



***OKLAHOMA CITY***

**2011-2013  
Standing Committee  
Handbook**



Office of the President  
900 N. Portland Avenue  
Oklahoma City, Oklahoma 73107-6195  
405-945-3200

## **MEMORANDUM**

Date: July 2011  
To: OSU-Oklahoma City Faculty and Staff  
From: Natalie Shirley, President, Oklahoma State University-Oklahoma City  
Subject: Committee Handbook

Attached you will find the latest revised copy of committee assignments for faculty and staff. Please look the handbook over and note which committees you are assigned to and make a diligent effort to attend the meetings. Committees should meet as soon as possible.

Chairpersons need to note the following information and follow these guidelines:

- Review purpose of the committee with members
- Establish committee objectives for the academic year
- Set meeting schedule to accomplish objectives
- Identify recorder for minutes of the meeting
- Minutes should be forwarded to the Office of the Associate Vice President of Academic Affairs.
- The committee chairs will be notified prior to fall and spring break and will be reminded to:
  - Meet at least one semester
  - Schedule a meeting if they haven't met yet
  - Ask for minutes
- Complete an Activity Report at the end of fall and spring semesters (see Committee Activity Report) and submit to the office of the Associate Vice President for Academic Affairs.
- If any changes need to be made to the Committee Handbook, the appropriate Vice President must approve and submit the change to the President's Office.

**These procedures must be followed in order to provide important information to North Central for the review process.** Your cooperation in this matter is greatly appreciated.

# Oklahoma State University-Oklahoma City COMMITTEE ACTIVITY REPORT

\_\_\_\_\_ Fall Semester \_\_\_\_\_yr. Spring Semester \_\_\_\_\_yr.  
Name of Committee

Number of times committee met \_\_\_\_\_  
Length of time involved in each meeting \_\_\_\_\_  
Number of individuals assigned to committee \_\_\_\_\_  
Number of members consistently attending \_\_\_\_\_

## Committee Goals

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## Committee Accomplishments

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## Comments:

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\_\_\_\_\_  
Signature of Co-Chair

\_\_\_\_\_  
Signature of Co-Chair

1-copy to Vice President, Academic Affairs  
1-copy to Committee File

## **FOREWORD**

As we begin a new academic year at OSU-Oklahoma City, it is time to revisit our official college assignments. It is absolutely essential that our assigned committees be aligned properly to ensure that issues, policies and procedures are conducted in a timely and professional manner.

Oklahoma State University-Oklahoma City relies on employee skills and expertise to provide quality services to the populations that are served. I am convinced that the benefits resulting from your participation in the committee process will pay dividends to you individually and OSU-Oklahoma City. It is required that all committee chairpersons submit an annual report stating the yearly committee activity throughout the year. The OSU-Oklahoma City Vice Presidents' Council will be responsible for recommending and selecting committee chairs.

Our accrediting agencies require that committees provide records that reflect the activities conducted throughout the year. As we strive to improve our services, your commitment to serve on committees allows OSU-Oklahoma City to continue to improve.

I encourage each of you to accept committee assignments and to seek out committees that will allow you to share your expertise. Your participation on committees will ensure that you are involved in the development of OSU-Oklahoma City. All committees are important and give each of us an opportunity to evaluate the needs of the institution.

Thank you.

Natalie Shirley, President  
Oklahoma State University-Oklahoma City

## **COMMITTEE ASSIGNMENTS 2011-2013**

### **Management Councils**

Vice Presidents' Council  
Instructional Division Heads  
Student Services Directors

### **Councils**

IS Council  
Faculty Senate  
Staff Council

### **Standing Committees**

Academic Appeals Committee  
Information Services Committee  
Assessment of Student Learning  
Campus Environment Committee (formally LEED)  
Campus Security Committee  
Community Engagement Committee  
Curriculum Committee  
Diversity Committee  
Excellence in Teaching: L.E. "Dean" Stringer Award for Teaching Excellence  
Facility Planning Committee  
Faculty Honors Committee  
Faculty/Staff Development Committee  
Global Education Committee  
Graduation Committee  
Institutional Effectiveness Committee  
Institutional Web Page Committee  
Scholarship Committee  
Service Awards Committee  
Staff Excellence Awards Committee  
Student Center Advisory Committee  
Student Clubs and Organizations Advisors Committee

