

**COUNCIL ON
EXCELLENCE
PROCEDURES
MANUAL**

**Collin County Community College District
(Revised January 2004)**

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Purpose

The Council on Excellence is a group of elected full-time faculty with responsibilities to:

- a) serve as a peer-review body for multi-year contract applications of full-time faculty;
- b) provide input to the vice presidents, president and Board of Trustees on the applications for multi-year contracts;
- c) oversee the distribution of professional development and travel funds for full-time faculty; and
- d) conduct the annual Outstanding Faculty and Piper Professor Selection processes.

An Excellent Faculty Member

1. **An excellent faculty member** is expected to teach, to help students, to perform services to the college, to develop professionally, and to perform his/her duties in a timely and professional manner.
2. **Teaching is the principal task.** An excellent faculty member facilitates learning. He or she is competent at passing along to the student the fundamental body of knowledge of his or her discipline and also the ability to apply that knowledge. He or she stimulates and challenges the students to exploit and expand their intellect, to critique and build upon this body of knowledge. He or she responds to the differing educational requirements of the students. He or she employs current materials, innovative methods, and effective evaluation techniques.
3. **Helping students is a second important task.** An excellent faculty member provides advice to students about career and curriculum options. He or she strives to expand a student's capability to be successful in college, in a career, and in life in general. He or she helps a student with academic problems and directs the student to competent help for both the more difficult education problem and any non-education problem. He or she is available to and approachable by the students in his or her class.
4. **Professional development is a third important task.** An excellent faculty member is expected to remain current and competent in his or her discipline. He or she creates an on-going program of self-development and then implements the program, in accordance with his or her unique needs and personality, as well as the availability of opportunities: formal research and publication, presentations before professional societies or other meetings, work in the field, vigilant and continuous monitoring of advances in the discipline, active review of academic and contemporary literature on the growth and application of his or her discipline, workshop activity and conference attendance, holding or aspiring to office in professional associates or in the community, and academic career advancement through course work progressing toward a terminal degree.
5. **College service is a fourth important task.** An excellent faculty member actively and productively participates in college-wide, division, and department councils, task forces, and committees and performs other service activities designed to further the accomplishment of the college's mission. He or she represents the college in the community served by the college district and engages in development groups, and in response to the needs of individuals.

COUNCIL ON EXCELLENCE MEMBER ELECTION PROCEDURES

1. Eligibility

All full-time faculty members are eligible to be elected to the Council, with the following expectation: If a faculty member has served two consecutive two-year terms, he or she will be ineligible for election for one year.

2. Apportionment

Each year, the Council will decide how many members it will have for the following year. The minimum number is 12 and the maximum number is 15. Once the Council decides the number of members it will have for the following year, the Council will apportion the membership to the divisions based on the number of full-time faculty in each division. Each division must have at least one member.

3. Setting Up the Election

Before March 15, the Secretary will draw up a list of current members as follows:

- a. Those who are completing two consecutive two-year terms. They will be ineligible for election.
- b. Those who are completing the second year of their first two-year term. Their seat will be open for election. They are eligible for re-election.
- c. Those who are completing the first year of a two-year term. Their seat will not be open for election.

4. By March 15, the Chair will send a letter to all eligible faculty members to announce the coming election, to outline the duties of a Council member, and to give faculty members the option to remove their names from the ballot if they choose not to be members of the Council. The deadline for reply is March 30.
5. By April 1, the Secretary will send a ballot to all faculty members. The ballots will list by division the eligible candidates who wish to be considered for election. Also, the number of open seats in each division will be identified. All ballots returned to the Secretary by April 15 will be valid. The Chair will appoint members to count the votes. New members will be elected by plurality vote. If a runoff is needed, the Secretary will send a special runoff ballot to all faculty members. All runoff ballots returned to the Secretary by April 25 will be valid.
6. If a member resigns, he/she will be replaced for the remainder of the member's term, by the runner up to the elected member who resigns. If an elected member goes on sabbatical, takes a leave of absence, or is unable to serve for a semester, then that member will be replaced for the semester by the runner-up to the absent member's place.

