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ADMISSION COMMITTEES

Nursing Admissions Committee

Arzella Howard, Chair (2010-2012)
Christina Martin, Co-Chair (2010-2012)
Sue Riddle (2010-2012)
Gwen Collins (2011-2013) (Nursing)
*Wilson Francis (2010-2012) (Biology Instructor)
*Jenna Boothe
*Andrea Johnson
Scott Gross (Admissions Officer)
Donna Combs (Nursing Coordinator)
Carla Seals (Ad-Hoc Member)

* Members at Large

Mandate: From the *Rules of the Senate*, Section IV.

Charge: Selection of students for the Associate Degree Nursing Program will be made by the President of the College or the President's designee after considering the recommendations of this college-wide Admissions Committee which is to be appointed for this purpose.

Membership: An admissions officer, the Associate Degree Nursing Program Coordinator, two Associate Degree Nursing faculty members, three members-at-large (i.e. Developmental Studies, counselors, general education faculty). Terms for the two Associate Degree Nursing faculty members and the three members-at-large are for two-year terms and shall be staggered. Students are not permitted on this committee.

Reports to: Provost/Vice President of Learning Services

PTA Admissions

Tracy Bowling, PTA Coordinator, Chair
Southeast KY CTC Rep., Co-Chair
Vera Dawn Stamper, Co -Chair
Jama Griffie
Amy Wernette
PT Clinician – Russ Baker

Mandate: From the *Rules of the Senate*, Section IV.

Charge: Selection of students for the physical therapist assistant program will be made by the Presidents of the two colleges (HCTC and Southeast Community & Technical College) or the President's designee after considering the recommendations of the Admissions Committee.

Membership: Physical Therapist Assistant Program Coordinator, Physical Therapist Assistant Program faculty member, Physical Therapist Clinician (voluntary faculty member), admissions officer or counselor, and a general education faculty member. Students are not permitted on this committee.

Reports to: Provost/Vice President of Learning Services

Radiography Admissions

Homer Terry, Chair
Timothy Whittaker, RAD Faculty, Co-Chair
Gwen Collins
Terry Fields
Wilson Francis
Astor Halcomb, Clinical Coordinator
Elbert Hagans

SECTC Representatives
Veria Baldwin, continuing appointment
Ron Brunty (06-08)
Rhona Creech (07-09)
Janet Pace (06-08)
Ellen Saylor
Deborah Young (06-08)

Mandate: From the *Rules of the Senate*, Section IV.

Charge: Selection of students for the program will be made by the President of the College or the President's designee after considering the recommendation of this campus-specific Admissions Committee.

Membership: Radiography Program Coordinator, Radiography faculty member, Allied Health Division Chair, Admissions Officer or Vice President of Student Services and a staff member. Students are not permitted on this committee.

Reports to: Provost/Vice President of Learning Services

Surgical Technology Admissions

Joanna Martin, Chair (2010-2012)
Wilson Francis (2010-2012)
Lisa Maggard
Scott Gross
Gwen Collins ex-officio
Anna Napier ex-officio

Mandate: **Mandate:** From the *Rules of the Senate*, Section IV.

Charge: Selection of students for the program will be made by the president of the college or the president's designee after considering the recommendation of the Admissions Committee. :

Membership: Surgical Technology Program Coordinator, General Education (teaching prerequisites courses for Surgical Technology) and/or Surgical Technology Faculty Member . Appropriate Department-Division Chair and/or Dean of Academic Affairs, Admissions Officer and/or Counselor

Reports to: Provost/Vice President of Learning Services

Diagnostic Medical Sonography Admissions

Melissa Couch-Chair (2009-2011)
Homer Terry-Co-Chair (2010-2012)
JoAnn Sizemore
Scott Gross
Amy Wernette

Mandate: From the *Rules of the Senate*, Section IV.

