



# OPERATIONAL GUIDELINES 2024-2025

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

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# Operational Guidelines 2024-2025

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

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# **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**

## **2024-2025 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 Vice Chancellor for Student Affairs.

### Membership

**Chair:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/ Dean, Library Services

**Members:** Angela Camaille, 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 Math  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Jennifer Fernandez, 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  
Reginald Marshall, Chief Information Officer  
Stacey Robertson, Director, Student Life/Support  
Traci Smothers, Executive Assistant to the Chancellor/ Title IX Coordinator  
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 Vice Chancellor for 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, Sidney Collier Site  
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  
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:**

Carla Major, Chief Human Resources Officer  
Reginald Marshall, Chief Information Officer  
Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
Traci Smothers, Executive Assistant to the Chancellor/ Title IX Coordinator  
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:** Angela Camaille, 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  
Reginald Marshall, Chief Information Officer  
Warren Riley, Chief, Campus Police  
James Royer, Assistant Vice Chancellor for Facilities and Planning  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
Traci Smothers, Executive Assistant to the Chancellor/ Title IX Coordinator  
Timothy Stamm, Interim Vice Chancellor for Academic Affairs/ 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 Cosper, 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  
Jennifer Fernandez, Dean, Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/  
Dean, Allied Health  
Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
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:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/ Dean, Library Services

**Members:** Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math  
John Arbour, Assistant Professor, Business  
Mary Barrow, Professor, Nursing  
Cheryl Brown, Professor, Science, Technology, Engineering, and Math  
Ann Burghardt-Dieck, 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 Math  
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 Math  
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:** Angela Camaille, Director, Instructional Technology, Support and Professional Development

**Members:** Emily Clay, Professional Development Coordinator  
Emily Cospo, Dean, Liberal Arts, Social Sciences, and Education  
Elizabeth Duett, Dean, Business  
Michelle Greco, Director, Enrollment Management  
Reginald Marshall, Chief Information Officer  
Amanda Rosenzweig, Assistant Dean, Science, Technology, Engineering, and Math  
Faculty Representatives from each academic division  
Media Services Representative  
Academic Advisor Representative- Advising Office  
Academic Advisor Representative- Academic Division  
Director, Corporate, Community and Continuing Education

### 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  
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  
Ashley James, Site Testing Coordinator  
Traci Trimble, Assistant Director, Admissions  
Devin Whipp, Manager, Delgado Bookstore  
Director of Advising  
Continuing Student Representative  
New Student Representative  
Director, Account Receivables  
Student Engagement Counselor

### 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:** Reginald Marshall, Chief Information Officer

**Members:**

Angela Camaille, Chair, Instructional Technology Committee/ 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  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
James Small, Assistant Director, Network and Communication Services  
Traci Smothers, Executive Assistant to the Chancellor/ Title IX Coordinator  
Timothy Stamm, Interim Vice Chancellor for Academic Affairs/ 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 Director, Accounts Receivable

**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:**

Maria Cisneros, College Registrar  
Michelle Greco, Director, Enrollment Management  
Rosaria Guastella, Director, Curriculum and Program Development  
Nichole Labat, Director, Student Financial Assistance  
Reginald Marshall, Chief Information Officer  
Timothy Stamm, Interim Vice Chancellor for Academic Affairs/ Dean, Library Services  
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  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
Timothy Stamm, Interim Vice Chancellor for Academic Affairs/ Dean, Library Services/  
SACSCOC Liaison  
Arlanda Williams, Vice Chancellor for Workforce Development/  
Executive Dean, River City Site

**Assessment Liaisons:**

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  
Traci Smothers, Executive Assistant to the Chancellor/ Title IX Coordinator  
Stacey Thompson, Assistant to the Dean, Nursing  
Beth Weindel, Administrative Assistant V, Academic Affairs  
Emmett Davis, Assistant Dean, Business

**Assessment Committee Chairs:**

Elizabeth Duett, Chair, Program Review Committee  
Elizabeth Shaye Hope, Co-Chair, Faculty Evaluation and Improvement of Instruction  
Committee  
Erin Schrepfer, Co-Chair, Faculty Evaluation and Improvement of Instruction 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  
Victoria Myers, Assistant Registrar, City Park Campus  
Maria Poche, Assistant Registrar, City Park Campus  
(City Park Campus and Sidney Collier Site)  
Shannon West, College-wide Assistant Registrar  
Assistant Registrar, Sidney Collier Site  
Assistant Registrar, Workforce Development

### 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:** 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  
Reginald Marshall, Chief Information Officer  
Dion Mays, Executive Housekeeper  
Timothy Stamm, Interim Vice Chancellor for Academic Affairs/ Dean, Library Services  
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:**

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  
Reginald Marshall, Chief Information Officer  
Timothy Stamm, Interim Vice Chancellor for Academic Affairs/ Dean, Library Services  
Ronald Russo, Vice Chancellor for Business and Administrative Affairs  
Arthine Powers, Faculty Representative  
Traci Smothers, Executive Assistant to the Chancellor/ Title IX Coordinator  
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:** Alverneece Johnson, 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  
Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

**Members:** Alverneece Johnson, 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 2024-2025 composition is as follows:

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

### **West Bank Campus Committee**

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

Peter Cho, *Chair*, Executive Dean, West Bank Campus  
Angela Camaille, 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 Math  
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  
Angela Camaille, 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 Math  
Jennifer Fernandez, 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  
Angela Camaille, 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 Math  
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.*

Angela Camaille, *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 Math  
Jennifer Fernandez, 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)*

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

## TESTING COUNCIL

### Function of the Testing Council

The Testing Council is responsible for researching and recommending to the College, in collaboration with the 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, 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 Math  
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, Executive Assistant to the Chancellor/ Title IX Coordinator

**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, Dean, Nursing  
Alverneece Johnson, Assistant Director of Student Life  
Karen Laiche, Policy/Accreditation Specialist  
Timothy Stamm, Interim Vice Chancellor for Academic Affairs/ Dean, Library Services  
Tyler Scheuermann, Advancement Coordinator  
Joseph Williams, Coordinator, Disability Services  
Student Representative, Student Government Association  
Manager, Human Resources Information Systems

### 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:**

Maria Andrade, Director, Corporate, Community, and Continuing Education  
Angela Camaille, Director, Instructional Technology, Support and  
Professional Development  
Maria Cisneros, College Registrar  
David Payton, Executive Director, Goldman Sachs 10,000 Small Businesses  
Rick Schwab, Senior Director, Maritime & Industrial Training Center/ Executive  
Director, Advanced Manufacturing  
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 2024-2025**



## COMMITTEE REPORT CALENDAR

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

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

- The Chair of each committee calls the initial committee meeting during August/September and subsequent meetings at regular intervals during the academic year.
- After *each* committee meeting, the Chair submits a [Committee Meeting Report \(Form A\)](#), with attendance sign-in sheets attached, to the Vice Chancellor for Academic Affairs. *At least one Committee Meeting Report Form must be submitted by December 2, 2024.*
- 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 23, 2025**, the Chair provides all meeting report forms and committee recommendation forms to the Vice Chancellor for Academic Affairs.

