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# OPERATIONAL GUIDELINES 2022-2023

## ***Calendars, Committees, and Important Information for the Academic Year***

**Policy and Procedures Memorandum AA-1210.LL  
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# Operational Guidelines 2022-2023

## 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 Goals 2017-2021

### 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



# **III. COUNCILS**

## **2022-2023 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 AND STUDENT AFFAIRS COUNCIL

### Function of the Academic and Student Affairs Council

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

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

### Membership

**Chair:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost

**Members:** Warren Atkins, Title III Project Director/Director of Advising  
Angela Camaille, Director, Instructional Technology, Support and Professional Development  
Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Maria Cisneros, College Registrar  
Stephanie Claverie, Assistant Director, Answer Center  
Emily Cospers, Dean, Communication  
Leshia Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division  
Dashika Davis, Manager, Single Stop USA  
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Interim Executive Director, Academic Success Initiatives  
Elizabeth Duett, Coordinator, Assessment and Planning  
Raymond Duplessis, Interim Dean, Science and Mathematics  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
Michelle Greco, Director, Enrollment Management  
Rosaria Guastella, Director, Curriculum and Program Development  
Kendrick Johnson, Coordinator, Dual Enrollment  
Amy Laszcz, Executive Director, Financial Services/ Associate Controller  
Shawn Loht, Research Manager  
Patrice Moore, Dean, Arts and Humanities  
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer  
Timothy Stamm, Dean, Library Services  
Traci Trimble, Assistant Director, Admissions  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/ Executive Dean, River City Site  
Joseph Williams, Coordinator, Disability Services  
Assistant Director, Center for New Student Engagement and Testing (CNSET)

**Meetings** Meetings of the Academic and Student Affairs Council are scheduled as needed by the Vice Chancellor for Academic and Student Affairs.

## 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

**Chairs:** Theresa DeGruy, Interim Executive Director, Academic Success Initiatives

**Members:** Warren Atkins, Title III Project Director/ Director of Advising  
Maria Cisneros, College Registrar  
Christine Foy Jackson, Academic Advisor, City Park Campus  
Francesca Langlow, Faculty Advisor Representative  
Patrice Moore, Deans' Council Representative  
Joshua Patterson, Academic Advisor, Technical Division  
Frank Payne, Academic Advisor, West Bank Campus  
Traci Trimble, Assistant Director, Admissions  
Ashley James, Interim Site Testing Coordinator  
Student Representative

### Meetings

The Advising Council meets each semester with special meetings called by the Chair 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, Vice Chancellor for Business and Administrative Affairs

**Members:**

Duriel Hayes, Executive Director, Accounting Services/ Associate Controller  
Karen Laiche, Policy/Accreditation Specialist  
Amy Laszcz, Executive Director, Financial Services/ Associate Controller  
Warren Riley, Chief, Campus Police  
James Royer, Assistant Vice Chancellor for Facilities and Planning  
Joseph Scheuermann, Director, Athletics

### **Meetings**

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

## CHANCELLOR'S CABINET

### Function of the Chancellor's Cabinet

The Chancellor's Cabinet is primarily an advisory group for the Chancellor. The Cabinet 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 Chancellor's Cabinet is to serve as a forum for addressing issues, opportunities, and challenges 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:**

James Hobbs III, Chief Information Officer  
Carla Major, Chief Human Resources Officer  
Cheryl Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal  
Opportunity Officer  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

**Meetings** Meetings of the Chancellor's Cabinet are scheduled as needed by the Chancellor.

## 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:** TBA

**Members:** Angela Camaille, Director, Instructional Technology, Support and Professional Development  
Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Lesha Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division  
Ranata Coxie, Delgado Classified Employees Association  
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site  
Elizabeth Duett, Coordinator, Assessment and Planning  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Student Affairs/ Chair, Deans' Council  
James Hobbs III, Chief Information Officer  
Elizabeth Shaye Hope, Delgado Faculty Senate President  
Shawn Loht, Research Manager  
Carla Major, Chief Human Resources Officer  
Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost  
Warren Riley, Chief, Campus Police  
James Royer, Assistant Vice Chancellor for Facilities and Planning  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer  
Timothy Stamm, Dean, Library Services/ SACSCOC Liaison  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/ Executive Dean, River City Site  
Delgado Unclassified Professional Association

### Meetings

The College Council meets 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. 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 and Student Affairs Council related to academic policies and practices; and
3. Serves as an advisory group to the Academic and Student Affairs Council on matters pertaining to the responsibilities and scope of the Deans.

### Membership

**Chair:** Harold Gaspard, Associate Vice Chancellor for Academic Affairs/  
Dean, Allied Health

**Members:**  
Peter Cho, Executive Dean, Dean, Business and Technology/  
Dean, Business and Technology  
Emily Cosper, Dean, Communication  
Leshia Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean,  
Technical Division  
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and  
Student Affairs/ Executive Dean, Sidney Collier Site  
Raymond Duplessis, Interim Dean, Science and Mathematics  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/  
Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/  
Dean, Allied Health  
Patrice Moore, Dean, Arts and Humanities  
Timothy Stamm, Dean, Library Services  
Arlanda Williams, Vice Chancellor for Workforce and Institutional  
Advancement/ Executive Dean, River City Site

### 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

**Chair:** TBA

**Ex-Officio:** Chery Myers, Vice Chancellor for Academic and Student Affairs/ College Provost

**Members:** John Arbour, Instructor, Business and Technology  
Mary Barrow, Professor, Nursing  
Barry Brantley, Professor, Business and Technology  
Cheryl Brown, Professor, Business and Technology  
Ryland Burghardt, Instructor, Technical Division  
Alyssia Dayries-Sam, Professor, Science and Mathematics  
Elga Dextre, Instructor, Business and Technology  
Ty Delger, Professor, Allied Health  
Diondra DeMolle, Assistant Professor, Science and Mathematics  
Donald Davenport, Associate Professor, Technical Division  
Bridgette Dufrene, Associate Professor, Nursing  
Leslie Falkins, Technical Division  
Elizabeth Feltey, Professor, Communication  
Alcindo Frye, Technical Division  
Rhoda Gorman, Assistant Professor, Science and Mathematics  
Linda Green, Instructor, Nursing  
Elizabeth "Shaye" Hope, Professor, Communication  
Sarah Inman, Professor, Communication  
Kenya Jackson, Associate Professor, Arts and Humanities  
Linda Kieffer, Professor, Arts and Humanities  
Larisia Jones, Associate Professor, Technical Division  
Kristopher LaMorte, Professor, Arts and Humanities  
Francesca Langlow, Professor, Allied Health  
Shawnte Lofton, Professor, Communication  
Michael MacCurdy, Professor, Science and Mathematics  
Alex McMillen, Instructor, Business and Technology  
Lisa Melson, Professor, Arts and Humanities  
Jackson Moss, Professor, Communication  
Eddystone Nebel, Associate Professor, Science and Mathematics  
April Noble, Instructor, Science and Mathematics  
Alfonzo Perez, Instructor, Business and Technology  
Philip Reppel, Professor, Science and Mathematics  
Anne Riley, Instructor, Business and Technology

*continued*

***Department Chair Council 2022-2023 (continued):***

Kenneth Ripberger, Professor, Technical Division  
Amanda Rosenzweig, Professor, Science and Mathematics  
Raul Salas, Instructor, Nursing  
Michael Santos, Professor, Arts and Humanities  
Tenisha Slaughter, Assistant Professor, Technical Division  
Patricia Smart, Professor, Nursing  
Sara Strickland, Professor, Science and Mathematics  
Barbara Thomas, Professor, Arts and Humanities  
Eboness Williams, Associate Professor, Science and Mathematics  
Angela Wilson, Associate Professor, Business and Technology

## 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 and Student 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:** Angela Camaille, Director, Instructional Technology, Support and Professional Development

**Members:** Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Emily Cospers, Dean, Communication  
Michelle Greco, Director, Enrollment Management  
James Hobbs III, Chief Information Officer  
Patrice Moore, Dean, Arts and Humanities  
Amanda Rosenzweig, Associate Professor, Science and Mathematics  
Kim Tubre, Director, Corporate, Community and Continuing Education  
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.

## **ENROLLMENT SERVICES COUNCIL**

### **Function of the Enrollment Services Council**

The Enrollment Services Council focuses on improving the year-round enrollment experience, working to support continuing students and new applicants with enrolling in courses and being ready for the first day of each term. This will involve reviewing and ensuring that all communications, enrollment event planning, policies, procedures, and practices are student-centered. The Council will use data and documented student experiences to drive decisions and recommendations. The Council makes recommendations, and serves as an advisory group, to the Academic and Student Affairs Council. The Enrollment Services Council also serves as a vehicle for deliberating and conveying enrollment services recommendations and practices.

### **Membership**

**Chair:** Michelle Greco, Director, Enrollment Services

**Members:**

Warren Atkins, Title III Project Director/ Director of Advising  
Maria Cisneros, College Registrar  
Stephanie Claverie, Assistant Director, Answer Center  
Henry Dean, Commander, Campus Police  
Theresa DeGruy, Interim Executive Director, Academic Success Initiatives  
Andrea Gibbs, Interim Bursar  
Amy Laszcz, Executive Director, Associate Controller, Financial Services  
Winston McGruder, User Support Services Manager, Information  
Technology  
Kendrick Johnson, Dual Enrollment Coordinator  
Katherine Seghers, Director, Account Receivables  
Ashley James, Interim Site Testing Coordinator  
Traci Trimble, Assistant Director, Admissions  
Devin Whipp, Manager, Delgado Bookstore  
Assistant Director, Center for New Student Engagement and Testing (CNSET)  
Director, Student Financial Assistance  
Continuing Student Representative  
New Student Representative

### **Meetings**

The Enrollment Services Council meets as called by the Director of Enrollment Management when required.

## 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:** James Hobbs III, Chief Information Officer

#### **Members:**

Angela Camaille, Chair, Instructional Technology Committee/ Director, Instructional Technology, Support and Professional Development  
Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Maria Cisneros, College Registrar  
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site  
Elizabeth Duett, Coordinator, Assessment and Planning  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Chair, Deans' Council  
Michelle Greco, Director, Enrollment Management  
Elizabeth Shaye Hope, Faculty Senate President  
Shawn Loht, Research Manager  
Carla Major, Chief Human Resources Officer  
Reginald Marshall, IT Service Management Automation Administrator  
Winston McGruder, Assistant Director, Client Support Services  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
James Small, Assistant Director, Network and Communication Services  
Traci Smothers, Executive Assistant to the Chancellor/ EAEO Officer  
Timothy Stamm, Dean, Library Services  
Traci Trimble, Assistant Director of Admissions  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/ Executive Dean, River City Site  
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:** Elizabeth Duett, Coordinator, Assessment and Planning

**Members:** Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/  
Executive Dean, Sidney Collier Site  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Chair, Deans' Council  
Rosaria Guastella, Director, Curriculum and Program Development  
Shawn Loht, Research Manager  
Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
Timothy Stamm, Dean, Library Services/ SACSCOC Liaison  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/  
Executive Dean, River City Site

**Assessment Liaisons:**

Jennifer Bennett, Assistant Dean, Arts and Humanities  
Leshia Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division  
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site  
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  
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  
Emmett Davis, Assistant Dean, Business and Technology

**Assessment Committee Chairs:**

Monica Mankin, Chair, Faculty Evaluation and Improvement of Instruction Committee  
Elizabeth Duett, 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:**

Demetria Bridges, Assistant Registrar, River City Site  
Paul Haddican, Assistant Registrar, Workforce Development  
Victoria Myers, Assistant Registrar, City Park Campus  
Marie Poche, Assistant Registrar, Jefferson Site  
Shannon West, College-wide Assistant Registrar  
Assistant Registrar, Sidney Collier Site

### 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, Manager, Maintenance  
Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
James Hobbs III, Chief Information Officer  
Karen Laiche, Policy/Accreditation Specialist  
Carla Major, Chief Human Resources Officer  
Dion Mays, Executive Housekeeper  
Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost  
Warren Riley, Chief, Campus Police  
Brian Rosenthal, Coordinator of Health Services  
James Royer, Assistant Vice Chancellor for Facilities and Planning  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/ Executive Dean, River City Site

**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:** Elizabeth Duett, Coordinator, Assessment and Planning

**Members:** Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Maria Cisneros, College Registrar  
Emily Cospers, Dean, Communications  
Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
James Hobbs III, Chief Information Officer  
Elizabeth Shaye Hope, Faculty Senate President  
Shawn Loht, Research Manager  
Carla Major, Chief Human Resources Officer  
Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
Traci Smothers, Executive Assistant to the Chancellor/EAEO  
Arthine Vicks-Powers, Faculty Representative  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/ Executive Dean, River City Site  
SGA Representative

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

### Meetings

Meetings of the Strategic Planning Team are scheduled as needed 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, City Park Campus, West Bank Campus, Jefferson Site and Sidney Collier Site

**Ex-Officio:** Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Cheryl Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost

**Members:** Amy Trainor, Assistant Director of Student Life/ SGA Advisor, City Park Campus, West Bank Campus, Jefferson Site and Sidney Collier Site  
Raul Salas, SGA 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 2022-2023 composition is as follows:

STEP Council	
<p>Cheryl Myers <i>Chair</i>, Vice Chancellor for Academic Affairs and Student Affairs/ College Provost                      Angela Camaille, Director, Instructional Technology, Support and Professional Development                      Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology                      Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/                      Executive Dean, Sidney Collier Site                      Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing                      James Hobbs III, Chief Information Officer                      Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/ Executive Dean, River City Site                      Faculty Senate President or representative                      Student Affairs Representative</p> <p><b>Students:</b> <i>City Park Campus:</i> Three students TBA  <i>West Bank Campus:</i> Two students TBA  <i>Sidney Collier Site:</i> One student TBA</p> <p><i>Charity Nursing Campus:</i> Two students TBA  <i>Jefferson Site:</i> One student TBA</p> <p><b>Support Staff:</b> TBA</p>	
City Park Campus Committee	
<p><i>(Reviews and recommends campus proposals to Assistant to Associate VC for Student Affairs)</i></p> <p>Theresa DeGruy <i>Chair</i>, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean,                      Sidney Collier Site                      Angela Camaille, Director, Instructional Technology, Support and Professional Development                      Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology                      Emily Cospers, Dean, Communication                      Raymond Duplessis, Interim Dean, Science and Mathematics                      Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health                      Patrice Moore, Dean, Arts and Humanities                      Timothy Stamm, Dean, Library Services                      Leshia Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division                      Information Technology Representative                      Student Affairs Representative</p> <p><b>Faculty Representatives:</b> Two faculty TBA  <b>Students:</b> Three students TBA</p>	

