

Committee Composition List - Attachment for Procedure 6002

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Academic Quality Council [AQC] [22]

Purpose: The purpose of the Academic Quality Council is to review all newly proposed curricula and proposed curricular changes, and to recommend action on these changes to the Vice President of Academic Affairs. The Council provides the forum and mechanism for processing and coordinating outcomes and accountability activities as they relate to courses and programs, as well as for more specific processing and coordinating of outcomes and assessment activities as they relate to College Preparatory, General Education, and other advanced and professional courses and programs. The Academic Quality Council serves in an advisory manner on curricular matters as needed and as appropriate.

Membership:

Chair: Vice President of Academic Affairs

Vice President of Workforce Education and Economic Development

Dean of Academic Affairs-Lakeland Campus

Dean of Academic Affairs-Winter Haven Campus

11 Faculty Members from AA Programs (balanced or rotated by campus):

2 Faculty Members from English

1 Faculty Member from Developmental Reading/Writing or College Success

2 Faculty Members from Humanities

2 Faculty Members from Social Sciences

2 Faculty Members from Mathematics

2 Faculty Members from Natural Sciences

4 Faculty Members/Program Directors from AS/Baccalaureate Programs (must include one representative from a baccalaureate program)

Advising Representative-Lakeland Campus

Advising Representative-Winter Haven Campus

Student Government Association Officer-Lakeland Campus

Student Government Association Officer-Winter Haven Campus

Chair and President's Staff Representative: Vice President of Academic Affairs

Resource Members: Learning Resources/TLCC-Lakeland Campus Representative; Learning Resources/TLCC-Winter Haven Campus Representative; Dean of Student Services-Lakeland Campus; Dean of Student Services-Winter Haven Campus; Director of Student Enrollment Services/Registrar; Vice President of Institutional Effectiveness, Accreditation and Research; Graduation Coordinator; Academic Services Coordinator (District); Director of Learning Technology; Director of Student Financial Services

Career Human Resources Committee [CHRC] [7]

Purpose: The purpose of the Human Resources Committee is to work collaboratively with the Polk State College Human Resources Committee by identifying and addressing issues concerning Career Employees including (but not limited to) compensation, staff recruitment, fringe benefits, training and development, and other issues that improve the work environment for Career Employees.

Membership:

7 Career Employees (**Chair** selected from among these employees)

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President's Staff Representative: Vice President of Administration and Chief Financial Officer

College Calendar Committee [17]

Purpose: The purpose of this committee is to establish annual and multi-year College calendars.

Membership:

Dean of Academic Success

Dean of Student Services

Director of Student Enrollment Services/Registrar

District Assistant Registrar

2 Academic Affairs Representatives

2 Business Services Representatives

2 Learning Resources/TLCC Representatives

5 Faculty Members (must include one Charter High School Faculty Member)

Student Representative-Winter Haven Campus

Student Representative-Lakeland Campus

Co-Chair: Vice President for Student Services

Co-Chair and President's Staff Representative: Vice President of Academic Affairs

Resource Members: Collegiate High School Representative, Chain of Lakes High School Representative, Gateway High School Representative, Faculty Senate Representative, Payroll Specialist, Director of Human Resources, Ex-Officio Member

College Planning and Budget Council (PBC) [28]

Purpose: The College Planning and Budget Council is a key component of the College's planning and budget development process. The Council reviews the annual strategic planning objectives and budget priorities to ensure alignment with the College's strategic plan. Members of the College Planning and Budget Council are liaisons to the various areas of the College.