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



**COMMITTEE MEETING REPORT (FORM A)**

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

TO: Vice Chancellor for Academic 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:**



## Academic and Admission Standards Committee 2024-2025

### 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:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

#### 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:

Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus (2024-2025)  
Wellington Coleman, Instructor, Science, Technology, Engineering, and Math (2024-2025)  
Emmett Davis, Assistant Dean, Business (2024-2027)  
Kathy Favret, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Shawn Llopis, Assistant Professor, Science, Technology, Engineering, and Math (2024-2027)  
Shawnte Lofton, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Melanie Martin, Academic Advisor, Business (2024-2027)  
April Noble, Assistant Professor, Science, Technology, Engineering, and Math (2024-2026)  
Sara Strickland, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Nell Toomer, Associate Professor, Business (2024-2026)  
Tiquiena Varnado, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Rachel Wilkerson, Coordinator, Office of Strategic Initiatives (2024-2026)

**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:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

**Ex-Officio Members:** Maria Cisneros, College Registrar  
Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education  
Raymond Duplessis, Dean, Science, Technology, Engineering, and Math  
Jennifer Fernandez, 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 (2024-2027)
- Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math (2024-2027)
- Julie Bell, Professor, Science, Technology, Engineering, and Math (2024-2026)
- Doris Cavey, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)
- Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math (2024-2027)
- Shanna Clevenger, Professor/Librarian (2024-2025)
- Stephanie Collins, Coordinator, Answer Center (2024-2027)
- Cheryl Brown, Professor, Science, Technology, Engineering, and Math (2024-2027)
- Jesse Boyd, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)
- Lauren Carson, Instructor, Liberal Arts, Social Sciences, and Education (2024-2025)
- Ranata Coxie, Administrative Assistant IV, Curriculum, Assessment, and Program Development (2024-2026)
- Emmett Davis, Assistant Dean, Business (2024-2027)
- Phil Denette, Professor, Science, Technology, Engineering, and Math (2024-2027)
- Elga Dextre, Assistant Professor, Construction Arts and Technical Studies (2024-2026)
- Danielle Gandolfo, Associate Professor, Business (2024-2026)
- Kevin George, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)
- Romel Holland, Academic Advisor, City Park Campus (2024-2027)
- Joseph Howard, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)
- Kenya Jackson, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2026)
- Tara LaFrance, Professor, Science, Technology, Engineering, and Math (2024-2025)
- Mavis Larrimer, Assistant Professor, Allied Health (2024-2026)
- Daphne Loney, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)
- Sandra Madison, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2027)

*continued*

**Academic Appeals Committee 2024-2025 (continued)**

Lyle (Chris) McDonald, Associate Professor, Construction Arts and Technical Studies (2024-2025)  
Karen McWilliams, Instructor, Allied Health (2024-2027)  
April Noble, Assistant Professor, Science, Technology, Engineering, and Math (2024-2026)  
Shannon Perkins, Professor, Nursing (2024-2025)  
Rene Randall, Professor, Allied Health (2024-2027)  
Catherine Reitmeyer, Assistant Professor, Allied Health (2024-2025)  
Courtney Rimes-Stortz, Librarian/Professor (2024-2027)  
Stacey Robertson, Director, Student Life/Support (2024-2025)  
Cara Romaguera, Academic Advisor, City Park Campus (2024-2026)  
Thomas Russell, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Shena Sanders, Associate Professor, Nursing (2024-2026)  
Govindarao Sathyamoorthi, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Monica Scheel, Associate Professor, Nursing (2024-2026)  
Paul Speyrer, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Koren Thornton, Administrative Assistant V (2024-2025)  
Tiquena Varnado, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Rachel Wilkerson, Coordinator, Office of Strategic Initiatives (2024-2026)  
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Kelly Williams, Instructor, Allied Health (2024-2025)  
Kenneth Williams, Associate Professor, Construction Arts and Technical Studies (2024-2025)  
Beverly Wiltz, Assistant Professor, Science, Technology, Engineering, and Math (2024-2025)  
Rebecca Zaman, Associate Professor, Science, Technology, Engineering, and Math  
(2024-2026)  
Sharon Ziadeh, Professor, Science, Technology, Engineering, and Math (2024-2025)

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

## Athletics Committee 2024-2025

### 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:** Tamika Duplessis, Associate Vice Chancellor for Student Affairs

**Ex Officio Members:** 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 (2024-2026)  
Gloria Baudouin, Academic Advisor, Allied Health (2024-2027)  
Shalanda Bibbins, Instructor, Business (2024-2027)  
Demetria Bridges, Assistant Registrar, West Bank Campus (2024-2026)  
Joseph Buckley, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Doris Cavey, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Emily Clay, Professional Development Coordinator / Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
John Denstorff, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Melissa Diaz, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Richelle Dinwiddie, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Leslie Falkins, Jr., Instructor, Construction Arts and Technical Studies (2024-2027)  
Elizabeth Feltey, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Gina Ferrara, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Lillie Fleury, Academic Advisor, Nursing (2024-2027)  
Alcindo Frye, Instructor, Construction Arts and Technical Studies (2024-2026)  
Lilian Gamble, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Joel George, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Andrew Gibbs, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Clare Giesen, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Lydia Goellner, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Brett Heintz, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Kenya Jackson, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Tammy Kliebert, Associate Professor, Allied Health (2024-2026)  
Jennifer Kookan, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Brandon Lafon, Assistant Professor,, Business, (2024-2025)  
Jennifer Lang, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Kristopher LaMorte, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Krista Lawrence, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Sheila McDermott, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
James Means, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Tronn Moller, Instructor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Geraldyn Labbe-Morrell, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Jackson Moss, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)

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***Athletics Committee 2024-2025 (continued)***

Sean Munro, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Corey Pellerin, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Hannah Plummer, Academic Advisor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Thomas Russell, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Cristin Favre Sabrio, Assistant Professor, Liberal Arts, Social Sciences, and Education  
(2024-2027)  
Shena Sanders, Associate Professor, Nursing (2024-2026)  
Tyler Scheuermann, Advancement Coordinator (2024-2027)  
Dietra Shedrick, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Mitchell Spead, Assistant Professor, Construction Arts and Technical Studies (2024-2025)  
Paul Speyrer, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Dan Summitt, Associate Professor, Business (2024-2026)  
Koren Thornton, Administrative Assistant V (2024-2025)  
Nell Toomer, Associate Professor, Business (2024-2026)  
Deborah Toscano, Instructor, Liberal Arts, Social Sciences, and Education, (2024-2025)  
Fred Tuhro, Associate Professor, Business (2024-2025)  
Robert Warren, Professor, Business (2024-2026)  
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Elizabeth Wolff, Associate Professor, Nursing (2024-2025)  
Theo Worrell, Professor, Science, Technology, Engineering, and Math (2024-2025)



## 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:** Annie Mader, Professor, Science, Technology, Engineering, and Math

**Executive Officer:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

### 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  
(2024-2026)  
Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus (2024-2026)  
Caitlin Cooper, Associate Professor, Coordinator of Collection Development Management  
and Acquisitions, Library (2024-2025)  
Lesha Coulon, Assistant Dean, Construction Arts and Technical Studies (2024-2027)  
Renee Dalton, Academic Advisor, Science, Technology, Engineering, and Math (2024-2027)  
Andrea Duplechain, Professor, Nursing (2024-2025)  
Leslie Falkins, Jr., Instructor, Construction Arts and Technical Studies (2024-2027)  
Cheryl Green, Professor, Business (2024-2026)  
Natasha Johnson, Associate Professor, Science, Technology, Engineering, and Math  
(2024-2026)  
Tara LaFrance, Professor, Science, Technology, Engineering, and Math  
(2024-2027)  
Annie Mader, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Cara Romaguera, Academic Advisor, City Park Campus (2024-2027)  
Caroline Yarbrough, Professor, Business (2024-2026)  
Rebecca Zaman, Associate Professor, Science, Technology, Engineering, and Math  
(2024-2025)



CATALOG CHANGE SUBMISSION FORM

Date: [ ]

Catalog Year: 2025-2026

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 2024-2025

### 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:** Thomas McQuaid, Professor, Business  
Angela Shoemake, Professor, Nursing

