Operational Guidelines 2019-2020

Calendars, Committees, and Important Information for the Academic Year

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Operational Guidelines 2019-2020

Committees, Calendars, and Important Information for the Academic Year

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I. MISSION STATEMENT
Mission Statement and Strategic Goals

Delgado Community College Mission

Delgado Community College, a comprehensive community college, offers programs through the Associate degree. The College provides a learning-centered environment through face-to-face and distance education to prepare students from diverse backgrounds to attain their educational, career, and personal goals, to think critically, to demonstrate leadership and to be productive and responsible citizens.

Delgado Community College Vision

Delgado Community College is a diverse, dynamic, comprehensive community college committed to student success through innovative leadership, to excellence in teaching and learning, and to the cultural enrichment of the community it serves.

Delgado Community College Core Values

We, at Delgado Community College, value:

• The worth of each individual
• Lifelong learning and the pursuit of knowledge
• Excellence in teaching in an accessible learning centered environment
• Meeting the needs of a changing workforce
• The cultural diversity of our students, faculty, staff, and administration
• Public trust, and personal and professional integrity and accountability
• Our responsibility to community, state, nation, and world
STRATEGIC GOAL I: Student Success

Goal I-A Create a Culture of Completion

Objectives:
I-A.1 Reduce barriers to student access to lifelong learning
I-A.2 Increase opportunities for concurrent and dual enrollment
I-A.3 Utilize articulation agreements as recruiting tools
I-A.4 Promote lifelong learning and provide career advancement strategies for students
I-A.5 Identify and address barriers to student completion

Goal I-B Embrace Excellence in Teaching and Learning

Objectives:
I-B.1 Become a statewide leader in innovative developmental education
I-B.2 Enhance programs to ensure employability of graduates
I-B.3 Enhance programs to ensure meaningful transferability to four year institutions
I-B.4 Embrace innovative, data-driven instructional design in all educational programs
I-B.5 Ensure professional development opportunities align with strategic priorities
I-B.6 Expand professional development opportunities for faculty and staff
I-B.7 Continue to strengthen access to instructional technology in all learning

Goal I-C Ensure Student Success

Objectives:
I-C.1 Ensure that all members of the College community provide effective, quality services to our students
I-C.2 Expand advising resources to improve student access, persistence, and completion
I-C.3 Support the College’s Quality Enhancement Plan

STRATEGIC GOAL II: Community Engagement

Goal II-A Develop the Emerging Workforce

Objectives:
II-A.1 Be a driving force for economic and workforce development
II-A.2 Because the College is an integral part of the community, recognize and encourage employee involvement and participation in the region
II-A.3 Strengthen existing and develop new relationships between industry partners, academic programs, and workforce initiatives
II-A.4 Develop innovative ways to deliver training, certification and educational programs in high demand occupations
II-A.5 Expand capacity in programs that lead to high demand occupations

Goal II-B Create a Unified Vision
Objectives:

II-B.1 Craft a clear identity for the College and embed it within a comprehensive branding strategy
II-B.2 Highlight our institution’s successes to showcase progress and improvements
II-B.3 Develop a marketing and recruitment plan that includes a diverse group of both faculty and staff and develops rich relationships
II-B.4 Ensure facilities are safe and a good reflection of the College

STRATEGIC GOAL III: Organizational Effectiveness

Goal III-A  Embrace Cultural Transformation

Objectives:

III-A.1 Optimize employee engagement
III-A.2 Develop and institute communication channels to internal stakeholders, ensuring that all are aware of activities and updates
III-A.3 Create a positive, supportive work environment for all
III-A.4 Promote a culture of collaboration among all members of the Delgado family

Goal III-B  Ensure Transparency, Efficiency, and Accountability

Objectives:

III-B.1 Review programs and curricula to ensure relevancy and viability
III-B.2 Acquire and utilize a student advising tracking system and degree audit program
III-B.3 Engage in strategic budget planning to align activities with strategic priorities
III-B.4 Build an internal communications structure
III-B.5 Create a communications system that allows for deeper and more meaningful relationships with external partners

Goal III-C  Ensure a Sustainable College

Objectives:

III-C.1 Allocate financial resources to align activities with strategic priorities
III-C.2 Design and implement a systematic approach to grants development and management
III-C.3 Cultivate a financial aid process that reduces barriers to federal, state, and private student funding
III-C.4 Create and implement a targeted fund development plan
III-C.5 Develop and implement a capital campaign for the College
III-C.6 Building on the comprehensive facilities utilization plan, develop a proactive facilities maintenance schedule
III. COUNCILS
2019-2020 College and Campus Councils
Functions, Membership, and Meetings

FUNCTION OF COLLEGE AND CAMPUS COUNCILS

The College and Campus Councils are designed to ensure proper oversight of college activities; to anticipate problems and plan for desired changes; to make recommendations for the improvement of college/campus policies and procedures; and to provide an effective network for ensuring these directions are communicated to the operating units of the College.
B. COLLEGE COUNCILS
ACADEMIC AFFAIRS COUNCIL

Function of the Academic Affairs Council

The Academic Affairs Council is the primary planning and management group for the College. The Academic Affairs Council:

1. Provides academic leadership in all areas of the College;
2. Provides a forum for discussing academic issues or issues related to the academic programs of the College;
3. Develops and proposes academic policies for the College; and
4. Serves as an advisory group to the Vice Chancellor for Academic Affairs.

Membership

Chair: Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost

Members:
Peter Cho, Executive Dean, West Bank Campus
Maria Cisneros, College Registrar
Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
Emily Cosper, Dean, Communication
Tamika Duplessis, Executive Dean, Sidney Collier Site
Harold Gaspard, Dean, Allied Health
Michelle Greco, Director, Enrollment Management
Patrice Moore, Dean, Arts and Humanities
Karen Muhsin, Interim Dean, Business and Technology
Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing
Patricia Ross, Director, Research and Planning
Jeannie Samuel, Dean, Distance Learning and Instructional Technology
Jeffrey Smith, Dean, Science and Mathematics
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer
Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement
Hillary Williams, Jr., Director, Grant Development

Meetings

Meetings of the Academic Affairs Council are scheduled as needed by the Vice Chancellor for Academic Affairs.
ADMISSIONS COUNCIL

Function of the Admissions Council

The Admissions Council serves as a vehicle for deliberating and conveying decisions concerning implementation of policies and procedures regarding admission practices and special admission programs. The Council serves as an advisory group to the College Director of Admissions and Enrollment Services.

Membership

Chair: Traci Jones, Assistant Director of Admissions
Members:
- Koren Thornton, Administrative Supervisor, Charity School of Nursing
- Kiedra Williams, Director of Technical Programs, Technical Division
- Ana Wilson, International Student Advisor
  Dual Enrollment Advisor
  Admissions Coordinator

Meetings

The Admissions Council meets monthly with special meetings called by the Assistant Director of Admissions when required.
ADVISING COUNCIL

Function of the Advising Council

The Advising Council will work to institutionalize the *RIGHT Path* Initiative throughout the College. The Council makes recommendations to improve coordination of academic advising for new, transfer, returning, and continuing students. The Council reviews and approves revisions, as needed, to the policies and procedures related to academic advising.

Membership

**Co-Chairs:** Tania Carradine, Director, Testing
Chérié Kay LaRocca, Director, *RIGHT Path* Initiative and Academic Pathways
Jim Newchurch, Director, Advising / Project Director, Title III

**Members:** Maria Cisneros, College Registrar
Christine Foy, Academic Advisor, Arts & Humanities
Patrice Moore, Deans’ Council Representative
Traci Jones, Coordinator, Answer Center, City Park
Frank Payne, Academic Advisor, West Bank Campus
Monecia Moody, Academic Advisor, Technical Division
Academic Advisor, City Park Campus
Faculty Advisor Representative
Student Representative

Meetings

The Advising Council meets each semester with special meetings called by the Co-Chairs as needed.
BUSINESS AND ADMINISTRATIVE AFFAIRS COUNCIL

Function of the Business and Administrative Affairs Council

The Business and Administrative Affairs Council is the primary planning and management group for business and administrative affairs at the College. The Business and Administrative Affairs Council:

1. Provides business and administrative leadership in all areas of the College;
2. Provides a forum for discussing issues affecting the College’s business and administrative operations;
3. Develops and proposes business and administrative policies for the College; and
4. Serves as an advisory group to the Vice Chancellor for Business and Administrative Affairs.

Membership

Chair: Ronald Russo, Interim Vice Chancellor for Business and Administrative Affairs

Members:
- Henry Dean, Interim Director of Campus Police
- Karen Laiche, Policy/Accreditation Specialist
- Garnette Listi, Assistant Vice Chancellor/Controller
- Carla Major, Assistant Vice Chancellor for Human Resources and Professional Development
- James Royer, Assistant Vice Chancellor for Facilities and Planning
- Ronald Russo, Assistant Vice Chancellor for Financial Services

Meetings

Meetings of the Business and Administrative Affairs Council are scheduled as needed by the Vice Chancellor for Business and Administrative Affairs.
COLLEGE COUNCIL

Function of the College Council

The College Council is the primary planning and management group for Delgado Community College. The College Council:

1. Provides the leadership for developing college administrative policy;
2. Provides a forum for discussing college/campus/community relationships;
3. Ensures an understanding and clarification of LCTCS Board of Supervisors' policies; and
4. Serves as an advisory group to the Chancellor of the College.

Membership

Chair: Larissa Littleton-Steib, Chancellor

Staff Support: Monica Courtiade, Administrative Assistant V

Members: Yvette Alexis, Delgado Unclassified Professional Association
Peter Cho, Executive Dean, West Bank Campus
Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
Ranata Coxie, Delgado Classified Employees Association
Henry Dean, Interim Director of Campus Police
Tamika Duplessis, Executive Dean, Sidney Collier Site
Harold Gaspard, Chair, Deans’ Council
Elizabeth Shaye Hope, Delgado Faculty Senate President
Carla Major, Assistant Vice Chancellor for Human Resources and Professional Development
Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing
Patricia Ross, Director, Research and Planning
James Royer, Assistant Vice Chancellor for Facilities and Planning
Ronald Russo, Interim Vice Chancellor for Business and Administrative Affairs
Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer
Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement
Vanessa Williams, Interim Assistant Vice Chancellor/ Chief Information Officer
Student Government Association Representative

Meetings

The College Council meets the third Tuesday of each month at 10:00 a.m. and/or as needed by the Chancellor. Minutes of actions are recorded.
DEANS’ COUNCIL

Function of the Deans’ Council

The Deans’ Council is a college-wide planning and advisory group comprised of the Deans of all academic divisions across the College and all Campus/Site Executive Deans. The Deans’ Council:

1. In support of the one-college identity, provides a forum for Deans to address academic issues related to maintaining consistency in academic offerings, programs, policies, and practices across the College’s campuses;

2. Makes recommendations to the Academic Affairs Council related to academic policies and practices; and

3. Serves as an advisory group to the Academic Affairs Council on matters pertaining to the responsibilities and scope of the Deans.

Membership

Chair: Harold Gaspard, Dean, Allied Health

Members:

Peter Cho, Executive Dean, West Bank Campus
Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
Emily Cosper, Dean, Communication
Tamika Duplessis, Executive Dean, Sidney Collier Site
Harold Gaspard, Dean, Allied Health
Patrice Moore, Dean, Arts and Humanities
Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing
Karen Muhsin, Interim Dean, Business and Technology
Jeanne Samuel, Dean, Distance Learning and Instructional Technology
Jeffery Smith, Dean, Science and Mathematics
Timothy Stamm, Dean, Library Services/Executive Director of Curriculum and Program Development
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Meetings

Meetings of the Deans’ Council are scheduled as needed by the Chair.
DEPARTMENT CHAIR COUNCIL

Function of the Department Chair Council
The Department Chair Council is a college-wide planning and advisory group comprised of the Department Chairs of academic divisions across the College. The Department Chair Council:

1. In support of the one-college identity, provides a forum for Departments Chairs to address academic issues related to maintaining consistency in academic offerings, programs, policies, and practices across the College’s campuses;
2. Makes recommendations to the Deans’ Council related to academic policies and practices; and
3. Serves as an advisory group to the Deans’ Council on matters pertaining to the responsibilities and scope of the Department Chairs.

Membership

Co-Chairs: Patrick Conroy, Associate Professor, Business and Technology
Raymond Duplessis, Assistant Dean, Science and Mathematics

Ex-Officio: Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost

Members: Cristina Alvarado-Suarez, Instructor, Business and Technology
John Arbour, Instructor, Business and Technology
Barry Brantley, Professor, Business and Technology
Mary Barrow, Professor, Charity School of Nursing
Cheryl Brown, Professor, Business and Technology
Chiquilla Brown, Assistant Professor, Charity School of Nursing
Angela Camaille, Assistant Professor, Arts and Humanities
Marilyn Ciolino, Professor Business and Technology
Patrick Conroy, Associate Professor, Business and Technology
Donald Davenport, Associate Professor, Technical Division
Deondra Demolle, Assistant Professor, Science and Mathematics
Elizabeth Duett, Instructor, Business and Technology
Bridgette Dufrene, Assistant Professor, Charity School of Nursing
Raymond Duplessis, Assistant Dean, Science and Mathematics
Dorothy Smith-Elder, Assistant Professor, Charity School of Nursing
Janet Gauthier-Stephens, Assistant to the Dean, Allied Health
John Guess, Instructor, Business and Technology
Elizabeth Shaye Hope, Associate Professor, Communication
Sarah Inman, Associate Professor, Communication
Kenya Jackson, Assistant Professor, Arts and Humanities
Linda Kleffer, Professor, Arts and Humanities
Tracie King, Associate Professor, Business and Technology
Fran Langlow, Professor, Allied Health
Linda Launey, Executive Director Culinary Arts/Hospitality Management, Business and Technology
Monica Mankin, Assistant Professor, Communication
Alexander McMillen, Instructor, Business and Technology
Lisa Melson, Professor, Arts and Humanities
Jackson Moss, Associate Professor, Communication
Amanda Rosenzweig, Professor, Science & Mathematics
Vance Roux, Professor, Business and Technology
Raul Salas, Instructor, Charity School of Nursing
Michael Santos, Assistant Professor, Arts and Humanities
Barbara Thomas, Professor, Arts and Humanities
Darlene Williams, Director, Math Lab/ Assistant Professor, Science and Mathematics

Meetings
Meetings of the Department Chair Council are scheduled as needed by the Vice Chancellor for Academic Affairs.
DISTANCE LEARNING & INSTRUCTIONAL TECHNOLOGY COUNCIL

Function of the Distance Learning and Instructional Technology Council

The Council on Distance Learning and Instructional Technology serves in an active advisory capacity to the College’s Distance Learning and Instructional Technology program. The Council reviews policy, procedure, program, and technology recommendations of the College's various councils and committees, including the Committee on Instructional Technology, and addresses issues and challenges related to the delivery of distance learning and instructional technology. The Council makes policy and procedure recommendations to the Academic Affairs Council, and recommendations regarding the College's technology resources to the Information Systems Council. The Council on Distance Learning and Instructional Technology also serves in a support capacity to faculty, staff and administrators in responding to the challenges of changes in technology affecting learning.

Membership

Chair: Jeanne Samuel, Dean, Distance Learning and Instructional Technology

Members: Peter Cho, Executive Dean, West Bank Campus
          Shanna Clevenger, Co-Chair, Committee on Instructional Technology
          Emily Cosper, Dean, Communication
          Michelle Greco, Director, Enrollment Management
          Cherie Kay LaRocca, Director of Right Path Initiative and Academic Pathways
          Patrice Moore, Dean, Arts and Humanities
          Karen Muhsin, Interim Dean, Business and Technology
          Courtney Rimes Stortz, Co-Chair, Committee on Instructional Technology
          Amanda Rosenzweig, Associate Professor, Science and Mathematics
          Kim Tubre, Assistant Director, Continuing Education
          Vanessa Williams, Interim Assistant Vice Chancellor/Chief Information Officer
          Online Faculty Representatives from each academic division
          Media Services Representative
          Academic Advisor Representative- Office of Academic Advising
          Academic Advisor Representative- Academic Division

Meetings

Meetings are held at least quarterly as scheduled by the Chair.
EXECUTIVE COUNCIL

Function of the Executive Council

The Executive Council is the executive advisory council for the Chancellor. The Council consists of the executive officers directly reporting to the Chancellor, who are responsible for the administration of policies and regulations within their respective units of supervision, as reflected in the College’s Organizational Chart. The function of the Executive Council is to address policies, opportunities, challenges, or issues impacting the College, which include fiscal, administrative, resources, personnel, academic, student and other matters that should be reviewed by the upper-level administration.

Membership

Chair: Larissa Littleton-Steib, Chancellor

Members:

- Peter Cho, Executive Dean, West Bank Campus
- Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
- Tamika Duplessis, Executive Dean, Sidney Collier Site
- Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing
- Ronald Russ, Interim Vice Chancellor for Business and Administrative Affairs
- Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost
- Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer
- Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement
- Vanessa Williams, Interim Assistant Vice Chancellor/ Chief Information Officer

Meetings

Meetings of the Executive Council are scheduled as needed by the Chancellor.
INFORMATION SYSTEMS COUNCIL

Function of the Information Systems Council
The Information Systems Council provides the direction for information technology support in all areas of the College including administrative computing, academic computing, instructional technology, networking and communications, and technological infrastructure. The Information Systems Council:

1. Biennially evaluates and makes recommendations for college-wide policies and procedures for the allocation and use of information technology resources that are consistent with the purpose and goals of the College;
2. Develops an institution-wide strategic plan for reviewing and coordinating college-wide information technology related to needs and services; and
3. Recommends and reviews an ongoing plan for information technology resources and for reviewing technology resources/network access and security.

Membership

Chair: Vanessa Williams, Interim Assistant Vice Chancellor/ Chief Information Officer

Members:
- Gregg Bond, Assistant Director, Information Management
- Peter Cho, Executive Dean, West Bank Campus
- Maria Cisneros, College Registrar
- Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
- Tamika Duplessis, Executive Dean, Sidney Collier Site
- Harold Gaspard, Chair, Deans’ Council
- Michelle Greco, Director, Enrollment Management
- Elizabeth Shaye Hope, Faculty Senate President
- Traci Jones, Assistant Director of Admissions
- Jennifer Lang, Chair, Instructional Technology Committee
- Carla Major, Assistant Vice Chancellor for Human Resources and Professional Development
- Reginald Marshall, IT Service Management Automation Administrator
- Winston McGruder, Assistant Director, Client Support Services
- Karen Muhsin, Interim Dean, Business and Technology
- Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing
- Patricia Ross, Director, Research and Planning
- Ronald Russo, Interim Vice Chancellor for Business and Administrative Affairs
- Jeanne Samuel, Dean, Distance Learning and Instructional Technology
- Mostofa Sawar, Interim Vice Chancellor for Academic Affairs and College Provost
- James Small, Assistant Director, Network and Communication Services
- Traci Smothers, Executive Assistant to the Chancellor/ EAOE Officer
- Timothy Stammt, Dean, Library Services/ Executive Director of Curriculum and Program Development
- Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement
- Vanessa Williams, Executive Director, Information Technology

Meetings The Information Systems Council meets on an as needed basis.
PLANNING AND ASSESSMENT COUNCIL

Function of the Planning and Assessment Council

The Planning and Assessment Council oversees and coordinates the efforts involved in the planning and assessment of the academic and administrative activities of the College and carries out the policy on Planning and Assessment. It serves in an active capacity by reviewing and revising planning and assessment functions and activities. It also serves in an advisory and support capacity to faculty, staff and administrators in responding to the challenges of change, and in preparing for the future.

