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 and Chief Financial Officer (Chair)
- Associate Vice President, Finance and Human Resources
- Executive Director, Information Technology 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
- Applications Director, Ellucian Managed Services

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

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
Non-Voting Members

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

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

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.

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 Services and Enrollment Management (Chair)
Registrar, Admissions and Records
Vice President, Academic Affairs and Student Services
Assistant to the President
Executive Director Communications
Office Manager for the Vice President of Academic Affairs and Student Services
Graduation Technician
Admissions and Records Staff
Coordinators, Recruitment
Coordinators, Student Enrollment Services - Hutto
Coordinators, Student Enrollment Services - Taylor
Faculty Council President
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
- Deans
- Associate Vice President Student Services and Enrollment Management 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
- Director, Library & Learning Resources
- Registrar, Admissions and Records
- Director, Advising
- Director, Distance Education
- SACSCOC Liaison
- 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.
Composition:

Voting Members

Vice President, Academic Affairs and Student Services (Chair)
Vice President, Workforce Development
Associate Vice President Student Services and Enrollment Management
Associate Vice President and Chief of Operations East Williamson County Centers
Deans

Director, Library & Learning Resources

Non-Voting

Vice President, Administrative Services and Chief Financial Officer
Department Chairs
Director, Distance Education
Institutional Effectiveness, Research, and Planning Representative
President of Faculty Council or designee
Professional Development Coordinator or other representative

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

Distance Learning Advisory Committee (DLAC)

Function and Purpose:

The Distance Learning Advisory Committee (DLAC) 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 DLAC 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, Distance Education (Chair)
Associate Director, Distance Education Information Technology Representative
Administrative Services Representative
Institutional Effectiveness, Research, and Planning Representative
Representative from each Division:
- Business and Career Professions
- Workforce and Continuing Education
- Fine Arts
The committee meets a minimum of once per semester, or on-call by the chair, as determined due to special projects, initiatives, developments, or need-to-know updates or briefings.

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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 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 and Chief Financial Officer
- Vice President, Workforce Development
- Vice President, Resource Development and External Relations
- Associate Vice President Student Services and Enrollment Management
- Associate Vice President, Finance and Human Resources
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.

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 Technology (Chair)
- Vice President, Academic Affairs and Student Services
- Vice President, Administrative Services and Chief Financial Officer
- Associate Vice President, Finance and Human Resources
- Associate Vice President, Student Services and Enrollment Management Director, Library & Learning Resources
- Director, Distance Education Institutional Effectiveness, Research, and Planning Representative
- Professional Development Coordinator or Representative
- Five Faculty Representatives (appointed by Faculty Council)
- Classified Staff Representative (appointed by Classified Staff Committee)
- Student Representative (appointed by Student Government)
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 annually. Work will be conducted by peer review subcommittees as scheduled.

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.
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.

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 and Chief Financial Officer (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.

The committee meets every second Thursday of the month at 2:00 p.m. or on-call by the co-chairs.
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 and Chief Financial Officer
- Vice President, Workforce Development
- Vice President, Resource Development and External Relations
- Associate Vice President Student Services and Enrollment Management
- Associate Vice President, Finance and Human Resources
- Associate Vice President and Chief of Operations East Williamson County Centers
- Dean, Business and Career Professions
- Dean, Fine Arts
- Dean, Liberal Arts
- Dean, Natural Sciences
- Dean, Health Professions I
- Dean, Health Professions II
- Dean, Workforce Development
- Director, Library & Learning Resources
- Executive Director, Information Technology
- Institutional Effectiveness, Research, and Planning Representative
- Executive Director, Communications
- Director, Athletics
- Executive Director, Physical Plant
- Temple College SACSCOC Liaison
- Faculty Council President
- Classified Staff Representative

The council meets on-call by the chair.

Professional Consultation Committee

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.

**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 and Chief Financial Officer (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 Technology
Chief of Police
Building Liaisons
One Student Enrollment Services member (appointed by Associate Vice President
Student Services and Enrollment Management 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.

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:

Two Deans, (Co-Chair)
Vice President, Academic Affairs and Student Services
Vice President, Workforce Development
Executive Director, Student Success and H.S.I. Grant Project
Two Professional Level Staff Members*
Two Classified Staff Members*
Two from each academic/technical division *
Advising Representative
Student Success Coaches
Communications Representatives
Dual Credit/TBI Representative
Distance Education Representative
Institutional Effectiveness, Research, and Planning Representative
EWCHEC-Hutto Representative
EWCHEC-Taylor Representative
Two Student Representatives
Student Accommodations Coordinator and Deputy Title IX Coordinator
Director Circle of Support and Alumni Relations

* Personnel will serve a two-year rotating appointment. Volunteers are sought to fill these appointed positions.
The Committee meets on-call by the Co-Chairs.

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**TSIA Advisory Subcommittee**

**Function and Purpose:**
This subcommittee will meet to discuss TSIA (Texas Success Initiative Assessment) requirements, and its function will be to advise the Curriculum Committee on TSIA 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 Services and Enrollment Management
- Department Chair, Academic Foundations
- Department Chair, Liberal Arts Corequisite Department
- Department Chair, English and Foreign Languages
- Department Chair, Mathematics
- Registrar, Admissions and Records
- Director, Testing
- Director, Advising
- Director, Retention
- Coordinator, Student Enrollment Services - Hutto
- Coordinator, Student Enrollment Services - Taylor
- Information Technology Representative, appointed by Executive Director, Information Technology

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) 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, Communications (Co-Chair)
- Technical Communications Specialist (Co-Chair)
- Information Technology Services representative
- Student 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
- Distance Education representative
- Dual Credit and Texas Bioscience Institute (TBI) representative
- Taylor Center representative
- Hutto Center representative
- Student Representative

Appointments are made by the corresponding department lead.

**Meetings:**

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