



North Idaho College

Committee Structure and Membership

2009-2010

STATEMENT OF PURPOSE

The committee structure of North Idaho College exists to promote participative governance and collaborative management of specific college processes. Faculty, students, staff and administrators are chosen to serve on committees in order to promote the sharing of ideas and opinions from a variety of perspectives. In so doing, members share in collaborative decision-making and build consensus for positive change within the institution. The regulations governing committees and the guidelines for committee chairs are contained in NIC Policy #2.03.01. A current version of the policy, the current committee membership and the committee structure is available on the NIC website.

College Standing Committees

The standing committees exist to provide opportunity for participative governance and collaborative management by the faculty, students, staff, and administration of the college. The standing committees focus on strategic issues and key processes vital to the daily operations of the college as well as its future directions. They are intended to provide a vehicle by which all constituencies can share information, deliberate, reach consensus, and make recommendations for consideration by the college administration, the President, and ultimately the board of trustees.

ADMISSIONS AND ACADEMIC STANDARDS

STATUS: Standing

CHARTER: This committee serves to recommend to the Senate admission, college wide proficiency and graduation requirements. The committee shall be authorized to make decisions on all individual appeals concerning admissions, probation, dismissal and graduation.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Registrar

MEMBERSHIP: Tammy Payton (Chair)

Faculty:	Anja Fredericks	Michelle Masingill	Erin Davis
	Kristina Klassen	Jeremy Dodge	Cal Dehaas
Staff:	Tami Haft	Gary Coffman	Maxine Gish

ADVISING COMMITTEE

STATUS: Standing

CHARTER: This committee serves as the steering committee for the student advising program. The committee will: (1) provide a communication link between faculty advisors and student services advising staff (2) coordinate training and mentoring for new advisors (3) assess advising effectiveness (4) update as needed the advising handbook, and (5) make recommendations as appropriate about other aspects of advising.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Director of Advising

MEMBERSHIP: Gary Coffman (Chair)

Lead Faculty Advisors, representing all instructional divisions (determined by contract)
Multiple staff members, representing departments within Student Services (determined by VPSS)
Student members (two, determined by ASNIC)

Faculty:	Don Bjorn	Audry Bourne	Margaret Fedje
	Laura Godfrey	Ryan Hayes	Jennifer Henage
	John Klassen	Michele Lippert	Lesley Schoch
	Cynthia Sielaff	Casey Wilhelm	Marilyn Wudarcki
	Laura Templeman		

Student: Torri Meagher

CALENDAR COMMITTEE

STATUS: Standing

CHARTER: This committee serves to recommend to the president and the board of trustees the official college calendar to be used by the campus. This committee shall ensure that the college calendar adheres to all requirements for the academic year and incorporates all requisite events and holidays.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Registrar

MEMBERSHIP: Tami Haft (Chair)

Faculty:	Janine Baxter	Michele Jerde	Tammy Payton
Staff:	Pam Claflin	Bob Murray	

CAMPUS EVENTS COMMITTEE

STATUS: Standing

CHARTER: This committee will review, approve, and coordinate requests for the use of North Idaho College facilities and grounds. The committee will coordinate the management and use of North Idaho College facilities based upon the mission and goals of the college.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Vice President for Administrative Services

MEMBERSHIP: Multiple staff members, representing departments impacted by campus events (as determined by VPSS & VPAS)

COMMENCEMENT COMMITTEE

STATUS: Standing

CHARTER: This committee serves to organize and facilitate the annual commencement exercises, including selection of the speaker, the marching order, music and other aspects designed to make commencement a memorable occasion for North Idaho College graduates.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Registrar

STRUCTURE: Graduation Specialist (Registrar's Office)
Five (5) Faculty
Five (5) Staff
One (1) ASNIC
President's Office Liaison

MEMBERSHIP: Patty Baker (Chair)