### **West Bank Campus Committee**

*(Reviews and recommends campus proposals to Campus Executive Dean)*

Peter Cho, *Chair*, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Angela Camaille, Director, Instructional Technology, Support and Professional Development  
Emily Cospers, Dean, Communication  
Lesha Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division  
Raymond Duplessis, Interim Dean, Science and Mathematics  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
Patrice Moore, Dean, Arts and Humanities  
Timothy Stamm, Dean, Library Services  
Information Technology Representative  
Student Affairs Representative

**Faculty Representative:** TBA **Students:** Two Students TBA

### **Charity School of Nursing Campus Committee**

*(Reviews and recommends campus proposals to Campus Executive Dean)*

Joan Ellis, *Chair*, Executive Dean, Charity Nursing Campus  
Jennifer Fernandez, Assistant Dean of Nursing  
Angela Camaille, Director, Instructional Technology, Support and Professional Development  
Information Technology Representative  
Student Affairs Representative

**Faculty Representative:** Pamela Kemp **Students:** Two Students TBA

### **Delgado Jefferson Site STEP Committee**

*(Reviews and recommends site proposals to Site Executive Dean)*

Lesha Coulon, *Chair*, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division  
Angela Camaille, Director, Instructional Technology, Support and Professional Development  
Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Emily Cospers, Dean, Communication  
Raymond Duplessis, Interim Dean, Science and Mathematics  
Joan Ellis, Executive Dean, Charity Nursing Campus  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
Patrice Moore, Dean, Arts and Humanities  
Timothy Stamm, Dean, Library Services  
Information Technology Representative  
Student Affairs Representative

**Faculty Representative:** TBA **Students:** Two students TBA

### **Delgado Sidney Collier Site STEP Committee**

*(Reviews and recommends site proposals to Site Ex. Dean)*

Theresa DeGruy *Chair*, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean,  
Sidney Collier Site  
Angela Camaille, Director, Instructional Technology, Support and Professional Development  
Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Emily Cospers, Dean, Communication  
Raymond Duplessis, Interim Dean, Science and Mathematics  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
Patrice Moore, Dean, Arts and Humanities  
Timothy Stamm, Dean, Library Services  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/ Dean, Technical Division  
Information Technology Representative  
Student Affairs Representative

**Faculty Representative:** TBA **Students:** Two students TBA

**Delgado River City Site STEP Committee***(Reviews and recommends site proposals to Site Ex. Dean)*

Arlanda Williams, *Chair*, Vice Chancellor for Workforce and Institutional Advancement/ Ex. Dean, River City Site  
 Angela Camaille, Director, Instructional Technology, Support and Professional Development  
 Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
 Emily Cospers, Dean, Communication  
 Leshia Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division  
 Raymond Duplessis, Interim Dean, Science and Mathematics  
 Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
 Patrice Moore, Dean, Arts and Humanities  
 Timothy Stamm, Dean, Library Services  
 Information Technology Representative  
 Student Affairs Representative

**Faculty Representative:** TBA      **Students:** Two students TBA

**Distance Learning and Technology STEP Committee\*** *(Reviews and recommends site proposals to Director, Instructional Technology, Support and Professional Development) \*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.*

Angela Camaille, *Chair*, Director, Instructional Technology, Support and Professional Development  
 Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
 Emily Cospers, Dean, Communication  
 Leshia Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division  
 Raymond Duplessis, Interim Dean, Science and Mathematics  
 Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
 Patrice Moore, Dean, Arts and Humanities  
 Information Technology Representative  
 Student Affairs Representative

**Faculty Representatives:** Amanda Rosenzweig and Elizabeth Feltey  
**Students:** Two Delgado Online students TBA

**Division Committees** *(Review and recommend division proposals to the appropriate Campus STEP Committee)*

Dean of Division  
 Three Faculty Representatives  
 Two Students Majoring in that Division  
 Student Affairs Representative

**College Committee** *(Reviews and selects college-wide proposals)*

Cheryl Myers, *Chair*, STEP Council; Angela Camaille, Director, Instructional Technology, Support and Professional Development; James Hobbs III, Chief Information Officer; Faculty Senate President/ Representative; Student Affairs Representative; **Students:** One student representative from each of the campus/site committees who served on the STEP Council

## TESTING COUNCIL

### Function of the Testing Council

The Testing Council is responsible for researching and recommending to the College, in collaboration with the Assistant Director of the Center for New Student Engagement and Testing (CNSET), 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 regarding the various tests currently offered.

### Membership

**Chair:** Ashley James, Interim Site Testing Coordinator

**Members:**

Bobby Bercey, Testing Specialist, City Park Campus  
Kathy Favret, Professor, Communication Division  
Jennifer Fernandez, Assistant Dean, Charity School of Nursing  
Michelle Greco, Director, Enrollment Management  
Tina Hunter, Senior Programmer Analyst  
Ashley James, Interim Site Testing Coordinator  
Damaris Largaespada, Testing Specialist, City Park Campus  
Traci Trimble, Assistant Director, Admissions  
Aaron Turner, Testing Specialist, Sidney Collier Site  
Darlene Williams, Director, Math Lab/ Assistant Professor, Science and Mathematics  
Coordinator of CCSS, Arts and Humanities  
Testing Specialist, City Park Campus  
Testing Specialist, River City Site  
Testing Specialist, West Bank Campus  
ESL Faculty Representative, Communication Division

### 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, Program Manager, Behavioral Intervention and Risk Assessment  
Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/  
Executive Dean, Sidney Collier Site  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Jennifer Fernandez, Assistant Dean, Charity School of Nursing  
Karen Laiche, Policy/Accreditation Specialist  
Cheryl Myers, Vice Chancellor for Academic and Student Affairs  
Brian Rosenthal, Coordinator, Health Services  
Tyler Scheuermann, Advancement Coordinator  
Courtney Sharp, Manager, Human Resources Information Systems  
Amy Trainor, Assistant Director of Student Life  
Joseph Williams, Coordinator, Disability Services  
Student Representative, Student Government Association

### 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/ Executive Dean, River City Site

**Members:**

Angela Camaille, Director, Instructional Technology, Support and Professional Development  
Maria Cisneros, College Registrar  
David Payton, Executive Director, Goldman Sachs 10,000 Small Businesses  
Rick Schwab, Senior Director, Maritime & Industrial Training Center/  
Executive Director, Advanced Manufacturing  
Kim Tubre, Director, Corporate, Community, and Continuing Education  
Sarah Vinnett, Director, Restricted Funds  
Representative, Charity School of Nursing Campus  
Representative, River City Site  
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:** Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing

**Staff**

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

**Members:**

Peggy D'Antonio, Admissions Director, Charity School of Nursing  
Marie Poche, Assistant Registrar, Charity School of Nursing Campus  
Stacey Thompson, Assistant to the Executive Dean, Charity School of Nursing  
Educational Coordinators:

Mary Barrow, Professor, Charity School of Nursing

Bridgette Dufrene, Associate Professor, Charity School of Nursing

Linda Green, Instructor, Charity School of Nursing

Raul Salas, Instructor, Charity School of Nursing

Patricia Smart, Professor, Charity School of Nursing

Marla Garrity, Counselor, Student Financial Assistance, Charity School of Nursing

Jennifer Fernandez, Assistant Dean, Charity School of Nursing

Rachel Wilkerson, Nursing Program Specialist, Charity School of Nursing

Technical Support Analyst

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

### 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 2022-2023**

## 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 and Student Affairs. *At least one Committee Meeting Report Form must be submitted **by December 2, 2022.***
- 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 19, 2023,*** the Chair provides all meeting report forms and committee recommendation forms to the Vice Chancellor for Academic and Student Affairs.

**\*\*Attach Attendance Sign-In Sheets. Submit form by timelines published in the yearly [Committee Report Calendar](#).\*\***



**COMMITTEE MEETING REPORT (FORM A)**

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

TO: Vice Chancellor for Academic and Student 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:**

**\*\*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 and Student Affairs Date

**Comments:**

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

## 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:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost

### Ex Officio Members:

Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Maria Cisneros, College Registrar  
Theresa Degruy, Assistant to the Vice Chancellor for Academic and  
Student Affairs/ Executive Dean, Sidney Collier Site  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean of Allied Health  
Rosaria Guastella, Director, Curriculum and Program Development  
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access  
Equal Opportunity Officer  
Traci Trimble, Assistant Director, Admissions  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/  
Executive Dean, River City Site

### Committee Members:

Stephen Andrus, Instructor, Business and Technology (2022-2023)  
Abdelrahim Ayyad, Associate Professor, Science and Mathematics (2022-2023)  
Vernell Briscoe, Professor, Science and Mathematics (2022-2024)  
John Denstorff, Instructor, Arts and Humanities (2022-2023)  
Kathy Favret, Professor, Communication (2022-2025)  
Shawn Llopis, Assistant Professor, Science and Mathematics (2022-2024)  
Shawnte Lofton, Professor, Communication (2022-2024)  
Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus (2022-2025)  
April Noble, Assistant Professor, Science and Mathematics (2022-2023)  
Shena Sanders, Instructor, Nursing (2022-2023)  
Sara Strickland, Professor, Science and Mathematics (2022-2025)  
Tiquiena Varnado, Professor, Science and Mathematics (2022-2025)  
Wellington Coleman, Instructor, Science and Mathematics (2022-2025)

## Academic Appeals Committee 2022-2023

### 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 and Student Affairs.

**Chair:** Cheryl Brown, Professor, Business and Technology  
**Co-Chairs:** Malene Arnaud-Davis, Professor, Science and Mathematics  
Emmett Davis, Assistant Dean, Business and Technology

**Executive Officer:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost

**Ex-Officio Members:** Maria Cisneros, College Registrar  
Emily Cospers, Dean, Communication  
Leshia Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division (2022-2025)  
Raymond Duplessis, Interim Dean, Science and Mathematics  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
Patrice Moore, Dean, Arts and Humanities  
Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Gypsy Schneider, Return of Title IV Funds (R2T4) Coordinator, Student Financial Assistance

#### Committee Pool Members:

Crystal Andrews, Instructor, Arts and Humanities/Director, Hibernia Enrichment Center (2022-2024)  
Habib Ansari, Associate Professor, Science and Mathematics (2022-2025)  
Malene Arnaud-Davis, Professor, Science and Mathematics (2022-2024)  
Abdelrahim Ayyad, Associate Professor, Science and Mathematics (2022-2023)  
Gloria Baudouin, Academic Advisor, West Bank Campus (2022-2024)  
Julie Bell, Professor, Business and Technology (2022-2023)  
Doris Cavey, Associate Professor, Communication (2022-2024)  
Amzad Chowdhury, Associate Professor, Science and Mathematics (2022-2024)  
Shanna Clevenger, Professor/Librarian (2022-2025)  
Stephanie Collins, Coordinator, Answer Center (2022-2024)  
Cheryl Brown, Professor, Business & Technology (2022-2024)  
Jesse Boyd, Associate Professor, Arts and Humanities (2022-2025)  
Lauren Carson, Instructor, Communication (2022-2025)  
Emmett Davis, Assistant Dean, Business and Technology (2022-2024)  
Phil Denette, Professor, Science and Mathematics (2022-2024)  
Jennifer Fernandez, Assistant Dean, Nursing (2022-2025)  
Dania Flores, Assistant Professor, Nursing (2022-2023)  
Danielle Gandolfo, Associate Professor, Business and Technology (2022-2023)  
Jacqueline Jones, Professor, Allied Health (2022-2023)  
Tara LaFrance, Associate Professor, Science and Mathematics (2022-2025)  
Mavis Larrimer, Instructor, Allied Health (2022-2023)  
Freda Leonard, Professor, Business and Technology (2022-2024)  
Daphne Loney, Associate Professor, Arts and Humanities (2022-2024)  
Sandra Madison, Assistant Professor, Arts and Humanities (2022-2024)  
Lyle (Chris) McDonald, Associate Professor, Technical Division (2022-2025)  
April Noble, Assistant Professor, Science and Mathematics (2022-2023)  
Shannon Perkins, Associate Professor, Nursing (2022-2025)  
Sadhana Ray, Professor, Arts and Humanities (2022-2024)  
Rene Randall, Professor, Allied Health (2022-2024)

*continued*



**Academic Appeals Committee 2022-2023 (continued)**

Catherine Reitmeyer, Instructor, Allied Health (2022-2025)  
Courtney Rimes-Stortz, Librarian/Professor (2022-2024)  
Stacey Robertson, Director, Student Support Services (2022-2025)  
Thomas Russell, Professor, Science and Mathematics (2022-2025)  
Govindarao Sathyamoorthi, Professor, Science and Mathematics (2022-2023)  
Monica Scheel, Assistant Professor, Nursing (2022-2023)  
Paul Speyer, Associate Professor, Science and Mathematics (2022-2023)  
Barbara Thomas, Professor, Arts and Humanities (2022-2025)  
Koren Thornton, Administrative Assistant V (2022-2025)  
Dai Trang, Associate Professor, Science and Mathematics (2022-2023)  
Tiquiena Varnado, Professor, Science and Mathematics (2022-2024)  
Darlene Williams, Professor, Science and Mathematics (2022-2023)  
Kelly Williams, Instructor, Allied Health (2022-2025)  
Kenneth Williams, Associate Professor, Technical Division (2022-2025)  
Lisa Williams, VA Counselor, City Park Campus (2022-2023)  
Beverly Wiltz, Assistant Professor, Science and Mathematics (2022-2025)  
Sharon Ziadeh, Professor, Science and Mathematics (2022-2025)