Chair: Patricia Ross, Director, Research and Planning

Members: Brian Auriti, Manager, Institutional Research
         Peter Cho, Executive Dean, West Bank Campus
         Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
         Tamika Duplessis, Executive Dean, Sidney Collier Site
         Harold Gaspard, Chair, Deans’ Council
         Cherie Kay LaRocca, Director of Right Path Initiative and Academic Pathways
         Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing
         Ronald Russo, Interim Vice Chancellor for Business and Administrative Affairs
         Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost
         Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development
         Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Assessment Liaisons:
         Jennifer Bennett, Assistant Dean, Arts and Humanities
         Lesha Coulon, Assistant Dean, Technical Division/ Site Manager – Jefferson Site
         Theresa DeGruy, Assistant to the Vice Chancellor for Student Affairs and City Park Campus Executive Dean
         Janet Gauthier-Stephens, Assistant to the Dean, Allied Health
         Danielle Isaac, Assistant to Executive Dean, West Bank Campus
         Nicole Johnson, Assistant to Executive Dean, Sidney Collier Site
         Karen Laiche, Policy/Accreditation Specialist
         Monica Mankin, Assistant Professor, Communication
         Karen Muhsin, Interim Dean, Business and Technology
         Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer
         Stacey Thompson, Assistant to the Executive Dean, Charity School of Nursing
         Beth Weindel, Administrative Assistant V, Academic Affairs
         Kiedra Williams, Director of Technical Programs, Technical Division

Assessment Committee Chairs:
         Kathy Favret, Chair, Faculty Evaluation and Improvement of Instruction Committee
         Patricia Ross, Chair, Program Review Committee
         Timothy Stamm, Chair, General Education Assessment Committee

Meetings: Meetings are scheduled as needed by the Council Chair.
REGISTRAR’S COUNCIL

Function of the Registrar's Council

The Registrar's Council serves as a vehicle for communicating policies and procedures to staff on all campuses and at all sites. The Council serves as an advisory group to the College Registrar.

Membership

Chair: Maria Cisneros, College Registrar

Members:
Victoria Myers, Assistant Registrar, Sidney Collier Site
Marie Poche, Assistant Registrar, Charity School of Nursing Campus
Shannon West, College-wide Assistant Registrar
Assistant Registrar, City Park Campus
Assistant Registrar, West Bank Campus

Meetings

The Registrar's Council meets monthly with special meetings called by the College Registrar as needed.
SAFETY COUNCIL

Function of the Safety Council

The Safety Council is the primary planning and advisory group for the College’s safety program. The Chancellor has designated a Safety and Risk Manager who coordinates all components of the program. The College Safety and Risk Manager serves as chair of the Council. The Safety Council:

1. Addresses all components of the college-wide safety program, and makes policy and procedural recommendations for improvement on an ongoing basis;
2. Serves as an advisory group to the College Safety and Risk Manager in the coordination of the safety program; and
3. Provides opportunity for representation of Campus/Site Safety Committee issues, challenges and recommendations.

Membership

Chair: Scott St. Pierre, Safety and Risk Manager

Members:
- Richard Berlier, Interim Manager, Maintenance
- Peter Cho, Executive Dean, West Bank Campus
- Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
- Henry Dean, Interim Director of Campus Police
- Theresa DeGruy, Assistant to the Vice Chancellor for Student Affairs and City Park Campus Executive Dean
- Tamika Duplessis, Executive Dean, Sidney Collier Site
- Karen Laiche, Policy/Accreditation Specialist
- Carla Major, Assistant Vice Chancellor for Human Resources and Professional Development
- Dion Mays, Executive Housekeeper
- Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing
- Brian Rosenthal, Coordinator of Health Services
- James Royer, Assistant Vice Chancellor for Facilities and Planning
- Ronald Russo, Interim Vice Chancellor for Business and Administrative Affairs
- Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost
- Traci Smothers, Executive Assistant to the Chancellor/Equal Access Equal Opportunity Officer
- Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement
- Vanessa Williams, Interim Assistant Vice Chancellor/Chief Information Officer

Meetings

Meetings of the Safety Council are scheduled as needed by the Chair.
STRATEGIC PLANNING TEAM

Function of the Strategic Planning Team

The College's Strategic Planning Team works to ensure quality and improvement, alignment of funding with prioritized goals and strategic initiatives, a foundation for documenting a culture of evidence, and the College’s ability to meet shifting circumstances and emerging opportunities in the region Delgado serves.

Membership

**Executive Officer:** Larissa Littleton-Steib, Chancellor

**Chair:** Patricia Ross, Director, Research and Planning

**Members:**
- Peter Cho, Executive Dean, West Bank Campus
- Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
- Tamika Duplessis, Executive Dean, Sidney Collier Site
- Harold Gaspard, Dean, Allied Health
- Elizabeth Shaye Hope, Faculty Senate President
- Mark McLean, Associate Professor, Business and Technology
- Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing
- Ronald Russo, Interim Vice Chancellor for Business and Administrative Affairs
- Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost
- Traci Smothers, Executive Assistant to the Chancellor/EAEO
- Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement
- Vanessa Williams, Interim Assistant Vice Chancellor/ Chief Information Officer

**Administrative:** Karen Laiche, Policy/Accreditation Specialist

Meetings

Meetings of the Strategic Planning Team are scheduled as needed by the Chair.
STUDENT AFFAIRS COUNCIL

Function of the Student Affairs Council

The Student Affairs Council is the primary student planning and management group for the College. The Student Affairs Council:

1. Provides leadership in all student affairs functions of the College;
2. Provides a forum for discussing issues related to student affairs functions, offices and staff;
3. Develops and proposes student affairs policies for the College; and
4. Serves as an advisory group to the Vice Chancellor for Student Affairs on issues related to Student Affairs areas of responsibility.

Membership

Chair: Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus

Members:
- Tania Carradine, Director, Testing
- Theresa DeGruy, Assistant to the Vice Chancellor for Student Affairs and City Park Campus Executive Dean
- Gilda Ebanks, Coordinator, Single Stop USA
- Michelle Greco, Director, Enrollment Management
- Joseph Scheuermann, Director, Athletics
- Mark Simms, Director, Veterans Upward Bound Program
- Stacey Robertson, Director, Student Support Services

Meetings

The Student Affairs Council meets as needed as scheduled by the Chair.
STUDENT GOVERNMENT COUNCIL

Function of Student Government Council

The Student Government Council is the coordinating body for college-wide policy and procedures for the Student Government Association. It also provides a forum for discussing issues of importance to students and an opportunity to give student input to the Vice Chancellor for Student Affairs.

Membership

Chair: Amy Trainor, Assistant Director of Student Life/ SGA Advisor, West Bank Campus

Ex-Officio: Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
Michelle Greco, Director, Enrollment Management

Members:
Scott Borne, Assistant Director, Student Life/ SGA Advisor, Sidney Collier Site
Brian Rosenthal, Coordinator of Health Services, SGA Advisor, City Park Campus and Jefferson Site
Raul Salas, SGA Co-Advisor, Charity School of Nursing
Vivian Smith, SGA Co-Advisor, Charity School of Nursing
All SGA Executive Board Members

Meetings The Student Government Council meets as needed as scheduled by the Chair.
STEP (Student Technology Enhancement Program) COUNCIL

Function of the STEP Council
The Student Technology Enhancement Program Council is charged with offering input into all major technology efforts of the College, both academic and administrative; making recommendations on new initiatives; and evaluating progress toward the completion of initiatives. The STEP Council serves an oversight function for the STEP proposal process. The Council also reviews campus STEP decisions and determines how to spend campus surplus funds.

Membership
Composition and duties of the Step Council, Campus STEP Committees, Division STEP Committees, and the College STEP Committee are defined in the College’s Student Technology Enhancement Program (STEP) Fee Proposals policy. The 2019-2020 composition is as follows:

<table>
<thead>
<tr>
<th>STEP Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mostofa Sarwar, Chair, Interim Vice Chancellor for Academic Affairs and College Provost</td>
</tr>
<tr>
<td>Peter Cho, Executive Dean, West Bank Campus</td>
</tr>
<tr>
<td>Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus</td>
</tr>
<tr>
<td>Tamika Duplessis, Executive Dean, Delgado Sidney Collier Site</td>
</tr>
<tr>
<td>Cheryl Myers, Executive Dean, Charity Nursing Campus</td>
</tr>
<tr>
<td>Jeanne Samuel, Dean, DLIT</td>
</tr>
<tr>
<td>Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/Executive Dean, River City Site</td>
</tr>
<tr>
<td>Vanessa Williams, Interim Assistant Vice Chancellor/ Chief Information Officer</td>
</tr>
<tr>
<td>Faculty Senate President or representative</td>
</tr>
<tr>
<td>Student Affairs Representative</td>
</tr>
<tr>
<td>Students: City Park Campus: Three students TBA Charity Nursing Campus: Two students TBA</td>
</tr>
<tr>
<td>West Bank Campus: Two students TBA Jefferson Site: One student TBA</td>
</tr>
<tr>
<td>Sidney Collier Site: One student TBA</td>
</tr>
<tr>
<td>Support Staff: Yvette Alexis</td>
</tr>
</tbody>
</table>

City Park Campus Committee (Reviews and recommends campus proposals to Campus Executive Dean)
Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
Emily Cosper, Dean, Communication
Harold Gaspard, Dean, Allied Health
Patrice Moore, Dean, Arts and Humanities
Karen Muhsin, Interim Dean, Business and Technology
Jeanne Samuel, Dean, DLIT
Jeffery Smith, Dean, Science and Mathematics
Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement
Information Technology Representative
Student Affairs Representative
Faculty Representatives: Two faculty TBA
Students: Three students TBA

West Bank Campus Committee (Reviews and recommends campus proposals to Campus Executive Dean)
Peter Cho, Executive Dean, West Bank Campus
Emily Cosper, Dean, Communication
Harold Gaspard, Dean, Allied Health
Patrice Moore, Dean, Arts and Humanities
Karen Muhsin, Interim Dean, Business and Technology
Jeanne Samuel, Dean, DLIT
Jeffery Smith, Dean, Science and Mathematics
Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement
Information Technology Representative
Student Affairs Representative
Faculty Representative: Angela Camaille Students: Two Students TBA
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>(Reviews and recommends site proposals to Site Executive Dean)</th>
<th>Faculty Representative</th>
<th>Students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charity School of Nursing Campus Committee</td>
<td>(Reviews and recommends campus proposals to Campus Executive Dean)</td>
<td>Pamela Kemp</td>
<td>Two Students TBA</td>
</tr>
<tr>
<td>Delgado Jefferson Site STEP Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delgado Sidney Collier Site STEP Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delgado River City Site STEP Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distance Learning and Technology STEP Committee*</td>
<td>(Reviews and recommends site proposals to Site Ex. Dean)</td>
<td>Amanda Rosenzweig and Elizabeth Feltey</td>
<td>Two Delgado Online students TBA</td>
</tr>
</tbody>
</table>

*Note: For the purposes of the STEP policy, the Distance Learning and Instructional Technology STEP Committee serves as a Campus/Site Committee for STEP fund allocations generated from online courses.
<table>
<thead>
<tr>
<th><strong>Division Committees</strong>  <em>(Review and recommend division proposals to the appropriate Campus STEP Committee)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Division</td>
</tr>
<tr>
<td>Three Faculty Representatives</td>
</tr>
<tr>
<td>Two Students Majoring in that Division</td>
</tr>
<tr>
<td>Student Affairs Representative</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>College Committee</strong> <em>(Reviews and selects college-wide proposals)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mostofa Sarwar, <em>Chair</em>, STEP Council; Vanessa Williams, Assistant Vice Chancellor/CIO; Jeanne Samuel, Dean, DLIT; Faculty Senate President/Representative; Student Affairs Representative; <strong>Students</strong>: One student representative from each of the campus/site committees who served on the STEP Council</td>
</tr>
</tbody>
</table>
TESTING COUNCIL

Function of the Testing Council

The Testing Council is responsible for researching and recommending to the College the appropriate standardized and computerized nationally-normed academic, certification and assessment instruments. It is also obligated to review current policies and procedures of existing tests and to recommend new testing policies and procedures, including but not limited to fees, structure, programs, college cut-off scores, and procedures followed at each campus and/or site. Council members are charged with the responsibility of informing their departments and other divisions of the College of the various tests offered through the Offices of Testing and Assessment.

Membership

Co-Chairs: Tania Carradine, Director, Testing
TBA, Test Site Coordinator

Members:
Bobby Bercey, Testing Specialist, City Park Campus
Melanie Deffendall, Coordinator of CCSS, Arts and Humanities
Kathy Favret, Assistant Professor, Communication Division
Michelle Greco, Director, Enrollment Management
Ashley James, Testing Specialist, West Bank Campus
Tina Hunter, Senior Programmer Analyst
Traci Jones, Assistant Director, Admissions
Deborah Skevington, Assistant Dean, Charity School of Nursing
Angela Speyrer, Professor, Communication
Darlene Williams, Director, Math Lab/ Assistant Professor, Science and Mathematics

Meetings

The Testing Council meets as needed as scheduled by the Chair.
TITLE IX COUNCIL

Function of Title IX Council

The Title IX Council is the primary planning and management group for the College’s Title IX program, which is committed to providing a learning and working environment free of sexual discrimination and sexual misconduct. The Council provides a forum for discussing Title IX related issues; develops and proposes policies in support of the College’s Title IX program; and serves as an advisory group to the College’s designated Title IX Coordinator.

Membership

Chair: Traci Smothers, Designated Title IX Coordinator/ Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer

Members:
- Scott Borne, Assistant Director of Student Life
- Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
- Theresa DeGruy, Assistant to the Vice Chancellor for Student Affairs and City Park Campus Executive Dean
- Amy Trainor, Assistant Director of Student Life
- Karen Laiche, Policy/Accreditation Specialist
- Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing
- Brian Rosenthal, Coordinator, Health Services
- Courtney Sharp, Manager, Human Resources Information Systems
- Joseph Williams, Special Population Advisor, West Bank Campus

Meetings

Meetings of the Title IX Council are scheduled as needed by the College’s designated Title IX Coordinator.
WORKFORCE DEVELOPMENT COUNCIL

Function of the Workforce Development Council
The Workforce Development Council will address the constantly evolving workforce training needs of business and industry within New Orleans and the surrounding metropolitan area. The Workforce Development Council will:

1. Develop flexible college-wide workforce development policies that will ensure a rapid response to the needs of business and industry;
2. Design and review new certification, training and education programs that meet the needs of Louisiana’s current and emerging workforce;
3. Provide leadership for and serve as a training resource to the college and the business community;
4. Identify emerging business trends and technologies; and
5. Serve as regional liaison and college-wide advisory group regarding workforce development issues.

Membership

Chair: Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Members:

Maria Cisneros, College Registrar
Lesha Coulon, Assistant Dean/ Site Manager - Delgado Jefferson Site
Donald Davenport, Associate Professor, Motor Vehicle Technology
Victoria Myers, Records Coordinator
David Payton, Executive Director, Goldman Sachs 10,000 Small Businesses
Jeanne Samuel, Dean, Distance Learning and Instructional Technology
Rick Schwab, Senior Director, Maritime & Industrial Training Center
Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development
Kim Tubre, Director, Corporate, Community, and Continuing Education
Ed VanAvery, Executive Director, Advanced Manufacturing
Sarah Vinnett, Director, Restricted Funds
Kiedra Williams, Director of Technical Programs
Representative, Charity School of Nursing Campus
Representative, Sidney Collier Site
Representative, West Bank Campus

Depending on the scope of projects and industry demand, advisory committees consisting of business and industry leaders, as well as subject-matter experts will be formed to assist the Workforce Development Council in meeting the training needs of business and industry.

Meetings

Meetings of the Workforce Development Council will be held quarterly and on an as-needed basis.
B. CAMPUS COUNCIL
CHARITY SCHOOL OF NURSING CAMPUS COUNCIL

Function of the Charity School of Nursing Campus Council

The function of the Charity School of Nursing Campus Council is to discuss and coordinate college and campus policies, procedures, and activities.

Membership

**Chair:** Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing

**Staff Support:** Administrative Assistant V, Charity School of Nursing

**Members:** Donna Bayard, Coordinator of Media Services, Charity School of Nursing
Cynthia Domino, Nursing Program Specialist, Charity School of Nursing
Amy Holliman, Technical Support Analyst
Marie Poche, Assistant Registrar, Charity School of Nursing Campus
Deborah Skevington, Assistant Dean, Charity School of Nursing
Stacey Thompson, Assistant to the Executive Dean, Charity School of Nursing

Educational Coordinators:
- Mary Barrow, Professor, Charity School of Nursing
- Chiquilla Brown, Assistant Professor, Charity School of Nursing
- Bridgette Dufrene, Associate Professor, Charity School of Nursing
- Raul Salas, Instructor, Charity School of Nursing
- Dorothy Smith-Elder, Associate Professor, Charity School of Nursing
- Marla Garrity, Counselor, Student Financial Assistance, Charity School of Nursing
- Koren Thornton, Coordinator of Admissions, Charity School of Nursing

Representative – Allied Health Faculty Member Located on Charity School of Nursing

Meetings

The Charity School of Nursing Campus Council meets every first and third Thursday at 9:30 a.m., in Room 604, Charity School of Nursing Campus.
IV. COMMITTEES 2019-2020
COMMITTEE REPORT CALENDAR

Committees are very important components of governance and leadership in community colleges. Committee membership is a participatory responsibility of the faculty and staff at the College and leads to the engagement of cooperation, collaboration and respectful exchanges that will strengthen the college community. Members of all committees bring to the group their own diverse skills, experiences, background, and culture.

In order to accomplish the tasks that are assigned to committees and to demonstrate the active leadership that committees chart in the overall operation of the College, the following guidelines and list of dates and activities are outlined.

- The Chair of each committee calls the initial committee meeting during August/September and subsequent meetings at regular intervals during the academic year.

- After each committee meeting, the Chair submits a Committee Meeting Report (Form A), with attendance sign-in sheets attached, to the Vice Chancellor for Academic Affairs. At least one Committee Meeting Report Form must be submitted by December 2, 2019.

- During the academic year, committees may see a need to recommend a change or several changes to the college leadership for the purpose of budget, catalog revisions, policy changes, curriculum updates, or any information necessary for consideration upon conclusion of a semester or academic year. When a committee has a recommendation, the Chair attaches a Committee Recommendation Form (Form B) to the Committee Meeting Report Form (Form A) when submitted.

- By the end of the academic year and by May 14, 2020, the Chair provides all meeting report forms and committee recommendation forms to the Vice Chancellor for Academic Affairs.
COMMITTEE MEETING REPORT (FORM A)

**Purpose:** This form is submitted by the Chair to document Committee meetings.

TO: Vice Chancellor for Academic Affairs

FROM: ___________________________________________ Chair

COMMITTEE: _______________________________________

TODAY’S DATE: _______________________

The meeting of the Committee was held on:

(date & time) (place)

Agenda Items (Attach Agenda if applicable):

Summary of Activities:

Summary of Recommendations, if applicable. (Attach Committee Recommendation Form B.)

Other Comments:

Form Updated 8/6/13
**Attach Committee Meeting Report Form A and Attendance Sign-In Sheets.**
Submit by timelines published in the yearly Committee Report Calendar.**

COMMITTEE RECOMMENDATION FORM (Form B)

Purpose: This form is submitted when a College standing committee has a recommendation.

