

College Standing Committees 2022-2023

Academic Scheduling Committee

The Committee is charged with planning the academic calendar including, but not limited to, developing academic scheduling guidelines, complying with contact hour requirements, determining common course start and end times, developing the final exam schedule, proposing a strategy to expanding hybrid course offerings, and proposing a strategy to expand evening/weekend course offerings so that a student may obtain an award by taking evening/weekend courses.

Administrative Lead: Dr. Deana Sheppard

Committee Member	Beginning Term	Ending Term	Term	Area
Cliff Boucher	2020	2023	1 st	Dean
Wendy Beckham (Chair)	2020	2024	1 st	EMS
Jenna Wallis	2020	2025	1 st	NHS
Lara Smith	2020	2023	1 st	HCFA
Adam Wiggins	2021	2024	1 st	Registrar's Office
Jason Waller	2020	2025	1 st	PTP
Jamie Bitzenhofer	2020	2023	1 st	Faculty Senate
Amanda Marshall (<i>ex-officio</i>)				
Belinda Prihoda (<i>ex-officio</i>)				
Billie Anderson (<i>ex-officio</i>)				

Admission Appeals Committee

To consider requests for admission or readmission in which the applicant's qualifications are atypical, and to consider policies and procedures appeals from students who have been placed on scholastic probation or suspension.

Administrative Lead: Kim Lessner

Committee Member	Beginning Term	Ending Term	Term	Area
Claire Mizell	-	-	-	-
Chris Fontaine	2020	2023	1 st	Advising
Adam Wiggins	2022	2025	2 nd	Operations
Rose Roberson	2020	2023	1 st	Operations
Ronda Howe	2022	2025	1 st	Academic and Student Affairs

Assessment

To promote continuous improvement and enhancement of student learning through the use of assessment data; to discuss and share assessment strategies, make assessment resources available to encourage continued learning about assessment and maintain the College’s outcomes for all units (educational programs, general education, academic and student support services, and administrative); to serve as a repository for assessment efforts; and to encourage challenging and student centered instruction.

Administrative Lead: Dr. Belinda A. Prihoda

Committee Member	Beginning Term	Ending Term	Term	Area
Ashleigh Lewis	2021	2024	1 st	EMS
Geoff Wilbanks	2021	2024	1 st	EMS
Stormie Perry	2021	2024	1 st	NHS
Jack Delaney	2021	2024	1 st	PTP
Cory Fowler	2021	2024	1 st	PTP
Link Worthen	2021	2024	1 st	PTP
Roland Schick	2021	2024	1 st	EMS
Alyssa Haynes	2021	2024	1 st	HCFA
Jeannie Lafferty	2022	2025	1 st	EMS
Bridget Moore	2022	2025	2 nd	HCFA
Derrick White	2020	2023	1 st	HCFA
Mensch, Heather	2020	2023	1 st	HCFA
Justin Sullivan (Chair-Elect)	2020	2024	1 st	PTP
Paul Watts	2020	2023	1 st	HCFA
Nicole Wright	2020	2023	1 st	PTP
Deb Welch	2020	2023	1 st	PTP
Anne Provencher	2020	2023	1 st	EMS
Wesley Speake	2020	2023	1 st	NHS
Julie Mettlen (Chair)	2020	2023	1 st	NHS
Karl Zuehlke	2022	2025	1 st	HCFA
(Faculty Senate Academic Committee Representative)	2022	2023	1 st	TBD
College Administrative and Academic Student Services Assessment				
Steve Logan	2020	2023	1 st	Business Services
Brad Gifford (Chair)	2022	2025	2 nd	Academic and Student Affairs
Bill Wong	2021	2024	1 st	Advancement
Pamela Rathbun	2022	2025	1 st	Operations
Shanna Natasha Hart	2022	2025	1 st	Operations
Danna Baggett	2021	2023	1 st	Academic and Student Affairs
Lauren Tyler	2022	2025	1 st	Academic and Student Affairs
Jeanie Oxler	2022	2025	1 st	Academic and Student Affairs
Belinda Prihoda, ex-officio	-	-	-	

College Program Review

Review, revise, and implement a program review process for all educational programs/awards; mentor/advise department chairs undergoing the program review process; develop and implement a program review assessment schedule; based on the strategic plan, identify student data and review departmental student data to determine areas for continuous improvement; and support continuous improvement across the college to increase student success and achievement. Membership includes the following: 3 deans, one department chair from each school, one faculty member from each school, Director for Student Success, Director for Learning Commons, Registrar (data manager and report development), and Director for Institutional Effectiveness (Chair of Committee).