**Executive Officer:** Tamika Duplessis, Associate Vice Chancellor for Student Affairs

**Ex Officio Members:** Scott Borne, Program Manager, Behavioral Intervention and Risk Assessment

#### Committee Members:

Gloria Baudouin, Academic Advisor, Allied Health (2024-2027)  
Vicki Berry, Assistant Professor, Nursing (2024-2027)  
Laila Bicksler, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Demetria Bridges, Assistant Registrar, West Bank Campus (2024-2026)  
Gera Bridgewater, Professor/Librarian, City Park Campus (2024-2027)  
Marilyn Ciolino, Professor, Business (2024-2027)  
Simone Cochran, Assistant Director, Opportunity Youth Initiative (2024-2026)  
Lucy Cornelius, Chancellor's Office Administrator and Liaison, City Park Campus (2024-2027)  
Emmett Davis, Assistant Dean, Business (2024-2027)  
Ty Delger, Professor, Allied Health (2024-2025)  
Ann Burghardt-Dieck, Professor, Nursing (2024-2025)  
Daniel Dupont, Assistant Professor/ Librarian (2024-2026)  
Kathy Favret, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Lillie Fleury, Academic Advisor, Nursing (2024-2027)  
Rachelann Harb, Instructor, Allied Health (2024-2025)  
Jennifer Limon, Professor, Allied Health (2024-2027)  
Kim Gatzke, Professor, Business (2024-2026)  
Daryl Hippensteel, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Cynthia Hoppe, Instructor, Nursing (2024-2027)  
Natasha Johnson, Associate Professor, Science, Technology, Engineering, and Math (2024-2026)  
Jamila Mathews, Instructor, Nursing (2024-2027)  
Michelle McClain, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Sheila McDermott, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Thomas McQuaid, Professor, Business (2024-2025)  
Tronn Moller, Instructor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Fran Norwood, Professor, Business (2024-2027)  
Alicia Quirk, Instructor, Nursing (2024-2026)  
Yolanda Radford, Computer Lab Assistant, School of Business (2024-2026)  
Anne Riley, Assistant Professor, Business (2024-2026)  
Philip Reppel, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Courtney Rimes-Stortz, Librarian/Professor (2024-2027)  
Angela Shoemake, Professor, Nursing (2024-2026)  
Channel Clivens-Smith, Director, Veterans Upward Bound (2024-2027)  
Tiquena Varnado, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Eboness Williams, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Mia Woodroof, Assistant Professor, Nursing (2024-2026)  
Caroline Yarbrough, Professor, Business (2024-2026)  
Carlos Zelaya, Jr., Associate Professor, Science, Technology, Engineering, and Math (2024-2027)

## 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  
Katie Richard, Assistant Professor, Allied Health

**Executive Officer:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

**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  
Rachel Hoormann, Executive Director, Strategic Marketing and Communications  
Traci Smothers, Executive Assistant to the Chancellor/ Title IX Coordinator  
Shannon West, College-wide Assistant Registrar

### Committee Members:

Nelcia Alexis, Assistant Professor, Nursing (2024-2025)  
Abdalla Alnajjar, Assistant Professor, Science, Technology, Engineering, and Math (2024-2027)  
Michael Anding, Instructor, Construction Arts and Technical Studies (2024-2025)  
Crystal Andrews, Instructor, Liberal Arts, Social Sciences, and Education/Director, Hibernia Enrichment  
Center (2024-2025)  
Kimberly Benberry-Jones, Academic Advisor, West Bank Campus (2024-2027)  
Michelle Blue, Instructor, Allied Health (2024-2025)  
Jesse Boyd, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Gera Bridgewater, Professor/Librarian, City Park Campus (2024-2026)  
Cheryl Brown, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Emily Cuti, Instructor, Allied Health (2024-2025)  
Donald Davenport, Professor, Construction Arts and Technical Studies (2024-2026)  
Elga Dextre, Assistant Professor, Construction Arts and Technical Studies (2024-2025)  
Terri Gonzales-Kreisman, Professor, Business (2024-2027)  
Cheryl Green, Professor, Business (2024-2026)  
Brenda Hanegan, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Gina Herrera, Professor, Nursing (2024-2025)  
Pam Kemp, Professor, Nursing (2024-2026)  
Tammy Kliebert, Associate Professor, Allied Health (2024-2026)  
Kristopher LaMorte, Professor, Liberal Arts, Social Sciences, and Education 2024-2026  
Ashanti LaRoche, Professor, Allied Health (2024-2026)  
Krista Lawrence, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Elizabeth Liebert, Assistant Professor, Nursing (2024-2027)  
Laci Leblanc, Instructor, Allied Health (2024-2025)  
Randolph Marinoni, Jr., Associate Professor, Allied Health (2024-2026)  
Jana Martin, Instructor, Nursing (2024-2027)  
Sheila McDermott, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)

*continued*

**Commencement Committee 2024-2025 (continued)**

Karen McWilliams, Instructor, Allied Health (2024-2027)  
Rebecca Mercer, Assistant Professor, Allied Health (2024-2027)  
Jonnie Mose, Professor, Nursing (2024-2026)  
Rene Randall, Professor, Allied Health (2024-2027)  
Anne Riley, Assistant Professor, Business (2024-2027)  
Katie Richard, Assistant Professor, Allied Health (2024-2027)  
Leslie Salinero, Publications Coordinator, City Park Campus (2024-2026)  
Tyler Scheuermann, Advancement Coordinator (2024-2025)  
Diane Sehrt, Professor, Allied Health (2024-2027)  
Dietra Shedrick, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Tenisha Slaughter, Assistant Professor, Construction Arts and Technical Studies (2024-2027)  
Mitchell Spead, Assistant Professor, Construction Arts and Technical Studies (2024-2025)  
Lawrence Stamas, Assistant Professor, Science, Technology, Engineering, and Math (2024-2027)  
Dan Summitt, Associate Professor, Business (2024-2026)  
William Traylor, Professor, Business (2024-2027)  
Fred Tuhro, Associate Professor, Business (2024-2026)  
Richard Vargas, Professor, Construction Arts and Technical Studies (2024-2026)  
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Caroline Yarbrough, Professor, Business (2024-2026)

## 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

**Executive Officer:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

**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  
Jennifer Fernandez, 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  
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, Assistant Professor, Business (2024-2026)  
Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math  
(2024-2027)  
Jennifer Bennett, Assistant Dean, Liberal Arts, Social Sciences, and Education  
(2024-2026)  
Jesse Boyd, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Angela Camaille, Director, Instructional Technology, Support and Professional Development  
(2024-2027)  
Caitlin Cooper, Associate Professor, Coordinator of Collection Development Management and  
Acquisitions, Library (2024-2025)  
Lesha Coulon, Assistant Dean, Construction Arts and Technical Studies (2024-2027)  
Ty Delger, Professor, Allied Health (2024-2026)  
Leslie Falkins, Jr., Instructor, Construction Arts and Technical Studies (2024-2025)

*continued*

**Curriculum Committee 2024-2025 (continued)**

Alcindo Frye, Instructor, Construction Arts and Technical Studies (2024-2026)  
Lilian Gamble, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Janet Gauthier Stephens, Assistant to the Dean, Allied Health (2024-2027)  
Sarah Inman, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Larisia Jones, Associate Professor, Construction Arts and Technical Studies (2024-2025)  
Pam Kemp, Professor, Nursing (2024-2026)  
Tara LaFrance, Professor, Science, Technology, Engineering, and Math  
(2024-2027)  
Shawn Loht, Research Manager (2024-2027)  
Randolph Marinoni, Jr., Associate Professor, Allied Health (2024-2026)  
Alexander McMillen, Assistant Professor, Science, Technology, Engineering, and Math (2024-  
2026)  
Vance Roux, Professor, Business (2024-2027)  
David Sanders, Assistant Professor, Science, Technology, Engineering, and Math  
(2024-2026)  
Michael Santos, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Traci Smothers, Executive Assistant to the Chancellor/ Title IX Coordinator (2024-2025)  
Sara Strickland, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Theodore Walley, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)

## EXCELLENCE IN TEACHING AWARD COMMITTEE

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

**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:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

### Committee Members:

Candace Clanton, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Donald Davenport, Professor, Construction Arts and Technical Studies (2024-2026)  
Mary Dawes, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Terri Diaz, Associate Professor, Allied Health (2024-2027)  
Steven Edwards, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Beatrice Eweni, Professor, Nursing (2024-2026)  
Elizabeth Feltey, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Terri Gonzales-Kreisman, Professor, Business (2024-2027)  
Elizabeth Shaye Hope, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Todd Hymel, Instructor, Science, Technology, Engineering, and Math (2024-2026)  
Kristopher LaMorte, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Mike Majors, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Angela Shoemake, Professor, Nursing (2024-2027)  
Nell Toomer, Associate Professor, Business (2024-2026)  
Michael Toups, Professor, Allied Health (2024-2027)  
Kimberly Uddo, Professor, Nursing (2024-2025)  
Richard Vargas, Professor, Construction Arts and Technical Studies (2024-2026)  
Tiquiena Varnado, Professor, Science, Technology, Engineering, and Math (2024-2026)