Committee Name: ___________________________

Today’s Date: ________________ Chair: ____________________________

Date of Committee Recommendation: ____________________________

Summary of Voting Results:

---------------------------------------------------------------

Charge: ____________________________

Recommendation: ____________________________

Submitted: ____________________________

Signature of Committee Chair: ____________________________ Date: ____________________________

Decision: _______ Approved _______ Denied _______ Modified

Signature of Vice Chancellor for Academic Affairs: ____________________________ Date: ____________________________

Comments: ____________________________

VCAA submits decision to Committee Chair: ____________________________ (Date/Initials)
VCAA submits recommendation to appropriate group for inclusion in appropriate policy, College Catalog, Student Handbook, etc.: Sent to: ____________________________ (Date/Initials)

Form Updated 8/6/13
ACADEMIC AND ADMISSION STANDARDS COMMITTEE

The Committee on Academic and Admission Standards reviews and makes recommendations for the academic standards and admission requirements of the College; reviews and makes recommendations concerning the admission requirements of the selective admission programs of the College, including consistency and fairness in the various selection procedures and criteria; evaluates and recommends probation and suspension policies for the College; and recommends and monitors general graduation requirements for certificates and degrees.

Chair: Sara Strickland, Professor, Science and Mathematics

Executive Officer: Mostofa Sarwar, Vice Chancellor for Academic Affairs and College Provost

Ex Officio Members:

- Peter Cho, Executive Dean, West Bank Campus
- Maria Cisneros, College Registrar
- Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
- Tamika Duplessis, Executive Dean, Sidney Collier Site
- Traci Jones, Assistant Director, Admissions
- Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing
- Traci Smothers, Executive Assistant to the Chancellor/Equal Access Equal Opportunity Officer
- Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Committee Members:

- Abdelrahim Ayyad, Associate Professor, Science and Mathematics (2019-2020)
- Vernell Briscoe, Associate Professor, Science and Mathematics (2019-2021)
- April Noble, Instructor, Science and Mathematics (2019-2021)
- Kathy Favret, Associate Professor, Communication (2019-2022)
- Christopher LeBlanc, Instructor, Science and Mathematics (2019-2020)
- Shawn Llopis, Instructor, Science and Mathematics (2019-2021)
- Shawnte Lofton, Associate Professor, Communication (2019-2021)
- Kay Mattei, Admissions Coordinator (2019-2020)
- Nicole Pananos, Counselor, City Park Campus (2019-2020)
- Raul Salas, Course Coordinator, Charity School of Nursing (2019-2020)
- Sandra Sanders, Instructor, Charity School of Nursing (2019-2020)
- Jeffery Smith, Professor, Science and Mathematics (2019-2020)
- Betty Speyrer, Professor, Communication (2019-2021)
- Sara Strickland, Professor, Science and Mathematics (2019-2022)
ACADEMIC APPEALS COMMITTEE

In accordance with the College’s Academic Appeals Procedures policy, an academic appeals committee is formed from a pool of committee members to review academic appeals and make recommendations to the Vice Chancellor for Academic Affairs.

Chair: Cheryl Brown, Professor, Business and Technology

Co-Chairs: Malene Arnaud-Davis, Professor, Science and Mathematics
Emmett Davis, Associate Professor, Business and Technology
Deborah Skevington, Associate Professor, Charity School of Nursing

Executive Officer: Mostofa Sarwar, Vice Chancellor for Academic Affairs and College Provost

Ex-Officio Members: Maria Cisneros, College Registrar
Emily Cosper, Dean, Communication
Harold Gaspard, Dean, Allied Health
Patrice Moore, Dean, Arts and Humanities
Karen Muhsin, Interim Dean, Business and Technology
Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing
Jeffery Smith, Dean, Science and Mathematics
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Committee Pool Members:

Crystal Andrews, Instructor, Arts and Humanities/Director, Hibernia Enrichment Center (2019-2021)
Habiburrahman Ansari, Assistant Professor, Science and Mathematics (2019-2022)
Malene Arnaud-Davis, Professor, Science and Mathematics (2019-2021)
Abdelrahim Ayyad, Associate Professor, Science and Mathematics (2019-2020)
Gloria Baudouin, Academic Advisor, West Bank Campus (2019-2021)
Julie Bell, Professor, Business and Technology (2019-2020)
April Noble, Instructor, Science and Mathematics (2019-2021)
Cheryl Brown, Professor, Business & Technology (2019-2021)
Jesse Boyd, Associate Professor, Arts and Humanities (2019-2022)
Doris Cavey, Associate Professor, Communication (2019-2020)
Lauren Carson, Instructor, Communication (2019-2022)
Amzad Chowdhury, Assistant Professor, Science and Mathematics (2019-2020)
Shanna Clevenger, Associate Professor/Librarian (2019-2021)
Emmett Davis, Associate Professor, Business and Technology (2019-2022)
Dania Flores, Instructor, Charity School of Nursing (2019-2020)
Danielle Gandolfo, Associate Professor, Business and Technology (2019-2020)
Kevin George, Instructor, Arts and Humanities (2019-2021)
Joseph Howard, Assistant Professor, Communication (2019-2021)
Jacqueline Jones, Professor, Allied Health (2019-2020)
Tara LaFrance, Assistant Professor, Science and Mathematics (2019-2022)
Keith Landrum, Assistant Professor, Science and Mathematics (2019-2020)
Freda Leonard, Associate Professor, Business and Technology (2019-2021)
Lyle Chris McDonald, Assistant Professor, Technical Division (2019-2022)
Melanie McHenry, Assistant Professor, Science and Mathematics (2019-2020)
Shannon Perkins, Assistant Professor, Charity School of Nursing (2019-2022)
Stephen Peterson, Associate Professor, Science and Mathematics (2019-2022)
Sadhana Ray, Professor, Arts and Humanities (2019-2021)
Renee Randall, Professor, Allied Health (2019-2021)
Catherine Reitmeyer, Instructor, Allied Health (2019-2022)
Stacey Robertson, Director, Student Support Services (2019-2022)
Vance Roux, Professor, Business and Technology (2019-2021)
Thomas Russell, Associate Professor, Science and Mathematics (2019-2022)
Shena Sanders, Assistant Professor, Charity School of Nursing (2019-2020)
Govindarao Sathyamoorthi, Professor, Science and Mathematics (2019-2020)
Monica Scheel, Assistant Professor, Charity School of Nursing (2019-2020)
Paul Siragusa, Associate Professor, Business and Technology (2019-2021)
Deborah Skevington, Associate Professor, Charity School of Nursing (2019-2020)
Paul Speyer, Associate Professor, Science and Mathematics (2019-2020)
Barbara Thomas, Professor, Arts and Humanities (2019-2021)
Koren Thornton, Administrative Supervisor, Admissions, Charity School of Nursing (2019-2022)
Dai Trang, Associate Professor, Science and Mathematics (2019-2020)
Steve Trichell, Professor, Allied Health (2019-2021)
Richard Vargas, Associate Professor, Technical Division (2019-2021)
Tiquiena Varnado, Professor, Science and Mathematics (2019-2020)
Darlene Williams, Associate Professor, Science and Mathematics (2019-2020)
Kenneth Williams, Assistant Professor, Technical Division (2019-2022)
Lisa Williams, VA Counselor, City Park Campus (2019-2020)
Pamela Windham, Assistant Professor, Science and Mathematics (2019-2021)
Theo Worrell, Associate Professor, Science and Mathematics (2019-2022)
Rebecca Zaman, Assistant Professor, Science and Mathematics (2019-2021)

**Student Members:** SGA Representative, West Bank Campus; SGA Representative, Charity School of Nursing; SGA Representative, City Park Campus
ATHLETICS COMMITTEE

The Committee on Athletics serves in an advisory capacity to the Vice Chancellor for Student Affairs and promotes the College’s athletic programs; reviews athletic policies, budgets, and schedules of athletic events; resolves students' athletic-related grievances; and reviews all academic progress of student athletes and ultimately their eligibility.

Chair: Lilian Gamble, Professor, Communication

Executive Officer: Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus

Ex Officio Members: Brian Rosenthal, Coordinator of Health Services
Joseph Scheuermann, Director of Athletics/ Head Men's Baseball Coach

Committee Members:
- Sal Anselmo, Associate Professor, Arts and Humanities (2019-2022)
- Jenifer Auffenberg, Assistant Professor, Science and Mathematics (2019-2022)
- Jenny Burch, Professor, Arts and Humanities (2019-2020)
- Doris Cavey, Associate Professor, Communication (2019-2021)
- Emily Clay, Associate Professor, Communication (2019-2021)
- Melissa Diaz, Professor, Communication (2019-2021)
- Richelle Dinwiddie, Instructor, Communication (2019-2021)
- G. Terry Aime Drolla, Professor, Business and Technology (2019-2020)
- Dorothy Smith-Elder, Associate Professor, Charity School of Nursing (2019-2022)
- Brett Evans, Instructor, Communication (2019-2021)
- Donna Faucheux, Instructor, Business and Technology (2019-2021)
- Cristin Favre, Instructor, Arts and Humanities (2019-2021)
- Elizabeth Feltey, Professor, Communication (2019-2022)
- Lilian Gamble, Professor, Communication (2019-2021)
- Andrew Gibbs, Instructor, Communication (2019-2021)
- Clare Giesen, Assistant Professor, Arts and Humanities (2019-2022)
- Lydia Goellner, Professor, Arts and Humanities (2019-2022)
- Brett Heintz, Professor, Arts and Humanities (2019-2021)
- Kenya Jackson, Assistant Professor, Arts and Humanities (2019-2021)
- Peter Keller, Assistant Professor, Charity School of Nursing (2019-2022)
- Jennifer Kookan, Assistant Professor, Communication (2019-2020)
- Geralyn Labbe-Morrell, Assistant Professor, Communication (2019-2021)
- Jennifer Lang, Associate Professor, Arts and Humanities (2019-2021)
- Krista Lawrence, Professor, Business and Technology (2019-2022)
- Freda Leonard, Associate Professor, Business and Technology (2019-2021)
- Sheila McDermott, Assistant Professor, Arts and Humanities (2019-2022)
- James Means, Instructor, Arts and Humanities (2019-2022)
- Jackson Moss, Associate Professor, Communication (2019-2022)
- Sean Munro, Assistant Professor, Communication (2019-2021)
- Matthew Palumbo, Associate Professor, Science and Mathematics (2019-2021)
- Dimitri Papadopoulos, Assistant Professor, Science and Mathematics (2019-2020)
- Roxanne Ponson, Administrative Coordinator II, Admissions and Enrollment Services, City Park Campus (2019-2020)
- Thomas Russell, Associate Professor, Science and Mathematics (2019-2022)
- Tyler Scheuermann, Advancement Coordinator (2019-2021)
- Dietra Shedrick, Instructor, Communication (2019-2021)
- Paul Siragusa, Associate Professor, Business and Technology (2019-2021)
- Sammi Smith, Assistant Professor, Nursing (2019-2021)
- Koren Thornton, Administrative Supervisor, Admissions, Charity School of Nursing (2019-2020)
- Mary Trosclair, Professor, Charity School of Nursing (2019-2020)
- Fred Tuhro, Associate Professor, Business and Technology (2019-2022)
- Janet Vila, Professor, Science and Mathematics (2019-2021)

(continued)
Betty Vix, Professor, Science and Mathematics (2019-2022)
Robert Warren, Assistant Professor, Business and Technology (2019-2022)
Erien Watson, Coordinator, Testing (2019-2022)
Darlene Williams, Associate Professor, Science and Mathematics (2019-2020)
William Wilson, Assistant Professor, Technical Division (2019-2021)
Elizabeth Wolff, Assistant Professor, Charity School of Nursing (2019-2022)
Leah Wooden, Associate Professor, Science and Mathematics (2019-2020)
Theo Worrell, Associate Professor, Science and Mathematics (2019-2022)
CATALOG COMMITTEE

The Catalog Committee serves to advise the Editor of the College Catalog for the academic year in which it is appointed. It assures that all approved changes in curriculum, academic standards, and student affairs policies and procedures are reflected in the College Catalog. The Catalog Committee receives and makes recommendations regarding the format and style of the College Catalog.

Chair/Editor: Christine Mitchell, Professor, Communication

Executive Officer: Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost

Ex Officio Members:

Maria Cisneros, College Registrar
Tony Cook, Assistant Director of Public Relations and Marketing
Traci Jones, Assistant Director, Admissions
Karen Laiche, Policy/Accreditation Specialist
Amy Laszcz, Director of Accounts Receivable
Leslie Salinero, Publications Coordinator
Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development
Beth Weindel, Administrative Program Specialist, Curriculum and Program Development

Committee Members:

Habiburrahman Ansari, Assistant Professor, Science and Mathematics (2019-2020)
Amzad Chowdhury, Assistant Professor, Science and Mathematics (2019-2020)
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development Management and Acquisitions, Library (2019-2022)
Andrea Duplechain, Associate Professor, Charity School of Nursing (2019-2022)
Marcus Etienne, Assistant Professor, Science and Mathematics (2019-2021)
Natasha Flowers, Assistant Professor, Science and Mathematics (2019-2020)
Cheryl Green, Professor, Business and Technology (2019-2020)
Stanley LeJeune, Professor, Science and Mathematics (2019-2021)
Annie Mader, Assistant Professor, Science and Math (2019-2021)
Melanie McHenry, Assistant Professor, Science and Mathematics (2019-2021)
Christine Mitchell, Professor, Communication (2019-2021)
Sadhana Ray, Professor, Arts and Humanities (2019-2021)
Jeffery Smith, Professor, Science and Mathematics (2019-2020)
Barbara Thomas, Professor, Arts and Humanities (2019-2020)
Rebecca Zaman, Assistant Professor, Science and Mathematics (2019-2022)
CATALOG CHANGE SUBMISSION FORM

Date: __________________________

Catalog Year: 2020-2021

Change Type: (check one)
☐ Insertion  ☐ Deletion  ☐ Relocation  ☐ Change  ☐ Other

Change Scope: (check one)
☐ Single Change  ☐ Global Change  ☐ Other

Name of Catalog Section: _______________________

Text of Modification: ____________________________________________

Change Initiated By: _____________________________________________
Name/Title ___________________________ Date _____________

Change Approved: _____________________________________________
Administrative Authorization* ___________________________ Date _____________
*Administrator Responsible for the section: VCAA, College Registrar, Director, Curriculum and Program Development or as designated

Assistant Vice Chancellor for Human Resources** ___________________________ Date _____________
**For verification of new positions and title changes

Senior Level Authorization*** ___________________________ Date _____________
***Vice Chancellor, College-wide Dean, or Primary Report Head

Editor ___________________________________________ Date _____________

(8/19)
COLLEGE CAMPUS MINISTRY COMMITTEE

The College Campus Ministry Committee coordinates spiritual and religious student activities, ensures application of ethical values to student development, promotes fair treatment of religious groups, and protects students from inappropriate religious persuasion and solicitation of funds on campus.

Co-Chairs: Courtney Rimes-Stortz, Librarian/Professor
Janine Smith, Instructor/Librarian, Library Services

Executive Officer: Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus

Ex Officio Members: Scott Borne, Assistant Director of Student Life
Michelle Greco, Director, Enrollment Management

Committee Members:

- Laila Bicksler, Professor, Science and Mathematics (2019-2022)
- Kristi Lamarque-Bordelon, Instructor, Charity School of Nursing, (2019-2022)
- Carleen Boudreaux, Professor, Allied Health, City Park Campus (2019-2020)
- Gera Bridgewater, Professor/Librarian, City Park Campus (2019-2021)
- Vernell Briscoe, Associate Professor, Science and Mathematics (2019-2021)
- Ryland Burghardt, Instructor, Technical Division (2019-2020)
- Marilyn Ciolino, Professor, Business and Technology (2019-2021)
- Christal Cook, Instructor, Charity School of Nursing, (2019-2022)
- Brandye DeLarge, Assistant Professor, Business and Technology (2019-2020)
- Ty Delger, Professor, Allied Health (2019-2022)
- Ann Burghardt-Dieck, Assistant Professor, Charity School of Nursing (2019-2022)
- Beatrice Eweni, Associate Professor, Charity School of Nursing (2019-2022)
- Natasha Flowers, Assistant Professor, Science and Mathematics (2019-2020)
- Jennifer Limon, Professor, Allied Health (2019-2021)
- Lisette Ganier, Professor, Communication (2019-2021)
- Kim Gatzke, Professor, Business and Technology (2019-2020)
- Daryl Hippenstell, Assistant Professor, Arts and Humanities (2019-2021)
- Peter Keller, Assistant Professor, Charity School of Nursing (2019-2022)
- Sheila McDermott, Assistant Professor, Arts and Humanities (2019-2022)
- Jana Martin, Instructor, Charity School of Nursing (2019-2021)
- Elizabeth Nadeau, Associate Professor, Science and Mathematics (2019-2021)
- Fran Norwood, Associate Professor, Business and Technology (2019-2021)
- Philip Reppel, Assistant Professor, Science and Mathematics (2019-2020)
- Wendy Rihner, Associate Professor, Communication (2019-2021)
- Courtney Rimes-Stortz, Librarian/Professor (2019-2021)
- Raul Salas, Instructor/Course Coordinator, Charity School of Nursing (2019-2022)
- Angela Shoemake, Associate Professor, Charity School of Nursing (2019-2020)
- Patricia Smart, Professor, Charity School of Nursing (2019-2022)
- Janine Smith, Instructor/Librarian, Library Services (2019-2022)
- Tiquiena Vanado, Professor, Science and Mathematics (2019-2022)
- Betty Vix, Professor, Science and Mathematics (2019-2021)
- Eboness Williams, Associate Professor, Science and Mathematics (2019-2020)
- William Wilson, Assistant Professor, Technical Division (2019-2021)
COMMENCEMENT COMMITTEE

The Commencement Committee serves as an advisory committee to the Vice Chancellor for Academic Affairs. It plans, coordinates, and manages the arrangement for graduation ceremonies.