Membership:

College President

Vice President of Academic Affairs

Vice President for Student Services

Vice President for Institutional Advancement

Associate Vice President for Communications and Public Affairs

Vice President of Workforce Education and Economic Development

Dean of Academic Affairs-Lakeland Campus

Dean of Academic Affairs-Winter Haven Campus

Dean of Academic Success

Dean of Student Services-Lakeland Campus

Dean of Student Services-Winter Haven Campus

Director of the Office of Equity, Diversity, and Inclusion

Director of Facilities

Principal of Charter High School (one position rotates between high schools)

Director of the Corporate College

Director of Human Resources

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Director of Learning Technology
Faculty Senate President
2 Faculty Human Resources Committee Representatives
2 Professional/Technical Human Resources Committee Representatives (including one Program Director/Coordinator)
2 Career Human Resources Committee Representatives
President of the Lakeland Campus Student Government Association
President of the Winter Haven Campus Student Government Association

Co-Chair: Vice President of Institutional Effectiveness, Accreditation, and Research

Co-Chair and President's Staff Representative: Vice President of Administration and Chief Financial Officer

Resource Members: Director of the TLCC and Learning Resources-Lakeland Campus, Director of TLCC and Learning Resources-Winter Haven Campus, Director of Academic Success Initiatives, Director of Grants Administration, Coordinator of Research/Reports, Director of Student Financial Services

College Safety Committee [14]

Purpose: The purpose of the College Safety Committee is to create and maintain an active interest in safety, serve as a facilitator of safety and health communication, make inspections, recommend methods for the elimination of hazards, and provide information towards the improvement of the College's safety program.

Membership:

Chair: Director of Risk Management and Safety
Security Coordinator
Director of Human Resources
Director of Aerospace Program
Director of Disability and Counseling Services
Continuing Education Industry Safety Coordinator
Facilities Plant Manager-Lakeland Campus (Currently N/A)
Facilities Plant Manager-Winter Haven Campus
Health Sciences Representative
Science Representative
Art Representative
Information Technology and Services Representative
Student Representative-Lakeland Campus
Student Representative-Winter Haven Campus

President's Staff Representative: Vice President of Administration and Chief Financial Officer

Resource Member: Director of Facilities

Collegewide Assessment Committee

This Committee consists of three sub-councils:

1. The General Education and Degree Programs Assessment Sub-Council is responsible for monitoring learning outcomes assessment for General Education/AA, AS, and BAS degrees.

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2. The Student and Academic Support Assessment Sub-Council is responsible for monitoring assessment of academic support areas such as the TLCC, Student Services, etc.
3. The Administrative Support Services Assessment Sub-Council is responsible for monitoring assessment of non-academic areas such as the Business/Finance Department, Facilities Department, Polk State College Foundation, etc.

Purpose: The purpose of the Collegewide Assessment Committee is to:

1. Review institutional progress on learning and program outcomes assessment on a routine basis to contribute to accreditation and reporting requirements.
2. Clarify and communicate the learning and program outcomes assessment processes across the College as a continuous improvement model.
3. Provide outreach to departments, programs, and administrative units in order to serve as a resource for best practices and expertise in structuring learning and program outcomes assessments, mapping outcomes in curricula, implementing assessments, and following up on results.
4. Guide, inform, and advise academic departments, programs, and administrative units on making informed use of, and taking action based on, what is discovered through the process of outcomes assessment.
5. Facilitate communication of learning outcomes, and insights about student learning, across areas of the College.
6. Make recommendations for resources to support routine and ongoing, as well as new and innovative, outcomes assessment work (as necessary).
7. Stay informed on best practices in outcomes assessment in higher education through publications, professional organizations, and conferences.
8. On an annual basis, internally evaluate the structure and charge of the Committee itself and recommend any changes to the Vice President of Academic Affairs.

