

COLLEGE COMMITTEES

The College of Southern Maryland believes that the most effective decisions are made in an environment of “shared governance.” This means that committees are formed, some standing, and others ad hoc, to review college processes and procedures. These committees should include the appropriate stakeholders, and their compositions will be periodically reviewed by the President’s Council.

All committee recommendations on substantive issues will be forwarded to the President’s Council for review and approval through the appropriate President’s Council member. A list of the kinds of substantive issues needing President’s Council review and approval will be provided to each committee so that its work can be planned appropriately to include additional time for this review.

Academic Standards and Procedures Committee (ASP)

Function: To review and recommend academic policies, including, but not limited to early warning, student dismissals and appeals, criteria for readmission, probation, credit equivalency, grading, placement testing, limits on course registration, and “stop-outs”. To develop and implement consistent procedures for enforcing academic policies.

Meetings: Generally the fourth Tuesday of every other month

Membership: Vice President of Academic Affairs or representative, co-chair
Registrar, co-chair
Vice President, Student and Instructional Support Services
Associate Vice President, Enrollment Management
Director, Advisement and Career Services
Division Chair (appointed by VPAA)
Executive Director, Student Services, PRIN
Executive Director, Student Services, LEON
President, Faculty Senate
Vice President, Faculty Senate
Faculty member (appointed by Faculty Senate)

Reports to: Learning Council

ADA Task Force

Function: To review the accessibility of the college's services, programs and facilities to persons with disabilities and to make recommendations for improvements.

Meetings: Quarterly

Membership: Coordinator, Academic Support/ADA, chair
Director, Physical Plant
Representatives from:
Prince Frederick Campus
Leonardtowntown Campus
Advisement and Career Services Department
Student Success Center
Student Representatives
Faculty Representatives

Reports to: Vice President, Student and Instructional Support Services

Admissions Review Board

Function: To provide oversight and input into the college admissions process. The Admissions Review Board works with the Admissions Department to: 1) review and make recommendations for revisions to the college Admissions Policy, 2) review and make recommendations concerning how to respond to potential safety and security issues that might be caused by an applicant or registrant, and 3) act as an appeals board for applicants or registrants who wish to protest admission decisions or residency status.

Meetings: Quarterly (more often if needed)

Membership Executive Director, Enrollment Management (chair)
Director, Admissions
Director, Advising and Career Services
Director, Student Services – Leonardtown Campus
Director, Student Services – Prince Frederick Campus
Faculty Representative

The following ad hoc members will be included when the Admissions Review Board considers any safety and security issues:

Vice President and General Council
Director, Public Safety
Continuing Education Program Developer

Reports to: Vice President, Student and Instructional Support Services

Advising, Career Services and Enrollment (ACE) Team

Function: The purpose of the team is to provide planning, guidance and coordination of academic advising and career services at all college campuses. The team assists in developing and coordinating Student Orientation and Registration (SOAR) sessions, career and job fair activities, and Web pages related to advising and career services. The team also supports and shares information with the Enrollment Management Team. The team assists in the development of

objectives and action items related to advising and career services and participates in the development and monitoring of assessment measurements.

Meetings: Every Third Friday

Membership: Director, Advisement and Career Services, La Plata Campus (chair)
Executive Director, Enrollment Management
Director, Student Services, Leonardtown Campus
Director, Student Services, Prince Frederick Campus
Director, Student Success Center
Registrar
Assistant Director, Recruitment
Continuing Education Program Developer
Career and Academic Advisors, La Plata Campus
Academic Advisor, Leonardtown Campus
Career Coordinator/Academic Advisor, Leonardtown Campus
Career and Academic Advisors, Prince Frederick Campus
Academic Advisor, Prince Frederick Campus
Academic Advisor, Waldorf Center
Enrollment Advisors
Athletics Coordinator
Student Success Coordinator
Faculty representatives from each campus (appointed by the Vice President, Academic Affairs)

Reports to: Student Services Roundtable

Affirmative Action Committee

Function: To conduct ongoing review of affirmative action efforts and results related to employment at the college, making policy recommendations to the President's Council.

Meetings: Quarterly

Membership: Executive Director, Diversity and Equal Opportunity, chair
Representation from various campus departments
Representation from Leonardtown and Prince Frederick
Student Representatives
Representatives from the Board of Trustees.

Reports to: President

Arts Coordinating Council

Function: The purpose of the council is to provide planning, guidance and coordination for arts-related programming at all college locations. This includes events sponsored by the college, its clubs and organizations and the larger community. The

committee assists in developing and coordinating a yearly master calendar in the arts and keeping it up to date. The council also helps to develop an arts marketing plan and provides advice related to securing funding for arts events. For purposes of internal planning and calendar coordination the council will convene presenters at least once a year. The group also looks outside the college in coordinating and partnering for events and in this capacity meets with heads of arts councils and other organizations in the three counties. The Council does not approve or disapprove specific programming.

Meetings: at least quarterly (alternating among campuses as appropriate)

Membership: Executive Director, Fine Arts Center (Chair)
Representative from Marketing Office
Representative from Community Relations Office
Representative from Development Office
Director, Student Life and Athletics
Coordinator of Student Development (PRIN)
Art Coordinator (PRIN)
Student Life Coordinator (LEON)
Technical Director, Theater
Administrative Assistant, Fine Arts and Humanities Department
Director, Personal Enrichment Program
Faculty members (recommended by SEB) (1)
Student members (recommended by SGA) (1)

Reports to: Vice President, Academic Affairs

Athletics Advisory Committee

Function:

To review and provide input on the intercollegiate athletic and intramural sports program and to make recommendations for improvements.