## **Ad Hoc Committees**

Enrollment Appeals Committee  
Financial Aid Appeal Committee  
Non-Academic Discipline Committee  
Student Grievance Committee

## **Task Force**

Enrollment Management Task Force

# **MANAGEMENT COUNCILS**

## **Vice Presidents' Council**

The Vice Presidents' Council is comprised of campus administrators. Vice Presidents' Council is responsible for and/or recommends to the president campus policy, calendars, campus finance and operations, and good campus administrative oversight. Agenda items are brought to the Vice Presidents' Council through the vice presidents and other senior administrators. Vice Presidents' Council action is communicated to the campus community either through the vice presidents/senior administrators, or directly from the president. Vice Presidents' Council meets weekly on Monday mornings or at the discretion of the president.

**Chair:** Natalie Shirley, President

**Members:** Ronda Reece, Vice President, Finance and Operations  
Larry Edwards, Vice President, Academic Affairs  
Jay Kinzer, Vice President, Student Services  
Heather Kay, Asst. VP of Business & Industry Training & Education  
Evelyn Bollenbach, Senior Director of Marketing & Communications  
Jonathan Fozard, Senior Director of Information Services  
Sue Reel, Associate Vice-President-Development

## **Instructional Division Heads**

This council is comprised of the associate vice president for Academic Affairs and instructional division heads and others as designated by the vice president for Academic Affairs. This group meets weekly, or as designated by the vice president for Academic Affairs, to coordinate, advise and plan for instructional activities on campus.

**Chair:** Vice President for Academic Affairs

**Members:** Division Head Agriculture Technologies  
Division Head Arts & Sciences  
Division Head Business Technologies  
Division Head Science & Engineering Technologies  
Division Head Health Sciences  
Division Head Human Services  
Academic Support Council Representative  
Faculty Senate Representative

## **Student Services Directors**

This council is comprised of Student Services directors. The group meets weekly or as directed by the vice president for Student Services to coordinate, advise and plan for student services operations on campus.

**Chair:** Vice President, Student Services

**Members:** Associate Vice President, Student Services  
Director of Enrollment Management  
Director of Financial Aid and Scholarships  
Director of Testing and Assessment  
Director of Student Engagement  
Director of Student Support Services  
Director of Upward Bound/Educational Talent Search  
Registrar

**IS COUNCIL**  
**FACULTY SENATE**  
**STAFF COUNCIL**

## **IS Council**

The purpose of the council is to disseminate information concerning IS priorities and provide a forum to communicate and brainstorm about concerns and solutions to technology related issues on the OSU-Oklahoma City Campus. IS priorities will be set by the appropriate Vice President as counsel to the President.

Chair: Representative from Academic Affairs

Members: Representative from Division Head Group  
Representative from Marketing & Communications  
Representative from Finance and Operations  
Director of Information Services  
Representative from Student Services  
Representative from Faculty Senate  
Representative from Staff Council

## **Faculty Senate**

The Faculty Senate is a body that acts in an advisory capacity, making recommendations to the president, the Vice Presidents' Council or other campus-based groups regarding issues related to internal institutional policies, procedures and programs. All teaching faculty make up the membership of the Faculty Senate. A copy of the senate bylaws is included in the OSU-Oklahoma City Faculty Handbook.

<b>President:</b>	Rene Hurst
<b>Vice Chair:</b>	Ricky Straight
<b>Secretary:</b>	Karen Jobe

## **Staff Council**

The Staff Council is comprised of full-time and one-half time (minimum of 20 hours per week) classified personnel and administrative and professional personnel. Its purpose is to provide a link with the administration and faculty regarding matters affecting the staff of Oklahoma State University-Oklahoma City, and to serve as a group that will foster the general welfare of OSU-Oklahoma City through cooperation and participation in the attainment of the institution's general mission and stated goals. The executive committee of Staff Council is composed of four representatives. The executive committee meets once a month and monthly meetings are open to all staff who are encouraged to attend.

<b>Chair</b>	Dawn Bateman
<b>Vice Chair</b>	Keila Whitaker
<b>Secretary</b>	Faryn Bobbitt
<b>Treasurer</b>	Tyler Downs

# **STANDING COMMITTEES**

## Academic Appeals Committee

Occasionally, students disagree with decisions regarding grades, graduation checks and other academic matters. To foster fair and impartial decisions in these instances, a cross section of faculty, staff and student representatives are selected.

