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ORGANIZATION OF THE COLLEGE

STATE LEVEL ADMINISTRATION

Florida Education Governance Reorganization

Under Florida Law, the State Board of Education is charged with oversight of the K-12 educational system and the Florida College System created under 1001.60 F.S. The Florida College System consists of public postsecondary educational institutions identified in 1000.21(3) F.S. that grant two-year and four-year academic degrees as provided by law. Institutions in the Florida College System are prohibited from offering graduate degree programs. The State Board of Education appoints a Commissioner of Education who, in turn, appoints a Chancellor of Community Colleges and a Chancellor of Workforce Education.

The Florida Board of Governor's is responsible for governance of the State University System. The Board of Governors appoints a Chancellor for the state university system.

LOCAL ADMINISTRATION

District Board of Trustees

The governing body of Seminole State College is the five-member District Board of Trustees. Each member is appointed by the governor, approved by the State Board of Education, and confirmed by the Senate. A board member may take office upon approval by the State Board of Education, and may serve until the Senate confirms the appointment in its next regular session. If the appointee is not confirmed, another person may then fill the board seat for the balance of the term. Board members serve a term of four years and may be reappointed. A term expires on May 31, or as soon thereafter as a successor becomes qualified.

The regularly scheduled meetings of the Board are posted on the District Board of Trustees Web page on the Seminole State Web site: http://www.seminolestate.edu/about/board/ By law, the Board must take action only at open, public meetings based upon a formal agenda that has been advertised and made available to the public in advance. The Board agenda is posted on the bulletin board outside of the Board Room and on the Web page noted above, for a week prior to the scheduled meeting.

Board agenda items related to instructional matters are submitted to the Vice President, Educational Programs/CLO by a dean or by the Director of
Educational Services. Faculty can discuss possible agenda items with the Vice President, Educational Programs/CLO or a dean.

Executive Team

The Executive Team at Seminole State is comprised of the President, Assistant to the President for Diversity & Equity, Associate Vice President College Relations & Marketing, the Vice President, Educational Programs/CLO, the Vice President, Administrative Services/CFO, the Vice President, Information Technology Resources/CIO, the Vice President, Student Success/CSAO and the Vice President, Institutional Advancement.

Educational Programs Learning Leadership Team

Chaired by the Vice President, Educational Programs/CLO, the management team includes, Dean of Career and Technical Education, Dean of Arts and Sciences, Dean of Economic Development & Employer Services, Dean of Adult Education, Dean of Planning, Assessment, and Quality Enhancement, Campus Deans from Oviedo and Altamonte, and Faculty Senate President.

Department Chairs (Seminole State Procedure 2.2400)

Faculty members are appointed to serve as department chairs each year. Using a process that allows for faculty participation, each instructional dean during February recommends faculty members for appointment as department chairs. The Vice President, Educational Programs/CLO reviews the recommendations with the dean and submits the list of names to the Director of Human Resources Development & Employee Relations for approval by the District Board of Trustees at the March meeting.

Department chairs are appointed to serve from July 1 - June 30. They receive twelve-month contracts, accrue annual and sick leave, and retain tenure in accordance with College policy. Department chairs are given release time from some teaching. Chairs receive a monthly salary supplement.

REGIONAL ADMINISTRATION

SACS

Seminole State College is a member of the public Florida College System, supported by the State of Florida, and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at
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FACULTY SENATE (Seminole State Policy 1.100)

The Faculty Senate represents Seminole State College’s full-time and adjunct faculty. The Senate provides recommendations to Seminole State administration on issues of importance including faculty load, salary and contract concerns, and other general issues of college planning, from proposed reorganizations to conversions to new computer systems. Members are involved in campus-wide committees as faculty representatives.

Senate members serve a two-year term and may be re-elected for additional terms. Each department or instructional area elects a representative in the odd numbered years; members at large are nominated and elected by the entire full-time faculty in even numbered years. The monthly Senate meetings are open to all faculty. Faculty members are urged to communicate their concerns to Senate members or to request a hearing by the Senate. The Senate President speaks at the meetings of the Board of Trustees. To enhance communication further, the Senate President recommends a Senate member for each standing committee and often for ad hoc committees. Faculty Senate By-Laws are available from the Faculty Senate President.

STANDING COMMITTEES (Seminole State Procedure 1.0900)

Seminole State College is committed to utilizing a variety of institution-wide standing committees to support effective decision making within the college. These committees provide support for appropriate procedures for divisional and unit operations within the college and assist in the accomplishment of both long- and short-range goals of the college.

By March 1 of each year, the vice presidents will solicit from among the employees in their areas individual preferences in serving on standing institutional committees. The Committee to Appoint Committees (CTAC) will coordinate the Standing Committee process. By April 15 of each year, the CTAC will propose candidates for all committees, and submit them to the Executive Team for final review to help ensure diverse, inclusive, and equitable representation. The President will review the recommendations and resolve any questions regarding committee composition. By May 15 of each year, the President will notify all employees of committee appointments for the coming year.
Except where membership is permanently defined by job title, all faculty and staff members serve two (2) year terms that are staggered with appointments being made each year for the following two years. For purposes of committee assignment, the year begins on the first day of Term I and runs through the last day of Term III-B.

