

Updated 3/25/24



OPERATIONAL GUIDELINES 2023-2024

Calendars, Committees, and Important Information for the Academic Year

Policy and Procedures Memorandum AA-1210.MM August 7, 2023

Published through the
Office of Vice Chancellor for Academic and Student Affairs

Cancellation:
Policy and Procedures Memorandum AA-1210.LL,
“Operational Guidelines 2022-2023,” dated August 8, 2022

Note: The information in this document is current as of time of publication. Critical information is updated throughout the academic year on the electronic version of this publication, which is posted on the Delgado Community College website at the following link: [Operational Guidelines](#).

Operational Guidelines 2023-2024

Committees, Calendars, and Important Information for the Academic Year

Table of Contents

I.	Mission, Vision, and Core Values	5
II.	Strategic Planning: 2023-2028 Commitments & Directives	7
III.	2023-2024 Management and Administrative Councils	9
	Academic and Student Affairs Council	
	Advising Council	
	Business and Administrative Affairs Council	
	Chancellor’s Cabinet	
	College Council	
	Deans’ Council	
	Department Chairs’ Council	
	Distance Learning and Instructional Technology Council	
	Enrollment Services Council	
	Information Systems Council	
	Planning and Assessment Council	
	Registrar’s Council	
	Safety Council	
	Strategic Planning Team	
	Student Affairs Council	
	Student Government Council	
	Student Technology Enhancement Program (STEP) Council	
	Testing Council	
	Title IX Council	
	Workforce Development Council	
IV.	Committees	33
	Committee Report Calendar	
	Committee Meeting Report (<i>Form A</i>)	
	Committee Recommendation Form (<i>Form B</i>)	
	Academic and Admission Standards Committee	
	Academic Appeals Committee	
	Athletics Committee	
	<i>Catalog</i> Committee	
	<i>Catalog</i> Change Submission Form	
	College Campus Ministry Committee	
	Commencement Committee	
	Curriculum Committee	
	Excellence in Teaching Award Committee	

Faculty and Staff Professional Development Committee
 Faculty Evaluation and Improvement of Instruction Committee
 General Education Assessment Committee
 Institutional Review Board (IRB)
 ---- IRB Student Data Subcommittee
 Instructional Technology Committee
 Multiculturalism and Diversity Committee
 Program Review Committee
 Scholarships and Financial Assistance Committee
 Special Needs and Health Services Committee
 Student Grievance Committee
 Student Organizations and Activities Committee

V. Calendars of College Events 2023-2024 67

Academic Calendar, Fall 2023
 Academic Calendar, Spring 2024
 Academic Calendar, Summer 2024
 Academic Calendar Creation Timeline for 2024-2025 Academic Calendar
 Art Gallery Calendar
 Budget Calendar
Catalog Calendar
Class Schedule Production Calendar, Spring, Summer and Fall 2024
 Commencement Calendar
 Credentials Verification Calendar (New Faculty)
 Curriculum Development Calendar
 Evaluation Calendar
 Final Examination Schedule 2023-2024
 Health and Other Insurance – Annual Enrollment Period
 Holiday Schedule 2023
 Holiday Schedule 2024
 Holiday Schedule 2025
 Holiday Schedule Creation Timeline for 2026 Calendar Year
 Inventory Calendar
 Library Calendars
 Music Recital Calendar
Operational Guidelines Calendar
 Payroll Banner (Biweekly) Calendar
 Payroll Calendar for Adjunct Teaching/Part-Time Agreements
 Planning and Assessment Calendar
 Professional Development Calendar

- a. Committee Meeting Dates
- b. Mini-Grant Calendar
- c. Power of One Grant Calendar
- d. Presenter’s Grant Timeline

 Promotion-In-Rank Timeline
 Purchasing Closeout Calendar
 Student Event Calendar
 Technology Fee Proposals (STEP) Calendar (Fall 2023, Spring 2024)

Textbook-Ordering Calendar
Theatre Schedule

VI. Information Flow Chart	106
VII. Traffic Appeals Committee Pool	108
VIII. Judicial Affairs Committee	110
IX. Faculty Grievance Officer	112
X. Confidential Advisors (Sexual Misconduct, Discrimination, & Workplace Violence)	113

I. MISSION, VISION, AND CORE VALUES



Mission, Vision, and Core Values

Mission Statement

Delgado Community College is a diverse, dynamic, open-admissions community college providing high-quality education through innovation and excellence in teaching and learning. The College offers a variety of academic and workforce programs through the Associate degree and is committed to nurturing and sustaining an inclusive culture to support student success.

Our Vision

Delgado Community College will be nationally recognized as an exemplary, world-class institution of higher education. Delgado aspires to cultivate lifelong learners; become the academic and workforce catalyst that empowers the communities it serves; and develop transformative partnerships that foster growth, diversity, knowledge, and sustainability.

Our 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

II. STRATEGIC PLANNING

2023-2028 COMMITMENTS AND DIRECTIVES



Strategic Commitments and Directives 2023-2028

OUR COMMITMENTS

Under each Delgado Directive is a list of commitments. These are our commitments to you, our students, business and industry partners, and employees. They are action items, goals, and aspirations that will guide us in everything we do. New and ongoing projects will advance the College's commitment to our strategic planning goals.

DIRECTIVE 1: BE YOURSELF - *Support our culture of diversity, equity, and inclusion.*

- C1-A Expanding cultural awareness** of the Delgado family to build intellect and empathy among our students, faculty, and staff
- C1-B Improving access** to flexible course options, connectivity, professional development, and student services
- C1-C Promoting timely and targeted information delivery** for new student engagement, support services, academic pathways, and career readiness
- C1-D Fostering student connectedness and sense of belonging** through enhanced student life and co-curricular activities

DIRECTIVE 2 – BE SMART - *Place student achievement at the forefront of all College initiatives.*

- C2-A Providing the highest quality programs and services** to reduce barriers for completion
- C2-B Increasing communication and resources** for prior learning credit
- C2-C Fostering relationships with four-year institutions** to enhance articulation and transfer opportunities
- C2-D Coordinating and effecting positive change** through college-wide assessment and curriculum to support the College's mission, vision, and strategic planning
- C2-E Broadening pathways** for career advancement and educational attainment for all
- C2-F Advancing instructional technology, professional development, and training** to improve teaching and learning

DIRECTIVE 3: BE SUCCESSFUL - *Continue to meet head-on the needs of a changing workforce and provide graduates who are excellently trained for career opportunities.*

- C3-A Growing and fostering strong relationships** with industry partners, government entities and program advisory boards
- C3-B Identifying high-growth, high-demand occupations and emerging workforce demands** to align with academic and continuing education program outcomes
- C3-C Enhancing curricula, course design, and co-curricular activities** to focus on ethics, communication, critical thinking, problem solving, and professionalism for career readiness

DIRECTIVE 4: BE INTENTIONAL - *Strengthen operations for efficiency and excellence.*

- C4-A Increasing internal and external communications and marketing** to ensure a robust, engaging dialogue
- C4-B Managing our talent** through recruiting, developing, and retaining employees by promoting inclusion and belonging with engaging and rewarding practices
- C4-C Using data to drive decision-making** to improve institutional effectiveness and to respond to rapidly changing environments
- C4-D Streamlining business practices** and exploring opportunities to ensure solid revenue streams and financial stability
- C4-E Maintaining safe, accessible, aesthetically pleasing facilities** that affirm the College's commitment to innovation and sustainability
- C4-F Implementing responsive technology** that supports the educational experience and modern college processes

III. COUNCILS

2023-2024 Management and Administrative Councils Functions, Membership, and Meetings

FUNCTION OF COLLEGE-WIDE COUNCILS

The College-wide 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.

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: Malene Arnaud-Davis, Interim Executive Assistant to the Chancellor
Emily Clay, Interim Director, Instructional Technology, Support and Professional Development
Peter Cho, Executive Dean, West Bank Campus
Maria Cisneros, College Registrar
Stephanie Claverie, Assistant Director, Answer Center
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/
Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
Elizabeth Duett, Dean, Business
Raymond Duplessis, Dean, Science, Technology, Engineering, and Mathematics
Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Joan Ellis, Dean, 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
Nichole Labat, Director, Student Financial Assistance
Amy Laszcz, Executive Director, Financial Services/ Associate Controller
Shawn Loht, Research Manager
Stacey Robertson, Director, Student Life/Support
Timothy Stamm, Dean, Library Services
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
Traci Trimble, Assistant Director, Admissions
Arlanda Williams, Vice Chancellor for Workforce Development/
Executive Dean, River City Site
Joseph Williams, Coordinator, Disability Services

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 makes recommendations to improve coordination of academic advising for new, transfer, returning, and continuing students. The Council reviews and recommends revisions, as needed, to the policies and procedures related to academic advising.

Membership

Chairs: Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives

Members: Tomeka Black, Academic Advisor, City Park Campus
Maria Cisneros, College Registrar
Emily Cospers, Deans' Council Representative
Francesca Langlow, Faculty Advisor Representative
Frank Payne, Academic Advisor, West Bank Campus
Traci Trimble, Assistant Director, Admissions
Ashley James, Testing Site Coordinator
Director of Advising
Academic Advisor, City Park Campus
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:

Malene Arnaud-Davis, Interim Executive Assistant to the Chancellor
Angela Camaille, Interim 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
Barbara Waiters, Chief Communications, Advancement and Strategic
Initiatives Officer
Arlanda Williams, Vice Chancellor for Workforce Development/
Executive Dean, River City Site

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: Lucy Cornelius, Chancellor's Office Administrator & Liaison

Members:

Malene Arnaud-Davis, Interim Executive Assistant to the Chancellor
Angela Camaille, Interim Chief Information Officer
Emily Clay, Interim Director, Instructional Technology, Support and Professional Development
Peter Cho, Executive Dean, West Bank Campus
Ranata Coxie, Delgado Classified Employees Association
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
Nikki Dingle, Delgado Unclassified Professional Association
Elizabeth Duett, Dean, Business/ Coordinator, Assessment and Planning
Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Harold Gaspard, Associate Vice Chancellor for Student Affairs/ Chair, Deans' Council
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, Title IX Coordinator/ Interim Associate Vice Chancellor for Workforce Development
Timothy Stamm, Dean, Library Services/ SACSCOC Liaison
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
Barbara Waiters, Chief Communications, Advancement and Strategic Initiatives Officer
Arlanda Williams, Vice Chancellor for Workforce Development/ Executive Dean, River City Site

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, West Bank Campus
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and
Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director,
Academic Success Initiatives
Elizabeth Duett, Dean, Business
Raymond Duplessis, Dean, Science, Technology, Engineering, and Mathematics
Joan Ellis, Dean, Nursing
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/
Dean, Allied Health
Timothy Stamm, Dean, Library Services
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
Arlanda Williams, Vice Chancellor for Workforce Development/
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: Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math
John Arbour, Instructor, Business
Mary Barrow, Professor, Nursing
Cheryl Brown, Professor, Science, Technology, Engineering, and Mathematics
Ann Burghardt-Dieck, Associate Professor, Nursing
Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math
Ty Delger, Professor, Allied Health
Diondra DeMolle, Associate Professor, Science, Technology, Engineering, and Math
Donald Davenport, Associate Professor, Construction Arts and Technical Studies
Bridgette Dufrene, Professor, Nursing
Elizabeth Feltey, Professor, Liberal Arts, Social Sciences, and Education
Linda Green, Instructor, Nursing
Elizabeth "Shaye" Hope, Professor, Liberal Arts, Social Sciences, and Education
Sarah Inman, Professor, Liberal Arts, Social Sciences, and Education
Kenya Jackson, Associate Professor, Liberal Arts, Social Sciences, and Education
Linda Kieffer, Professor, Liberal Arts, Social Sciences, and Education
Larisia Jones, Associate Professor, Construction Arts and Technical Studies
Francesca Langlow, Professor, Allied Health
Erin Laurent, Instructor, Business
Shawnte Lofton, Professor, Liberal Arts, Social Sciences, and Education
Michael MacCurdy, Professor, Science, Technology, Engineering, and Math
Alexander McMillen, Assistant Professor, Science, Technology, Engineering, and Math
Jackson Moss, Professor, Liberal Arts, Social Sciences, and Education
April Noble, Instructor, Science, Technology, Engineering, and Mathematics
Alfonzo Perez, Instructor, Business
Philip Reppel, Professor, Science, Technology, Engineering, and Math
Anne Riley, Instructor, Business
Michael Santos, Professor, Liberal Arts, Social Sciences, and Education
Tenisha Slaughter, Assistant Professor, Construction Arts and Technical Studies
Patricia Smart, Professor, Nursing
Sara Strickland, Professor, Science, Technology, Engineering, and Mathematics
Eboness Williams, Associate Professor, Science, Technology, Engineering, and Math
Alicia Zimmerman, Instructor, Construction Arts and Technical Studies