Administrative Lead: Dr. Belinda A. Prihoda

Committee Member	Beginning Term	Ending Term	Term
Jim Richey Dean HCFA	2021	2024	1 st
Elizabeth Olivier Dean NHS	2021	2026	1 st
Brent Wallace Dean CS	2021	2025	1 st
Wesley Speake* Department Chair NHS	2022	2025	1 st
Geoff Willbanks Department Chair EMS	2021	2026	1 st
Jason Waller Department Chair PTP	2021	2024	1 st
Derik Gray Program Coordinator HCFA	2021	2025	1 st
Lisa Baker Faculty NHS	2021	2024	1 st
Jennifer Parsons Faculty EMS	2021	2025	1 st
James Griffin Faculty PTP	2022	2026	1 st
Bridget Moore Faculty HCFA	2021	2024	1 st
Matthew Ramirez Director, Student Success	2021	2025	1 st
Maggie Ruelle Director, Learning Commons	2021	2026	1 st
Britt Sabota Registrar	2021	2024	1 st
Belinda Prihoda Director, Institutional Effectiveness	2021	2026	1 st

College Safety

To promote a safe and healthy setting for all employees, students, and visitors by focusing on protecting human health, property, and the environment.

Administrative Lead: Kim Lessner

Committee Member	Beginning Term	Ending Term	Term
Michael Seale (Chair)	2020	2023	1 st
Andrew Cantey	2020	2023	1 st
Jake Clark*	2022	2023	1 st
Stan Borel	2020	2023	1 st
Kevin Yochum	2022	2025	1 st
Kristi Cuellar	2020	2023	1 st
Richard Nichols*	2022	2023	1 st
Stephanie Lassanske	2020	2023	1 st
Faculty Senate Representative			

*Filling open term

Curriculum & Instruction

The purpose of the committee is to review all curriculum change requests and, if applicable, make appropriate recommendations to the Provost. The committee will seek consensus on curriculum changes that best serve student interests in accordance with the Tyler Junior College mission statement and within the requirements of relevant accrediting bodies. The committee will serve as a channel of communication for all curriculum changes (WECM or ACGM) across the Tyler Junior College institution. Dissemination of information will flow from the Curriculum and Instruction Committee to the Director, Curriculum Development to appropriate offices including the Provost, Registrar, Academic Advising, Financial Aid, Institutional Effectiveness, Library Services, Information Technology, Deans and Department Chairs.

Administrative Lead: Billie Anderson

Committee Member	Beginning Term	Ending Term	Term	Area
Chris Shaw, Chair	2022	2025	2 nd	PTP
Nancy Carter*	2022	2024	1 st	EMS
Meredith Ashley	2020	2023	1 st	NHS
Jeff Akin	2022	2025	2 nd	PTP
Julie Mettlen	2020	2023	1 st	NHS
Janet Booth	2022	2025	2 nd	PTP
Jill Johnson	2020	2023	1 st	HCFA
Zelia McGaha	2021	2024	2 nd	NHS
Keitha McLain	2021	2024	1 st	EMS
Jennifer Coon	2020	2023	1 st	PTP
Amanda Ratcliff	2021	2024	2 nd	HCFA
Billie Anderson, <i>ex-officio</i>	-	-	-	
Denny Yarbrough, <i>ex-officio</i>	-	-	-	
Chris Fontaine, <i>ex-officio</i>	-	-	-	
Britt Sabota, <i>ex-officio</i>	-	-	-	
Devon Wiggins, <i>ex-officio</i>	-	-	-	
Maggie Ruelle, <i>ex-officio</i>	-	-	-	

*Filling open term

Data Intelligence Committee

The Data Intelligence Committee provides guidance to the College as it navigates data needs to make informed decisions. The Committee provides insights to define data points and create reports, dashboards, and infographics for College Stakeholders.