### Support Staff:

Tammy Scott, Office Manager, Academic and Student Affairs



## Faculty and Staff Professional Development Committee 2024-2025

### 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  
Staff Co-Chair, TBA

**Executive Officer:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

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

#### Committee Members:

Nelcia Alexis, Assistant Professor, Nursing (2024-2025)

Mary Barrow, Professor, Nursing (2024-2025)

Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math  
(2024-2026)

Simone Cochran, Assistant Director, Opportunity Youth Initiative (2024-2026)

Lucy Cornelius, Chancellor's Office Administrator and Liaison, City Park Campus (2024-2027)

Sara Daigle, Assistant Professor, Science, Technology, Engineering, and Math (2024-2026)

Renee Dalton, Academic Advisor, Science, Technology, Engineering, and Math (2024-2027)

Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math (2024-2026)

Tony DeVillier, Associate Professor, Construction Arts and Technical Studies (2024-2025)

Theresa Dickerson, Assistant Professor, Nursing (2024-2025)

Nikki Dingle, Assistant Director, Recruitment and Outreach (2024-2025)

Richelle Dinwiddie, Assistant Professor, Liberal Arts, Social Sciences, and Education  
(2024-2027)

Dustin Dirickson, Instructor/Librarian (2024-2025)

Jennifer Dupre, Instructor, Construction Arts and Technical Studies (2024-2026)

Gina Ferrara, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2025)

Kevin George, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)

Valeria Hallett, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2026)

Elizabeth Shaye Hope, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)

Crystal Jackson, Answer Center Coordinator (2024-2025)

Robin Johnstone, Instructor, Liberal Arts, Social Sciences, and Education (2024-2026)

Mason Joiner, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2025)

Tracie King, Professor, Science, Technology, Engineering, and Math (2024-2025)

Richard Kleinschmidt, Assistant Professor, Science, Technology, Engineering, and Math (2024-  
2026)

Carla Major, Chief Human Resources Officer (2024-2025)

Alexander McMillen, Assistant Professor, Science, Technology, Engineering, and Math  
(2024-2026)

*continued*

***Faculty and Staff Professional Development Committee 2024-2025 (continued)***

Monica Mankin, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)

Claire McGraw, Instructor, Science, Technology, Engineering, and Math (2024-2026)

Barbaro Medina, Assistant Professor, Science, Technology, Engineering, and Math  
(2024-2026)

Jackson Moss, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)

Cheri Pazos, Instructor, Nursing (2024-2026)

Alfonso Perez, Instructor, Business (2024-2027)

Roxanne Ponson, Administrative Coordinator II, Admissions (2024-2027)

Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)

Audra Rouse, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)

Amanda Rosenzweig, Assistant Dean, Science, Technology, Engineering, and Math  
(2024-2025)

Erin Schrepfer, Instructor, Business (2024-2027)

Koren Thornton, Administrative Assistant V, Workforce Development (2024-2025)

Fred Tuhro, Associate Professor, Business (2024-2026)

Natasha Wedley, Assistant Director, Human Resources (2024-2025)

Kenneth Williams, Sr., Associate Professor, Construction Arts and Technical Studies  
(2024-2027)

Angela Wilson, Associate Professor, Business (2024-2026)

Beverly Wiltz, Assistant Professor, Science, Technology, Engineering, and Math (2024-2025)

Rebecca Zaman, Assistant Professor, Science, Technology, Engineering, and Math (2024-2025)

## Faculty Evaluation and Improvement of Instruction Committee 2024-2025

### FACULTY EVALUATION AND IMPROVEMENT OF INSTRUCTION COMMITTEE

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

**Co-Chairs:** Erin Schrepfer, Assistant Professor, Business  
Elizabeth Shaye Hope, Professor, Liberal Arts, Social Sciences, and Education

**Executive Officer:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

**Ex Officio Members:** Angela Camaille, 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  
Jennifer Fernandez, Dean, Nursing  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/  
Dean, Allied Health  
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies

#### Committee Members:

Habib Ansari, Associate Professor, Science, Technology, Engineering, and Math (2024-2026)  
Stephen Andrus, Assistant Professor, Business (2024-2027)  
Aimee Buckel, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math (2024-2026)  
Diondra DeMolle, Associate Professor, Science, Technology, Engineering, and Math (2024-2027)  
Jennifer Dupre, Instructor, Construction Arts and Technical Studies (2024-2027)  
Kiel Ellis, Associate Professor, Science, Technology, Engineering, and Math (2024-2026)  
Kathy Favret, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Elizabeth Feltey, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Wendy Garretson, Professor, Nursing (2024-2025)  
John Guess, Assistant Professor, Business, (2024-2026)  
John Hill, Professor, Business (2024-2025)  
Elizabeth Shaye Hope, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Linda Hueschen, Assistant Professor, Nursing (2024-2025)  
Michelle McClain, Professor, Science, Technology, Engineering, and Math (2024-2026)  
April Noble, Assistant Professor, Science, Technology, Engineering, and Math (2024-2026)  
Philip Reppel, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Patricia Rome, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Audra Rouse, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Nicholas Simoneaux, Instructor, Science, Technology, Engineering, and Math (2024-2026)  
Erin Schrepfer, Assistant Professor, Business (2024-2027)  
Shelley Tyler, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Kimberly Uddo, Professor, Nursing (2024-2025)  
Erin von Steuben, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Tiquiena Varnado, Professor, Science, Technology, Engineering, and Math (2024-2025)

## 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:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

**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  
Jennifer Fernandez, 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 (2024-2026)

Diondra DeMolle, Associate Professor, Science, Technology, Engineering, and Math  
(2024-2026)

Hannah Plummer, Academic Advisor, Liberal Arts, Social Sciences, and Education (2024-2027)

Nell Toomer, Associate Professor, Business (2024-2026)

## 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:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

**Ex-Officio Member:** Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education  
Elizabeth Duett, Dean, Business  
Raymond Duplessis, Dean, Science, Technology, Engineering, and Math  
Jennifer Fernandez, 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 (2024-2027)  
Habib Ansari, Associate Professor, Science, Technology, Engineering, and Math (2024-2026)  
Peter Cho, Executive Dean, West Bank Campus (2024-2027)  
Wellington Coleman, Instructor, Science, Technology, Engineering, and Math (2024-2025)  
Phil Denette, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Cynthia Hoppe, Professor, Nursing (2024-2027)  
Linda Kelly, Professor, Allied Health (2024-2025)  
Pam Kemp, Professor, Nursing (2024-2026)  
Linda Kieffer, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Tracie King, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Richard Kleinschmidt, Assistant Professor, Science, Technology, Engineering, and Math  
(2024-2026)  
Francesca Langlow, Professor, Allied Health (2024-2025)  
Mavis Larrimer, Assistant Professor, Allied Health (2024-2026)  
Shawn Llopis, Assistant Professor, Science, Technology, Engineering, and Math (2024-2027)  
Melanie Martin, Academic Advisor, Business (2024-2027)  
Claire McGraw, Instructor, Science, Technology, Engineering, and Math (2024-2026)  
M. Karen Menge, Associate Professor, Science, Technology, Engineering, and Math (2024-2027)  
Charlene Shunick, Associate Professor, Science, Technology, Engineering, and Math (2024-2026)  
Erin von Steuben, Associate Professor, Liberal Arts, Social Sciences, and Education  
(2024-2027)  
Angela Wilson, Associate Professor, Business (2024-2027)  
Beverly Wiltz, Associate Professor, Science, Technology, Engineering, and Math  
(2024-2025)  
Rebecca Zaman, Assistant Professor, Science, Technology, Engineering, and Math (2024-2025)  
Sharon Ziadeh, Professor, Science, Technology, Engineering, and Math (2024-2027)