Co-Chairs: Tammy Kliebert, Assistant Professor, Allied Health
          Daniel Laiche, Professor, Allied Health

Executive Officer: Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost

Ex Officio Members: Peter Cho, Executive Dean, West Bank Campus
                   Maria Cisneros, College Registrar
                   Annel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
                   Tony Cook, Assistant Director of Public Relations and Marketing
                   Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing
                   Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer
                   Shannon West, College-wide Assistant Registrar

Committee Members:
Nelcia Alexis, Instructor, Allied Health (2019-2022)
Vvette Alexis, Project Specialist, Workforce Development (2019-2022)
Michael Anding, Instructor, Technical Division (2019-2022)
Crystal Andrews, Instructor, Arts and Humanities/Director, Hibernia Center (2019-2022)
Jesse Boyd, Associate Professor, Arts and Humanities (2019-2022)
Gera Bridgewater, Professor/Librarian, City Park Campus (2019-2020)
Cheryl Brown, Professor, Business and Technology (2019-2020)
Ronald Chisholm, Assistant Professor, Allied Health (2019-2020)
Blair Conerly, Instructor, Technical Division (2019-2020)
Donald Davenport, Professor, Technical Division (2019-2020)
Theresa Degruy, Assistant to the Vice Chancellor for Student Affairs (2019-2022)
Terri Gonzales-Kreisman, Professor, Business and Technology (2019-2021)
Cheryl Green, Professor, Business and Technology (2019-2022)
Brenda Hanegan, Associate Professor, Arts and Humanities (2019-2021)
Gina Herrera, Professor, Charity School of Nursing (2019-2022)
Elizabeth Hopkins, Instructor, Charity School of Nursing (2019-2022)
Tammy Kliebert, Assistant Professor, Allied Health (2019-2020)
Daniel Laiche, Professor, Allied Health (2019-2021)
Kristopher LaMorte, Professor, Arts and Humanities (2019-2020)
Carol Landry, Instructor, Charity School of Nursing (2019-2020)
Ashanti LaRoche, Associate Professor, Allied Health, City Park Campus (2019-2020)
Krista Lawrence, Professor, Business and Technology (2019-2020)
Elizabeth Liebert, Assistant Professor, Charity School of Nursing (2019-2021)
Jana Martin, Instructor, Charity School of Nursing (2019-2021)
Sheila McDermott, Assistant Professor, Arts and Humanities (2019-2021)
Rebecca Mercer, Assistant Professor, Allied Health (2019-2021)
Johnnie Mose, Associate Professor, Charity School of Nursing (2019-2020)
Matthew Palumbo, Associate Professor, Science and Mathematics (2019-2020)
Rene Randall, Professor, Allied Health (2019-2021)
Jay Randolph, Assistant Professor, Allied Health (2019-2020)
Sadhana Ray, Professor, Arts and Humanities (2019-2022)
Leslie Salinero, Publications Coordinator, City Park Campus (2019-2020)
Diane Sehrt, Professor, Allied Health (2019-2021)
Tenisha Slaughter, Instructor, Technical Division (2019-2021)
Sammi Smith, Assistant Professor, Allied Health (2019-2021)
Tanya Sordelet, Instructor, Allied Health Division (2019-2021)
Paul Speyrer, Associate Professor, Science and Mathematics (2019-2020)
Lawrence Stamas, Assistant Professor, Science and Mathematics (2019-2021)
Charles Summitt, Assistant Professor, Business and Technology (2019-2020)
William Traylor, Professor, Business and Technology (2019-2021)
Fred Tuho, Associate Professor, Business and Technology (2019-2020)
Richard Vargas, Associate Professor, Technical Division (2019-2020)
Darlene Williams, Associate Professor, Science and Mathematics (2019-2022)
Leah Wooden, Associate Professor, Science and Mathematics (2019-2020)
Caroline Yarbrough, Associate Professor, Business and Technology (2019-2020)
CURRICULUM COMMITTEE

The Curriculum Committee reviews curricula and evaluates proposed curricular changes including new courses and master syllabi, pre-requisites or co-requisites for courses, changes in course titles and credit hours, additions or deletions of programs, revisions in degree and certificate programs, deletion of courses and programs. It ensures appropriate master syllabi are in order for all proposed courses and evaluates its own processes, including receiving and reviewing reports on program assessment and articulated program and course agreements. The Committee reports to the Vice Chancellor for Academic Affairs.

Chair: Harold Gaspard, Dean, Allied Health
Assistant Chairs: Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing
Timothy Stamm, Dean, Library Services/Executive Director, Curriculum and Program Development
Executive Officer: Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost
Ex Officio Members: Peter Cho, Executive Dean, West Bank Campus
Emily Cosper, Dean, Communication
Maria Cisneros, College Registrar
Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
Tamika Duplessis, Executive Dean, Sidney Collier Site
Harold Gaspard, Dean, Allied Health
Michelle Grecco, Director, Enrollment Management
Cherie Kay Larocca, Director of Right Path Initiative and Academic Pathways
Patrice Moore, Dean, Arts and Humanities
Karen Muhsin, Interim Dean, Business and Technology
Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing
Jeanne Samuel, Dean, Distance Learning and Instructional Technology
Jeffery Smith, Dean, Science and Mathematics
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Committee Members:
Revaz Akirtava, Assistant Professor, Science & Mathematics (2019-2022)
Sal Anselmo, Associate Professor, Arts and Humanities (2019-2021)
John Arbour, Instructor, Business and Technology (2019-2020)
Abdelrahim Ayyad, Associate Professor, Science and Mathematics (2019-2021)
Jennifer Bennett, Associate Professor, Arts and Humanities (2019-2021)
Jesse Boyd, Associate Professor, Arts and Humanities (2019-2020)
Jason Briggs, Financial Aid Coordinator, City Park Campus (2019-2020)
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development Management and Acquisitions, Library (2019-2022)
Lesha Coulon, Assistant Dean, Technical Division/Site Manager – Jefferson Site (2019-2021)
Malene Arnaud-Davis, Professor, Science and Mathematics (2019-2021)
Emmett Davis, Associate Professor, Business and Technology (2019-2021)
Dorothy Smith-Elder, Assistant Professor, Charity School of Nursing (2019-2022)
Marcus Etienne, Assistant Professor, Science and Mathematics (2019-2022)
Lilian Gamble, Professor, Communication (2019-2021)
John Hazard, Academic Advisor, Business and Technology (2019-2021)
Sarah Inman, Professor, Communication (2019-2020)
Larisa Jones, Instructor, Technical Division (2019-2022)
Monecia Moody, Academic Advisor, Technical Division (2019-2021)
Jim Newchurch, Director, Advising/Project Director, Title III (2019-2020)
Jay Randolph, Assistant Professor, Allied Health (2019-2020)
Kenneth Ripberger, Associate Professor, Technical Division (2019-2022)
Patricia Ross, Director, Research and Planning (2019-2020)
Vance Roux, Professor, Business and Technology (2019-2021)
David Sanders, Assistant Professor, Science and Mathematics (2019-2020)
Michael Santos, Professor, Arts and Humanities (2019-2021)
Deborah Skevington, Professor, Charity School of Nursing (2019-2022)
Janet Gauthier-Stephens, Assistant to the Dean, Allied Health (2019-2021)
Sara Strickland, Professor, Science and Mathematics (2019-2022)
Erin von Steuben, Associate Professor, Communication (2019-2020)
Theodore Walley, Professor, Arts and Humanities (2019-2021)
Kenneth Williams, Sr., Instructor, Technical Division (2019-2021)
Kiedra Williams, Director of Technical Programs, Technical Division (2019-2022)
Theo Worrell, Associate Professor, Science and Mathematics (2019-2020)
EXCELLENCE IN TEACHING AWARD COMMITTEE

The Excellence in Teaching Award Committee reviews nominees for the Seymour Weiss Excellence in Teaching Award and selects the recipient according to established procedures. Each year the Committee reviews the selection process and reports any suggestions for revisions to the Vice Chancellor for Academic Affairs.

Co-Chairs: Mary Dawes, Associate Professor, Arts and Humanities
Michael Toups, Professor, Allied Health

Assistant Chair: Terri Gonzales-Kreisman, Professor, Business and Technology

Executive Officer: Mostofa Sarwar, Vice Chancellor for Academic Affairs and College Provost

Committee Members:

Candace Clanton, Professor, Arts and Humanities (2019-2021)
Donald Davenport, Professor, Technical Division (2019-2020)
Mary Dawes, Associate Professor, Arts and Humanities (2019-2020)
Alyssia Dayries-Sam, Professor, Science and Mathematics (2019-2021)
Melanie Deffendall, Associate Professor, Arts and Humanities (2019-2020)
Ann Burghardt-Dieck, Assistant Professor, Charity School of Nursing (2019-2022)
G. Terry Aime Drolla, Professor, Business and Technology (2019-2020)
Elizabeth Duett, Instructor, Business and Technology (2019-2022)
Steven Edwards, Professor, Arts and Humanities (2019-2021)
Elizabeth Feltey, Professor, Communication (2019-2021)
Jennifer Fernandez, Instructor, Charity School of Nursing (2019-2021)
Terri Gonzales-Kreisman, Professor, Business and Technology (2019-2021)
Todd Hymel, Instructor, Science and Mathematics (2019-2020)
Kristopher LaMorte, Professor, Arts and Humanities (2019-2022)
Wendy Rihner, Associate Professor, Communication (2019-2020)
Amanda Rosenzweig, Professor, Science and Mathematics (2019-2022)
Lisa Schuler, Professor, Allied Health (2019-2022)
Michael Toups, Professor, Allied Health (2019-2021)

Support Staff:

Laura Sampson, Office Manager, Academic Affairs
FACULTY AND STAFF PROFESSIONAL DEVELOPMENT COMMITTEE

The Faculty and Staff Professional Development Committee, in coordination with the Office of Academic Affairs and the College Council, has responsibility for faculty and staff enrichment activities at the College. Faculty and staff enrichment activities include but are not limited to: in service training, continuing education, and support for new faculty. The Committee develops, recommends, and organizes a calendar of activities which promote the professional growth of faculty and staff on a regular basis.

Co-Chairs: Gloria Baudouin, Academic Advisor
            Barry Brantley, Professor, Business and Technology

Executive Officer: Mostofa Sarwar, Vice Chancellor for Academic Affairs and College Provost

Committee Members:

- Nelcia Alexis, Instructor, Allied Health (2019-2022)
- Habiburrahman Ansari, Assistant Professor Science and Mathematics (2019-2020)
- Malene Arnaud-Davis, Professor, Science and Mathematics (2019-2020)
- Abdelrahim Ayyad, Associate Professor, Science and Mathematics (2019-2021)
- Mary Barrow, Professor, Charity School of Nursing (2019-2022)
- Gloria Baudouin, Academic Advisor, West Bank Campus (2019-2021)
- Scott Borne, Assistant Director of Student Life (2019-2021)
- Barry Brantley, Professor, Business and Technology (2019-2022)
- Gera Bridgewater, Professor/Librarian, City Park Campus (2019-2021)
- Norma Brown, Advisor Trio, Student Support, City Park Campus (2019-2020)
- Angela Camaille, Assistant Professor, Arts and Humanities (2019-2020)
- Amzad Chowdhury, Assistant Professor, Science and Mathematics (2019-2020)
- Nia Davis, Transition Coordinator, Adult Education (2019-2021)
- Alyssia Dayries-Sam, Professor, Science and Mathematics (2019-2020)
- Melanie Deffendall, Associate Professor, Arts and Humanities (2019-2020)
- Diodora DeMolle, Assistant Professor, Science and Mathematics (2019-2021)
- Tony DeVillier, Associate Professor, Technical Division (2019-2022)
- Theresia Dickerson, Instructor, Charity School of Nursing (2019-2022)
- Richelle Dinwiddie, Instructor, Communication (2019-2021)
- Gina Ferrara, Assistant Professor, Communication (2019-2022)
- E. Shaye Hope, Associate Professor, Communication (2019-2021)
- Elizabeth Hopkins, Instructor, Charity School of Nursing (2019-2020)
- Crystal Jackson, Administration, Answer Center (2019-2022)
- Mason Joiner, Instructor, Communication (2019-2022)
- Tracie King, Associate Professor, Business and Technology (2019-2022)
- Carla Major, Assistant Vice Chancellor for Human Resources, (2019-2021)
- Thomas McQuaid, Associate Professor, Business and Technology (2019-2022)
- Ann Nealy, Professor, Charity School of Nursing (2019-2022)
- Roxanne Ponson, Administrative Coordinator II, Admissions (2019-2022)
- Sadhana Ray, Professor, Arts and Humanities (2019-2021)
- Joseph St. Paul, Assistant Professor, Business and Technology (2019-2021)
- Susan Santolucito, Professor, Science and Mathematics (2019-2020)
- Alicia Schwarzenbach, Instructor/Librarian, Charity School of Nursing (2019-2022)
- Betty Speyrer, Professor, Communication (2019-2020)
- Koren Thornton, Administrative Supervisor, Admissions, Charity School of Nursing (2019-2022)
- Fred Tuhro, Associate Professor, Business and Technology (2019-2020)
- Natasha Wedley, Assistant Director, Human Resources (2019-2022)
- Cheree Wiggins, Assistant Professor, Charity School of Nursing (2019-2021)
- Hillary Williams, Jr., Director of Grants Development (2019-2021)
- Kiedra Williams, Associate Director, Technical (2019-2022)
- Angela Wilson, Assistant Professor, Business and Technology (2019-2022)
- Beverly Wiltz, Assistant Professor, Science and Mathematics (2019-2022)
- Rebecca Zaman, Assistant Professor, Science and Mathematics (2019-2022)
FACULTY EVALUATION AND IMPROVEMENT OF INSTRUCTION COMMITTEE

The Committee on Faculty Evaluation and Improvement of Instruction guides and monitors implementation, of a comprehensive faculty evaluation system for both the improvement of instruction (formative) and for summative purposes.

Co-Chairs: Kathy Favret, Associate Professor, Communication
            Michelle McClain, Associate Professor, Science and Mathematics

Executive Officer: Mostofa Sarwar, Vice Chancellor for Academic Affairs and College Provost

Ex Officio Members: Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean,
                     City Park Campus
                     Emily Cosper, Dean, Communication
                     Harold Gaspard, Dean, Allied Health
                     Tamika Duplessis, Executive Dean, Sidney Collier Site
                     Patrice Moore, Dean, Arts and Humanities
                     Karen Muhsin, Interim Dean, Business and Technology
                     Cheryl Myers, Executive Dean, Charity School of Nursing Campus/
                     Dean of Nursing
                     Jeanne Samuel, Director, Faculty and Staff Development
                     Jeffery Smith, Dean, Science and Mathematics
                     Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Committee Members:
Stephan Andrus, Instructor, Business and Technology (2019-2020)
Abdelrahim Ayyad, Associate Professor, Science and Mathematics (2019-2020)
Brandy Bien-Aime, Academic Advisor, City Park (2019-2020)
Aimee Buckel, Associate Professor, Science and Mathematics (2019-2020)
Patrick Conroy, Associate Professor, Business and Technology (2019-2022)
Malene Arnaud-Davis, Professor, Science and Mathematics (2019-2021)
Diondra DeMolle, Assistant Professor, Science and Mathematics (2019-2021)
Debra Ducote, Associate Professor, Charity School of Nursing (2019-2021)
Kiel Ellis, Assistant Professor, Science and Mathematics (2019-2020)
Kathy Favret, Associate Professor, Communication (2019-2022)
Elizabeth Feltey, Professor, Communication (2019-2022)
Wendy Garrelson, Professor, Charity School of Nursing (2019-2022)
John Guess, Assistant Professor, Business and Technology, (2019-2020)
John Hill, Professor, Business and Technology (2019-2022)
E. Shaye Hope, Associate Professor, Communication (2019-2021)
Linda Hueschen, Instructor, Charity School of Nursing (2019-2022)
Keith Landrum, Assistant Professor, Science and Mathematics (2019-2020)
Evan Long, Coordinator, Adult Education (2019-2020)
Michelle McClain, Associate Professor, Science and Mathematics (2019-2020)
Jacqueline Richard, Associate Professor, Science and Mathematics (2019-2020)
Patricia Rome, Professor, Science and Mathematics (2019-2020)
Erin Schreper, Instructor, Business and Technology (2019-2021)
Martin Straka, Assistant Professor, Arts and Humanities (2019-2021)
Neil Toomer, Assistant Professor, Business and Technology (2019-2020)
Shelley Tyler, Professor, Communication (2019-2021)
Kimberly Uddo, Professor, Charity School of Nursing (2019-2022)
Tiquiena Varnado, Professor, Science and Mathematics (2019-2022)
GENERAL EDUCATION ASSESSMENT COMMITTEE

The Committee on General Education Assessment provides leadership and coordination of assessment efforts to measure the effectiveness of General Education at the College.

Chair: Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development

Executive Officer: Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost

Ex-Officio Members: Emily Cosper, Dean, Communication
Harold Gaspard, Dean, Allied Health
Patrice Moore, Dean, Arts and Humanities
Karen Muhsin, Interim Dean, Business and Technology
Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing
Patricia Ross, Director, Research and Planning
Jeffery Smith, Dean, Science and Mathematics
Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Committee Members:

Jerrold Beard, Associate Professor, Business and Technology (2019-2021)
Lauren Carson, Instructor, Communication (2019-2022)
Wellington Coleman, Instructor, Science and Mathematics (2019-2022)
Marcus Etienne, Assistant Professor, Science and Mathematics (2019-2021)
Janet Gauthier-Stephens, Assistant to the Dean, Allied Health (2019-2021)
Donna Giovingo, Instructor, Charity School of Nursing (2019-2021)
Brad Koski, Professor, Communication (2019-2021)
Shawnte Lofton, Associate Professor, Communication (2019-2021)
Kristopher LaMorte, Professor, Arts and Humanities (2019-2021)
Melanie McHenry, Assistant Professor, Science and Mathematics (2019-2021)
Wendy Rihner, Associate Professor, Communication (2019-2021)
Erin Vonsteuben, Associate Professor, Communication (2019-2020)
Deborah Young, Instructor, Charity School of Nursing (2019-2021)
INSTITUTIONAL REVIEW BOARD

The Institutional Review Board is charged with reviewing each request to conduct research using Delgado students and/or employees.

Chair: Pam Kemp, Associate Professor, Charity School of Nursing

Executive Officer: Mostofa Sarwar, Vice Chancellor for Academic Affairs and College Provost

Ex-Officio Member: Brian Auriti, Manager, Institutional Research
Emily Cosper, Dean, Communication
Harold Gaspard, Dean, Allied Health
Patrice Moore, Dean, Arts and Humanities
Karen Muhsin, Interim Dean, Business and Technology
Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing
Patricia Ross, Director, Research and Planning
Jeffery Smith, Dean, Science and Mathematics
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Committee Members:

- Cristina Alvarado-Surez, Instructor, Business and Technology (2019-2022)
- Peter Cho, Executive Dean, West Bank Campus/Professor, Arts and Humanities (2019-2021)
- Amzad Chowdhury, Assistant Professor, Science and Mathematics (2019-2022)
- Wellington Coleman, Instructor, Science and Mathematics (2019-2022)
- Phil Denette, Professor, Science and Mathematics (2019-2021)
- Elizabeth Duett, Instructor, Business and Technology (2019-2021)
- Cynthia Hoppe, Professor, Charity School of Nursing (2019-2021)
- Veronica Jean, Professor, Charity School of Nursing (2019-2021)
- Linda Kelly, Professor, Allied Health (2019-2022)
- Pam Kemp, Associate Professor, Charity School of Nursing (2019-2020)
- Linda Kieffer, Professor, Arts and Humanities (2019-2022)
- Tracie King, Associate Professor, Business and Technology (2019-2021)
- Francesca Langlow, Professor, Allied Health (2019-2022)
- M. Karen Menge, Assistant Professor, Science and Mathematics (2019-2021)
- Dimitri Papadopoulos, Assistant Professor, Science and Mathematics (2019-2020)
- Jacqueline Richard, Associate Professor, Science and Mathematics (2019-2020)
- Charlene Shunicl, Instructor, Science and Mathematics (2019-2020)
- Hillary Williams, Jr., Director of Grants Development (2019-2021)
- Beverly Wiltz, Assistant Professor, Science and Mathematics (2019-2022)
- Rebecca Zaman, Instructor, Science and Mathematics (2019-2021)
- Sharon Ziadeh, Professor, Science and Mathematics (2019-2021)
INSTRUCTIONAL TECHNOLOGY COMMITTEE

This Committee fosters use of technology in teaching and learning. The committee recommends policies and procedures to the Vice Chancellor for Academic Affairs.