COUNCIL ON EXCELLENCE OFFICER ELECTION PROCEDURES

1. Newly elected members will be invited to the May meeting of the Council and will participate in the election of Council Officers for the following year. The outgoing Chair will preside over the election of officers.
2. The Chair for the following year will be nominated and elected by those persons who will be Council members in the following year. Only those members who have served at least one year on the Council will be eligible for election to the Chair. The Chair will be elected by a simple majority vote. The newly elected Chair assumes their responsibilities at that time. The out-going Chair will work with the newly elected Chair until the end of the semester to ensure a smooth transition.
3. A secretary and an accountant will also be elected by the new membership. Any person who will be a Council member in the following year is eligible for these offices. These offices will be elected by a simple majority vote.
4. The Chair receives a twenty percent (20%) release/reassignment (generally equivalent to a one-course reduction in his/her teaching load). The Council on Excellence arranges for the funding of this course release/reassignment.

COUNCIL ON EXCELLENCE GENERAL PROCEDURES

1. Delegation of Authority:

Any activity or responsibility specifically assigned to an officer may be delegated to another officer or member of the Council with approval by the Chair.

2. Amendments:

Amendments to the Procedures Manual take effect upon passage unless they involve qualifications for multi-year contracts, outstanding faculty nominees, or Piper nominees, in which case they will take effect starting in the next fall semester. Such changes will first be communicated to the faculty.

COUNCIL ON EXCELLENCE FUNDS

1. Authorized Purpose(s):

Any full-time faculty member may request funds from the Council on Excellence for one or more of the following purposes:

- a. Professional travel – **Deadline for submission is August 1.***
- b. Presentation of papers
- c. Participation in professional activities
- d. Project(s) to improve teaching and learning – **Deadline for Proposal is May 1.**
- e. Other activities designed to promote classroom excellence.

Note: *New and temporary full-time faculty should pursue resources from the Dean or the appropriate Vice President.

2. Allocation of Funds:

The Council allocates its budget into the following three categories: a) Excellence in the Classroom (includes Travel and Presentations), b) Project Funds, and c) Awards.

- a. Funds for the Excellence in the Classroom category are distributed to requesting faculty members to travel to attend and/or make presentation(s) at professional conferences and workshops, up to the annual maximum allocated for any faculty member in this category.
 - (1) When the funds in this category are fully committed, no more requests can be funded without an approved budget revision.
 - (2) A faculty member may submit several requests for funds from the Excellence category. Each will be considered. Approved requests will be funded in the order received until the individual's upper limit is reached.
 - (3) In order to qualify to receive funds beyond the normal maximum allocated for an individual faculty member, the faculty member must include with the request a copy of the invitation or program that documents active and invited participation in a professional activity.
- b. Faculty members may also request funds in the Project Funds category for professional activities related to improving teaching and learning. When Project Funds are fully committed, no further projects can be considered without an approved budget revision.
- c. Additional COE budget dollars are held in reserve to fund the annual Faculty Awards program.

3. Requesting Funds:

To request funds, a faculty member must:

- a. Fill out a "Request for Funding" form (make a copy of the attached form.)
- b. If travel is involved, also fill out a "Professional Leave and Travel" form (available in each division office.)

- c. Both forms must be signed by the faculty member and the appropriate Dean in advance of the requested travel.
- d. Send this package to the Council Accountant. **Deadline for submission is August 1.**

The Council Accountant either approves the request or brings the matter before the Council on Excellence for consideration. The Council Accountant photocopies the request and the justification form and records both the requested amount and the approved amount. The Council Accountant sends the form to the next level, the Vice President. The Council Accountant verifies that the approved amount (combined with previous requests) does not exceed the allocation for each faculty member.

4. Receiving Payment:

The faculty member must:

- a. Follow procedures and guidelines outlined in the *Business Procedures Quick Reference Guide*, available on the district's Intranet site at: <http://intranet.ccccd.edu/quickreference/HomeFrame.htm>. Each Division's Administrative Assistant and Assistant to the Dean can help.
- b. Following completion of approved travel, submit the properly filled out forms and receipts to the Business Office (via the Administrative Assistant if this is a Division requirement) within ten (10) days of completion of travel. The *Professional Leave and Travel Form* must be signed by the faculty member and the appropriate Dean after the travel is completed.
- c. If prepayment is desired, follow the procedures outlined in the *Business Procedures Manual Quick Reference Guide*.
- d. For other expenditures, also follow these *Business Procedures* to:
 - (1) Obtain and complete the proper Request for Purchase forms.
 - (2) The Council Accountant will enter the appropriate budget codes on these forms and initiate the process of purchase.
- e. When payment is received from the Business Office, (or otherwise know the amount of the Council funds expended), report that amount to the Council Accountant.
- f. If a previously approved activity for which funds were committed is cancelled, notify the Council Accountant and the Dean in writing/email.