I. General Education and Degree Programs Assessment Sub-Council [33]

Membership:

Chair: Vice President of Institutional Effectiveness, Accreditation, and Research (non-voting)

All appointed Assessment Coordinators (ACs) from the following departments:

Humanities, Communications, Natural Sciences, Mathematics, and Social and Behavioral Sciences

President's Staff Representative: Vice President of Academic Affairs

Resource Members: Vice President of Workforce Education and Economic Development, Dean of Academic Success, Dean of Academic Affairs-Lakeland Campus, Dean of Academic Affairs-Winter Haven Campus, Dean of Student Services-Lakeland Campus, Dean of Student Services-Winter Haven Campus, Associate Dean of Academic Affairs-Lakeland Campus, Associate Dean of Academic Affairs-Winter Haven Campus, Director of Student Enrollment Services/Registrar, Director of Learning Resources and the TLCC-Lakeland Campus, Director of Learning Resources and the TLCC-Winter Haven Campus

II. Student and Academic Support Assessment Sub-Council [15]

Membership:

Co-Chair: Director of Student Enrollment Services/Registrar

Co-Chair: Vice President of Institutional Effectiveness, Accreditation, and Research

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Director of the Student Activities and Leadership Office
Director of Student Athletics
Dean of Academic Success
Information Assistant
Financial Aid Representative
Student Success Advisor-Winter Haven/Lake Wales
Student Success Advisor-Lakeland/Airside
Assistant Registrar
Associate Dean of Student Services
Instructional Technologist
Career Representative-Admissions/Registrar's Office
Library/TLCC Representative
Faculty Member
Student Representative

President's Staff Representative: Vice President for Student Services

Permanent Voting Resource Members:

Dean of Student Services-Lakeland Campus
Dean of Student Services-Winter Haven Campus
JDA Center Manager

III. Administrative Support Services Assessment Sub-Council [7]

Membership:

Chair: Vice President of Institutional Effectiveness, Accreditation, and Research (non-voting)
6 Administrative/Non-Academic Support Services Staff Members (one from the following departments/offices):

- Equity, Diversity, and Inclusion
- Business/Finance
- Facilities
- Human Resources
- Communications and Public Affairs
- Foundation

President's Staff Representative: Vice President of Administration and Chief Financial Officer

Resource Members: Vice President of Academic Affairs and Dean of Academic Success

Distance Learning Committee [30]

Purpose: The purpose of the Distance Learning Committee is to provide a forum and mechanism for creating, developing, and improving distance learning experiences at the College.

Membership:

Chair: Director of Learning Technology (non-voting)
2 Faculty Members from Arts/Humanities*
2 Faculty Members from Letters*
2 Faculty Members from Science*

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- 2 Faculty Members from Social Science*
- 2 Faculty Members from Health Sciences*
- 2 Faculty Members from Mathematics*
- 2 Faculty Members from the Charter High Schools*
- 2 Faculty Members from Non-Health Sciences Programs*
- 4 Associate in Science Program Directors (2 from both the Lakeland and Winter Haven campuses)
- Faculty Senate Representative
- 2 Instructional Technologists
- 2 TLCC Managers*
- 2 Student Services Staff Members*
- 2 Student Representatives*

* **Note:** One representative should be from the Lakeland Campus and one from the Winter Haven Campus, if possible.

President's Staff Representative: Vice President of Academic Affairs

Resource Members: Dean of Academic Success; Dean of Academic Affairs-Lakeland Campus; Dean of Academic Affairs-Winter Haven Campus; Associate Dean of Academic Affairs-Lakeland Campus; Associate Dean of Academic Affairs-Winter Haven Campus; Dean of Student Services-Lakeland Campus; Dean of Student Services-Winter Haven Campus; Director of Learning Resources-Lakeland Campus; Director of Learning Resources-Winter Haven Campus; Vice President of Institutional Effectiveness, Accreditation, and Research; Director of Infrastructure and User Services; Director of Student Enrollment Services/Registrar

Endowed Teaching Chair Committee [7]

Purpose: The Endowed Teaching Chair Program rewards full-time teaching faculty for outstanding teaching and service to the College. The Committee reviews applications and supporting documentation and prepares a list ranking eligible candidates. The Committee may make recommendations regarding the selection criteria and process. Faculty members who serve on this committee must have at least three years of continuous full-time faculty status at the College.

