

CONSTITUTION AND BYLAWS

THE COLLEGE SENATE OF PIEDMONT VIRGINIA COMMUNITY COLLEGE

PREAMBLE

Piedmont Virginia Community College is committed to shared governance, a formal partnership between the administration and the constituencies of faculty, support staff, and students. The president holds ultimate responsibility for all operations. The administration manages the college. The governance structure of PVCC exists to enhance communication between faculty, staff, and students, and to advise the administration.

The PVCC governance structure consists of the following bodies:

The six standing committees, on all matters under their specified purviews, are each charged by and report to a specified administrator. This partnership facilitates the ongoing management process.

The Faculty Senate, the Professional Association of Support Staff, and the Student Government Association each act as the voice of their respective constituencies. As such, they may present proposals to the administration and the College Senate.

Ad hoc committees and task forces may be appointed and tasked by the administration or by any of the aforementioned bodies.

The College Senate, as a legislative body of representatives, is responsible for review of all college policies and procedures generated by any of the aforementioned bodies which are likely to affect multiple constituencies, and for making recommendations on such matters to the president or members of the president's staff. In so doing, the Senate serves as the official voice of the college.

I. NAME

The name of the organization is The College Senate of Piedmont Virginia Community College (hereafter referred to as the Senate).

II. PURPOSE AND FUNCTIONS

- A. The Senate serves as the primary vehicle for formulation and expression of the viewpoints of faculty, administration, staff, and students, generally reserving its deliberations for questions of import to the institution as a whole.
- B. The Senate encourages the development and maintenance of a beneficial climate for excellence in teaching and learning within the traditional framework of academic freedom and professional responsibility and ethics.
- C. The Senate debates and votes upon policies put forward by any committee or representative body which will affect more than one PVCC constituency. The Senate may request that any policy recommendation made by any standing or ad hoc committee or task force be presented to it for consideration.
- E. The Senate serves as the voice of the college in making recommendations to the president.
- F. The Senate chair and assistant chair meet monthly with the president, from August through May, to ensure mutual knowledge of issues facing the college.

III. MEMBERSHIP

- A. *Voting Membership.* The voting membership of the Senate consists of elected senators from faculty, administrators, support staff, and students. The chair, assistant chair, and other members of the executive council are elected from and by the voting membership.
- B. *Apportionment.* Each academic division elects one teaching faculty from its ranks plus an alternate. Work Force Development elects one representative from their ranks plus an alternate. Counselors and librarians together elect one faculty from their ranks plus an alternate. The Faculty Professional Association orchestrates an at-large election of one faculty, who may be full-time or adjunct, plus an alternate. The Administrative Advisory Group elects one administrator who is not a member of the President's staff, plus an alternate. One member of the President's Executive Staff is elected. The Professional Association of Support Staff orchestrates an at-large election of three support staff, who may be full-time or part-time, plus two alternates. The Student Government Association orchestrates the election of three currently enrolled students from and by the student body, who may be full-time or part-time, plus two alternates. Student senators must take at least three credits during the fall and spring semesters and must have and maintain at least a 2.0 GPA. The three student senators plus the alternates also serve as Senate representatives on the Student Government Association and are expected to attend all SGA meetings and perform SGA duties as required in the Student Government Association Constitution. Each of the standing committees selects a representative to serve on the College Senate. Of the six committees, a representative must be teaching faculty for Curriculum and Instruction, Student Services, Planning and Budgeting, and Information Technology.

The total is 20 senators (not counting alternates):

- 3 faculty (1 from each division)
- 1 representative from Work Force Development
- 1 faculty from counselors and librarians together
- 1 at-large faculty (who may be full-time or adjunct)
- 1 administrator (who is not a member of the President's Staff)
- 1 representative from President's Executive Staff
- 3 support staff (who may be full-time or part-time)
- 3 students (who may be full-time or part-time)
- 6 standing committee representatives (four of which must be teaching faculty)
 - a. Administrative Services
 - b. Curriculum and Instruction (teaching faculty)
 - c. Personnel and Benefits
 - d. Student Services (teaching faculty)
 - e. Planning and Budgeting (teaching faculty)
 - f. Information Technology (teaching faculty)

Elections. Elections to the Senate are made in April of each year, or later in the fall as appropriate. Terms are staggered, so that approximately one-third of senators are elected each year. Each constituent group is responsible for determining the method of selecting its own representative. Concerns regarding election or appointment irregularities must be reported to the Senate chair by May 1.