5. Reports:

The Council Accountant tracks all requests for funding and develops a report for periodic review by the Council. A copy of this report is available to the Vice President of Academic Affairs and the Executive Vice President.

6. Budget Creation:

The Council participates in the CCCCD budget process. The Chair and the Council Accountant coordinate with the Vice President of Academic Affairs and Executive Vice President early in the budget cycle to create a budget for the coming academic year and then to jointly present the request during budget hearings each spring.

FACULTY PROFESSIONAL DEVELOPMENT AND TRAVEL REIMBURSEMENT PROCEDURES

Prior to travel:

All requests for travel funding should address the following questions:

What other professional development activities exist for your field? Why is this, the best one? For international activities, what similar professional development opportunities exist in the United States? What is the most economical form of transportation?

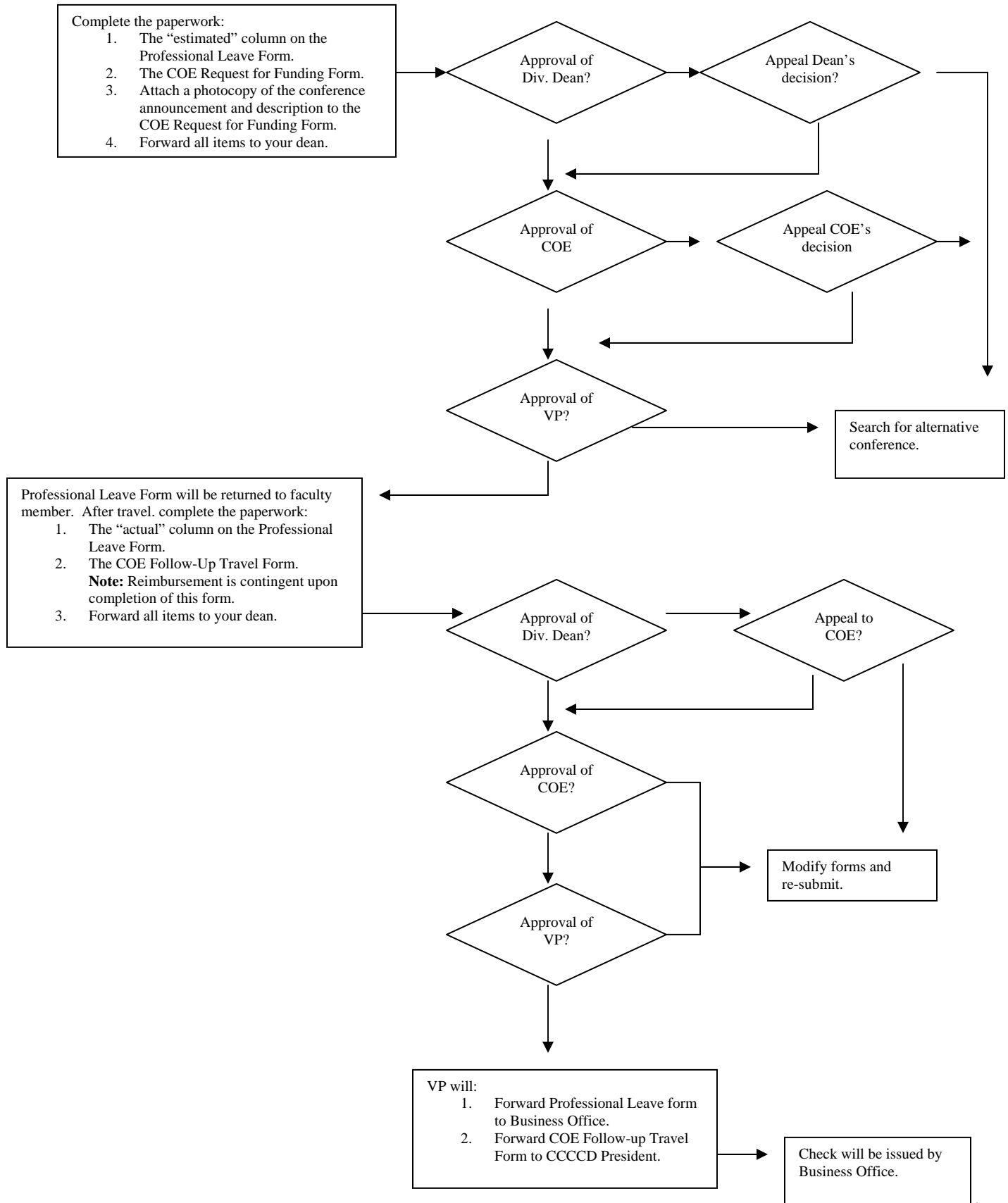
- Complete the “ESTIMATED” column on the *Professional Leave Form*.
- Complete the *COE Request for Funding Form* (see page 17.)
- Attach a photocopy of the conference announcement and description to the *COE Request for Funding Form*.
- Send both forms, with the photocopy, to the Division Dean for his/her signature-of-approval on each form.
- Appeals are to be submitted in writing to the next administrative level, with the appropriate Vice President as the final level of appeal.
- Send both forms, with the photocopy, to the Council Accountant. COE will retain the *COE Request for Funding Form* and forward the *Professional Leave and Travel Form* to the appropriate Vice President for approval.
- The appropriate Vice President will forward the *Professional Leave and Travel Form* to the Business Office for prepayment authorization and signature, as appropriate.
- The approved *Professional Leave and Travel Form* will be returned to the faculty member to hold until the travel has been completed.