In relationship to an appealed grade, the Academic Appeals Committee has the final authority to instruct the registrar to change a final course grade.

### **Co-Chairs:**

Doug Baker	Academic Affairs
Betty Sanders	Student Services

### **Members:**

Steven Collins	Academic Affairs
James Cross	Academic Affairs
Tom Finnicum	Academic Affairs
Kenny Heitzman	Academic Affairs
Saundra Medrano	Academic Affairs
Larry Robinson	Academic Affairs
Edward Vezey	Academic Affairs
Bobbie Stoops	Academic Affairs
Patricia Turner	Student Services
Ed Vezey	Academic Affairs
(UNKNOWN)	SGA

**Information Services Committee**  
**Distance Learning**

The incorporation of technology into the classroom and the expansion of distance learning programs are challenging academia to modify the way faculty teaches and students learn. Teaching successfully with technology requires establishing the infrastructure and creating the cultural environment that supports this directive.

The Information Services Committee is charged with guiding Academic Affairs and the institution through changes in technology. The committee will evaluate the quality of the external and internal technology learning environments as well as the reliability of the technology and its application at OSU-Oklahoma City.

**Co-Chairs:**

Jonathan Fozard	Information Services
Jason Stone	Academic Affairs

**Members:**

Jared Austin	Information Services
Wayne Brown	Academic Affairs
Jamie Davis	Communications
Tyler Downs	Information Services
Tyler Ferguson	Information Services
Gayla Florence -Clark	Academic Affairs
Loretta Hatchett	Academic Affairs
Petra Hutchison	Academic Affairs
Ginger London	Information Services
Tena Fry	Academic Affairs
David Robinson	Academic Affairs
Lesia Strong	Academic Affairs
James Walton	Communications
Diana Wolfe	Academic Affairs
RuthAnn Baugh	Business & Industry
Selena Monroe	Academic Affairs

Student Representative

## Assessment of Student Learning Committee

The Instructional Assessment Committee has as its responsibility to review, evaluate and to make recommendations regarding OSU-Oklahoma City student assessment policy, methods and timetables; student placement criteria and student outcome information, etc.

### **Co-Chairs:**

Pat Reaves	Academic Affairs
Kemit Grafton	Academic Affairs

### **Members:**

Ann Lowrance	Academic Affairs
Anna Royer	Academic Affairs
Bob Linville	Academic Affairs
Evan Burkala	Academic Affairs
Danny Hurst	Student Services
Melissa Ford	Business & Industry
Dave Edwards	Academic Affairs
Jay Kinzer	Student Services
James Anderson	Academic Affairs
Kim Pearsall	Academic Affairs
Marcel Maupin	Academic Affairs
Lisa Dillon	Academic Affairs
Saundra Medrano	Academic Affairs
Dennis Hill	Student Services
Erin Mullins	Student Services
Victoria Nep	Student Services
Jeronda Robinson	Student Services
Connie Belford	Academic Affairs

## Campus Environmental Committee

To educate the campus of OSU-Oklahoma City on environmental awareness and practices, as well as support and promote these efforts by updating campus-wide processes that encourage sustainability.

### **Co-Chairs:**

Terry Clinefelter	Academic Affairs
Wade Reed	Finance & Operations

### **Members:**

Jeff Brewer	Academic Affairs
Jennifer Clark	Business & Industry
Kenna Davis	Academic Affairs
Amber Hefner	Academic Affairs
Martha Holland	Academic Affairs
J. Nichole Jackson	Academic Affairs
David Morales	Academic Affairs
Scott Sawyer	Student Service
Glenda Schanz	Academic Affairs
Dennis Smith	Academic Affairs

## Campus Security

The Crisis Management Committee will have the responsibility for reviewing current security policies and procedures. The committee will advise the Office of Safety and Security and the Vice Presidents' Council on matters pertaining to the safety and security of the campus.

