

3 Organizational Units and College Committees

03-23-2021 Updated 2020-2021 Admin. and Standing Committees List
02-10-2021 Updated 2020-2021 Admin. and Standing Committees List
10-14-2020 Updated 2020-2021 Admin. and Standing Committees List
08-31-2020 Updated 2020-2021 Admin. and Standing Committees List
05-27-2020 Updated 2019-2020 Admin. and Standing Committees List
01-06-2020 Updated 2019-2020 Admin. and Standing Committees List
11-12-2019 Added Student Achievement Committee to Standing Committees List
09-12-2019 Updated 2019-2020 Admin. and Standing Committees List
03-05-2019 Updated Org. Units and Standing Committees List
01-10-2019 Updated 2018-2019 Admin. and Standing Committees List

COLLEGE ADMINISTRATION

The College is administered through a management approach that uses a hierarchical structure of functional areas to implement administrative policies. The College's functional areas include administrative support services, academic and student support services, and community/public services. Some of these areas are subdivided into separate departments. For planning and reporting purposes, each functional area has a written purpose statement. Full statements, along with expected outcomes can be found in the Institutional Effectiveness Process Manual. College functional areas and abbreviated purpose statements are outlined below:

President's Office

The President's Office conforms to and implements policies established by the Alabama Community College System Board of Trustees, to include academic development, budgetary planning, personnel planning and management, and community relations for the entire operation of LBWCC. The President's Office ensures compliance with federal, state, and local laws and with criteria of all accrediting bodies. The President's Office facilitates initiatives such as strategic planning, institutional resource development, new program development, community service projects, and partnership development with business, industry, and other educational and governmental agencies and institutions. The President's Office is ultimately responsible for providing the leadership essential to keeping the mission of the College before the faculty, staff, students, and community.

Adult Education and Workforce Development

The purpose of LBWCC's Adult Education Program is to provide quality adult education and literacy services to local area citizens at no cost to them. In achieving this purpose, the program aims to assist adults in obtaining the knowledge and skills necessary for employment and self-sufficiency, as well as completing requirements for a secondary school credential. The purpose of the workforce development program is to create a more educated, skilled, and productive workforce by providing professional development, customized training, and personal enrichment activities to develop and enhance personal, academic, workplace, and job-specific skills of employees of area businesses, industries, and public agencies.

College Facilities and Maintenance

The purpose of College Facilities and Maintenance is to support the College by providing an effective learning environment that is safe and secure for students and employees and meets the needs of the programs and services of the College.

Financial Affairs

The purpose of the Financial Affairs Office is to support the overall mission of the College by providing financial services necessary for all functional areas to satisfactorily meet or exceed their goals and objectives. These financial services are provided in full cooperation with the College's functional areas and in full compliance with the Alabama Community College System Board of Trustees policies and Alabama law.

Business Services

The Business Services Office comprises the Business Office, the Bookstore, and the Switchboard.

Business Office

The purpose of the Business Office is business services necessary for all functional areas to satisfactorily meet or exceed their goals and objectives. These services are provided in full cooperation with the College's functional areas and in full compliance with the Alabama Community College System Board of Trustees and Alabama law.

Bookstore

The purpose of the Bookstore is to support the overall mission of the College by providing non-instructional services to students and employees and/or institutional departments. Bookstore services are intended to be self-supporting.

Switchboard

The purpose of the switchboard is to support the overall mission of the College by providing information and telecommunication services to students, employees, and the general public.

Human Resources

The purpose of the Human Resources Office is to assist the administrative processes of the institution regarding employee recruitment, hiring, employee orientation, maintenance of personnel records and documentation, employee evaluations, employment contracts, verification of employment, and special initiatives such as the employee longevity program.

Institutional Advancement

The Office of Institutional Advancement exists to promote LBWCC's mission and to foster advocacy for the goals of the College. The Associate Dean of Institutional Advancement works with the President to engender and secure financial and other support by enhancing affiliations and by creating effective development strategies for use with targeted internal and external constituencies while establishing the LBWCC brand as one of value.

Marketing and Public Relations

The purpose of the Marketing and Public Relations Office is to coordinate the public relations, marketing, and publications needs for the College. Its primary goal is to promote positive awareness by producing advertising, publications, and community relations of the highest quality to enhance the image and advancement of the College. By performing these functions, the Marketing and Public Relations Office strives to assist in meeting the mission of the College.