After travel is completed:

- Complete the “ACTUAL” column on the *Professional Leave and Travel Form*.
- Complete the *COE Follow-up Travel Form* (see page 18.)
 - **NOTE:** Reimbursement is contingent upon completion of this form.
- Send both forms to the appropriate Division Dean for his/her signature-of-approval on each form.
- Send both forms to the Council Accountant. The *Professional Leave and Travel Form* and the *COE Follow-up Travel Form* will be forwarded to the appropriate Vice President.
- If approved, the appropriate Vice President will forward the *Professional Leave and Travel Form* to the Business Office and forward the *COE Follow-up Travel Form* to the President.
- A check will be issued by the Business Office.

Note: The above procedures are diagrammed in the flow chart on the following page.

FACULTY PROFESSIONAL DEVELOPMENT AND TRAVEL REIMBURSEMENT FLOWCHART



COUNCIL ON EXCELLENCE PROJECT PROPOSALS

Funding Criteria:

The Council on Excellence will help fund projects proposed by the teaching faculty that will help the faculty member enhance his/her own abilities as a teacher and that will help the faculty member achieve excellence in the classroom. The purpose of Project Funding is to encourage research and teaching innovations not typically funded by the division.

Projects most likely to be funded include the following:

- research projects
- the design and plan for implementation of a new or experimental method of presenting information in the classroom
- development of an innovative teaching methodology that will be made available to other faculty via professional development workshops
- development of resources significant to innovation in education, i.e., student placement opportunities in the international community, community service-learning options, etc.

Projects that will not be funded include the following:

- software, classroom hardware, supplies, or capital equipment
- part of the faculty member's regular duties
- division-mandated lab components

Funding Rules:

A "Request for Funding" Project Form (see page 19) shall be filled out, giving the details of the project, itemizing all funds needed, and specifying the amount requested from the Council on Excellence. Maximum funding shall be limited to \$2,000, which may include funding for reassignment (release) time at the associate pay rate and be limited to a maximum of twenty percent (20%) or one three-semester-hour course. If funding for reassignment time is requested, the applicant must state and justify the proposed time to be spent on the project.

Funding is dependent on the proposed project actually going forward; therefore, if the project is dependent on other sources of funds or other approval, those funds or approvals must be secured. If the project is redefined due to a lack of other funds, etc., the redefined project must be resubmitted to the Council on Excellence.

Following completion of the project, the faculty member must submit a written report to the Council on Excellence Chair and present an oral summary of the project results to the Council.