Co-Chairs: Shanna Clevenger, Associate Professor/Librarian
            Courtney Rimes-Stortz, Librarian/ Professor (2019-2021)

Executive Officer: Mostofa Sarwar, Vice Chancellor for Academic Affairs and College Provost

Ex-Officio Members:
- Donna Bayard, Coordinator of Media Services, Charity School of Nursing Campus
- Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
- Julianna Herrera, Media Services, West Bank Campus
- Jeanne Samuel, Dean, Distance Learning and Instructional Technology/ Director, Faculty and Staff Development
- Vanessa Williams, Interim Assistant Vice Chancellor/ Chief Information Officer

Committee Members:
- Jenifer Auffenberg, Assistant Professor, Science and Mathematics (2019-2022)
- Jerrold Beard, Associate Professor, Business and Technology (2019-2021)
- Laila Bicksler, Professor, Science and Mathematics (2019-2022)
- Nickie Bourgeois, Program Manager, Workforce Development (2019-2022)
- Sarah Brock, Professor, Science and Mathematics (2019-2021)
- Angela Camaille, Assistant Professor, Arts and Humanities (2019-2021)
- Samantha Candler, Instructor, Technical Division 2019-2022)
- Shanna Clevenger, Associate Professor/Librarian (2019-2021)
- Alyssia Dayries-Sam, Professor, Science and Mathematics (2019-2020)
- Brandye DeLarge, Assistant Professor, Business and Technology (2019-2020)
- Paula Dupont, Instructor/Librarian, (2019-2022)
- Dorothy Smith-Elder, Associate Professor, Charity School of Nursing (2019-2020)
- Kiel Ellis, Assistant Professor, Science and Mathematics (2019-2020)
- Joel George, Assistant Professor, Arts and Humanities (2019-2022)
- Kevin George, Associate Professor, Arts and Humanities (2019-2021)
- Pam Kemp, Associate Professor, Charity School of Nursing (2019-2022)
- Tracie King, Associate Professor, Business and Technology (2019-2022)
- Anne LaVance, Professor, Allied Health (2019-2022)
- Abdulbasit Mahmud, Assistant Professor, Business and Technology (2019-2022)
- Joanne Majors, Instructor, Communication (2019-2021)
- Mike Majors, Professor, Arts and Humanities (2019-2021)
- M. Karen Menge, Assistant Professor, Science and Mathematics (2019-2021)
- Matthew Palumbo, Associate Professor, Science and Mathematics (2019-2021)
- Donita Qualey, Professor, Charity School of Nursing (2019-2020)
- Marceau Ratard, Professor, Science and Mathematics (2019-2021)
- Courtney Rimes-Stortz, Librarian/ Professor (2019-2021)
- Kenneth Ripberger, Associate Professor, Technical (2018 – 2021)
- Amanda Rosenzweig, Professor, Science and Mathematics (2019-2020)
- Audra Rouse, Assistant Professor, Communication (2019-2022)
- Alicia Schwarzenbach, Instructor/Librarian, Charity School of Nursing (2019-2022)
- Erin von Steuben, Professor, Communication (2019-2021)
- Gary Wallace, Associate Professor, Business and Technology (2019-2021)
- Robert Warren, Assistant Professor, Business and Technology (2019-2020)
- Darlene Williams, Associate Professor, Science and Mathematics (2019-2021)
MULTICULTURALISM and DIVERSITY COMMITTEE

The Multiculturalism and Diversity Committee continually reviews and makes recommendations to the Chancellor on College policies and programming that relate to the issues of diversity. The Committee is proactive in fostering an appreciation of diversity across all College campuses.

Chair: Erin von Steuben, Professor, Communication

Executive Officer: Larissa Littleton-Steib, Chancellor

Ex Officio Member: Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
Carla Major, Assistant Vice Chancellor for Human Resources
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer
Joseph Williams, Special Population Advisor

Committee Members:
Yvette Alexis, Project Specialist, Workforce and Institutional Advancement (2019-2022)
Charles Alfortish, Program Coordinator, Business and Technology (2019-2020)
Carleen Boudreaux, Professor, Allied Health, City Park Campus (2019-2020)
Peter Cho, Executive Dean, West Bank Campus/ Professor, Arts and Humanities (2019-2021)
Amzad Chowdhury, Assistant Professor, Science and Mathematics (2019-2021)
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development and Acquisitions (2019-2022)
Mary Dawes, Associate Professor, Arts and Humanities (2019-2021)
Theresa DeGruy, Assistant to the Vice Chancellor for Student Affairs (2019-2022)
Nikki Dingle, Senior Enrollment Advisor (2019-2021)
Acquelyn Donsereaux, Instructor, Allied Health, (2019-2022)
Beatrice Eweni, Associate Professor, Charity School of Nursing (2019-2022)
Jennifer Fernandez, Instructor, Charity School of Nursing (2019-2022)
Valeria Hallett, Assistant Professor, Communication (2019-2020)
Kenya Jackson, Assistant Professor, Arts and Humanities (2019-2022)
Valeria Hallett, Assistant Professor, Communication (2019-2020)
Linda Kelly, Professor, Allied Health (2019-2022)
Geralyn Labbe-Morrell, Assistant Professor, Communication (2019-2020)
Ashanti LaRoche, Associate Professor, Allied Health, City Park Campus (2019-2020)
Sandra Laugham, Associate Professor, Allied Health (2019-2020)
Danilo Levi, Assistant Professor, Arts and Humanities (2019-2022)
Evan Long, Site Team Leader, Adult Education, Jefferson Site (2019-2020)
Carla Major, Assistant Vice Chancellor Human Resources, (2019-2021)
Joanne Majors, Instructor, Communication (2019-2021)
Ebony Payton, Instructor, Charity School of Nursing (2019-2021)
Sandra Prince, Associate Professor, Arts and Humanities (2019-2021)
Sadhana Ray, Professor, Arts and Humanities (2019-2021)
Joanna Rivers, Associate Professor, Science and Mathematics (2019-2021)
Raul Salas, Instructor/ Course Coordinator, Charity School of Nursing (2019-2022)
Jared Sampson, Assistant Professor, Business and Technology, (2019-2021)
Shena Sanders, Assistant Professor, Allied Health, (2019-2022)
Robin Smetana, Instructor, Charity School of Nursing, (2019-2021)
Betty Speyrer, Professor, Communication (2019-2020)
Steve Trichell, Professor, Allied Health (2019-2021)
Shelly Tyler, Professor, Communication (2019-2021)
Tiquiena Varnado, Professor, Science and Mathematics (2019-2022)
Tiffany Vickers, Instructor, Charity School of Nursing (2019-2020)
Erin von Steuben, Professor, Communication (2019-2020)
Abbey Wallig, Assistant Professor, Communication (2019-2022)
Erien Watson, Coordinator, Advising and Testing (2019-2022)
Theo Worrell, Associate Professor, Science and Mathematics (2019-2021)
Deborah Young, Instructor, Charity School of Nursing (2019-2021)
Rebecca Zaman, Assistant Professor, Science and Mathematics (2019-2022)
Sharon Ziadeh, Professor, Science and Mathematics (2019-2021)
PROGRAM REVIEW COMMITTEE

The Committee on Program Review coordinates and implements comprehensive outcome review processes for degree, certificate, and diploma programs following the guidelines developed and as directed by the Planning and Assessment Council. Duties of the Committee include: (1) the designation of programs for review each semester on five-year assessment cycles; (2) coordination and assistance in the execution of the assessment procedures; (3) evaluation of the findings; and (4) support for program-based efforts in utilizing the results of the reviews.

Chair: Patricia Ross, Director, Research and Planning

Executive Officer: Mostofa Sarwar, Vice Chancellor for Academic Affairs and College Provost

Ex Officio Members:
- Brian Auriti, Manager, Institutional Research
- Emily Cosper, Dean, Communication
- Harold Gaspard, Dean, Allied Health
- Patrice Moore, Dean, Arts and Humanities
- Karen Muhsin, Interim Dean, Business and Technology
- Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing
- Jeanne Samuel, Dean, Distance Learning and Instructional Technology
- Jeffery Smith, Dean, Science and Mathematics
- Timothy Stamm, Dean, Library Services/Executive Director of Curriculum and Program Development
- Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement
- Hillary Williams, Director of Grants Development

Committee Members:
- Cristina Alvarado-Surez, Instructor, Business and Technology (2019-2021)
- Tammy Becker, Instructor, Communication (2019-2022)
- Nickie Bourgeois, Workforce Development (2019-2022)
- Jenny Burch, Professor, Arts and Humanities (2019-2020)
- Diondra DeMolle, Assistant Professor, Science and Mathematics (2019-2021)
- Phil Denette, Professor, Science and Mathematics (2019-2021)
- Marcus Etienne, Instructor, Science and Mathematics (2019-2021)
- Elizabeth Hopkins, Instructor, Charity School of Nursing (2019-2021)
- Geralyn Labbe-Morrell, Assistant Professor, Communication (2019-2021)
- Tara LaFrance, Assistant Professor, Science and Mathematics (2019-2022)
- Danilo Levi, Assistant Professor, Arts and Humanities (2019-2021)
- Shawn Llopis, Instructor, Science and Mathematics (2019-2021)
- Mark McLean, Associate Professor, Business and Technology (2019-2021)
- Moira Rheams, Associate Professor, Arts and Humanities (2019-2020)
- Yolanda Skinner, Assistant Professor, Allied Health (2019-2022)
The Scholarships and Financial Assistance Committee serves as an advisory committee to the Vice Chancellor for Student Affairs, who oversees the Office of Student Financial Assistance for the College. It evaluates and validates criteria for scholarships and financial assistance; selects recipients of academic scholarships; recommends policies and standards for granting student aid, academic scholarships, and awards, other than those policies and standards set by law or donor; and serves as a resource for information on scholarships.

Chair: Jason Briggs, Financial Aid Coordinator, City Park Campus

Executive Officer: Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus

Ex Officio Members:

Scott Borne, Assistant Director of Student Life
Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
Michelle Greco, Director, Enrollment Management
Traci Jones, Assistant Director, Admissions
Garnette Listi, Assistant Vice Chancellor/Controller

Committee Members:

Nabil Abukhader, Business and Technology, Associate Professor, (2019-2021)
Yvette Alexis, Project Specialist, Workforce and Institutional Advancement (2019-2022)
Jason Briggs, Financial Aid Coordinator, City Park Campus (2019-2022)
Norma Brown, TRIO, Student Support Services (2019-2022)
Peter Cho, Executive Dean, West Bank Campus/Professor, Arts and Humanities (2019-2021)
Shanna Clevenger, Associate Professor, Business and Technology (2019-2022)
Lucy Cornelius, Administrative Assistant III, Student Financial Assistance (2019-2022)
Nia Davis, Transition Coordinator, Adult Education (2019-2021)
Alyssia Dayries-Sam, Professor, Science and Mathematics (2019-2020)
Bridgette Dufrene, Associate Professor, Charity School of Nursing (2019-2020)
Beth Lasky, Assistant Professor, Business and Technology (2019-2021)
Linda Launey, Executive Director, Business and Technology (2019-2022)
Freda Leonard, Associate Professor, Business and Technology (2019-2021)
Shawnie Lofton, Associate Professor, Communication (2019-2020)
Melanie McHenry, Assistant Professor, Science and Mathematics (2019-2020)
Cynthia Mistretta, Financial Aid Counselor/Scholarship Specialist (2019-2022)
Joanna Rivers, Associate Professor, Science and Mathematics (2019-2021)
Vance Roux, Assistant Professor, Business and Technology (2019-2022)
Tenisha Slaughter, Instructor, Technical Division (2019-2021)
Janine Smith, Librarian/Instructor, Sidney Collier Site (2019-2020)
Tiquiena Varnado, Professor, Science and Mathematics (2019-2021)
Darlene Williams, Associate Professor, Science and Mathematics (2019-2021)
Kiedra Williams, Director of Technical Programs (2019-2021)
Beverly Wiltz, Assistant Professor, Science and Mathematics (2019-2022)
SPECIAL NEEDS AND HEALTH SERVICES COMMITTEE

The Committee on Special Needs and Health Services functions as an advisory committee to the Vice Chancellor for Student Affairs. The Committee makes recommendations that address the special needs of persons with disabilities within the Delgado community. It also provides guidance in planning the College’s health services programs, which include but are not limited to wellness, stress management, and the prevention of alcohol and drug abuse.

Chair: Robin Wegener, Associate Professor, Allied Health
Assistant Chair: Brian Rosenthal, Coordinator of Health Services
Executive Officer: Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
Ex Officio Members: Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
Brian Rosenthal, Coordinator of Health Services
Ronald Russo, Interim Vice Chancellor for Business and Administrative Affairs
Amy Trainor, Assistant Director of Student Life
Joseph Williams, Special Population Advisor

Committee Members:

- Jenifer Auffenberg, Assistant Professor, Science and Mathematics (2019-2020)
- Laila Bicksler, Professor, Science and Mathematics (2019-2022)
- Scott Borne, Assistant Director of Student Life (2019-2021)
- Amzad Chowdhury, Assistant Professor, Science and Mathematics (2019-2021)
- Christal Cook, Instructor, Charity School of Nursing (2019-2022)
- Lisette Copping, Professor, Arts and Humanities (2019-2021)
- Mary Dawes, Associate Professor, Arts and Humanities (2019-2021)
- Gina Ferrara, Assistant Professor, Communication (2019-2021)
- Natasha Flowers, Assistant Professor, Science and Mathematics (2019-2022)
- Lisette Ganier, Professor, Communication (2019-2021)
- Valeria Hallett, Assistant Professor, Communication (2019-2020)
- Linda Kelly, Professor, Allied Health (2019-2022)
- Daniel Laiche, Professor, Allied Health (2019-2021)
- Shawnte Lofton, Associate Professor, Communication (2019-2021)
- Robin Matthew, Assistant Professor, Allied Health (2019-2022)
- Carol McCarthy, Associate Professor, Communication (2019-2022)
- Geralyn Labbe-Morrell, Assistant Professor, Communication (2019-2020)
- Elizabeth Nadeau, Associate Professor, Science and Mathematics (2019-2020)
- Donald O’Callahan, Instructor, Communication (2019-2021)
- Alyssa Ransom, Instructor, Science and Mathematics (2019-2022)
- Raul Salas, Instructor/ Course Coordinator, Charity School of Nursing (2019-2022)
- Cindy Siegrist, Professor, Communication (2019-2021)
- Catherine Strength, Professor, Charity School of Nursing (2019-2021)
- Abbey Wallig, Assistant Professor, Communication (2019-2022)
- Robin Wegener, Associate Professor, Allied Health (2019-2020)
- Susan Welsh, Professor, Allied Health (2019-2021)
- Pamdora Williams, Administrative, Answer Center, (2019-2022)
STUDENT GRIEVANCE COMMITTEE

The Student Grievance Committee hears complaints and grievances of students regarding any problem pertaining to student life and development and makes recommendations for resolving substantiated problems.

Chair: Theresa DeGruy, Assistant to the Vice Chancellor for Student Affairs and City Park Campus Executive Dean

Executive Officer: Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus

Ex Officio Members: Scott Borne, Assistant Director of Student Life
Peter Cho, Executive Dean, West Bank Campus
Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
Theresa DeGruy, Assistant to the Vice Chancellor for Student Affairs and City Park Campus Executive Dean
Tamika Duplessis, Executive Dean, Sidney Collier Site
Michelle Greco, Director, Enrollment Management
Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Committee Pool Members:

Nelcia Alexis, Instructor, Allied Health (2019-2022)
Yvette Alexis, Project Specialist, Workforce and Institutional Advancement (2019-2022)
Habiburrahman Ansari, Assistant Professor, Science and Mathematics (2019-2022)
Jennifer Auffenberg, Assistant Professor, Science and Mathematics (2019-2022)
Julie Bell, Professor, Business and Technology (2019-2020)
Kristi Lamarque-Bordelon, Instructor, Charity School of Nursing (2019-2022)
Norma Brown, TRIO, Student Support Services (2019-2022)
Amy Buckel, Associate Professor, Science and Mathematics (2019-2020)
Ronald Chisholm, Assistant Professor, Allied Health (2019-2022)
Wellington Coleman, Instructor, Science and Mathematics (2019-2022)
Emmett Davis, Associate Professor, Business and Technology (2019-2021)
Melanie Deffendall, Associate Professor, Arts and Humanities (2019-2020)
Michelle DeLima, Professor, Charity School of Nursing (2019-2021)
Nikki Dingle, Senior Enrollment Advisor, City Park Campus (2019-2020)
Tracy Dufrene, Associate Professor, Science and Mathematics (2019-2022)
Scott Dufrene, Instructor, Charity School of Nursing (2019-2022)
Dania Flores, Instructor, Charity School of Nursing (2019-2020)
Danielle Gandolfo, Associate Professor, Allied Health (2019-2022)
Donna Giovingo, Instructor, Charity School of Nursing (2019-2021)
Sarah Inman, Professor, Communication (2019-2021)
Linda Kieffer, Professor, Arts and Humanities (2019-2022)
Francesca Langlow, Professor, Allied Health (2019-2021)
Linda Launey, Executive Director, Business and Technology (2019-2022)
Ira Mata, Assistant Professor, Technical Division (2019-2022)
Lyle McDonald, Assistant Professor, Technical Division (2019-2020)
Johnnie Mose, Associate Professor, Charity School of Nursing (2019-2020)
Matthew Palumbo, Associate Professor, Science and Mathematics (2019-2021)
Celeste Phillips, Professor, Charity School of Nursing (2019-2022)
Marceau Ratard, Professor, Science and Mathematics (2019-2020)
Philip Reppel, Assistant Professor, Science and Mathematics (2019-2020)
David Sanders, Assistant Professor, Science and Mathematics (2019-2020)

(continued)
Student Grievance Committee 2019-2020 (continued)

Susan Santolucito, Professor, Science and Mathematics (2019-2020)
Monica Scheel, Assistant Professor, Charity School of Nursing (2019-2020)
Charlene Shunick, Instructor, Science and Mathematics (2019-2020)
Martin Straka, Assistant Professor, Arts and Humanities (2019-2022)
Paul Speyer, Associate Professor, Science and Mathematics (2019-2021)
Koren Thornton, Administrative Super, Admissions, Charity School of Nursing (2019-2022)
Neil Toomer, Assistant Professor, Business and Technology (2019-2020)
Steve Trichell, Professor, Allied Health (2019-2021)
Richard Vargas, Associate Professor, Technical Division (2019-2021)
Tiquiena Varnado, Professor, Science and Mathematics (2019-2021)
Betty Vix, Professor, Science and Mathematics (2019-2022)
Cheree’ Wiggins, Assistant Professor, Charity School of Nursing (2019-2022)
Leah Wooden, Associate Professor, City Park (2019-2020)

Student Appointments: Student Representative, Charity School of Nursing Campus; Student Representative, City Park Campus; Student Representative, Jefferson Site; Student Representative, Sidney Collier Site; Student Representative, West Bank Campus
STUDENT ORGANIZATIONS AND ACTIVITIES COMMITTEE

This Committee is a college-wide committee that serves in an advisory capacity to the Vice Chancellor for Student Affairs and works with Student Government Associations (SGAs) and their respective advisors to evaluate and recommend policies relating to student activities and student organizations. The committee is also charged with responsibility for recommending policies and activities that enhance student participation in organizations and activities.