**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 Academic and 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:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost

**Ex Officio Members:** Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Brian Rosenthal, Coordinator of Health Services  
Joseph Scheuermann, Director of Athletics/ Head Men's Baseball Coach

### Committee Members:

Joseph Buckley, Instructor, Communication (2022-2023)  
Jenny Burch, Professor, Arts and Humanities (2022-2023)  
Doris Cavey, Associate Professor, Communication (2022-2024)  
Emily Clay, Professional Development Coordinator/ Professor, Communication (2022-2025)  
Malene Arnaud-Davis, Professor, Science and Mathematics (2022-2024)  
John Denstorff, Instructor, Arts and Humanities (2022-2023)  
Melissa Diaz, Professor, Communication (2022-2024)  
Richelle Dinwiddie, Assistant Professor, Communication (2022-2024)  
Elizabeth Feltey, Professor, Communication (2022-2025)  
Lilian Gamble, Professor, Communication (2022-2024)  
Andrew Gibbs, Assistant Professor, Communication (2022-2024)  
Clare Giesen, Assistant Professor, Arts and Humanities (2022-2025)  
Lydia Goellner, Associate Professor, Arts and Humanities (2022-2025)  
Brett Heintz, Professor, Arts and Humanities (2022-2024)  
Kenya Jackson, Associate Professor, Arts and Humanities (2022-2024)  
Jennifer Kookan, Associate Professor, Communication (2022-2023)  
Brandon Lafon, Instructor, Business and Technology, (2022-2025)  
Jennifer Lang, Professor, Arts and Humanities (2022-2024)  
Kristopher LaMorte, Professor, Arts and Humanities (2022-2024)  
Krista Lawrence, Professor, Business and Technology (2022-2025)  
Freda Leonard, Professor, Business and Technology (2022-2024)  
Sheila McDermott, Assistant Professor, Arts and Humanities (2022-2025)  
James Means, Assistant Professor, Arts and Humanities (2022-2025)  
Tronn Moller, Instructor, Arts and Humanities (2022-2023)  
Geraldyn Labbe-Morrell, Associate Professor, Arts and Humanities (2022-2024)  
Jackson Moss, Professor, Communication (2022-2025)  
Sean Munro, Associate Professor, Communication (2022-2024)  
Matthew Palumbo, Associate Professor, Science and Mathematics (2022-2024)  
Dimitri Papadopoulos, Associate Professor, Science and Mathematics (2022-2023)  
Corey Pellerin, Instructor, Communication (2022-2024)  
Roxanne Ponson, Administrative Coordinator II, Admissions and Enrollment Services,  
City Park Campus (2022-2023)  
Thomas Russell, Professor, Science and Mathematics (2022-2025)  
Cristin Favre Sabrio, Assistant Professor, Arts and Humanities (2022-2024)  
Tyler Scheuermann, Advancement Coordinator (2022-2024)

*continued*

***Athletics Committee 2022-2023 (continued)***

Dietra Shedrick, Assistant Professor, Communication (2022-2024)  
Mitchell Spead, Instructor, Technical Division (2022-2025)  
Koren Thornton, Administrative Assistant V (2022-2025)  
Deborah Toscano, Instructor, Arts and Humanities, (2022-2025)  
Mary Trosclair, Professor, Nursing (2022-2025)  
Fred Tuhro, Associate Professor, Business and Technology (2022-2025)  
Betty Vix, Professor, Science and Mathematics (2022-2025)  
Robert Warren, Associate Professor, Business and Technology (2022-2023)  
Darlene Williams, Professor, Science and Mathematics (2022-2023)  
Elizabeth Wolff, Assistant Professor, Nursing (2022-2025)  
Leah Wooden, Professor, Science and Mathematics (2022-2023)  
Theo Worrell, Professor, Science and Mathematics (2022-2025)

## CATALOG COMMITTEE

The [Catalog Committee](#) serves to advise the Editorial Team of the *College Catalog* for the academic year in which it is appointed. It assures that 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:** Natasha Flowers, Associate Professor, Science and Mathematics

**Executive Officer:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost

### Ex Officio Members:

Maria Cisneros, College Registrar  
Tony Cook, Director of Communications and Marketing  
Rosaria Guastella, Director, Curriculum and Program Development  
Karen Laiche, Policy/Accreditation Specialist  
Amy Laszcz, Executive Director, Financial Services / Associate Controller  
Leslie Salinero, Publications/ Creative Services Coordinator  
Timothy Stamm, Dean, Library Services  
Traci Trimble, Assistant Director, Admissions  
Beth Weindel, Administrative Program Specialist, Curriculum and Program  
Development

### Committee Members:

Habib Ansari, Associate Professor, Science and Mathematics (2022-2023)  
Amzad Chowdhury, Associate Professor, Science and Mathematics (2022-2023)  
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development Management  
and Acquisitions, Library (2022-2025)  
Corey Duplantis, Assistant Director, Carl Perkins (2022-2024)  
Andrea Duplechain, Professor, Nursing (2022-2025)  
Natasha Flowers, Associate Professor, Science and Mathematics (2022-2023)  
Cheryl Green, Professor, Business and Technology (2022-2025)  
Tara LaFrance, Associate Professor, Science and Mathematics (2022-2024)  
Annie Mader, Associate Professor, Science and Math (2022-2024)  
Barbara Thomas, Professor, Arts and Humanities (2022-2023)  
Caroline Yarbrough, Associate Professor, Business and Technology (2022-2023)  
Rebecca Zaman, Associate Professor, Science and Mathematics (2022-2025)



CATALOG CHANGE SUBMISSION FORM

[Click here for editable version of form](#)

Date:

Name of Catalog Section:

Text of Modification:

Change Initiated By: \_\_\_\_\_  
Name/ Title

\_\_\_\_\_  
Date

Change Approved: \_\_\_\_\_

**Administrative Authorization\***

\_\_\_\_\_  
Date

*\*Administrator Responsible for the section: VCASA, 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

## College Campus Ministry Committee 2022-2023

### 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:** Kim Gatzke, Professor, Business and Technology  
Caroline Yarbrough, Associate Professor, Business and Technology

**Executive Officer:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/  
Campus Provost

**Ex Officio Members:** Scott Borne, Program Manager, Behavioral Intervention and Risk Assessment,  
Office of Student Life  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs

#### Committee Members:

Vicki Berry, Instructor, Nursing (2022-2024)  
Laila Bicksler, Professor, Science and Mathematics (2022-2025)  
Gera Bridgewater, Professor/Librarian, City Park Campus (2022-2024)  
Vernell Briscoe, Professor, Science and Mathematics (2022-2024)  
Ryland Burghardt, Instructor, Technical Division (2022-2023)  
Marilyn Ciolino, Professor, Business and Technology (2022-2024)  
Christal Cook, Associate Professor, Nursing, (2022-2025)  
Ty Delger, Professor, Allied Health (2022-2025)  
Ann Burghardt-Dieck, Associate Professor, Nursing (2022-2025)  
Daniel Dupont, Assistant Professor/ Librarian (2022-2023)  
Natasha Flowers, Associate Professor, Science and Mathematics (2022-2023)  
Rachelann Harb, Instructor, Allied Health (2022-2025)  
Jennifer Limon, Professor, Allied Health (2022-2024)  
Kim Gatzke, Professor, Business and Technology (2022-2023)  
Cynthia Hoppe, Instructor, Nursing (2022-2024)  
Freda Leonard, Professor, Business and Technology (2022-2024)  
Michelle McClain, Associate Professor, Science and Mathematics (2022-2024)  
Sheila McDermott, Assistant Professor, Arts and Humanities (2022-2025)  
Thomas McQuaid, Associate Professor, Business and Technology (2022-2025)  
Tronn Moller, Instructor, Arts and Humanities (2022-2023)  
Elizabeth Nadeau, Associate Professor, Science and Mathematics (2022-2024)  
Fran Norwood, Associate Professor, Business and Technology (2022-2024)  
Philip Reppel, Professor, Science and Mathematics (2022-2023)  
Courtney Rimes-Stortz, Librarian/Professor (2022-2024)  
Raul Salas, Instructor/ Course Coordinator, Nursing (2022-2025)  
Angela Shoemake, Associate Professor, Nursing (2022-2023)  
Barbara Thomas, Professor, Arts and Humanities (2022-2025)  
Tiquiena Varnado, Professor, Science and Mathematics (2022-2025)  
Betty Vix, Professor, Science and Mathematics (2022-2024)  
Eboness Williams, Associate Professor, Science and Mathematics (2022-2023)  
Mia Woodroof, Instructor, Nursing (2022-2023)  
Caroline Yarbrough, Associate Professor, Business and Technology (2022-2023)  
Carlos Zelaya, Jr., Assistant Professor, Science and Mathematics (2022-2024)

## COMMENCEMENT COMMITTEE

The [Commencement Committee](#) serves as an advisory committee to the Vice Chancellor for Academic and Student 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:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost

**Ex Officio Members:** Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Maria Cisneros, College Registrar

Tony Cook, Director, Communications and Marketing

Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site

Tamika Duplessis, Associate Vice Chancellor for Student Affairs

Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing

Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health

Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer

Shannon West, College-wide Assistant Registrar

### Committee Members:

Nabil Abukhader, Associate Professor, Business and Technology (2022-2023)

Nelcia Alexis, Instructor, Nursing (2022-2025)

Michael Anding, Instructor, Technical Division (2022-2025)

Crystal Andrews, Instructor, Arts and Humanities/Director, Hibernia Enrichment Center (2022-2025)

Warren Atkins, Title III Project Director/ Director of Advising (2022-2023)

Michelle Blue, Clinical Director, Allied Health (2022-2025)

Jesse Boyd, Associate Professor, Arts and Humanities (2022-2025)

Gera Bridgewater, Professor/Librarian, City Park Campus (2022-2023)

Cheryl Brown, Professor, Business and Technology (2022-2023)

Blair Conerly, Instructor, Technical Division (2022-2023)

Emily Cuti, Instructor, Allied Health (2022-2025)

Donald Davenport, Professor, Technical Division (2022-2023)

Elga Dextre, Instructor, Business and Technology (2022-2025)

Terri Gonzales-Kreisman, Professor, Business and Technology (2022-2024)

Cheryl Green, Professor, Business and Technology (2022-2025)

Brenda Hanegan, Associate Professor, Arts and Humanities (2022-2024)

Gina Herrera, Professor, Nursing (2022-2025)

Tammy Kliebert, Assistant Professor, Allied Health (2022-2023)

Daniel Laiche, Professor, Allied Health (2022-2024)

Kristopher LaMorte, Professor, Arts and Humanities (2022-2023)

Ashanti LaRoche, Associate Professor, Allied Health (2022-2023)

Krista Lawrence, Professor, Business and Technology (2022-2023)

Elizabeth Liebert, Assistant Professor, Nursing (2022-2024)

Laci Leblanc, Instructor, Allied Health (2022-2025)

Jana Martin, Instructor, Nursing (2022-2024)

Sheila McDermott, Assistant Professor, Arts and Humanities (2022-2024)

Rebecca Mercer, Assistant Professor, Allied Health (2022-2024)

Johnnie Mose, Professor, Nursing (2022-2023)

Matthew Palumbo, Associate Professor, Science and Mathematics (2022-2023)

Rene Randall, Professor, Allied Health (2022-2024)

Jay Randolph, Assistant Professor, Allied Health (2022-2023)

Katie Richard, Instructor, Allied Health (2022-2024)

Leslie Salinero, Publications Coordinator, City Park Campus (2022-2023)

**Commencement Committee 2022-2023 (continued)**

Tyler Scheuermann, Advancement Coordinator (2022-2025)  
Diane Sehart, Professor, Allied Health (2022-2024)  
Dietra Shedrick, Associate Professor, Communication (2022-2025)  
Tenisha Slaughter, Assistant Professor, Technical Division (2022-2024)  
Mitchell Spead, Instructor, Technical Division (2022-2025)  
Paul Speyrer, Associate Professor, Science and Mathematics (2022-2023)  
Lawrence Stamas, Assistant Professor, Science and Mathematics (2022-2024)  
Dan Summitt, Assistant Professor, Business and Technology (2022-2023)  
William Traylor, Professor, Business and Technology (2022-2024)  
Fred Tuhro, Associate Professor, Business and Technology (2022-2023)  
Richard Vargas, Professor, Technical Division (2022-2023)  
Darlene Williams, Professor, Science and Mathematics (2022-2025)  
Leah Wooden, Professor, Science and Mathematics (2022-2023)  
Caroline Yarbrough, Associate Professor, Business and Technology (2022-2023)



**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 and Student Affairs.

**Chair:** Harold Gaspard, Associate Vice Chancellor for Student Affairs/  
Dean, Allied Health

**Assistant Chair:** Timothy Stamm, Dean, Library Services

**Executive Officer:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost

**Ex Officio Members:** Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Emily Cospers, Dean, Communication  
Maria Cisneros, College Registrar  
Leshia Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division (2022-2024)  
Theresa DeGruy, Assistant to Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site  
Raymond Duplessis, Interim Dean, Science and Mathematics  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/  
Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Student Affairs/  
Dean, Allied Health  
Michelle Greco, Director, Enrollment Management  
Rosaria Guastella, Director, Curriculum and Program Development  
Patrice Moore, Dean, Arts and Humanities  
Timothy Stamm, Dean, Library Services  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/ Executive Dean, River City Site

**Committee Members:**

John Arbour, Instructor, Business and Technology (2022-2023)  
Malene Arnaud-Davis, Professor, Science and Mathematics (2022-2024)  
Warren Atkins, Title III Project Director / Director of Advising (2022-2024)  
Abdelrahim Ayyad, Associate Professor, Science and Mathematics (2022-2024)  
Jennifer Bennett, Associate Professor, Arts and Humanities (2022-2024)  
Jesse Boyd, Associate Professor, Arts and Humanities (2022-2023)  
Vernell Briscoe, Professor, Science and Mathematics (2022-2025)  
Angela Camaille, Director, Instructional Technology, Support and Professional Development (2022-2024)