The committee works with the Athletics Office to conduct an on-going review of and provide input on: the role of intercollegiate athletics and intramural sports at the college; recruitment and scholarships issues; academic achievement of student athletes; Title IX compliance; fundraising; facilities and equipment; and staffing and training. The committee also assists in the development of goals and objectives, participates in the development and monitoring of assessment measurements, and serves as a liaison to the college and the community at large.

Meetings: Quarterly

Membership:

Director, Student Life and Athletics (chair)
Director, Advisement and Career Services
Director, Community Relations
Director, Development

Director, Student Services (PRIN)
Director, Student Success Center
DAA – 2 Department Chairs
Faculty Member (recommended by SEB)
Athletic Trainer/Academic Advisor
Coach
Student Athlete

Reports to: Vice President, Student and Instructional Support Service

Behavioral Review Team

Function: The Behavioral Review Team (BRT) is charged with helping to monitor and respond to student and visitor behaviors and activities that may be a potential danger to safety or security, may threaten to disrupt the educational processes, or may indicate the likelihood of self-injurious behaviors by students or visitors. BRT works with appropriate college departments and officials to: a) Serve as a resource for the college community in addressing student and visitor behavior; b) Develop and review policy which addresses threatening or disruptive behavior; c) Provide educational opportunities for CSM faculty and staff about managing aberrant or threatening behavior; d) Gather information about situations of concern and assess the need for intervention; e) Provide support for academic and administrative areas in dealing with difficult student and visitor behavioral situations; and f) Make recommendations to the college with regard to aberrant student or visitor behavior.

Meetings: Monthly, more often as needed (core group)
(Entire committee, including all ad hoc members, meets once per semester)

Membership: Vice President, Student and Instructional Support Services (co-chair)
Executive Director, Enrollment Management (co-chair)
Director, Public Safety
Counselor
Coordinator, Academic Support/ADA
Faculty member (appointed by VP Academic Affairs)

The following ad hoc members will be included when appropriate:

Vice President and General Counsel
Vice President and Dean, Leonardtown Campus
Vice President and Dean, Prince Frederick Campus
Vice President, Academic Affairs
Executive Director, Diversity and Equal Opportunity
Registrar
Director, Student Services – Leonardtown Campus
Director, Student Services – Prince Frederick Campus
Director, Advisement and Career Services – La Plata Campus
Director, Waldorf Center for Higher Education
Director, Student Success Center
Criminal Justice Studies Program Coordinator

Director, Community Relations
Community Education Program Developer

Reports to: Vice President, Student and Instructional Support Services

Bursar/Business Office Team

Function: The purpose of the team is to coordinate Bursar/Business Office functions at all college campuses and to make recommendations for improvements. The team, working with appropriate departments and staff members, will conduct an on-going review of procedures and provide planning, guidance and coordination of Bursar/Business Office functions at all college campuses and centers. The team also assists in the development of objectives and action items related Bursar/Business Office issues and participates in the development and monitoring of assessment measurements.

Meetings: Monthly

Membership: Director, Financial Operations (chair)
Bursar
Business Office Coordinator, Leonardtown
Business Office Manager, Prince Frederick
Administrative Services Coordinator, Waldorf Center

Reports to: Student Services Roundtable

College Store Advisory Committee

Function:

The Committee acts in collaborative manner by reviewing and providing input on long and short term strategies, advising on store procedures, serving as a sounding board for ideas, initiatives, new products and services, and serving as a liaison to the college community.

Meetings: Twice a year (minimum)

Membership:

CSM College Store General Manager
Text and Trade Book Manager
Two department chairs (DAA)
Three faculty members (one from LAPL, LEON and PRIN)
Student Association representative(s)
Operations Manager, Corporate Center
Administrative Assistant

Reports to: Vice President, Advancement

College Technology Council

Function: Reviews long-term technology plans and yearly technology budget priorities (including cost estimates) established by the Information Management Team, the chair of the Distance Learning and Faculty Development, and others to ensure that the college's long- and short-term technology needs are met. Ensures that the needs of all segments of the college are considered, and recommends modifications to the President's Council. Assesses whether appropriate training on technology is provided and whether systems are functioning as intended and makes recommendations for improvements to the President's Council.

Meetings: Bi-monthly (more frequently during budget preparation periods)

Membership: Academic Co-Chair, selected from members (one year term)
Administrative Co-Chair, selected from members (one year term)

Associate Vice President, Information Management
Executive Director, Information Technology Services
Chair, Distance Learning and Faculty Development

Representatives from the following areas or groups:

- Academic Affairs (two)
- Corporate and Community Training Institute (one)
- General Counsel (one)
- Financial and Administrative Services (one)
- Student and Instructional Support Services (one)
- Faculty Senate (one)
- Leonardtown Campus (Vice President or designee)
- Prince Frederick Campus (Vice President or designee)

Reports to: Vice President, Student and Instructional Support Services

Continuing Education Scanning Committee

Function: The committee will review and assess the continuing education market, provide departments with innovative suggestions to meet market demand and needs, and develop promotional concepts that provide the best opportunity to reach potential customers. The committee will function as a steering group utilizing and adding to resources within the various departments to conduct the scans and develop recommendations for courses, instructional methodology, programs and services.

