectiveness, Research, and Planning Representative  
Director, eLearning  
President of Faculty Council or designee  
Professional Development Coordinator or other representative  
Academic Department Chairs

The Council meets the first Wednesday of each month or on-call by the chair.

**eLearning Advisory Committee (eLAC)**

**Function and Purpose:**

The eLearning Advisory Committee (eLAC) serves to advise and support the continuing advancement of eLearning program initiatives and address technology infrastructure needed to accomplish delivery of a high quality eLearning program (including courses or programs that utilize distance delivery technologies online, videoconference, tele-conference, and off-campus).

The eLAC has the responsibility to discuss, evaluate, review, and recommend updates to the eLearning program, policies and standards to make them consistent with the college's purpose, Texas Higher Education Coordinating Board rules, and SACSCOC requirements.

**Composition** (all voting members):

Director, eLearning (Chair)  
Assistant Director, eLearning  
Information Technology Representative  
Administrative Services Representative  
Institutional Effectiveness, Research, and Planning Representative  
Representative from each Division:

- Business and Career Professions
- Business and Continuing Education
- Fine Arts
- Health Professions
- Learning Resources

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- Liberal Arts
- Natural Sciences
- Student and Enrollment Services

The committee meets the first Tuesday of the month (five times per year during months of February, April, June, September, and November) or on-call by the chair.

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## **Employee Benefits Committee**

### **Function and Purpose:**

The Employee Benefits Committee is responsible for reviewing and recommending to Executive Cabinet for final approval of all benefits proposed by private companies. The proposed benefits are offered outside the scope of ERS or TRS sponsored benefits for Temple College employees. Members are appointed by their respective group each fiscal year.

### **Composition:**

Associate Vice President, Finance and Human Resources (Chair)  
Two members of the Professional Staff selected by the President's Council  
Two Faculty Members selected by the Faculty Council  
Two members of the Classified Staff selected by the Classified Staff Committee

The Committee meets on-call by the chair.

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## **Executive Cabinet**

### **Function and Purpose:**

The Executive Cabinet convenes each week to strategically plan and implement various changes that occur on the Temple College campus. Major decisions that affect the campus are reviewed, debated, and acted upon.

### **Composition:**

President (Chair)  
Vice President, Academic Affairs and Student Services  
Vice President, Administrative Services  
Vice President, Workforce Development  
Vice President, Resource Development and External Relations  
Associate Vice President, Finance and Human Resources  
Associate Vice President and Chief of Operations East Williamson County Centers  
Temple College Accreditation Liaison

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Faculty Council President or designated Faculty Council Officer

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## **Faculty Council**

### **Function and Purpose**

The Temple College Faculty Council exists to promote the best interests of Temple College, its faculty individually and collectively, and the community. It exists as an organization of persons using the highest standards of professional ethics in discussion and solution of teaching problems, promoting pleasant collegiality, association and concern among peers, and seeking maximum fulfillment of the purpose and functions of Temple College. Membership eligibility is determined by Faculty Council.

### **Composition**

Faculty Council is open to all faculty at Temple College. Please refer to the Faculty Council By-Laws for more information.

### **Meetings**

Meetings are scheduled throughout the academic year. Notices are sent to members prior to the meeting.

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## **Information Technology Advisory Board**

### **Function and Purpose:**

The function and purpose of the Information Technology Advisory Board is to advise the Information and Technology Services department on matters related to Temple College's Technology Plan.

### **Composition:**

- Executive Director, Information and Technology Services (Chair)
- Vice President, Academic Affairs and Student Services
- Vice President, Administrative Services
- Associate Vice President, Finance and Human Resources
- Associate Vice President, Student and Enrollment Services
- Division Director, Learning Resources
- Director, e-Learning
- Institutional Effectiveness, Research, and Planning Representative
- Professional Development Coordinator
- Five Faculty Representatives (appointed by Faculty Council)
- Classified Staff Representative (appointed by Classified Staff Committee)
- Student Representative (appointed by Student Government)
- TBI, Taylor and Hutto Center Representatives
- Information and Technology Services Representatives
- Director, Web Applications and Systems

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The Committee meets on date agreed to by the Committee members or on-call by the chair.

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## **Institutional Effectiveness and Assessment of Student Learning Committee**

### **Purpose and Function:**

The purpose of the Institutional Effectiveness and Assessment of Student Learning Committee is to provide guidance for ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission.

The committee is responsible for the implementation of institutional processes for identifying expected outcomes, assessing the extent to which outcomes are achieved, and documenting improvement based on analysis of results for educational, administrative, academic support services.

The committee is also charged with identifying college-level general education competencies and the extent to which students have attained them.

The committee will function through a peer review process occurring semiannually in the fall and spring semesters. Work will be conducted by peer review subcommittees as scheduled each semester.