- C. *Term.* A term begins July 1 and ends June 30. Terms for faculty, administrative, and support staff senators are for two years. Current students are elected for one year. Faculty, administrative, and support staff senators are eligible for reelection, except that a member who has completed two consecutive two-year terms is ineligible for reelection to serve during the year immediately following the period of consecutive service. Current students may be reelected twice.

- D. *Vacancies.* If an elected senator vacates the seat, the vacancy is filled by a special election in and from that senator's constituency. If an appointed senator resigns, the vacancy is filled by the office that appointed that senator. The term of this specially elected or appointed senator commences immediately and lasts for the duration of the original senator's term.
- E. *Attendance.* Senators are expected to regard attendance at all meetings and reasonable participation as fundamental obligations to their colleagues and to the college. When conflicting professional duties, imperative personal affairs, or illness make attendance at a given meeting impossible, the senator is responsible for sending the designated alternate, who is granted the same voting privileges as the absent senator. A senator who is absent from three regular or special meetings of the Senate in an academic year is considered to have vacated the seat unless a waiver is granted by the Senate Executive Council.
- F. *Removal for Cause.* A senator may be removed for cause by the following process: a written motion is submitted privately to the executive council, which studies the circumstances and decides whether to bring the matter to the senate floor. If the executive council decides not to bring the case forward, it is dropped unless further evidence and argument are presented. If the council decides to bring the case to the floor, removal requires a two-thirds majority of all senators, voting by secret ballot.
- G. *Ethical Conduct.* When undertaking the business of the College Senate, Senators are expected to conduct themselves in an honest, ethical, and responsible manner. If the executive council should deem that a senator has betrayed this trust, then it may take steps to remove said senator from the College Senate through the process outlined in section "III" item "F. Removal for Cause."

IV. OFFICERS

- A. *Chair.* In addition to other duties prescribed in this constitution, the chair presides at meetings of the Senate; supervises the work of support staff assigned to Senate work; and serves as the Senate's spokesperson with the administration, PASS, the Faculty Senate, SGA, the alumni association, and the extra-college community on matters within the Senate's jurisdiction. The chair, along with the assistant chair, meets monthly with the president from August through May. Because of the significant commitment of time required, the chair is granted three semester hours of reassigned time in fall and spring, or the equivalent in reassigned time or stipend.
- B. *Assistant Chair.* If the chair is absent (due to illness or other important personal matter), the assistant chair assumes the role of chair temporarily. If the chair resigns or is removed for cause, the assistant chair assumes the duties of chair for the remainder of the chair's term.
- C. *At-large Members of the Executive Council.* Two at-large members of the executive council are elected from and by the senators.
- D. *Secretary.* The Senate elects a recording secretary from among the senators, considering experience, expertise, and willingness to serve as official recorder of Senate proceedings.
- E. *Term.* The Senate chair, assistant chair, and at-large members of the executive council each serve a two-year term starting July 1 (if a student, a one-year term). Each may be reelected, except that a chair, assistant chair, or at-large member who has completed two consecutive two-year (or one-year) terms may not serve in that capacity during the year immediately following the period of consecutive service. The secretary may serve up to three consecutive one-year terms.
- F. *Election*
 - 1. *Nomination.* Candidates for chair, assistant chair, and at-large members of the executive council are nominated from and by the body of senators, including outgoing and newly elected, after the April meeting and at least two weeks before the May meeting. A senator may offer a self-nomination.
 - 2. *Election.* Voting is by secret ballot. The candidate receiving a simple majority of votes is elected. If no candidate receives a majority vote, a runoff election is held between the two top candidates. Announcement of winners is made at the May meeting, which includes both outgoing and newly elected senators.