The committee will consist of the following appointees:

- ◆ Co-chairs appointed by Vice Presidents' Council
- ◆ One (1) appointed by the president
- ◆ One (1) appointed by the vice president for Academic Affairs
- ◆ One (1) appointed by the vice president for Student Services
- ◆ One (1) appointed by the vice president for Finance and Operations
- ◆ Safety Director
- ◆ Security Coordinator
- ◆ President of the Student Government Association
- ◆ One (1) Representative from each Academic Division

### **Co-Chairs:**

Trish Ragle	Finance and Operations
Larry Robinson	Academic Affairs

### **Members:**

Mary Ellen Brown	Academic Affairs
James Cross	Academic Affairs
Kenna Davis	Academic Affairs
Mike Eckart	Academic Affairs
David Graham	Academic Affairs
Debbie Humphrey	Business & Industry
Scott Lovett	Academic Affairs
David Morales	Academic Affairs
Kristi Pendleton	Student Services
Michael Ray	Business & Industry
Ronda Reece	Finance & Operations
Scott Robin	Academic Affairs
Eileen Stephens	Academic Affairs
Kamary Van Patten	Student Services
Judy Vorheis	Academic Affairs
Chuck Zalonka	Academic Affairs

President of Student Government Association

## Community Engagement Committee

OSU-Oklahoma City's relationships with the community in which it resides are critical to its success. Outreach programs, community-related special events and Service Learning programs are just some of the steps a campus can take to build long-lasting relationships in the local community.

The Community Engagement Committee has been assigned the mission of tracking the community involvement OSU-Oklahoma City has already established within the Oklahoma City metropolitan area and looking for new avenues to pursue to further our efforts to actively engage our surrounding community.

### **Co-Chairs:**

Jo Ella Flinton	Student Services
Rene Hurst	Academic Affairs

### **Members:**

Nate Adams	Student Services
Angela Barnes	Academic Affairs
Evelyn Bollenbach	Communications
MaryEllen Brown	Academic Affairs
Russ Calhoun	Academic Affairs
Cheryl Camp	Academic Affairs
Adrienne Covington-Graham	Business & Industry
Marcia Fisher	Finance & Operations
Cindy Foutch	Finance & Operations
Sonni Gladden	Communications
David Holder	Academic Affairs
Angie Holmberg	Academic Affairs
Danny Hurst	Student Services
Nicole Pascher	Academic Affairs
Jerald Rice	Academic Affairs
Roger Smith	Academic Affairs
Rose Smith	Academic Affairs

## Curriculum Committee

The Curriculum Committee reviews all curriculum actions at OSU-Oklahoma City including new program requests, program modifications and course action items. Recommendations are then made to the vice president for Academic Affairs.

### **Co-Chairs:**

Larry Edwards	Academic Affairs
Tracy Edwards	Academic Affairs, Faculty Senate Executive Officer

### **Members:**

Debbie Crow	Academic Affairs
Jamie Davis	Communications
Mike Eckart	Academic Affairs
David Gerken	Academic Affairs
Mike Goldman	Academic Affairs
Haldor Howard	Academic Affairs
Kristi John	Academic Affairs
Garrett Jones	Academic Affairs
Gaytra Newcomb	Student Services
James Saunders	Academic Affairs
Janet Stricklin	Academic Affairs
Lesia Strong	Academic Affairs
Dianne Tordillo	Communications
Jackie Weston	Academic Affairs
Keila Whitaker	Student Services
Kyle Williams	Student Services

Faculty Senate Executive Officer

## Diversity Committee

The Diversity Committee's mission is to assist in developing a campus environment that cultivates a positive perception of differences in people.

### **Co-Chairs:**

Steven Collins	Academic Affairs
Alfredo Melchor	Student Services

### **Members:**

Jeff Brewer	Academic Affairs
Nada Cain	Academic Affairs
Jennifer Clark	Business & Industry
Adrienne Covington-Graham	Business & Industry
Kenna Davis	Academic Affairs
Sonni Gladden	Communications
Martha Holland	Academic Affairs
Linda Hollman	Academic Affairs
Danny Hurst	Student Services
Karen Lockwood	Academic Affairs
Francie Moss	Student Services
Ashley Swartz	Student Services
Melissa Herren	Finance & Operations
Calvin Hill	Academic Affairs

## **Excellence in Teaching: L.E. “Dean” Stringer Award for Teaching Excellence**

The Excellence in Teaching Awards Committee is responsible for the review, evaluation and selection of award winners from nominations provided by students, staff or faculty members. The committee will recommend awards for one full-time faculty member and two adjunct faculty.

### **Co-Chairs:**

Rene Hurst	Academic Affairs
Mary Malaska	Academic Affairs

### **Members:**

Vicky Ashby	Academic Affairs
Evan Burkala	Academic Affairs
Gary Hall Jr.	Student Government Association
Haldor Howard	Academic Affairs
Guinices Marshall	Previous Year’s Recipient
Barbra Perrey	Previous Year’s Recipient
Susan Thurber	Academic Affairs
Edward Vezey	Academic Affairs

Rocio Morales - Phi Theta Kappa President (or appropriate representative)

## Facilities Planning Committee

The Facilities Planning Committee has the responsibility of making recommendations regarding current and future uses of campus buildings, grounds and other facilities.