Faculty: Dave McRae Janice Ramirez Rick Schultz
Angela Jahns Don Schoesler

Staff: Pam Claflin Pam Noah Bob Murray
Chantel Black Peg Gillespie Sharon Bullock
Shannon Goodrich Marjorie Valencia Justin VanEaton
Bill Semmler Tami Haft Sara Fladeland
Evanlene Melting Tallow

Students: Syafiq Fuller

CULTURAL DIVERSITY AND HUMAN RIGHTS STEERING COMMITTEE

STATUS: Standing

CHARTER: This committee creates a welcoming environment among students, faculty, administration, and staff that encourages cultural diversity. This committee shall help implement the Cultural Diversity Initiative, shall help facilitate the infusion of multicultural components across the campus, and shall explore avenues for instituting multicultural awareness at North Idaho College.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

MEMBERSHIP: Alan Lamb – Chair

Faculty (four, determined by Faculty Assembly) Staff (four, determined by Staff Assembly)
Students (two, determined by ASNIC)

Faculty:	Virginia Hickman	Jacalyn Marosi	Joe Jacoby	Willene Goodwin
	Katie Kelso	Randy Graves		
Staff:	Debra Vigil	Gail Laferriere	Sharon Bullock	
	Jack Purdie			
Students:	Fatima Madrid,	Lauri Moore		

CURRICULUM COUNCIL

STATUS: Standing

CHARTER: This committee shall evaluate all curricula on an on-going basis and shall make recommendations to the Vice President for Instruction and ultimately the President regarding all curricular matters. It shall recommend approval of and criteria for evaluation of all AA, AS, and AAS degrees as well as for the Technical Certificate, Advanced Technical Certificate and Academic Certificate of Completion. The council shall approve all prerequisites for courses as well as changes in grading procedures as well as changes in credits, content, or numbers. The Curriculum Council shall evaluate and approve all special topic courses. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction

MEMBERSHIP:

Vice President of Instruction (NV).....Jay Lee
Registrar (NV).....Tami Haft
Director of Admissions (NV).....Maxine Gish
Director of Advising (NV).....Gary Coffman
ASNIC Representative (NV).....Jenna Betts
Phi Theta Kappa Representative (NV)

Office of Instruction (NV).....Bob Murray
 English Instructor (V) – Group 1 Audrey Cameron
 (English/Modern Language/College Skills)
 Communications/Fine Arts/Humanities Division Chair (V) – Group 2 Nils Rosdahl
 (Communications/Journalism)
 Photography/Art Instructor (V) – Group 3 Nils Rosdahl
 (Art/Music/Theatre/Graphic Design/Photography)
 Child Development Instructor (V) – Group 4..... Marian Ackerman
 (Anthropology/Child Development/Education/History/Political
 Science/Psychology/Philosophy/Sociology/Social Science)
 Trades and Industry Division (V) – Group 5..... Dave McRae
 (Automotive Tech/Carpentry/Collision Repair/Diesel Tech/
 Drafting/ HVAC/Machine Tech/Maintenance Mechanic/
 OPRV/Basic Manufacturing/Welding)
 Professional Programs (V) – Group 6..... Kathie O'Brien
 (Admin of Justice/Bus & Office Tech/CITE/
 Culinary Arts/Law Enforcement/Paralegal/Phys Educ)
 Business Instructor (V) – Group 7..... Gayne Clifford
 (Business/Economics)
 Math Instructor (V) – Group 8 Angela Earnhart
 (Computer Sciences/Engineering)
 Natural Sciences Division Chair (V) - Group 9..... Dale Marcy
 (Chemistry/Geology/Physics)
 Nursing Instructor (V) – Group 10.....Marian Underdahl
 (A.D. Nursing/Allied Health/Practical Nursing)
 Biology Instructor (V) Group 11 Peter Zao
 (Biology, Botany, Ecology, Forestry, Microbiology, Zoology)

DIVERSITY EVENTS COMMITTEE

STATUS: Standing

CHARTER: This committee serves to enrich the educational experience for the North Idaho College campus and the community at large by supporting and implementing activities that recognize the contributions of various cultural groups.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