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: Emily Clay, Interim Director, Instructional Technology, Support and Professional Development

Members: Angela Camaille, Interim Chief Information Officer
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Elizabeth Duett, Dean, Business
Michelle Greco, Director, Enrollment Management
Amanda Rosenzweig, Assistant Dean, Science, Technology, Engineering, and Mathematics
Kim Tubre, Director, Corporate, Community and Continuing Education
Faculty Representatives from each academic division
Media Services Representative
Academic Advisor Representative- Advising Office
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:

Joseph Ray Fernandez Bazan, Student Engagement Counselor
Maria Cisneros, College Registrar
Stephanie Claverie, Assistant Director, Answer Center
Henry Dean, Commander, Campus Police
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
Tyra Jene Flowers, Student Engagement Counselor
Andrea Gibbs, Interim Bursar
Nichole Labat, Director, Student Financial Assistance
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, Site Testing Coordinator
Traci Trimble, Assistant Director, Admissions
Devin Whipp, Manager, Delgado Bookstore
Director of Advising
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 (ISC)

Function of the Information Systems Council

The Information Systems Council (ISC) 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: Angela Camaille, Interim Chief Information Officer

Members:

Malene Arnaud-Davis, Interim Executive Assistant to the Chancellor
Emily Clay, Chair, Instructional Technology Committee/ Interim Director, Instructional Technology, Support and Professional Development
Peter Cho, Executive Dean, West Bank Campus
Maria Cisneros, College Registrar
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/
Executive Dean, Sidney Collier Site
Elizabeth Duett, Dean, Business / Coordinator, Assessment and Planning
Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Chair, Deans' Council
Michelle Greco, Director, Enrollment Management
Rosaria Guastella, Director, Curriculum and Program Development
Elizabeth Shaye Hope, Delgado Faculty Senate President
Tina Hunter, Senior Programmer Analyst / Assistant Chair, ISC Student Data Subcommittee
Nichole Labat, Director, Student Financial Assistance
Amy Laszcz, Executive Director, Financial Services / Associate Controller
Shawn Loht, Research Manager / Chair, ISC Student Data Subcommittee
Carla Major, Chief Human Resources Officer
Reginald Marshall, IT Service Management Automation Administrator
Winston McGruder, Assistant Director, Client Support Services
Cheryl Myers, Vice Chancellor for Academic and Student Affairs / College Provost
Ronald Russo, Vice Chancellor for Business and Administrative Affairs
Katherine Seghers, Director, Accounts Receivable
James Small, Assistant Director, Network and Communication Services
Timothy Stamm, Dean, Library Services
Traci Trimble, Assistant Director of Admissions
Arlanda Williams, Vice Chancellor for Workforce Development/
Executive Dean, River City Site
Vanessa Williams, Executive Director, Information Technology

Meetings The Information Systems Council meets on an as needed basis.

ISC'S DATA GOVERNANCE SUBCOMMITTEE

Function of the ISC's Student Data Governance Subcommittee

The Student Data Governance Subcommittee of the Information Systems Council (ISC) promotes best practices in the use of institutional data that will ensure student data is managed, accessible, accurate, audited, secure, usable, and with appropriate documentation of procedures and recommendations for college-wide policies impacting data management. The Student Data Governance Subcommittee reports recommendations and concerns to the Information Systems Council and/or appropriate college leadership.

Membership

The following members of the Information Systems Council compose the Council's Student Data Governance Subcommittee.

Chair: Shawn Loht, Research Manager

Assistant Chair: Tina Hunter, Senior Programmer Analyst

Members:

Angela Camaille, Interim Chief Information Officer
Maria Cisneros, College Registrar
Michelle Greco, Director, Enrollment Management
Rosaria Guastella, Director, Curriculum and Program Development
Nichole Labat, Director, Student Financial Assistance
Cheryl Myers, Vice Chancellor for Academic and Student Affairs / College Provost
Katherine Seghers, Director, Accounts Receivable

Meetings The Student Data Governance Subcommittee meets at least quarterly and 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, Dean, Business/ Coordinator, Assessment and Planning

Members: Jennifer Bennett, Assistant Dean, Liberal Arts, Social Sciences, and Education
Peter Cho, Executive Dean, West Bank Campus
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/
Executive Dean, Sidney Collier Site/ Executive Director, Academic
Success Initiatives
Tamika Duplessis, Associate Vice Chancellor for Student Affairs
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 Development/
Executive Dean, River City Site

Assessment Liaisons:

Malene Arnaud-Davis, Interim Executive Assistant to the Chancellor
Jennifer Bennett, Assistant Dean, Liberal Arts, Social Sciences, and Education
Leshia Coulon, Assistant Dean, Construction Arts and Technical Studies
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and
Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director,
Academic Success Initiatives
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
Stacey Thompson, Assistant to the Dean, Nursing
Beth Weindel, Administrative Assistant V, Academic Affairs
Emmett Davis, Assistant Dean, Business

Assessment Committee Chairs:

Michelle McClain, 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, West Bank Campus and River City Site

Paul Haddican, Assistant Registrar, Workforce Development

Victoria Myers, Assistant Registrar, City Park Campus

Maria Poche, Assistant Registrar, School of Nursing
(City Park Campus and Sidney Collier 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: Angela Camaille, Interim Chief Information Officer
Peter Cho, Executive Dean, West Bank Campus
Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health
Rachel Hoormann, Executive Director, Strategic Marketing and Communications
Curtis Kennedy, Interim Manager, Maintenance
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 Planning
Ronald Russo, Vice Chancellor for Business and Administrative Affairs
Arlanda Williams, Vice Chancellor for Workforce Development/ 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, Dean, Business/ Coordinator, Assessment and Planning

Members:

Malene Arnaud-Davis, Interim Executive Assistant to the Chancellor
Angela Camaille, Interim Chief Information Officer
Peter Cho, Executive Dean, West Bank Campus
Maria Cisneros, College Registrar
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/
Executive Director, Academic Success Initiatives
Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/
Dean, Allied Health
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
Ronald Russo, Vice Chancellor for Business and Administrative Affairs
Arthine Powers, Faculty Representative
Arlanda Williams, Vice Chancellor for Workforce Development/
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: Assistant Director of Student Life/ SGA Advisor, City Park Campus, West Bank Campus, 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: Assistant Director of Student Life/ SGA Advisor, City Park Campus, West Bank Campus, and Sidney Collier Site
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 2023-2024 composition is as follows:

STEP Council
<p>Cheryl Myers <i>Chair</i>, Vice Chancellor for Academic Affairs and Student Affairs/ College Provost Angela Camaille, Interim Chief Information Officer Emily Clay, Interim Director, Instructional Technology, Support and Professional Development Peter Cho, Executive Dean, West Bank Campus Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives Arlanda Williams, Vice Chancellor for Workforce Development/ Executive Dean, River City Site Faculty Senate President or Representative Student Affairs Representative Students: <i>City Park Campus:</i> Three students TBA <i>West Bank Campus:</i> Two students TBA <i>Sidney Collier Site:</i> One student TBA <i>River City Site:</i> One student TBA Support Staff: TBA</p>
City Park Campus Committee
<p><i>(Reviews and recommends campus proposals to Assistant to Associate VC for Student Affairs)</i></p> <p>Emily Clay, Interim Director, Instructional Technology, Support and Professional Development Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education Elizabeth Duett, Dean, Business Raymond Duplessis, Dean, Science, Technology, Engineering, and Mathematics Joan Ellis, Dean, Nursing Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health Timothy Stamm, Dean, Library Services Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies Information Technology Representative Student Affairs Representative Faculty Representatives: Two faculty TBA Students: 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
Emily Clay, Interim Director, Instructional Technology, Support and Professional Development
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Elizabeth Duett, Dean, Business
Raymond Duplessis, Dean, Science, Technology, Engineering, and Mathematics
Timothy Stamm, Dean, Library Services
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
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 Executive Dean)

Theresa DeGruy *Chair*, Assistant to the Vice Chancellor for Academic and Student Affairs/
Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
Emily Clay, Interim Director, Instructional Technology, Support and Professional Development
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Elizabeth Duett, Dean, Business
Raymond Duplessis, Dean, Science, Technology, Engineering, and Mathematics
Joan Ellis, Dean, Nursing
Timothy Stamm, Dean, Library Services
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
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 Executive Dean)

Arlanda Williams, *Chair*, Vice Chancellor for Workforce Development/ Ex. Dean, River City Site
Emily Clay, Interim Director, Instructional Technology, Support and Professional Development
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Elizabeth Duett, Dean, Business
Raymond Duplessis, Dean, Science, Technology, Engineering, and Mathematics
Timothy Stamm, Dean, Library Services
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
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.*

Emily Clay, *Chair*, Interim Director, Instructional Technology, Support and Professional Development
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Elizabeth Duett, Dean, Business
Raymond Duplessis, Dean, Science, Technology, Engineering, and Mathematics
Joan Ellis, Dean, Nursing
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies

Information Technology Representative
Student Affairs Representative

Faculty Representatives: Elizabeth Feltey and TBA

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, Interim Chief Information Officer; Emily Clay, Interim Director, Instructional Technology, Support and Professional Development; 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 Site Testing Coordinator, 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, Site Testing Coordinator

Members:

Jennifer Fernandez, Assistant Dean, Nursing
Michelle Greco, Director, Enrollment Management
Keisha Hawthorne, Testing Specialist, West Bank Campus
Tina Hunter, Senior Programmer Analyst
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,
Technology, Engineering, and Mathematics
Coordinator of CCSS, Liberal Arts, Social Sciences, and Education
Testing Specialist, City Park Campus
Testing Specialist, River City Site
ESL Faculty Representative, Liberal Arts, Social Sciences, and Education

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/ Interim Associate Vice Chancellor for Workforce Development

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/ Executive Director, Academic
Success Initiatives
Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Jennifer Fernandez, Assistant Dean, 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
Joseph Williams, Coordinator, Disability Services
Student Representative, Student Government Association
Assistant Director of Student Life

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 Development/
Executive Dean, River City Site

Members: Emily Clay, Interim 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
Traci Smothers, Interim Associate Vice Chancellor for Workforce Development
Kim Tubre, Director, Corporate and Community Education
Sarah Vinnett, Director, Restricted Funds
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.

IV. STANDING COMMITTEES 2023-2024

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 1, 2023.*
- 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 17, 2024**, the Chair provides all meeting report forms and committee recommendation forms to the Vice Chancellor for Academic and Student Affairs.