### **Composition:**

The committee will consist of:

- President
- Vice Presidents
- Associate Vice Presidents
- Executive Directors
- Directors
- Deans
- Department Chairs
- Professional Development Coordinator or Representative

Additional membership may be held by other positions with budgetary responsibility as determined by the individual's supervisor.

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## **Nursing Peer Review Committee and Process**

### **Function and Purpose:**

The intent of the Temple College Nursing Peer Review Policy is to provide Temple College with a nursing peer review process for evaluation of qualifications of a nurse, and the quality and safety of patient care rendered by a nurse.

The Temple College Nursing Peer Review is conducted in accordance with the Nurse Practice Act, Texas Occupations Code, and the Texas Administrative Code. Appendix A describes the process and the applicable code.

### **Composition:**

Five RN members of the staff of Temple College. Members are appointed by the Dean, Health Professions - Nursing with recommendations from leadership of the Vocational Nursing (VN) and Associate Degree Nursing (ADN) programs. A Registered Nurse (RN) with supervisory authority over the nurse being reviewed may not serve on the committee.

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## **Policy Manual Review Committee**

### **Function and Purpose:**

The Policy Manual Review Committee will conduct a rotational review of approximately 1/3 of the college policies each year in accordance with a maintenance plan to ensure all Temple College policies are reviewed at a minimum of every three years. Revised policies will then be submitted for college-wide review through the 21-day policy review process.

### **Composition:**

Vice President, Academic Affairs and Student Services (Co-Chair)  
Vice President, Administrative Services (Co-Chair)  
Associate Vice President, Finance and Human Resources  
Four Professional Level Staff Members (Chosen by President's Council)  
Four Classified Staff Members (Chosen by Classified Staff Committee)  
Four Faculty members (Chosen by Faculty Council)

Personnel nominated by the President's Council, Classified Staff Committee and Faculty Council will serve a two-year rotating appointment, with two from each council/committee rotating off each academic year.

Note: Committee members do not have to be part of the selection council/committee to serve on the Policy Manual Review Committee.

The chair position will rotate each academic year.



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The committee meets every second Thursday of the month at 2:00 p.m. or on-call by the co-chairs.

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## **President's Council**

### **Function and Purpose:**

The President's Council is intended to ensure the regular review of Temple College planning and operations by the chief administrative officers, and to coordinate administrative decision-making. Representatives serving on this committee are expected to disseminate information discussed at each meeting to the appropriate area(s) for which they represent.

### **Composition:**

President (Chair)  
Vice President, Academic Affairs and Student Service  
Vice President, Administrative Services  
Vice President, Workforce Development  
Vice President, Resource Development and External Relations  
Dean, Business and Career Professions  
Dean, Fine Arts  
Dean, Liberal Arts  
Dean, Natural Sciences  
Associate Vice President, Student and Enrollment Services  
Division Director, Learning Resources  
Executive Director, Information and Technology Services  
Executive Director, Business and Continuing Education  
Associate Vice President, Finance and Human Resources  
Dean, Health Professions – Health Professions  
Dean, Health Professions - Nursing  
Associate Vice President and Chief of Operations East Williamson County Centers  
Institutional Effectiveness, Research, and Planning Representative  
Executive Director, Strategic Communications  
Executive Director, Creative Marketing  
Director, Athletics  
Executive Director, Physical Plant  
Temple College Accreditation Liaison  
Faculty Council Representative  
Classified Staff Representative

The council meets every first and third Thursday of the month at 2:00 p.m. or on-call by the chair.

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## **Professional Consultation Agreement**

### **Introduction**

Professional Consultation has its foundation in the desire for honest, open, viable two-way communication between the Faculty and the President. The concept is a positive one which affords an opportunity for input by the faculty into the decision-making process. Concurrently, it recognizes the responsibilities of the faculty to the institution and to providing quality education for its students. Professional Consultation enhances a spirit of collegiality and shared participation in the common concerns of faculty and administration.

### **Purposes and Functions**

Professional Consultation is a vehicle to consider situations where it is appropriate for the President and the Professional Consultation Committee to meet and discuss matters of concern to the Faculty and/or to the President in an effort to arrive at mutually agreed upon solutions. Faculty Council is the recognized representative body of the faculty. The Professional Consultation Committee is a special committee composed of faculty members elected by the Faculty Council to represent the faculty regarding matters of concern. It shall be made up of the Faculty Council Officers and at least four additional members of Faculty Council.