## INSTRUCTIONAL TECHNOLOGY COMMITTEE

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

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

**Executive Officer:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

### Ex-Officio Members:

Angela Camaille, Director, Instructional Technology, Support and Professional Development  
Emily Clay, Professional Development Coordinator  
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  
Reginald Marshall, Chief Information Officer

### Committee Members:

Jordan Adams, Assistant Professor, Science, Technology, Engineering, and Math (2024-2026)  
Laila Bicksler, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Ann Cespedes, Instructor, Science, Technology, Engineering, and Math (2024-2026)  
Leshia Coulon, Assistant Dean, Construction Arts and Technical Studies (2024-2027)  
Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Dustin Dirickson, Instructor/Librarian (2024-2025)  
Jennifer Dupre, Instructor, Construction Arts and Technical Studies (2024-2027)  
Daniel Dupont, Assistant Professor/ Librarian, (2024-2025)  
Kiel Ellis, Associate Professor, Science, Technology, Engineering, and Math (2024-2026)  
Joel George, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Pam Kemp, Professor, Nursing (2024-2025)  
Tracie King, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Beth Lasky, Associate Professor, Business (2024-2026)  
Anne LaVance, Professor, Allied Health (2024-2025)  
Abdulbasit Mahmud, Associate Professor, Business (2024-2025)  
Joanne Majors, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Mike Majors, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Carol McCarthy, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Alexander McMillen, Assistant Professor, Science, Technology, Engineering, and Math (2024-2026)  
Barbaro Medina, Assistant Professor, Science, Technology, Engineering, and Math (2024-2026)  
M. Karen Menge, Associate Professor, Science, Technology, Engineering, and Math (2024-2027)

*continued*

***Instructional Technology Committee 2024-2025 (continued)***

Bailey Nettles, Instructor, Nursing (2024-2027)  
Christopher Nicotera, Instructor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Marceau Ratard, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Amanda Rosenzweig, Assistant Dean, Science, Technology, Engineering, and Math  
(2024-2025)  
Audra Rouse, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
David Sanders, Assistant Professor, Science, Technology, Engineering, and Math  
(2024-2026)  
Dietra Shedrick, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Dai Trang, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Erin von Steuben, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Robert Warren, Professor, Business (2024-2026)  
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Theo Worrell, Professor, Science, Technology, Engineering, and Math (2024-2025)

**MULTICULTURALISM and DIVERSITY COMMITTEE**

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

**Chair:** Erin von Steuben, Professor, 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:**

- Tomeka Black, Academic Advisor, Sidney Collier Site (2024-2027)
- Trenece Black, User Support Services Manager, Office of Information Technology (2024-2026)
- Joseph Buckley, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2026)
- Peter Cho, Executive Dean, West Bank Campus (2024-2027)
- Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math (2024-2025)
- Emily Clay, Professional Development Coordinator/ Professor, Liberal Arts, Social Sciences, and Education (2024-2025)
- Lucy Cornelius, Chancellor’s Office Administrator and Liaison, City Park Campus (2024-2027)
- Caitlin Cooper, Associate Professor, Coordinator of Collection Development Management and Acquisitions, Library (2024-2025)
- Wellington Coleman, Instructor, Science, Technology, Engineering, and Math (2024-2025)
- David Davis, Director, TRIO, City Park Campus (2024-2027)
- Nikki Dingle, Assistant Director, Recruitment and Outreach (2024-2026)
- Daniel Dupont, Assistant Professor/ Librarian (2024-2026)
- Beatrice Eweni, Professor, Nursing (2024-2025)
- Lillie Fleury, Academic Advisor, Nursing (2024-2026)
- Alcindo Frye, Instructor, Construction Arts and Technical Studies (2024-2026)
- Kevin George, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)
- Valeria Hallett, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2026)
- Kenya Jackson, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)
- Linda Kelly, Professor, Allied Health (2024-2025)
- Gerilyn Labbe-Morrell, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2026)
- Ashanti LaRoche, Professor, Allied Health, City Park Campus (2024-2026)
- Daphne Loney, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)
- Sandra Madison, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2027)
- Joanne Majors, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2027)
- Jamila Mathews, Instructor, Nursing (2024-2026)
- John McCammon Instructor, Business (2024-2027)
- James Means, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2026)
- Barbaro Medina, Assistant Professor, Science, Technology, Engineering, and Math (2024-2026)

*continued*



***Multiculturalism and Diversity Committee 2024-2025 (continued)***

Lisa Melson, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Tronn Moller, Instructor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Jacqueline Nesbit, Instructor, Science, Technology, Engineering, and Math (2024-2026)  
Michael Perrone, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Beth Prather, Instructor, Nursing (2024-2025)  
Sandra Prince, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Claude Richard, Instructor, Science, Technology, Engineering, and Math (2024-2026)  
David Sanders, Assistant Professor, Science, Technology, Engineering, and Math  
(2024-2026)  
Shena Sanders, Associate Professor, Nursing (2024-2025)  
Gypsy Schneider, Return of Title IV Funds (R2T4) Coordinator, Student Financial  
Assistance (2024-2025)  
Mitchell Speed, Instructor, Construction Arts and Technical Studies (2024-2025)  
Koren Thornton, Administrative Assistant V (2024-2025)  
Shannon Taplin-Albert, Instructor, Nursing (2024-2026)  
Carlee Travis, Training and Student Outreach Coordinator, Liberal Arts, Social Sciences,  
and Education (2024-2027)  
Shelly Tyler, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Tiquena Varnado, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Erin von Steuben, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Rachel Wilkerson, Coordinator, Office of Strategic Initiatives (2024-2026)  
Theo Worrell, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Rebecca Zaman, Associate Professor, Science, Technology, Engineering, and Math  
(2024-2025)  
Alicia Zimmerman, Instructor, Construction Arts and Technical Studies (2024-2026)

**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:** Timothy Stamm, Interim Vice Chancellor for Academic Affairs/  
Dean, Library Services

**Ex Officio Members:**

Emily Cospers, Dean, Liberal Arts, Social Sciences, and Education  
Elizabeth Duett, Dean, Business/ Coordinator, Assessment and Planning  
Raymond Duplessis, Dean, Science, Technology, Engineering, and Math  
Jennifer Fernandez, 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, Assistant Professor, Business (2024-2027)  
Diondra DeMolle, Associate Professor, Science, Technology, Engineering, and Math  
(2024-2027)  
Leslie Falkins, Jr., Instructor, Construction Arts and Technical Studies (2024-2025)  
Francesca Langlow, Professor, Allied Health (2024-2025)  
Beth Lasky, Associate Professor, Business (2024-2026)  
Mike Majors, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Moira Rheams, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Monica Scheel, Associate Professor, Nursing (2024-2025)  
Angela Shoemake, Professor, Nursing (2024-2025)

## Scholarships and Financial Assistance Committee 2024-2025

### 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:** Tamika Duplessis, Associate Vice Chancellor for Student Affairs

**Ex Officio Members:**

Scott Borne, Program Manager, Behavioral Intervention and Risk Assessment  
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 (2024-2026)  
Nabil Abukhader, Associate Professor, Science, Technology, Engineering, and Math,  
(2024-2027)  
Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus, (2024-2025)  
Sharon Celestine, Instructor, Nursing (2024-2026)  
Peter Cho, Executive Dean, West Bank Campus (2024-2027)  
Shanna Clevenger, Professor/Librarian (2024-2027)  
Lucy Cornelius, Chancellor's Office Administrator and Liaison, City Park Campus (2024-2027)  
Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Bridgette Dufrene, Professor, Nursing (2024-2026)  
Shawnte Lofton, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Alexis Parent-Ferrouillet, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Cynthia Mistretta, Financial Aid Counselor/Scholarship Specialist (2024-2025)  
Beth Prather, Instructor, Nursing (2024-2027)  
Vance Roux, Assistant Professor, Business (2024-2027)  
Gypsy Schneider, Return of Title IV Funds (R2T4) Coordinator, Student  
Financial Assistance (2024-2025)  
Katherine Seghers, Assistant Director, Accounts Receivable (2024-2027)  
Liza Sherman, Director, Opportunity Youth Initiative (2024-2025)  
Tenisha Slaughter, Assistant Professor, Construction Arts and Technical Studies (2024-2027) Channel  
Clivens-Smith, Director, Veterans Upward Bound (2024-2027)  
Nell Toomer, Associate Professor, Business (2024-2026)  
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2024-2026)