Committee Meeting Report Form 2023-2024

****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 2023-2024

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, Technology, Engineering, and Math

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

Ex Officio Members:

Peter Cho, Executive Dean, West Bank Campus

Maria Cisneros, College Registrar

Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives

Tamika Duplessis, Associate Vice Chancellor for Student Affairs

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

Rosaria Guastella, Director, Curriculum and Program Development

Traci Trimble, Assistant Director, Admissions

Arlanda Williams, Vice Chancellor for Workforce Development/
Executive Dean, River City Site

Committee Members:

Abdelrahim Ayyad, Associate Professor, Science, Technology, Engineering, and Math
(2023-2026)

Wellington Coleman, Instructor, Science, Technology, Engineering, and Math (2023-2025)

Kathy Favret, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)

Shawn Llopis, Assistant Professor, Science, Technology, Engineering, and Math (2023-2024)

Shawnte Lofton, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)

Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus (2023-2025)

April Noble, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)

Sara Strickland, Professor, Science, Technology, Engineering, and Math (2023-2025)

Nell Toomer, Associate Professor, Business (2023-2026)

Tiquiena Varnado, Professor, Science, Technology, Engineering, and Math (2023-2025)

Rachel Wilkerson, Career Navigator, Nursing (2023-2026)

Academic Appeals Committee 2023-2024

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.

Co-Chairs: Cheryl Brown, Professor, Science, Technology, Engineering, and Math
Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math
Emmett Davis, Assistant Dean, Business

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

Ex-Officio Members: Maria Cisneros, College Registrar
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Raymond Duplessis, Dean, Science, Technology, Engineering, and Math
Joan Ellis, Dean, Nursing
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health
Elizabeth Duett, Dean, Business
Gypsy Schneider, Return of Title IV Funds (R2T4) Coordinator, Student Financial Assistance
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies

Committee Pool Members:

Crystal Andrews, Instructor, Liberal Arts, Social Sciences, and Education/Director, Hibernia Enrichment Center (2023-2024)
Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math (2023-2024)
Abdelrahim Ayyad, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Gloria Baudouin, Academic Advisor, West Bank Campus (2023-2024)
Julie Bell, Professor, Science, Technology, Engineering, and Math (2023-2026)
Doris Cavey, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math (2023-2024)
Shanna Clevenger, Professor/Librarian (2023-2025)
Stephanie Collins, Coordinator, Answer Center (2023-2024)
Cheryl Brown, Professor, Science, Technology, Engineering, and Math (2023-2024)
Jesse Boyd, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Lauren Carson, Instructor, Liberal Arts, Social Sciences, and Education (2023-2025)
Ranata Coxie, Administrative Assistant IV, Curriculum, Assessment, and Program Development (2023-2006)
Emmett Davis, Assistant Dean, Business (2023-2024)
Phil Denette, Professor, Science, Technology, Engineering, and Math (2023-2024)
Elga Dextre, Instructor, Construction Arts and Technical Studies (2023-2026)
Jennifer Fernandez, Assistant Dean, Nursing (2023-2025)
Danielle Gandolfo, Associate Professor, Business (2023-2026)
Kevin George, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Joseph Howard, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Kenya Jackson, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Jacqueline Jones, Professor, Allied Health (2023-2026)
Tara LaFrance, Associate Professor, Science, Technology, Engineering, and Math (2023-2025)
Mavis Larrimer, Assistant Professor, Allied Health (2023-2026)
Freda Leonard, Professor, Science, Technology, Engineering, and Math (2023-2024)

continued

Academic Appeals Committee 2023-2024 (continued)

Daphne Loney, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Sandra Madison, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Lyle (Chris) McDonald, Associate Professor, Construction Arts and Technical Studies (2023-2025)
April Noble, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Shannon Perkins, Associate Professor, Nursing (2023-2025)
Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Rene Randall, Professor, Allied Health (2023-2024)
Catherine Reitmeyer, Assistant Professor, Allied Health (2023-2025)
Courtney Rimes-Stortz, Librarian/Professor (2023-2024)
Stacey Robertson, Director, Student Support Services (2023-2025)
Cara Romaguera, Advisor, Student Academic Support Center (2023-2026)
Thomas Russell, Professor, Science, Technology, Engineering, and Math (2023-2025)
Shena Sanders, Associate Professor, Allied Health (2023-2026)
Govindarao Sathyamoorthi, Professor, Science, Technology, Engineering, and Math (2023-2026)
Monica Scheel, Associate Professor, Nursing (2023-2026)
Paul Speyrer, Professor, Science, Technology, Engineering, and Math (2023-2026)
Koren Thornton, Administrative Assistant V (2023-2025)
Tiquena Varnado, Professor, Science, Technology, Engineering, and Math (2023-2024)
Rachel Wilkerson, Career Navigator, Nursing (2023-2026)
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2023-2026)
Kelly Williams, Instructor, Allied Health (2023-2025)
Kenneth Williams, Associate Professor, Construction Arts and Technical Studies (2023-2025)
 Beverly Wiltz, Assistant Professor, Science, Technology, Engineering, and Math (2023-2025)
Rebecca Zaman, Associate Professor, Science, Technology, Engineering, and Math
 (2023-2026)
Sharon Ziadeh, Professor, Science, Technology, Engineering, and Math (2023-2025)

Student Members: SGA Representative, West Bank Campus; SGA Representative, SGA Representative,
City Park Campus

Athletics Committee 2023-2024

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, Liberal Arts, Social Sciences, and Education

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:

Jordan Adams, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Demetria Bridges, Assistant Registrar, West Bank Campus (2023-2026)
Joseph Buckley, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Doris Cavey, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Emily Clay, Interim Director, Instructional Technology, Support and Professional
Development / Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math (2023-2024)
John Denstorff, Instructor, Liberal Arts, Social Sciences, and Education (2023-2026)
Melissa Diaz, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Richelle Dinwiddie, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Elizabeth Feltey, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Gina Ferrara, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Alcindo Frye, Instructor, Construction Arts and Technical Studies (2023-2026)
Lilian Gamble, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Andrew Gibbs, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Clare Giesen, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Lydia Goellner, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Brett Heintz, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Kenya Jackson, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Tammy Kliebert, Associate Professor, Allied Health (2023-2026)
Jennifer Kookan, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Brandon Lafon, Assistant Professor,, Business, (2023-2025)
Jennifer Lang, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Kristopher LaMorte, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Krista Lawrence, Professor, Science, Technology, Engineering, and Math (2023-2025)
Freda Leonard, Professor, Science, Technology, Engineering, and Math (2023-2024)
Sheila McDermott, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
James Means, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Tronn Moller, Instructor, Liberal Arts, Social Sciences, and Education (2023-2026)
Geraldyn Labbe-Morrell, Associate Professor, Liberal Arts, Social Sciences, and Education
(2023-2024)
Jackson Moss, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Sean Munro, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)

continued

Athletics Committee 2023-2024 (continued)

Corey Pellerin, Instructor, Liberal Arts, Social Sciences, and Education (2023-2024)
Thomas Russell, Professor, Science, Technology, Engineering, and Math (2023-2025)
Cristin Favre Sabrio, Assistant Professor, Liberal Arts, Social Sciences, and Education
(2023-2024)
Shena Sanders, Associate Professor, Allied Health (2023-2026)
Tyler Scheuermann, Advancement Coordinator (2023-2024)
Dietra Shedrick, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Mitchell Spead, Assistant Professor, Construction Arts and Technical Studies (2023-2025)
Dan Summitt, Assistant Professor, Business (2023-2026)
Koren Thornton, Administrative Assistant V (2023-2025)
Nell Toomer, Associate Professor, Business (2023-2026)
Deborah Toscano, Instructor, Liberal Arts, Social Sciences, and Education, (2023-2025)
Mary Trosclair, Professor, Nursing (2023-2025)
Fred Tuhro, Associate Professor, Business (2023-2025)
Robert Warren, Associate Professor, Business (2023-2026)
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2023-2026)
Elizabeth Wolff, Associate Professor, Nursing (2023-2025)
Theo Worrell, Professor, Science, Technology, Engineering, and Math (2023-2025)

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, Technology, Engineering, and Math

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

Ex Officio Members:

Maria Cisneros, College Registrar
Rosaria Guastella, Director, Curriculum and Program Development
Rachel Hoormann, Executive Director, Strategic Marketing and Communications
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, Technology, Engineering, and Math
(2023-2026)
Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus (2023-2026)
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development Management
and Acquisitions, Library (2023-2025)
Andrea Duplechain, Professor, Nursing (2023-2025)
Natasha Flowers, Associate Professor, Science, Technology, Engineering, and Math
(2023-2026)
Cheryl Green, Professor, Business (2023-2025)
Tara LaFrance, Associate Professor, Science, Technology, Engineering, and Math
(2023-2024)
Annie Mader, Associate Professor, Science, Technology, Engineering, and Math
(2023-2024)
Caroline Yarbrough, Professor, Business (2023-2026)
Rebecca Zaman, Associate Professor, Science, Technology, Engineering, and Math
(2023-2025)



CATALOG CHANGE SUBMISSION FORM

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

Date:

Catalog Year:

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

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

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, Academic Dean, or Primary Report Head*

Editor Date

College Campus Ministry Committee 2023-2024

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
Caroline Yarbrough, Professor, Business

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, Assistant Professor, Nursing (2023-2024)
Laila Bicksler, Professor, Science, Technology, Engineering, and Math (2023-2025)
Demetria Bridges, Assistant Registrar, West Bank Campus (2023-2026)
Gera Bridgewater, Professor/Librarian, City Park Campus (2023-2024)
Marilyn Ciolino, Professor, Business (2023-2024)
Simone Cochran, Assistant Director, Opportunity Youth Initiative (2023-2026)
Ty Delger, Professor, Allied Health (2023-2025)
Ann Burghardt-Dieck, Associate Professor, Nursing (2023-2025)
Daniel Dupont, Assistant Professor/ Librarian (2023-2026)
Kathy Favret, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Natasha Flowers, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Rachelann Harb, Instructor, Allied Health (2023-2025)
Jennifer Limon, Professor, Allied Health (2023-2024)
Kim Gatzke, Professor, Business (2023-2026)
Daryl Hippensteel, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Cynthia Hoppe, Instructor, Nursing (2023-2024)
Freda Leonard, Professor, Science, Technology, Engineering, and Math (2023-2024)
Christy Lynch, Instructor, Business (2023-2026)
Michelle McClain, Professor, Science, Technology, Engineering, and Math (2023-2024)
Sheila McDermott, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Thomas McQuaid, Professor, Business (2023-2025)
Tronn Moller, Instructor, Liberal Arts, Social Sciences, and Education (2023-2026)
Fran Norwood, Professor, Business (2023-2024)
Alicia Quirk, Instructor, Nursing (2023-2026)
Yolanda Radford, Computer Lab Assistant, School of Business (2023-2026)
Anne Riley, Assistant Professor, Business (2023-2026)
Philip Reppel, Professor, Science, Technology, Engineering, and Math (2023-2025)
Courtney Rimes-Stortz, Librarian/Professor (2023-2024)
Angela Shoemake, Professor, Nursing (2023-2026)
Tiquiena Varnado, Professor, Science, Technology, Engineering, and Math (2023-2025)
Eboness Williams, Professor, Science, Technology, Engineering, and Math (2023-2026)
Mia Woodroof, Assistant Professor, Nursing (2023-2026)
Caroline Yarbrough, Professor, Business (2023-2026)
Carlos Zelaya, Jr., Associate Professor, Science, Technology, Engineering, and Math (2023-2024)

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, Associate Professor, Allied Health
Daniel Laiche, Professor, Allied Health

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

Ex Officio Members: Malene Arnaud-Davis, Interim Executive Assistant to the Chancellor
Peter Cho, Executive Dean, West Bank Campus
Maria Cisneros, College Registrar
Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health
Rachel Hoormann, Executive Director, Strategic Marketing and Communications
Shannon West, College-wide Assistant Registrar

Committee Members:

