

## **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
- Associate Vice President, Resource Management
- Division Director, Information & Technology Services
- Director, Accounting Services
- Director, Revenue and Student Accounting
- Director, Physical Plant
- Director, Purchasing
- Coordinator, Asset Management

The Council meets the fourth 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**

- Vice President, Educational Services
- Two members appointed by the Athletic Director

**Subject:** College Committees/Councils

**Board Policy Reference:** BGC

---

### **Ex Officio**

Director, Athletics  
Head Coaches, 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, Resource Management

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:**

Division Director, Student and Enrollment Services (Chair)  
Director, Admissions and Records/Registrar  
Vice President, Educational Services  
Administrative Assistant to the President  
Administrative Assistant to the Vice President of Educational Services  
Graduation Technician  
Admissions and Records Staff  
Coordinator, Recruitment  
Coordinator, Student and Enrollment Services - Hutto  
Coordinator, Student and Enrollment Services - Taylor  
Director, Marketing and Media Relations  
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.

### Composition:

#### Voting Members

- Vice President, Academic Affairs (Chair)
- Vice President, Educational Services
- Associate Vice President, Health Professions
- Division Director, Business and Career Professions
- Division Director, Fine Arts
- Division Director, Liberal Arts
- Division Director, Mathematics, Sciences, and Physical Education
- Division Director, 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.)

#### Ex Officio (non-voting)

- Division Director, Learning Resources
- Director, Admissions and Records/Registrar
- Director, Advising
- Director, eLearning
- SACSCOC Liaison

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

---

## Diversity Committee

### Function and Purpose:

The Diversity Committee will initiate, review, and make recommendations for diversity development and inclusion initiatives for: the college ethos; the recruitment, enrollment, and retention methods for students; training and associated methodology; and college staffing.

### Composition

- Associate Vice President, Resource Management (Chair)
- Institutional Effectiveness, Research, and Planning Representative

**Subject:** College Committees/Councils

**Board Policy Reference:** BGC

---

Three members of the Faculty (appointed by Faculty Council)

Two members of the Professional Staff (appointed by the President's Council)

Two members of the Classified Staff (appointed by the Classified Staff Committee)

Two student representatives (appointed by the Student Government Association)

**The Committee meets at 2:00 PM the fourth Thursday in the following months or on-call by the chair.**

October

January

April

In August, the meeting will be held at 2:00 PM on Thursday during Zero Week.

---

## **Educational Services Council**

### **Function and Purpose:**

The Educational Service 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, Educational Services (Chair)

Vice President, Academic Affairs

Associate Vice President, Health Professions

Division Director, Business and Career Professions

Division Director, Fine Arts

Division Director, Liberal Arts

Division Director, Mathematics, Sciences, and Physical Education

Division Director, Student and Enrollment Services

Division Director, Learning Resources

Executive Director, Business and Continuing Education

Associate Vice President & Chief of Operations East Williamson County Centers

#### **Ex Officio (non-voting)**

Vice President, Administrative Services

Institutional Effectiveness, Research, and Planning Representative

Director, eLearning

President of Faculty Council or designee

Professional Development Coordinator

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
- Liberal Arts
- Mathematics, Science, and Physical Education
- 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.

## **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

**Subject:** College Committees/Councils

**Board Policy Reference:** BGC

---

Temple College employees. Members are appointed by their respective group each fiscal year.

**Composition:**

- Associate Vice President, Resource Management (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.

---

## **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
- Vice President, Administrative Services
- Vice President, Educational Services
- Associate Vice President, Finance
- Associate Vice President, Resource Management
- Associate Vice President, Health Professions
- Associate Vice President & Chief of Operations East Williamson County Centers
- Temple College Accreditation Liaison
- Faculty Council President or designated Faculty Council Officer

## **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**

**Subject:** College Committees/Councils

**Board Policy Reference:** BGC

---

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.

### **Additional Information**

See Faculty Council website (<http://ww3.templejc.edu/prodev/common/fc-update.html>) for information about the Faculty Council, its committees, and activities.

---

## **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:**

- Division Director, Information and Technology Services (Chair)
- Vice President, Academic Affairs
- Vice President, Administrative Services
- Vice President, Educational Services
- Associate Vice President, Resource Management
- Division Director, 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)
- Center Representatives
- Information and Technology Services Representatives
- Director, Web Applications & Systems

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

---

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

### **Purpose and Function:**

---

**Effective Date:** August 27, 2019

Page 7 of 14

**Policy Manual Review Committee Final Revision Date:** August 8, 2019

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
- Directors
- Division Directors
- Department Chairs

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

**Standing Committees:**

- Core Curriculum and General Education Assessment Subcommittee

**Function and Purpose:**

The purpose of the Core Curriculum and General Education Assessment Subcommittee is to assess the extent to which students have attained college-level general education competencies.