Charge: The president of the college or the president's designee will select students for the program after considering the recommendation of the Diagnostic Medical Sonography Admissions Committee

Membership: Diagnostic Medical Sonography Program Coordinator; Admissions Officer and/or Counselor; and General Education Faculty (teaching required prerequisites) and/or other Faculty Member.

Reports to: Provost/Vice President of Learning Services

INSTITUTIONAL COMMITTEES

Assessment and Outcomes Committee

Germaine Shaffer, Chair
Lois Puffer Co-Chair
Amanda Spencer- Barnes
Carolyn Bush
Mindy Collins
Delcie Combs
Donna Combs
Paul Currie
Jackie Hall
Doug Harling
Lisa Maggard (ex-officio)
Bart Massey
Lonnie Morris
Beth Pennington
Germaine Shaffer
Leila Smith
Laura Thomas
Evelyn Wood

Mandate: This committee was recommended by the Assessment and Student Learning Outcomes Taskforce that was appointed to lead the faculty in developing strategies to address the recommendations of the October 2006 On-Site Review Committee related to learning outcomes and assessments.

Charge: Provide leadership for the continuous review of strategies for an effective assessment plan of student learning outcomes across the college. To assist in the assessment process and use of the results for academic, administrative support, and institutional units. To make recommendations as necessary and review assessment and outcome processes. It will be expected that the committee will work collaboratively with the Provost's Office, IR Office, and the appropriate committees and workgroups.

Membership: Student Services Unit Representative, Business Affairs Unit Representative, Advancement Unit Representative, Presidents Office Representative, Human Resources, Academic Division Representatives, IR Director, Assessment Directors, and the QEP Director (ex-officio).

Reports to: Senior Leadership

Board of Student Publications Committee

Scott Lucero, Chair (2010-2012)
Randy Moon, Co-Chair (2010-2012)
Cluster Howard
Savannah Sipple
Dr. Kathy Smoot, (ex-officio)
Melinda Spicer, (Web)
Chestina Turner
Jenny Williams
Evelyn Wood

Public-at-Large:

Student Representatives: Student Alternate:

Editor of Kudzu:

Mandate: KCTCS Administrative Policies and Procedures, Section 6.4 (9-5-00)

Charge: "Jurisdiction over student publications of a community college shall be vested in a Board of Student Publications reporting to the president or the president's designee. By jurisdiction is meant the responsibility for the fiscal management, the editorial policies, and the general operation of the student publications." KCTCS Policy 6.4, Administrative.

Membership: Membership will include, but is not limited to, the advisers and editors of student publications and representatives from the faculty, staff, and student body and the Webmaster. One or more members-at-large may be appointed from the alumni, professional journalists, or public-at-large. Members of the Board will be appointed by the president.

Reports to: Vice President of Student Services

College Advisory Committee on Promotion

Randy Bryant, Chair (Math and Science)
Sherry Woods, Co-Chair (Allied Health Rep)
Neil Brashear, (non-teaching faculty)
Dan Begley (Occup Tech Rep)
Madeline Flannery (Heritage-Humanities)
Wilson Francis, (Math and Science)
Susan Johnson, (Occup Tech . Rep)
Ron Reed, (Heritage-Humanities)
Tim Whitaker (Allied Health Rep)

Mandate: This committee is mandated by KCTCS Administrative Policies and Procedures, Section 2.6.2.

Charge: This committee serves in an advisory capacity to the President concerning all matters related to faculty promotion and tenure. The committee shall submit a recommendation to the college president/CEO (with the committee vote and signature of each member in attendance). Reasons for the recommendation, including strengths and weaknesses will be noted. The college president/CEO shall review the portfolio and the recommendation and, in the case of a candidate for Associate Professor or Professor, forward the portfolio with the president/CEO's letter of recommendation to the Chancellor. Upon review by the CACP, promotions from Instructor to Assistant may be approved by college president/CEO and a letter submitted to the Chancellor with a copy to the faculty member. In the event a candidate for Associate Professor or Professor is denied at the local level, the college president/CEO shall send the Chancellor a letter stating such denial with a copy to the faculty member. In the case of a candidate for Professor, the college president/CEO shall contact the faculty member in writing to present the option of submitting the portfolio for review by the system committee (KCTCS Senate Advisory Committee on Promotion) in the regular system portfolio review process.