Membership:

- 4 Faculty Members
- 3 Members of the Polk State College Foundation Board of Directors

Chair and President's Staff Representative: Vice President for Institutional Advancement and Executive Director of the Polk State College Foundation

Faculty Human Resources Committee [FHRC] [7]

Purpose: The purpose of the Faculty Human Resources Committee is to represent faculty employees and their concerns, define issues, and establish goals to be addressed including salary schedule and compensation considerations, working conditions, and policies and procedures impacting faculty. The Committee also collects and analyzes data as necessary to make recommendations to the Faculty Senate.

Membership: (**Note:** Members are selected at the recommendation of the Faculty Senate.) (**Chair** selected from among these employees)

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2 Faculty Members from Arts, Social Sciences, Behavioral Sciences, Humanities, or Communications
2 Faculty Members from Math or Science
Faculty Member from the Health Sciences
Faculty Member from Business, Engineering, or Technology
Charter High School Representative

President's Staff Representative: Vice President of Academic Affairs

Global Initiatives Committee [19]

Purpose: The Global Initiatives Committee provides input, makes recommendations, and assists in the development of an international strategic direction for the College, including, but not be limited to, topics such as global curriculum development and integration, special cross-cultural programming, international student recruitment and services, language services, education abroad options, faculty international opportunities, and international risk management.

Membership:

Dean of Academic Success
10 Faculty Members (includes one Faculty Senate Representative); **2 Faculty Co-Chairs**
4 Administrative or Professional/Technical Representatives
Charter High School Representative
Student Services Representative
2 Student Representatives

President's Staff Representative: Vice President of Academic Affairs

Resource Members: Coordinator of Global Initiatives, Coordinator of Internship and Experiential Learning, Director of Grants Administration, Director of Student Enrollment/Registrar, Accountant, Student Services Coordinator, Polk State Foundation Representative, AS Program Coordinator, Corporate College Representative, Lake Wales (JDA) Representative

Note: The Committee Chair should be rotated every 2 years. Ad-Hoc and subcommittees should be designated as needed.

Institutional Effectiveness Council (IEC) [26]

Purpose: The Institutional Effectiveness Council serves as the overall coordinating body for institutional effectiveness as an ongoing, comprehensive, broad-based, and institutionally integrated system for assessment and evaluation. Its main purpose is to improve institutional and student success, and to demonstrate to what degree the institution has been effective in fulfilling or achieving its stated mission and goals. It involves a process of continually reviewing and articulating the mission and goals of the College, defining and assessing intended outcomes, analyzing assessment data, and using the results for improving educational programs and services.

Membership:

Chair: Vice President of Institutional Effectiveness, Accreditation, and Research
Vice President for Student Services
Vice President of Administration and Chief Financial Officer
Director of Student Enrollment Services/Registrar

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Vice President of Workforce Education and Economic Development

Dean of Academic Affairs-Lakeland Campus

Dean of Academic Affairs-Winter Haven Campus

Dean of Academic Success

Dean of Student Services-Lakeland Campus

Dean of Student Services-Winter Haven Campus

Administrative Services and Budget Liaison

4 Faculty Members (2 from the Lakeland Campus and 2 from the Winter Haven Campus):

- 1 Faculty Member from Business, Engineering, or Technology
- 1 Faculty Member from Math or Science
- 1 Faculty Member from the Arts, Social Sciences, Behavioral Sciences, Humanities, or Communications
- 1 Faculty Member from the Charter High Schools

Program Director-Lakeland Campus

Program Director-Winter Haven Campus

TLCC Representative

Library Representative

Learning Technology Representative

Facilities Representative (District)

2 Career Employees (one from the Lakeland and Winter Haven campuses)

2 Student Representatives (one from the Lakeland and Winter Haven campuses)

President's Staff Representative: Vice President of Academic Affairs

Resource Members:

Assessment and Planning Specialist

Associate Vice President for Communications and Public Affairs

Institutional Review Board (IRB) [9]

Purpose: The Institutional Review Board (IRB) is established under the authority of the Office for Human Research Protections (OHRP) of the U.S. Department of Health and Human Services for the purpose of protecting the rights and welfare of human subjects recruited to participate in research conducted at Polk State College. The IRB reviews research activities regulated by the OHRP to ensure compliance with the respective federal standards and consists mainly of members with enough knowledge of the specific scientific disciplines and/or research areas relevant to the research that it reviews.