*continued*

**Curriculum Committee 2022-2025 (continued)**

Caitlin Cooper, Assistant Professor, Coordinator of Collection Development Management and Acquisitions, Library (2022-2025)  
Emmett Davis, Assistant Dean, Business and Technology (2022-2024)  
Ty Delger, Professor, Allied Health (2022-2023)  
Elizabeth Duett, Coordinator, Assessment and Planning (2022-2024)  
Leslie Falkins, Jr., Instructor, Technical Division (2022-2025)  
Jennifer Fernandez, Assistant Dean, Nursing (2022-2025)  
Lilian Gamble, Professor, Communication (2022-2024)  
Janet Gauthier Stephens, Assistant to the Dean, Allied Health (2022-2024)  
Linda Hueschen, Assistant Professor, Nursing (2022-2023)  
Sarah Inman, Professor, Communication (2022-2023)  
Larisia Jones, Associate Professor, Technical Division (2022-2025)  
Tara LaFrance, Associate Professor, Science and Mathematics (2022-2024)  
Mavis Larrimer, Instructor, Allied Health (2022-2023)  
Shawn Loht, Research Manager (2022-2024)  
Beth Prather, Instructor, Nursing (2022-2024)  
Jay Randolph, Assistant Professor, Allied Health (2022-2023)  
Kenneth Ripberger, Professor, Technical Division (2022-2025)  
Vance Roux, Professor, Business and Technology (2022-2024)  
David Sanders, Assistant Professor, Science and Mathematics (2022-2023)  
Michael Santos, Professor, Arts and Humanities (2022-2024)  
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer (2022-2025)  
Erin von Steuben, Associate Professor, Communication (2022-2023)  
Cristina Alvarado-Suarez, Assistant Professor, Business and Technology (2022-2023)  
Theodore Walley, Professor, Communications (2022-2025)  
Kenneth Williams, Sr., Associate Professor, Technical Division (2022-2024)  
Angela Wilson, Associate Professor, Business and Technology (2022-2023)  
Executive Director, Academic Success Initiatives (2022-2025)

## 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 and Student Affairs.

**Chair:** Kristopher LaMorte, Professor, Arts and Humanities

**Assistant Chairs:** Mary Dawes, Associate Professor, Arts and Humanities  
Terri Gonzales-Kreisman, Professor, Business and Technology

**Executive Officer:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost

### Committee Members:

Candace Clanton, Professor, Arts and Humanities (2022-2024)  
Donald Davenport, Professor, Technical Division (2022-2023)  
Mary Dawes, Professor, Arts and Humanities (2022-2023)  
Alyssia Dayries-Sam, Professor, Science and Mathematics (2022-2024)  
Terri Diaz, Assistant Professor, Allied Health (2022-2024)  
Elizabeth Duett, Assistant Professor, Business and Technology (2022-2025)  
Steven Edwards, Professor, Arts and Humanities (2022-2024)  
Beatrice Eweni, Professor, Nursing (2022-2023)  
Elizabeth Feltey, Professor, Communication (2022-2024)  
Terri Gonzales-Kreisman, Professor, Business and Technology (2022-2024)  
Elizabeth Shaye Hope, Professor, Communication (2022-2023)  
Todd Hymel, Instructor, Science and Mathematics (2022-2023)  
Kristopher LaMorte, Professor, Arts and Humanities (2022-2025)  
Amanda Rosenzweig, Professor, Science and Mathematics (2022-2024)  
Angela Shoemake, Associate Professor, Nursing (2012-2024)  
Michael Toups, Professor, Allied Health (2022-2024)  
Kimberly Uddo, Professor, Nursing (2022-2025)

### Support Staff:

Tammy Scott, Office Manager, Academic and Student Affairs

## Faculty and Staff Professional Development Committee 2022-2023

### FACULTY AND STAFF PROFESSIONAL DEVELOPMENT COMMITTEE

The Faculty and Staff Professional Development Committee, in coordination with the Office of Academic and Student 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:** Barry Brantley, Professor, Business and Technology  
Amy Trainor, Assistant Director of Student Life

**Executive Officer:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost

**Ex Officio Members:** Angela Camaille, Director, Instructional Technology, Support and Professional Development  
Emily Clay, Professional Development Coordinator/ Professor, Communication

#### Committee Members:

Nelcia Alexis, Instructor, Nursing (2022-2025)  
Habib Ansari, Associate Professor Science and Mathematics (2022-2023)  
Mary Barrow, Professor, Nursing (2022-2025)  
Gloria Baudouin, Academic Advisor, West Bank Campus (2022-2024)  
Barry Brantley, Professor, Business and Technology (2022-2025)  
Emily Clay, Professional Development Coordinator/ Professor, Communication (2022-2025)  
Sara Daigle, Instructor, Science and Mathematics (2022-2023)  
Alyssia Dayries-Sam, Professor, Science and Mathematics (2022-2023)  
Tony DeVillier, Associate Professor, Technical Division (2022-2025)  
Theresia Dickerson, Instructor, Nursing (2022-2025)  
Nikki Dingle, Assistant Director, Recruitment and Outreach (2022-2025)  
Richelle Dinwiddie, Assistant Professor, Communication (2022-2024)  
Dustin Dirickson, Instructor/Librarian (2022-2025)  
Gina Ferrara, Assistant Professor, Communication (2022-2025)  
Valeria Hallett, Assistant Professor, Communication (2022-2023)  
Elizabeth Shaye Hope, Professor, Communication (2022-2024)  
Crystal Jackson, Answer Center Coordinator (2022-2025)  
Mason Joiner, Assistant Professor, Communication (2022-2025)  
Tracie King, Associate Professor, Business and Technology (2022-2025)  
Richard Kleinschmidt, Instructor, Science and Mathematics (2022-2023)  
Carla Major, Chief Human Resources Officer (2022-2025)  
Alexander McMillen, Instructor, Business and Technology (2022-2023)  
M. Karen Menge, Associate Professor, Science and Mathematics (2022-2024)  
Matthew Palumbo, Associate Professor, Science and Mathematics (2022-2024)  
Sadhana Ray, Professor, Arts and Humanities (2022-2024)  
Audra Rouse, Associate Professor, Communication (2022-2024)  
Amanda Rosenzweig, Professor, Science and Mathematics (2022-2025)  
Erin Schrepfer, Instructor, Business and Technology (2022-2024)  
Koren Thornton, Administrative Assistant V (2022-2025)  
Amy Trainor, Assistant Director of Student Life (2022-2025)  
Fred Tuhro, Associate Professor, Business and Technology (2022-2023)  
Natasha Wedley, Assistant Director, Human Resources (2022-2025)  
Cheree' Wiggins, Assistant Professor, Nursing (2022-2025)  
Hillary Williams, Jr., Director of Grants Development (2022-2024)  
Angela Wilson, Associate Professor, Business and Technology (2022-2023)  
Beverly Wiltz, Assistant Professor, Science and Mathematics (2022-2025)  
Rebecca Zaman, Assistant Professor, Science and Mathematics (2022-2025)

## Faculty Evaluation and Improvement of Instruction Committee 2022-2023

### 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.

- Chair:** Michelle McClain, Associate Professor, Science and Mathematics
- Executive Officer:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost
- Ex Officio Members:** Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Angela Camaille, Director, Instructional Technology, Support and Professional Development  
Emily Cospers, Dean, Communication  
Lesha Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division  
Theresa DeGruy, Assistant to Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site  
Raymond Duplessis, Interim Dean, Science and Mathematics  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
Patrice Moore, Dean, Arts and Humanities

#### Committee Members:

- Charles Alfortish, Coordinator, Business and Technology (2022-2023)
- Stephen Andrus, Instructor, Business and Technology (2022-2023)
- Abdelrahim Ayyad, Associate Professor, Science and Mathematics (2022-2023)
- Brandy Bien-Aime, Academic Advisor, City Park Campus (2022-2023)
- Aimee Buckel, Associate Professor, Science and Mathematics (2022-2023)
- Amzad Chowdhury, Associate Professor, Science and Mathematics (2022-2023)
- Patrick Conroy, Associate Professor, Business and Technology (2022-2025)
- Malene Arnaud-Davis, Professor, Science and Mathematics (2022-2024)
- Diondra DeMolle, Associate Professor, Science and Mathematics (2022-2024)
- Kiel Ellis, Associate Professor, Science and Mathematics (2022-2023)
- Kathy Favret, Professor, Communication (2022-2025)
- Elizabeth Feltey, Professor, Communication (2022-2025)
- Wendy Garretson, Professor, Nursing (2022-2025)
- John Guess, Assistant Professor, Business and Technology, (2022-2023)
- John Hill, Professor, Business and Technology (2022-2025)
- Elizabeth Shaye Hope, Professor, Communication (2022-2024)
- Linda Hueschen, Assistant Professor, Nursing (2022-2025)
- Michelle McClain, Associate Professor, Science and Mathematics (2022-2023)
- April Noble, Assistant Professor, Science and Mathematics (2022-2023)
- Philip Reppel, Professor, Science and Mathematics (2022-2025)
- Patricia Rome, Professor, Science and Mathematics (2022-2023)
- Audra Rouse, Associate Professor, Communication (2022-2024)
- Erin Schrepfer, Assistant Professor, Business and Technology (2022-2024)
- Shelley Tyler, Professor, Communication (2022-2024)
- Kimberly Uddo, Professor, Nursing (2022-2025)
- Tiquiena Varnado, Professor, Science and Mathematics (2022-2025)

## 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 Officer:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost

**Ex-Officio Members:** Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Emily Cospser, Dean, Communication  
Leshia Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division  
Elizabeth Duett, Coordinator, Assessment and Planning  
Raymond Duplessis, Interim Dean, Science and Mathematics  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/  
Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/  
Dean, Allied Health  
Rosaria Guastella, Director, Curriculum and Program Development  
Patrice Moore, Dean, Arts and Humanities  
Timothy Stamm, Dean, Library Services

**Committee Members:**

*Forthcoming*

## INSTITUTIONAL REVIEW BOARD

The [Institutional Review Board \(IRB\)](#) ensures the protection and welfare of human subjects involved in research supported by, conducted at, or associated with the College. Specifically, the IRB will: ensure all human subject research conducted at the College is administered in accordance with federal regulations and the College's established human subject research [procedures and guidelines](#); review and approve all proposals for research involving human subjects supported by, conducted at, or associated with the College; confirm that the required elements of informed consent are included in research proposals; conduct continuing review of all approved research at least once annually; and maintain a master list of all open research projects.

**Chair:** Pam Kemp, Professor, Nursing

**Executive Officer:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost

**Ex-Officio Member:** Peter Cho, Executive Dean, West Bank Campus/ Dean, Business  
and Technology  
Emily Cosper, Dean, Communication  
Leshia Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean,  
Technical Division  
Raymond Duplessis, Interim Dean, Science and Mathematics  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/  
Dean, Allied Health  
Shawn Loht, Research Manager  
Patrice Moore, Dean, Arts and Humanities

### Committee Members:

Cristina Alvarado-Surez, Instructor, Business and Technology (2002-2025)  
Amzad Chowdhury, Associate Professor, Science and Mathematics (2022-2024)  
Wellington Coleman, Instructor, Science and Mathematics (2022-2025)  
Phil Denette, Professor, Science and Mathematics (2022-2024)  
Elizabeth Duett, Coordinator, Assessment and Planning (2022-2024)  
Cynthia Hoppe, Professor, Nursing (2022-2024)  
Veronica Jean, Professor, Nursing (2022-2024)  
Linda Kelly, Professor, Allied Health (2022-2025)  
Pam Kemp, Professor, Nursing (2022-2023)  
Linda Kieffer, Professor, Arts and Humanities (2022-2025)  
Tracie King, Associate Professor, Business and Technology (2022-2025)  
Richard Kleinschmidt, Instructor, Science and Mathematics (2022-2023)  
Francesca Langlow, Professor, Allied Health (2022-2025)  
Mavis Larrimer, Instructor, Allied Health (2022-2023)  
M. Karen Menge, Associate Professor, Science and Mathematics (2022-2024)  
Dimitri Papadopoulos, Associate Professor, Science and Mathematics (2022-2023)  
Charlene Shunick, Assistant Professor, Science and Mathematics (2022-2023)  
Karen Macey-Stewart, Instructor, Nursing (2022-2024)  
Hillary Williams, Jr., Director of Grants Development (2022-2024)  
Beverly Wiltz, Associate Professor, Science and Mathematics (2022-2025)  
Rebecca Zaman, Assistant Professor, Science and Mathematics (2022-2025)  
Sharon Ziadeh, Professor, Science and Mathematics (2022-2024)

## 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.

**Chair:** Angela Camaille, Director, Instructional Technology, Support and Professional Development

**Executive Officer:** Chery Myers, Vice Chancellor for Academic and Student Affairs/ College Provost

**Ex-Officio Members:**

Angela Camaille, Director, Instructional Technology, Support and Professional Development

Tamika Duplessis, Associate Vice Chancellor for Student Affairs

Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health

Julianna Herrera, Media Services, West Bank Campus

James Hobbs III, Chief Information Officer

Dean, Distance Learning and Instructional Technology

**Committee Members:**

Jordan Adams, Instructor, Science and Mathematics (2022-2023)

Barbaro Alvarez, Instructor, Science and Mathematics (2022-2023)

Laila Bicksler, Professor, Science and Mathematics (2022-2025)

Ann Cespedes, Instructor, Science and Mathematics (2022-2023)

Malene Arnaud-Davis, Professor, Science and Mathematics (2022-2023)

Alyssia Dayries-Sam, Professor, Science and Mathematics (2022-2023)

Dustin Dirickson, Instructor/Librarian (2022-2025)

Daniel Dupont, Assistant Professor/ Librarian, (2022-2025)

Kiel Ellis, Associate Professor, Science and Mathematics (2022-2023)

Leslie Falkins, Jr., Instructor, Technical Division (2022-2024)

Joel George, Assistant Professor, Arts and Humanities (2022-2025)