### **Co-Chairs:**

David Robinson      Academic Affairs  
Ronda Reece        Vice President Finance & Operations

### **Members:**

Linda Barren	Academic Affairs
Emily Clegg	Student Services
Faculty Senate Representative (Academic Affairs Faculty Senate, yearly)	
Mike Eckart	Academic Affairs
Dave Edwards	Academic Affairs
Amber Hefner	Academic Affairs
Kenny Heitzman	Academic Affairs
Angie Holmberg	Academic Affairs
Heather Kay	Business & Industry
Jay Kinzer	Student Services
Jonathan Fozard	Information Services
Trish Ragle	Finance & Operations
Brenda Smith	Finance & Operations
Bobbie Stoops	Academic Affairs
Judy Vorheis	Academic Affairs
Larry Edwards	Academic Affairs
President Natalie Shirley	President's Office
Wade Reed	Finance & Operations

## **Faculty Honors Committee**

The Faculty Honors Committee has the responsibility to assist the honors coordinator by reviewing the overall quality of the OSU-Oklahoma City honors program and making recommendations to the vice president for Academic Affairs concerning course requirements and other criteria for the program. Faculty Honors committee members are to represent the interests and concerns of their respective divisions concerning the honors program, as well as to represent the program to faculty and students.

**Co-chairs:** TBA

**Members:**

Jackie Artmayer	Academic Affairs
Connie Belford	Academic Affairs
Mike Goldman	Academic Affairs
Karen Jobe	Academic Affairs
Marcel Maupin	Academic Affairs
Dean Scherer	Academic Affairs
Dennis Smith	Academic Affairs
Anita Wingfield	Academic Affairs
Charles Zalonka	Academic Affairs

Phi Theta Kappa Representative  
Student Representative

## **Faculty/Staff Development Committee**

The function of the Faculty/Staff Development Committee is to provide input and feedback in the development of faculty and staff professional activities. The objectives of the Committee are as follows:

1. Identify issues/topics that are of professional interest to faculty and staff.
2. Determine the type and format of professional development activities.
3. Assist in planning and implementing faculty/staff development activities during in-service week each semester and through the academic year.

### **Co-Chairs:**

Melissa Herren                      Finance and Operations  
Gayla Florence – Clark      Academic Affairs

### **Members:**

Cheryl Camp	Academic Affairs
Debbie Crow	Academic Affairs
Sally Henderson	Academic Affairs
Linda Hollman	Academic Affairs
Debbie Humphrey	Business & Industry
J. Nichole Jackson	Academic Affairs
Pat Reaves	Academic Affairs
Tina Rex	Academic Affairs
Glenda Schanz	Academic Affairs
Robin Scott	Academic Affairs
Brenda Smith	Finance and Operations
Jason Stone	Academic Affairs
Kent Studnicka	Academic Affairs
Carol Tennyson	Business & Industry
Michelle Towles	Academic Affairs
Christine Webb	Academic Affairs
Kyle Williams	Student Services

President of Staff Council: Dawn Bateman

## Global Education Committee

The Global Education Committee assists OSU-Oklahoma City in accomplishing its mission of preparing students for an increasingly technological and global society. Providing learning opportunities such as seminars, travel and opportunities to observe other cultures first hand are encouraged. We support cross-cultural global perspective through all facets of the educational process.

### **Co-Chairs:**

Lisa McConnell

Academic Affairs

Nancy Shuman-Miller

Academic Affairs

### **Members:**

Angela Barnes

Academic Affairs

RuthAnn Baugh

Business & Industry

Wayne Brown

Academic Affairs

Kay Hanger

Student Services

Calvin Hill

Academic Affairs

Karen Lockwood

Academic Affairs

Sandra Medrano

Academic Affairs

Alfredo Melchor

Student Services

Roger Moore

Student Services

Robin Scott

Academic Affairs

Kent Studnicka

Academic Affairs

## Graduation Committee

The Graduation Committee plans and coordinates the annual graduation ceremony held in May. The committee is charged with arranging a place to have graduation, recommending a speaker to the president, preparation of program, cap and gown orders, and carrying out the ceremony. If purchases are made, the committee makes sure the money is encumbered before contracting the services or materials.