### **Guidelines and Procedures**

1. Professional Consultation sessions shall be informal listening/talking sessions and may be called whenever there is a need perceived by either party. No official records of the proceedings shall be kept.
2. Proposals may be made for consideration and discussion as a possible solution to problems which may exist. Information pertinent to the discussion will be made available by both parties.
3. The consultation sessions shall involve the President and the Professional Consultation Committee members unless, by mutual agreement, others are invited to participate.
4. During the process of discussion and consultation, information discussed shall be contained within the consulting group. When consensus has been reached, a joint position statement may be issued. If consensus cannot be reached, separate position statements may be issued.
5. Members of the Professional Consultation Committee serve on this committee at the request of the faculty and shall be assured of freedom to act professionally in the discharge of their responsibilities.
6. This agreement shall be amended by mutual consent.
7. Upon approval of the Board of Trustees, the agreement and guidelines herein shall become effective.

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## **Safety and Security Committee**

### **Function and Purpose:**

The committee reviews all safety and security policies and procedures each academic year and makes recommendations to Executive Cabinet for changes and updates to the College Emergency Management Plan, Leopard Alert, Safety Report, Threat Assessment, and Emergency Action Plans to include Local Emergency Management Offices.

### **Composition:**

Vice President, Administrative Services (Chair)  
Vice President, Academic Affairs and Student Services  
Associate Vice President and Chief of Operations East Williamson County Centers  
Associate Vice President, Finance and Human Resources  
Executive Director, Information and Technology Services  
Chief of Police  
Building Liaisons  
One Student Enrollment Services member (appointed by Associate Vice President to serve a two-year term)  
One Administrative Staff Member (appointed by the President's Council to serve a two-year term)  
Two Classified Staff Members (appointed by the Classified Staff Committee to serve staggered two-year terms)  
Two Faculty Members (appointed by Faculty Council to serve staggered two-year terms)  
Student Representative (appointed by Student Government to serve a one-year term)  
Committee meets at least once per long semester or on-call by the chair.

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## **Student Success Council**

### **Function and Purpose:**

The Student Success Council meets regularly to discuss the ongoing student success strategy for Temple College. The council has the responsibility for ensuring that all student success work aligns with College goals and the College strategic plan. The Student Success Council should make recommendations for changes to policy and practice.

### **Composition:**

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Two Academic Deans, (Co-Chair)  
Two Professional Level Staff Members\*  
Two Classified Staff Members\*  
Two from each academic/technical division \*  
Vice President, Academic Affairs and Student Services  
Vice President, Workforce Development  
Advising Representative  
Student Success Coaches  
Marketing and Communications Representatives  
Dual Credit/TBI Representative  
eLearning Representative  
IERP Representative  
EWCHEC-Hutto Representative  
EWCHEC-Taylor Representative  
Two Student Representatives  
Temple College Resource Development Representative  
Executive Director, Student Success and H.S.I. Grant Project and Director Title IX Coordinator  
Director Circle of Support and Alumni Relations

\* Personnel will serve a two-year rotating appointment. For the first year of inception (2018-2019); one division director, one professional level staff, one classified staff, and one faculty member from each academic/technical division will rotate off the committee.

The Committee meets the second Monday of the month at 2:00 p.m. or on-call by the Co-Chairs.

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### **TSI Advisory Subcommittee**

#### **Function and Purpose:**

This subcommittee will meet to discuss TSI (Texas Success Initiative) requirements, and its function will be to advise the Curriculum Committee on TSI compliance and request changes to the TSI plan if needed.

#### **Composition:**

Vice President, Academic Affairs and Student Services (Chair)  
Dean, Liberal Arts  
Dean, Natural Sciences  
Associate Vice President, Student and Enrollment Services  
Department Chair, Academic Foundations  
Department Chair, English and Foreign Languages  
Department Chair, Mathematics  
Director, Admissions and Records/Registrar  
Director, Testing

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Director, Advising  
Director, Retention  
Coordinator, Student and Enrollment Services - Hutto  
Coordinator, Student and Enrollment Services - Taylor  
Information Technology Representative

Committee meets annually each November and on-call by the Chair.

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## **Web Advisory Committee**

### **Function and Purpose:**

The function and purpose of the Website Advisory Committee is to ensure that the Temple College website ([www.templejc.edu](http://www.templejc.edu)) presents a user-friendly and informative online presence. The committee will be co-chaired by the Executive Director of Creative Marketing and Design and the Web Developer/Coordinator. Membership will include a representative group of faculty, staff, and students with an interest in the functionality of the Temple College website

### **Composition:**

Executive Director, Creative Marketing and Design (Co-Chair)  
Web Developer/Coordinator (Co-Chair)  
Information Technology Services representative  
Student and Enrollment Services representative  
Business and Career Professions Division representative  
Liberal Arts Division representative  
Natural Sciences Division representative  
Fine Arts Division representative  
Health Professions Divisions representative  
Workforce Development representative  
Learning Resources Division representative  
eLearning representative  
Dual Credit and Texas Bioscience Institute (TBI) representative  
Taylor Center representative  
Hutto Center representative  
Student Representative

### **Meetings:**

The committee will meet at least four times a year (March, June, September, and December), with additional meetings if necessary.