Meetings: Quarterly (with more frequent working meetings)

Membership: Chair: Vice President, CCTI
DAA: Department Chair or Director (3)
DSI: Enrollment Management Team (3)
Director, Advisement and Career Services
CCT: Executive Director
ITC: Director
MAR: Director
PEP: Department Director

Reports to: Vice President, CCTI

Critical Incident Management Team

Function: The Critical Incident Management Team (CIMT) is charged with helping to monitor and respond to events or situations that could cause significant personal injury or property damage at a college operated facility or during a college-sponsored event or that causes or could cause significant disruption to the college's ability to provide its services to customers. CIMT works with appropriate college units and officials to: a) Provide leadership to the college community in addressing and managing emergencies and other critical incidents; b) Develop and review policies, procedures, and recent incidents in order to help the college avoid or prepare for emergencies and other critical incidents; and c) Provide educational opportunities for faculty, staff and students about avoiding and managing emergencies and other critical incidents.

Meetings: Quarterly, more often as needed

Membership: Vice President and General Counsel (chair)
Vice President, Student and Instructional Support Services
Vice President, Advancement
Director, Public Safety
Director, Community Relations
Coordinator, Environmental Health and Safety

The following ad hoc members will be regularly included in quarterly meetings and, when appropriate, in emergency meetings:

Vice President and Dean, Leonardtown Campus
Vice President and Dean, Prince Frederick Campus
Director, Waldorf Center for Higher Education

Reports to: President

Curriculum and Instruction Committee (CIC)

- Function: To review and/or approve the following types of course and program changes: new programs; changes in existing programs; program deletions; new courses; substantive changes in existing courses that result in significant changes in the content and/or delivery of the course; course deletions; addition or deletion of pre-requisites or co-requisites; designation of courses that meet general education requirements; course changes from special topics to permanent status; changes in course prefix or numbering, including additions of course prefixes; changes in academic policies or procedures related to curriculum and instruction.
- Meetings: Generally the fourth Thursday of each month.
- Membership: Associate Vice President, Academic Affairs, chair
Division Chair, LAN (or designee)
Division Chair, MTH (or designee)
Division Chair, BIO (or designee)
Division Chair, HEA (or designee)
Division Chair, BAT (or designee)
Division Chair, SOC (or designee)
Division Chair, CAH (or designee)
Division Chair, DLF (or designee)
Director, Student Services (*rotates annually between campuses*)
- Reports to: Learning Council

Developmental Studies Committee

- Function: The Developmental Studies Committee is charged with providing leadership and oversight for developmental studies. The Committee monitors the effectiveness of the developmental studies program in areas such as retention, progress toward academic goals and high school-college curricular alignment. The committee conducts periodic analysis of Key Performance Indicators in the goal area of Developmental Studies and recommends changes to address improvement of developmental education at the college.
- Meetings: At least quarterly, more frequently as necessary.
- Membership:
Chair, Department of Languages and Literature
Chair, Department of Mathematics, Physics, Engineering
4 Faculty (at least one each from LAN and MTH)
Director, Advisement and Career Services
Coordinator, Student Success Center
Director, Student Services, LEON
Director, Student Services, PRIN
Academic Support and ADA Coordinator

The Chair of the committee is elected from the committee membership

Reports to: Vice President, Academic Affairs

Employee Advisory Council (EAC)

Function: To provide recommendations to the President related to interests, concerns, and issues that affect employees at the college. Specifically, the EAC will:

1. Assist HRD in holding employee focus groups;
2. Provide input/recommendations to HRD on methods for improving institutional climate based on results of bi-annual PACE Climate Survey;
3. Help assess the impact of new policies that affect working conditions;
4. Assist in communicating changes to health care programs and other employee services and benefits;
5. Provide input to the Employee Relations/Training Coordinator on training programs;
6. Provide advice on specific issues at the request of the President.

Meetings: Monthly including periodic meetings with the President

Membership: Executive Director, Human Resources, Co-chair
Faculty - two representatives appointed by the Faculty Senate
Administrative/Staff - one representative from each division
At large - six additional employees (administrative/staff/faculty) from any division or divisions

Priority consideration for membership will be given employees who have completed the CSM Leadership Module Training and have an interest in serving the college in an advisory capacity. A second co-chair for the committee will be selected by the committee from among its membership. Committee members will serve three year terms, which may be renewed.

Reports to: President

Employee Recognition and Awards Program Committee

Function: Based on guidance provided by the advisors, the committee will establish standards for review, acceptance, and rating of nominations and recommend gift certificates/monetary award(s) based on budget availability.

Meetings: Quarterly

Membership: Employee Relations/Training Coordinator, advisor, will select four members representing executive, faculty, staff, and department chair/directors. Membership will be rotated every three years. Consideration will be given to representation from all campuses.

Executive Director, Human Resources, advisor.

Reports to: Vice President and General Counsel

Employee Service Awards Committee

Function: To plan and organize the annual awards ceremony.

Meetings: As necessary to plan awards ceremony; not less than annually.