### **Co-chairs:**

Jo Ella Flinton	Student Services
Jonathan Fozard	Information Services

<b>Ex officio:</b>	Natalie Shirley	President
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### **Members:**

Dawn Bateman	Student Services
Tonia Byers	Communications
Armando Cruz-Rodz	Academic Affairs
Gary Davis	Academic Affairs
Barry Fox	Academic Affairs
Melissa Garner	Student Services
Kenny Heitzman	Academic Affairs
Roberta Hollen	Academic Affairs
Karen Jobe	Academic Affairs
Julia Laughlin	Academic Affairs
Harold Gentry	Finance & Operations
Scott Lovett	Academic Affairs
Chris Moore	Bookstore Manager
Matt Mugler	Finance & Operations
Michael Ray	Business & Industry
Janet Stricklin	Academic Affairs
Keila Whitaker	Student Services
Ned Wilson	Information Services
Melissa Woodruff	Academic Affairs
Rose Smith	Academic Affairs
Tena Fry	Academic Affairs
Meda Combs	President's Office
TBA	Faculty Senate Representative
TBA	Student Representative

## **Institutional Effectiveness Committee**

The mission of the Institutional Effectiveness Committee is to act as oversight to the activities of the Office of Institutional Effectiveness in its endeavor to assist the campus of OSU – Oklahoma City in the process of critical self-examination and process improvement. This process is committed to improving those services and processes that support students and academic programs, and other support units as these functions strive to fulfill the mission of OSU-Oklahoma City.

### **Co-chairs:**

Kristi John	Academic Affairs
Kyle Williams	Student Services

### **Members:**

Lisa Dillon	Division Head Representative
Melissa Garner	Student Services
David Risinger	Student Services
Anna Royer	Academic Affairs
Ricky Streight	Academic Affairs
James Walton	Communications
Garrett Jones	Academic Affairs
Nada Cain	Academic Affairs
Michelle Riley	Academic Affairs
Trina Masar	Academic Affairs
Joy Wieland	Student Services

## Institutional Web Page Committee

The Institutional Web Page Committee shall advise on the development and direction of OSU-Oklahoma City's official web page. This is a marketing as well as technical committee.

### **Co-chairs:**

James Walton	Communications
Jonathan Fozard	Information Services

### **Members:**

Nate Adams	Student Services
Jackie Artmayer	Academic Affairs
Evelyn Bollenbach	Communications
Russ Calhoun	Academic Affairs
Kandace Dodson	Communications
Cindy Foutch	Finance and Operations
Tim Hodges	Finance and Operations
Kristi John	Academic Affairs
David Morales	Academic Affairs
Dean Scherer	Academic Affairs
Judy Vorheis	Academic Affairs
Ned Wilson	Information Services

Faculty Senate Representative

## Scholarship Committee

The OSU-Oklahoma City Scholarship Committee is dedicated to upholding the University's mission by promoting scholarship awareness and establishing guidelines for awarding available tuition waiver allocations as well as other scholarship programs on the campus, in order to recruit and retain students at OSU-Oklahoma City.

### **Co-Chairs:**

Bessie Carter	Student Services
Larry Edwards	Academic Affairs

### **Members:**

Joni Bice	Academic Affairs
Armando Cruz-Rodz	Academic Affairs
Ed Foust	Academic Affairs
David Gerken	Academic Affairs
Wendy Haggerty	Academic Affairs
Alicia Hill	Student Services
Jay Kinzer	Student Services
Kristi Pendleton	Student Services
Jennifer Poynter	Academic Affairs
David Risinger	Student Services
Betty Sanders	Student Services
James Saunders	Academic Affairs
Eileen Stephens	Academic Affairs
Edwina Swinney	Academic Affairs
Jackie Weston	Academic Affairs
Kyle Williams	Student Services
Joyce Murphy	Student Services

Student Representative

## Service Awards Committee

The Service Awards Committee is responsible for the planning and recommendations for the annual Service Awards function held in late spring of each year. At this activity, faculty and staff are recognized for accomplishments and their dedication and years of service to the institution.