Institutional Effectiveness and Quality

The purpose of the Office of Institutional Effectiveness and Quality is to ensure that the College engages in ongoing, integrated planning and assessment and maintains a culture of quality by focusing on operational excellence and continuous improvement.

Instructional and Information Technology

The Office of Instructional and Information Technology provides leadership to oversee the management and support of all aspects of technology. The Office of Instructional and Information Technology is broken down into two functional units. The Information Technology unit promotes and supports the efficient and effective application of computer technology in order to enhance the administrative operations and delivery of educational programs at the College. The Information Technology unit provides support for computing equipment, software, information, support, and technical expertise to support the mission of the College. The Instructional Technology unit provides leadership in improving the delivery of educational programs. The recommendation of replacement and upgrading of instructional technology hardware and software will be the responsibility of Instructional Technology.

Instructional Services Administration

The purpose of Instructional Services Administration is to provide overall management and oversight of Instructional Services through the Dean of Instruction; provide budgetary supervision and control to enable the successful operation of instructional programs and services; develop and maintain the annual academic calendar with the approval of the President; develop semester class schedules to be posted on the LBWCC website; calculate overload and adjunct pay contracts and submit to the President for approval; organize

and host the annual dinner meeting of the Program/Craft Advisory committees; support the President and the Deans of the College in meeting the goals of college recruiting programs and initiatives to maximize the college presence in the community; seek the enhancement of instructional services and programs through externally funded sources; maintain coordination with instructional resources at the Alabama Community College System office; and assist the President in the development of strategic plans and long-range goals with respect to instructional programs and services.

Learning Resources/Library

The purpose of the Learning Resource Center/Library is to provide services and resources to meet the information literacy needs of the LBWCC community and, insofar as possible, to share resources with those outside the College.

Student Affairs

Led by the Dean of Student Affairs, with delegation to unit Directors, the Division of Student Affairs is comprised of the following units: Admissions and Records; Counseling, Testing and Career Services; the Federal TRIO program: Student Support Services; Financial Aid; Student Activities; Student Recruitment; and Athletics. The purpose of the Division of Student Affairs is to provide leadership in delivery of student services and opportunities that will assist in facilitating and maximizing educational achievements as well as quality of life. The division is committed to providing comprehensive services for prospective and current students and for students transitioning from educational experiences at the College into selected careers or occupations.

Admissions and Records

The purpose of the Admissions and Records Office is to conduct admissions and records services and operation in accordance with prescribed policies, procedures and laws.

Athletics

The Athletic Department is committed to educational offerings, the broadest possible student involvement, and maintenance of high ethical standards through self-monitoring and self-reporting.

Counseling, Testing, and Career Services

The purpose of Counseling, Testing, and Career Services is to assist new, continuing, and prospective students in identifying clear educational and career goals through comprehensive counseling services, which includes placement testing, general and specific career information and individualized counseling.

Student Support Services

The Student Support Services Program is a U.S. Department of Education funded TRIO program that serves 400 college students annually. Eligible participants must meet two of the following requirements: low-income status and/or first-generation college student; documented disability; and have an academic need. The participant must be enrolled at LBWCC and be a U.S. citizen. The Program's mission is to promote retention, graduation and transfer by providing personal and career counseling, academic advising, social and cultural development activities, financial aid information, study skills assistance, and tutorial services.

Financial Aid

The purpose of the Financial Aid Office is to provide the overall administration of student financial aid programs and services and to assist students in achieving their educational goals by assisting them with identifying, securing, and maintaining adequate financial assistance for which they are eligible.

Student Activities

The purpose of Student Activities is to provide appropriate student activities for the education and enjoyment of students. Activities will be planned and organized in a manner as to provide participation to all students without regard to race, creed national origin, gender, or disability. Student organizations give the student body an opportunity to make positive contributions to the community and to the institution. Student organizations are open to all students of the College who qualify for membership.

Student Recruitment

The purpose of the Office of Student Recruitment is to actively encourage the enrollment of a diverse student body through a multi-faceted recruitment program which includes publications about college programs and services as well as visitations to area schools, businesses, civic groups, and community agencies. Recruitment is the process undertaken to favorably influence prospective students' decision to attend college.

Student Success

The purpose of the Office of Student Success is to provide leadership in the design and implementation of policies, procedures, and activities necessary to promote student success. The Office oversees and assesses a full range of student engagement programs in the areas of first-year experience, life skills, new student orientation, leadership, and career activities that are centered on student learning and development outside of the classroom.