Membership: Employee Benefits Specialist, chair
Executive assistants to the president and vice presidents

Reports to: Vice President and General Counsel

Enrollment Projection Committee

Function: The Enrollment Projection Committee is responsible for developing and maintaining a model for projecting credit enrollment and applying this model in the development of yearly enrollment projections. The projection will be updated at least once per year and incorporated into the budget development process. Projections will be tracked throughout the year and the group will work with appropriate college departments to address shortfall in enrollment projections.

Meetings: Quarterly

Membership: Vice President, Student and Instructional Support Services (chair)
President
Vice President, Academic Affairs
Vice President, Corporate and Community Training Institute
Vice President and Dean, Leonardtown Campus
Vice President and Dean, Prince Frederick Campus
Associate Vice President, Academic Affairs
Executive Director, Enrollment Management Team
Executive Director, Planning, Institutional Effectiveness & Research

Reports to: Strategic Enrollment Management Council

Environmental Sustainability Committee

Function: This committee reflects the college's commitment to responsible stewardship of environmental resources and aspires to work toward a sustainable campus life which protects and enhances the environment and health of the faculty, staff and students. The committee will provide leadership in all issues related to the college sustainability. The purpose of the committee is 1) identify sustainability opportunities and issues and make recommendations to the administration for

changes (advisory), 2) increase the campus-wide environmental awareness (education), and 3) coordinate current and future sustainability efforts (coordination). Areas of focus will include but not necessarily be limited to the following:

- Promote the efficient use and conservation of water, energy and other resources
- Promote environmentally responsible principles for faculty, staff and student behavior
- Promote resource-efficient site planning, design and building principles
- Promote environmentally friendly building operation and maintenance practices
- Research and promote environmentally safe landscaping maintenance practices
- Research and promote ecological transportation alternatives
- Promote and develop environmentally responsible purchasing practices
- Promote and develop healthy indoor air quality systems
- Seek methods to maximize recycling
- Seek to incorporate lifecycle impact into financial planning and budget goals
- Integrate environmental literacy into education and communication
- Conduct/promote activities among departments and operations in an integrated, interdependent manner

Meetings: Monthly

Membership: Vice President, Financial and Administrative Services – Chair
Faculty - Vice Chair
Faculty volunteers (3) (One from each campus)
Student volunteers (3) (One from each campus)
Director, Physical Plant
Director, Procurement
Director, Student Life & Athletics
Director, MD Center for Environmental Training
Environmental Health & Safety Coordinator
Representative from each division

Reports to: Vice President, Financial and Administrative Services

Faculty Development Committee

Function: To enhance the teaching skills of full- and part-time faculty members through a mentoring program, frequent workshops, online tutorials, individual assistance in utilizing instructional technology, and the dissemination of applicable publications. The committee plans the pre-semester meetings and promotes attendance at state, regional and national conferences.

Meetings: Monthly

Membership: Full- and part-time faculty representatives from various academic departments. Two co-chairs are elected by the membership.

Reports to: Vice President, Academic Affairs

Faculty Handbook Committee

Function: To review the full-time and part-time Faculty Handbooks.

Meetings: Annually in the spring

Membership: Associate Vice President, Academic Affairs, Chair
Faculty members appointed by the Faculty Senate
Director, Innovative Teaching Center

Reports to: Vice President, Academic Affairs

Food Services Advisory Committee

Function: The committee will meet to review college expectations, customer service responses and the quality of food services offered at all college campuses/sites. The committee will discuss issues and make recommendations related to food services in order to improve and enhance operations and customer satisfaction.

Meetings: Quarterly, or more often as needed

Membership: Senior Director, Auxiliary Services, chair
Representatives from:
Office of the President
Advancement
Conference Center Manager
Academic Affairs
Student and Instructional Support Services
Corporate and Community Training Institute
Financial and Administrative Services
Prince Frederick Campus
Leonardtowntown Campus
Faculty (two faculty appointed by Faculty Senate)
Student Government

Reports to: Vice President, Advancement

Fringe Benefits Committee

Function: To review and make recommendations for revisions to the fringe benefits programs of the college. To consider the proposals of the consulting firm and make a recommendation to President's Council regarding the adoption of those proposals. To hear the concerns of employees regarding the scope of the fringe benefits program and determine whether those concerns should be forwarded to the consulting firm for consideration and recommendation.

Meetings: Quarterly

Membership: Members elected by ballot to serve two-year terms. The Employee Benefits Specialist serves in an advisory capacity.

1 Faculty member (appointed by the Faculty Senate)

3 At-large members

3 Campus-specific members

- 1 LAPL/WALD member (only employees at LAPL and WALD may vote)
- 1 LEON member (only employees at LEON may vote)
- 1 PRIN member (only employees at PRIN may vote)

Reports to: Vice President and General Counsel

Global Initiatives Committee

Function: To provide leadership and coordination in the college's efforts to create a global education program that is community based. To oversee the efforts of various units of the college and to encourage the development of international/global initiatives throughout the college and in the surrounding Southern Maryland community.