Membership:

Chair: Vice President of Institutional Effectiveness, Accreditation, and Research

Academic Administrator

Director of Student Enrollment Services/Registrar

Director of Human Resources

Director of Grants Administration

2 Faculty Members with research experience

Community Representative

Alternate Community Representative (Community Representative Proxy)

President's Staff Representative: Vice President of Academic Affairs

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Institutional Technology Committee [21]

Purpose: The charge of the Institutional Technology Committee is to vet ideas, suggestions, strategies, and possible directions for technology at Polk State College. The committee presents recommendations to the President's Staff for consideration.

Membership:

Chair: Chief Information Officer
Associate Vice President for Communications and Public Affairs
Director of Student Enrollment Services/Registrar
Vice President of Institutional Effectiveness, Accreditation, and Research
Library/TLCC Representative
Dean or Associate Dean of Academic Affairs
Dean or Associate Dean of Student Services
Corporate College Representative
Foundation Representative
Information Technology and Services Representative
2 Finance Representatives
5 Faculty Members
Faculty Senate Representative
Charter High School Faculty Representative
Lake Wales Representative
Workforce Program Director Representative

President's Staff Representative: Chief Information Officer

Resource Members: Director of Infrastructure and User Services, Coordinator of Classroom Technology, Facilities Representative, Director of Learning Technology, a Faculty Representative, and an Information Technology and Services Representative

Learning Resources Advisory Committee [17]

Purpose: The Learning Resources Advisory Committee is charged with reviewing learning resources policies and procedures; making suggestions to the learning resources staff for improvement; providing input regarding student, staff and faculty resources and service needs; and serving as learning resources contacts for their departments or areas of interest.

Membership:

Co-Chair: Director of Learning Resources-Lakeland Campus
Co-Chair: Director of Learning Resources-Winter Haven Campus
10 Faculty/Program Representatives (five from each campus)
English
Math
Natural Science
Social Sciences
Humanities
Health Sciences
Non-Health AS Program
Education

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Baccalaureate Programs
Charter High School
Library Representative
TLCC Representative
Career Representative
2 Student Representatives (one from the Lakeland Campus and one from the Winter Haven Campus)

President's Staff Representative: Vice President of Academic Affairs

Resource Members: Dean of Academic Affairs-Lakeland Campus and Dean of Academic Affairs-Winter Haven Campus

Marketing Committee [15]

Purpose: The purpose of the College's Marketing Committee is to develop, evaluate, and recommend a consistent, integrated strategy of marketing for the College, both internally and externally, by emphasizing Polk State's mission, values, and academic programs. The Committee also monitors the implementation of recommended improvements to the marketing plan and supports special projects as determined by the Committee, the College Information Department, and the College President. Additionally, the Committee researches and evaluates best practices in collegiate marketing to support an effective marketing plan.

Membership:

Dean of Student Services-Lakeland Campus
Dean of Student Services-Winter Haven Campus
Director of Learning Technology
Director of the Corporate College
Director of Student Enrollment Services/Registrar
2 Faculty Representatives (one from each campus)
Administration/Chief Financial Officer Representative
Foundation Representative
2 Career/Professional Technical Representatives
4 Student Representatives

Chair and President's Staff Representative: Associate Vice President for Communications and Public Affairs

Resources Members:

Media Production Specialist-Lakeland Campus
Media Production Specialist-Winter Haven Campus

Multi-Cultural Diversity Committee [12]

Purpose: The purpose of the Multi-Cultural Diversity Committee is to support the diversity initiatives of Polk State College to create an environment of understanding, acceptance, and inclusiveness that enhances and supports diversity awareness and cultural awareness for students, employees, and community stakeholders. The Director of the Office of Equity, Diversity, and Inclusion provides leadership in the implementation of the College's diversity initiatives.