COLLEGE COMMITTEES

College committees are established to facilitate day-to-day operations and ensure input into the decision-making process of the College by faculty, staff, students, and the community. College committees are of four categories: administrative, standing, external advisory, and ad hoc.

Administrative Councils

There are three administrative councils through which policy decisions are discussed and implemented. These councils meet regularly to discuss and approve College policies, to discuss issues of concern to their respective areas, to plan activities, and to review progress toward the achievement of College goals and objectives.

Executive Council

The Executive Council meets monthly to discuss, plan, and make decisions regarding the overall operation of the College. The Council also functions as a steering committee for long-range planning and institutional effectiveness. The President chairs the committee and appoints committee members.

Instructional Council

The Instructional Council meets regularly to discuss, evaluate, and recommend policies, procedures, and processes related to instruction and instructional service issues. The committee is chaired by the Dean of Instruction.

Student Affairs Council

This Student Affairs Council meets regularly to discuss, evaluate, and recommend policies, procedures, and processes related to Student Affairs. The Dean of Student Affairs chairs the committee.

Standing Committees

The College standing committees function to address specific areas or activities of the College. Standing committees are recommended by the Executive Council to the College President. Committees are composed of faculty and staff from all functional areas of the College and are appointed on an annual basis. The committee chairs are responsible for setting meeting dates, times, and locations, and appointing a recording secretary. Standing committees are evaluated annually by the Executive Council. Each standing committee is responsible for filing an Annual Standing Committee Report to facilitate this evaluation (see *Standing Committee Annual Report* form exhibited at the end of this section of the *Policies & Procedures Manual*).

Institutional Leadership Committee for SACSCOC Compliance Review

The Institutional Leadership Committee for SACSCOC Compliance Review is a College-wide committee which manages and validates the internal institutional assessment of compliance with all Core Requirements, Comprehensive Standards, and Federal Requirements required by the Southern Association of Colleges and Schools Commission on Colleges.

Academic Peer Review Committee

The Academic Peer Review Committee is a College-wide committee comprised of institutional effectiveness staff and faculty members from the three transfer divisions. The committee is responsible for meeting annually to review the College's General Education Competencies, as well as student learning outcomes and achievement/operational outcomes for the Associate in Arts/Associate in Science Degree Program.

Campus Activities/Social Committees

The Campus Activities/Social Committees are campus-based and assist in planning specific campus events such as College anniversaries, celebrations, open house, alumni events, faculty and staff socials, and other events or activities as may be needed.

Continuing Education/Lifelong Learning

The Continuing Education/Lifelong Learning committee is a College-wide committee which recommends and provides assistance in identifying potential non-credit classes to be offered to the general public and constituents within the College service area. Committee members also research lifelong learning trends and opportunities in the College service area.

Cultural Diversity Committee

The Cultural Diversity Committee is a College-wide committee whose mission is to encourage and celebrate mutual understanding, dignity, respect, and cooperation among all people of the College, regardless of their race, religion, age, gender, cultural background, national origin, medical condition or disability, or family status. Drawing on the talents of all of the College's personnel and students, the committee will strive to create a learning environment allowing the College to serve students more creatively.

Distance Education Advisory Committee

The Distance Education Advisory Committee is a College-wide committee whose purpose is to recommend, develop, evaluate, and maintain policies and procedures governing distance education. The committee also provides peer review for the development of distance education courses which are designed to offer alternative course formats providing quality instruction.

Graduation Committee

The Graduation Committee is a College-wide committee and is responsible for all activities related to the planning, organization, implementation, and evaluation of College graduation exercises.

Honors Committee

The Honors Committee is a College-wide committee responsible for overseeing all aspects of the Honors Program, which exists to challenge students with scholarly creative activities, expose them to cultural enrichment, and encourage personal and social development through community service. The committee evaluates program candidates, advises participants, establishes the honors curriculum, plans activities, and ensures that participants meet program requirements prior to graduation.

Institutional Effectiveness Committee

The Institutional Effectiveness Committee is a College-wide committee responsible for overseeing all aspects of the institutional effectiveness process at LBWCC. The committee also reviews achievement/operational outcomes for LBWCC's administrative support services, academic and student support services, and community/public services.

Marketing Committee

The Marketing Committee is a College-wide committee which is responsible for developing and recommending effective strategies pertaining to all areas of marketing which embody the concepts of not only selling your product but also effectively creating and maintaining a positive image and good relationships within the community. These practices are implemented through advertising and promotional materials.