NOTE: <i>The deadline for receipt of Request for Funding Project forms is May 1.</i>

COUNCIL ON EXCELLENCE

MULTI-YEAR CONTRACT PROCEDURES

1. Eligibility:

- a. **Three-year contract:** A faculty member is eligible to be considered for a three-year term contract during his/her third consecutive, regular one-year full-time contract, upon submission to the appropriate Dean of a self-evaluation/application for multi-year contract.
- b. **Four-year contract:** A faculty member is eligible to be considered for a four-year term contract during the third year of a previously awarded three-year contract, upon submission to the appropriate Dean of a self-evaluation/application for multi-year contract
- c. **Five-year contract:** A faculty member is eligible to be considered for a five-year term contract during the fourth year of a previously awarded fourth-year contract, upon submission to the appropriate Dean of a self-evaluation/application for multi-year contract
- d. **Subsequent Five-year contract:** A faculty member is eligible to be considered for a subsequent five-year term contract during the fifth year of a previously awarded five-year contract, upon submission to the appropriate Dean of a self-evaluation/application for multi-year contract
- e. **Other:** A faculty member on a one-year contract following a denied multi-year contract is eligible to reapply for that multi-year contract the next year.
- f. **Final determination:** The Human Resources Office makes the final determination of whether or not a faculty member meets the service and contract requirements to apply, and be considered, for a multi-year contract, as outlined above.

2. Assembly of Records:

- a. **By August 20,** the Council will provide each eligible faculty member a Self-Evaluation Form (see page 20) and Board Report Form (see page 26) and instructions on how to complete and submit them for consideration.
- b. **By August 20,** the Council will provide to the Dean a list of faculty eligible to apply for a multi-year contract.
- c. **By October 15,** the faculty member must submit the completed Self-Evaluation Form to the Division Dean.
- d. **By October 20,** the Dean will complete and forward all required documentation (including annual Faculty Performance Appraisal forms with the Dean's recommendation regarding a multi-year contract and Student Surveys of Instruction) to the Human Resources Office.
- e. **By November 1,** the Human Resources Office will have the multi-year contract application packets organized, audited, and available for review by the Council.

3. Procedures used by the Council:

- a. At the October meeting, the Council will discuss and agree on the standards and format for ensuring consistent evaluation, considering the criteria outlined in "An Excellent Faculty Member" (See page 4).
- b. In closed session, the Council will review the records for each eligible candidate. Once review has commenced, a quorum need not be present to conduct the review

- at the Chair's call. The Chair will prepare report cards to be used by the reviewer to report his/her findings.
- c. The records of each candidate will be separately, privately reviewed by a minimum of three Council members, selected by the Chair, usually on a random basis. However, reviewers shall not examine the records of a member of his/her own division in the initial phase. The review will be based on the available documentation.
 - d. Upon completion of the review, each reviewer will indicate which one of the two categories on the report card is applicable:
 - (1) **Request discussion:** The reviewer identified evidence of questionable or inadequate performance or other failure to fulfill what is expected of a successful candidate.
 - (2) **Concur for the appropriate multi-year contract:** The reviewer is satisfied that the records show fulfillment of what is expected of "An Excellent Faculty Member."
 - e. After the records of all candidates are reviewed by at least three members of the Council, the Chair will close the review.
 - f. Candidates for which no further discussion is requested will be recommended for the appropriate multi-year contract.
 - g. If a candidate has received a "request discussion" report, the file will be reviewed and discussed by the entire Council. The reviewer(s) who requested discussion states his/her concern(s). When the Chair determines that discussion is complete, a secret ballot of Council members will be held; members will vote "yes" to favor recommendation and "no" to deny recommendation for the appropriate multi-year contract. A majority of those members present and voting is required to withhold a recommendation for a multi-year contract. The Chair will vote only to break a tie.
 - h. If available documentation is insufficient to make a decision, the Council may abstain and so indicate.

4. Reporting the Results:

The Chair will report the results of this process to the respective Vice President (Vice President of Academic Affairs or Executive Vice President) and to the President. The reason(s) for non-recommendation of a candidate for a multi-year contract will be included in the report along with any reasons for disagreement with a dean's multi-year contract recommendation. All information related to the process and the resulting recommendation will be treated as confidential by Council members. Official notification to the faculty members regarding the status of multi-year contracts will come from Human Resources in writing, following the action taken by the Board of Trustees.