Administrative Lead: Kim Lessner

Committee Member	Beginning Term	Ending Term	Term	Area
Britt Sabota Registrar, Co-Chair	-	-		Registrar
Belinda Prihoda Director for Institutional Effectiveness, Co-Chair	-	-	-	Academic and Student Affairs
Cliff Boucher Dean for Engineering, Mathematics, and Sciences	2022	2026	1 st	Academic and Student Affairs
Elizabeth Olivier Dean for Nursing and Health Sciences	2022	2025	1 st	Academic and Student Affairs
Deborah Welch Department Chair from School of Professional and Technical Programs	2022	2025	1 st	Academic and Student Affairs
Abigail Bruxvoort Department Chair from School of Humanities, Communications, and Fine Arts	2022	2026	1 st	Academic and Student Affairs
Ronnie Williams Manager for Data Services	2022	2026	1 st	Operations
Bill Wong Director for Advancement Operations	2022	2026	1 st	Institutional Advancement
Devon Wiggins Director for Financial Aid and Enrollment Support Services	2022	2025	1 st	Business Services
Chris Fontaine Executive Director for Academic Advising and Testing Services	2022	2025	1 st	Operations
Tim Drain Associate Vice Provost for Student Affairs	2022	2026	1 st	Academic and Student Affairs
Rose Murillo Chief Human Resources Officer	2022	2026	1 st	Human Resources

Department Chairs

To represent the chairs in collaboration with the academic deans and the Provost in addressing educational issues affecting chairs. Collect data and other information and solicit input from members of the academic team. Make recommendations to the Provost and President of TJC, work with the Human Resource office to provide professional development activities to improve the performance of chairs, and monitor the interaction of chairs with administrative offices. Composed of one chair from each academic school, one academic dean, and a representative of the professional development office of the Human Resources Department, will work with the Faculty Senate to present issues and recommendations to the administration as a partner in shared governance.

Administrative Lead: Dr. Deana Sheppard

Committee Member	Beginning Term	Ending Term	Term	Area
Rodney Whetzel	2021	2024	1 st	EMS
Jim Richey	2020	2023	1 st	Dean
Carrie Hobbs (Chair)	2021	2024	1 st	NHS
Larry Matson	2022	2025	1 st	PTP
Lara Smith	2021	2024	1 st	HCFA

General Education

To establish measurable general education outcomes which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum; to review submissions for changes to the general education core curriculum and make appropriate recommendations to the Provost; and to oversee all College assessment efforts that pertain to General Education including analysis of results, use of results, and follow-up of action plans.

Administrative Lead: Dr. Belinda A. Prihoda

Committee Member	Beginning Term	Ending Term	Term	School
Jason Waller (Chair)	2020	2023	1 st	PTP
Tammy Burnette	2021	2024	1 st	NHS
Meredith Ashley*	2022	2024	1 st	NHS
David Dickerson (Chair-Elect)	2021	2024	1 st	HCFA
Brent Thorn	2021	2024	1 st	HCFA
Keith Eppich	2021	2024	1 st	HCFA
Jamie Bitzenhofer	2022	2025	1 st	EMS
Rebecca Owens	2019	2024	2 nd	EMS
Cindy Allen	2022	2025	1 st	EMS
Karl Zuehlke	2020	2023	1 st	HCFA
Anne Provencher	2020	2023	1 st	EMS
Brenda Korich	2021	2025	1 st	NHS
Faculty Senate Representative, <i>ex-officio</i>	-	-	-	-
Billie Anderson, <i>ex-officio</i>	-	-	-	-
Belinda Prihoda, <i>ex-officio</i>	-	-	-	-

*Filling open term

Honors

To facilitate the implementation of innovative ideas with the Honors Program; to make key decisions about the program's curricula, instruction and operation; to advise the honor's director and the administrative dean; and to evaluate the program along the lines of vision and efficacy on an annual basis.

Administrative Lead: Dave Funk

Committee Member	Beginning Term	Ending Term	Term	Area
Cliff Boucher	2022	2025	2 nd	Dean
Chuck Thornton	2020	2023	1 st	EMS
Kasi Dickerson	2021	2024	1 st	HCFA
Lisa Baker	2022	2025	2 nd	NHS
Willace Johnson	2022	2025	1 st	PTP
Regan Minkel	2022	2025	2 nd	HCFA
Erica Powell	2022	2025	1 st	EMS
Debra Holcomb	-	-	-	President's Office
Andrea Hathcote, <i>ex-officio</i>	-	-	-	
Dave Funk, <i>ex-officio</i>	-	-	-	

Institutional Animal Care and Use

To serve as an advocate for any live animal used in teaching at Tyler Junior College. Under this general charge, the committee has oversight over the animal care programs, the facilities where animals are used, transported or housed, and proposed protocols describing animal use. The committee is composed of a faculty member at large, the faculty veterinarian, the faculty veterinary technician, the dean of Engineering, Mathematics, and Sciences, and three community members in the veterinary/animal care field.