Pam Kemp, Professor, Nursing (2022-2025)

Tracie King, Associate Professor, Business and Technology (2022-2025)

Anne LaVance, Professor, Allied Health (2022-2025)

Abdulbasit Mahmud, Assistant Professor, Business and Technology (2022-2025)

Joanne Majors, Assistant Professor, Communication (2022-2024)

Mike Majors, Professor, Arts and Humanities (2022-2024)

Alexander McMillen, Instructor, Business and Technology (2022-2023)

Christopher Nicotera, Instructor, Arts and Humanities (2022-2023)

Matthew Palumbo, Associate Professor, Science and Mathematics (2022-2024)

Donita Qualey, Professor, Nursing (2022-2023)

Marceau Ratard, Professor, Science and Mathematics (2022-2024)

Amanda Rosenzweig, Professor, Science and Mathematics (2022-2023)

Audra Rouse, Associate Professor, Communication (2022-2025)

Erin von Steuben, Professor, Communication (2022-2023)

Robert Warren, Associate Professor, Business and Technology (2022-2023)

Theo Worrell, Professor, Science and Mathematics (2022-2025)



## 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:** Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Carla Major, Chief Human Resources Officer  
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access  
Equal Opportunity Officer  
Joseph Williams, Coordinator, Disability Services

### Committee Members:

Jordan Adams, Instructor, Science and Mathematics (2022-2023)  
Charles Alfortish, Program Coordinator, Business and Technology (2022-2023)  
Barbaro Alvarez, Instructor, Science and Mathematics (2022-2023)  
Habib Ansari, Associate Professor, Science and Mathematics (2022-2025)  
Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology/  
Professor, Arts and Humanities (2022-2024)  
Amzad Chowdhury, Associate Professor, Science and Mathematics (2022-2025)  
Emily Clay, Professional Development Coordinator/ Professor, Communication (2022-2025)  
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development and Acquisitions  
(2022-2025)  
Daniel Dupont, Assistant Professor/ Librarian, (2022-2023)  
Beatrice Eweni, Professor, Nursing (2022-2025)  
Leslie Falkins, Jr., Instructor, Technical Division (2022-2024)  
Valeria Hallett, Assistant Professor, Communication (2022-2023)  
Kenya Jackson, Associate Professor, Arts and Humanities (2022-2024)  
Linda Kelly, Professor, Allied Health (2022-2025)  
Geraldyn Labbe-Morrell, Associate Professor, Communication (2022-2023)  
Ashanti LaRoche, Associate Professor, Allied Health, City Park Campus (2022-2023)  
Daphne Loney, Associate Professor, Arts and Humanities (2022-2024)  
Sandra Madison, Assistant Professor, Arts and Humanities (2022-2024)  
Joanne Majors, Assistant Professor, Communication (2022-2024)  
John McCammon Instructor, Business and Technology (2022-2024)  
Lisa Melson, Professor, Arts and Humanities (2022-2024)  
Tronn Moller, Instructor, Arts and Humanities (2022-2023)  
Beth Prather, Instructor, Nursing (2022-2025)  
Sandra Prince, Associate Professor, Arts and Humanities (2022-2024)  
Sadhana Ray, Professor, Arts and Humanities (2022-2024)  
Anne Riley, Instructor, Business and Technology (2022-2023)  
Raul Salas, Instructor/ Course Coordinator, Nursing (2022-2025)  
Shena Sanders, Assistant Professor, Allied Health (2022-2025)  
Gypsy Schneider, Return of Title IV Funds (R2T4) Coordinator, Student Financial  
Assistance (2022-2025)  
Mitchell Speed, Instructor, Technical Division (2022-2025)

*continued*

***Multiculturalism and Diversity Committee 2022-2023 (continued)***

Koren Thornton, Administrative Assistant V (2022-2025)

Shelly Tyler, Professor, Communication (2022-2024)

Tiquena Varnado, Professor, Science and Mathematics (2022-2025)

Erin von Steuben, Professor, Communication (2022-2023)

Wellington Coleman, Instructor, Science and Mathematics (2022-2025)

Theo Worrell, Professor, Science and Mathematics (2022-2025)

Rebecca Zaman, Associate Professor, Science and Mathematics (2022-2025)

Alicia Zimmerman, Instructor, Business and Technology (2022-2025)

## PROGRAM REVIEW COMMITTEE

The [Committee](#) 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:** Elizabeth Duett, Coordinator, Assessment and Planning

**Executive Officer:** Chery Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost

### Ex Officio Members:

Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Emily Cospers, Dean, Communication  
Leshia Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean, Technical Division  
Elizabeth Duett, Coordinator, Assessment and Planning  
Raymond Duplessis, Interim Dean, Science and Mathematics  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
Rosaria Guastella, Director, Curriculum and Program Development  
Shawn Loht, Research Manager  
Patrice Moore, Dean, Arts and Humanities  
Hillary Williams, Jr., Director of Grants Development

### Committee Members:

John Arbour, Instructor, Business and Technology (2022-2024)  
Jenny Burch, Professor, Arts and Humanities (2022-2023)  
Diondra DeMolle, Assistant Professor, Science and Mathematics (2022-2024)  
Leslie Falkins, Jr., Instructor, Technical Division (2022-2025)  
Robin Johnstone, Instructor, Communication (2022-2023)  
Jennifer Kookan, Associate Professor, Communication (2022-2023)  
Francesca Langlow, Professor, Allied Health (2022-2025)  
Beth Lasky, Associate Professor, Business and Technology (2022-2023)  
Shawn Llopis, Assistant Professor, Science and Mathematics (2022-2024)  
Mike Majors, Professor, Arts and Humanities (2022-2025)  
Moiria Rheams, Associate Professor, Arts and Humanities (2022-2025)  
Anne Riley, Instructor, Business and Technology (2022-2024)  
Shena Sanders, Assistant Professor, Nursing (2022-2024)  
Monica Scheel, Assistant Professor, Nursing (2022-2025)  
Angela Shoemake, Associate Professor, Nursing (2022-2025)  
Dan Summitt, Assistant Professor, Business and Technology (2022-2023)  
Kenneth Williams, Associate Professor, Technical Division (2022-2023)

## Scholarships and Financial Assistance Committee 2022-2023

### SCHOLARSHIPS AND FINANCIAL ASSISTANCE COMMITTEE

The [Committee](#) serves as an advisory committee to the Vice Chancellor for Academic and 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:** Director, Student Financial Assistance

**Executive Officer:** Chery Myers, Vice Chancellor for Academic and Student Affairs/  
College Provost

**Ex Officio Members:**

Scott Borne, Program Manager, Behavioral Intervention and Risk Assessment,  
Office of Student Life  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Michelle Greco, Director, Enrollment Management  
Amy Laszcz, Executive Director, Financial Services/ Associate Controller  
Traci Trimble, Assistant Director, Admissions  
Director, Student Financial Assistance

**Committee Members:**

Nabil Abukhader, Business and Technology, Associate Professor, (2022-2024)  
Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus, (2022-2025)  
Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology/  
Professor, Arts and Humanities (2022-2024)  
Shanna Clevenger, Professor/Librarian (2022-2024)  
Alyssia Dayries-Sam, Professor, Science and Mathematics (2022-2023)  
Bridgette Dufrene, Associate Professor, Nursing (2022-2023)  
Freda Leonard, Professor, Business and Technology (2022-2024)  
Shawnte Lofton, Professor, Communication (2022-2023)  
Cynthia Mistretta, Financial Aid Counselor/Scholarship Specialist (2022-2025)  
Cydney Nodier, Administrative Assistant III, Financial Aid (2022-2023)  
Matthew Palumbo, Associate Professor, Science and Mathematics (2022-2024)  
Beth Prather, Instructor, Nursing (2022-2024)  
Vance Roux, Assistant Professor, Business and Technology (2022-2024)  
Gypsy Schneider, Return of Title IV Funds (R2T4) Coordinator, Student  
Financial Assistance (2022-2025)  
Katherine Seghers, Assistant Director, Accounts Receivable (2022-2024)  
Liza Sherman, Director, Opportunity Youth Initiative (2022-2025)  
Tenisha Slaughter, Assistant Professor, Technical Division (2022-2024)  
Nell Toomer, Associate Professor, Business and Technology (2022-2023)

## SPECIAL NEEDS AND HEALTH SERVICES COMMITTEE

The [Committee](#) functions as an advisory committee to the Vice Chancellor for Academic and 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, Professor, Allied Health

**Assistant Chair:** Brian Rosenthal, Coordinator of Health Services

**Executive Officer:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost

**Ex Officio Members:** Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Brian Rosenthal, Coordinator of Health Services  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
Amy Trainor, Assistant Director of Student Life  
Joseph Williams, Coordinator, Disability Services

### Committee Members:

Laila Bicksler, Professor, Science and Mathematics (2022-2025)  
Scott Borne, Program Manager, Behavioral Intervention and Risk Assessment,  
Office of Student Life (2022-2024)  
Amzad Chowdhury, Associate Professor, Science and Mathematics (2022-2024)  
Diedre Cloud, Instructor, Nursing (2022-2024)  
Christal Cook, Associate Professor, Nursing (2022-2025)  
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development  
Management and Acquisitions, Library (2022-2025)  
Mary Dawes, Professor, Arts and Humanities (2022-2024)  
Alyssia Dayries-Sam, Professor, Science and Mathematics (2022-2024)  
Gina Ferrara, Assistant Professor, Communication (2022-2024)  
Natasha Flowers, Associate Professor, Science and Mathematics (2022-2025)  
Valeria Hallett, Assistant Professor, Communication (2022-2023)  
Tracy Harris, Instructor, Nursing (2022-2024)  
Linda Kelly, Professor, Allied Health (2022-2025)  
Daniel Laiche, Professor, Allied Health (2022-2024)  
Shawnte Lofton, Professor, Communication (2022-2024)  
Robin Matthew, Associate Professor, Allied Health (2022-2025)  
Carol McCarthy, Associate Professor, Communication (2022-2025)  
Lisa Melson, Professor, Arts and Humanities (2022-2024)  
Geraldyn Labbe-Morrell, Associate Professor, Communication (2022-2023)  
Elizabeth Nadeau, Associate Professor, Science and Mathematics (2022-2023)  
Donald O'Callahan, Assistant Professor (2022-2024)  
Alyssa Ransom, Instructor, Science and Mathematics (2022-2025)  
Amanda Rosenzweig, Professor, Science and Mathematics (2022-2023)  
Patricia Smart, Professor, Nursing (2022-2025)  
Catherine Strength, Professor, Nursing (2022-2024)  
Scott St. Pierre, Safety and Risk Manager (2022-2024)  
Abbey Wallig, Assistant Professor, Communication (2022-2025)  
Kathy Weaver, Manager, Carl Perkins & Hilton Career Pathways (2022-2025)  
Robin Wegener, Professor, Allied Health (2022-2023)  
Susan Welsh, Professor, Allied Health (2022-2024)  
Elizabeth Williams, Instructor, Nursing (2022-2025)  
Pamdora Williams, Answer Center (2022-2025)

## 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 Academic and Student Affairs/ Executive Dean, Sidney Collier Site  
**Executive Officer:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost

**Ex Officio Members:** Scott Borne, Program Manager, Behavioral Intervention and Risk Assessment, Office of Student Life  
Peter Cho, Executive Dean, West Bank Campus/ Dean, Business and Technology  
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site  
Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Michelle Greco, Director, Enrollment Management  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/ Executive Dean, River City Site

### Committee Pool Members:

Nelcia Alexis, Instructor, Nursing (2022-2025)  
Habib Ansari, Associate Professor, Science and Mathematics (2022-2025)  
Julie Bell, Professor, Business and Technology (2022-2023)  
Vicki Berry, Instructor, Nursing (2022-2024)  
Aimee Buckel, Associate Professor, Science and Mathematics (2022-2023)  
Amzad Chowdhury, Associate Professor, Science and Mathematics (2022-2025)  
Shanna Clevenger, Professor/Librarian (2022-2025)  
Wellington Coleman, Instructor, Science and Mathematics (2022-2025)  
Michelle DeLima, Professor, Nursing (2022-2024)  
Nikki Dingle, Assistant Director, Recruitment and Outreach (2022-2023)  
Dania Flores, Assistant Professor, Nursing (2022-2023)  
Danielle Gandolfo, Associate Professor, Allied Health (2022-2025)  
Sarah Inman, Professor, Communication (2022-2023)  
Linda Kieffer, Professor, Arts and Humanities (2022-2025)  
Jennifer Kookan, Associate Professor, Communication (2022-2024)  
Francesca Langlow, Professor, Allied Health (2022-2024)  
Daphne Loney, Associate Professor, Arts and Humanities (2022-2024)  
Ira Mata, Assistant Professor, Technical Division (2022-2025)  
Lyle (Chris) McDonald, Associate Professor, Technical Division (2022-2023)  
Johnnie Mose, Professor, Nursing (2022-2023)  
Matthew Palumbo, Associate Professor, Science and Mathematics (2022-2024)  
Marceau Ratard, Professor, Science and Mathematics (2022-2023)  
Sadhana Ray, Professor, Arts and Humanities (2022-2024)

*continued*

***Student Grievance Committee 2022-2023 (continued)***

Philip Reppel, Professor, Science and Mathematics (2022-2023)  
Catherine Reitmeyer, Instructor, Allied Health (2022-2025)  
David Sanders, Assistant Professor, Science and Mathematics (2022-2023)  
Monica Scheel, Assistant Professor, Nursing (2022-2023)  
Charlene Shunick, Assistant Professor, Science and Mathematics (2022-2023)  
Koren Thornton, Administrative Assistant V (2022-2025)  
Deborah Toscano, Instructor, Arts and Humanities, (2022-2025)  
Nell Toomer, Associate Professor, Business and Technology (2022-2023)  
Betty Vix, Professor, Science and Mathematics (2022-2025)  
Cheree' Wiggins, Assistant Professor, Nursing (2022-2025)  
Leah Wooden, Professor, Science and Mathematics (2022-2023)  
Sharon Ziadeh, Professor, Science and Mathematics (2022-2025)