MEMBERSHIP: Alex Harris (Chair)

Faculty (four, determined by Faculty Assembly)
 Staff (four, determined by Staff Assembly)
 Students (two, determined by ASNIC)

Faculty:	Willene Goodwin	Virginia Hickman	Terry Jones
	Max Mendez	Mike Wigle	
Staff:	Stacy Hudson	Merilyn Hardy	Jacob Rothrock
	Justin Van Eaton	Debra Vigil	Nancy Edwards (NV)
Student:	Brian DeAustin	Alex Doler	Syafiq Fuller

Fatima Madrid

INFORMATION TECHNOLOGY POLICY AND PLANNING COUNCIL

STATUS: Standing

CHARTER: Provide a college-wide forum for discussion of technology issues and development of recommendations for the strategic direction concerning the investment and use of computing and communications technologies in support of the college mission.

Responsibilities -

- 1) To provide strategic information technology recommendations to the President and President's Cabinet in support of academic and administrative services.
- 2) To examine and recommend improvements to the college's information technology architecture including hardware, software and training.
- 3) To review and devise policies regarding access, security and privacy of institutional information.
- 4) To review and recommend improvements in technical training opportunities for NIC employees.
- 5) To report back to constituent groups the emerging applications of information technology to develop consensus about its benefits.

ADMINISTRATORS RESPONSIBLE: Vice President for Administrative Services
Director of Information Technology

Membership (2009-2010):

Steve Ruppel, Director of Information Technology, Chair

Ann Lewis, Director of Institutional Effectiveness

Peter Zao, Division Chair, Natural Sciences

Sarah Garcia, Controller

Steve Smith, Manager of User Services

Wade Larson, Director of Human Resources

Faculty Assembly members:

Mark Magill, Instructor, Automobile Technology

Jim DeMoss, Distance Education Librarian

Staff Assembly members

Andy Finney, Library Management Team

Jane McCarville, Sr. Instructional Designer, eLearning and Outreach

INSURANCE COMMITTEE (sub-committee of Meet and Confer)

STATUS: Standing

CHARGE: This committee shall meet to discuss the available insurance plans for the employees of NIC and make recommendations to the Meet and Confer Committee annually. Committee members serve a one (1) year term.

STRUCTURE: Five (5) Faculty (V)
Five (5) Staff (V)
Human Resources Representative (NV)

MEMBERSHIP: Sue Shibley (Chair)

Faculty:	Judy Adams	Sue Shibley	Janine Baxter
	Tim Straw	Cheri Zao	Mary Jule Roletto (alt)
Staff:	Andrea Woempner (NV)	Sharon Hoffman	Lynn Bates
	John Totten	Carol Jones	Nancy Edwards
	Rayelle Anderson (NV)		

JUDICIAL COUNCIL

STATUS: Standing

CHARTER: This committee reviews proposed changes to the Code of Conduct and provides recommendations to the Senate. As well, the committee hears appeals of select student judicial matters when appropriate.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

MEMBERSHIP: Alex Harris (Chair)

Faculty (three, determined by Faculty Assembly), Staff (three, determined by Staff Assembly)
Students (three, determined by ASNIC) Campus Judicial Officers appointed by the VPSS serve as ex officio members.

Faculty:	Paula Lambert	Scott Paxton	Christina Edmundson
Staff:	Nancy Edwards	Tom Lyons	Dean Bennett
Students:	Jack Vanderlinden	Jenna Betts	Justin Knoles

LEGISLATIVE COMMITTEE

STATUS: Standing

CHARTER: This committee shall promote cooperation and communication between North Idaho College and its legislative delegation. The committee will meet regularly during the legislative session and will review and advise the President regarding any pending legislation for its impact on the College.