Administrative Lead: Dr. Cliff Boucher

Committee Member	Beginning Term	Ending Term	Term
Idalia Trent (Chair)	2020	2023	2 nd
Jennifer Counsel	-	-	-
Cliff Boucher	-	-	-
Christy Freislinger	2020	2023	1 st
Steven Lloyd	2020	2023	1 st
Bryan Ramsey	2020	2023	2 nd

Institutional Review Board

To assure, both in advance and by periodic review, that appropriate steps are taken to protect the rights and well-being of humans participating as subjects in a research study. The Institutional Review Board is authorized to approve, require modification (to secure approval), or disapprove research. The Committee is chaired by the Director for Institutional Effectiveness.

Administrative Lead: Dr. Deana Sheppard

Committee Member	Beginning Term	Ending Term	Term	Area
Julie Mettlen	2022	2025	1 st	NHS
Kristine Kirst	2020	2023	1 st	PTP
Kathrine Murray	2020	2023	1 st	EMS
Jack Caddell	2021	2024	1 st	EMS
Paul Watts	2022	2025	1 st	HCFA
Abigail Bruxvoort	2022	2025	1 st	HCFA
TBD (Community Member)	2021	2024	1 st	
Belinda Prihoda (Chair)	-	-	-	
Jennifer Jennings (secondary)	2022	2025	-	
Ryan Button, ex-officio	-	-	-	

Policy Review Committee

To review policies of the College and recommend changes to keep policies up-to-date. Membership on the committee consists of the SACSCOC Institutional Liaison, the Director for Employee Relations, Governance, and Compliance, a representative from Human Resources, a representative from Academic Affairs (dean or department chair), an Associate Vice President, a representative from Business Services, and a representative from Marketing and Enrollment Services.

Administrative Lead: Dr. Deana Sheppard

Committee Member	Beginning Term	Ending Term	Term	Area
Human Resources Representative	2023	2026	1 st	Human Resources
Lauren Miller	2022	2025	1 st	Business Services
Elizabeth Olivier	2021	2023	1 st	Dean
Whitney Mayfield	2022	2025	1 st	Operations
Tim Drain*	2022	2023	1 st	AVP
Andrew Cantey	-	-	-	
Belinda Prihoda (Chair)	-	-	-	

*Filling open term

Professional Development Committee

Members of this committee will be heavily involved in the planning and implementation of professional development activities. Activities may include, but are not limited to, planning convocation weeks, identifying and recruiting presenters and/or presenting workshops/sessions for employees throughout the semester. The full committee will meet once in the fall and once in the spring with increased meetings throughout the summer to accommodate planning for the upcoming academic year. Meetings will be scheduled on Wednesdays at noon.

Administrative Lead: Maggie Ruelle

Committee Member	Beginning Term	Ending Term	Term	Area
Jerril Burnette Faculty	2022	2024	1 st	HCFA
Nancy Carter Faculty Senate Representative	2022	2023	1 st	Faculty Senate
Jeffrey Crean Faculty	2022	2025	1 st	HCFA
Gigi Delk Faculty	2022	2026	1 st	PTP
Christine Melius Department Chair	2022	2024	1 st	NHS
Elizabeth Olivier Dean	2022	2025	1 st	Dean
Rory Prue Department Chair	2022	2026	1 st	NHS
Lynn Sitton Department Chair	2022	2024	1 st	PTP
Chris Sudduth Faculty	2022	2025	1 st	PTP
Kiera Warren Faculty	2022	2024	1 st	HCFA
Joseph Webster Faculty	2022	2025	1 st	EMS
Megan Burns Staff	2022	2024	1 st	Advancement
Andrew Cantey Administration	2022	2025	1 st	HR
Dave Funk Administration	2022	2026	1 st	Academic and Student Affairs
Molly Garrett Administration	2022	2024	1 st	Business Services
Jeanine Grimes Staff	2022	2025	1 st	Academic and Student Affairs
Steve Logan Administration	2022	2026	1 st	Business Services
Keren Longshore Administration	2022	2024	1 st	Operations
Shauna McCown Staff	2022	2025	1 st	Academic and Student Affairs
Jeanie Oxler Administration	2022	2026	1 st	Academic and Student Affairs
Amanda Richardson Staff	2022	2024	1 st	Academic and Student Affairs
Savannah Sanders	2022	2025	1 st	Operations