Membership: *Appointed by President/CEO per KCTCS Administrative Policies and Procedures, Section 2.6.2.5, after consultation with faculty. The committee shall be comprised of a representative from each of the divisions and one representative from the non-teaching faculty (librarian/counselor). Members of the committee shall be at the Associate Professor rank or above. Committee representatives who have direct responsibility for required faculty performance evaluations shall not participate in the consideration of said faculty member's file. In addition to the appointed committee members, the college president/ceo shall appoint the CACP chair for a two year term. The CACP Chair may be reappointed for one additional two-year term. Appointed members shall serve a one-year term. Appointed members may be reappointed on an annual basis to serve one to three consecutive years.

Reports to: Provost/Vice President of Learning Services

8/1/11

College Appeals Board

Chair & Co-Chair to be elected by Appeals Board members
Sandy Phipps (2010-2012)
Edna Gross, (2010-2012)
Brad Dyer, (2010-2012)
Christina Martin (2011-2013)
Stephanie Vergne (2011-2013)
Diane Gibson (Alt 2011-2012 – full member 2012-2014)
Bryan Swafford (Alt 2011-2012 – full member 2012-2014)

Student Representatives:

Mandate: *CCS Rules of the Senate*, Section VII, part 6.0;
Community College Code of Student Conduct, Part I, section 1.43, and Part II, Article IV, sections 4.6 and 4.7

Charge: This committee hears appeals from students regarding academic offenses. This committee will communicate with the President. Committee members must be available for meetings year around.

Membership: The composition of this Board can only be changed by the Kentucky Community and Technical College system Board of Regents. The College Appeals Board shall consist of six members: two full-time students and four full-time faculty members. In addition, two student alternates and two faculty alternates shall be selected on the same basis and with the same requirements as the regular members. All members of the Appeals Board and/or their alternates shall be expected to meet within 48 hours after notice from the Chair.

Appeals Board members shall meet the following criteria:

A. each student member must have earned at least 24 semester credit hours at the college, must have had one full year residence in the college, and must be in good academic standing. Each student member will be appointed by the chief executive officer or designee, upon recommendation of the chief student affairs officer. Appointments shall be for one-year terms. A student may not serve concurrently on both the Appeals Board and the Judicial Board.

B. the faculty members shall be elected to staggered three-year terms by the faculty. The Chair of the Appeals Board shall be elected by the Appeals Board members.

A quorum for the conduct of business will be five members, no fewer than three of whom are faculty members.

Reports to: Vice President of Student Services

Crisis Management & Safety Committee

Dr. Stephen Greiner, President, Team Leader
Jeff Adams Tony Bradley
Neil Brashear Don Castle
Tom Caudill Delcie Combs
Vickie Combs Steve Cornett
Ron Daley Doug Fraley
Cluster Howard James King
Fred Landrum Bart Massey
Deronda Mobelini Anna Napier
Dean Osborne Sandy Phipps
Donna Roark Steve Roberts
Leila Smith Dr. Kathy Smoot
Eli Stidham Connie Watts
Evelyn Wood

Mandate: Hazard Community & Technical College recognizes the importance of a safe environment for students, faculty, staff and guests and places a priority on their safety and well being. The HCTC Crisis Management Plan is located in volume 6 of the HCTC Employee Handbook which is available on the HCTC website at www.hazard.kctcs.edu.

Charge: The HCTC Crisis Management Team will be called into service when it is deemed by any crisis team member that a potential crisis exists. All members of the team are to be notified and may be involved but only one team member will be in charge and direct the committees work. Typically the assigned team member for the crisis area would serve as the leader. The Crisis Team chair is back up for all assigned areas of responsibility.