Meetings: Monthly

Membership: Representation is sought from all campuses and from a broad range of college divisions. The president of the Faculty Senate names up to six faculty, taking care to represent each campus and a variety of disciplines. The Executive Director of Diversity and Equal Opportunity, or designee, and the Director of Admissions, or designee, will also serve on the committee. The chair or co-chairs are selected from among the membership of the committee. For the sake of continuity, the term for the chair or co-chairs is usually two years. A chair or co-chairs may be re-elected for a second term.

Reports to: Vice President, Academic Affairs

Graduation Committee

Function: To plan, coordinate, and implement all activities related to graduation and honors convocation ceremonies.

Meetings: As needed.

Membership: Director, Student Life and Athletics, Chair
Vice President, Academic Affairs
Registrar
Executive Assistant, Office of the President
Manager, Communications

Coordinator, Scheduling and Conference Services
Executive Assistant, Student and Instructional Support Services
Coordinator, Physical Plant
Supervisor, Building Services
General Manager, College Store
Manager, Instructional Technology Services
Manager, Community Relations
Administrative Assistant, Nursing
Executive Assistant, VP Academic Affairs
Director, Public Safety

Reports: Vice President, Student and Instructional Support Services

Identity Theft Committee

Function: To assist the Identity Theft Program Administrator in developing, implementing, monitoring and updating the college's Identity Theft Prevention (Red Flag) Program. The committee will:

- Serve as an advisory group in developing and monitoring the Identity Theft Prevention Program.
- Assist the Identity Theft Program Administrator in developing and implementing an Identify Theft Prevention Training Program.
- Assist in marketing and developing awareness of the Identity Theft Prevention Program.
- Provide input into developing and conducting periodic audits of the college's compliance with the Identity Theft Prevention Program.
- Develop recommendation for strengthening the college's identity theft detection and prevention policies and business practices.
- Provide input and advice on updating or revising the Identity Theft Prevention Program.

Meetings: Once per semester, more often if needed

Membership: Director, Financial Operations, chair
Executive Director, Information Management
Executive Director, Human Resources (or designee)
Director, Admissions
Registrar
Bursar
Network Security Administrator

Reports to: Vice President, Financial and Administrative Services

Information Systems Steering Committee

Function: To develop, implement, and monitor the overall operation of College's Enterprise

Software which includes the Student Information Systems, Human Resources and financial functions.

The committee will provide:

- A process to review system problems and to propose resolutions
- A method to consider reporting formats (printed and on-screen) and to recommend improvements
- Departmental business processes, associated system rules, and quality control measures
- A method for the verification of annual timelines for processes that involve administrative software
- A clearly defined method for changing any business rule
- A procedure to recommend system enhancements/corrections together with priorities for implementation

Meetings: Monthly, more often as needed

Membership: Executive Director, Enrollment Management Team (Chair)
Registrar
Director, Admissions
Assistant Director, Administrative Support
Director, Information Technology Services
Representative, Information Technology Services
Director, Financial Operations
Director, Financial Assistance
Payroll Director
Bursar
Human Resources Representative
Continuing Education Representative

Reports to: Vice President, Student and Instructional Support Services

Reports due: Monthly, published on Intranet

Institutional Review Board

Function: This committee develops, implements and regularly reviews procedures, guidelines and instructions for researchers (faculty, staff, and students) to ensure that human subjects are protected according to federal requirements. The IRB works with individuals and departments that conduct research on human subjects to ensure that they are in compliance with regulatory protections and only approves projects that appear to meet all requirements. The IRB prepares and retains all applications and other documentation needed to meet federal requirements regarding the use of human subjects in research. The IRB coordinates training for its members and researchers as required by law.

Meetings: Quarterly, more often as needed

Membership: Federal law provides that the IRB include at least five members with varying backgrounds including a diversity of races, gender and cultural backgrounds. IRBs cannot consist entirely of members of one profession. Of the members, at least one must come from each of these primary areas of concern: scientific areas; nonscientific areas; and otherwise not affiliated with the institution.

Vice President and Dean, PRIN (Chair)
Executive Director, Planning, Institutional Effectiveness & Research
Faculty member, NUR
Faculty member, BIO
Faculty member, SOC
External representative

K-16 Initiatives Committee (K16)

Function: To provide a forum for communicating and coordinating ongoing efforts with secondary schools and four-year institutions, including all dual enrollments, and articulations with four-year institutions. To facilitate process for design and implementation of new K-16 initiatives. To share feedback and recommendations from K-16 community on CSM's programs and services.

Meetings: Generally the fourth Tuesday of every other month.

Membership: Director, Admissions, co-chair
ISTEM Director, co-chair
Vice President, Academic Affairs
Vice President, LEON
Vice President, PRIN
Associate Vice President, Academic Affairs
Director, Waldorf Center
Articulation Coordinator, LAN
Articulation Coordinator, MTH
Senior Director, Workforce Development
Division Chair, DLF
Transfer Coordinator
Tech Prep Coordinator

Reports to: Learning Council

Learning Council (LC)

Function: To provide leadership in all areas of instruction. To provide a forum for the college community to collaboratively foster student success. To review all policies and procedures related to academic standards, student academic performance, and curriculum and instruction. Enhance college-wide communication about credit and non-credit offerings and K – 16 initiatives.