- G. *Vacancy*. Any elected or appointed member of the executive council who misses two regular meetings of the council is considered to have vacated the seat unless a waiver is granted by the Senate Executive Council.
- H. *Succession*. For the chair and assistant chair, see above. For a vacated at-large seat, a special election is held, with nominations at the next regular Senate meeting and further nominations allowed in the next seven days, the names of nominees published college wide, and voting by secret ballot, votes due one week before the next regular meeting, when the winner is announced and takes office. In case of a tie, a runoff election is held in the same fashion. A vacated appointed seat is filled with an appointment made by the chair.

V. EXECUTIVE COUNCIL

- A. *Membership*. The executive council consists of the chair, assistant chair, two at-large members, and secretary. The chair orchestrates election and appointment of members to ensure the presence on the council of a student, a support staff member, and an administrator.
- B. *Purpose*. The executive council advises the chair and aids in planning agendas and Senate meetings.
- C. *Meetings*. The executive council meets monthly from August through May, one week before each regular Senate meeting. The chair calls additional meetings as needed.

VI. SENATE MEETINGS

- A. *Access*. Meetings of the Senate are ordinarily open to members and invited guests. All other inquiries should be directed to the Office of Marketing and Media Relations. Any member of the faculty, administration, support staff, or student body may be recognized to make a presentation, but only senators may make a motion or vote. Persons from outside the immediate college itself may be recognized by the chair or by a majority vote of the senate. Under exceptional circumstances, by a majority vote of senators present, the Senate may declare a meeting closed to all except senators and those others specifically invited to be present.
- B. *Regular Meetings*. The Senate schedules four regular meetings each semester, excepting the summer session. Additional meetings may be called by the chair or by a petition to the chair of ten percent of the senators.
- C. *Special Meetings*. For special meetings called (as immediately above), the agenda is prepared by the chair and made readily available to all senators at least four working hours before the meeting.
- D. *Agenda and Proposals*
1. *Formulation*. The executive council prepares the agenda of each regular meeting from proposals submitted by standing committees and senators. Items presented in the form of a petition signed by six senators must be included on the agenda.
 2. *Distribution of Agenda and Proposals*. The agenda of each regular meeting is made readily available to senators at least one week preceding the meeting, including attachments of proposals to be considered, which Senators are expected to study in advance.”
 3. *Non-Agenda Items*. Matters for which the one-week notice has not been provided may be considered, subject to the following quorum restrictions for motions.
 4. *Quorum*. A quorum for motions for which previous notice has been given consists of a majority of the total number of senators. For motions without prior notice, a quorum consists of three-quarters of the total number of senators.
 5. *Approved Resolutions*. Resolutions are considered to have been adopted by the Senate if a

quorum is present and a majority of those voting approve the proposal.

6. *Tie Vote.* In case of a tie vote, a resolution is considered not to have been adopted.
7. *Minutes.* Minutes of Senate meetings are prepared and made publicly available within a week of a given meeting, including publication on the Web with a link on the PVCC Web site.
8. *Recording of Votes.* On the request of any senator present, if supported by one-third of senators present, a record of individual votes cast on any resolution is taken and made part of the minutes.
9. *Parliamentary Authority.* The Senate is governed by the rules contained in Robert's Rules of Order, latest edition, and such other special rules as the Senate may adopt. In case of inconsistencies or differences, the Constitution and those special rules adopted by the Senate take precedence.

VII. DISPOSITION OF SENATE LEGISLATION

- A. *Transmittal to the President.* The Senate chair promptly transmits copies of Senate actions to the president of the college.
- B. *Action by the President.* The president indicates approval of the legislation and intention to implement it: (1) by noting approval on the copy and returning it to the Senate chair within one month of receipt or (2) by not disapproving of the action within one month of receipt.
- C. *Disapproval.* The president may disapprove of the legislation by noting disapproval on the copy and returning it to the Senate chair within one month after receipt, together with reasons provided for the decision. The chair may request the president to present the decision in person at the next Senate meeting.
- D. *Delay.* If a more extended period is required for consideration of the legislation, the president informs the Senate chair of the reasons for the necessary delay along with a date of intended action.
- E. *Appeal.* Because the College Senate is advisory only, no appeal may be made in an attempt to override disapproval by the president. In an unlikely and very extreme case, by a three-fourths majority of the total number of senators, an appeal may be made to the Chancellor of the Virginia Community College System.