Chair: Amy Trainor, Assistant Director of Student Life

Executive Officer: Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus

Ex Officio Members:
- Scott Borne, Assistant Director of Student Life
- Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
- Michelle Greco, Director, Enrollment Management
- Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing

Committee Members:
- Ayyad Abdelrahim, Associate Professor, Science and Mathematics (2019-2020)
- Nelcia Alexis, Instructor, Charity School of Nursing (2019-2021)
- Stephen Andrus, Instructor, Business and Technology (2019-2022)
- Chiquilla Brown, Assistant Professor, Charity School of Nursing (2019-2020)
- Emily Clay, Associate Professor, Communication (2019-2021)
- Samantha Candler, Instructor, Technical Division (2019-2022)
- Caitlin Cooper, Assistant Professor, Coordinator of Collection Development Management and Acquisitions, Library (2019-2020)
- Lesha Coulon, Assistant Dean, Technical Division/Site Manager – Jefferson Site (2019-2022)
- Demetrice Douglas, Specialist, Charity School of Nursing (2019-2020)
- Paula Dupont, Librarian (2019-2021)
- Jennifer Fernandez, Instructor, Charity School of Nursing (2019-2020)
- Gina Ferrara, Assistant Professor, Communication (2019-2022)
- Natasha Flowers, Assistant Professor, Science and Mathematics (2019-2020)
- Cheryl Green, Professor, Business and Technology (2019-2021)
- Alexander Hamman, Instructor, Business and Technology (2019-2022)
- Brenda Hanegan, Associate Professor, Arts and Humanities (2019-2021)
- Leigh Hanhart, Associate Professor, Charity School of Nursing (2019-2022)
- Crystal Jackson, Administration, Answer Center (2019-2022)
- Krista Lawrence, Professor, Business and Technology (2019-2022)
- Carol Leefe, Assistant Professor, Charity School of Nursing (2019-2021)
- Lyle McDonald, Assistant Professor, Technical (2019-2021)
- James Means, Instructor, Arts and Humanities (2019-2020)
- Elizabeth Nadeau, Associate Professor, Science and Math (2019-2021)
- Nicole Pananos, Counselor, City Park Campus (2019-2020)
- Roxanne Ponson, Administrative Coordinator II, Admissions (2019-2020)
- Dimitrios Papadopoulos, Assistant Professor, Science and Mathematics (2019-2020)
- Sadhana Ray, Professor, Arts and Humanities (2019-2021)
- Tenisha Slaughter, Instructor, Technical Division (2019-2022)
- Sammi Smith, Assistant Professor, Allied Health (2019-2021)
- Callie Solano, Instructor, Communication (2019-2021)
- Richard Vargas, Associate Professor, Technical (2019-2021)
- Abbey Wallig, Assistant Professor, Communication (2019-2022)
- Pamela Windham, Assistant Professor, Science and Mathematics (2019-2022)
- Caroline Yarbrough, Associate Professor, Business and Technology (2019-2020)
V. CALENDARS OF COLLEGE EVENTS

2019-2020
ACADEMIC CALENDAR
DELGADO COMMUNITY COLLEGE

Fall 2019 Semester (16 Weeks)

August 12, 2019 - December 12, 2019

August

- April 15 - August 9 - Fall 2019 Semester registration in person
- 9, Friday - Deadline to submit academic suspension appeals
- 12 - 16 - Late registration online
- 12 - 13, Monday - Tuesday - College Faculty/Staff Convocation
- 12 – 13 Monday-Tuesday College Convocation
- 14 - 16, Wednesday - Friday, 9 a.m. - 6 p.m. - Late registration in person
- 17, Saturday - CLASSES BEGIN
- 19 - 20, Monday - Tuesday - 1 p.m. - 6 p.m. - Late registration, drop/add in person
- 20, Tuesday, 6 p.m. - Final day to add courses, change sections, change from credit to audit or audit to credit / Last day for admission to the College for Semester
- 27, Tuesday - Deadline for 100% tuition adjustment

September

- 2, Monday - Labor Day holiday - no classes
- 3, Tuesday - Official Census Day
  - Last day to drop without “W” on student transcripts - by 12 noon in person and 4:30 p.m. online
  - Deadline for 50% tuition adjustment - after this date, no adjustments are given - students are responsible for full tuition and fee rates after this date, regardless of withdrawal or attendance
- 11 - January 12 - Spring 2020 Semester registration
- 8, Tuesday - Midterm grading period ends at 1 p.m. / Final day for completion of non-traditional credits
- 11, Friday - 4:30 p.m. – Final Deadline to apply for December graduation
- 12 - 15, Saturday - Tuesday - Fall Holiday - no classes
- 14, Monday - Staff Convocation

October

- 6, Wednesday, 6 p.m. - Final day for dropping courses with a “W” or withdrawing from College
- 8, Friday, 4:30 p.m. - First priority deadline to apply for May 2020 graduation
- 19, Tuesday, 4:30 p.m. - Last day for reinstatement to be processed in Registrar’s office
- 27 - December 1 - Thanksgiving Holiday - no classes
- 19, Tuesday, 4:30 p.m. - Last day for reinstatement to be processed in Registrar’s office
- 27 - December 1 - Thanksgiving Holiday - no classes
December

- 2, Monday - Last day of class
- 3, Tuesday, 8 a.m. - Beginning of final exams
- 6, Friday, 11:59 p.m. - Final grades due for final exams given on Tuesday, December 3 and Wednesday, December 4
- 7, Saturday - Final exams for Saturday classes
- 10, Tuesday, 11:59 p.m. - End of final exams / Final grades due for all courses
- 12, Thursday, 4:30 p.m. - End of Fall Semester / Grade books due in divisional offices
- 17, Tuesday, 10 a.m. - Commencement

Fall Semester Tuition Adjustment Schedule / Withdrawal from College/Reduction in Credit Hours:

- Through August 27 - 100%
- August 28 – September 3 - 50%
- After September 3 - NONE

Fall 2019 Minimester Term A

**August 19 - October 4, 2019**

Registration: Follows full term registration
Classes begin: August 19
Census Day: August 26
Last day to drop courses with a “W”: September 19
Last day to reinstate a course: September 26
Final Exams: September 30 - October 4
Tuition Adjustment Schedule / Withdrawal from College / Reduction in Credit Hours:

- Through August 21 - 100%
- August 22 – 26 - 50%
- After August 26 - NONE

Fall 2019 Minimester Term AB

**October 9 - December 10, 2019**

Registration: August 14 - 16
Classes begin: October 9
Census Day: October 21
Last day to drop courses with a “W”: November 12
Last day to reinstate a course: November 19
Final Exams: December 3 - 10

This term is only available for specific programs. Please contact your division to see if this term is available for your program.

Tuition Adjustment Schedule / Withdrawal from College / Reduction in Credit Hours: Follows full term adjustment schedule. Bundled session; registration is completed at the beginning of the semester.
Fall 2019 Minimester Term B

October 9 - December 10, 2019

Registration: September 4 - October 2
Late registration: October 3 - 10
Classes begin: October 9
Census Day: October 21
Last day to drop courses with a "W": November 12
Last day to reinstate a course: November 19
Final Exams: December 3 - 10

Tuition Adjustment Schedule / Withdrawal from College / Reduction in Credit Hours:
- Through October 16 - 100%
- October 17 – 21 - 50%
- After October 21 – NONE

Spring 2020 Semester (16 Weeks)

January 13 - May 14, 2020

January
- 3 - 10 - Spring 2020 Semester registration in person
- 10, Friday - Deadline to submit academic suspension appeals
- 13 - 17, Monday - Friday - Late registration online
- 13 - 14, Monday - Tuesday - College Convocation
- 15 - 17, Wednesday - Friday, 9 a.m. - 6 p.m. - Late registration in person
- 18, Saturday - CLASSES BEGIN
- 20, Monday - Martin Luther King Jr. Holiday, no classes
- 21 - 22, Tuesday, 1 p.m. - 6 p.m. - Late registration, drop/add in person
- 22, Wednesday, 6 p.m. - Final day to add courses, change sections, change from credit to audit or audit to credit / Last day for admission to the College for Semester
- 29, Wednesday - Deadline for 100% tuition adjustment

February
- 4, Tuesday - Official Fourteenth Class Day
  - Last day to drop without “W” on student transcripts - by 12 noon in person and 4:30 p.m. online
  - Deadline for 50% tuition adjustment - after this date, no adjustments are given - students are responsible for full tuition and fee rates after this date, regardless or withdrawal or attendance
- 22 - 26, Saturday - Wednesday - Mardi Gras Holiday, no classes
- 28, Friday, 4:30 p.m. - Second deadline to apply for May graduation - after this day a “late fee” will be assessed

March
- 10, Tuesday, 8 a.m. - Beginning of midterm exams
- 13, Friday, 4:30 p.m. – Final Deadline to apply for May graduation
• 16, Monday - End of midterm exams
• 17, Tuesday
  o 1 p.m. - Midterm grading period ends
  o Final day for completion of non-traditional credits for semester

April
• 6, Monday, 4:30 p.m. - First priority deadline to apply for December graduation
• 7, Tuesday, 4:30 p.m. - Final day for dropping courses with a “W” or withdrawing from College
• 9 - 12, Thursday - Sunday - Spring Holiday, no classes
• 13 - May 22 - Summer/Fall 2020 Semester registration in person
• 13 - May 29 - Summer/Fall 2020 Semester registration online
• 27, Monday, 4:30 p.m. - Last day for reinstatement to be processed in Registrar’s office

May
• 4, Monday - Last day of class
• 5, Tuesday, 8 a.m. - Beginning of final exams
• 8, Friday, 11:59 p.m. - Final grades due for final exams given on Tuesday, May 5 and Wednesday, May 6
• 9, Saturday - Final exams for Saturday classes
• 11, Monday, 11:59 p.m. - Final grades due for final exams given on Thursday, May 7; Friday, May 8; and Saturday, May 9
• 12, Tuesday, 11 p.m. - End of final exams; final grades due for online courses
• 13, Wednesday, 1 p.m. - Final grading period ends; final grades due for final exams given on Monday, May 11 and Tuesday, May 12; grade books due in divisional offices
• 14, Thursday, 4:30 p.m. - End of Spring Semester
• 19, Tuesday, 10 a.m. - Commencement

Tuition Adjustment Schedule / Withdrawal From College / Reduction in Credit Hours:
• Through January 29 - 100%
• January 30 - February 4 - 50%
• After February 4 - NONE

Spring 2020 Minimester Term A

January 21 - March 10, 2020
Registration: Follows full term registration
Classes begin: January 21
Census Day: January 27
Last day to drop courses with a “W”: February 28
Last day to reinstate a course: March 3
Final Exams: March 11 - 17
Tuition Adjustment Schedule / Withdrawal from College / Reduction in Credit Hours:
• Through January 29 - 100%
• January 30 - February 4 - 50%
• After February 4 - NONE
Spring 2020 Minimester Term AB

**March 17 - May 4, 2020**

Registration: January 6 - 17  
Classes begin: March 17  
Census Day: March 24  
Last day to drop courses with a "W": April 15  
Last day to reinstate a course: April 22  
Final Exams: May 5 – 12

*This term is only available for specific programs. Please contact your division to see if this term is available for your program. Tuition Adjustment Schedule / Withdrawal from College / Reduction in Credit Hours: Follows full term adjustment schedule. Bundled session; registration is completed at the beginning of the semester.*

Spring 2020 Minimester Term B

**March 17 - May 4, 2020**

Registration: February 5 - March 9  
Late registration: March 10 - 17  
Classes begin: March 17  
Census Day: March 24  
Last day to drop courses with a "W": April 15  
Last day to reinstate a course: April 22  
Final Exams: May 5 - 12  
Tuition Adjustment Schedule / Withdrawal from College / Reduction in Credit Hours:

- Through March 20 - 100%  
- March 21 - 24 - 50%  
- After March 24 - NONE

Summer 2020 Session

**June 3 - July 29, 2020**

**May**

- 25, Monday - Memorial Day Holiday, College closed

**June**

- 1 - 2, Monday - Tuesday  
  - 8 a.m. - 7 p.m. - Late registration online  
  - 9 a.m. - 6 p.m. - Late registration in person  
- 3, Wednesday - CLASSES BEGIN  
- 3 - 4, Wednesday - Thursday  
  - 8 a.m. - 7 p.m. - Late registration, drop/add online  
  - 1 p.m. - 4:30 p.m. Late registration, drop/add in person
4, Thursday, 6 p.m. - Final date to register, add courses, change sections, change from credit to audit, or audit to credit / Last date for admission to the College for Session
15, Monday - Census Day - Last date to drop without "W" on student transcripts by 12 noon in person or 4:30 p.m. online
23, Tuesday, 8 a.m. - Beginning of midterm exams
29, Monday - End of midterm exams

July
1, Wednesday, 1 p.m. - Midterm grading period ends
7, Tuesday, 6 p.m. - Final day for dropping courses with a “W” or withdrawing from College
14, Tuesday, 6 p.m. - Last date for reinstatement to be processed in Registrar’s office
21, Tuesday - Last day of class
22, Wednesday, 8 a.m. - Beginning of final exams
27, Monday, 11:59 p.m. - Final grades due for final exams given on Wednesday, July 22 and Thursday, July 23
28, Tuesday - End of final exams; final grades due at 11:59 p.m. for final exams given on Monday, July 27
29, Wednesday
  o 1 p.m. - Final grading period ends; all final grades due; grade books due in divisional offices
  o 4:30 p.m. - End of Summer Session

Tuition Adjustment Schedule / Withdrawal from College / Reduction in Credit Hours:
  Through June 9 - 100%
  June 10 - 15 - 50%
  After June 15 - NONE
# Timeline for Creating 2020-2021 Academic Calendar

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>College Registrar uses previous academic year calendars as models to update and develop draft of 2020-2021 Academic Calendar.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>College Registrar distributes draft of 2020-2021 Academic Calendar to Academic Affairs Council for review.</td>
</tr>
<tr>
<td>Upon Academic Affairs Council Recommendation for Approval</td>
<td>College Registrar submits 2020-2021 Academic Calendar recommended for approval by Academic Affairs Council to Vice Chancellor for Academic Affairs.</td>
</tr>
<tr>
<td>Upon Vice Chancellor for Academic Affairs’ Approval</td>
<td>Vice Chancellor for Academic Affairs sends approved Academic Calendar to Human Resources to be submitted to Louisiana Community and Technical College System Office. Registrar submits approved Academic Calendars to Catalog Editor and Webmaster for publication.</td>
</tr>
<tr>
<td>Upon submission</td>
<td>2020-2021 Academic Calendar published on College’s website.</td>
</tr>
</tbody>
</table>
ART GALLERY CALENDAR

Location: Delgado Community College
Fine Arts Gallery, Third Floor
Isaac Delgado Hall (Bldg.1)
See Delgado Fine Arts Gallery webpage.

Contact Information: Daphne Loney, Gallery Director
Phone: (504) 671-6363; dloney@dcc.edu
Dan Tague, Curator
(504) 671-6363; dtague@dcc.edu

Exhibits:

Ron Bechet
Dates: August 19 – September 19, 2019
Reception: August 29, 2019 / 5-7pm

Delgado Faculty Show
Dates: September 30 – October 24, 2019
Reception: October 3 · 2019 / 5-7pm

To Be Announced
Dates: November 4 - December 2, 2020
Reception: November 7, 2019 / 5-7pm

Black History Month
Dates: January 20 – February 20, 2020
Reception: February 6 · 2020 / 5-7pm

VISC Student Show
Dates: March 5 – March 26, 2020
Reception: March 25, 2020 / 5-7 pm

FNAR Student Show
Dates: April 2 – April 30, 2020
Reception: April 2, 2020 / 5-7 pm
2018-2019 BUDGET DEVELOPMENT, REVIEW AND APPROVAL TIMELINE

Office of Finance and Budget (OFB) develops formal 2019-2020 budget preparation timetable based on due dates as established by the LCTCS.  
by January 11, 2019

Executive Council determines enrollment and student credit hour projections and full-time equivalent (FTE) goals based on institutional research data. Revenue projections based on this data are forwarded to the System Office by OFB.  
by February 1, 2019

OFB sends personnel section budget worksheets to Executive Deans to review with their respective units as well as impacted College-wide units for the purpose of submitting personnel requests for the forthcoming yearly budget.  
by March 1, 2019

Upon receipt of personnel requests from budget units, OFB submits proposed personnel section of the budget to the Executive Council.  
April 1, 2019

Based on revenue projections and historical data, OFB calculates non-personnel expenditure budgets using projected remaining available funds. OFB proposed non-personnel budget worksheets to Executive Deans.  
by May 1, 2019

Upon receipt of personnel requests from the Executive Deans, OFB submits proposed non-personnel section of the budget to the Executive Council.  
by May 15, 2019

Executive Council meets to address priorities of proposed personnel and non-personnel budget sections College-wide and discuss impact of College-wide indirect and mandated expenses.  
by June 1, 2019

Based on decisions of Executive Council, OFB compiles preliminary budget for review.  
by June 13, 2019

Executive Council reviews preliminary budget and determines necessary changes.  
by June 27, 2019

OFB assembles proposed final budget, which is submitted to the Executive Council for final review.  
by July 31, 2019

Following review by the Executive Council and upon approval by the Chancellor, the final College budget is submitted by to the LCTCS Office by established deadline.  
by LCTCS deadline

Upon approval by the Chancellor, the final College budget is submitted to the LCTCS Office by the established deadline.  
by LCTCS deadline

The Budget Review Committee reviews the budgeting process and makes recommendations for improvement to the Executive Council for consideration and possible implementation into the budgeting process for the following year.  
by August 30, 2019
CATALOG PRODUCTION CALENDAR

DELGADO COMMUNITY COLLEGE CATALOG

2020-2021 Edition

September 2019  Initial Meeting of Catalog Committee

February 2020  Last Catalog Committee Meeting

April 1, 2020  Last Day for all approved curriculum changes and changes to all other sections to be submitted to a member of the Catalog Editorial Team

July 2020  Online publishing of new 2020-2021 Catalog
# Class Schedule Production Calendar

## Spring 2020 Class Schedules

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9, 2019</td>
<td>Rollover of 2019 Spring Class Schedule to 2020 Spring Class Schedule</td>
</tr>
<tr>
<td>September 23, 2019</td>
<td>Deadline for Deans/Department Chairs to make changes <em>before classes are opened</em> in Banner system for advanced Spring 2020 registration</td>
</tr>
</tbody>
</table>

## Summer 2020 Class Schedules

<table>
<thead>
<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>March 6, 2020</td>
<td>Rollover of 2019 Summer Class Schedule to 2020 Summer Class Schedule</td>
</tr>
<tr>
<td>April 10, 2020</td>
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</tbody>
</table>

## Fall 2020 Class Schedules

<table>
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<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>March 6, 2020</td>
<td>Rollover of 2019 Fall Class Schedule to 2020 Fall Class Schedule</td>
</tr>
<tr>
<td>April 10, 2020</td>
<td>Deadline for Deans/Department Chairs to make changes <em>before classes are opened</em> in Banner system for advanced Fall 2020 registration</td>
</tr>
</tbody>
</table>
## COMMENCEMENT CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, December 17, 2019</strong></td>
<td>Fall 2018 Commencement Exercises</td>
<td>10 a.m.</td>
<td>UNO Kiefer Lakefront Arena</td>
</tr>
<tr>
<td><strong>Tuesday, May 19, 2020</strong></td>
<td>Spring 2019 Commencement Exercises</td>
<td>10 a.m.</td>
<td>UNO Kiefer Lakefront Arena</td>
</tr>
</tbody>
</table>
CREDENTIALS VERIFICATION CALENDAR (New Faculty Only)

By Fall/Spring Convocation or as soon as possible thereafter, all official/unofficial transcripts are sent to the Vice Chancellor for Academic Affairs or designee, who reviews qualifications for teaching in specific disciplines. When necessary, department heads/deans will explain and document unusual circumstances in writing.

Agreements for new part-time faculty must be submitted in accordance with the deadline established by the Office of Human Resources.