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Membership:

Administrative Staff Representative

3 Faculty Members

2 Career Employees

2 Professional/Technical Employees

College Student Ombudsman-Lakeland Campus

College Student Ombudsman-Winter Haven Campus

2 Student Representatives

Chair and President's Staff Representative: Director of the Office of Equity, Diversity, and Inclusion

Resource Members: Director of Disability and Counseling Services (requested as needed)

Note: If there are issues for which the College desires to include input from outside the College community, the President may add up to two community members on an advisory, ad hoc basis (without a fixed term).

Polk State College Care Team [12]

Purpose: The purpose of the Care Team is to promote safety, wellness, and success. It provides a single point of contact for members of the College community to report concerning student behavior. The team responds to all reports by conducting a threat assessment to determine the level of risk posed by the student and his or her behavior. Based on this assessment, the team coordinates a response by making a recommendation to the appropriate College official(s).

Membership:

Chair: Dean of Student Services Winter Haven Campus

Note: Chair position rotates between the deans on the Winter Haven and Lakeland campuses.

Dean of Student Services-Lakeland Campus

Director of Disability and Counseling Services

Security Coordinator

Lake Wales Center Director

Director of the Student Activities and Leadership Office

Director of Risk Management and Safety

Director of the Office of Equity, Diversity, and Inclusion

2 Faculty Representatives (one from the Lakeland Campus and one from the Winter Haven Campus)

3 Charter High School Representatives (one from each Collegiate High School)

President's Staff Representative: Vice President for Student Services

Resource Members: Vice President of Academic Affairs, Dean of Academic Affairs-Lakeland Campus, Dean of Academic Affairs-Winter Haven Campus, Vice President of Workforce Education and Economic Development, Dean of Academic Success, Charter High School principals, Director of Academic Success Initiatives, Associate Vice President for Communications and Public Affairs, Director of Student Enrollment Services/Registrar, Coordinator of Veterans Services, Director of Human Resources

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Professional/Technical Human Resources Committee [P/THRC] [7]

Purpose: The Professional/Technical Human Resources Committee works collaboratively with the College Human Resources Committee to represent Professional/Technical employees by identifying and addressing issues of concern and opportunities for career enhancement including (but not limited to): compensation, transparency in progression structure, training, and professional development.

Membership:

7 Professional/Technical employees (**Chair** selected from among these employees)

President's Staff Representative: Director of the Office of Equity, Diversity, and Inclusion

Staff and Program Development (SPD) Committee [9]

Purpose: The Staff and Program Development (SPD) Committee recommends the allocation of SPD funds based on its review of proposals that aim to improve staff and program performance in support of the College's mission and goals. This includes funding for activities that focus on individual skills and knowledge, the improvement of existing programs, and the development of new programs.

Membership: (**Chair** selected from among these employees)

Administrative Staff Representative

4 Faculty Members

2 Career Employees

2 Professional/Technical Employees

President's Staff Representative: Vice President of Academic Affairs

Resource Members: Controller and the Senior Accountant

Student Services Council (SSC)

The total membership of the Council is listed below. The Council is divided into subgroups for specific functions and activities.

Purpose: The Student Services Council serves as an advisory committee concerned with the quality of service provided to students and other customers. Dependent upon the subcommittee configuration, the committee is responsible for hearing a variety of student petitions and concerns and for making appropriate recommendations to the President. Issues addressed include (but are not limited to) the following: full cost of instruction waivers, course repeats, substitutions and waivers of course and program requirements, and academic and financial aid *Standards of Progress* requirements. In addition, members may serve to hear matters of student discipline when called upon to do so.