Meetings: Generally first Friday of each month

Membership: Vice President, Academic Affairs, chair
Vice President, Student and Instructional Support Services
Vice President, Continuing Education and Workforce Development
Vice President, Advancement and/or Director, Marketing
Vice President and Dean, LEON
Vice President and Dean, PRIN
Associate Vice President, Academic Affairs
Associate Vice President, Enrollment Management Team
President, Faculty Senate
Vice President, Faculty Senate
Division Chair, Career Programs
Division Chair, Transfer Programs
Director, Admissions
Director, Waldorf Center

Reports to: Vice President, Academic Affairs

Marketing Committee

Function: The Marketing Committee plays a key role in the image development and positioning of the college in the marketplace. The purpose of the committee is to provide recommendations to assist in the development of well defined, integrated promotion and communication strategies and tactics that help align the college's marketing resources with the recruitment and retention strategies and objectives of the college.

Meetings: Monthly

Membership: Director, Marketing (chair)
Associate Vice President, Academic Affairs
Executive Director, Enrollment Management
Executive Director, Diversity
Director, Community Relations
Director, Student Life and Athletics
Director, Personal Enrichment Program
Department Chair, Business
Faculty Representative(s) (recommended by SEB)
Adjunct Faculty Representative (appointed by VP, Academic Affairs)
Assistant Director, Recruitment
Coordinator, Promotions
Webmaster
Manager, Communications
Manager, Distribution

Reports to: Strategic Enrollment Management Council

Occupational Health and Safety Committee

Function: To share information and coordinate efforts to improve workplace environmental health and safety (EHS) compliance at the college. This committee will establish goals for workplace EHS compliance for departments throughout the college, evaluate progress toward meeting those goals, promote the importance of workplace EHS and address other concerns and issues regarding workplace EHS at the college.

Meetings: 6 times per year

Members: Coordinator, Environmental Health and Safety (Chair)
Coordinator, Science Lab
Coordinator, Academic Support/ADA
Faculty, Biological and Physical Sciences
Director, MCET
Coordinator, Lab/Media (Nursing)
Supervisor, Maintenance and Operations
Director, Public Safety

Reports to: Vice President and General Counsel

President's Committee on Diversity and Inclusion (PCDI)

Function: Responsible for coordinating a comprehensive and integrated college-wide approach aligned with the college's diversity and inclusion efforts. The committee reviews data in order to recommend future strategies, action plans and activities to influence recruitment, retention and an inclusive climate for students, staff and faculty. The committee also evaluates and recommends improvements to the college's policies and practices, including recruiting, retention, outreach, marketing, and professional development. The committee coordinates its efforts with the appropriate college units.

Membership: President (co-chair)
Executive Director, Diversity and Equal Opportunity (co-chair)
Vice President, Academic Affairs
Vice President and Dean, Prince Frederick Campus
Vice President and Dean, Leonardtown Campus
Vice President, Student and Instructional Support Services
Vice President, Corporate and Community Training Institute
Executive Director, Human Resources
Executive Director, Planning, Institutional Effectiveness & Research
Faculty Senate (and designee)

Meetings: Quarterly (more often, if needed)

Reports to: President

President's Council

Function: To address major issues facing the college, to assess college-wide impact on proposed actions, to ensure collaborative decision making, to review new and revised policy statements and to present appropriate policies to the Board of Trustees for approval. Develops budget proposal for Board of Trustees.

Meetings: Weekly

Membership: President
Vice President, Corporate and Community Training Institute
Vice President, Academic Affairs
Vice President, Financial and Administrative Services
Vice President, Student and Instructional Support Services
Vice President and Dean, Leonardtown Campus
Vice President and Dean, Prince Frederick Campus
Vice President and General Counsel
Vice President, Advancement

Program Outlook Committee

Function: The Program Outlook Committee provides input and plays an integral role in the Academic Planning Process in regards to enrollment, retention, market demand, and resource allocation. The committee systematically analyzes career, transfer and continuing education programs; conducts pre-approval reviews of all newly proposed programs in their exploration phase; and provides reviews of existing programs based on market demand and student enrollment and retention in those programs. Specifically, the Program Outlook Committee:

- Reviews prospective programs in the academic planning exploration phase;
- Asks relevant questions on program development and department resource allocation;
- Independently researches outlook for market demand;
- Assesses overall mix of current programs on the enrollment/demand chart and presents findings to SEMC;
- Reviews periodic evaluation of programs;
- Generates ideas for new programs; and
- Periodically updates and reviews program prioritization grids.

Meetings: Every other month

Membership: Vice President, Academic Affairs (co-chair)
Director, Advisement and Career Services (co-chair)
Vice President, Student and Instructional Support Services
Vice President and Dean, Leonardtown Campus
Vice President and Dean, Prince Frederick Campus
Associate Vice President, Academic Affairs
Executive Director, Enrollment Management Team
Department Chairs (appointed by VP, Academic Affairs)
Faculty Representative (recommended by SEB)
Registrar

Director, Marketing
Executive Director, Planning, Institutional Effectiveness & Research
Director, Occupational Development
Coordinator, Continuing Education Operations

Reports to: Strategic Enrollment Management Council

Quality Improvement Council (QIC)

Function: The Quality Improvement Council helps to stimulate and monitor quality improvement efforts. Planning and assessment at the college is viewed as the shared responsibility of instructional and non-instructional personnel. The QIC coordinates and reviews all quality improvement initiatives including the review of both strategic and assessment plans and plan accomplishments, recommending new directions for CSM, and recommending budget priorities to the president's council (PC). Planning and assessment are analyzed, prioritized, and result in action steps for ongoing improvement. The results of strategic and operational planning and process improvement are communicated to the college community by the QIC.