Membership: Appointed by the President/CEO

Reports to: President/CEO

Distance Learning Committee

Ella Strong, Chair
Robert J. Campbell
Donna Combs
Tracy Counts
Paul Currie
Jackie Hall
Judy Johnson
James King
Scott May
Anna Napier, ex-officio
Lois Puffer
Brad Roberts
Stephanie Vergne

Student Representative

Mandate: This committee was originally recommended by the KCTCS 504/ADA Effective Communications Work Group and the increased need for distance education procedures at the local level. (September 27, 2004?). The committee was disbanded in Spring 2007. The Assessment and Outcomes Committee recommended that a DL Task Team be created (April 2010) to address several tasks in relation to assessment, and recommended that the task team become a standing committee again (April 2011).

Charge: This committee is charged to create, maintain, review, recommend, and evaluate all distance learning procedures, processes, and issues at the local level including 504/ADA distance education and SACS compliance. This committee will review concerns from faculty, division chairs, program coordinators, administrators, and students. This committee shall assume the responsibility of creating and updating Distance Learning Operational and Assessment Plan on an annual basis. This committee will communicate with the Academic Leadership Team.

Membership: Distance learning coordinator, Other distance learning representatives, web master and/or Technology solutions staff, faculty representation from division and who teach distance learning courses, IR and assessment coordinators, a representative from student support services, testing center, business services, learner success, libraries, and a student representative.

Reports to: Academic Services

Faculty Appeals Committee

Cathy Branson, Chair (non-teaching)

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Rachel Sexton, Co-Chair (Occ. Tech. Rep)
Dianne Adams (Math & Science)
M.K. Miller (Heritage-Humanities)
Shirley Butler (Allied Health Rep.)

Mandate: This committee was established by the College and was described in the Faculty Policy Manual 2.5.7.

Charge: This committee will hear appeals made by a faculty member, who, after a conference with the President, remains in disagreement with the rating received. After the hearing, the committee will make a recommendation to the President, who may accept or reject the recommendation.

Membership: Faculty representation from each division. (Division Chairs whom are committee members must absent themselves from a hearing in the event of an appeal from a faculty member in their division). Students are not permitted on the committee. The President appoints the chairperson.

Reports to: President/CEO

Residency Review Committee

Jama Griffie, Chair (2010-2013)
Dean Osborne, Co Chair (2010-2013)
Don Barnes, (2009-2012)
Lisa Callihan, (2011-14)
Beth Pennington (2009-2012)
Rachel Sexton, (2011-2014)

Student Representatives:

Mandate: *CPE Residency Policy and 13KAR 2:045*

Charge: Residency Review Committee shall consider appeals of residency determination by the Vice President of Student Services. The Residency Review Committee shall be appointed by and report to the president of the institution.

Membership: This committee shall be comprised of six (6) faculty and/or staff members and two (2) students. The chairperson shall be designated by the President. The faculty and/or staff members normally shall have staggered three-year appointments; the student members shall have one (1)-year appointments.

Reports to: President/CEO

Professional Development Committee

Amanda Spence Barnes, Chair
Rachel Sexton, Co-Chair
Lauren Bates
Sherry Bettinazzi
Tony Bradley
Helen Brunty
Venetia Caldwell
Patrick Davison
Patti Fisher
Diane Gibson
Scott Gross
Elbert Hagans
Kena Mullins
Jerry M. Combs (ex-officio)
Vickie Combs (ex-officio)

Mandate: The CCS asked for and received a budget for professional development activities at each campus in (approximately) 1991. The PD Committees were formed after the budget was allocated. Subcommittees were formed later at the President's suggestion and through funds made available from a Kellogg Grant (1992-95). In 2003 the subcommittees were consolidated into the Professional Development Committee. Beginning Fall 2004, the Steering Committee and PD committee were combined into one committee.