The Vice Chancellor for Academic Affairs forwards copies of original official transcripts to the Office of Human Resources. In addition, official transcripts are filed in the Office of the Vice Chancellor for Academic Affairs. If the official transcript is not submitted when the agreement is received in the Office of the Vice Chancellor for Academic Affairs, the office contacts the new faculty member. Official transcripts must be received in the office by midterm.
CURRICULUM DEVELOPMENT CALENDAR

August 26, 2019  Deadline for proposals to be submitted to Curriculum Office for Consideration for possible inclusion at the September 6, 2019 meeting.

September 6, 2019  Scheduled meeting of Curriculum Committee (Overview and Orientation).

September 9, 2019  Deadline for proposals to be submitted to Curriculum Office for Consideration for possible inclusion at the September 20, 2019 meeting.

September 20, 2019  Scheduled meeting of Curriculum Committee

October 9, 2019  Deadline for proposals to be submitted to Curriculum Office for Consideration for possible inclusion at the October 25, 2019 meeting.

October 25, 2019  Scheduled meeting of Curriculum Committee

November 4, 2019  Deadline for proposals to be submitted to Curriculum Office for Consideration for possible inclusion at the November 15, 2019 meeting.

November 15, 2019  Scheduled meeting of Curriculum Committee

January 27, 2020  Deadline for proposals to be submitted to Curriculum Office for Consideration for possible inclusion at the February 7, 2020 meeting.

February 7, 2020  Scheduled meeting of Curriculum Committee.

March 9, 2020  Deadline for proposals to be submitted to Curriculum Office for Consideration for possible inclusion at the March 27, 2020 meeting.

March 27, 2020  Scheduled meeting of Curriculum Committee.

April 6, 2020  Deadline for proposals to be submitted to Curriculum Office for Consideration for possible inclusion at the April 17, 2020 meeting.

April 17, 2020  Scheduled meeting of Curriculum Committee

April 20, 2020  Deadline for proposals to be submitted to Curriculum Office for Consideration for possible inclusion at the May 1, 2020 meeting.

May 1, 2020  Last regularly scheduled meeting of the Curriculum Committee for 2019-2020.

August 5, 2020  All 2020-2021 curriculum changes implemented (contingent on final approvals).
EVALUATION CALENDAR

Schedules of Personnel Evaluations 2019-2020

Full-Time and Part-Time Faculty Evaluations

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19, 2019</td>
<td>Begin class visits and evaluation of instructional material.</td>
</tr>
<tr>
<td>September 23, 2019</td>
<td>Completed Preliminary Evaluation Agreement Form* submitted to supervisor.</td>
</tr>
<tr>
<td>October 7 - October 18, 2019</td>
<td>Student evaluation of instruction.</td>
</tr>
<tr>
<td>September 24, 2019 - February 28, 2020</td>
<td>Faculty collect documentation of progress toward goals, participate in Classroom observation where appropriate, and conduct formative evaluations in at least one class during academic year.</td>
</tr>
<tr>
<td>March 13, 2020</td>
<td>Faculty Final Conference Form submitted to supervisor.</td>
</tr>
<tr>
<td>April-May 2020</td>
<td>Final conference with supervisor, individually or with department.</td>
</tr>
<tr>
<td>June 5, 2020</td>
<td>Faculty evaluation reports to Division Deans.</td>
</tr>
<tr>
<td>June 26, 2020</td>
<td>Completed Supervisor's Evaluation Summary Forms due in Office of Human Resources.</td>
</tr>
</tbody>
</table>

* Preliminary Evaluation Agreement goals are based on program, department, and/or division goals in the areas of Teaching and Related Activities; Service to the College, department, division, or students; and Professional Development/Activities.

Administrators and Unclassified Personnel Evaluations

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2, 2020</td>
<td>Begin evaluations of all administrators and unclassified personnel.</td>
</tr>
<tr>
<td>June 1, 2020</td>
<td>Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor</td>
</tr>
<tr>
<td>No later than June 30, 2020</td>
<td>Evaluations submitted to Human Resources</td>
</tr>
</tbody>
</table>

Civil Service Classified Personnel Evaluations

Information regarding evaluation of classified employees is available on the Classified Employees Performance Evaluation System (PES) web page.

Yearly Timeframe

• Evaluations are based on performance in each fiscal year 7/1 - 6/30
• Evaluations are to be completed between 7/1 and no later than 8/31 each year (generally mid-August internal deadline)
• Planning sessions are to be completed between 7/1 and 9/30 of each year

Important Dates

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2019 – 8/16/2019</td>
<td>Evaluation period for completed FY 2018-2019 Performance Year</td>
</tr>
<tr>
<td>9/15/2019</td>
<td>Request for Agency Review deadline to HR for FY 2018-2019 performance evaluation</td>
</tr>
<tr>
<td>7/1/2019 – 9/30/2019</td>
<td>PES Planning period for new FY 2019-2020</td>
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FINAL EXAM SCHEDULE

Final Exam schedules by semester or session are published as they become available in Delgado’s current Student Handbook at the following link(s):

Final Exam Schedule for Fall 2019 Semester

Final Exam Schedule for Spring 2020 Semester
Available Upon Publication of Spring 2020 Student Handbook

Final Exam Schedule for Summer 2020 Session
Available Upon Publication of Summer 2020 Student Handbook
HEALTH & OTHER INSURANCE—ANNUAL ENROLLMENT PERIOD

The Month of October 2019
Deadline for making changes to all insurance benefits for 2020 Calendar Year.

More information on Available Insurance Benefits for Calendar Year 2020 will be available during the Open Enrollment Period in October 2019 and will be published on the following webpage at that time:

Office of Human Resources Employee Benefits
DELGADO COMMUNITY COLLEGE
2019 HOLIDAY SCHEDULE

Please be advised that each institution of higher education designates fourteen (14) legal holidays per calendar year to be observed by all its employees. Holidays declared by the Governor or named in Civil Service Rules do not apply to Delgado employees. The dates below for the calendar year 2019 reflect the holidays on which the College is closed.

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<tbody>
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<td>New Year’s Holiday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>January 21, 2019</td>
<td>Martin Luther King Jr.</td>
<td>Monday</td>
</tr>
<tr>
<td>March 5, 2019</td>
<td>Mardi Gras</td>
<td>Tuesday</td>
</tr>
<tr>
<td>April 19, 2019</td>
<td>Spring Holiday</td>
<td>Friday</td>
</tr>
<tr>
<td>July 4, 2019</td>
<td>Independence Day</td>
<td>Thursday</td>
</tr>
<tr>
<td>September 2, 2019</td>
<td>Labor Day</td>
<td>Monday</td>
</tr>
<tr>
<td>November 28, 2019</td>
<td>Thanksgiving Day</td>
<td>Thursday</td>
</tr>
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For the calendar year 2019, the College has established Limited Staffing Days for the following: Thursday, December 19; Friday, December 20, and Monday, December 23.
(On January 2, March 4, March 6 and May 27, 2019, which were prior to the College’s implementation of the revised LCTCS requirements, the College was closed.)

Academic Affairs Council 6/22/17
Business & Administrative Affairs Council 6/29/17
College Council 8/22/17
Revised as per LCTCS Requirements 8/16/19
DELGADO COMMUNITY COLLEGE  
2020 HOLIDAY SCHEDULE

Please be advised that each institution of higher education designates fourteen (14) legal holidays per calendar year to be observed by all its employees. Holidays declared by the Governor or named in Civil Service Rules do not apply to Delgado employees. The dates below for the calendar year 2020 reflect the holidays on which the College is closed.

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For the calendar year 2020, the College has established Limited Staffing Days for the following: Wednesday, February 26; Monday, May 25; Monday, December 21; Tuesday, December 22, and Wednesday, December 23.

Academic Affairs Council 10/2/18  
Business & Administrative Affairs Council 10/10/18  
College Council 10/23/18  
Revised as per LCTCS Requirements 8/16/19
**Timeline for Creating 2021 Calendar Year Holiday Schedule**

<table>
<thead>
<tr>
<th>Fall 2019</th>
<th>Assistant Vice Chancellor for Human Resources presents draft of 2021 Calendar Year Holiday Schedule to Business and Administrative Affairs Council for review.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upon BAA Council Recommendation</strong></td>
<td>Assistant Vice Chancellor for Human Resources presents draft of 2021 Calendar Year Holiday Schedule to Academic Affairs Council for review.</td>
</tr>
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</tr>
<tr>
<td><strong>Upon College Council Recommendation</strong></td>
<td>Assistant Vice Chancellor for Human Resources submits 2021 Calendar Year Holiday Schedule to LCTCS System Office.</td>
</tr>
</tbody>
</table>
INVENTORY CALENDAR

September 23-27, 2019  Inventory Training Sessions

October 4, 2019   Printout for Inventory of Moveable Property distributed to Property Supervisors

January 17, 2019  Completed Inventory Reports returned to Property Control Office

February 1 – 28, 2020  Inventory Reports reviewed

March 6, 2020  Discrepancies from original Inventory Report returned to Property Location Supervisors for “Spring Search”

April 10, 2020  “Spring Search” results to Property Control Office

June 8, 2020    Inventory Report submitted to Louisiana Property Assistance Agency (L.P.A.A.)
LIBRARY CALENDAR

For the All College Library Locations:

City Park Campus, West Bank Campus, Charity School of Nursing, Jefferson Site, Sidney Collier Site, and River City Site

2019 Fall Semester

November 25, 2019  Final date for faculty to return or renew all library books and materials

December 11, 2019  Final date for students to return all library books and materials

2020 Spring Semester

April 3, 2020  Final date for submitting requests for purchase of library materials for academic year 2019-2020

April 27, 2020  Final date for faculty to return or renew all library books and materials

May 13, 2020  Final date for students to return all library books and materials

2020 Summer Session

July 14, 2020  Final date for faculty to return or renew all library books and materials

July 29, 2020  Final date for students to return all library books and materials
MUSIC RECITAL CALENDAR

The Delgado Music Department offers a recital hour on Thursdays in the Band Room (316W). Concerts, lectures, and demonstrations explore diverse musical styles and historical periods. All performances are free and open to the public.

Location

Band Room (316W)
Isaac Delgado Hall (Building 1)
City Park Campus

Dates

Every Thursday when school is in session

Time

12:30 – 1:30 pm

For more information, contact Steven Edwards at sedwar@dcc.edu or call (504) 671-6373.
OPERATIONAL GUIDELINES PUBLICATION CALENDAR

March-April, 2020  Office of the Vice Chancellor for Academic Affairs sends out email requests for faculty and staff to submit committee membership preferences for 2020-2021 academic year.

June 1, 2020  Deadline for all calendar information to be sent to Policy Office as it should appear in the 2020-2021 Operational Guidelines.


Prior to Fall Convocation Week  Policy Office prepares publication for Vice Chancellor for Academic Affairs’ final approval and subsequent electronic publication.

Fall Convocation Week  Policy Office electronically notifies faculty and staff members regarding Operational Guidelines’ availability on College’s web site.

Through Academic Year  Policy Office works with Committee Chairs regarding any membership requests or changes throughout the academic year, and with responsible departments regarding any updates in calendars or other sections of the Operational Guidelines throughout the academic year.
Payroll – Biweekly by Calendar Year 2019

DELGADO COMMUNITY COLLEGE

Banner Pay Calendar Year 2019

LCTCS System Office Holidays: Shaded
Pay Days: Bold
Pay Checks free of Semi-Monthly Deductions: Diagonal Line /
Pay Period End Dates: Boxes
LCTCS System Office Holidays: Shaded
Pay Days: Bold
Pay Checks free of Semi-Monthly Deductions: Diagonal Line /
Pay Period End Dates: Boxes
ADJUNCT TEACHING/PART-TIME AGREEMENT PAY DATES*

*Note: All completed paperwork must be received in the Office of Human Resources by the required deadline.

FALL SEMESTER 2019

Friday, September 13, 2019 (1/7th of agreement pay)
Friday, September 27, 2019 (1/7th of agreement pay)
Friday, October 11, 2019 (1/7th of agreement pay)
Friday, October 25, 2019 (1/7th of agreement pay)
Friday, November 8, 2019 (1/7th of agreement pay)
Friday, November 22, 2019 (1/7th of agreement pay)
Friday, December 6, 2019 (1/7th of agreement pay)
ADJUNCT TEACHING/PART-TIME AGREEMENT PAY DATES*

*Note: All completed paperwork must be received in the Office of Human Resources by the required deadline.

SPRING SEMESTER 2020

Friday, February 14, 2020 (1/7th of agreement pay)

Friday, February 28, 2020 (1/7th of agreement pay)

Friday, March 13, 2020 (1/7th of agreement pay)

Friday, March 27, 2020 (1/7th of agreement pay)

Friday, April 10, 2020 (1/7th of agreement pay)

Friday, April 24, 2020 (1/7th of agreement pay)

Friday, May 8, 2020 (1/7th of agreement pay)
FACULTY SUMMER SESSION PAYROLL CALENDAR

All completed paperwork must be received in the Office of Human Resources by the required deadline.

Full-time Faculty on Summer Service Employment Agreements

Friday, June 19, 2020 (1/5th of agreement pay)*
Friday, July 3, 2020 (1/5th of agreement pay)*
Friday, July 17, 2020 (1/5th of agreement pay)*
Friday, July 31, 2020 (1/5th of agreement pay)*
Friday, August 14, 2020 (1/5th of agreement pay)*

*Note: Full-time Faculty Summer Service Employment will be paid in 5 installments; Full-time Faculty Overloads will be paid in 4 installments as per schedule below. The first check of June 19th will not include overload pay.

Adjunct Faculty and Full-time Faculty Overloads on Part-Time Agreements

Friday, July 3, 2020 (1/4th of agreement pay)*
Friday, July 17, 2020 (1/4th of agreement pay)*
Friday, July 31, 2020 (1/4th of agreement pay)*
Friday, August 14, 2020 (1/4th of agreement pay)*
DELGADO COMMUNITY COLLEGE PLANNING & ASSESSMENT CYCLE

Step 1: In June and July, Assessment Liaisons meet to review all previous year Unit Assessment Plans and to develop strategies to support those Units that may not have completed the Assessment Cycle. Additionally, Liaisons review documentation of findings and strategies based on included information. Planning units may update data (findings) and/or implementation strategies during this time. In preparation for the next cycle, Assessment Liaisons also discuss overarching goals and develop an assessment plan that addresses opportunities for systemic improvement, and to close-out the 18-month planning cycle. Additionally, several broad planning goals will be identified to include in the next cycle’s Unit Assessment Plans.

Step 2: During the Fall Semester:

(Early Fall) Planning and Assessment Council meets to provide oversight and coordination for the current year cycle and to review the Key Performance Indicators that correlate to the College’s Strategic Goals and the Mission. Chancellor sends communication to faculty and staff regarding the importance of the assessment process to continuous improvement. Vice Chancellor for Academic Affairs sends communication to Planning Unit heads requesting they finalize previous year plans if not done so already and to begin to work with their liaisons to develop current year plans.

(August to December), Assessment Liaisons meet with assigned Planning Units to begin the development of Unit Assessment Plans for the current year. Assessment Liaisons review the Unit Assessment Plan Template and Evaluation Rubric with planning units to ensure consistency in format across the College (See Sample Unit Assessment Plan and Evaluation Rubric). Planning begins with a review of the past assessment cycle, and the collecting documentation of the implementation of results. At this time, Planning Units may update actions, results, and/or initiatives implemented during the overlapping periods of the assessment and planning calendars. Planning for the current year must develop outcomes to measure the effectiveness of strategies implemented as a result of the prior year’s assessment and evaluation. In addition to the alignment with the College Strategic Focus and Mission, each Unit Assessment Plan should address one of the broad planning goals developed in June/July. Each planning unit must identify a minimum of three (3) measurable Outcomes and related measurable targets; however, units are encouraged to identify as many outcomes as necessary to document service to students and the improvement of the learning process.

Step 3: By the close of the Fall Semester (typically early December for Instructional Units and mid-January for Administrative Units), 100 percent of Unit Assessment Plans will be completed as drafts.

Step 4: Draft plans and Desired Outcomes are reviewed by Planning Units, Immediate Supervisors (i.e., Academic Dean, Department Head, Assistant Vice Chancellor) and Executive Deans/Vice Chancellors. Plans are submitted by Assessment Liaisons to the Director of Research and Planning, who reviews the plans and works with planning units to make necessary modifications to draft plans.

Step 5: During the Spring Semester:

(Early Spring) Assessment Liaisons meet and review all (100 percent) of Unit Assessment Plans to accept, modify with suggestions, or develop corrective plans of action for Planning Units that did not complete the past Assessment Cycle and/or did not develop substantive plans for the current year.

(continued)
(Early Spring) Chancellor sends communication to faculty and staff as a reminder of the importance of assessment process and cycle to continuous improvement. Vice Chancellor for Academic Affairs sends communication to Planning Units requesting them to continue to work with liaisons for current year assessment plans and start assessing and determining findings and use of results.

(Spring) Planning and Assessment Council meets to provide oversight and coordination for the current year cycle and to review the cycle summary report that annually correlates unit assessments to the College’s Strategic Goals, the Mission, and the educational programs’ Student Learning Outcomes.

Step 6: In January or early February, approved and modified plans are circulated, through Assessment Liaisons, to Planning Units. Units begin the process, in consultation with Assessment Liaisons, of collecting data to report assessment findings and develop plans to improve opportunities for student learning and success.

Step 7: Beginning in January, Planning Units collect and record data for each identified outcome. Through consultation with Assessment Liaisons, units may identify additional outcomes to review, or may modify/improve existing outcomes. Planning Units begin discussions to review data, and identify strategies for improvement based on results.

Step 8: By the close of the Academic/Fiscal Year (typically mid-May for Instructional Units and late June for Administrative Units), 100 percent of Unit Assessment Plans will: contain detailed data (findings) for each outcome identified; show budget summaries (as applicable); include evidence of data collection (artifacts); include strategies for improvement based on results.

Step 9: Draft plans and supporting evidence are reviewed by Planning Units, Immediate Supervisors (i.e., Academic Dean, Department Head, Assistant Vice Chancellor), and Executive Deans/Vice Chancellors and are submitted by Assessment Liaisons to the Director of Research and Planning, who reviews the plans and supporting evidence and works with planning units to make necessary modifications prior to the College’s final acceptance.

Step 10: See Step 1
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING DATES

The Faculty and Staff Professional Development Committee will meet at 3:30 p.m. on the dates indicated below. Location is to be determined.

- Thursday, September 19th
- Thursday, November 14th
- Thursday, February 13th
- Thursday, April 23rd

Mini-Grant Calendar
A progress report on the project is due by March 16, 2020, in the Office of the Vice Chancellor for Academic Affairs. Mini-grant projects are expected to be completed by May 29, 2020. Mini-grant recipients are required to present the results of their projects to the appropriate segments of the College community in the following semester.

Fall Semester

August 12, 2019  Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications.

October 29, 2019 Deadline to submit Mini-Grant application to the Office of Vice Chancellor for Academic Affairs (VCAA) and a copy to Chair(s) of PDC.

November 19, 2019 PDC submits prioritized list of final recommendations to the VCAA.

December 2, 2019 Award Letter and Contract mailed from Office of Professional Development with a copy to VCAA and Chair of PDC.

December 13, 2019 Completed Contract returned to Office of Professional Development.

Spring Semester

January 13, 2020 Chair or designee of PDC makes formal announcement of recipients.

February 10, 2020 Deadline for first half funds distribution. (Atypical contract date)

March 16, 2020 Recipient submits Progress Report to Chair of PDC with copy to VCAA and Director of Professional Development.

May 29, 2020 Project Completed. Documentation submitted to VCAA with copy to Chair of PDC.