**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, River City 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 Academic and 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:** Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost

**Ex Officio Members:**

Scott Borne, Program Manager, Behavioral Intervention and Risk Assessment,  
Office of Student Life

Tamika Duplessis, Associate Vice Chancellor for Student Affairs

Joan Ellis, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing

**Committee Members:**

Ayyad Abdelrahim, Associate Professor, Science and Mathematics (2022-2023)

Stephen Andrus, Instructor, Business and Technology (2022-2025)

Claudia Butler, Instructor, Nursing (2022-2024)

Emily Clay, Professional Development Coordinator/ Professor, Communication (2022-2025)

Caitlin Cooper, Assistant Professor, Coordinator of Collection Development  
Management and Acquisitions, Library (2022-2023)

Lesha Coulon, Interim Executive Dean, Jefferson Site/ Interim Dean,  
Technical Division (2022-2025)

John Denstorff, Instructor, Arts and Humanities (2022-2024)

Elga Dextre, Instructor, Business and Technology (2022-2025)

Daniel Dupont, Assistant Professor/ Librarian, (2022-2025)

Natasha Flowers, Associate Professor, Science and Mathematics (2022-2023)

Stacy Green, Instructor, Nursing (2022-2024)

Alexander Hamman, Instructor, Business and Technology (2022-2025)

Brenda Hanegan, Associate Professor, Arts and Humanities (2022-2024)

Leigh Hanhart, Associate Professor, Nursing (2022-2025)

Crystal Jackson, Answer Center (2022-2025)

Kristopher LaMorte, Professor, Arts and Humanities (2022-2024)

Krista Lawrence, Professor, Business and Technology (2022-2025)

Carol Leefe, Assistant Professor, Nursing (2022-2025)

Lyle (Chris) McDonald, Associate Professor, Technical Division (2022-2024)

James Means, Assistant Professor, Arts and Humanities (2022-2025)

Elizabeth Nadeau, Associate Professor, Science and Math (2022-2024)

Christopher Nicotera, Instructor, Arts and Humanities (2022-2023)

Dimitrios Papadopoulos, Associate Professor, Science and Mathematics (2022-2023)

Roxanne Ponson, Administrative Coordinator II, Admissions (2022-2025)

Sadhana Ray, Professor, Arts and Humanities (2022-2024)

Amanda Rosenzweig, Professor, Science and Mathematics (2022-2023)

Erin Schrepfer, Assistant Professor, Business and Technology (2022-2024)

Elizabeth Marlowe Serpas, Instructor, Nursing (2022-2024)

Liza Sherman, Director, Opportunity Youth Initiative (2022-2025)

Tenisha Slaughter, Assistant Professor, Technical Division (2022-2025)

Koren Thornton, Administrative Assistant V (2022-2025)

Deborah Toscano, Instructor, Arts and Humanities, (2022-2025)

Tiquiena Varnado, Professor, Science and Mathematics (2022-2025)

Abbey Wallig, Assistant Professor, Communication (2022-2025)

Mia Woodroof, Instructor, Nursing (2022-2023)

Sharon Ziadeh, Professor, Science and Mathematics (2022-2024)



# **V. CALENDARS OF COLLEGE EVENTS**

**2022-2023**

**2022-2023 ACADEMIC CALENDAR  
DELGADO COMMUNITY COLLEGE**

<https://catalog.dcc.edu/content.php?catoid=48&navoid=6998>

**Catalog Year:**

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

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

2022-2023 Timeline for Creating Forthcoming Academic Calendar

## Timeline for Creating Academic Calendar

### Fall Semester

College Registrar uses previous academic year calendar(s) as models to update and develop draft of the *next forthcoming Academic Calendar that has not yet been finalized.*

### Fall Semester

College Registrar distributes draft of the forthcoming Academic Calendar to Academic and Student Affairs Council for review.

### Upon Academic and Student Affairs Council Recommendation for Approval

College Registrar submits forthcoming Academic Calendar recommended for approval by Academic and Student Affairs Council to Vice Chancellor for Academic and Student Affairs.

### Upon Vice Chancellor for Academic and Student Affairs' Approval

Vice Chancellor for Academic and Student Affairs sends approved Academic Calendar to Human Resources to be submitted to Louisiana Community and Technical College System Office.

Registrar submits approved Academic Calendar to Catalog Editor and Web Content Specialist for publication.

**Upon submission**

Forthcoming Academic Calendar  
published on College's website.

## ART GALLERY CALENDAR

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

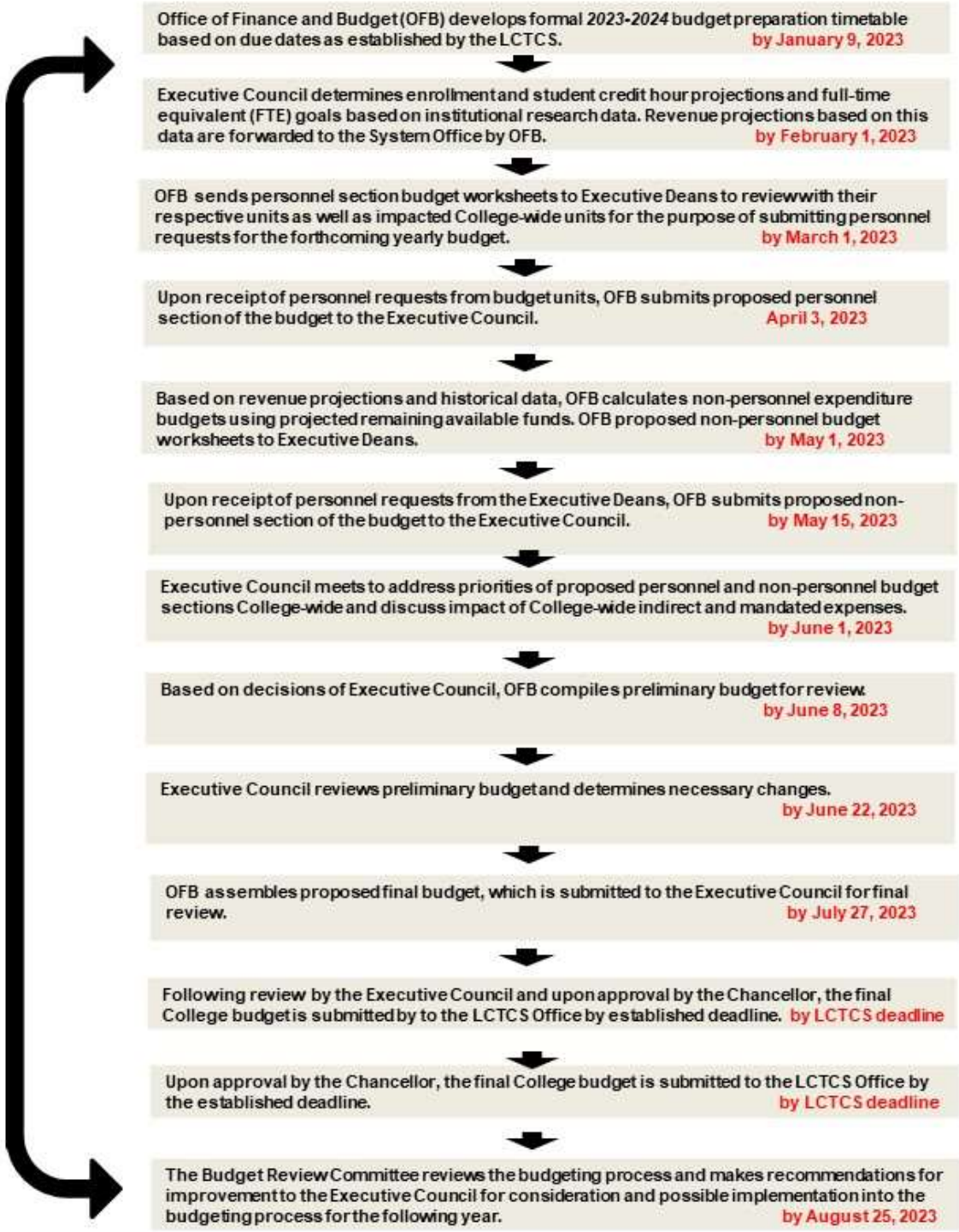
**Contact Information:** Daphne Loney, Gallery Director  
Phone: (504) 671-6363; [dloney@dcc.edu](mailto:dloney@dcc.edu)  
Dan Tague, Curator  
(504) 671-6363; [dtague@dcc.edu](mailto:dtague@dcc.edu)

**For More Information:**

<https://www.facebook.com/people/Delgado-Fine-Arts-City-Park-Campus/100057260306953/>



**2022-2023 BUDGET DEVELOPMENT, REVIEW AND APPROVAL TIMELINE  
for 2023-2024 Budget**



**CATALOG PRODUCTION CALENDAR**  
***DELGADO COMMUNITY COLLEGE CATALOG***  
**2023-2024 Edition**

September 2022	Initial Meeting of <i>Catalog</i> Committee
February 2023	Last <i>Catalog</i> Committee Meeting
April 1, 2023	Last Day for all approved curriculum changes and changes to all other sections to be submitted to a member of the <i>Catalog</i> Editorial Team
July 2023	Online publishing of new <i>2023-2024 Catalog</i>

**CLASS SCHEDULE PRODUCTION CALENDAR****SPRING 2023 CLASS SCHEDULES**

<b>May 2, 2022</b>	Rollover of 2022 Spring Class Schedule to 2023 Spring Class Schedule
<b>June 30, 2022</b>	Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in Banner system for advanced Spring 2023 registration

**WINTER 2023 CLASS SCHEDULES**

<b>May 2, 2022</b>	Rollover of 2022 Winter Class Schedule to 2023 Winter Class Schedule
<b>June 30, 2022</b>	Deadline for Deans/Department Chairs to make changes <i>before classes are opened in the Banner system</i> for advanced Winter 2023 registration

**MAYMESTER 2023 CLASS SCHEDULES**

<b>September 12, 2022</b>	Rollover of 2022 Maymester Class Schedule to 2023 Maymester Class Schedule
<b>October 6, 2022</b>	Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in the Banner system for advanced Maymester 2023 registration.

**SUMMER 2023 CLASS SCHEDULES**

<b>September 12, 2022</b>	Rollover of 2022 Summer Class Schedule to 2023 Summer Class Schedule
<b>October 6, 2022</b>	Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in Banner system for advanced Summer 2023 registration

**FALL 2023 CLASS SCHEDULES**

<b>January 19, 2023</b>	Rollover of 2022 Fall Class Schedule to 2023 Fall Class Schedule
<b>February 3, 2023</b>	Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in Banner system for advanced Fall 2023 registration



**COMMENCEMENT CALENDAR**

**Tuesday, December 13, 2022**  
10 a.m.

Fall 2021 Commencement Exercises  
UNO Kiefer Lakefront Arena

**Tuesday, May 16, 2023**  
10 a.m.

Spring 2022 Commencement Exercises  
UNO Kiefer Lakefront Arena

**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 and Student 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 and Student 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 and Student Affairs. If the official transcript is not submitted when the agreement is received in the Office of the Vice Chancellor for Academic and Student Affairs, the office contacts the new faculty member. Official transcripts must be received in the office by midterm.

**CURRICULUM DEVELOPMENT CALENDAR**  
**(For Academic Year 2023-2024)**

**2022**

October 14 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the October 28, 2022 meeting

**October 28 Scheduled meeting of Curriculum Committee**

November 4 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the November 18, 2022 meeting

**November 18 Scheduled meeting of Curriculum Committee**

**2023**

January 13 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the January 27, 2023 meeting

**January 27 Scheduled meeting of Curriculum Committee**

February 10 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the February 24, 2023 meeting

**February 24 Scheduled meeting of Curriculum Committee**

March 10 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the March 24, 2023 meeting

**March 24 Scheduled meeting of Curriculum Committee**

April 14 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the April 28, 2023 meeting

**April 28 Final scheduled meeting of Curriculum Committee**

August 4 All 2023-2024 curriculum changes implemented contingent upon final approvals

EVALUATION CALENDAR

Schedules of Personnel Evaluations 2022-2023

Full-Time and Part-Time Faculty Evaluations

- August 15, 2022      Begin class visits and evaluation of instructional material.
- September 19, 2022      Completed *Preliminary Evaluation Agreement Form*\* submitted to supervisor.
  
- October 3-14, 2022      Student evaluation of instruction.
  
- September 20, 2022 - February 24, 2023      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.
  
- March 10, 2023      *Faculty Final Conference Form* submitted to supervisor.
  
- April-May 2023      Final conference with supervisor, individually or with department.
  
- June 2, 2023      Faculty evaluation reports to Division Deans.
  
- June 30, 2023      Completed Supervisor's Evaluation Summary Forms due in Office of Human Resources.

\* *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

- Feb. 27, 2023**      Begin evaluations of all administrators and unclassified personnel.
- May 29, 2023**      Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor
- No later than June 29, 2023**      Evaluations submitted to Human Resources

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

**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**

7/1/2021 – 6/30/2022	<b>FY 2021-2022 Performance Year</b>
7/1/2022 – 8/31/2022	Evaluation period for completed FY 2021-2022 Performance Year
9/15/2022	Request for Agency Review deadline to HR for FY 2021-2022 performance evaluation
7/1/2022 – 9/30/2022	PES Planning period for new FY 2022-2023
10/15/2022	Agency Reviewer deadline to render decision

7/1/2022 – 6/30/2023	<b>FY 2022-2023 Performance Year</b>
7/1/2023 – 8/31/2023	Evaluation period for completed FY 2022-2023 Performance Year
9/15/2023	Request for Agency Review deadline to HR for FY 2022-2023 performance evaluation
7/1/2023 – 9/30/2023	PES Planning period for new FY 2023-2024
10/15/2023	Agency Reviewer deadline to render decision

**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 2022 Semester](#)

**Final Exam Schedule for Spring 2023 Semester**

*Available Upon Publication of Spring 2023 Student Handbook*

**Final Exam Schedule for Summer 2023 Session**

*Available Upon Publication of Summer 2023 Student Handbook*

## HEALTH & OTHER INSURANCE—ANNUAL ENROLLMENT PERIOD

### **The Month of October 2022**

Deadline for making changes to all insurance benefits for 2023 Calendar Year.