Safety, Security, and Emergency Preparedness Committee

The Safety, Security, and Emergency Preparedness Committee is a College-wide committee whose purpose is to review all efforts regarding safety, security, and emergency preparedness and make recommendations for policies, enhancements, and activities that promote a safe and secure college environment.

Scholarship Committee

The Scholarship Committee is a College-wide committee responsible for developing and recommending a comprehensive scholarship program for the College. The Committee is also responsible for providing oversight of the scholarship selection and awarding processes and participates annually in the selection of all institutional scholarship recipients.

Student Achievement Committee

The Student Achievement Committee is a College-wide committee responsible for approving student achievement goals and assessment measures, determining acceptable performance thresholds, regularly reviewing disaggregated student data, examining trends, and making recommendations for improvement.

Technical Peer Review Committee

The Technical Peer Review Committee is a College-wide committee comprised of institutional effectiveness staff and faculty members from the three technical divisions. The committee is responsible for meeting annually to review student learning outcomes and achievement/operational outcomes for the College's technical programs

Technology Advancement Committee

The Technology Advancement Committee is a College-wide committee whose purpose is to review and make recommendations to the Executive Council for educational and information technology policies and procedures to enhance and support the mission of Lurleen B. Wallace Community College. This committee reviews requests for computer hardware, software, specialized equipment,

and policies for all functional areas of the College. The committee also makes recommendations as to the disposition of the requests. Annually, the committee evaluates purchases and policies to ensure equitable distribution of computer and information technology between academic and administrative needs.

External Advisory Committees

The College has two categories of external advisory committees: College Advisory Committees and Program/Craft Advisory Committees. The Community Leaders Diversity Committee and the two College Foundations serve as College advisory boards and function to advise the President on College-wide issues. The Program/Craft Advisory Committees are program specific and function to advise faculty and instructional administrators.

College Advisory Committees

The Community Leaders Diversity Committee serves as an external advisory committee. The mission of the committee is to help the College progress in its efforts to understand, embrace and celebrate diversity; thereby creating opportunities and environments that are inviting, welcoming, and supportive of a diverse population of students and employees.

The Douglas MacArthur State Technical College Foundation and the Lurleen B. Wallace Community College Foundation also serve as external advisory committees. The boards of the two foundations are composed of community leaders who reside and/or work in the College's service area. The Foundations meet regularly and serve the College by making recommendations and suggestions that will assist the College in fulfilling its mission.

Program/Craft Advisory Committees

Program/Craft Advisory Committees function to assist technical and vocational programs to meet current workforce needs by making recommendations regarding curriculum, equipment and facilities needs, employment opportunities for program/course completers, and specialized workforce training needs. Committees are composed of individuals who work, manage, or own businesses and industries within the geographical service area of the College.

Ad Hoc Committees

Ad hoc committees are temporary in nature and members are appointed by the administrator establishing the committee. Ad hoc committees function to address an immediate need by making recommendations or conducting work as assigned.

**LURLEEN B. WALLACE COMMUNITY COLLEGE
COMMITTEES
2020 – 2021
ADMINISTRATIVE AND STANDING COMMITTEES**

ADMINISTRATIVE COMMITTEES

EXECUTIVE COUNCIL

Brock Kelley, President	Maggie Jones
Kristina Anderson	Tim Jones
Lisa Carnley	Peige Josey
Diaon Cook	Shannon Levitzke
Chrissie Duffy	Tammye Merida
Jennifer Hall	Cindy Green, Recording Secretary
Jason Jessie	

INSTRUCTIONAL COUNCIL

Shannon Levitzke, Chair	Mary Ann Hudson
Kristina Anderson	LeAnn Judah
John Bess	Tammye Merida
Hugh Carter	Denise Sauls
Alan Cobb	Allen Teel
Robin Eckert	Maria Thigpen
Wayne Godwin	Kristy White
Jennifer Hall	Debra Hudson, Recording Secretary

STUDENT AFFAIRS COUNCIL

Jason Jessie, Chair	Tori Norris
Donna Bass	Heather Owen
Diaon Cook	Jan Riley
Latrece Hall	Saints Hall Manager
Steve Helms	Tori Norris, Recording Secretary
Wendy Johnson	