VIII. AMENDMENT OF THE CONSTITUTION AND BYLAWS

- A. *Proposal of Amendments.* Amendments may be proposed in one of the following ways:
 1. Resolution at a Senate meeting and approval of two-thirds of those present and voting, provided a quorum is present.
 2. Recommendation of the executive council.
- B. *Adoption of Amendments.* Amendments generated by either of the methods above come to a vote of the Senate no sooner than two weeks after presentation. Passage requires a two-thirds majority of the total number of senators.

IX. COMMITTEES

- A. *Purpose.* The Senate is committed to simplicity, efficiency, unity of effort, and effectiveness in shared governance. Most groundwork for shared governance is done by the six standing committees and their subcommittees. Subcommittees are of two types: ad hoc and task force.

Committees may make policy and procedural recommendations directly to their supervisory administrators on matters solely related to areas within their jurisdiction. Any policy recommendations which will affect more than one constituency of the college should be referred

by the committee to the College Senate for deliberation. Ad hoc committees, task forces, and subcommittees make policy and procedural recommendations to their parent committee.

Recommendations regarding ongoing administrative decisions by a standing committee, ad hoc committee, task force, or subcommittee are submitted to the designated administrator. Example: The Awards and Recognition Committee recommends the criteria for awards to the Senate (policy). It recommends a specific recipient to the President (administrative decision).

- B. *Ad Hoc Committees.* An ad hoc committee is a subcommittee of a particular standing committee. Some standing committees are assigned one or more perpetual ad hoc committees. A standing committee may form an ad hoc committee on its own. And the Senate may direct a standing committee to form one. There are three types of ad hoc committee: ones that function each year, ones that virtually exist each year but function only as needed, and ones that are formed ad hoc.
- C. *Task Forces.* A task force is formed to investigate a particular issue, such as evaluation of faculty. It disbands when its work is done. Task forces may be appointed by the College Senate, a standing committee, the Faculty Senate or Student Government Association, or an administrator.
- D. *Standing Committees.* The six standing committees are:

- Personnel & Benefits
- Administrative Services
- Planning & Budgeting
- Information Technology
- Student Services
- Curriculum & Instruction

1. *General Duties of Standing Committees*

- a) Make recommendations to the Senate regarding matters of policy and procedure in their area of responsibility. Initiate action on matters clearly within their province and request that they be placed on the agenda of the Senate meeting by the Executive Council.
- b) Work in conjunction with one or more designated administrators to help facilitate management of the college.
- c) Receive and consider policy proposals in their areas of responsibility from the Senate, the administration, FPA, PASS, SGA, or other bonafide college entity, and present their recommendations to the Senate for action.
- d) Annually review their charge and procedures, and make recommendations for revision.
- e) Consult with and provide advice to the administration, student groups, etc., in their areas of responsibility when requested to do so. Policy proposals generated as a result of these consultations shall be presented to the Senate for consideration and action.
- f) Keep records of their activities, publish minutes and other documents for the college community, and present reports at least once a year to the Senate.
- g) Maintain liaison with appropriate college constituencies, such as academic divisions.
- h) Meet often in order to discharge their duties promptly.

2. *Standing Committee Officers.* The chair of each standing committee is elected by the committee from its membership for a one-year term. A secretary is elected to keep and publish minutes. The chair schedules, announces, and orchestrates meetings; sets the agenda; takes responsibility for communication with the Senate, the administration, and other pertinent college constituencies; serves as committee spokesperson; takes responsibility for presenting committee proposals to the Senate; and attends Senate meetings without vote if not also an elected senator.
 3. *Proposals from Standing Committees to the Senate.* Proposals include, as judged appropriate by the committee, the policy or change in policy being proposed, the procedures or changes in procedures being proposed, and the schedule of implementation being proposed.
- E. *Election and appointment to committees.* Teaching faculty representatives of their academic divisions are elected by and from their divisions. Professional faculty representatives (counselors and librarians) are elected by and from their ranks. Faculty from Work Force Services and Continuing Education are elected by and from their ranks. At-large faculty representatives are chosen in an election orchestrated by FPA; all fulltime and part-time faculty (teaching and professional) are eligible to volunteer or be nominated for such election. At-large support staff representatives are chosen in an election orchestrated by PASS; all fulltime and part-time support staff are eligible to volunteer or be nominated for such election. Elected administrative representatives are elected by and from the Administrative Advisory Group. The Student Government Association advertises all student positions on the committees and subcommittees and by a majority vote of its members appoints interested students to serve on each committee and subcommittee. Students appointed to these positions are not required to be members of the SGA, except in the case of the Student Services Committee for which at least three students must be members of SGA. Appointed representatives are appointed by the administrator designated in the membership list for each committee or subcommittee or otherwise specified in this document.