More information on *Available Insurance Benefits for Calendar Year 2023* will be available during the Open Enrollment Period in October 2022 and will be published on the following webpage at that time:

[Office of Human Resources Employee Benefits](#)

**DELGADO COMMUNITY COLLEGE  
2022 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 2022 reflect the holidays on which the College is closed.

<b>January 17, 2022</b>	<b>Martin Luther King Jr.</b>	<b>Monday</b>
<b>February 28, 2022</b>	<b>Mardi Gras</b>	<b>Monday</b>
<b>March 1, 2022</b>	<b>Mardi Gras</b>	<b>Tuesday</b>
<b>April 15, 2022</b>	<b>Spring Holiday</b>	<b>Friday</b>
<b>July 4, 2022</b>	<b>July 4<sup>th</sup> Holiday</b>	<b>Monday</b>
<b>September 5, 2022</b>	<b>Labor Day</b>	<b>Monday</b>
<b>November 24, 2022</b>	<b>Thanksgiving Day</b>	<b>Thursday</b>
<b>November 25, 2022</b>	<b>Thanksgiving Day</b>	<b>Friday</b>
<b>December 23, 2022</b>	<b>Winter Holiday</b>	<b>Friday</b>
<b>December 26, 2022</b>	<b>Winter Holiday</b>	<b>Monday</b>
<b>December 27, 2022</b>	<b>Winter Holiday</b>	<b>Tuesday</b>
<b>December 28, 2022</b>	<b>Winter Holiday</b>	<b>Wednesday</b>
<b>December 29, 2022</b>	<b>Winter Holiday</b>	<b>Thursday</b>
<b>December 30, 2022</b>	<b>Winter Holiday</b>	<b>Friday</b>

For the calendar year 2022, the College has established Limited Staffing Days for the following: Wednesday, March 2; Monday, May 30; Monday, December 19; Tuesday, December 20; Wednesday, December 21; and Thursday, December 22.

*Academic Affairs Council 8/27/2020  
Business & Administrative Affairs Council, Human Resources 9/3/2020  
College Council 10/20/2020*

**DELGADO COMMUNITY COLLEGE  
2023 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 2023 reflect the holidays on which the College is closed.

<b>January 16, 2023</b>	<b>Martin Luther King Jr.</b>	<b>Monday</b>
<b>February 20, 2023</b>	<b>Mardi Gras</b>	<b>Monday</b>
<b>February 21, 2023</b>	<b>Mardi Gras</b>	<b>Tuesday</b>
<b>April 7, 2023</b>	<b>Spring Holiday</b>	<b>Friday</b>
<b>July 3, 2023</b>	<b>July 4<sup>th</sup> Holiday</b>	<b>Monday</b>
<b>July 4, 2023</b>	<b>July 4<sup>th</sup> Holiday</b>	<b>Tuesday</b>
<b>September 4, 2023</b>	<b>Labor Day</b>	<b>Monday</b>
<b>November 23, 2023</b>	<b>Thanksgiving Day</b>	<b>Thursday</b>
<b>November 24, 2023</b>	<b>Thanksgiving Day</b>	<b>Friday</b>
<b>December 25, 2023</b>	<b>Winter Holiday</b>	<b>Monday</b>
<b>December 26, 2023</b>	<b>Winter Holiday</b>	<b>Tuesday</b>
<b>December 27, 2023</b>	<b>Winter Holiday</b>	<b>Wednesday</b>
<b>December 28, 2023</b>	<b>Winter Holiday</b>	<b>Thursday</b>
<b>December 29, 2023</b>	<b>Winter Holiday</b>	<b>Friday</b>

For the calendar year 2023, the College has established Limited Staffing Days for the following: Monday, January 2; Wednesday, February 22; Monday, May 29; Wednesday, December 20; Thursday, December 21; and Friday, December 22, 2023.

*Academic Affairs Council 2/23/2021  
Business & Administrative Affairs Council, Human Resources 3/2/2021  
College Council 3/11/2021*



**DELGADO COMMUNITY COLLEGE  
2024 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 2024 reflect the holidays on which the College is closed.

<b>January 1, 2024</b>	<b>New Year's Day</b>	<b>Monday</b>
<b>January 15, 2024</b>	<b>Martin Luther King Jr.</b>	<b>Monday</b>
<b>February 13, 2024</b>	<b>Mardi Gras</b>	<b>Tuesday</b>
<b>March 29, 2024</b>	<b>Spring Holiday</b>	<b>Friday</b>
<b>July 4, 2024</b>	<b>July 4<sup>th</sup> Holiday</b>	<b>Thursday</b>
<b>September 2, 2024</b>	<b>Labor Day</b>	<b>Monday</b>
<b>November 28, 2024</b>	<b>Thanksgiving</b>	<b>Thursday</b>
<b>November 29, 2024</b>	<b>Thanksgiving</b>	<b>Friday</b>
<b>December 24, 2024</b>	<b>Winter Holiday</b>	<b>Tuesday</b>
<b>December 25, 2024</b>	<b>Winter Holiday</b>	<b>Wednesday</b>
<b>December 26, 2024</b>	<b>Winter Holiday</b>	<b>Thursday</b>
<b>December 27, 2024</b>	<b>Winter Holiday</b>	<b>Friday</b>
<b>December 30, 2024</b>	<b>Winter Holiday</b>	<b>Monday</b>
<b>December 31, 2024</b>	<b>Winter Holiday</b>	<b>Tuesday</b>

For the calendar year 2024, the College has established Limited Staffing Days for the following: Tuesday, January 2; Monday, February 12, Wednesday, February 14; Monday, May 27; and Monday, December 23.

*Academic and Student Affairs Council 2/17/2022  
Business & Administrative Affairs Council, Human Resources 3/7/2022  
College Council 4/19/2022*

## Timeline for Creating 2025 Calendar Year Holiday Schedule

Fall 2022	Assistant Vice Chancellor for Human Resources presents draft of 2025 Calendar Year Holiday Schedule to Business and Administrative Affairs (BAA) Council for review.
Upon BAA Council Recommendation	Assistant Vice Chancellor for Human Resources presents draft of 2025 Calendar Year Holiday Schedule to Academic and Student Affairs (ASA) Council for review.
Upon ASA Council Recommendation	Assistant Vice Chancellor for Human Resources presents draft of 2025 Calendar Year Holiday Schedule to College Council for review.
Upon College Council Recommendation	Assistant Vice Chancellor for Human Resources submits 2025 Calendar Year Holiday Schedule to LCTCS System Office.

**INVENTORY CALENDAR**

<b>September 2022</b>	Inventory Training Sessions
<b>October 2022</b>	Printout for Inventory of Moveable Property distributed to Property Supervisors
<b>January 16, 2023</b>	Completed Inventory Reports returned to Property Control Office
<b>February 1 – 28, 2023</b>	Inventory Reports reviewed
<b>March 6, 2023</b>	Discrepancies from original Inventory Report returned to Property Location Supervisors for “Spring Search”
<b>April 7, 2023</b>	“Spring Search” results to Property Control Office
<b>June 5, 2023</b>	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, and River City***

### **2022 Fall Semester**

**November 21, 2022** Final date for faculty to return or renew all library books and materials

**December 8, 2022** Final date for students to return all library books and materials

### **2023 Spring Semester**

***April 2, 2023*** *Final date for submitting requests for purchase of library materials  
for academic year 2022-2022*

**April 24, 2023** Final date for faculty to return or renew all library books and materials

**May 10, 2023** Final date for students to return all library books and materials

### **2023 Summer Session**

**July 13, 2023** Final date for faculty to return or renew all library books and materials

**July 31, 2023** Final date for students to return all library books and materials

## MUSIC RECITAL CALENDAR

During the academic year, the Delgado offers recital hours, concerts, lectures, and demonstrations that explore diverse musical styles and historical periods. All performances are free and open to the public.

**For more information,** see the [Arts and Humanities Division – Music webpage](#).

**OPERATIONAL GUIDELINES PUBLICATION CALENDAR**

<b>March-April, 2023</b>	Office of the Vice Chancellor for Academic and Student Affairs sends out email requests for faculty and staff to submit committee membership references for <i>2023-2024</i> academic year.
<b>June 1, 2023</b>	Deadline for all calendar information to be sent to Policy Office as it should appear in the <i>2023-2024 Operational Guidelines</i> .
<b>June 15, 2023</b>	Office of the Vice Chancellor for Academic and Student Affairs submits committee and Council assignment list to Policy Office for inclusion in the <i>2023-2024 Operational Guidelines</i> .
<b>Prior to Fall Convocation Week</b>	Policy Office prepares publication for Vice Chancellor for Academic and Student Affairs' final approval and subsequent electronic publication.
<b>Fall Convocation Week</b>	Policy Office electronically notifies faculty and staff members regarding <i>Operational Guidelines</i> ' availability on College's web site.
<b>Through Academic Year</b>	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 <i>Operational Guidelines</i> throughout the academic year.

Banner Pay Calendar Year 2022																										
January 2022– December 2022																										
<b>January</b>			<b>February</b>			<b>March</b>																				
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19						
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26						
23	24	25	26	27	28	29	27	28						27	28	29	30	31								
30	31																									
<b>April</b>			<b>May</b>			<b>June</b>																				
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11						
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18						
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25						
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30								
							29	30	31																	
<b>July</b>			<b>August</b>			<b>September</b>																				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24						
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30							
31																										
<b>October</b>			<b>November</b>			<b>December</b>																				
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17						
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24						
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31						
30	31																									

LCTCS System Office Holidays: **Shaded**  
 Pay Days: **Bold**  
 Pay Checks free of Semi-Monthly Deductions:  
**Diagonal Line /**  
 Pay Period End Dates: **Boxes**  
 Maximum of 14 Holiday for all LCTCS Colleges

**New Year Holiday 1/03/2022**  
 SLOCC and SOWELA

**Martin Luther King 01/17/2022** BPCC, BRCC, CENLA, DCC, DELTA, FTCC, LCTCS, NSHORE, NUNEZ, NWLTC, RPCC, SOWELA

**Mardi Gras Extended 2/28/2022** DCC

**Mardi Gras 3/1/2022** BRCC, DCC, FTCC, LCTCS, NSHORE, NUNEZ, RPCC, SLOCC, SOWELA

**Easter/Spring 4/15/2022 - All**

**Memorial Day 5/30/2022** BPCC, CENLA, DELTA, NWLTC

**Juneteenth Day Holiday** BRCC, FTCC, LCTCS, NSHORE, RPCC

**Independence Day – 7/4/2022 - All**

**Labor Day 9/05/2022 - All**

**Thanksgiving Day 11/24/2022 - All**  
**Day After Thanks, 11/25/2022 - All**

**Christmas/Winter 12/22/2022 – BPCC, CENLA, DELTA, NUNEZ, NWLTC, SLOCC**  
**Christmas/Winter 12/23/2022 - All**  
**Christmas/Winter 12/26/2022 - All**  
**Christmas/Winter 12/27/2022 - All**  
**Christmas/Winter 12/28/2022 - All**  
**Christmas/Winter 12/29/2022 - All**  
**Christmas/Winter 12/30/2022 - All**

**Boxes – with 2 Diagonal Line**  
**Academic Year Fall 2022-2023**  
**9ME / 20 Pay Faculty - Payment**  
 Start 08/08/2022 BW 17  
 End 05/14/2023 BW 10

**9ME / Defer Pay - Payment**  
 Start 08/08/2022 BW 17  
 End 08/06/2023 BW 18

**10ME / 22 Pay Faculty - Payment**  
 Start 07/25/2022 BW 16  
 End 05/14/2023 BW 10

**10ME / 26 Pay Faculty - Payment**  
 Start 07/25/2022 BW 16  
 End 07/24/2023 BW 15

**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 2022**

**Friday, September 9, 2022 (1/7<sup>th</sup> of agreement pay)**

**Friday, September 23, 2022 (1/7<sup>th</sup> of agreement pay)**

**Friday, October 7, 2022 (1/7<sup>th</sup> of agreement pay)**

**Friday, October 21, 2022 (1/7<sup>th</sup> of agreement pay)**

**Friday, November 4, 2022 (1/7<sup>th</sup> of agreement pay)**

**Friday, November 18, 2022 (1/7<sup>th</sup> of agreement pay)**

**Friday, December 2, 2022 (1/7<sup>th</sup> 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 2023**

**Friday, February 10, 2023 (1/7<sup>th</sup> of agreement pay)**

**Friday, February 24, 2023 (1/7<sup>th</sup> of agreement pay)**

**Friday, March 10, 2023 (1/7<sup>th</sup> of agreement pay)**

**Friday, March 24, 2023 (1/7<sup>th</sup> of agreement pay)**

**Friday, April 7, 2023 (1/7<sup>th</sup> of agreement pay)**

**Friday, April 21, 2023 (1/7<sup>th</sup> of agreement pay)**

**Friday, May 5, 2023 (1/7<sup>th</sup> 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 16, 2023 (1/5<sup>th</sup> of agreement pay)\*

Friday, July 30, 2023 (1/5<sup>th</sup> of agreement pay)\*

Friday, July 14, 2023 (1/5<sup>th</sup> of agreement pay)\*

Friday, July 28, 2023 (1/5<sup>th</sup> of agreement pay)\*

Friday, August 11, 2023 (1/5<sup>th</sup> 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 16<sup>th</sup> will not include overload pay.*

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

Friday, June 30, 2023 (1/4<sup>th</sup> of agreement pay)\*

Friday, July 14, 2023 (1/4<sup>th</sup> of agreement pay)\*

Friday, July 28, 2023 (1/4<sup>th</sup> of agreement pay)\*

Friday, August 11, 2023 (1/4<sup>th</sup> 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.