## Special Needs and Health Services Committee 2024-2025

### 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:** Tamika Duplessis, Associate Vice Chancellor for Student Affairs

**Ex Officio Members:** Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Alverneece Johnson, Assistant Director of Student Life  
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

#### Committee Members:

Habib Ansari, Associate Professor, Science, Technology, Engineering, and Math (2024-2026)  
Laila Bicksler, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Trenece Black, User Support Services Manager, Office of Information Technology (2024-2026)  
Scott Borne, Program Manager, Behavioral Intervention and Risk Assessment (2024-2027)  
Joseph Buckley, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math (2024-2027)  
Diedre Cloud, Assistant Professor, Nursing (2024-2027)  
Sade Coleman, Assistant Coordinator, Single Stop (2024-2027)  
Caitlin Cooper, Associate Professor, Coordinator of Collection Development Management and Acquisitions, Library (2024-2025)  
Mary Dawes, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Gina Ferrara, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Lillie Fleury, Academic Advisor, Nursing (2024-2027)  
Valeria Hallett, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Judith Halverson, Instructor, Allied Health (2024-2026)  
Tracy Harris, Assistant Professor, Nursing (2024-2027)  
Romel Holland, Academic Advisor, City Park Campus (2024-2027)  
Natasha Johnson, Associate Professor, Science, Technology, Engineering, and Math (2024-2025)  
Linda Kelly, Professor, Allied Health (2024-2025)  
Shawnte Lofton, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Annie Mader, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Robin Matthew, Professor, Allied Health (2024-2025)  
Carol McCarthy, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Lisa Melson, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Geraldyn Labbe-Morrell, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2026)

*continued*

***Special Needs and Health Services Committee 2024-2025 (continued)***

Beth Lasky, Associate Professor, Business (2024-2026)  
Lei Lani Michel, Adult Education, City Park Campus (2024-2027)  
Andrea Murdock, Instructor, Nursing (2024-2027)  
Donald O'Callahan, Assistant Professor (2024-2027)  
Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Alyssa Ransom, Instructor, Science, Technology, Engineering, and Math (2024-2025)  
Amanda Rosenzweig, Assistant Dean, Science, Technology, Engineering, and Math  
(2024-2025)  
Patricia Smart, Professor, Nursing (2024-2025)  
Tiquena Varnado, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Abbey Wallig, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Robin Wegener, Professor, Allied Health (2024-2026)  
Susan Welsh, Professor, Allied Health (2024-2027)  
Elizabeth Williams, Instructor, Nursing (2024-2025)  
Pamdora Williams, Answer Center (2024-2025)

## 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:** Tamika Duplessis, Associate Vice Chancellor for Student Affairs

**Ex Officio Members:** Scott Borne, Program Manager, Behavioral Intervention and Risk Assessment  
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 (2024-2025)  
Abdalla Alnajjar, Assistant Professor, Science, Technology, Engineering, and Math (2024-2026)  
Kimberly Benberry-Jones, Academic Advisor, West Bank Campus (2024-2027)  
Trenece Black, User Support Services Manager, Office of Information Technology (2024-2026)  
Julie Bell, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Vicki Berry, Assistant Professor, Nursing (2024-2027)  
Cheryl Brown, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Aimee Buckel, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Amzad Chowdhury, Associate Professor, Science, Technology, Engineering, and Math (2024-2025)  
Shanna Clevenger, Professor/Librarian (2024-2025)  
Wellington Coleman, Instructor, Science, Technology, Engineering, and Math (2024-2025)  
Lasha Coulon, Assistant Dean, Construction Arts and Technical Studies (2024-2027)  
Ranata Coxie, Administrative Assistant IV, Curriculum, Assessment, and Program Development (2024-2026)  
David Davis, Director, TRIO, City Park Campus (2024-2027)  
Michelle DeLima, Professor, Nursing (2024-2027)  
Elga Dextre, Assistant Professor, Construction Arts and Technical Studies (2024-2026)  
Nikki Dingle, Assistant Director, Recruitment and Outreach (2024-2026)  
Danielle Gandolfo, Professor, Allied Health (2024-2025)  
Etta Haywood, Instructor, Liberal Arts Social Sciences, and Education (2024-2026)  
Linda Hueschen, Assistant Professor, Nursing (2024-2026)  
Sarah Inman, Professor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Linda Kieffer, Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Tammy Kliebert, Associate Professor, Allied Health (2024-2026)

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***Student Grievance Committee 2024-2025 (continued)***

Jennifer Kookan, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Francesca Langlow, Professor, Allied Health (2024-2027)  
Shawn Llopis, Assistant Professor, Science, Technology, Engineering, and Math (2024-2027)  
Daphne Loney, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Ira Mata, Assistant Professor, Construction Arts and Technical Studies (2024-2025)  
Lyle (Chris) McDonald, Associate Professor, Construction Arts and Technical Studies  
(2024-2026)  
Karen McWilliams, Instructor, Allied Health (2024-2027)  
Jonnie Mose, Professor, Nursing (2024-2026)  
Jacqueline Nesbit, Instructor, Science, Technology, Engineering, and Math (2024-2026)  
April Noble, Assistant Professor, Science, Technology, Engineering, and Math (2024-2026)  
Alexis Parent-Ferrouillet, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Marceau Ratard, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Philip Reppel, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Catherine Reitmeyer, Assistant Professor, Allied Health (2024-2025)  
Claude Richard, Instructor, Science, Technology, Engineering, and Math (2024-2026)  
Shena Sanders, Associate Professor, Nursing (2024-2026)  
Monica Scheel, Associate Professor, Nursing (2024-2026)  
Paul Speyrer, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Koren Thornton, Administrative Assistant V (2024-2025)  
Deborah Toscano, Instructor, Liberal Arts, Social Sciences, and Education, (2024-2025)  
Nell Toomer, Associate Professor, Business (2024-2026)  
Dai Trang, Professor, Science, Technology, Engineering, and Math (2024-2027)  
Kenneth Williams, Sr., Associate Professor, Construction Arts and Technical Studies  
(2024-2027)  
Rebecca Zaman, Associate Professor, Science, Technology, Engineering, and Math  
(2024-2026)  
Sharon Ziadeh, Professor, Science, Technology, Engineering, and Math (2024-2025)

**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 2024-2025

### 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:** Alverneece Johnson, Assistant Director of Student Life

**Executive Officer:** Tamika Duplessis, Associate Vice Chancellor for Student Affairs

#### Ex Officio Members:

Scott Borne, Program Manager, Behavioral Intervention and Risk Assessment  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Alverneece Johnson, Assistant Director of Student Life  
Jennifer Fernandez, Dean, Nursing