Charge: This committee reviews and coordinates the activities identified by the Professional Development Committee through the Human Resources Director. The steering committee is to publish an annual professional development calendar. This committee will communicate with the President/CEO and Faculty & Staff Council.

Membership: The Director of Human Resources (ex-officio), QEP representative, Faculty, Staff, and/or Administrators.

Reports to: President/CEO

Student Engagement Committee

Cindy Plummer, Chair

Sandy Phipps, Co-Chair

Chuck Anderson John "Hugo" Back

Renee Back Tony Back

Cathy Branson Helen Brunty

Tammy Duff Victor Gainer

Jama Griffie Charles Hoskins

Cluster Howard Jennifer Jackson

Tom Neace J.P. Mathis

Rachel Sexton Chestina Turner

Tim Whittaker

Student Representatives:

Mandate: This committee was formed in the Fall of 2005 by Faculty Council as a response to faculty interest in discovering ways to help students be more interested in their coursework and more active participants in the education process. Originally, formed as a workgroup in the fall of 2004, the members recognized the overwhelming number of issues that center around student engagement, and in the interest of students, requested that the Faculty Council form a standing committee.

Charge: This committee is charged with issues that the Student Engagement Committee will discuss and plan for changes will include, but are not limited to: best teaching practices, a holistic approach to working with students both inside and outside of the classroom, improving academic standards and performance, addressing student learning styles etc.

Membership: Innovative and enthusiastic faculty, staff and administration, as well as students are welcome.

Reports to: Senior Leadership

STANDING COMMITTEES

Curriculum Review Committee

Susan Johnson, Chair (CRC Senator)
Christy Martin, Co-Chair, At Large Senator
David Frazier Co-chair, At Large Senator
Amanda Spencer-Barnes
Lauren Bates
Neil Brashear
Sabine Globig
Beth Pennington
Amy Wernette
Libby Peters (ex-officio)
Dr. Kathy Smoot, (ex-officio)

Mandate: From the KCTCS *Rules of the Senate* Section III. 2 Revised Spring 2006 and from the HCTC *Rules of the Faculty* (revised spring 2004).

Charge: The Curriculum Review Committee (CRC) has the responsibility to: a) Recommend to the Faculty – after submission to the Faculty Council – upon request or upon its own initiative, concerning new courses, course changes, and the dropping of courses; b) Recommend to the Faculty – after submission to the Faculty Council – upon request or upon its own initiative, concerning new curricula, curricula changes, and the dropping of curricula; c) Recommend to the Faculty – after submission to the Faculty Council – upon requestor upon its own initiative, concerning the needs of the instructional program of HCTC; and d) Perform other responsibilities as delegated to it by the Faculty or Faculty Council acting under Article VII, B, 5 of these rules.

Membership: Faculty; the Program Development Senator is the chairperson. The Chief Academic Officer and Registrar are permanent committee members.

Reports to: Provost/Vice President of Learning Services

Rules Committee

Marcy Moore, Chair (Rules Senator)
Jeremiah Bryant, Co-chair, At Large Senator
Jennifer Lindon, Co-chair, At Large Senator
Hugo Back
Jerry Michael Combs
Pat Herald
Sharon Stewart

Mandate: From the HCTC *Rules of the Faculty* (revised spring 2004).

Charge: This committee will codify the *Rules of the Faculty of HCTC*, recommend to the faculty, upon request or its own initiative, any modification of the *Rules of the Faculty*, the *Rules of the Senate of the Community & Technical College System*, or the Regulations of the respective Boards, continually evaluate the *Rules of the Faculty of HCTC*, assist in the process of developing faculty policies, procedures, and governance documents, and other duties delegated to it by the faculty or Faculty Councils. This committee will communicate with Faculty Council.

Membership: Faculty; the Rules Senator is the chairperson.