**Composition:**

The committee will consist of one faculty member from each of the eleven specific departments/curriculum categories. Faculty members serve two-year terms on the Core Curriculum and General Education Assessment Subcommittee.



**Subject:** College Committees/Councils

**Board Policy Reference:** BGC

---

Membership includes a faculty member from:

Writing/Composition, Mathematics, Science, Humanities, Visual & Performing Arts, History, Political Science, Social /Behavioral Science, Physical Education, Computer Literacy, Health Professions

---

## **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 Associate Vice-President, Health Professions 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 (Co-Chair)  
Vice President, Administrative Services (Co-Chair)  
Vice President, Educational Services (Co-Chair)  
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 will serve a two-year rotating appointment, with two from each council/committee rotating off each academic year.

**Subject:** College Committees/Councils

**Board Policy Reference:** BGC

---

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
- Vice President, Administrative Services
- Vice President, Educational Services
- Division Director, Business and Career Professions
- Division Director, Fine Arts
- Division Director, Liberal Arts
- Division Director, Mathematics, Sciences, and Physical Education
- Division Director, Student and Enrollment Services
- Division Director, Learning Resources
- Division Director, Information and Technology Services
- Executive Director, Business and Continuing Education
- Associate Vice President, Finance
- Associate Vice President, Resource Management
- Associate Vice President, Health Professions
- Associate Vice President & Chief of Operations East Williamson County Centers
- Institutional Effectiveness, Research, and Planning Representative
- Director, Temple College Foundation
- Director, Marketing and Media Relations
- Director, Athletics
- 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.

---

## **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.

---

## **Safety and Security Committee**

### **Function and Purpose:**

**Subject:** College Committees/Councils

**Board Policy Reference:** BGC

---

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
  - Vice President, Educational Services
  - Division Director, Information and Technology Services
  - One Student Enrollment Services member (appointed by Division Director)
  - Chief of Police
  - One Administrative Staff Member (appointed by the President's Council)
  - Associate Vice President & Chief of Operations East Williamson County Centers
  - Two Classified Staff Members serve a two-year rotating appointment, with one rotating off each academic year. (appointed by the Classified Staff Committee)
  - Two Faculty Members serve a two-year rotating appointment, with one rotating off each academic year. (appointed by Faculty Council)
  - Student Representative (appointed by Student Government)
- Appointed committee members will 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 Division Directors, (Co-Chair)
- Two Professional Level Staff Members\*
- Two Classified Staff Members\*
- Ten Faculty Members (Two from each academic/technical divisions) \*
- Vice President, Academic Affairs
- Vice President, Educational Services
- Advising Representative
- Student Success Coach

**Subject:** College Committees/Councils

**Board Policy Reference:** BGC

---

Marketing and Media Relations Representative  
Dual Credit/TBI Representative  
eLearning Representative  
IERP Representative  
EWCHEC-Hutto Representative  
EWCHEC-Taylor Representative  
Two Student Representatives  
Temple College Foundation Representative

\* 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.

---

### **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, Educational Services (Chair)  
Vice President, Academic Affairs  
Division Director, Liberal Arts  
Division Director, Mathematics, Sciences, and Physical Education  
Division Director, Student and Enrollment Services  
Department Chair, Academic Foundations  
Department Chair, English and Foreign Languages  
Department Chair, Mathematics  
Director, Admissions and Records/Registrar  
Director, Testing  
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.

---

### **Web Advisory Committee**

**Function and Purpose:**

**Subject:** College Committees/Councils

**Board Policy Reference:** BGC

---

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.

**Composition:**

The committee will be co-chaired by the Director of Marketing and Media Relations 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.

Director, Marketing & Media Relations (Co-Chair)

Web Developer/Coordinator (Co-Chair)

Representatives from each of the following areas are invited to attend:

Information Technology Services

Student and Enrollment Services

Business and Career Professions Division

Liberal Arts Division

Math, Science & Physical Education Division

Fine Arts Division

Health Professions Division

Business & Continuing Education Division

Learning Resources Division

eLearning

Texas Bioscience Institute (TBI)

Taylor Center Representative

Hutto Center Representative

Dual Credit Director

1-2 Student Representatives

**Meetings:**

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