F. The Six Standing Committees:

Personnel & Benefits

a) Purpose

- (1) Works in conjunction with the Vice Presidents and the Human Resources Manager.
- (2) Reviews policies and procedures and make recommendations to the Senate regarding:
 - (a) Faculty multiyear appointments and promotions
 - (b) Administrative faculty promotions
 - (c) Awards & recognitions
 - (d) Educational/sabbatical leave
 - (e) Faculty and administrative searches
 - (f) Grievance hearings
 - (g) Part-time faculty
 - (h) Salary and benefits
 - (i) Professor Emeritus
 - (j) Retirement (college procedures, etc.)
- (3) Selects a PVCC representative to the VCCS Hearing Panel.
- (4) Appoints and charges ad hoc committees as needed.
- (5) Oversees the following subcommittees
 - (a) Faculty Multi-Year Appointments and Promotions
 - (b) Administrative Faculty Promotions
 - (c) Awards & Recognition
 - (d) Educational/sabbatical leave

(e) Grievance Hearing Panel

b) Membership

- 1 dean
- 3 faculty (1 from each division)
- 3 classified staff
- 1 counselor or librarian
- 1 administrator Human Resources Manager
- 1 Senator (chair and secretary elected by membership)

c) Subcommittees

(1) Faculty Multi-Year Appointments & Promotions

(a) Purpose

1. Considers candidates for multi-year appointments and promotions, and provides recommendations regarding them to the Vice President for Instruction and Student Services and President.
2. Reviews and makes recommendations on policies and procedures regarding faculty multiyear appointments and promotions

(b) Membership

- 3 teaching faculty (1 from each division)
- 1 librarian or counselor (at least every third year a librarian)
- 4 at-large faculty
- 1 administrator
- 1 faculty alternate
- 1 administrative alternate

(2) Administrative Faculty Promotions

(a) Purpose

1. Considers candidates for administrative faculty promotions and provides recommendations regarding them to the President.
2. Reviews and makes recommendations on policies and procedures regarding administrative faculty promotions.

(b) Membership

- 3 administrative representatives
- 2 teaching/professional faculty
- 1 faculty alternate
- 1 administrative alternate (chair and secretary elected by membership)

(3) Awards & Recognitions

(a) Purpose

1. Works in conjunction with and advises the Assistant to the President for

- Institutional Advancement.
2. Oversees nominating process and makes recommendations to the president for recipients of the PVCC Distinguished Service Award, PVCC Student Award, and PVCC Medallion.
 3. Selects the college's nominee for the SCHEV Outstanding Faculty Award.
 4. Works with the Assistant to the President for Institutional Advancement in handling any external faculty/student awards deemed appropriate for college nomination.
 5. Develops and administers employee and student recognition programs.
 6. Reviews and makes recommendations on policies and procedures regarding awards and recognitions.

(b) Membership

- 1 teaching/professional faculty
- 1 classified staff
- 1 member of Alumni Association Board
- 1 administrative faculty
- FPA President or designee
- PASS President or designee
- 1 former nominee of SCHEV Outstanding Faculty Award
- Assistant to the President, ex officio

(4) Educational/Sabbatical Leave

(a) Purpose

1. Works in conjunction with and advises the Vice President for Instruction and Student Services. Reviews applications and makes recommendations to the Vice President for Instruction and Student Services on faculty submissions for educational and sabbatical leave.
2. Reviews and makes recommendations on policy and procedures regarding educational and sabbatical leave.