Reports to: Provost/Vice President of Student Learning

Scholarship Committee

Leila Smith, Chair
Sandy Campbell, Co-Chair
Chuck Anderson
Linda Blair
Elbert Hagans
Arzella Howard
Donnia Vanshoeyck
Carla Seals, Ex-officio

Mandate: The Scholarship Committee was developed due to the increase in the number of scholarships sometime before 1983. The rationale is that the scholarship awarding process must be carried out by a separate faculty based entity from the disbursing agent and the fundraising agent. The committee was changed to a work group in 2003. Certain individuals play continuous, key roles in the smooth operation of the program. The operation and administration of the scholarship program is continuous for the entire academic year. The current committee structure did not serve the operation of the scholarship program. Scheduling of meetings and continuity of communication would be more organized. Many members of the scholarship committee had no time to devote to the workings of the program. The individuals in the committee will work as members of a team in a smooth, defined process to execute the goals of the scholarship program. The movement to a centralized college committee facilitates the awarding and distribution of scholarships college-wide (during the past, the committee worked as two sub-committees at Lees and Hazard.)

Charge: This committee is charged with recommending to the President the awarding of scholarship funds for students at all campuses. The scholarship committee will meet periodically to coordinate scholarship issues. The Advancement Office will coordinate all scholarships at the college. This committee communicates to the President

Membership: The members of the committee will be made up of a diverse group of individuals from key areas of the institution such as financial aid, admissions, business affairs, president's office, community development, diversity services and faculty.

Reports to: Vice President of Student Services

STRATEGIC PLANNING and EVALUATION TEAM

Faculty Council

Christy Cornett, Chair
Tim Whittaker, Vice Chair
Arzella Howard, Secretary
Dr. Paul Currie, HCTC Board of Directors Rep.
Christy Martin, At-Large Senator (2011-13)
Jeremiah Bryant, At-Large Senator (2011-13)
Brad Dyer, Senate Council Senator (2011-13)
Marcy Moore, Rules Senator (2011-13)
David Frazier, At-Large Senator (2010-2012)
Jennifer Lindon, At-Large Senator (2010-2012)
Susan Johnson, CRC Senator (2010-2012)

Rachel Sexton, Occupational Technology Rep.
Lauren Bates, Allied Health Rep.
Mike Strickland, Heritage and Humanities Rep.
Michael Nyagol, Math and Science Rep.
Dr. Kathy Smoot, President's Appointee

Mandate: *Rules of the Faculty* (revised Spring 2004).

Charge: Functions of the Faculty Council will include: Recommend annually to the President/CEO a list of Faculty members to serve on all standing committees of the faculty; review all recommendations of the Program Development Committee; review all recommendations of the Rules Committee; review all proposed curricular modifications; review all proposed modifications in policies and procedures regarding the appointment, reappointment, promotion, evaluation, and/or granting of tenure of the faculty; and the Faculty Council shall perform other such duties as are delegated to it by the Faculty or the President/CEO; the Faculty Council serves as the Executive Committee of the Faculty; and in emergencies, when the Faculty cannot meet, the Faculty Council shall act for the Faculty. Any action taken shall be subject to ratification by the Faculty at its next meeting.

Membership: The Faculty Council membership shall include the Faculty Officers (who shall serve as the respective officers of the Faculty Council), the Faculty representative to the HCTC Board of Directors, the HCTC Senators, representatives (or alternate) elected by each academic division (as described in Article X,D), and one administrative officer appointed by the President/CEO. Student representatives may be invited as resource persons. A vacancy to the Faculty Council shall be filled by a special election of the faculty, in the same manner as the original election or appointment to the position, at the next Faculty Meeting after the vacancy occurs. Chairs of committees that report to Faculty Council must serve on Faculty Council.