STANDING COMMITTEES

**INSTITUTIONAL LEADERSHIP COMMITTEE FOR SACSCOC
COMPLIANCE REVIEW—College-Wide
*Committee Reports to the President***

Shannon Levitzke, Chair	Alan Cobb	Peige Josey
Kristina Anderson	Robin Eckert	Tammye Merida
John Bess	Jason Jessie	Kristy White
Olivia Bush	Wayne Godwin	Debra Hudson, Recording Secretary
Hugh Carter	Jennifer Hall	
Lisa Carnley	Mary Ann Hudson	

STANDING COMMITTEES**ACADEMIC PEER REVIEW COMMITTEE—College-Wide***Committee Reports to the Associate Dean of Institutional Effectiveness and Quality*

Kristina Anderson, Chair
Christy Hutcheson
LeAnn Judah

Angela Kelley
Elena Nicholson
Maria Thigpen

Kristy White

CAMPUS ACTIVITIES/SOCIAL COMMITTEES—Campus-Based*Committees Report to the Campus Directors for Campus Activities**Committees Report to the President for College-Wide Activities*Andalusia Campus

Ashley Williamson, Chair
Becky Anderson
John Bess
Hugh Carter
Danita Day
Latrece Hall
Angela Kelley
Kelley Nolen
Tori Norris
Anthony Sanders
Maria Thigpen
Christy Hawkins,
Recording Secretary

Greenville Campus

Mollie Waters, Chair
Shana Burke
Christy Hutcheson
LeAnn Judah
Kathy Lowery
Kelly Wilson
Vacant,
Recording Secretary

Luverne Center

Laura Elliott, Chair
Kristina Anderson
Virginia Compton
Margaret Folmar
Jackie Sport
Gary Spurlin
Sharon Stricklin
Chancey Wyatt
Melissa Reeves,
Recording Secretary

MacArthur Campus

Denise Sauls, Chair
Clay Grantham
Beth Harold
Wendy Johnson
Sonia Kilpatrick
Sarah Maynor
Shaun Moore
Elena Nicholson
Kelly Weeks
David Worley
Vacant, Recording Secretary

CONTINUING EDUCATION/LIFELONG LEARNING COMMITTEE—College-Wide*Committee Reports to the Associate Dean for Adult Education, Workforce Development, and Continuing Education*

Jennifer Hall, Chair & Con. Ed. Coordinator
Shelley Boswell
Danita Day
Laura Elliott, Luverne Coordinator
Renee Faust

Wayne Godwin, Andalusia Coordinator
Clay Grantham
Rachel Green
Jason Jessie
Cynthia Jones

Peige Josey
Tammy Merida
Joshua Roper
Denise Sauls
Kelsi Scruggs, Recording Secretary

CULTURAL DIVERSITY COMMITTEE—College-Wide*Committee Reports to the Dean of Student Affairs*

Diaon Cook, Chair
Shelley Boswell
John Carpenter
Danita Day
Laura Elliott

Michelle Goosby
Mary Ann Hudson
Savannah Roeser
Joshua Roper
Anthony Sanders

Nikia Sinkler
Amy Tillis
Maria Thigpen
Latrece Hall, Recording Secretary

DISTANCE EDUCATION ADVISORY COMMITTEE—College-Wide*Committee Reports to the Dean of Instruction*

John Bess, Chair
Rachel Boothe
Alan Cobb
Brian Cushing

Michelle Goosby
Mary Ann Hudson
Tanner Jackson
Shannon Levitzke

Tony Newton
Misti Purvis
Shannan Spurlin
Maria Thigpen

J. L. Wallace
Julie Wells
Kristy White
Vacant, Recording Secretary

GRADUATION COMMITTEE—College-Wide*Committee Reports to the Dean of Student Affairs*

Jason Jessie, Chair	Jennifer Hall	Tim Jones	Jan Riley
Diaon Cook	Latrece Hall	Sonia Kilpatrick	Denise Sauls
Danita Day	Beth Harold	Shannon Levitzke	Vacant, Recording Secretary
Leigh Grissom	Christy Hawkins	Heather Owen	

HONORS COMMITTEE—College-Wide*Committee Reports to the Dean of Instruction*

Anthony Sanders, Chair	John Carpenter	Kelley Nolen	Michael Pridgen
John Bess	Latrece Hall	Tori Norris	Shannan Spurlin
Amanda Brooks	Shannon Lightsey	Heather Owen	Kristy White

INSTITUTIONAL EFFECTIVENESS COMMITTEE—College-Wide*Committee Reports to the President***This committee previously functioned as the Strategic Planning Steering Committee*