(b) Membership

- 2 faculty per division
- 1 counselor or librarian
- 2 administrative faculty

(c) Grievance Hearing

1. *Purpose.* Provides for a panel to hear faculty grievances in accordance with VCCS policy.
2. *Membership.* The two pools from which the grievance ad hoc hearing committee is selected shall be comprised of all employees holding faculty rank. One pool shall consist of all teaching faculty, counselors and librarians. The other pool shall consist of all administrators. When it becomes necessary to appoint an ad hoc hearing committee when the grievant is a member of the teaching faculty or professional staff, three faculty members and two administrators shall be chosen randomly with both parties present. When the grievant is an administrator, the membership of the committee shall consist of two faculty members and three administrators chosen randomly with both parties present. Any member chosen has the right of refusal. Any supervisor or administrator who has rendered a

decision on the issue shall be ineligible to serve on the committee.

Administrative Services

a) Purpose

- (1) Works in conjunction with the Vice President for Administrative and Financial Services, who is ex officio.
- (2) Reviews and makes recommendations to the Senate on policies and procedures in the following areas:
 - (a) Physical facilities, including construction and renovation
 - (b) Buildings & Grounds
 - (c) Business Office
 - (d) Security
 - (e) Copying
 - (f) Auxiliary enterprises such as the bookstore and cafeteria
 - (g) Other administrative services.
- (3) Oversees the following subcommittees
 - (a) Physical Facilities
 - (b) Building Renovation

b) Membership

Superintendent of Buildings and Grounds

1 dean

3 teaching faculty (1 from each division)

1 professional faculty (counselor or librarian)

3 classified staff

1 student Vice President for Administrative & Financial Services, ex officio (chair and secretary elected by membership)

c) Subcommittees

(1) Physical Facilities

(a) Purpose

1. Works in conjunction with the Vice President for Administrative & Financial Services, who is ex officio.
2. Considers issues related to the college's physical facilities, including, but not limited to, buildings, grounds, plantings, handicapped access, parking lots, and recreational facilities.
3. Advises the Vice President for Financial and Administrative Services and the Superintendent of Buildings and Grounds regarding the college's maintenance program and plan.
4. Makes recommendations for campus improvement and fosters appropriate volunteer efforts.

(b) Membership

Superintendent of Buildings and Grounds

Special Needs Counsel or Human Resources Manager

1 academic administrator

1 representative from Information Technology

1 representative from Student Services

3 teaching faculty (1 from each division)
3 representatives from classified staff
3 students
Vice President for Administrative & Financial Services, ex officio (chair and secretary elected by membership)

(2) Building Renovation and Construction (a task force)

(a) Purpose

1. Works directly with architects in the design of renovation projects or new buildings.
2. Evaluates alternatives and recommends priorities in keeping with the budget.
3. Establishes subcommittees as needed.

(b) Membership. Depends on current project.

Planning & Budgeting

a) Purpose

- (1) Works in conjunction with and advises the President, who is ex officio, and the Vice Presidents.
- (2) Makes recommendations to the Senate regarding policies and procedures on planning and budgeting.
- (3) Oversees development and reviews of the Strategic Plan as well as the annual planning assumptions and working priorities.
- (4) Ensures the linkage between strategic planning and budgeting by recommending to the President the annual funding level for strategic priorities.
- (5) Develops and recommends institutional priorities to the president.

b) Membership

Director of Institutional Research, Planning, and Institutional Effectiveness, Chair
Vice President for Instruction & Student Services
Vice President for Financial & Administrative Services
Assistant to the President
1 dean
1 representative from Continuing Education/Workforce Services
1 representative from Financial & Administrative Services
1 representative from Information Technology
1 representative from Student Services
3 faculty (1 from each academic division)
1 at-large faculty selected by the President
1 at-large staff selected by the President
President, ex officio

Information Technology

a) Purpose

- (1) Works in conjunction with and advises the Director of Information Technology, who is ex officio, and the Coordinator of Computing Services.
- (2) Makes recommendations to the Senate regarding policies and procedures relating to

computing and other technology services at the college.