#### Committee Members:

Jordan Adams, Assistant Professor, Science, Technology, Engineering, and Math (2024-2026)  
Stephen Andrus, Assistant Professor, Business (2024-2025)  
Claudia Butler, Instructor, Nursing (2024-2027)  
Emily Clay, Professional Development Coordinator/ Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Caitlin Cooper, Associate Professor, Coordinator of Collection Development Management and Acquisitions, Library (2024-2026)  
Lesha Coulon, Assistant Dean, Construction Arts and Technical Studies (2024-2027)  
David Davis, Director, TRIO, City Park Campus (2024-2027)  
John Denstorff, Assistant Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Daniel Dupont, Assistant Professor/ Librarian, (2024-2025)  
Lillie Fleury, Academic Advisor, Nursing (2024-2026)  
Stacy Green, Instructor, Nursing (2024-2027)  
Alexander Hamman, Assistant Professor, Business (2024-2025) Brenda Hanegan, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Leigh Hanhart, Professor, Nursing (2024-2025)  
Crystal Jackson, Answer Center (2024-2025)  
Natasha Johnson, Associate Professor, Science, Technology, Engineering, and Math (2024-2026)  
Krista Lawrence, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Carol Leefe, Assistant Professor, Nursing (2024-2025)  
Lyle (Chris) McDonald, Associate Professor, Construction Arts and Technical Studies (2024-2027)  
James Means, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
M. Karen Menge, Associate Professor, Science, Technology, Engineering, and Math (2024-2026)  
Carol Martin-Nelson, Advisor, Student Support Services (2024-2027)  
Christopher Nicotera, Instructor, Liberal Arts, Social Sciences, and Education (2024-2026)  
Hannah Plummer, Academic Advisor, City Park Campus (2024-2027)  
Roxanne Ponson, Administrative Coordinator II, Admissions (2024-2025)  
Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2024-2027)  
Amanda Rosenzweig, Assistant Dean, Science, Technology, Engineering, and Math (2024-2025)  
Erin Schrepfer, Assistant Professor, Business (2024-2027)

*continued*



***Student Organizations and Activities Committee 2024-2025 (continued)***

Charlene Shunick, Associate Professor, Science, Technology, Engineering, and Math  
(2024-2026)  
Elizabeth Marlowe Serpas, Assistant Professor, Nursing (2024-2027)  
Liza Sherman, Director, Opportunity Youth Initiative (2024-2025)  
Nicholas Simoneaux, Instructor, Science, Technology, Engineering, and Math (2024-2026)  
Tenisha Slaughter, Assistant Professor, Construction Arts and Technical Studies (2024-2025)  
Dwanisha Thomas, Instructor, Nursing (2024-2027)  
Koren Thornton, Administrative Assistant V (2024-2025)  
Deborah Toscano, Instructor, Liberal Arts, Social Sciences, and Education, (2024-2025)  
Tiquena Varnado, Professor, Science, Technology, Engineering, and Math (2024-2025)  
Abbey Wallig, Associate Professor, Liberal Arts, Social Sciences, and Education (2024-2025)  
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2024-2026)  
Mia Woodroof, Assistant Professor, Nursing (2024-2026)  
Alicia Zimmerman, Instructor, Construction Arts and Technical Studies (2024-2025)

**V. CALENDARS OF COLLEGE EVENTS**  
**2024-2025**

**2024-2025 ACADEMIC CALENDAR  
DELGADO COMMUNITY COLLEGE**

<https://catalog.dcc.edu/content.php?catoid=56&navoid=8224>

## Timeline for Creating Academic Calendar

|  |   |
|--|---|
| <b>Fall Semester</b>   | 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> . Vice Chancellor for Academic Affairs confirms instructional minutes for students and faculty work days and addresses potential faculty pay calendar changes with the Vice Chancellor for Business and Administrative Affairs, if applicable, in initial draft prior to distribution. |
| <b>Fall Semester</b>   | College Registrar distributes draft of the forthcoming Academic Calendar to Academic and Student Affairs Council for review.  |
| <b>Upon Academic and Student Affairs Council Recommendation for Approval</b> | College Registrar submits forthcoming Academic Calendar recommended for approval by Academic and Student Affairs Council to Vice Chancellor for Academic Affairs.   |
| <b>Upon Vice Chancellor for Academic Affairs' Approval</b>                   | Vice Chancellor for Academic Affairs sends approved Academic Calendar to Human Resources to be submitted to Louisiana Community and Technical College System Office.<br><br>Registrar submits approved Academic Calendar to Catalog Editor and Web Content Specialist for publication.  |
| <b>Upon submission</b>   | 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](#).

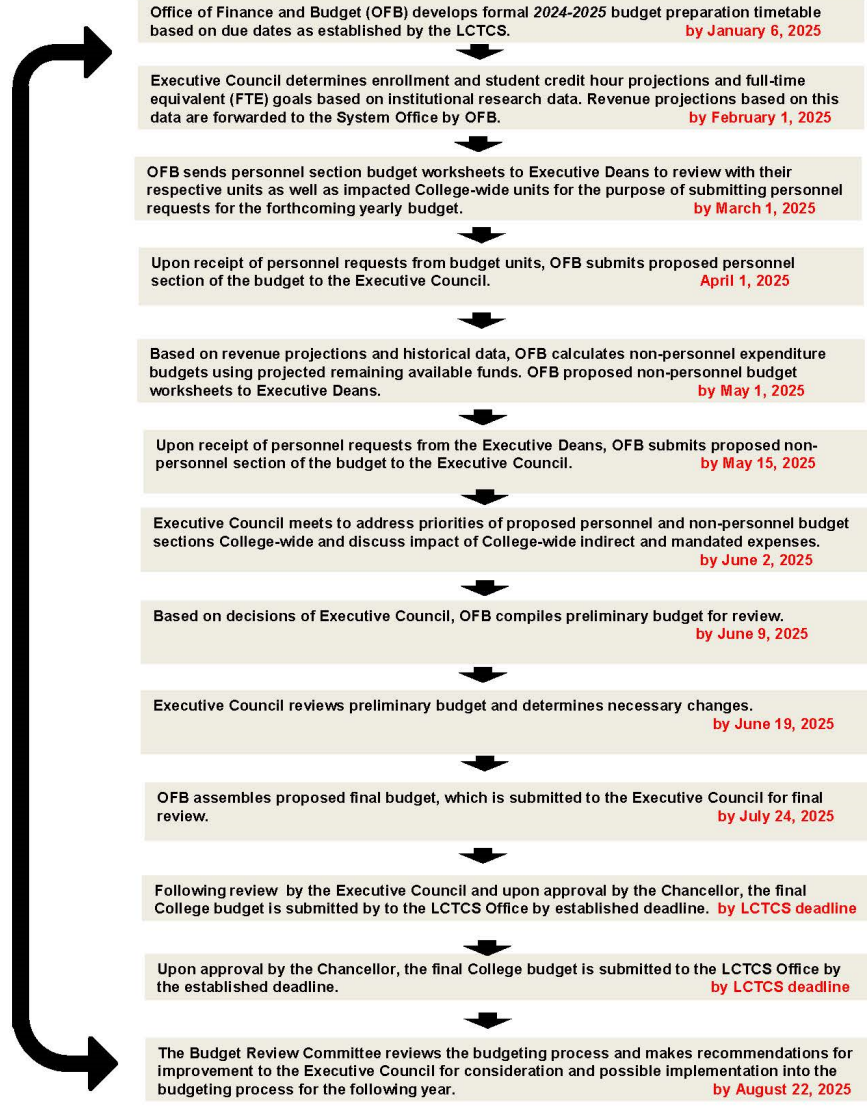
**Contact Information:** School of Liberal Arts, Social Sciences, and Education  
City Park Campus  
Bldg. 1, Rm. 120E  
(504) 671-6535  
[lasse@dcc.edu](mailto:lasse@dcc.edu)

**For More Information:**

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



**2024-2025 BUDGET DEVELOPMENT, REVIEW AND APPROVAL TIMELINE  
for 2025-2026 Budget**



**CATALOG PRODUCTION CALENDAR**  
***DELGADO COMMUNITY COLLEGE CATALOG***  
**2024-2025 Edition**

|                |   |
|----------------|---|
| September 2024 | Initial Meeting of <i>Catalog</i> Committee   |
| February 2025  | Last <i>Catalog</i> Committee Meeting   |
| April 1, 2025  | 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 2025      | Online publishing of new 2025-2026 <i>Catalog</i>   |

**CLASS SCHEDULE PRODUCTION CALENDAR**

**WINTER SESSION 2024 CLASS SCHEDULES**

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

**SPRING 2025 CLASS SCHEDULES**

|                                |  |
|--------------------------------|--|
| <b>Fourth week of August</b>   | Rollover of 2024 Spring Class Schedule to 2025 Spring Class Schedule   |
| <b>First Week of September</b> | Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in Banner system for advanced Spring 2025 registration |