Nelcia Alexis, Assistant Professor, Nursing (2023-2025)
Abdalla Alnajjar, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Michael Anding, Instructor, Construction Arts and Technical Studies (2023-2025)
Crystal Andrews, Instructor, Liberal Arts, Social Sciences, and Education/Director, Hibernia Enrichment Center (2023-2025)
Michelle Blue, Instructor, Allied Health (2023-2025)
Jesse Boyd, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Gera Bridgewater, Professor/Librarian, City Park Campus (2023-2026)
Cheryl Brown, Professor, Science, Technology, Engineering, and Math (2023-2026)
Emily Cuti, Instructor, Allied Health (2023-2025)
Donald Davenport, Professor, Construction Arts and Technical Studies (2023-2026)
Elga Dextre, Instructor, Construction Arts and Technical Studies (2023-2025)
Terri Gonzales-Kreisman, Professor, Business (2023-2024)
Cheryl Green, Professor, Business (2023-2025)
Brenda Hanegan, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Gina Herrera, Professor, Nursing (2023-2025)
Pam Kemp, Professor, Nursing (2023-2026)
Tammy Kliebert, Associate Professor, Allied Health (2023-2026)
Daniel Laiche, Professor, Allied Health (2023-2024)
Kristopher LaMorte, Professor, Liberal Arts, Social Sciences, and Education 2023-2026
Ashanti LaRoche, Professor, Allied Health (2023-2026)
Krista Lawrence, Professor, Science, Technology, Engineering, and Math (2023-2026)
Elizabeth Liebert, Assistant Professor, Nursing (2023-2024)
Laci Leblanc, Instructor, Allied Health (2023-2025)
Randolph Marinoni, Jr., Associate Professor, Allied Health (2023-2026)
Jana Martin, Instructor, Nursing (2023-2024)
Sheila McDermott, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Rebecca Mercer, Assistant Professor, Allied Health (2023-2024)

continued

Commencement Committee 2023-2024 (continued)

Jonnie Mose, Professor, Nursing (2023-2026)
Rene Randall, Professor, Allied Health (2023-2024)
Katie Richard, Assistant Professor, Allied Health (2023-2024)
Leslie Salinero, Publications Coordinator, City Park Campus (2023-2026)
Tyler Scheuermann, Advancement Coordinator (2023-2025)
Diane Sehrt, Professor, Allied Health (2023-2024)
Dietra Shedrick, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Tenisha Slaughter, Assistant Professor, Construction Arts and Technical Studies (2023-2024)
Mitchell Spead, Assistant Professor, Construction Arts and Technical Studies (2023-2025)
Paul Speyrer, Professor, Science, Technology, Engineering, and Math (2023-2026)
Lawrence Stamas, Assistant Professor, Science, Technology, Engineering, and Math (2023-2024)
Dan Summitt, Assistant Professor, Business (2023-2026)
William Traylor, Professor, Business (2023-2024)
Fred Tuhro, Associate Professor, Business (2023-2026)
Richard Vargas, Professor, Construction Arts and Technical Studies (2023-2026)
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2023-2025)
Caroline Yarbrough, Professor, Business (2023-2026)

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: Rosaria Guastella, Director, Curriculum and Program Development

Assistant Chair: TBA

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

Ex Officio Members:

Peter Cho, Executive Dean, West Bank Campus
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Maria Cisneros, College Registrar
Theresa Degruy, Assistant to the Vice Chancellor for Academic and
Student Affairs/ Executive Dean, Sidney Collier Site/
Executive Director, Academic Success Initiatives
Elizabeth Duett, Dean, Business
Raymond Duplessis, Dean, Science, Technology, Engineering, and Math
Joan Ellis, Dean, Nursing
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/
Dean, Allied Health
Michelle Greco, Director, Enrollment Management
Rosaria Guastella, Director, Curriculum and Program Development
Nichole Labat, Director, Student Financial Assistance
Timothy Stamm, Dean, Library Services
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
Arlanda Williams, Vice Chancellor for Workforce Development/
Executive Dean, River City Site

Committee Members:

John Arbour, Instructor, Business (2023-2026)
Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math
(2023-2024)
Abdelrahim Ayyad, Associate Professor, Science, Technology, Engineering, and Math
(2023-2024)
Jennifer Bennett, Assistant Dean, Liberal Arts, Social Sciences, and Education
(2023-2026)
Jesse Boyd, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Angela Camaille, Interim Chief Information Officer (2023-2024)
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development
Management and Acquisitions, Library (2023-2025)

continued

Curriculum Committee 2023-2024 (continued)

Emmett Davis, Assistant Dean, Business (2023-2024)
Ty Delger, Professor, Allied Health (2023-2026)
Leslie Falkins, Jr., Instructor, Construction Arts and Technical Studies (2023-2025)
Jennifer Fernandez, Assistant Dean, Nursing (2023-2025)
Alcindo Frye, Instructor, Construction Arts and Technical Studies (2023-2026)
Lilian Gamble, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Janet Gauthier Stephens, Assistant to the Dean, Allied Health (2023-2024)
Sarah Inman, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Larisia Jones, Associate Professor, Construction Arts and Technical Studies (2023-2025)
Pam Kemp, Professor, Nursing (2023-2026)
Tara LaFrance, Associate Professor, Science, Technology, Engineering, and Math
(2023-2024)
Shawn Loht, Research Manager (2023-2024)
Randolph Marinoni, Jr., Associate Professor, Allied Health (2023-2026)
Alexander McMillen, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Vance Roux, Professor, Business (2023-2024)
David Sanders, Assistant Professor, Science, Technology, Engineering, and Math
(2023-2026)
Michael Santos, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Traci Smothers, Interim Associate Vice Chancellor for Workforce Development/
Title IX Coordinator (2023-2025)
Erin von Steuben, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-
2026)
Sara Strickland, Professor, Science, Technology, Engineering, and Math (2023-2025)
Theodore Walley, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Kenneth Williams, Sr., Associate Professor, Construction Arts and Technical Studies
(2023-2024)

Excellence in Teaching Award Committee 2023-2024

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.

Co-Chairs: Mary Dawes, Professor, Liberal Arts, Social Sciences, and Education
Michael Toups, Professor, Allied Health

Assistant Chair: Terri Gonzales-Kreisman, Professor, Business

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

Committee Members:

Candace Clanton, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Donald Davenport, Professor, Construction Arts and Technical Studies (2023-2026)
Mary Dawes, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math (2023-2024)
Terri Diaz, Assistant Professor, Allied Health (2023-2024)
Steven Edwards, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Beatrice Eweni, Professor, Nursing (2023-2026)
Elizabeth Feltey, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Terri Gonzales-Kreisman, Professor, Business (2023-2024)
Elizabeth Shaye Hope, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Todd Hymel, Instructor, Science, Technology, Engineering, and Math (2023-2026)
Kristopher LaMorte, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Angela Shoemake, Professor, Nursing (2023-2024)
Nell Toomer, Associate Professor, Business (2023-2026)
Michael Toups, Professor, Allied Health (2023-2024)
Kimberly Uddo, Professor, Nursing (2023-2025)
Richard Vargas, Professor, Construction Arts and Technical Studies (2023-2026)
Tiquiena Varnado, Professor, Science, Technology, Engineering, and Math

Support Staff:

Tammy Scott, Office Manager, Academic and Student Affairs

Faculty and Staff Professional Development Committee 2023-2024

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: Jackson Moss, Professor, Liberal Arts, Social Sciences, and Education
TBA

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

Ex Officio Members: Emily Clay, Interim Director, Instructional Technology, Support and Professional Development

Committee Members:

Nelcia Alexis, Assistant Professor, Nursing (2023-2025)
Mary Barrow, Professor, Nursing (2023-2025)
Gloria Baudouin, Academic Advisor, West Bank Campus (2023-2024)
Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Simone Cochran, Assistant Director, Opportunity Youth Initiative (2023-2026)
Sara Daigle, Instructor, Science, Technology, Engineering, and Math (2023-2026)
Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math (2023-2026)
Tony DeVillier, Associate Professor, Construction Arts and Technical Studies (2023-2025)
Theresa Dickerson, Assistant Professor, Nursing (2023-2025)
Nikki Dingle, Assistant Director, Recruitment and Outreach (2023-2025)
Richelle Dinwiddie, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Dustin Dirickson, Instructor/Librarian (2023-2025)
Jennifer Dupre, Instructor, Construction Arts and Technical Studies (2023-2026)
Gina Ferrara, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Kevin George, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Valeria Hallett, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Elizabeth Shaye Hope, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Crystal Jackson, Answer Center Coordinator (2023-2025)
Robin Johnstone, Instructor, Liberal Arts, Social Sciences, and Education (2023-2026)
Mason Joiner, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Tracie King, Professor, Science, Technology, Engineering, and Math (2023-2025)
Richard Kleinschmidt, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Carla Major, Chief Human Resources Officer (2023-2025)
Claire McGraw, Instructor, Science, Technology, Engineering, and Math (2023-2026)

continued

Faculty and Staff Professional Development Committee 2023-2024 (continued)

Alexander McMillen, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Barbaro Medina, Assistant Professor, Science, Technology, Engineering, and Math
(2023-2026)
M. Karen Menge, Associate Professor, Science, Technology, Engineering, and Math (2023-2024)
Jackson Moss, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Cheri Pazos, Instructor, Nursing (2023-2026)
Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Audra Rouse, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Amanda Rosenzweig, Assistant Dean, Science, Technology, Engineering, and Mathematics
(2023-2025)
Erin Schrepfer, Instructor, Business (2023-2024)
Koren Thornton, Administrative Assistant V (2023-2025)
Fred Tuhro, Associate Professor, Business (2023-2026)
Natasha Wedley, Assistant Director, Human Resources (2023-2025)
Cheree' Wiggins, Assistant Professor, Nursing (2023-2025)
Angela Wilson, Associate Professor, Business (2023-2026)
Beverly Wiltz, Assistant Professor, Science, Technology, Engineering, and Math (2023-2025)
Rebecca Zaman, Assistant Professor, Science, Technology, Engineering, and Math (2023-2025)

Faculty Evaluation and Improvement of Instruction Committee 2023-2024

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, Professor, Science, Technology, Engineering, and Math

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

Ex Officio Members: Emily Clay, Interim Director, Instructional Technology, Support and Professional Development
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
Elizabeth Duett, Dean, Business
Raymond Duplessis, Dean, Science, Technology, Engineering, and Math
Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Joan Ellis, Dean, Nursing
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies

Committee Members:

Charles Alfortish, Instructor, Business (2023-2026)
Habib Ansari, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Abdelrahim Ayyad, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Aimee Buckel, Professor, Science, Technology, Engineering, and Math (2023-2026)
Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Patrick Conroy, Associate Professor, Business (2023-2025)
Malene Amaud-Davis, Professor, Science, Technology, Engineering, and Math (2023-2024)
Diondra DeMolle, Associate Professor, Science, Technology, Engineering, and Math (2023-2024)
Kiel Ellis, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Kathy Favret, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Elizabeth Feltey, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Wendy Garretson, Professor, Nursing (2023-2025)
John Guess, Assistant Professor, Business, (2023-2026)
John Hill, Professor, Business (2023-2025)
Elizabeth Shaye Hope, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Linda Hueschen, Assistant Professor, Nursing (2023-2025)
Michelle McClain, Professor, Science, Technology, Engineering, and Math (2023-2026)
April Noble, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Philip Reppel, Professor, Science, Technology, Engineering, and Math (2023-2025)
Patricia Rome, Professor, Science, Technology, Engineering, and Math (2023-2026)
Audra Rouse, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Nicholas Simoneaux, Science, Technology, Engineering, and Math (2023-2026)
Erin Schrepfer, Assistant Professor, Business (2023-2024)
Shelley Tyler, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Kimberly Uddo, Professor, Nursing (2023-2025)
Tiquiena Varnado, Professor, Science, Technology, Engineering, and Math (2023-2025)