- (3) Assists the Director and the Coordinator of Computing Services in implementing the college's strategic technology plan and its annual goals relating to information technology.

b) Membership

3 teaching faculty (1 from each division)
2 administrators from Instruction & Student Services
Coordinator of Computing Services
1 representative from Library
1 representative from Admissions & Records
1 representative from Business Office
2 representatives from classified staff
Director of Information Technology, ex officio (chair and secretary elected from membership)

Student Services

a) Purpose

- (1) Works in conjunction with and advises the Director of Student Support Services, who is ex officio.
- (2) Considers matters of student life which relate to conduct, student development, student organizations, student government, orientation, intramural athletics, the Window Series and other student areas.
- (3) Makes recommendations to the Senate regarding policy and procedure in the following areas:
 - (a) Admissions and placement
 - (b) Student financial aid, including scholarships
 - (c) All areas of student affairs and their effect on the educational process and academic achievement
 - (d) *Catalog* and *Student Handbook*
- (4) Considers appeals of financial aid decisions and admissions decisions, as required; reviews and makes determination on applications for readmission, as required; and makes recommendations on admissions, records, registration, advising, mentoring, and recruitment policies.
- (5) Oversees the following subcommittees:
 - (a) Enrollment Management
 - (b) Scholarship (a Foundation committee)
 - (c) Diversity

b) Membership

6 teaching faculty (2 from each division)
Registrar
Business Office accountant
Coordinator of Student Activities
1 classified staff
6 students (3 must be members of the SGA)
Director of Student Support Services, ex officio (chair and secretary elected by membership)

c) Subcommittees

(1) Enrollment Management

(a) *Purpose*. Recommends to the appropriate administrator strategies for promoting the recruitment and retention of students.

(b) *Membership*

Director of Student Support Services, Chair
Vice President for Instruction & Student Services
Director of Information Technology
Assistant to the President for Institutional Advancement
Director of Continuing Education
Employer Services Manager
1 representative from Counseling
1 representative from Admissions
1 classified staff
3 faculty (1 from each division)
1 at-large representative (appointed by the president)
PeopleSoft representative
Learning Center representative

(2) Scholarship (an Educational Foundation committee)

(a) *Purpose*

- (i) Works in conjunction with and advises the Assistant to the President for Institutional Advancement.
- (ii) Serves the Educational Foundation Board by reviewing scholarship applications and recommending selections for each (except Berkeley).

(b) *Membership*

1 representative from Financial Aid
1 representative from the Business Office
3 faculty (1 from each division)
1 representative from Piedmont Works
Assistant to the President for Institutional Advancement

Curriculum and Instruction (C & I)

a) *Purpose*

- (1) Works in conjunction with and advises the Vice President for Instruction and Student Services, who is ex officio.
- (2) Reviews and makes recommendations to the Vice President for Instruction and Student Services on all course and curricular proposals, involving new, revised, and discontinued curricula.
- (3) Reviews the Piedmont Virginia Community College Six-Year Curriculum Plan and considers revisions to that plan in compliance with the VCCS calendar for submissions and updates.
- (4) Reviews policy and procedure, and makes recommendations to the Senate regarding the following areas: program review and evaluation, developmental studies, international/intercultural activities (coordinating these with the work of the College Diversity Committee, when appropriate), honors, learning resources (the library, media services, the Learning Center, the galleries), quality of teaching and teaching-related issues such as attendance, academic freedom, scholarship and research, the academic calendar, and faculty evaluation.
- (5) Reviews and makes recommendations to the Senate that address professional development

of faculty, administrators, and staff (including the Teaching Center).

(6) Reviews and makes recommendations to the Senate on all policies and procedures of an instructional and/or curricular nature.

(7) Oversees subcommittees as needed, such as:

(i) Developmental Studies

(ii) Honors

(iii) Assessment

b) Membership

3 deans

Coordinator of Library

Director of Workforce Services & Continuing Education

Chair, Assessment Committee

9 teaching faculty (3 from each academic division)

1 classified staff

1 counselor

2 students

Vice President for Instruction & Student Services, ex officio (chair and secretary elected by membership)

Updated 2/26/10 by bglassco.