A. Student Services Quality Council (SSQC) [26]

Membership:

Director of Student Enrollment Services/Registrar

Assistant Registrar-Lakeland Campus

Assistant Registrar-Winter Haven Campus

Student Services Coordinator (position rotates between the Lakeland and Winter Haven campuses)

2 Faculty Members from the Arts or Social Sciences (at least one must be from English)

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Faculty Member from a Baccalaureate Program
Faculty Member from Business, Engineering, or Technology
Faculty Member from the Health Sciences
2 Faculty Members from Math or Science (at least one must be from Math)
4 Student Success Advisors (at least one must be from Winter Haven/JDA and one from Lakeland/Airside)
Program Director from Business, Engineering, or Technology
Program Director from the Health Sciences
Academic Administrator
3 Student Services Career Employees (at least one must be an Information Assistant and one must be from the Admissions/Registrar's Office)
2 Financial Aid Career Employees
Coordinator of the Student Activities and Leadership Office (position rotates between the Lakeland and Winter Haven campuses)
2 Student Representatives

President's Staff Representative: Vice President for Student Services

Resource Members: Director of Student Financial Services, Director of Student Athletics, Associate Dean of Student Services-Lakeland Campus, Associate Dean of Student Services-Winter Haven Campus, Graduation Coordinator, Library/TLCC Representative

Campus Representatives:

Co-Chair: Dean of Student Services-Lakeland Campus

Co-Chair: Dean of Student Services-Winter Haven Campus
JDA Center Manager

B. Academic Hearing Committee [10]

This committee is prescribed by *Polk State College Procedure 1018: Academic Appeal Procedure*.

Membership:

7 Faculty Members from SSQC
Health Sciences Representative (i.e., Faculty Member or Program Director) from SSQC
Student Services Representative from SSQC
Student Representative from SSQC

Chair and President's Staff Representative: Vice President of Academic Affairs

Campus Representative: Dean of Student Services

Recording Secretary: Administrative Assistant to the Dean of Student Services

C. Discipline Committee [13]

Membership:

7 Faculty Members from SSQC
2 Student Success Advisors from SSQC
Program Director from Health Sciences, Business, or Technology from SSQC
Student Services Coordinator from SSQC

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2 Student Representatives from SSQC

Chair and President's Staff Representative: Vice President for Student Services

Campus Representative: Dean of Student Services

Recording Secretary: Administrative Assistant to the Dean of Student Services

D. Equity Committee [13]

Membership:

7 Faculty Members from SSQC

2 Student Success Advisors from SSQC

Program Director from Health Sciences, Business, or Technology from SSQC

Student Services Coordinator from SSQC

2 Student Representatives from SSQC

President's Staff Representative: Vice President for Student Services

Chair: Dean of Student Services (Position is campus based.)

Recording Secretary: Administrative Assistant to the Dean of Student Services

E. Petitions Subcommittee [15]

This committee is prescribed by *Polk State College Procedure 5023: Interpretation of College Regulations*.

Membership:

7 Faculty Members from SSQC

2 Student Success Advisors from SSQC

Program Director from Health Sciences, Business, or Technology from SSQC

Student Services Coordinator from SSQC

Financial Aid Member from SSQC

Director of Student Enrollment Services/Registrar

2 Student Representatives from SSQC

President's Staff Representative: Vice President for Student Services

Co-Chair: Dean of Academic Affairs-Lakeland or Winter Haven Campus

Co-Chair: Dean of Student Services-Lakeland or Winter Campus

Note: *Co-Chairs rotate by campus.*

Resource Member: Director of Student Financial Services

F. Residency Appeals Committee [5]

This committee is required by *Senate Bill 1696: Youth Athletic Activity*.

Membership:

Director of Student Enrollment Services/Registrar

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Assistant Registrar-Lakeland Campus
Assistant Registrar-Winter Haven Campus
JDA Center Manager

Chair and President's Staff Representative: Vice President for Student Services

Resource Member: Director of Student Financial Services

G. Substitutions/Waivers Sub-Committee [8]

This committee is prescribed by *Polk State College Procedure 6066: Substitutions and Waivers Committee*.