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: Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education
Theresa Degruy, Assistant to the Vice Chancellor for Academic and
Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director,
Academic Success Initiatives
Elizabeth Duett, Dean, Business/ Coordinator, Assessment and
Planning
Raymond Duplessis, Dean, Science, Technology, Engineering, and Math
Joan Ellis, Dean, Nursing
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/
Dean, Allied Health
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
Rosaria Guastella, Director, Curriculum and Program Development
Timothy Stamm, Dean, Library Services

Committee Members:

Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus (2023-2026)
Diondra DeMolle, Associate Professor, Science, Technology, Engineering, and Math
(2023-2026)
Nell Toomer, Associate Professor, Business (2023-2026)

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: Linda Kieffer, Professor, Liberal Arts, Social Sciences, and Education

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

Ex-Officio Member: Emily Cosper, Dean, Liberal Arts, Social Sciences, and Education
Elizabeth Duett, Dean, Business
Raymond Duplessis, Dean, Science, Technology, Engineering, and Math
Joan Ellis, Dean, Nursing
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/
Dean, Allied Health
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
Shawn Loht, Research Manager

Committee Members:

Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math (2023-2024)
Habib Ansari, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Wellington Coleman, Instructor, Science, Technology, Engineering, and Math (2023-2025)
Phil Denette, Professor, Science, Technology, Engineering, and Math (2023-2024)
Cynthia Hoppe, Professor, Nursing (2023-2024)
Veronica Jean, Professor, Nursing (2023-2024)
Linda Kelly, Professor, Allied Health (2023-2025)
Pam Kemp, Professor, Nursing (2023-2026)
Linda Kieffer, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Tracie King, Professor, Science, Technology, Engineering, and Math (2023-2025)
Richard Kleinschmidt, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Francesca Langlow, Professor, Allied Health (2023-2025)
Mavis Larrimer, Assistant Professor, Allied Health (2023-2026)
Claire McGraw, Instructor, Science, Technology, Engineering, and Math (2023-2026)
M. Karen Menge, Associate Professor, Science, Technology, Engineering, and Math (2023-2024)
Charlene Shunick, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Beverly Wiltz, Associate Professor, Science, Technology, Engineering, and Math (2023-2025)
Rebecca Zaman, Assistant Professor, Science, Technology, Engineering, and Math (2023-2025)
Sharon Ziadeh, Professor, Science, Technology, Engineering, and Math (2023-2024)

Instructional Technology Committee 2023-2024

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: Emily Clay, Interim 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, Interim Chief Information Officer
Emily Clay, Interim 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

Committee Members:

Jordan Adams, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Laila Bicksler, Professor, Science, Technology, Engineering, and Math (2023-2025)
Ann Cespedes, Instructor, Science, Technology, Engineering, and Math (2023-2026)
Patrick Conroy, Associate Professor, Business (2023-2026)
Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math (2023-2026)
Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math (2023-2024)
Dustin Dirickson, Instructor/Librarian (2023-2025)
Daniel Dupont, Assistant Professor/ Librarian, (2023-2025)
Kiel Ellis, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Leslie Falkins, Jr., Instructor, Construction Arts and Technical Studies (2023-2024)
Joel George, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Pam Kemp, Professor, Nursing (2023-2025)
Tracie King, Professor, Science, Technology, Engineering, and Math (2023-2025)
Beth Lasky, Associate Professor, Business (2023-2026)
Anne LaVance, Professor, Allied Health (2023-2025)
Abdulbasit Mahmud, Associate Professor, Business (2023-2025)
Joanne Majors, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Mike Majors, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Alexander McMillen, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Barbaro Medina, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)

continued

Instructional Technology Committee 2023-2024 (continued)

Christopher Nicotera, Instructor, Liberal Arts, Social Sciences, and Education (2023-2026)
Donita Qualey, Professor, Nursing (2023-2026)
Marceau Ratard, Professor, Science, Technology, Engineering, and Math (2023-2024)
Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Amanda Rosenzweig, Assistant Dean, Science, Technology, Engineering, and Mathematics
(2023-2025)
Audra Rouse, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
David Sanders, Assistant Professor, Science, Technology, Engineering, and Math
(2023-2026)
Erin von Steuben, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Robert Warren, Associate Professor, Business (2023-2026)
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2023-2026)
Theo Worrell, Professor, Science, Technology, Engineering, and Math (2023-2025)

Multiculturalism and Diversity Committee 2023-2024

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, Liberal Arts, Social Sciences, and Education

Executive Officer: Larissa Littleton-Steib, Chancellor

Ex Officio Member: Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Carla Major, Chief Human Resources Officer
Joseph Williams, Coordinator, Student Accessibility Services

Committee Members:

Charles Alfortish, Instructor, Business (2023-2026)
Trenece Black, User Support Services Manager, Office of Information Technology (2023-2026)
Joseph Buckley, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Peter Cho, Executive Dean, West Bank Campus
Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math
(2023-2025)
Emily Clay, Interim Director, Instructional Technology, Support and Professional Development /
Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development and Acquisitions
(2023-2025)
Wellington Coleman, Instructor, Science, Technology, Engineering, and Math (2023-2025)
Nikki Dingle, Assistant Director, Recruitment and Outreach (2023-2026)
Daniel Dupont, Assistant Professor/ Librarian (2023-2026)
Beatrice Eweni, Professor, Nursing (2023-2025)
Leslie Falkins, Jr., Instructor, Construction Arts and Technical Studies (2023-2024)
Lillie Fleury, Academic Advisor, Sidney Collier Site (2023-2026)
Alcindo Frye, Instructor, Construction Arts and Technical Studies (2023-2026)
Kevin George, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Valeria Hallett, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Kenya Jackson, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Linda Kelly, Professor, Allied Health (2023-2025)
Geraldyn Labbe-Morrell, Associate Professor, Liberal Arts, Social Sciences, and Education
(2023-2026)
Ashanti LaRoche, Professor, Allied Health, City Park Campus (2023-2026)
Daphne Loney, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Christy Lynch, Instructor, Business (2023-2026)
Sandra Madison, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Joanne Majors, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Jamila Mathews, Instructor, Nursing (2023-2026)

continued

Multiculturalism and Diversity Committee 2023-2024 (continued)

John McCammon Instructor, Business (2023-2024)
James Means, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Barbaro Medina, Assistant Professor, Science, Technology, Engineering, and Math
(2023-2026)
Lisa Melson, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Tronn Moller, Instructor, Liberal Arts, Social Sciences, and Education (2023-2026)
Jacqueline Nesbit, Instructor, Science, Technology, Engineering, and Math (2023-2026)
Michael Perrone, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Beth Prather, Instructor, Nursing (2023-2025)
Sandra Prince, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Claude Richard, Instructor, Science, Technology, Engineering, and Math (2023-2026)
David Sanders, Assistant Professor, Science, Technology, Engineering, and Math
(2023-2026)
Shena Sanders, Associate Professor, Allied Health (2023-2025)
Gypsy Schneider, Return of Title IV Funds (R2T4) Coordinator, Student Financial
Assistance (2023-2025)
Mitchell Speed, Instructor, Construction Arts and Technical Studies (2023-2025)
Koren Thornton, Administrative Assistant V (2023-2025)
Shannon Taplin-Albert, Instructor, Nursing (2023-2026)
Shelly Tyler, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Tiquiena Varnado, Professor, Science, Technology, Engineering, and Math (2023-2025)
Erin von Steuben, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Rachel Wilkerson, Career Navigator, Nursing (2023-2026)
Theo Worrell, Professor, Science, Technology, Engineering, and Math (2023-2025)
Rebecca Zaman, Associate Professor, Science, Technology, Engineering, and Math
(2023-2025)
Alicia Zimmerman, Instructor, Construction Arts and Technical Studies (2023-2026)

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, Dean, Business/ Coordinator, Assessment and Planning

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

Ex Officio Members:

Emily Cosper, Dean, Liberal Arts, Social Sciences, and Education
Elizabeth Duett, Dean, Business/ Coordinator, Assessment and Planning
Raymond Duplessis, Dean, Science, Technology, Engineering, and Math
Joan Ellis, Dean, Nursing
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
Rosaria Guastella, Director, Curriculum and Program Development
Shawn Loht, Research Manager
Director of Grants Development

Committee Members:

John Arbour, Instructor, Business (2023-2024)
Diondra DeMolle, Associate Professor, Science, Technology, Engineering, and Math
(2023-2024)
Leslie Falkins, Jr., Instructor, Construction Arts and Technical Studies (2023-2025)
Francesca Langlow, Professor, Allied Health (2023-2025)
Beth Lasky, Associate Professor, Business (2023-2026)
Shawn Llopis, Assistant Professor, Science, Technology, Engineering, and Math (2023-2024)
Mike Majors, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Moirra Rheams, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Anne Riley, Assistant Professor, Business (2023-2024)
Shena Sanders, Associate Professor, Nursing (2023-2024)
Monica Scheel, Associate Professor, Nursing (2023-2025)
Angela Shoemake, Professor, Nursing (2023-2025)

Scholarships and Financial Assistance Committee 2023-2024

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: Nichole Labat, 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

Nichole Labat, Director, Student Financial Assistance

Amy Laszcz, Executive Director, Financial Services/ Associate Controller

Traci Trimble, Assistant Director, Admissions

Committee Members:

Cheryl Adams, Accounting Specialist, Accounts Receivable (2023-2026)

Nabil Abukhader, Associate Professor, Science, Technology, Engineering, and Math,
(2023-2024)

Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus, (2023-2025)

Sharon Celestine, Instructor, Nursing (2023-2026)

Peter Cho, Executive Dean, West Bank Campus (2023-2024)

Shanna Clevenger, Professor/Librarian (2023-2024)

Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math (2023-2026)

Bridgette Dufrene, Professor, Nursing (2023-2026)

Freda Leonard, Professor, Science, Technology, Engineering, and Math (2023-2024)

Shawnte Lofton, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)

Cynthia Mistretta, Financial Aid Counselor/Scholarship Specialist (2023-2025)

Beth Prather, Instructor, Nursing (2023-2024)

Vance Roux, Assistant Professor, Business (2023-2024)

Gypsy Schneider, Return of Title IV Funds (R2T4) Coordinator, Student
Financial Assistance (2023-2025)

Katherine Seghers, Assistant Director, Accounts Receivable (2023-2024)

Liza Sherman, Director, Opportunity Youth Initiative (2023-2025)

Tenisha Slaughter, Assistant Professor, Construction Arts and Technical Studies (2023-2024)

Nell Toomer, Associate Professor, Business (2023-2026)

Darlene Williams, Professor, Science, Technology, Engineering, and Math (2023-2026)

Special Needs and Health Services Committee 2023-2024

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
Carla Major, Chief Human Resources Officer
Brian Rosenthal, Coordinator of Health Services
Ronald Russo, Vice Chancellor for Business and Administrative Affairs
Scott St. Pierre, Safety and Risk Manager
Joseph Williams, Coordinator, Student Accessibility Services
Assistant Director of Student Life

Committee Members:

Habib Ansari, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Laila Bicksler, Professor, Science, Technology, Engineering, and Math (2023-2025)
Trenece Black, User Support Services Manager, Office of Information Technology (2023-2026)
Scott Borne, Program Manager, Behavioral Intervention and Risk Assessment,
Office of Student Life (2023-2024)
Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math
(2023-2024)
Diedre Cloud, Instructor, Nursing (2023-2024)
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development
Management and Acquisitions, Library (2023-2025)
Mary Dawes, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math
(2023-2024)
Gina Ferrara, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Lillie Fleury, Academic Advisor, Sidney Collier Site (2023-2026)
Natasha Flowers, Associate Professor, Science, Technology, Engineering, and Math
(2023-2025)
Valeria Hallett, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Judith Halverson, Instructor, Allied Health (2023-2026)
Tracy Harris, Instructor, Nursing (2023-2024)
Linda Kelly, Professor, Allied Health (2023-2025)
Daniel Laiche, Professor, Allied Health (2023-2024)
Shawnte Lofton, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Robin Matthew, Associate Professor, Allied Health (2023-2025)
Carol McCarthy, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Lisa Melson, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Geraldyn Labbe-Morrell, Associate Professor, Liberal Arts, Social Sciences, and Education
(2023-2026)
Beth Lasky, Associate Professor, Business (2023-2026)
Donald O'Callahan, Assistant Professor (2023-2024)

continued

Special Needs and Health Services Committee 2023-2024 (continued)