ADMINISTRATOR RESPONSIBLE: Vice President for Community Relations and Marketing

MEMBERSHIP:

Faculty:	James Jewell	John Reese	Faith Holt
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Staff: Lita Burns Jack Purdie Mindy Patterson Rolly Jurgens
Student Syafiq Fuller

STUDENT LEARNING OUTCOMES ASSESSMENT / GENERAL EDUCATION COMMITTEE:

STATUS: Standing

CHARTER: The Student Learning Outcomes Assessment/General Education Committee will be responsible for promoting a college wide awareness of assessment of student academic achievement in general education, program and course level assessment initiatives. The committee will determine to what extent the assessment of educational outcomes offers an opportunity for improving student learning and achievement, strengthening the college, and enhancing its accountability. Specifically, the committee is charged with developing and implementing an instructional assessment plan in consultation with the vice president for instruction, deans, division chairs, and faculty. This plan will be consistent with the college mission, recommending a time-line for its implementation, and identifying and recommending assessment activities, general education and instructional outcomes, and reporting needs. Recognizing the need for ongoing assessment, it is the faculty's responsibility and duty to develop, to perform, and to manage ongoing assessment procedures used to assure and to increase the quality of all academic activities and to improve the learning environment.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction

MEMBERSHIP: Faculty Coordinator appointed by the Vice President for Instruction

At least one faculty member from each instructional division selected by the Division Chair and approved by the division faculty, Deans, and Vice President for Instruction.

The faculty representatives shall serve three-year terms.

The Vice President for Instruction, Dean of General Studies, and Dean of Professional, Technical, and Workforce Education will serve as ex-officio members of the committee.

Faculty:	Dale Arrington	Althea Davis	Ryan Hayes	Annie McKinlay
	Susanne Bromley	Jim DeMoss	Terry Jones	Kathleen Miller-Green
	Denise Clark	Vic Gillica	Paula Lambert	Karen Ruppel (coordinator)
	Kathleen Czurda-Page	Laura Godfrey	Linda Lemkau	Carrie Gibson
	Gail Ballard			

MEET AND CONFER COMMITTEE

STATUS: Standing

CHARGE: This committee shall provide a forum where representatives of North Idaho College employee groups and representatives of the College administration meet to present and review proposals affecting salaries and benefits. Employee and administrative representatives of this committee shall attempt to develop a consensus salary/benefit proposal, which can be endorsed by all parties for presentation to the board of trustees. This shall be done according to a timeline that provides the board of trustees an appropriate period in which to first consider and then adopt a salary benefit package as part of the college's overall budget for the upcoming year.

STRUCTURE: Voting membership on this committee is of the regular committee members representing faculty and staff. Alternates may vote only when a regular member of their delegation is absent. The Administrative representative, the director of human resources and the committee chair do not vote.

MEMBERSHIP: Pat Lippert (Chair)

Faculty:	Bill Richards	Milt Jacobs	Tom Rigles	John Klassen
	Sharon Tomlinson	Josh Misner (alt)		
Staff:	Kecia Siegal	Lynn Covey	Patty Baker	Alex Harris
	Jon Totten	Gary Coffman	Sara Schmelzer (alt)	Steve McGroarty (Alt)

WELLNESS

STATUS: Standing

CHARGE: This committee will work towards creating a healthy campus following the guidelines put forth by the American Association of Community Colleges (1999). The committee will focus on some or all of following human dimensions to address NIC employees' well being: mental, physical emotional, behavioral, social, environmental and spiritual.

ADMINISTRATOR RESPONSIBLE: Director of Human Resources

STRUCTURE: Five (5) Faculty
Five (5) Staff

MEMBERSHIP: Chantel Black (Chair)

Faculty:	Keith Dionne	Kathy Hostetter	Ed Kaitz	Shellie Son
	Nancy Murren			
Staff:	Dawn Saari	Andrea Woempner	Penny Weiss	Sara Fladeland
	Lynn Hill	Bob Murray	Heather Butler	

CAMPUS LIFE COMMITTEES

The campus life committees exist to provide opportunity for faculty, staff, and students to participate in processes that affect the campus life and welfare of employees and students. In several cases, the existence of the committee is mandated by specific college policy, and the activities of the committee are directed by such policy. In other cases, the committee exists to ensure processes are in place that provide for the welfare of employees. An issue requiring adjudication drives the activity of several of the campus life committees, and in those cases the committee will only be called together to deliberate on a case-by-case basis.