Membership:

Faculty Member from Arts or Social Sciences from SSQC
Faculty Member from Math or Science from SSQC
Faculty Member from Business, Engineering, Technology, or Health Sciences from SSQC
Student Services Coordinator from SSQC
2 Student Representatives from SSQC

Co-Chair: Dean of Academic Affairs-Lakeland Campus

Co-Chair: Dean of Student Services-Lakeland Campus

President's Staff Representative: Vice President for Student Services

Resource Members: Associate Dean of Student Services-Lakeland Campus, Associate Dean of Student Services-Winter Haven Campus, Director of Student Enrollment Services/Registrar, Graduation Coordinator

Textbook Affordability Committee [22]

Purpose: In accordance with *Florida Statute 1004.085: Textbook and Instructional Materials Affordability*, and to ensure that instructors and students have easy access to textbook cost information, the Textbook Affordability Committee creates awareness of quality, affordable textbook and course material options. In addition, the Committee monitors textbook costs and keeps up with changes in the textbook industry which might lower costs to students.

Membership: (Chair selected from among these employees)

Dean of Academic Success
Dean of Academic Affairs (position rotates between the Lakeland and Winter Haven campuses)
Dean of Student Services (position rotates between the Lakeland and Winter Haven campuses)
English Department Coordinator
College Success Department Coordinator
Humanities Department Coordinator
Social Sciences Department Coordinator
Mathematics Department Coordinator
Natural Sciences Department Coordinator
5 Program Directors (including at least one Bachelor of Science Program Director)
Faculty Senate Representative
2 Faculty Members from any area (including as least one online instructor)
Librarian (position rotates between the Lakeland and Winter Haven campuses)

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Learning Technology Representative
Advising Representative
2 Student Government Association Officers

President's Staff Representative: Vice President of Academic Affairs

Resource Members: Lakeland and Winter Haven bookstore managers, Honors Coordinator, Financial Aid Representative, Charter High School Representative, JDA Representative, and Business Office Representative

Website Advisory Committee (WAC) [15]

Purpose: The purpose of the Website Advisory Committee is to address operational issues within Polk State's website and, when necessary, make requests to the Information Technology Advisory Group regarding financial support for the improvement of this resource.

Membership:

Director of Learning Technology
Executive Assistant to the President
Chief Information Officer
Representative from Academic Affairs
Representative from Student Services
Representative from the Office of Administration/CFO
Representative from the Foundation
Faculty Member from the Arts or Social Sciences
Faculty Member from Math or Science
Faculty Member or Program Director from the Health Sciences
Faculty Member or Program Director from the Non-Health Science AS Programs
Representative from Learning Resources
Representative from Information Technology and Services
Representative from the Faculty Senate

Chair and President's Staff Representative: Associate Vice President for Communications and Public Affairs

Resource Members: Media Production Representative, Instructional Technologist, Director of Student Enrollment Services/Registrar

Workforce Education Quality Council (WEQC)

Purpose: The Workforce Education Quality Council provides a forum for workforce program directors to address issues such as curriculum, resources, marketing, grants, and student services support, as well as a mechanism for processing and coordinating program review and assessment activities.

Membership:

Chair: Vice President of Workforce Education and Economic Development

Health Sciences Sub-Council:

All Health Sciences Program Directors and Program Coordinators

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All Clinical Coordinators
Representative from Student Services/Advising

Business/Engineering/Technology Sub-Council:
All Non-Health Sciences Program Directors and Program Coordinators
Representative from the Corporate College
Representative from the Institute of Public Safety
Representative from Student Services/Advising

President's Staff Representative: Vice President of Academic Affairs

Resource Members: Dean of Academic Affairs-Lakeland Campus; Dean of Academic Affairs-Winter Haven Campus; Director of Student Enrollment Services/Registrar; Vice President of Institutional Effectiveness, Accreditation and Research; Career Pathways Coordinator; and Coordinator of Internship and Experiential Learning