Alyssa Ransom, Instructor, Science, Technology, Engineering, and Math (2023-2025)

Amanda Rosenzweig, Assistant Dean, Science, Technology, Engineering, and Mathematics
(2023-2025)

Patricia Smart, Professor, Nursing (2023-2025)

Catherine Strength, Professor, Nursing (2023-2024)

Abbey Wallig, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)

Robin Wegener, Professor, Allied Health (2023-2026)

Susan Welsh, Professor, Allied Health (2023-2024)

Elizabeth Williams, Instructor, Nursing (2023-2025)

Pamdora Williams, Answer Center (2023-2025)

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 Director, Academic Success Initiatives

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
Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Michelle Greco, Director, Enrollment Management
Arlanda Williams, Vice Chancellor for Workforce Development/ Executive Dean, River City Site

Committee Pool Members:

Nelcia Alexis, Assistant Professor, Nursing (2023-2025)
Abdalla Alnajjar, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Trenece Black, User Support Services Manager, Office of Information Technology (2023-2026)
Julie Bell, Professor, Science, Technology, Engineering, and Math (2023-2026)
Vicki Berry, Assistant Professor, Nursing (2023-2024)
Cheryl Brown, Professor, Science, Technology, Engineering, and Math (2023-2026)
Aimee Buckel, Professor, Science, Technology, Engineering, and Math (2023-2026)
Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math (2023-2025)
Shanna Clevenger, Professor/Librarian (2023-2025)
Wellington Coleman, Instructor, Science, Technology, Engineering, and Math (2023-2025)
Ranata Coxie, Administrative Assistant IV, Curriculum, Assessment, and Program Development (2023-2006)
Michelle DeLima, Professor, Nursing (2023-2024)
Elga Dextre, Instructor, Construction Arts and Technical Studies (2023-2026)
Nikki Dingle, Assistant Director, Recruitment and Outreach (2023-2026)
Danielle Gandolfo, Professor, Allied Health (2023-2025)
Etta Haywood, Instructor, Liberal Arts Social Sciences, and Education (2023-2026)
Linda Hueschen, Assistant Professor, Nursing (2023-2026)
Sarah Inman, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Linda Kieffer, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Tammy Kliebert, Associate Professor, Allied Health (2023-2026)

continued

Student Grievance Committee 2023-2024 (continued)

Jennifer Kooker, Associate Professor, Liberal Arts, Social Sciences, and Education
(2023-2024)

Francesca Langlow, Professor, Allied Health (2023-2024)

Daphne Loney, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)

Ira Mata, Assistant Professor, Construction Arts and Technical Studies (2023-2025)

Lyle (Chris) McDonald, Associate Professor, Construction Arts and Technical Studies
(2023-2026)

Jonnie Mose, Professor, Nursing (2023-2026)

Jacqueline Nesbit, Instructor, Science, Technology, Engineering, and Math (2023-2026)

April Noble, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)

Marceau Ratard, Professor, Science, Technology, Engineering, and Math (2023-2026)

Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)

Philip Reppel, Professor, Science, Technology, Engineering, and Math (2023-2026)

Catherine Reitmeyer, Assistant Professor, Allied Health (2023-2025)

Claude Richard, Instructor, Science, Technology, Engineering, and Math (2023-2026)

Shena Sanders, Associate Professor, Allied Health (2023-2026)

Monica Scheel, Associate Professor, Nursing (2023-2026)

Paul Speyrer, Professor, Science, Technology, Engineering, and Math (2023-2026)

Koren Thornton, Administrative Assistant V (2023-2025)

Deborah Toscano, Instructor, Liberal Arts, Social Sciences, and Education, (2023-2025)

Nell Toomer, Associate Professor, Business (2023-2026)

Cheree' Wiggins, Assistant Professor, Nursing (2023-2025)

Rebecca Zaman, Associate Professor, Science, Technology, Engineering, and Math
(2023-2026)

Sharon Ziadeh, Professor, Science, Technology, Engineering, and Math (2023-2025)

Student Appointments: Student Representative, City Park Campus; Student Representative, Sidney Collier Site;
Student Representative, River City Site; Student Representative, West Bank Campus

Student Organizations and Activities Committee 2023-2024

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: 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, Dean, Nursing

Committee Members:

Ayyad Abdelrahim, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Jordan Adams, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Stephen Andrus, Instructor, Business (2023-2025)
Claudia Butler, Instructor, Nursing (2023-2024)
Emily Clay, Interim Director, Instructional Technology, Support and Professional Development /
Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development Management and
Acquisitions, Library (2023-2026)
Lesha Coulon, Assistant Dean, Construction Arts and Technical Studies (2023-2025)
John Denstorff, Instructor, Liberal Arts, Social Sciences, and Education (2023-2024)
Daniel Dupont, Assistant Professor/ Librarian, (2023-2025)
Lillie Fleury, Academic Advisor, Sidney Collier Site (2023-2026)
Natasha Flowers, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Stacy Green, Instructor, Nursing (2023-2024)
Alexander Hamman, Assistant Professor,, Business (2023-2025)
Brenda Hanegan, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Leigh Hanhart, Professor, Nursing (2023-2025)
Crystal Jackson, Answer Center (2023-2025)
Kristopher LaMorte, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Krista Lawrence, Professor, Science, Technology, Engineering, and Math (2023-2025)
Carol Leefe, Assistant Professor, Nursing (2023-2025)
Lyle (Chris) McDonald, Associate Professor, Construction Arts and Technical Studies (2023-2024)
James Means, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
M. Karen Menge, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Christopher Nicotera, Instructor, Liberal Arts, Social Sciences, and Education (2023-2026)
Roxanne Ponson, Administrative Coordinator II, Admissions (2023-2025)
Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Amanda Rosenzweig, Assistant Dean, Science, Technology, Engineering, and Mathematics
(2023-2025)
Erin Schrepfer, Assistant Professor, Business (2023-2024)
Elizabeth Marlowe Serpas, Instructor, Nursing (2023-2024)

continued

Student Organizations and Activities Committee 2023-2024 (continued)

Liza Sherman, Director, Opportunity Youth Initiative (2023-2025)

Charlene Shunick, Assistant Professor, Science, Technology, Engineering, and Math
(2023-2026)

Nicholas Simoneaux, Science, Technology, Engineering, and Math (2023-2026)

Tenisha Slaughter, Assistant Professor, Construction Arts and Technical Studies (2023-2025)

Koren Thornton, Administrative Assistant V (2023-2025)

Deborah Toscano, Instructor, Liberal Arts, Social Sciences, and Education, (2023-2025)

Tiquena Varnado, Professor, Science, Technology, Engineering, and Math (2023-2025)

Abbey Wallig, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)

Darlene Williams, Professor, Science, Technology, Engineering, and Math (2023-2026)

Mia Woodroof, Assistant Professor, Nursing (2023-2026)

Sharon Ziadeh, Professor, Science, Technology, Engineering, and Math (2023-2024)

Alicia Zimmerman, Instructor, Construction Arts and Technical Studies (2023-2025)

V. CALENDARS OF COLLEGE EVENTS

2023-2024

**2023-2024 ACADEMIC CALENDAR
DELGADO COMMUNITY COLLEGE**

<https://catalog.dcc.edu/content.php?catoid=52&navoid=7640>

Timeline for Creating Academic Calendar

Fall Semester	College Registrar uses previous academic year calendar(s) as models to update and develop draft of the <i>next forthcoming Academic Calendar that has not yet been finalized.</i>
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](#).

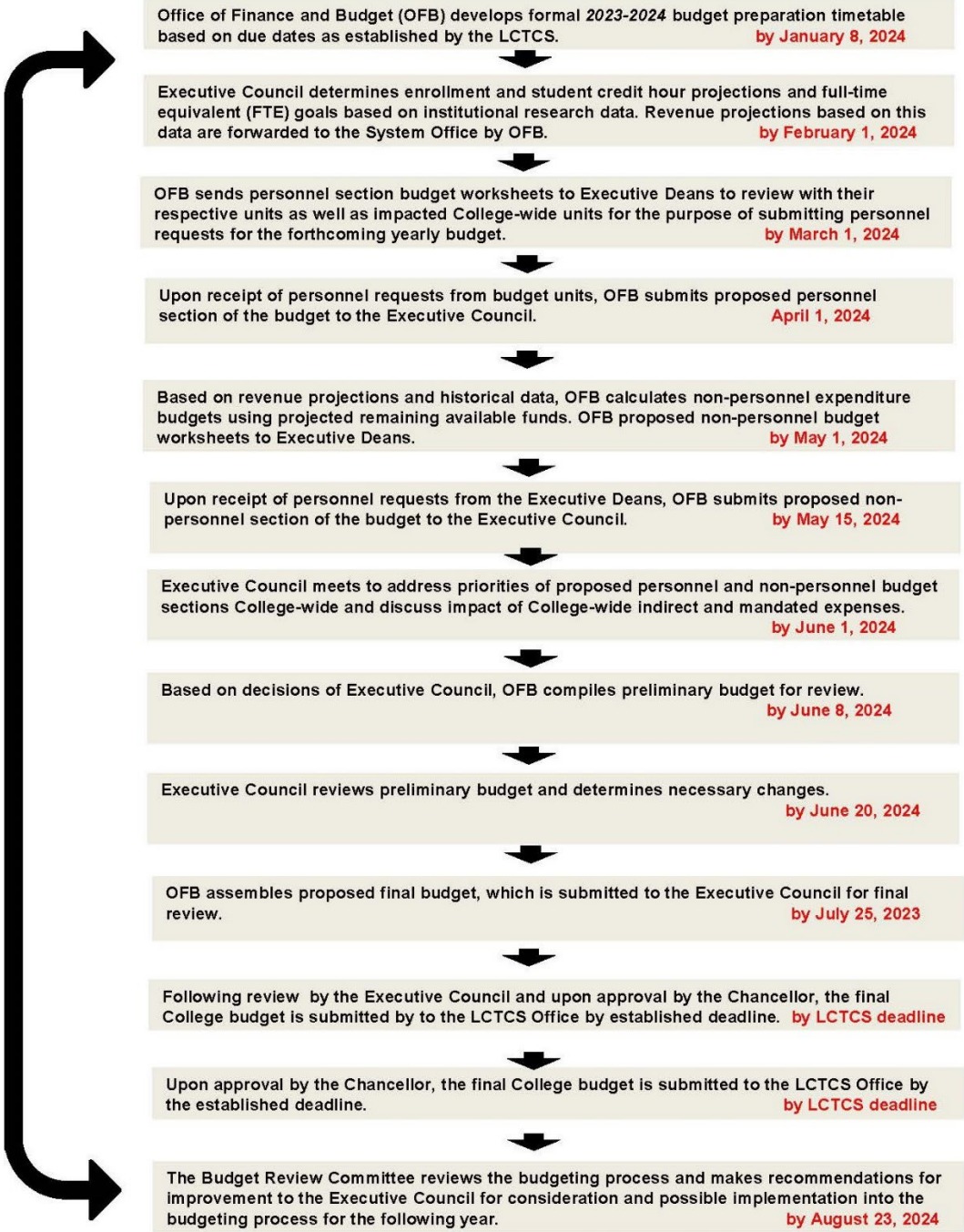
Contact Information: Daphne Loney, Gallery Director
Phone: (504) 671-6363; dloney@dcc.edu
Dan Tague, Curator
(504) 671-6363; dtague@dcc.edu