SABBATICAL LEAVE COMMITTEE

STATUS: Campus Life

CHARTER: This committee shall review and rank applications for request of sabbatical leave per policy #3.04.8. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

ADMINISTRATOR RESPONSIBLE: Vice President for Instruction

MEMBERSHIP: Five (5) faculty members, one (1) alternate and two (2) Division Chairs. The vice president for instruction appoints members annually from prior recipients.

STERLING SILVER COMMITTEE

STATUS: Campus Life

CHARGE: This committee shall identify, recognize and reward individuals selected to receive the monthly Sterling Silver Award for exceptional service.

STRUCTURE: Five (5) Faculty
Five (5) Staff

MEMBERSHIP: Lynn Bates (Chair)

Faculty: Tony Christensen Jill Jascha Lonnie Raaum
Karen Chamberlain Keith Hunter

Staff: Stacy Hudson Charlotte Warren Erin Norvell
Katie Lien Derinda Moerer

COLLEGE ADVISORY COMMITTEES

ART ACQUISITION COMMITTEE

STATUS: Ad Hoc

CHARGE: The Art Acquisition Committee will address the review, acquisition, acceptance, placement and de-acquisition of college-owned art.

ADMINISTRATOR RESPONSIBLE: College President

MEMBERSHIP: Allie Vogt (Chair)

Mike Halpern

Michael Horswill

Pam Noah

BOSWELL CORNER GALLERY

STATUS:

CHARGE: This committee shall promote appreciation of the fine arts through the sponsoring of local, regional and national art shows, as well as promote the benefits of fine art as it applies to the NIC campus overall.

MEMBERSHIP: Allie Vogt (Chair)

Debby O'Dell

Don Schoesler

Carol Lindsay

AMERICAN INDIAN STUDIES ADVISORY COUNCIL

STATUS: Ad hoc

CHARGE: The American Indian Studies Advisory Committee will provide guidance and support for all college department, programs, personnel, and students toward maintaining a welcoming and hospital environment for American Indian student success. The committee will assist all student services support departments in being knowledgeable, accessible, available and visible to Indian students.

ADMINISTRATOR RESPONSIBLE: Vice President of Student Services

STRUCTURE: The size and makeup of the committee is intended to be fluid and flexible over time and may vary from 10-15 members as outlined:

Faculty (3-5 who have emphasis on teaching courses in Indian Studies)

Staff (3-5 including the VPSS or his delegate, Native American Student Advisor, and representation from the office of Registrar, admissions and Auxiliary Services)

Administration (1-2, such as VPSS and or Social & Behavioral Sciences Division Chair)

Coeur d'Alene Tribal representation (1-2, such as the Department of Education)

American Indian students (2)

ASNIC representation (1)

Faculty membership: Kathy Lewis (Chair)

Marian Ackerman

Jim Straub

Alan Lamb

CAREER SERVICES ADVISORY COUNCIL

STATUS: Ad hoc

CHARGE: This committee serves to make recommendations concerning the current needs, methods to address challenges, and methods for delivering Career Services at North Idaho College. This includes the Career Center, classroom instruction involving Career Services and campus events and activities designed to enhance career development.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Coordinator of Career Services

MEMBERSHIP:

Linda Lemkau

Yvonne Hallock

Cynthia Sielaff

CENTER FOR EDUCATIONAL ACCESS ADVISORY COUNCIL

STATUS: Ad hoc

CHARGE: This committee serves to make recommendations to the VPSS and ultimately the President's Cabinet concerning the current needs of students who have disabilities on campus. The committee will also provide guidance to the Center for Educational Access to help ensure campus compliance with Americans with Disabilities (ADA) and Sections 504/508 of the 1973 Rehabilitation Act in making appropriate and effective accommodations for students who have disabilities. The committee will monitor campus client for student success and for a disability-related discrimination-free environment.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Director of Center for Educational Access