COUNCIL ON EXCELLENCE OUTSTANDING FACULTY SELECTION PROCESS

1. An outstanding faculty member in each division will be selected by faculty members of that division. The outstanding faculty member selected in each division automatically becomes a nominee for the annual CCCCDC outstanding faculty member award and becomes eligible for consideration in the selection of the Piper Professor. The attributes listed for Piper Professor, therefore, apply to this selection process. These will be listed on the ballots:
 - Classroom performance
 - Innovations in teaching
 - Respect of students
 - Respect for students
 - Respect of colleagues
 - Involvement in department and division activities
 - Involvement in college-wide activities
 - Professional or college involvement in the community
2. Each faculty member will receive a ballot from the Council listing all eligible members. Each faculty member nominates three (3) faculty members from his or her division. The ballot is placed inside the small envelope, which is then placed inside the larger pre-addressed envelope. The faculty member signs his or her name on the larger envelope and returns it to the Council via campus mail.
3. For faculty members in areas with few faculty members, they will be assigned to an existing division for the purpose of this process.
4. A ballot is valid and will be counted if all of the following conditions are met:
 - a. no more than three (3) names are marked,
 - b. the ballot is placed inside the smaller envelope and sealed,
 - c. the voter signs the larger envelope, and
 - d. the ballot is received by the Council before the deadline.
5. The winner needs a plurality of the votes. If there is a tie, a run-off election will be held. The procedure and rules listed in the paragraphs above apply for a run-off election.
6. The results of this selection process are reported by the Council to the Vice President of Academic Affairs and Executive Vice President, who will publicly announce the divisions' Outstanding Faculty Members.

COUNCIL ON EXCELLENCE PIPER SELECTION PROCESS

1. The recommendation committee to select the CCCC Outstanding Faculty Member and Piper Nominee is comprised of the previous year's division winners, the previous state Piper winners (if they choose to participate), and members of the Council appointed by the Chair, if needed to attain a committee membership of at least eight. The selection committee chair is appointed by the Council on Excellence Chair.
2. The candidates from whom this selection is to be made are the winners for Outstanding Faculty Member in each division, who have been elected by their peers through secret ballot.
3. Review, Selection and Announcement Process:

Step 1: The committee chair will notify the division winners of the criteria the committee will use for the selection of the Piper nominee, and request data from each candidate to aid in the selection process.

Step 2: The committee chair will assign two members of the committee to each category, excluding the interview, to conduct an objective, weighted evaluation. The categories (and their relative weights) include:

- a) essay on "Why I am teaching." (20%)
- b) a classroom observation (25%)
- c) an interview (20%)*
- d) professional development (20%)
- e) and student evaluations (15%)

**Note: All committee members participate in the interview category.*

Step 3: The committee chair will schedule classroom observations and personal interviews.

Step 4: The committee chair will assign a team of committee members to tally the results. The nominee is selected based on the highest overall performance on the pre-established criteria.

Step 5: The committee chair notifies the President and the appropriate Vice Presidents of the committee's decision.

Step 6: The VPAA notifies the candidates, simultaneously, of the committee's decision.

**COUNCIL ON EXCELLENCE
REQUEST FOR PROFESSIONAL
DEVELOPMENT/TRAVEL FUNDING**

NAME _____

DIVISION _____

START DATE _____ ENDING DATE _____

TOTAL PROJECTED COSTS \$ _____

AMOUNT REQUESTED FROM THE

COUNCIL ON EXCELLENCE \$ _____

- **FOR TRAVEL, submit:** the destination, the activity and its applicability to classroom excellence; conference, institution, business, or person(s) to be visited and a "Professional Leave and Travel Request" form.
- **For a PROFESSIONAL ACTIVITY, submit:** documentation of participation and the invitation. **Deadline for submission is August 1.***

***NOTE:** New and temporary full-time faculty members seeking travel funds should apply through the appropriate Division Dean or Vice President.

Signature of Requestor

Signature of Dean

Date

Date

**COUNCIL ON EXCELLENCE
FOLLOW-UP SUMMARY
PROFESSIONAL DEVELOPMENT/TRAVEL FUNDING**

NAME _____

DIVISION _____ CAMPUS _____

TOTAL ACTUAL COSTS \$ _____

BENEFITS: Describe below how this professional development activity and/or travel experience has benefited you, your students and CCCC.