Meetings: The QIC meets every other month. Additional meetings may be held as need arises.

Membership: President (Co-chair)

Vice President, Corporate & Community Training Institute
Vice President, Student & Instructional Support Services (Co-chair)
Vice President, Prince Frederick Campus
Vice President, Leonardtown Campus
Vice President, Advancement
Vice President, Financial & Administrative Services
Vice President & General Counsel
Vice President, Academic Affairs (or representative)
Executive Director, Planning, Institutional Effectiveness & Research (Co-chair)
Executive Director, Enrollment Management
Executive Director, Information Management Team
Executive Director, Human Resources
Executive Director, Diversity & Equal Opportunity
Academic Department Chair, Distance Learning & Faculty Development Div.
Academic Department Chair
Academic President Faculty Senate
Academic Faculty (appointed)
Academic Faculty (appointed)
Director, Maryland Center for Environmental Training
Continuing Education Department Chair
Continuing Education Program Developer
Director, Physical Plant
Director, Financial Operations
Director, Budget
Director, Community Relations

Director, Student Services – Prince Frederick Campus
Director, Student Services – Leonardtown Campus
Director, Waldorf Center
Student Government Representative, La Plata Campus President
Executive Assistant Representative (Recorder)
HRD Organizational Development Coordinator
Director, Marketing
Faculty Chair of CTC

Reports to: President

Recruitment Committee

Function: The Recruitment Committee's function is to provide leadership in the development of a comprehensive student recruitment plan, to assist in coordinating recruitment efforts throughout the college, and to evaluate recruitment activities and programs.

Meetings: Monthly

Membership: Director, Admissions (chair)
Executive Director, Enrollment Management Team
Executive Director, Diversity and Equal Opportunity
Director, Student Services - Prince Frederick Campus
Director, Student Services - Leonardtown Campus
Director, Marketing
Director, Financial Assistance
Director, Talent Search
Director, Student Life and Athletics
Assistant Director, Recruitment
Coordinator, Academic Support/ADA
Faculty Representative (recommended by SEB)
Corporate and Community Training Institute Representative
Student Representative(s)

Reports to: Strategic Enrollment Management Council

Retention Committee

Function: The Retention Committee is charged with examining services and activities associated with the college's efforts to help students define and achieve their goals. The committee is specifically charged with: 1) developing an overall plan for coordinating student success and goal completion activities; 2) developing and implementing activities to meet the college's retention (persistence) goals; and 3) reviewing graduation data and developing recommendations for activities and programs that might help improve the college's graduation rate.

Meetings: Monthly

Membership: Membership: Associate Vice President for Academic Affairs (co-chair)
Director, Student Services - Leonardtown Campus (co-chair)
Associate Vice President for Continuing Education
Executive Director, Enrollment Management
Executive Director, Diversity and Equal Opportunity
Director, Student Services - Prince Frederick Campus
Director, Advisement and Career Services
Director, Student Success Center
Director, Student Life and Athletics
Chair, Languages and Literature Division (or designee)
Chair, Math, Physics and Engineering Division (or designee)
Chair, Distance Learning and Faculty Development Division (or designee)
Developmental Studies Committee Chair (or designee)
Student Representative (appointed by committee co-chairs)
Faculty Member (appointed by VP Academic Affairs)

Reports to: Strategic Enrollment Management Council

Scholarship Committee

Function: To assist the CSM Foundation and Financial Assistance Department in awarding scholarships to students and potential students. The Scholarship Committee oversees select scholarship programs funded by the college, the CSM Foundation and donors who delegate selection authority to the college. The committee reviews recommendations made by the Financial Assistance Department and provides input into the award process. The committee, or a subcommittee, may be used as a selection committee for certain awards.

Meetings: Generally twice a year (April and November).

Membership: Director, Financial Assistance (chair)
Advisor, Financial Assistance
Faculty representatives – one from each campus
CSM Foundation Board member
CSM Board of Trustees member
Leonardtown Campus representative
Prince Frederick Campus representative
Student Government Association Representative
Director of Development
Director of Industrial Training

Reports to: Vice President, Student and Instructional Support Services

Staff Mentoring Committee

- Function:** The Staff Mentoring Committee is responsible for planning, administering, and evaluating an effective mentoring program for CSM staff and to provide guidance to the subcommittee chairs and program facilitators. The primary purpose of the Staff Mentoring Program is to systematically develop the skills and leadership abilities of the less experienced members of the organization. This committee is cognizant of the activities of the Faculty Mentoring and Student Mentoring committees.
- Meetings:** Quarterly
- Membership:** Executive Director, Diversity and Equal Opportunity—chair
Executive Director, Human Resources
Permanent staff interested in developing the skills and leadership abilities of employees.
- Reports to:** Vice President and General Counsel