STRUCTURE: Community (including members of disability-related community agencies and organizations)

Students who have disabilities

Faculty (as interested and with approval from the Director)

Staff (as interested and with approval from the Director)

Faculty membership:

Mark Magill Ken Ostaszewski Jeff Stotik

ENROLLMENT MANAGEMENT COMMITTEE

STATUS: Ad-hoc

CHARGE: This committee designs, reviews and implements recruitment and retention strategies with the goal of increasing enrollment.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

STRUCTURE: VPI, VPSS, VPCR, Deans

Directors of Admissions, Advising, Marketing and Institutional Effectiveness

Registrar

Faculty (up to three (3) as determined by VPI)

Staff (up to three (3) as determined by VPSS)

Faculty membership:

Sue Shibley Lloyd Duman Michele Jerde

NINE POINTS COMMITTEE

STATUS: Ad Hoc

CHARGE: This committee serves to lead initiatives that represent identified goals outlined in the Nine Points Agreement with the Coeur d'Alene Tribe.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

STRUCTURE: Voluntary as approved by the Vice President for Student Services.
Mandatory for certain Student Services staff as appropriate to their job.

Faculty membership:

Marion Ackerman Alan Lamb (co chair) Kathy Lewis
Michele Jerde

PROFESSIONAL TECHNICAL RECRUITMENT COUNCIL

STATUS: Ad hoc

CHARGE: This committee serves to review the recruitment data for the college's professional technical programs, instruct key members of NIC on how to recruit, identify appropriate markets for recruitment, and review program strengths and weaknesses.

ADMINISTRATORS RESPONSIBLE: Vice President for Student Services
Dean, Professional Technical Education

STRUCTURE: Voluntary as approved by the Vice President for Student Services and Dean of PTE

Mandatory for certain staff and faculty as appropriate to their job

SCHOLARSHIPS COMMITTEE

STATUS: Ad Hoc

CHARGE: This committee serves to allocate scholarship money to students during the spring semester.

ADMINISTRATOR RESPONSIBLE: Vice President for Student Services

STRUCTURE: Faculty ten (10) (as determined by team leaders involved in the allocation process)

Staff ten (10) (as determined by team leaders involved in the allocation process)

STRATEGIC PLANNING

STATUS: Ad hoc

CHARGE: This committee serves to direct the development of a comprehensive Strategic Plan to provide planning for future college goals.

ADMINISTRATOR RESPONSIBLE: College President

STRUCTURE: As determined by the President, but with broad representation from faculty, staff, students, and the greater community.

FACULTY ASSEMBLY COMMITTEES

FACULTY INSTRUCTIONAL DEVELOPMENT (FIDC)

CHARGE: This committee shall promote the achievement of the broad professional goals of the faculty, collectively and as individuals, through the enhancement of their knowledge of the instructional methodology and their respective content areas. To affect this goal, the college appropriately allocates resources, monetary and human, to the program to provide educational opportunities not readily available to NIC instructors. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

STRUCTURE: This committee consists of one (1) member from each division and two (2) administrative representatives belonging to FIDC.

Faculty membership:

Sue Hill Crowley	Tammy Payton	Debby O'Dell
Michelle Masingill	Ildiko Roth (Chair)	Brent Booth

TENURE

CHARGE: This committee shall assume faculty responsibilities in the awarding of faculty tenure as outlined in the official policy (#3.02.9) established by the board of trustees. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

STRUCTURE: The Executive Committee from among the tenured members of the faculty shall select members and alternates for the Tenure Committee. This committee shall consist of five (5) members and three (3) alternates, designated in order. At least three (3) members must be retained from the previous year. It is recommended that voting members be selected from the previous year's alternates. In addition, this committee will submit reports of its activities to the Faculty Assembly Chair.

Faculty membership:

Shannon Badgett	Kim Johnson (Chair)	Mike Swaim
Victor Duarte	Annie McKinlay	Kathy O'Brien