Staff				
Casey Wells Staff	2022	2026	1 st	Business Services
Ricky Williams Staff	2022	2024	1 st	Business Services
Lisa Wolman Staff	2022	2025	1 st	Academic and Student Affairs
Katie Moses (Chair) Administration	-	-	-	Academic and Student Affairs
Ken Craver (ex-officio) Administration	-	-	-	Academic and Student Affairs
Maggie Ruelle (ex-officio) Administration	-	-	-	Academic and Student Affairs

Sick Leave Pool Committee

To consider employee requests for use of time from the College Sick Leave Pool. The Sick Leave Pool Committee will be composed of one faculty member from each school, three classified employees (one administrative assistant, one support staff, and one maintenance), one professional employee, and one administrative employee. The Director for Human Resources will serve as an ex-officio member of the committee.

Administrative Lead: Rose Murillo

Committee Member	Beginning Term	Ending Term	Term	Area
Lisa Black	2022	2025	1 st	Human Resources
Nicole Wright	2021	2023	1 st	PTP
Paul Jones	2022	2025	1 st	HCFA
Chris Chappa	2021	2024	1 st	EMS
Bill Stiles	2021	2024	1 st	PTP
DeWayne Marsh	2022	2025		NHS
Kristi Bennett	2021	2023	1 st	Business Services
Michael Seale	2022	2025	1 st	Campus Police
Elizabeth Sloan*	2021	2023	1 st	Grounds
Melanie Tate	2021	2024	1 st	Business Services
Judie Bower	2022	2025	2 nd	Continuing Studies
Rose Murillo (ex-officio)	-	-	-	Human Resources

*Filling open term

Strategic Plan Evaluation Committee

To regularly assess the College's execution of an ongoing, integrated, institution-wide effort to engage in research-based planning, resulting in the enhancement of the College District's ability to achieve its mission. The Committee monitors the achievement of measurable outcomes found in the College's strategic plan, serves as a liaison with campus stakeholders for the continuous assessment of the strategic plan, provides the College President with a formal evaluation of progress toward the accomplishment of the strategic plan goals in March of every year, recommends changes to the College's goals and/or priorities, and conducts a thorough evaluation of the strategic plan and offers suggestions for the next strategic plan after the third year of the current strategic plan unless otherwise directed by the President. The Committee is chaired by the SACSCOC Institutional Liaison.

Administrative Lead: Dr. Deana Sheppard

Committee Member	Beginning Term	Ending Term	Term	Area
Jim Richey	2022	2025	1 st	Dean
Lisa Baker	2022*	2023	1 st	NHS
Casey Callendar	2020	2024	1 st	PTP
Maggie Ruelle	2020	2023	1 st	Academic and Student Affairs
Pamela Rathbun	2022	2025	1 st	Operations
Tampa Nannen	2022	2025	1 st	Dean
Brent Wallace	2022	2025	1 st	Dean
Jamie Bitzenhofer (Faculty Senate President)	2022	2023	1 st	Faculty Senate President
Rose Murillo	2022	2025	1 st	Human Resources
Rick Nichols*	2022	2023	1 st	Dean
Judie Bower	2021	2024	1 st	Continuing Studies
Matthew Bennett	2022	2025	2 nd	HCFA
Dave Hubbard	2022	2025	1 st	EMS
Cliff Boucher	2020	2023	1 st	Dean
Elizabeth Olivier	2020	2023	1 st	Dean
Bill Wong	2021	2024	1 st	Institutional Advancement
Molly Garrett	2022	2025	1 st	Business Services
Lauren Miller*	2022	2024	1 st	Business Services
Deana Sheppard, ex-officio	-	-	-	Academic and Student Affairs
Belinda Prihoda (Chair)	-	-	-	Academic and Student Affairs

*Filling open term