Strategic Enrollment Management Council

- Function:** The Strategic Enrollment Management Committee (SEMC) gathers and studies both quantitative and qualitative data in order to recommend future strategies, action plans and activities which might assist in improving recruitment, retention, persistence, and goal completion of credit and continuing education students. The committee also evaluates and recommends improvements to the college's policies and practices in the areas of academic program and course development, marketing, and student services across the college's campuses. The committee coordinates its efforts with the appropriate college units.
- Meetings:** Monthly
- Membership:** President (co-chair)
Vice President, Student and Instructional Support Services (co-chair)
Vice President, Academic Affairs
Vice President, Corporate and Community Training Institute
Vice President and Dean, Leonardtown Campus
Vice President and Dean, Prince Frederick Campus
Vice President, Advancement
Associate Vice President, Academic Affairs
Executive Director, Diversity and Equal Opportunity
Executive Director, Enrollment Management
President, Faculty Senate (or designee)
Department Chairs (appointed by VP, Academic Affairs)
Director, Admissions
Director, Advisement and Career Services

Director, Marketing
Director, Student Success Center
Director, Waldorf Center for Higher Education
Director, Student Services - Leonardtown Campus
Director, Student Services - Prince Frederick Campus
Executive Director, Planning, Institutional Effectiveness & Research

Reports to: President

Student Activities Team

Function: The purpose of the team is to provide planning, guidance and coordination of student activities and student life programming at all college campuses. This includes events sponsored by the college, the Student Government Associations, the Student Associations, clubs and organizations and the larger community. The team assists in developing and coordinating a yearly master calendar of student activities events and the Student Life Website and keeping them up to date. The team also supports and provides advice to the Student Government Association and shares information concerning activities and projects associated with the three Student Associations. The team assists in the development of objectives and action items related student activities and student life and participates in the development and monitoring of assessment measurements.

Meetings: Monthly, more often as needed

Membership: Director, Student Services, Prince Frederick (chair)
Director, Student Life and Athletics, La Plata
Director, Student Services, Leonardtown
Student Life Coordinator, La Plata
Student Life Coordinator, Leonardtown
Student Development Coordinator, Prince Frederick

Reports to: Student Services Roundtable

Student Services Roundtable

Function: To coordinate efforts in the implementation and evaluation of student services policies, procedures, and programs. To consider student services issues and make recommendations to the appropriate department or committee regarding possible policy or procedure changes.

Meetings: Monthly

Membership: Executive Director, Enrollment Management (chair)
Vice President, Student and Instructional Support Services

Vice President and Dean, Leonardtown Campus
Vice President and Dean, Prince Frederick Campus
Director, Financial Operations
Director, Waldorf Center for Higher Education
Director, Student Services, Leonardtown Campus
Director, Student Services, Prince Frederick Campus
Director, Marketing, or designee
Director, Admissions
Director, Advisement and Career Services
Director, Financial Assistance
Director, Student Success Center
Registrar
Bursar
Manager, Applications Development Team
Assistant Director, Administrative Support
Faculty representatives from each campus (appointed by the Faculty Senate)

Reports to: Vice President, Student and Instructional Support Services (reports due monthly)

Testing Center Team

Function: To coordinate Testing Center procedures, operations and services at all college campuses and to make recommendations for improvements. The team, working with appropriate faculty and staff, will conduct an on-going review of and provide input on: the role of Testing Center; college and national testing issues; how to integrate Testing Center services in a comprehensive student services model; facilities and equipment; and staffing and training. The team also assists in the development of objectives and action items related testing issues, participates in the development and monitoring of assessment measurements, and serves as a liaison to the college and the community at large.

Meetings: Monthly

Membership: Director, Student Services, Leonardtown (chair)
Director, Student Success Center
Director, Student Services, Prince Frederick
Testing Center Manager, La Plata
Testing Center Manager, Leonardtown
Testing Center Manager, Prince Frederick
Advisor/National Test Supervisor

Faculty representatives from each campus (appointed by the Vice President, Academic Affairs)

Reports to: Student Services Roundtable

Veterans Support Team

Function: The purpose of the Veterans Support Team is to provide planning, guidance and coordination of veterans' support services at all college campuses in order to make CSM a veteran friendly college and to assist veterans and their dependents achieve their educational goals.

Meetings: Monthly

Membership: Associate Vice President, Enrollment Management (chair)
Executive Director, Student Services – Leonardtown Campus
Executive Director, Student Services – Prince Frederick Campus
Executive Director, Diversity and Equal Opportunity
Director, Advising and Career Services
Director, Financial Assistance
Director, Student Success Center
Director, Continuing Education and Workforce Development Operations
Registrar
Associate Director, Disability Support Services (or representative)
Veterans Affairs Coordinator
Counselor
Faculty representatives (veterans preferred)
Student representatives (veterans preferred)

Reports to: Vice President, Student and Instructional Support Services

Web Council

Function: To provide leadership, planning, and management of the college's official Web sites including the Internet, Intranet, and Web site applications. The council will provide input regarding design and functionality of the Web sites to best serve the college's students, external customers, prospective students, and employees.

Meetings: Monthly

Members: Director, Marketing, co-chair
Director, Information Technology Services, co-chair
Executive Director, Information Management Team
CCTI representative
Webmaster
Senior Systems Administrator
Faculty representative (to be appointed by Faculty Senate)
Coordinator, Instructional Technology
Chair, Distance Learning and Faculty Development
Director, Admissions
Leonardtown Representative
Prince Frederick Representative

Reports to: Vice President, Student and Instructional Support Services

For more information contact: Office of the President, ext. 7625

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