Reports to: President/CEO

Staff Council

Teresa Breeding, Chair (2010-12)
Bryan Combs, Co-chair (2009-11)
Kathleen Couch, (2009-11)
Lisa Dillion, (2010-12)
Shirley Engle, HCTC Bd. of Directors Rep. (2009-12)
Carla Seals, (2010-12)
Mindy Spicer, (2010-12)
Becky Stidham, (2009-11)

Mandate: The Staff Council was developed as part of the Decision Making Process at HCTC in 2004.

Charge: Functions of the Staff Council will include: Promote and enhance the communications and in general, the working conditions of all professional and support staff employees of the college; Serve as an advisory body to the KCTCS Staff Council; Serve as a liaison and advisory body to the President/CEO; Set agenda for monthly staff meetings; Aid in selection process of committee assignments for Staff; Promote professional development.

Membership: The Staff Council membership will consist of members elected by the Staff. Nominations and elections will be held in April. The number of Staff Council representative will be determined using the following formula: (20 employees in the support staff category = 1 representative; every 20 employees in the professional staff category = 1 representative, Staff will also elect a staff representative to the HCTC Board of Directors, in accordance with the Board of Directors by-laws, who will be a standing member of the Staff Council. The HCTC Board of Directors Staff Representative will serve a three year term. The chair of the Staff Council will serve as the KCTCS Staff Council representative for HCTC

Reports to: President/CEO

Leadership Team

Dr. Stephen Greiner, President, Chair
Jeff Adams Neil Brashear
Teresa Breeding Delcie Combs (ex-officio)
Donna Combs Vickie Combs
Christy Cornett Ron Daley
Doug Fraley Scott Gross
Elbert Hagans Jackie Hall
Cluster Howard Fred Landrum
Jennifer Lindon Bart Massey
Deronda Mobelini Lonnie Morris
Anna Napier Dean Osborne
Donna Roark Germaine Shaffer
Leila Smith Dr. Kathy Smoot
Ella Strong Connie Watts
Tim Whittaker (standing in for Christy Cornett as faculty co-chair)

Mandate: The Leadership Team was developed as part of the Decision Making Process at HCTC in 2003.

Charge:

- Provide guidance to and interact with the Mission Team to develop a consistent and broad-based understanding of the mission.
- Coordinate the development and implementation of strategies to achieve the goals and accomplish the mission of the college.
- Ensure that appropriate measures, targets and strategies are in place to accomplish the college's mission and achievement of KCTCS and HCTC goals.
- Confirm appropriate assignments to service units.
- Monitor effectiveness strategies to ensure quality.
- Recommend short and long term evaluation and improvement plans.
- Ensure adequate collection and distribution of data and information necessary for accomplishment of targets, evaluation and improvement plans.
- Address other issues necessary for the ongoing operation of the institution.

Membership: Membership is reviewed annually and determined by the President.

Reports to: President/CEO

QEP Advisory Committee

Lisa Maggard, Chair
Dianne Adams
Linda Blair
Cortney Caudill, (Implementation Team)
Donna Combs (ex-officio)
Jerry Michael Combs
Cindy Plummer
Germaine Shaffer
Dr. Kathy Smoot (ex-officio)
Becky Stidham (Implementation Team)
Amy Wernette
Jenny Williams
Lois Puffer
Brenda Young (Implementation Team)

Mandate: The QEP Management Team was established in 2005 as a part of the SACS Reaffirmation Process to lead the institution in developing a clear and succinct QEP. In the fall of 2006, the Team became the QEP Steering Committee to oversee the implementation and assessment of the QEP.

Charge: The QEP Steering Committee will monitor the implementation of the QEP, its progress and the assessment and evaluation of its effectiveness. The committee will formulate and recommend responses to the SACS On-Site Visiting Committee Report and other SACS reports related to the QEP that are requested by SACS. The Committee will assist in the completion of the annual evaluation of the QEP and recommend changes toward improvement resulting from the evaluation.

Membership: Faculty and staff appointed by the President. The HCTC Accreditation Liaison and dean of academic support as ex-officio. The QEP Director will be the Chair of the Committee

Reports to: Faculty Council