Following Fall Semester Mini-grant project results are presented to the appropriate segment of the College. (at the Fall Convocation, if possible).

References:
- Mini-Grant Application (Forms 6311/001, 002, and 003)
- Mini-Grant Sample Proposal
- Mini-Grant Policy
Power of One Internal Giving Campaign Grants Calendar
A progress report on the project is due by March 16, 2020, in the Office of the Vice Chancellor for Workforce and Institutional Advancement. Power of One projects are expected to be completed by May 29, 2020. Power of One grant recipients are required to present the results of their projects to the appropriate segments of the College community in the following semester.

Fall Semester

August 12, 2019  Power of One Committee Chair announces deadline to submit Power of One Grant Applications at Fall Convocation.

October 29, 2019 Deadline to submit Power of One Grant Application to the Office of Vice Chancellor for Workforce and Institutional Advancement

November 18, 2019 Power of One Committee submits prioritized list of final recommendations to the Vice Chancellor for Workforce and Institutional Advancement

December 2, 2019 Award Letter and Contract mailed from Office of Institutional Advancement with a copy to Power of One Committee Chair

December 13, 2019 Completed Contract returned to Office of Institutional Advancement

Spring Semester

January 13, 2019 Power of One Committee Chair makes formal announcement of recipients at Spring Convocation.

February 10, 2020 Deadline for first half funds distribution. (Atypical contract date)

March 16, 2020 Recipient submits Progress Report to Power of One Committee Chair with copy to Vice Chancellor for Workforce and Institutional Advancement

May 29, 2020 Project Completed. Documentation submitted to Vice Chancellor for Workforce and Institutional Advancement with copy to Power of One Committee Chair

Following Fall Semester  Power of One project results are presented to the appropriate segment of the College (at the Fall Convocation, if possible).

Attachments:
Process for Awarding Power of One Internal Giving Campaign Grants (Policy IA-01)
Power of One Grant Application (Form IA-01/001)
Power of One Grant Proposal Evaluation Form (Form IA-01/002)

Presenter’s Grant Timeline:
Applications are accepted at any time during the academic year; however, applicants should allow at least two months for processing forms.

2018-2019 MINI-GRANT RECIPIENTS & TITLE OF PROPOSAL

Rose Columb – Humanizing Education: Enhancing Student Services by Building Stronger Staff Relationships; Scott Borne – First-Time Freshman Intervention Initiative
2019 - 2020 PROMOTION-IN-RANK TIMELINE

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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</thead>
<tbody>
<tr>
<td>August 12, 2019</td>
<td>Vice Chancellor for Academic Affairs distributes current timeline for promotion at Convocation.</td>
</tr>
<tr>
<td>October 7, 2019</td>
<td>Faculty members who wish to apply for promotion submit Verification of Eligibility Form and Verification of Documentation Form to the Dean of the division.</td>
</tr>
<tr>
<td>October 14, 2019</td>
<td>Division Dean reviews Verification of Eligibility and Documentation Forms.</td>
</tr>
<tr>
<td>October 28, 2019</td>
<td>Division Dean notifies faculty members of their eligibility to apply for promotion.</td>
</tr>
<tr>
<td>November 4-8, 2019</td>
<td>Applicants attend workshop on preparation of portfolio.</td>
</tr>
<tr>
<td>December 2, 2019</td>
<td>Faculty Senate representatives, in consultation with the Division Dean develop lists of faculty members eligible to serve on Division Promotion Committees.</td>
</tr>
<tr>
<td>January 13-17, 2020</td>
<td>Faculty Senate division representatives select members of Division Committees by lot and submit names to respective Division Deans.</td>
</tr>
<tr>
<td></td>
<td>At a designated time during this week, faculty members selected to serve on the Division Committees attend a workshop on the process for evaluation of promotion portfolios. Division Committees have first meeting to elect chair and set meeting dates.</td>
</tr>
<tr>
<td>January 17, 2020</td>
<td>Faculty members submit Applications for Promotion (three parts), along with promotion portfolios, to Division Deans. When an application is received that is not on Forms 2321/001A, B, and C, the applicant has forfeited his/her opportunity to apply during the current year.</td>
</tr>
<tr>
<td></td>
<td>(Note: Supervisor evaluations, student evaluations, and teaching, service, and professional development activities from the current academic year, nor any year prior to the academic year in which the applicant previously applied for the last approved promotion, are NOT to be included in the promotion packet.)</td>
</tr>
<tr>
<td>January 21, 2020</td>
<td>Division Dean sends out notice of first meeting of Division Promotion Committee to elect chair and set meeting dates.</td>
</tr>
<tr>
<td>January 24, 2020</td>
<td>The Division Dean reviews portfolios, verifies proper format of portfolios, and signs the Promotion Portfolio Routing Form (Form 2321/001C), if acceptable. Division Deans convene first meeting of Division Committees to begin review of portfolios.</td>
</tr>
</tbody>
</table>
**Promotion-In-Rank Timeline 2019-2020 (continued)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February 28, 2020</strong></td>
<td>Division Committee Chairs deliver promotion portfolios, with completed Committee Recommendation Forms (Forms 2321/003) by academic rank, to the Division Dean.</td>
</tr>
<tr>
<td><strong>March 6, 2020</strong></td>
<td>After review of all portfolios by the Division Dean, faculty are notified in writing by the Chair of the Division Committee as to the status of their applications. All portfolios are sent to the Vice Chancellor for Academic Affairs for review by the College Committee.</td>
</tr>
<tr>
<td></td>
<td>Division Deans forward all portfolios and Committee Recommendation Forms (Forms 2321/003) to the Vice Chancellor for Academic Affairs.</td>
</tr>
<tr>
<td><strong>March 13, 2020</strong></td>
<td>Vice Chancellor for Academic Affairs holds first meeting of College Promotion-in-Rank Committee, gives charge to Committee, provides all needed documents, including portfolios, and oversees election of chair.</td>
</tr>
<tr>
<td><strong>April 10, 2020</strong></td>
<td>The College Committee makes recommendations on promotions to the Vice Chancellor for Academic Affairs, who reviews recommendations with Chair of the College Committee, and compares the Division Committee Recommendation Form with the College Committee Recommendation Form to determine which portfolios have received a split vote.</td>
</tr>
<tr>
<td><strong>April 17, 2020</strong></td>
<td>Vice Chancellor for Academic Affairs convenes the Academic Affairs Promotion Appeals Council to review portfolios which have received split votes from the Division Committees and the College Committee. The Vice Chancellor for Academic Affairs gives charge to the committee and provides all needed documentation.</td>
</tr>
<tr>
<td><strong>May 1, 2020</strong></td>
<td>The Academic Affairs Promotion Appeals Council re-convenes to discuss recommendations on those portfolios receiving a split vote and to complete the Academic Affairs Promotion Appeals Council Recommendation Form.</td>
</tr>
<tr>
<td><strong>May 8, 2020</strong></td>
<td>The Vice Chancellor for Academic Affairs meets with the Chair of the College Committee to review the Division Committee Recommendation Form, the College Committee Recommendation Form and the Academic Affairs Promotion Appeals Council Recommendation Form, and then compile the final, comprehensive list of recommended promotions and present it to the Chancellor.</td>
</tr>
<tr>
<td><strong>May 22, 2020</strong></td>
<td>The Chancellor notifies all candidates in writing of their status and informs the Vice Chancellor for Business and Administrative Affairs of the names and ranks of those promoted for inclusion in the institutional budget. Faculty members hired before 1993 and promoted to Associate Professor are also awarded tenure.</td>
</tr>
<tr>
<td><strong>June 2020</strong></td>
<td>Recommendations for initial promotion submitted with budget to Board of Supervisors for Louisiana Colleges and Technical College System (LCTCS) for approval according to submission date established by the LCTCS Office.</td>
</tr>
<tr>
<td><strong>Following Completion of the Promotion Process</strong></td>
<td>Portfolios are returned to candidates through the academic divisions.</td>
</tr>
</tbody>
</table>
PURCHASING CLOSEOUT CALENDAR

**March 10, 2020**
Requisitions over $25,000.00 must be complete, i.e.:
A. Entered into Banner
B. Fully Approved in Banner
C. All back-up documentation received

**April 13, 2020**
Requisitions from $5,001.00 through $24,999.00 must be complete.

**May 29, 2020**
All requisitions must be complete.

**June 15, 2020**
All incomplete requisitions will be purged from the system.

**June 30, 2020**
End of fiscal year 2019-2020
STUDENT EVENT CALENDAR

*Current student activities and event information for all campuses and sites is updated continually on Delgado’s website at [Student Event Calendar](#).*
TECHNOLOGY FEE PROPOSALS (STEP) CALENDAR

Note: At each level of the process, any proposal which is not recommended for funding will be returned to the originator by the group not recommending the proposal. An explanation of why the proposal was not recommended and, if appropriate, any suggestions for improving the proposal for resubmission next year will also be given to the originator of the proposal. Alternate sources of funding will also be suggested if any are known to be available.

Fall 2019

July 2 – Aug. 19, 2019  STEP process and forms available on the College’s website and distributed on each campus/site and through the SGAs.

Aug. 20, 2019 (Tues.)  Proposals due to SGAs, Division Deans and Unit Heads.

Aug. 21 – Sept. 3, 2019  College-wide divisions meet to evaluate and prioritize proposals submitted to the Division Dean. Proposals approved at this level are sent to the appropriate Executive Dean for consideration by the appropriate Campus/Site STEP Committee.

Sept. 4 – 13, 2019  The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.

Sept. 27, 2019 (Fri.)  A list of projects to be funded with a short description and cost for each project, completed requisition with a current quote, along with the names and titles of all persons who participated on the committee, is submitted to the chair of the STEP Council.

Oct. 7, 2019 (Mon.)  STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.

Oct. 9 – 18, 2019  The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.

Oct. 18, 2019 (Fri.)  Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.

Oct. 18– Nov. 4, 2019  Funds allocated to campus/site STEP accounts; requisitions may be entered into the Banner finance system. Numbered hard copy requisitions submitted to Chair, STEP Council.

Nov. 12, 2019 (Tues.)  Deadline for all proposal originators to receive notification as to whether proposals are funded or not.
Spring 2020

Jan. 1 - 15, 2020  STEP process and forms available on the College’s website and distributed on each campus/site and through the SGAs.

Jan. 16, 2020 (Thurs.)  Proposals due to SGAs, Division Deans and Unit Heads.

Jan. 17 – 24, 2020  College-wide divisions meet to evaluate and prioritize proposals submitted to the Division Dean. Proposals approved at this level are sent to the appropriate Executive Dean for consideration by the appropriate Campus/Site STEP Committee.

Jan. 27-Feb 7, 2020  The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.

Feb. 14, 2020 (Fri.)  A list of projects to be funded with a short description and cost for each project, completed requisition with a current quote, along with the names and titles of all persons who participated on the committee, is submitted to the chair of the STEP Council.

Feb. 19, 2020 (Wed.)  STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.

Feb. 26 – Mar 4, 2020  The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.

Feb. 26, 2020 (Wed.)  Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.

Feb. 26 – March 31, 2020  Funds allocated to campus/site STEP accounts; requisitions may be entered into the Banner finance system. Numbered hard copy requisitions submitted to Chair, STEP Council.

March 31, 2020 (Tues.)  Deadline for all proposal originators to receive notification as to whether proposals are funded or not.
TEXTBOOK-ORDERING CALENDAR

October 7, 2019
Deadline for Spring 2020 textbook orders

February 21, 2020
Deadline for Summer 2020 textbook orders

March 31, 2020
Deadline for Fall 2020 textbook orders
THEATRE SCHEDULE

The Delgado Theatre Department will present several attractions during the 2019-2020 year.

Fall 2019 and Spring 2020 Productions and Dates are announced on the Delgado Theatre Department webpage.

Location:

The Timothy K. Baker Theatre, Isaac Delgado Hall, 1st Floor and Delgado Drama Hall, Isaac Delgado Hall, 3rd Floor
City Park Campus

Times:

All Sunday matinees are at 3pm. All other performances are at 8pm.

More Information:

Delgado Theatre
Phone: (504) 671-6616
Facebook, Instagram, Twitter: DCC Theater
VI. INFORMATION FLOW CHART
# INFORMATION FLOW CHART

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Author*</th>
<th>Date</th>
<th>Editor*</th>
<th>Producer*</th>
<th>Distribute To</th>
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<tbody>
<tr>
<td>Student Handbook</td>
<td>PRM</td>
<td>Vice Chancellor for Student Affairs (VCSA)</td>
<td>See Operational Guidelines (OPG)</td>
<td>VCSA</td>
<td>PRM</td>
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<td>College Community</td>
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<tr>
<td>Lab Fees</td>
<td>VCAA</td>
<td>Curriculum Process</td>
<td>OPG</td>
<td>Ex. Director of Curriculum and Program Development (CPD)</td>
<td>CPD</td>
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<td>Master Course Inventory</td>
<td>VCAA</td>
<td>Curriculum Process</td>
<td>OPG</td>
<td>CPD</td>
<td>Executive Deans /Division Deans /Catalog Committee</td>
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<td>Master Program File</td>
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<td>OPG</td>
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<tr>
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<td>VCAA</td>
<td>Unit Heads &amp; Catalog Committee</td>
<td>OPG</td>
<td>Catalog Editor</td>
<td>PRM/CPD</td>
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<td>College Community and Larger Community</td>
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<td>PRM</td>
<td>Office of Information Technology</td>
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<td>College Community and Larger Community</td>
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<td>Faculty/Master Program File</td>
<td>ongoing</td>
<td>PRM / Division Deans</td>
<td>PRM</td>
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<tr>
<td>Division Booklets -- View Book</td>
<td>PRM</td>
<td>Faculty/Master Program File/ Enrollment Services/ Unit Heads</td>
<td>ongoing</td>
<td>PRM / Division Deans</td>
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<td>College Community</td>
</tr>
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<td>Media Information</td>
<td>PRM</td>
<td>College Community</td>
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<td>Executive Deans / Vice Chancellors / PRM</td>
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<td>Larger Community</td>
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<td>Non-credit/Continuing Education &amp; Professional Development Brochures</td>
<td>PRM</td>
<td>Workforce Development</td>
<td>ongoing</td>
<td>PRM / Executive Deans / Vice Chancellor for Workforce &amp; Institutional Advancement</td>
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<td>Larger Community</td>
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</tbody>
</table>

*Authors provide facts or information; editors, with a broad view of operations, coordinate, organize, and approve materials from several authors; producers have the expertise in presenting the material in the appropriate format.
VII. TRAFFIC APPEALS COMMITTEE POOL
2019-2020 Traffic Appeals Committee Pool

(In accordance with Policy and Procedures Memorandum AD-1331.1E, “Parking and Driving Regulations”)

Chair: Carmel Johnson

Pool Members

Charity School of Nursing

Staff: Vivian Smith
Faculty: TBA
Student: TBA

City Park Campus

Staff: Carmel Johnson
      Eddie Ahern
Faculty: Kristopher LaMorte
        Ashanti LaRoche
Student: TBA

West Bank Campus

Staff: Andrea Gibbs
Faculty: Dena Frickey
Student: TBA

Jefferson Site

Staff: TBA
Faculty: William Wilson
Student: Abdul Mahmud

Sidney Collier Site

Staff: TBA
Faculty: TBA
Student: Viet Tran
VIII. 2019-2020
JUDICIAL AFFAIRS COMMITTEE
JUDICIAL AFFAIRS COMMITTEE

The Judicial Affairs Committee of the College is an ad hoc committee comprised of members of a designated pool of trained faculty, staff and students who hear charges filed against an individual and recommend an outcome(s) based on the preponderance of evidence standard in accordance with the Student Judicial Code and Student Judicial Procedures.

Chair: (Selected for the specific case, non-voting)

Director of Student Life or Designee

Faculty: (One faculty member selected for the specific case)

Larisia Jones, Assistant Professor, Technical Division
Kristopher LaMorte, Professor, Arts and Humanities
Anne LaVance, Associate Professor, Allied Health (for Nursing cases)
Sadhana Ray, Professor, Arts and Humanities
Mary Trosclair, Professor, Nursing (for Allied Health cases)

Staff: (One staff member selected for the specific case)

Philip Albert, Coordinator, Student Affairs Answer Center, City Park Campus
Russel Hill, Specialist, Student Affairs Answer Center, Sidney Collier Site
Tammy Scott, Academic Advisor, City Park Campus
Koren Thornton, Administrative Supervisor, Admissions, Charity School of Nursing
TBA, West Bank Campus

Students: (One student selected for the specific case)

SGA Campus Representative
IX.
2019-2020
FACULTY GRIEVANCE OFFICER

Harold Gaspard
Dean, Allied Health
Phone: (504) 671-6201
hgaspa@dcc.edu
X. CONFIDENTIAL ADVISORS
CONFIDENTIAL ADVISORS

Note: Confidential advisors are available resources for the entire college community, not just the campus/site of their physical locales.

CITY PARK CAMPUS

Scott Borne (504) 671-6004
Assistant Director of Student Life
Bldg. 11, Room 11
sborne@dcc.edu

Barry Brantley (504) 671-6140
Instructor/Director of Hospitality
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Theresa DeGruy (504) 671-5296
Assistant to the Vice Chancellor for Student Affairs and City Park Campus Executive Dean
Isaac Delgado Hall, Room 220E
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Steven Edwards (504) 671-6373
Director, Honors Program/Professor, Music
Isaac Delgado Hall, Room 221E
sedwar@dcc.edu

Erin Landry (504) 671-6746
Director of Adult Education
Marvin Thames Learning Resource Center
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elandr@dcc.edu

Tammy Marullo-Scott (504) 671-6621
Academic Advisor, Science & Math
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Stacey Thompson (504) 571-1330
Assistant to the Executive Dean
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Deborah Skevington (504) 571-1379
Assistant Dean of Nursing
Room 619
dskewi@dcc.edu

WORKFORCE & INSTITUTIONAL ADVANCEMENT

Kim Tubre (504) 671-6465
Interim Assistant Director, Continuing Education
Building 8, Room 116, City Park Campus
ktubre@dcc.edu

Regina Radosta (504) 671-6627
Site Facilitator
Maritime and Industrial Training Facility
rrados@dcc.edu

WEST BANK CAMPUS

Peter Cho (504) 762-3110
Executive Dean
Professor of Music
LaRocca Hall, Room
plcho@dcc.edu

Miguel Romar (504) 762-3217
(Manuel)
Assistant Professor
LaRocca Hall, Room 218
mrmanu@dcc.edu

CHARITY SCHOOL OF NURSING CAMPUS

(continued)
JEFFERSON SITE

Lesha Coulon  (504) 671-6735
Assistant Dean/ Site Manager–
Jefferson Site
Administration Office A3
lcoulo@dcc.edu

Peter Cho  (504)762-3110
Executive Dean, West Bank Campus
Professor of Music
LaRocca Hall, Room
plcho@dcc.edu

SIDNEY COLLIER SITE

Larisia Jones  (504) 941-8515
Lead Instructor & Department Chair
Cosmetology/Barbering
Bldg. 2, Room 238
Ljones3@dcc.edu

Theresa DeGruy  (504) 671-5296
Assistant to the Vice Chancellor for Student
Affairs and City Park Campus Executive
Dean
Isaac Delgado Hall, Room 220E
tdegru@dcc.edu

ADMINISTRATION –
CITY PARK CAMPUS

Carla Major  (504) 762-3003
Assistant Vice Chancellor for Human
Resources and Professional Development
Administration Building, Pod A
cmajor@dcc.edu