Thursday, September 15<sup>th</sup>  
Thursday, November 17<sup>th</sup>  
Thursday, February 16<sup>th</sup>  
Thursday, April 20<sup>th</sup>

### Mini-Grant Calendar

A progress report on the project is due by March 17, 2023, in the Office of the Vice Chancellor for Academic and Student Affairs. Mini-grant projects are expected to be completed by May 26, 2023. 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 8, 2022** Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications.
- October 28, 2022** Deadline to submit Mini-Grant application to the Office of Vice Chancellor for Academic and Student Affairs (VCASA) and a copy to Chair(s) of PDC.
- November 18, 2022** PDC submits prioritized list of final recommendations to the VCASA.
- December 2, 2022** Award Letter and Contract mailed from Office of Professional Development with a copy to VCASA and Chair of PDC.
- December 16, 2022** Completed Contract returned to Office of Professional Development.

#### Spring Semester

- January 9, 2023** Chair or designee of PDC makes formal announcement of recipients.
- February 10, 2023** Deadline for first half funds distribution. (Atypical contract date)
- March 17, 2023** Recipient submits Progress Report to Chair of PDC with copy to VCASA and Director of Professional Development.
- May 26, 2023** Project Completed. Documentation submitted to VCASA 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 17, 2023, in the Office of the Vice Chancellor for Workforce and Institutional Advancement. Power of One projects are expected to be completed by May 26, 2023. 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 8, 2022** Power of One Committee Chair announces deadline to submit Power of One Grant Applications at Fall Convocation.
- October 28, 2022** Deadline to submit Power of One Grant Application to the Office of Vice Chancellor for Workforce and Institutional Advancement.
- November 18, 2022** Power of One Committee submits prioritized list of final recommendations to the Vice Chancellor for Workforce and Institutional Advancement.
- December 2, 2022** Award Letter and Contract mailed from Office of Institutional Advancement with a copy to Power of One Committee Chair.
- December 16, 2022** Completed Contract returned to Office of Institutional Advancement.

### Spring Semester

- January 9, 2023** Power of One Committee Chair makes formal announcement of recipients at Spring Convocation.
- February 10, 2023** Deadline for first half funds distribution. (Atypical contract date)
- March 17, 2023** Recipient submits Progress Report to Power of One Committee Chair with copy to Vice Chancellor for Workforce and Institutional Advancement
- May 26, 2023** 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.

## Promotion-In-Rank Timeline 2022-2023

### 2022-2023 PROMOTION-IN-RANK TIMELINE

<b>DATE</b>	<b>ACTIVITY</b>
<b>August 8, 2022</b>	Vice Chancellor for Academic Affairs distributes current timeline for promotion at Convocation.
<b>October 3, 2022</b>	Faculty members who wish to apply for promotion submit Verification of Eligibility Form and Verification of Documentation Form to the Dean of the division.
<b>October 10, 2022</b>	Division Dean reviews Verification of Eligibility and Documentation Forms.
<b>October 21, 2022</b>	Division Dean notifies faculty members of their eligibility to apply for promotion.
<b>Oct. 31 – Nov. 4, 2022</b>	Applicants attend workshop on preparation of portfolio.
<b>November 28, 2022</b>	Faculty Senate representatives, in consultation with the Division Dean develop lists of faculty members eligible to serve on Division Promotion Committees.
<b>January 9-13, 2023</b>	<p>Faculty Senate division representatives select members of Division Committees by lot and submit names to respective Division Deans.</p> <p>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.</p>
<b>January 13, 2023</b>	<p>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.</p> <p>(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.)</p>

### ***Promotion-In-Rank Timeline 2022-2023 (continued)***

**January 16, 2023** Division Dean sends out notice of first meeting of Division Promotion Committee to elect chair and set meeting dates.

**January 20, 2023** 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.

**February 24, 2023** Division Committee Chairs deliver promotion portfolios, with completed Committee Recommendation Forms (Forms 2321/003) by academic rank, to the Division Dean.

**March 3, 2023** 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.

Division Deans forward all portfolios and Committee Recommendation Forms (Forms 2321/003) to the Vice Chancellor for Academic Affairs.

**March 10, 2023** 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.

**April 7, 2023** 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.

**April 14, 2023** 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.



***Promotion-In-Rank Timeline 2022-2023 (continued)***

- April 28, 2023** 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.
- May 5, 2023** 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.
- May 19, 2023** 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.
- June 2023** 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.
- Following Completion of the Promotion Process** Portfolios are returned to candidates through the academic divisions.

**PURCHASING CLOSEOUT CALENDAR**

**March 13, 2023**

Requisitions over \$30,000 must be complete, i.e.:

- A. Entered into Banner
- B. Fully Approved in Banner
- C. All back-up documentation received

**April 17, 2023**

Requisitions from \$10,000 through \$29,999 must be complete.

**May 31, 2023**

All requisitions \$10,000 and below must be complete.

**June 12, 2023**

All incomplete requisitions will be purged from the system.

**June 30, 2023**

End of fiscal year 2022-2023

## STUDENT EVENT CALENDAR

*Current student activities and event information for all campuses and sites is updated continually on Delgado's website at the [Events Calendar](#).*

## Technology Fee Proposals (STEP) Calendar 2022-2023

### 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 2022

- June 28 – Aug. 29, 2022** STEP process and forms available on the College's website and distributed on each campus/site and through the SGAs.
- Aug. 29, 2022 (Mon)** Proposals due to SGAs, Division Deans and Unit Heads.
- Aug. 30 – Sept. 13, 2022** 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. 14 – 23, 2022** The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.
- Sept. 30, 2022 (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. 3, 2022 (Mon.)** STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.
- Oct. 5 – 14, 2022** The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.
- Oct. 14, 2022 (Fri.)** Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.
- Oct. 14 – Nov. 1, 2022** **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. 8, 2022 (Tues.)** Deadline for all proposal originators to receive notification as to whether proposals are funded or not.

## Technology Fee Proposals (STEP) Calendar 2022-2023 (continued)

### Spring 2023

- Jan. 9 – Jan. 13, 2023** STEP process and forms available on the College’s website and distributed on each campus/site and through the SGAs.
- Jan. 31, 2023 (Tues)** Proposals due to SGAs, Division Deans and Unit Heads.
- Feb. 1 – Feb. 10, 2023** 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.
- Feb. 13 - Feb 17, 2023** The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.
- Feb. 17, 2023 (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. 17, 2023 (Fri.)** STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.
- Feb. 22 – Mar 3, 2023** The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.
- March 3, 2023 (Wed.)** Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.
- Mar 3 – March 28, 2023** **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 28, 2023 (Tues.)** Deadline for all proposal originators to receive notification as to whether proposals are funded or not.

**TEXTBOOK-ORDERING CALENDAR**

**October 3, 2022**

Deadline for Spring 2023 textbook orders

**February 17, 2023**

Deadline for Summer 2023 textbook orders

**March 28, 2023**

Deadline for Fall 2023 textbook orders

**THEATRE SCHEDULE**

The [Delgado Theatre Department](#) will presents several attractions during the academic year.

**Fall and Spring Productions and Dates** are announced on the [Delgado Theatre Department](#) webpage.

**Location:**

The Timothy K. Baker Theatre, Isaac Delgado Hall, 1<sup>st</sup> Floor and  
Delgado Drama Hall, Isaac Delgado Hall, 3<sup>rd</sup> 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**

	<b>Responsibility</b>	<b>Author*</b>	<b>Date</b>	<b>Editor*</b>	<b>Producer*</b>	<b>Distribute To</b>
Student Handbook	Comm, Mktg & PR	Vice Chancellor for Academic & Student Affairs (VCASA)	See Operational Guidelines (OPG)	VCASA	Comm, Mktg & PR	College Community
Lab Fees	VCASA	Curriculum Process	OPG	Ex. Director of Curriculum and Program Development (CPD)	CPD	College Community
Master Course Inventory	VCASA	Curriculum Process	OPG	CPD	CPD	Executive Deans /Division Deans/Catalog
Master Syllabus File	VCASA	Faculty	OPG	Division Deans	CPD	College Community
Master Program File	VCASA	Division	OPG	CPD	CPD	Registrar/ Executive Deans /Catalog Committee
Catalog	VCASA	Unit Heads & Catalog Committee	OPG	Catalog Editor	Comm, Mktg & PR/CPD	College Community and Larger Community
Homepage	Comm, Mktg & PR	College Community	ongoing	Comm, Mktg&PR	Office of Information Technology	College Community and Larger Community
Program Brochures	Comm, Mktg & PR	Faculty/Master Program File	ongoing	Comm,Mktg&PR Division Deans	Comm, Mktg & PR	College Community
Division Booklets -- View Book	Comm, Mktg & PR	Faculty/Master Program File/ Enrollment Services/Unit Heads	ongoing	Comm, Mktg &PR/Division Deans	Comm, Mktg & PR	College Community
Media Information	Comm, Mktg & PR	College Community	ongoing	Executive Deans/ Vice Chancellors/ Comm,Mktg&PR	Comm, Mktg & PR	Larger Community
Non-credit/ Continuing Education & Professional Development Brochures	Comm, Mktg & PR	Workforce Development	ongoing	Comm,Mktg&PR/ Executive Deans/ Vice Chancellor for Workforce & Institutional Advancement	Comm, Mktg & PR	Larger Community
Workforce Development Brochures	Comm, Mktg & PR	Workforce Development	ongoing	Comm,Mktg&PR/ Vice Chancellor for Workforce & Institutional Advancement	Comm, Mktg & PR	Larger Community

\***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**

## 2022-2023 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: TBA  
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: TBA  
Student: TBA

#### Jefferson Site

Staff: TBA  
Faculty: TBA  
Student: Abdul Mahmud

#### Sidney Collier Site

Staff: TBA  
Faculty: TBA  
Student: TBA

**VIII. 2021-2022  
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)*

Associate Vice Chancellor for Student Affairs or Designee

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

Larisia Jones, Associate Professor, Technical Division  
Kristopher LaMorte, Professor, Arts and Humanities  
Anne LaVance, Associate Professor, Allied Health (for Nursing cases)  
Michelle McClain, Associate Professor, Science and Mathematics  
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  
Ashley James, Special Population Advisor, West Bank Campus  
Tammy Scott, Office Manager, Academic and Student Affairs,  
City Park Campus  
Koren Thornton, Administrative Assistant V, Workforce Development and  
Institutional Advancement

**Students:** *(One student selected for the specific case)*

SGA Campus Representative

**IX.**  
**2022-2023**  
**FACULTY GRIEVANCE OFFICER**

**Harold Gaspard**  
Associate Vice Chancellor for Academic Affairs/  
Dean, Allied Health  
Phone: (504) 671-6201  
[hgaspa@dcc.edu](mailto: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

**Barry Brantley (504) 671-6140**  
Professor/Director of Hospitality  
Building 11, Room 101  
[bbrant@dcc.edu](mailto:bbrant@dcc.edu)

**Diondra DeMolle (504) 671-6802**  
Associate Professor  
Science and Mathematics  
Bldg. 2, Room 153  
[ddemol@dcc.edu](mailto:ddemol@dcc.edu)

**Steven Edwards (504) 671-6373**  
Director, Honors Program/Professor,  
Music  
Isaac Delgado Hall, Room 221E  
[sedwar@dcc.edu](mailto:sedwar@dcc.edu)

**Tammy Scott (504) 671-5420**  
Office Manager, Academic and  
Student Affairs  
Bldg. 1, Room 220E  
[tscott@dcc.edu](mailto:tscott@dcc.edu)

### CHARITY SCHOOL OF NURSING CAMPUS

**Stacey Thompson (504) 571-1330**  
Assistant to the Executive Dean  
Room 608  
[sthomp@dcc.edu](mailto:sthomp@dcc.edu)

**Jennifer Fernandez (504) 571-1442**  
Assistant Dean, Charity School of Nursing/  
Dean of Nursing  
Room 619  
[jferna@dcc.edu](mailto:jferna@dcc.edu)

### WORKFORCE & INSTITUTIONAL ADVANCEMENT

**Kim Tubre (504) 671-6465**  
Director, Corporate, Community, and  
Continuing Education  
Building 8, Room 116, City Park Campus  
[ktubre@dcc.edu](mailto:ktubre@dcc.edu)

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

### WEST BANK CAMPUS

**Peter Cho (504) 762-3110**  
Executive Dean, West Bank Campus/  
Dean, Business and Technology  
Professor of Music  
LaRocca Hall, Room  
[plcho@dcc.edu](mailto:plcho@dcc.edu)

TBA

### JEFFERSON SITE

**Lेशa Coulon (504) 671-6735**  
Interim Executive Dean, Jefferson Site/  
Interim Dean, Technical Division  
Administration Office A3  
[lcoulo@dcc.edu](mailto:lcoulo@dcc.edu)

**Peter Cho (504) 762-3110**  
Executive Dean, West Bank Campus/  
Dean, Business and Technology  
LaRocca Hall, Room  
[plcho@dcc.edu](mailto:plcho@dcc.edu)

(continued)



(continued)

## **SIDNEY COLLIER SITE**

**Larisia Jones** (504) 941-8515  
Associate Professor & Department Chair  
Cosmetology/Barbering  
Bldg. 2, Room 238  
[Ljones3@dcc.edu](mailto:Ljones3@dcc.edu)

**Diondra DeMolle** (504) 671-6802  
Associate Professor  
Science and Mathematics  
City Park Campus  
Bldg. 2, Room 153  
[ddemol@dcc.edu](mailto:ddemol@dcc.edu)

## **RIVER CITY SITE (504) 342-3402**

**Alcindo Frye**  
Senior Administrative Coordinator  
Advanced Manufacturing Center  
River City Site  
[afrye@dcc.edu](mailto:afrye@dcc.edu)

**Patricia Marshall** (504) 342-3420  
Program Coordinator  
Advanced Manufacturing Center  
River City Site  
[pmarsh@dcc.edu](mailto:pmarsh@dcc.edu)

## **ADMINISTRATION – CITY PARK CAMPUS**

**Carla Major** (504) 762-3003  
Chief Human Resources Officer  
Administration Building, Pod A  
[cmajor@dcc.edu](mailto:cmajor@dcc.edu)