The standing committees at Seminole State College and their purpose statements, as stated in the Seminole State Procedures Manual, are listed below.

**Academic Policy and Procedure Committee** (Procedure 1.0900.2)

The purposes of the Academic Policy and Procedure Committee are to identify academic and student-related issues requiring clarification and definition; to study the issues and existing policies and procedures when applicable; to formulate or revise policies defining college philosophy with respect to academic and student issues; to write or revise procedures needed to implement policy and essential practices and to forward recommendation to the Executive Team through the appropriate vice president.

**Admissions and Graduation Committee** (Seminole State Procedure 1.0900.1)

The purpose of the committee is to provide institution-wide coordination of all admission policies and procedures. The committee shall evaluate and make recommendations regarding proposed changes or additions to institution and program (limited access) admission policies and procedures.

The committee also acts on student appeals not clearly defined by the admissions and graduation policies. Areas of consideration may include but are not limited to the following: readmission of academically dismissed students; problems faced by students with disabilities; admission of students into adult education; fulfillment of graduation requirements; and any perceived inequities by students associated with admissions or graduation.

**Curriculum Committee** (Seminole State Procedure 1.0900.5)

The purpose of the committee is to recommend changes to both existing curricula and courses, and the addition of new courses and curricula for Seminole State post secondary offerings. When necessary, the Committee also inactivates courses and programs that are no longer needed in the service area of the College. The committee provides for broad faculty participation in the review and development of curricula.
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**Equity Committee** (Seminole State Procedure 1.0900.8)

The purpose of the committee is to assist the Office of Equity in ensuring that all persons associated with Seminole State College (employees, students, vendors, or visitors) are afforded equal opportunity and equal access.

**Health, Safety and Security Committee** (Seminole State Procedure 1.0900.18)

The purpose of the Health, Safety and Security Committee is to advise and assist the college administration in risk mitigation pertaining to health, safety and security on the campuses. The Committee shall participate in the review of the college's State Requirements for Educational Facilities, Fire, Sanitation and Casualty Inspection Report, and Crime Statistics Report.

**Library Committee** (Seminole State Procedure 1.0900.10)

The purpose of the committee is to serve as a liaison between the library staff and users of library services. The committee assists the staff in expanding and updating the collections and services, and in promoting the integration of library resources into instruction.

**Petitions Committee** (Seminole State Procedure 1.0900.11)

The purpose of the committee is to consider written appeals concerning administrative record changes resulting in a refund based upon the following criteria: illness of self; death in the immediate family; involuntary call to active duty; or other emergency circumstances or extraordinary situations which are demonstrated through documentation that the circumstance or extraordinary situation is beyond the student's control, and prevents the student from attending class. The committee may consider any other matter in which the student is seeking an exception to college decisions, policies, and rules which do not fall under the purview of the Admissions and Graduation Committee.

**Planning and Budgeting** (Seminole State Procedure 1.0900.3)

The purpose of the Planning and Budgeting Committee is to develop, implement, evaluate, and refine systematic, integrated college-wide planning, budgeting and evaluation processes that support the following goal: Seminole State College will promote institutional effectiveness through the allocation of resources in a manner that is reflective of the College's strategic plan, mission, goals, and community needs.
Employee Benefits Committee (Seminole State Procedure 1.0900.14)

The purpose of the committee is to monitor the benefits offered by the college to its employees and to recommend modifications based on information obtained through ongoing analysis of employee needs and market conditions.

Student Financial Aid (Seminole State Procedure 1.0900.15)

The purposes of the committee are to recommend awards of those scholarships and fee waivers controlled by the institution, to review institutional financial aid policy, to hear student appeals regarding applications for financial aid, and financial aid standards of progress.

Technology Advisory Committee (Seminole State Procedure 1.0900.6)

The purpose of the Technology Advisory Committee is to serve in an advisory capacity in considering issues surrounding existing and emerging technologies, and the implications for teaching, learning, support services, and management. Its purpose is to ensure that IT initiatives are prioritized appropriately and that the respective needs of the various units have been considered. The Technology Committee will promote and actively oversee the creation of a technologically unified college.

Technology Enhanced Learning Committee (Seminole State Procedure 1.0900.9)

The purpose of the committee is to consider issues and make recommendations regarding issues surrounding existing and emerging technologies and the implications for teaching and learning.

OTHER COMMITTEES

Ad Hoc Committees

Faculty serve on Ad Hoc Committees to accomplish college goals. Ad hoc committees include short-term committees, such as search committees, or a task force designed to address an immediate college concern or issue.

Staff and Program Development Committee

The purpose of the committee is to enhance decision making in matters pertaining to the professional development of college personnel and the improvement of the college's program offerings. This elected committee is
responsible for reviewing funding requests, helping publicize program goals and benefits, making recommendations, and developing an Annual Program Plan which includes the process for administering the program and a guide for participants.