For More Information:

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



2023-2024 BUDGET DEVELOPMENT, REVIEW AND APPROVAL TIMELINE for 2024-2025 Budget



CATALOG PRODUCTION CALENDAR
DELGADO COMMUNITY COLLEGE CATALOG
2024-2025 Edition

September 2023	Initial Meeting of <i>Catalog</i> Committee
February 2024	Last <i>Catalog</i> Committee Meeting
April 1, 2024	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 2024	Online publishing of new <i>2024-2025 Catalog</i>

CLASS SCHEDULE PRODUCTION CALENDAR

WINTER 2023 CLASS SCHEDULES

Fourth week of August	Rollover of 2022 Winter Class Schedule to 2023 Winter Class Schedule
First Week of September	Deadline for Deans/Department Chairs to make changes <i>before classes are opened in the Banner system</i> for advanced Winter 2023 registration

SPRING 2024 CLASS SCHEDULES

Fourth week of August	Rollover of 2023 Spring Class Schedule to 2024 Spring Class Schedule
First Week of September	Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in Banner system for advanced Spring 2024 registration

SUMMER 2024 CLASS SCHEDULES

Third Week of January	Rollover of 2023 Summer Class Schedule to 2024 Summer Class Schedule
Second Week of February	Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in Banner system for advanced Summer 2024 registration

FALL 2024 CLASS SCHEDULES

Third Week of January	Rollover of 2023 Fall Class Schedule to 2024 Fall Class Schedule
Second Week of February	Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in Banner system for advanced Fall 2024 registration

MAYMESTER 2024 CLASS SCHEDULES

Third Week of February	Rollover of 2023 Maymester Class Schedule to 2024 Maymester Class Schedule
Second Week of March	Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in the Banner system for advanced Maymester 2024 registration.

COMMENCEMENT CALENDAR

Tuesday, December 12, 2023
10 a.m.

Fall 2023 Commencement Exercises
UNO Kiefer Lakefront Arena

Tuesday, May 14, 2024
10 a.m.

Spring 2024 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 2024-2025)

2023

October 6 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the October 20, 2023 meeting

October 20 Scheduled meeting of Curriculum Committee

November 3 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the November 17, 2023 meeting

November 17 Scheduled meeting of Curriculum Committee

2024

January 12 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the January 26, 2024 meeting

January 26 Scheduled meeting of Curriculum Committee

February 9 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the February 23, 2024 meeting

February 23 Scheduled meeting of Curriculum Committee

March 8 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the March 22, 2024 meeting

March 22 Scheduled meeting of Curriculum Committee

April 12 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the April 26, 2024 meeting

April 26 Final scheduled meeting of Curriculum Committee

August 2 All 2024-2025 curriculum changes implemented contingent upon final approvals

EVALUATION CALENDAR

Schedules of Personnel Evaluations 2023-2024

Full-Time and Part-Time Faculty Evaluations

Forthcoming

Administrators and Unclassified Personnel Evaluations

Feb. 26, 2024 Begin evaluations of all administrators and unclassified personnel.
May 27, 2024 Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor
No later than June 27, 2024 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

Important Dates

7/1/2022 – 6/30/2023	FY 2022-2023 Performance Year
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
7/1/2023 – 6/30/2023	FY 2023-2024 Performance Year
7/1/2024 – 8/31/2024	Evaluation period for completed FY 2023-2024 Performance Year
9/15/2024	Request for Agency Review deadline to HR for FY 2023-2024 performance evaluation
7/1/2024 – 9/30/2024	PES Planning period for new FY 2024-2025
10/15/2024	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 2023 Semester](#)

Final Exam Schedule for Spring 2024 Semester

Available Upon Publication of Spring 2024 Student Handbook

Final Exam Schedule for Summer 2024 Session

Available Upon Publication of Summer 2024 Student Handbook

HEALTH & OTHER INSURANCE—ANNUAL ENROLLMENT PERIOD

The Month of October 2023

Deadline for making changes to all insurance benefits for 2024 Calendar Year.

More information on *Available Insurance Benefits for Calendar Year 2024* will be available during the Open Enrollment Period in October 2023 and will be published on the following webpage at that time:

[Office of Human Resources Employee Benefits](#)

Holiday Schedule for Calendar Year 2023

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.

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

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.

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

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*

**DELGADO COMMUNITY COLLEGE
2025 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 2025 reflect the holidays on which the College is closed.

January 1, 2025	New Year's Day	Wednesday
January 20, 2025	Martin Luther King Jr.	Monday
March 3, 2025	Mardi Gras Holiday	Monday
March 4, 2025	Mardi Gras Holiday	Tuesday
April 18, 2025	Spring Holiday	Friday
September 1, 2025	Labor Day	Monday
November 27, 2025	Thanksgiving	Thursday
November 28, 2025	Thanksgiving	Friday
December 24, 2025	Winter Holiday	Wednesday
December 25, 2025	Winter Holiday	Thursday
December 26, 2025	Winter Holiday	Friday
December 29, 2025	Winter Holiday	Monday
December 30, 2025	Winter Holiday	Tuesday
December 31, 2025	Winter Holiday	Wednesday

For the calendar year 2025, the College has established Limited Staffing Days for the following: Thursday, January 2; Wednesday, March 5; Monday, May 26; Monday, December 22; and Tuesday, December 23.

Timeline for Creating 2026 Calendar Year Holiday Schedule

Fall 2023	Assistant Vice Chancellor for Human Resources presents draft of 2026 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 2026 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 2026 Calendar Year Holiday Schedule to College Council for review.
Upon College Council Recommendation	Assistant Vice Chancellor for Human Resources submits 2026 Calendar Year Holiday Schedule to LCTCS System Office.

INVENTORY CALENDAR

September 2023	Inventory Training Sessions
October 2023	Printout for Inventory of Moveable Property distributed to Property Supervisors
January 15, 2024	Completed Inventory Reports returned to Property Control Office
February 1 – 29, 2024	Inventory Reports reviewed
March 4, 2024	Discrepancies from original Inventory Report returned to Property Location Supervisors for “Spring Search”
April 5, 2024	“Spring Search” results to Property Control Office
June 3, 2024	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, Sidney Collier Site, and River City Site

2023 Fall Semester

November 20, 2023 Final date for faculty to return or renew all library books and materials

December 7, 2023 Final date for students to return all library books and materials

2024 Spring Semester

April 1, 2024 *Final date for submitting requests for purchase of library materials for academic year 2023-2024*

April 22, 2024 Final date for faculty to return or renew all library books and materials

May 8, 2024 Final date for students to return all library books and materials

2024 Summer Session

July 11, 2024 Final date for faculty to return or renew all library books and materials

July 31, 2024 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 [Delgado Music webpage](#).

Operational Guidelines Publication Calendar 2023-2024

OPERATIONAL GUIDELINES PUBLICATION CALENDAR

- March-April, 2024** Office of the Vice Chancellor for Academic and Student Affairs sends out email requests for faculty and staff to submit committee membership references for *2024-2025* academic year.
- June 1, 2024** Deadline for all calendar information to be sent to Policy Office as it should appear in the *2024-2025 Operational Guidelines*.
- June 15, 2024** Office of the Vice Chancellor for Academic and Student Affairs submits committee and Council assignment list to Policy Office for inclusion in the *2024-2025 Operational Guidelines*.
- Prior to Fall Convocation Week** Policy Office prepares publication for Vice Chancellor for Academic and Student Affairs' final approval and subsequent electronic publication.
- Fall Convocation Week** Policy Office electronically notifies faculty and staff members regarding *Operational Guidelines*' availability on College's web site.
- Through Academic Year** Policy Office works with Committee Chairs regarding any membership requests or changes throughout the academic year, and with responsible departments regarding any updates in calendars or other sections of the *Operational Guidelines* throughout the academic year.

Banner Pay Calendar Year 2023

January 2023 – December 2023

January							February							March						
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	26	27	28	29	30	31					
29	30	31																		
April							May							June						
						1	1	2	3	4	5	6	1	2	3					
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30				
30							All Summer Premiums Stop BW 10							*10ME 22 Deduct Free 06/02/2023						
July							August							September						
						1	1	2	3	4	5	1	2							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30		
30	31	10ME Contract Start 07/24/23					*9ME 20 Deduct Free 08/25/2023**													
October							November							December						
1	2	3	4	5	6	7	1	2	3	4	1	2								
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31	26	27	28	29	30	24	25	26	27	28	29	24	25	26	27	28	29	
													31							

Maximum of 14 Holiday for all LCTCS Colleges

See [Delgado 2023 Holiday Calendar](#)

LCTCS System Office Holidays: Shaded

Pay Days: **Bold**

Pay Checks free of Semi-Monthly Deductions:
Diagonal Line /

Pay Period End Dates: **Boxes**

Academic Year Fall 2023-2024

9ME / 20 Pay Faculty - Payment

Start 08/07/2023 BW 17
End 05/12/2024 BW 10

9ME / 26 Defer Pay - Payment

Start 08/07/2023 BW 17
End 08/04/2024 BW 16

10ME / 22 Pay Faculty - Payment

Start 07/24/2023 BW 16
End 05/26/2024 BW 11

10ME / 26 Pay Faculty - Payment

Start 07/24/2023 BW 16
End 07/21/2024 BW 15

Banner Pay Calendar Year 2024

January 2024 – December 2024

January						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

***10ME Return Fall 2024**

August						
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9ME 20 Deduct Free 08/23/2024*

September						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
			1	2		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Maximum of 14 Holiday for all LCTCS Colleges

See [Delgado 2024 Holiday Calendar](#)

LCTCS System Office Holidays: Shaded

Pay Days: **Bold**

Pay Checks free of Semi-Monthly Deductions:
Diagonal Line /

Pay Period End Dates: **Boxes**

Academic Year Fall 2023-2024

9ME / 20 Pay Faculty - Payment

Start 08/05/2024 BW 17
End 05/11/2025 BW 10

9ME / Defer Pay - Payment

Start 08/05/2024 BW 17
End 08/03/2025 BW 16

10ME / 22 Pay Faculty - Payment

Start 07/22/2024 BW 16
End 05/11/2025 BW 10

9ME / Defer Pay - Payment

Start 08/05/2024 BW 17
End 08/03/2025 BW 16

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 2023

Friday, September 8, 2023 (1/7th of agreement pay)

Friday, September 22, 2023 (1/7th of agreement pay)

Friday, October 6, 2023 (1/7th of agreement pay)

Friday, October 20, 2023 (1/7th of agreement pay)

Friday, November 3, 2023 (1/7th of agreement pay)

Friday, November 17, 2023 (1/7th of agreement pay)

Friday, December 1, 2023 (1/7th of agreement pay)

ADJUNCT TEACHING/PART-TIME AGREEMENT PAY DATES*

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

SPRING SEMESTER 2024

Friday, February 9, 2024 (1/7th of agreement pay)

Friday, February 23, 2024 (1/7th of agreement pay)

Friday, March 8, 2024 (1/7th of agreement pay)

Friday, March 22, 2024 (1/7th of agreement pay)

Friday, April 5, 2024 (1/7th of agreement pay)

Friday, April 19, 2024 (1/7th of agreement pay)

Friday, May 3, 2024 (1/7th of agreement pay)

FACULTY SUMMER SESSION PAYROLL CALENDAR

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

Full-time Faculty on *Summer Service Employment Agreements*

Friday, June 14, 2024 (1/5th of agreement pay)*

Friday, June 28, 2024 (1/5th of agreement pay)*

Friday, July 12, 2024 (1/5th of agreement pay)*

Friday, July 26, 2024 (1/5th of agreement pay)*

Friday, August 9, 2024 (1/5th of agreement pay)*

**Note: Full-time Faculty Summer Service Employment will be paid in 5 installments; Full-time Faculty Overloads will be paid in 4 installments as per schedule below. The first check of June 14th will not include overload pay.*

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

Friday, June 28, 2024 (1/4th of agreement pay)*

Friday, July 12, 2024 (1/4th of agreement pay)*

Friday, July 26, 2024 (1/4th of agreement pay)*

Friday, August 9, 2024 (1/4th of agreement pay)*

Friday, June 30, 2023 (1/4th of agreement pay)*

Friday, July 14, 2023 (1/4th of agreement pay)*

Friday, July 28, 2023 (1/4th of agreement pay)*

Friday, August 11, 2023 (1/4th of agreement pay)*

Planning and Assessment Calendar 2023-2024

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 14th
Thursday, November 16th
Thursday, February 22nd
Thursday, April 18th

Mini-Grant Calendar

A progress report on the project is due by March 15, 2024, in the Office of the Vice Chancellor for Academic and Student Affairs. Mini-grant projects are expected to be completed by May 24, 2024. 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 7, 2023** Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications.
- October 27, 2023** 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 17, 2023** PDC submits prioritized list of final recommendations to the VCASA.
- December 1, 2023** Award Letter and Contract mailed from Office of Professional Development with a copy to VCASA and Chair of PDC.
- December 15, 2023** Completed Contract returned to Office of Professional Development.