- ◆ AT Video Representative
- ◆ Student Center Representative
- ◆ Communications Representative
- ◆ Floral Arrangement Person
- ◆ Two (2) staff members from Academic Affairs
- ◆ Two (2) faculty members from Academic Affairs
- ◆ Two (2) members from Finance and Operations
- ◆ Two (2) members from Student Services
- ◆ One (1) member from Business & Industry

### **Co-chairs:**

Heather Kay            Business & Industry

### **Members:**

Dawn Bateman	Student Services
Faryn Bobbitt	Business & Industry
Tonia Byers	Communications
Cindy Foutch	Finance and Operations
C.J. Frederick	Academic Affairs
Debbie Humphrey	Business & Industry
Julia Laughlin	Academic Affairs
Mary Malaska	Academic Affairs
Matt Mugler	Academic Affairs
Gil Smith	Student Services
Roger Smith	Academic Affairs
Ned Wilson	Information Services

Student Representative

## Staff Excellence Awards Committee

The Staff Excellence Awards Committee is responsible for the review, evaluation and selection of award winners from nominations provided by students, faculty or staff members. The committee will include at least:

- ◆ Two (2) from Academic Affairs (appointed by vice president for Academic Affairs)
- ◆ Two (2) from Student Services (appointed by vice president for Student Services)
- ◆ Two (2) from Finance and Operations (appointed by vice president for Finance and Operations)
- ◆ Two (2) from Staff Council Executive Committee
- ◆ Two (2) from President's Office (IS, F&O & BI)
- ◆ Previous recipients of the Distinguished Staff Award

### **Co-Chairs:**

Gil Smith                      Student Services

### **Members:**

Faryn Bobbitt	SC Business & Industry
Tonia Byers	Communications
Kandace Dodson	Communications
Loretta Hatchett	Student Services/Last year's Recipient
Tim Hodges	Finance & Operations
Nicole Pascher	Academic Affairs
Kristi Pendleton	Student Services
Tina Rex	Academic Affairs
Brenda Smith	Finance & Operations
Edwina Swinney	Academic Affairs
Don Connel	Student Services/Last year's Recipient

## Student Center Advisory Committee

The Student Center Advisory Committee is made up of faculty, staff and students. This committee reviews policies and procedures regarding Student Center operations including: bookstore, campus food service, vending services and Student Center facilities usage. This committee is advisory to the Student Center director and campus administration.

### **Co-Chairs:**

Vicky Ashby	Academic Affairs
Heather Kay	Business & Industry

### **Members:**

Joni Bice	Academic Affairs
Gary Davis	Academic Affairs
Sharon Fitzpatrick	Finance and Operations
David Graham	Academic Affairs
David Holder	Academic Affairs
Michelle Riley	Academic Affairs
Scott Sawyer	Student Services
Erin Schmidt	Student Services
Eileen Stephens	Academic Affairs
Lisa McConnell	Academic Affairs
Sally Henderson	Academic Affairs

Student Representatives (2)

<b>Ad hoc:</b>	Chris Moore	Bookstore Manager
	Jonathan Kleman	Finance & Operations

**NOTE:** Issues related to textbook orders may be referred to the Bookstore Advisory Committee or the Vice President of Academic Affairs.

## Student Clubs and Organizations Advisors Committee

### Needs to updated this Fall

The mission of the Student Clubs and Organizations Advisors Committee is comprised of faculty and staff who advise student clubs and organizations recognized by the OSU-Oklahoma City Student Government Association. This committee addresses common concerns of student clubs and organizations advisors and advises administration of ways to support advisors in their roles.

### Co-chairs:

### Members:

African American Student Association  
Assoc. for Victim's Interest & Empowerment  
Associated Land Contractors of America  
Baptist Collegiate Ministries  
Chemical Abuse Recovery Education Stu. Assoc.  
College Republicans of America  
Computer Technology Club  
Deaf/Hearing Social Club  
Electronics Engineering Technologies Club  
Emergency Medical Technician Student Assoc.  
Hispanic Student Services  
Mission Dance  
Native American Student Association  
Oklahoma Intercollegiate Legislature  
Phi Theta Kappa  
Sexual Orientation Diversity Association  
Society of Manufacturing Engineers  
Sociology Club  
Student Nurse Association  
Student Parents Association  
Student Sonography  
Students Today Alumni Tomorrow  
Students Offering Support  
Veterinary Technician Student Association  
Young Democrats of America

# **AD HOC COMMITTEES**

## **Enrollment Appeals Committee**

The **Enrollment Appeals Committee** is an ad hoc committee that reviews requests for refund and/or late withdrawal from classes resulting from extraordinary circumstances or processing error. This committee will also review requests for academic reprieve/forgiveness. Members are appointed by the Vice President for Student Services.