Kristina Anderson, Chair	Mary Ann Hudson	Shannon Levitzke
Lisa Carnley	Jason Jessie	Tammye Merida
Alan Cobb	Peige Josey	Maria Thigpen
Jennifer Hall	Tim Jones	

MARKETING COMMITTEE—College-Wide*Committee Reports to the President*

Maggie Jones, Chair	T-Michael Dougherty	Christy Hutcheson	Heather Owen
Becky Anderson	Chrissie Duffy	Wendy Johnson	Anthony Sanders
Nathan Brawner	Robin Eckert	LeAnn Judah	Denise Sauls
Diaon Cook	Beth Harold	Shannon Lightsey	Ashley Williamson
Scott Cooper	Steve Helms	Tori Norris	Sonia Kilpatrick, Recording Secretary

SAFETY, SECURITY, AND EMERGENCY PREPAREDNESS COMMITTEE—College-Wide*Committee Reports to the President*

Peige Josey, Chair	Robin Eckert	Wendy Johnson	Tori Norris
Kristina Anderson	Renee Faust	LeAnn Judah	Allen Teel
John Bess	Christy Hutcheson	Tammye Merida	Kristy White
Nathan Brawner	Jason Jessie	Shaun Moore	Melissa Reeves, Recording Secretary

SCHOLARSHIP COMMITTEE—College-Wide*Committee Reports to the Dean of Student Affairs*

Heather Owen, Chair	Robin Eckert	Elena Nicholson	Jerrica Copeland, Recording Secretary
Donna Bass	Leigh Grissom	Kelley Nolen	Chrissie Duffy, Foundation Representative
Randi Bozeman	Steve Helms	Tori Norris	Christy Hawkins, Foundation Representative
Johnny Brewer	Christy Hutcheson	Misti Purvis	
Sierra Brown	Eric Lidh	Katie O'Neal	
Shana Burke	Shannon Levitzke	Anthony Sanders	
Diaon Cook	Shannon Lightsey	Brandon Ware	

STUDENT ACHIEVEMENT COMMITTEE—College-Wide
Committee Reports to the Associate Dean of Institutional Effectiveness and Quality

Kristina Anderson, Chair	Kelly Wilson	Elena Nicholson	Kelley Nolen
Tori Norris	Shannan Spurlin	Christy Hutcheson	Denise Sauls
Heather Owen	Anthony Sanders	Shannon Levitzke	Jason Jessie
Kristy White	T-Michael Dougherty	Sarah Maynor	Maria Thigpen

TECHNICAL PEER REVIEW COMMITTEE—College-Wide
Committee Reports to the Associate Dean of Institutional Effectiveness and Quality

Kristina Anderson, Chair	Robin Eckert	Tony Newton	Amy Tillis
Sierra Brown	Wayne Godwin	Denise Sauls	Kelly Weeks
T-Michael Dougherty	Michael Pridgen	Allen Teel	David Worley

TECHNOLOGY ADVANCEMENT COMMITTEE—College-Wide
Committee Reports to the President

Alan Cobb, Chair	Jennifer Hall	Stacey Short	Vacant,
John Bess	Tanner Jackson	Sharon Stricklin	Recording Secretary
John Carpenter	Cynthia Jones	Charles White	
Hugh Carter	Misti Purvis	Kristy White	
Mary Ann Hudson	Pat Senn	Jerry Wishum	

Lurleen B. Wallace Community College
STANDING COMMITTEE ANNUAL REPORT

Date: _____

1 Name of Committee:

2 Membership of Committee

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3 Number of Meetings Held:

4 List the accomplishments of the group during the last year. *(Attach additional page if necessary.)*

5 List the most active members:

_____	_____	_____	_____
_____	_____	_____	_____

6 List any members who were not active. *(Missed 50% or more of the meetings or were present but did not contribute.)*

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Lurleen B. Wallace Community College STANDING COMMITTEE ANNUAL REPORT													
7	Please recommend persons you feel should be added as new members of the committee for the coming year.												
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8	List any general thoughts about the group, recommendations for improvements in activities, the continued need for the committee, etc.												
9	Any closing comments?												
Committee Chair Signature:	Date:												
Date Submitted to President:	Date Reviewed by Executive Council:												
Recommended for continuance as currently structured?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
Approved by the President													
Signature:	Date:												

This form is due annually and should be submitted to the President. The President will forward forms to the Office of Institutional Effectiveness and Quality.