Spring Semester

- January 8, 2024** Chair or designee of PDC makes formal announcement of recipients.
- February 9, 2024** Deadline for first half funds distribution. (Atypical contract date)
- March 15, 2024** Recipient submits Progress Report to Chair of PDC with copy to VCASA and Director of Professional Development.
- May 24, 2024** 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 15, 2024, in the Institutional Advancement Office. Power of One projects are expected to be completed by May 24, 2024. 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 7, 2023** Power of One Committee Chair announces deadline to submit Power of One Grant Applications at Fall Convocation.
- October 27, 2023** Deadline to submit Power of One Grant Application to the Office of Institutional Advancement.
- November 17, 2023** Power of One Committee submits prioritized list of final recommendations to the Chief Institutional Advancement>
- December 1, 2023** Award Letter and Contract mailed from Office of Institutional Advancement with a copy to Power of One Committee Chair.
- December 15, 2023** Completed Contract returned to Office of Institutional Advancement.

Spring Semester

- January 8, 2024** Power of One Committee Chair makes formal announcement of recipients at Spring Convocation.
- February 9, 2024** Deadline for first half funds distribution. (Atypical contract date)
- March 15, 2024** Recipient submits Progress Report to Power of One Committee Chair with copy to the Chief Communications, Advancement and Strategic Initiatives Officer.
- May 24, 2024** Project Completed. Documentation submitted to Chief Communications, Advancement and Strategic Initiatives Officer 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 2023-2024

2023-2024 PROMOTION-IN-RANK TIMELINE

DATE	ACTIVITY
August 7, 2023	Vice Chancellor for Academic and Student Affairs distributes current timeline for promotion at Convocation.
October 2, 2023	Faculty members who wish to apply for promotion submit Verification of Eligibility Form and Verification of Documentation Form to the Dean of the division.
October 9, 2023	Division Dean reviews Verification of Eligibility and Documentation Forms.
October 20, 2023	Division Dean notifies faculty members of their eligibility to apply for promotion and emails the list of eligible applicants to the Vice Chancellor for Academic and Student Affairs. The Vice Chancellor for Academic and Student Affairs emails the list of eligible applicants to the Chair of the Faculty Evaluation and Improvement of Instruction Committee, who in turn emails the applicants regarding the workshop on preparation of portfolio.
Oct. 30 – Nov. 3, 2023	Applicants attend workshop on preparation of portfolio.
November 27, 2023	Faculty Senate representatives, in consultation with the Division Dean develop lists of faculty members eligible to serve on Division Promotion Committees.
January 8-12, 2024	Faculty Senate division representatives select members of Division Committees by lot and submit names to respective Division Deans, who in turn emails the names of the Division Committee members to the Vice Chancellor for Academic and Student Affairs. The Vice Chancellor for Academic and Student Affairs emails the Office of Professional Development's designated Canvas Administrator to request the Division Committee members be given permission to view applicant submissions. The designated Canvas Administrator in turn emails Division Committee members submission viewer video links. At a designated time during this week, faculty members selected to serve on the Division Committees participate in training on the process for

evaluation of promotion portfolios. Division Committees have first meeting to elect chair and set meeting dates.

***Promotion-In-Rank Timeline 2023-2024
(continued)***

January 12, 2024 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 their opportunity to apply during the current year.

(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.)

January 16, 2024 Division Dean sends out notice of first meeting of Division Promotion Committee to elect chair and set meeting dates.

January 19, 2024 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 23, 2024 Division Committee Chairs deliver promotion portfolios, with completed Committee Recommendation Forms (Forms 2321/003) by academic rank, to the Division Dean.

March 1, 2024 All portfolios are sent to the Vice Chancellor for Academic and Student Affairs for review by the College Committee. The Vice Chancellor for Academic and Student Affairs emails the Office of Professional Development's designated Canvas Administrator to request the College Committee members be given viewer permissions for the submissions.

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

March 8, 2024 Vice Chancellor for Academic and Student 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 5, 2024** The College Committee makes recommendations on promotions to the ViceChancellor for Academic and Student Affairs, who reviews recommendations with Chair of the College Committee, and compares the Division Committee Recommendation Form with the College Committee Recommendation Formto determine which portfolios have received a split vote.
- April 12, 2024** Vice Chancellor for Academic and Student 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 and Student Affairs gives charge to the committee and providesall needed documentation.
- April 26, 2024** The Academic Affairs Promotion Appeals Council re-convenes to discuss recommendations on those portfolios receiving a split vote and to completethe Academic Affairs Promotion Appeals Council Recommendation Form.
- May 3, 2024** The Vice Chancellor for Academic and Student Affairs meets with the Chair of the College Committee to review the Division Committee Recommendation Form, the College Committee Recommendation Form and the AcademicAffairs Promotion Appeals Council Recommendation Form, and then compile the final, comprehensive list of recommended promotions and present it to the Chancellor.
- May 17, 2024** 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 2024** 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 15, 2024	Requisitions over \$30,000 must be complete, i.e.: <ul style="list-style-type: none">A. Entered into BannerB. Fully Approved in BannerC. All back-up documentation received
April 19, 2024	Requisitions from \$10,000 through \$29,999 must be complete.
May 31, 2024	All requisitions \$10,000 and below must be complete.
June 10, 2024	All incomplete requisitions will be purged from the system.
June 30, 2024	End of fiscal year 2023-2024

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 2023-2024

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 2023

- June 27 – Aug. 28, 2023** STEP process and forms available on the College’s website and distributed on each campus/site and through the SGAs.
- Aug. 28, 2023 (Mon)** Proposals due to SGAs, Division Deans and Unit Heads.
- Aug. 29 – Sept. 12, 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.
- Sept. 13 – 22, 2023** The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.
- Sept. 29, 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.
- Oct. 2, 2023 (Mon.)** STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.
- Oct. 4 – Oct.13, 2023** The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.
- Oct. 13, 2023 (Fri.)** Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.
- Oct. 13 – Oct. 31, 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.
- Nov. 7, 2023 (Tues.)** Deadline for all proposal originators to receive notification as to whether proposals are funded or not.

Technology Fee Proposals (STEP) Calendar 2023-2024 (continued)

Spring 2024

- Jan. 8 – Jan. 12, 2024** STEP process and forms available on the College’s website and distributed on each campus/site and through the SGAs.
- Jan. 30, 2024 (Tues)** Proposals due to SGAs, Division Deans and Unit Heads.
- Jan. 31 – Feb. 9, 2024** 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. 12 - Feb 16, 2024** The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.
- Feb. 16, 2024 (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. 16, 2024 (Fri.)** STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.
- Feb. 21 – Mar. 1, 2024** The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.
- March 6, 2024 (Wed.)** Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.
- Mar 6 – March 26, 2024** **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 26, 2024 (Tues.)** Deadline for all proposal originators to receive notification as to whether proposals are funded or not.

TEXTBOOK-ORDERING CALENDAR

October 2, 2023

Deadline for Spring 2024 textbook orders

February 16, 2024

Deadline for Summer 2024 textbook orders

March 26, 2024

Deadline for Fall 2024 textbook orders

Theatre Schedule 2023-2024

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, 1st Floor and
Delgado Drama Hall, Isaac Delgado Hall, 3rd Floor
City Park Campus

Times:

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

More Information:

[Delgado Theatre](#)

Phone: (504) 671-6616

Facebook, Instagram, Twitter: DCC Theater

VI. INFORMATION FLOW CHART

INFORMATION FLOW CHART

	Responsibility	Author*	Date	Editor*	Producer*	Distribute To
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	Director of Curriculum and Program Development (CPD)	CPD	College Community
Master Course Inventory	VCASA	Curriculum Process	OPG	CPD	CPD	Executive Deans /Academic Deans/Catalog
Master Syllabus File	VCASA	Faculty	OPG	Academic Deans	CPD	College Community
Master Program File	VCASA	Division	OPG	CPD	CPD	Registrar/ Academic Deans /Catalog Committee
Catalog	VCASA	Unit Heads & Catalog Committee	OPG	Catalog Editorial Team	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 Academic 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/Academic 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 Development	Comm, Mktg & PR	Larger Community
Workforce Development Brochures	Comm, Mktg & PR	Workforce Development	ongoing	Comm,Mktg&PR/ Vice Chancellor for Workforce Development	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

2023-2024 Traffic Appeals Committee Pool

(In accordance with Policy and Procedures Memorandum [AD-1331.1E, "Parking and Driving Regulations"](#))

Chair: Carmel Johnson

Pool Members

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

Sidney Collier Site

Staff: TBA
Faculty: TBA
Student: TBA

River City Site

Staff: TBA
Faculty: TBA
Student: TBA

**VIII. 2023-2024
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)*

Stephanie Collins, Coordinator, Answer Center
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.
2023-2024
FACULTY GRIEVANCE OFFICER

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

X. CONFIDENTIAL ADVISORS

CONFIDENTIAL ADVISORS

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

CITY PARK CAMPUS

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

Jennifer Fernandez (504) 571-1442
Assistant Dean, Nursing
Bldg. 14, Room 1002H
jferna@dcc.edu

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

Stacey Thompson (504) 571-1330
Assistant to the Dean of Nursing
Bldg. 14, Room 1002F
sthomp@dcc.edu

WORKFORCE DEVELOPMENT

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

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

WEST BANK CAMPUS

Peter Cho (504) 762-3110
Executive Dean, West Bank Campus
LaRocca Hall, Room 142
plcho@dcc.edu

Kimberly Benberry-Jones (504) 762-3239
Academic Advisor
Larocca Hall, Room 159
kbenbe@dcc.edu

SIDNEY COLLIER SITE

Larisa Jones (504) 941-8515
Associate Professor/ Department Chair
Cosmetology/Barbering, Bldg. 2, Rm. 238
Ljones3@dcc.edu

Lesha Coulon (504) 671-6735
Assistant Dean, Technical Division
Bldg. A, Room 14
lcoulo@dcc.edu

RIVER CITY SITE

Alcindo Frye (504) 342-3402
Senior Administrative Coordinator
Advanced Manufacturing Center
afrye@dcc.edu

Patricia Marshall (504) 342-3420
Program Coordinator
Advanced Manufacturing Center
pmarsh@dcc.edu

ADMINISTRATION-City Park Campus

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