## **Financial Aid Appeal Committee**

The Financial Aid Appeal Committee is an ad hoc committee that reviews student satisfactory academic progress of those students participating in financial aid programs which require student aid appeal. The committee determines student aid appeal compliance, student aid appeal protest, and student aid appeal non-compliance according to student aid appeal standards.

## **Non-Academic Discipline**

The Non-Academic Discipline Committee is an ad hoc committee to hear charges of student misconduct of a non-academic nature and to make recommendations for action.

This committee will be comprised of:

Two (2) faculty appointed by the Vice President for Academic Affairs from a list submitted by Faculty Council.

Two (2) students appointed by the Vice President for Student Services from a list submitted by division heads and student clubs and organizations.

One (1) staff member appointed by the Vice President for Finance and Operations from a list submitted by Staff Council.

## **Student Grievance Committee**

Oklahoma State University-Oklahoma City students shall have available to them certain procedures for resolving complaints and grievances that may arise in areas related to:

1. recruitment and admission to the institution;
2. admission to and treatment while enrolled in an educational program;
3. employment on campus, or
4. other matters of consequence relating to student life or instructional programs.

The Student Grievance Committee is an ad hoc committee to hear student grievances that are unresolved through other means. The committee makes recommendations to the Vice President for Student Services. Members are appointed, when required, by the Vice President for Student Services according to part 5.02, 5.03 and 5.04 of the "Complaint and Grievance Procedures for Students."

## OSU-Oklahoma City

### Enrollment Management Steering Committee (EMSC)

*(Meets Quarterly)*

#### **Mission Statement:**

The mission of the Enrollment Management Steering Committee is to anticipate and influence enrollment patterns to achieve the best match of campus resources with students' aspirations.

#### **Goals:**

The primary goals of the EMSC include the following:

- 1) Develop, and continuously update, the vision and long-term plans for Enrollment Management
- 2) Provide a forum to discuss immediate problems, concerns and initiatives related to Enrollment Management
- 3) Develop recommendations for consideration by the campus administration related to Enrollment Management

#### **Co-Chairs**

Jay Kinzer  
Lisa Dillon

#### **Membership:**

President  
Vice President, Academic Affairs  
Vice President, Finance & Operations  
Vice President, Student Services  
Assistant Vice President, Business & Industry/Training & Development  
Senior Director, Information Services  
Senior Director, Communications  
Director, Enrollment Management  
Director, Institutional Grants & Research  
President, Faculty Senate  
President, Staff Council  
President, Student Government Association

## **EMSC Subcommittees: (*Meet Monthly*)**

### **Recruitment/Marketing Subcommittee**

#### **Mission:**

The mission of the Recruitment/Marketing EMSC subcommittee is to ensure that the campus stakeholders, especially its students, have the information necessary to make informed decisions about how OSU-Oklahoma City can best meet their needs.

#### **Membership:**

Cheryl Camp  
Kandace Dodson (co-chair)  
Alicia Hill (co-chair)  
Kristi John  
Alfredo Melchor, Jr.  
Selena Monroe  
Kim Pearsall

### **Retention/ Student Success**

#### **Mission:**

The mission of the Retention/Student Success EMSC subcommittee is to identify and recommend ways to address the barriers that OSU-Oklahoma City students face when striving to meet their personal and academic goals.

#### **Membership:**

James Anderson  
Bessie Carter  
Terry Clinefelter  
Marcia Fisher  
C. J. Frederick  
Kristi John  
Ann Lowrance (co-chair)  
Jennifer Poynter  
Janet Stricklin  
Keila Whitaker

## **Enrollment Management Plan Taskforce**

*(Meets as needed)*

**Mission:**

The mission of the Enrollment Management Plan Taskforce is to revise and update the existing campus Enrollment Management Plan and to submit the revised Enrollment Management Plan to the Enrollment Management Steering Committee no later than March 1, 2011. After the revised campus Enrollment Management Plan is submitted, the Enrollment Management Plan Taskforce will be disbanded.

**Membership:**

James Anderson  
Lisa Dillon (co-chair)  
Jo Ella Flinton  
Kim Pearsall  
Kristi Pendleton  
Kyle Williams (co-chair)