**COUNCIL ON EXCELLENCE
REQUEST FOR PROJECT FUNDING**

NAME _____

DIVISION _____ CAMPUS _____

START DATE _____ ENDING DATE _____

TOTAL PROJECTED COSTS \$ _____

AMOUNT REQUESTED FROM THE

COUNCIL ON EXCELLENCE \$ _____

FOR A PROJECT: state the purpose, plan, methodology, procedure, desired outcome, purchase requirements, and actual time to be spent on the project, etc.

Deadline for proposal is May 1.

Signature of Requestor

Date

Project Rationale: I have read the proposal and confirm that the faculty member's proposal does not fall within division responsibilities, because _____

Signature of Dean

Date

FACULTY SELF-EVALUATION AND APPLICATION FOR MULTI-YEAR CONTRACT FORM

Name _____ Division _____

- ☐ **Candidate for a 3-year contract**
Beginning in August 20__ and ending May 20__
- ☐ **Candidate for a 4-year contract**
Beginning in August 20__ and ending in May 20__
- ☐ **Candidate for a 5-year contract**
Beginning in August 20__ and ending in May 20__
- ☐ **Candidate for a subsequent 5-year contract**
Beginning in August 20__ and ending in May 20__

Authorization: I authorize the Council on Excellence to obtain the Student Survey of Instruction forms, class visit forms and the dean's annual faculty performance appraisals and multi-year contract recommendation, and the Board Report form, to be used in confidence by the Council for the purpose of determining its recommendation for a multi-year contract. Upon completion of this process, the annual faculty performance appraisal form(s) will be returned to my personnel file and all other records considered in the multi-year contract process will be archived by Human Resources, in compliance with the district's records retention plan.

Faculty Member's Signature

Date

I. TEACHING

A.

Semester/Year	Courses Taught	Number of Sections

B.

Current Semester	Courses Taught	Number of Sections

C. List courses and programs developed.

D. List other projects or innovations related to teaching.

II. STUDENTS

A. Describe your advising activities.

B. Describe any other student-related activities.

III. PROFESSIONAL DEVELOPMENT AND ACTIVITIES

A. List professional activities

1. Conferences/Workshops attended/conducted

2. Papers presented/published/submitted for publication

3. Offices held/campaigned for in professional associations

B. Coursework completed/in progress

C. List what you have done to remain current in your discipline

IV. COLLEGE SERVICE

A. List college-related activities in which you have participated (including task force assignments.)

1. College-Wide:

2. Division/Department:

3. Other College/Division/Department contributions:

B. List professionally-related community activities in which you have participated.

V. OTHER

List other professional contributions or job-related items of importance, which do not belong in the previous categories.

BOARD REPORT

__ Year Contract for _____

At CCCCD since _____

- **Education:** (List all degrees beginning with the highest)

Institution	Degree	Major

- **Most Relevant Prior Work Experience:** (List two most relevant positions prior to CCCCD)

Job Title	Organization Name	Dates of Employment

- **Professional Development and Activities:**

(Summarize information from application to Council on Excellence)

- **College Service:**

(Summarize information from application to Council on Excellence)

COUNCIL ON EXCELLENCE
2003-2004 MEMBERSHIP

Communications and Humanities

Gordon O'Neal (year 1, 1 st term)	CPC	6841
Joanne Stevens (year 2, 1 st term)	SCC	5129

Mathematics and Natural Science

Denise Brown (year 2, 1 st term)	SCC	5886
Amina El-Ashmawy (year 1, 2 nd term)	SCC	5961

Social Sciences, Health and Public Services

Linda Keith (year 1, 1 st term)	SCC	5984
Loren Miller (year 2, 1 st term)	SCC	5895
Sam Tullock (year 2, 2 nd term)	SCC	5737

Developmental Education

Peggy Breedlove (year 2, 1 st term)	SCC	5703
Linda Conry (year 2, 1 st term)	SCC	5915

Physical Education, Athletics and Wellness

Linda Adams (year 1, 1 st term)	SCC	5777
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Business and Computer Science

Peter Huey (year 2, 1 st term)	CPC	1703
Mary Milford (year 1, 1 st term)	CYC	3709

Fine Arts

Byrd Williams (year 2, 1 st term)	SCC	5727
Betty Siber (year 1, 1 st term)	SCC	5158

Engineering Technology

Tom Mobley	PRC	1675
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OFFICERS

Chair	Amina El-Ashmawy	SCC	5961
Accountant	Denise Brown	SCC	5886
Secretary	Loren Miller	SCC	5895