



2024-2025

Committee Assignments

Statement on shared governance and the purpose of standing committees

It is the policy of Cisco College to provide opportunities for distinct and complementary roles in shared decision-making in order to implement the fundamental principles of shared governance. Cisco College employees have opportunities appropriate to their area and special expertise to participate in decisions through the following avenues:

- Standing Committees
- Standing Councils
- Organizational Structure and Processes
- Faculty/Professional Staff Senate

The President has established these standing committees to provide recommendations on delegated matters. The President has invited the Faculty/Professional Staff Senate to make recommendations on academic and professional matters relating to the best interest of the College. Employees are encouraged to utilize the committees and Senate to be active in and aware of College programs, services and processes, and to work collaboratively to communicate ideas that will maintain or improve the quality of those programs, services, and processes.

Committee Chair Duties

The chairperson of each committee is responsible for the following general duties:

Hold an organizational meeting for the membership to review the committee purpose, responsibilities, and previous year's end-of-year report. End-of-Year reports are available on the [Institutional Effectiveness webpage](#).

Schedule and convene meetings.

Distribute meeting agendas.

Ensure minutes are recorded, approved by the membership, and signed by the recorder and chair. Minutes are important for the administration and future members to understand a committee's recommendations and processes.

Complete the End-of-Year report by the May 31. EOY report forms are available on the [Current Employees webpage](#). Meeting agendas and minutes should be attached to the EOY report.

A chairperson that would like assistance identifying committee goals, topics, and/or activities for the year should schedule a planning meeting with the Director of Institutional Effectiveness as early in the Fall semester as possible. Chairpersons may contact the Director for additional assistance any time during the year.

If a committee requires additional chairperson duties, those duties are included on the committee page.

Committees are encouraged to recommend a list of committee-specific chairperson duties for inclusion in the committee list. Recommendations should be communicated in the End-of-Year report.

Committee Schedule

Fall semester:

Chair attends chairs' organizational meeting held by Dean of Instruction or VPI during kick off week.

Identify committee assignment(s).

Consult with Director of IE as necessary.

Convene organizational meeting to identify committee goals, topics, and/or activities.

Convene additional Fall meeting(s) as necessary to complete committee work.

Spring semester:

Convene Spring meeting(s) as necessary to complete committee work.

Complete End-of-Year Report including agendas and minutes.

Submit End-of-Year Report by May 31.

Administrative Leadership Council

Purpose/Responsibilities	<i>Purpose:</i>
Chair:	
Members:	
Ex officio:	

Admissions, Registration and Financial Aid Committee-Abilene

Purpose/Responsibilities	<i>Purpose:</i>
Abilene Chair: Members:	

AWARDS COMMITTEE

Purpose/Responsibilities	<p><i>Purpose:</i> The purpose of the Awards committee is to ensure that the President’s Outstanding Student Awards and the Outstanding Faculty Awards are annual, ongoing, faculty-driven processes that celebrate the work, contributions, and success of high-performing faculty and students.</p> <p><i>Duties:</i> To organize and coordinate banquets on both campuses, and to manage the process to select and award nominees. Will coordinate with campus administration as necessary.</p>
Chair:	Staci Shupe (24 Chair)
Members:	<ol style="list-style-type: none"> 1. Amy Cohen (24) 2. Kyle Smith (24) 3. Jodi Frizzell (24) 4. Bethany Jacobs (24) <p>Membership Make-up: Faculty – Abilene Faculty – Abilene Faculty - Cisco Faculty - Cisco</p>
Ex officio:	Executive Administrative Assistant for the President, Sydni Rabb Executive 2.

Campus Activities Committee-Cisco

Purpose/Responsibilities	<i>Purpose</i> <i>Responsibilities</i>
Cisco Chair:	

Members:

	<p><i>Special Conditions:</i></p> <p><i>Curriculum Committee Guidelines & Forms should be reviewed by the committee at the start of each year.</i></p>
Chair:	

Dual Credit Committee

Purpose/Responsibilities *Purpose:*

Faculty Senate

Chair:	
Members:	

Food/Student Need Committee-Abilene

Purpose/Responsibilities	<i>Purpose</i> <i>Responsibilities</i>
Abilene Chair:	
Members:	
Ex officio:	

Institutional Effectiveness COMMITTEE (Postponing This Committee for review by IR)

Purpose/Responsibilities	<i>Purpose and Responsibilities:</i>
Chair:	
Members:	

Library & Learning Resources Committee

Purpose/Responsibilities *Purpose*

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Pathway Advising Representatives & Advisory Committee (Postponing Implementation)

Purpose/Responsibilities *Purpose:*

Responsibilities

PTK / Blue Jackets Sponsors & Advisory Committee

Purpose/Responsibilities *Purpose and Responsibilities:*

Quality Enhancement Plan (QEP) Committee

QEP Committee will be frozen through the 5th year reaffirmation reporting process.

Purpose/Responsibilities *Purpose and Responsibilities*

Safety Committee Abilene

Purpose/Responsibilities	<i>Purpose:</i>
Abilene Chair:	
Members:	
Ex officio:	

Safety Committee—Cisco

Purpose/Responsibilities	<i>Purpose:</i>
Cisco Chair:	
Members:	
Ex officio:	

Social Media Committee

Purpose/Responsibilities *Purpose:*

Responsibilities



Student Success Committee (Waiting Until 2025)

Purpose/Responsibilities *Purpose:*