**SUMMER 2025 CLASS SCHEDULES**

|                                |  |
|--------------------------------|--|
| <b>Third Week of January</b>   | Rollover of 2024 Summer Class Schedule to 2025 Summer Class Schedule   |
| <b>Second Week of February</b> | Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in Banner system for advanced Summer 2025 registration |

**FALL 2025 CLASS SCHEDULES**

|                                |  |
|--------------------------------|--|
| <b>Third Week of January</b>   | Rollover of 2024 Fall Class Schedule to 2025 Fall Class Schedule   |
| <b>Second Week of February</b> | Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in Banner system for advanced Fall 2025 registration |

**MAY SESSION 2025 CLASS SCHEDULES**

|                               |  |
|-------------------------------|--|
| <b>Third Week of February</b> | Rollover of 2024 May Session Class Schedule to 2025 May Session Class Schedule   |
| <b>Second Week of March</b>   | Deadline for Deans/Department Chairs to make changes <i>before classes are opened</i> in the Banner system for advanced May Session 2025 registration. |



**COMMENCEMENT CALENDAR**

**Tuesday, December 17, 2024**  
10 a.m.

Fall 2024 Commencement Exercises  
UNO Kiefer Lakefront Arena

**Tuesday, May 20, 2025**  
10 a.m.

Spring 2025 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 Affairs or designee, who reviews qualifications for teaching in specific disciplines. When necessary, department heads/deans will explain and document unusual circumstances in writing.

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

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

**CURRICULUM DEVELOPMENT CALENDAR**  
*(For Academic Year 2025-2026)*

**2024**

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

**August 23 Scheduled meeting of Curriculum Committee**

September 13 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the September 27, 2024 meeting

**September 27 Scheduled meeting of Curriculum Committee**

October 11 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the October 25, 2024 meeting

**October 25 Scheduled meeting of Curriculum Committee**

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

**November 22 Scheduled meeting of Curriculum Committee**

**2025**

January 10 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the January 24, 2025 meeting

**January 24 Scheduled meeting of Curriculum Committee**

March 14 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the March 28, 2025 meeting

**March 28 Scheduled meeting of Curriculum Committee**

April 11 Deadline for proposals to be submitted to Curriculum Office for consideration for possible inclusion at the April 25, 2025 meeting

**April 25 Final scheduled meeting of Curriculum Committee**

August 1 All 2025-2026 curriculum changes implemented contingent upon final approvals

## EVALUATION CALENDAR

### Schedules of Personnel Evaluations 2024-2025

#### Full-Time and Part-Time Faculty Evaluations

|                              |  |
|------------------------------|--|
| September -<br>October 2024  | Supervisors confer with faculty regarding goals if not previously completed. Begin class visits and observe instructional material.  |
| October 29, 2024             | Faculty members submit completed Part B: Faculty Professional Growth submitted to supervisors, if not previously completed.  |
| October 2024 -<br>April 2025 | Faculty members collect documentation of progress toward goals, participate in Classroom Observation where appropriate, and conduct formative evaluations in at least one class during the academic year.          |
| April 1 -<br>June 12, 2025   | Supervisors conduct Final Conference with faculty members, individually or with department.  |
| June 2025                    | Completed faculty evaluation forms due to academic deans by date set by each dean.   |
| June 26, 2025                | Completed LCTCS Full-Time Teaching Faculty Evaluation Forms (Part A, Part B, and Overall Faculty Evaluation Form, and LCTCS Faculty Performance Improvement Plan (if applicable) due in Office of Human Resources. |

#### Administrators and Unclassified Personnel Evaluations

|                                    |  |
|------------------------------------|--|
| <b>Feb. 24, 2025</b>               | Begin evaluations of all administrators and unclassified personnel.      |
| <b>May 26, 2025</b>                | Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor |
| <b>No later than June 26, 2025</b> | Evaluations submitted to Human Resources                                 |

#### Civil Service Classified Personnel Evaluations

Information regarding evaluation of classified employees is available on the [Classified Employees Continuous Performance Management \(CPM\)](#) web page.

##### Yearly Timeframe

- Evaluations are based on performance in each calendar year 1/1 – 12/31
- Planning sessions are to be completed between 1/1 and 3/1 of each calendar year
- Evaluations are to be completed between 1/1 and no later than 3/1 of the following calendar year

##### Important Dates

|                      |  |
|----------------------|--|
| 7/1/2023 – 6/30/2023 | <b>FY 2023-2024 Performance Evaluation System (PES) Year</b>                     |
| 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 2024 Transition Performance Period                       |
| 10/15/2024           | Agency Reviewer deadline to render decision                                      |
| 7/1/2024 – 12/31/24  | <b>2024 Transition Performance Period</b>  |
| 7/1/2024 – 12/31/24  | Evaluation period for completed Transition Performance Year                      |
| 12/6/24              | Transition Performance Evaluations due to Human Resources.                       |
| 1/1/25 – 12/31/25    | <b>2025 Continuous Performance Management (CPM) Year</b>                         |
| 1/1/25 – 3/1/25      | CPM Planning period for 2025 Performance Year                                    |
| 1/1/26 – 3/1/26      | Evaluation period for completed 2025 CPM Performance Year                        |
| 3/16/26              | Request for Agency Review deadline to HR for 2025 CPM Performance Year           |
| 4/16/26              | 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 2024 Semester](#)

**Final Exam Schedule for Spring 2025 Semester**

*Available Upon Publication of Spring 2025 Student Handbook*

**Final Exam Schedule for Summer 2025 Session**

*Available Upon Publication of Summer 2025 Student Handbook*

## HEALTH & OTHER INSURANCE—ANNUAL ENROLLMENT PERIOD

### **The Month of October 2024**

Deadline for making changes to all insurance benefits for 2025 Calendar Year.

More information on *Available Insurance Benefits for Calendar Year 2025* will be available during the Open Enrollment Period in October 2024 and will be published on the following webpage at that time:

[Office of Human Resources Employee Benefits](#)

**DELGADO COMMUNITY COLLEGE  
2024 HOLIDAY SCHEDULE**

Please be advised that each institution of higher education designates fourteen (14) legal holidays per calendar year to be observed by all its employees. Holidays declared by the Governor or named in Civil Service Rules do not apply to Delgado employees. The dates below for the calendar year 2024 reflect the holidays on which the College is closed.

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

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

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

**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.

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

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 2027 Calendar Year Holiday Schedule

|  |   |
|--|---|
| Fall 2024  | The Initial Draft of the 2027 Calendar Year Holiday Schedule is developed by the Policy Office based on prior year holiday schedules and with input from the Vice Chancellor for Business and Administrative Affairs. |
| Following Initial Draft's Development  | The Initial Draft of the 2027 Calendar Year Holiday Schedule is reviewed by the Academic and Student Affairs (ASA) Council.   |
| Upon Recommendation by the Academic and Student Affairs Council                            | Following ASA Council review, the Draft 2027 Calendar Year Holiday Schedule is reviewed by Human Resources and the Business and Administrative Council.   |
| Upon Recommendation by Human Resources and the Business and Administrative Affairs Council | The Draft 2027 Calendar Year Holiday Schedule is reviewed by the College Council.   |
|  | Upon review and approval by the College Council, the Chief Human Resources Officer submits the 2027 Calendar Year Holiday Schedule to LCTCS System Office.  |

**INVENTORY CALENDAR**

|                              |  |
|------------------------------|--|
| <b>September 2024</b>        | Inventory Training Sessions  |
| <b>October 2024</b>          | Printout for Inventory of Moveable Property distributed to Property Supervisors                            |
| <b>January 15, 2025</b>      | Completed Inventory Reports returned to Property Control Office  |
| <b>February 1 – 28, 2025</b> | Inventory Reports reviewed   |
| <b>March 4, 2025</b>         | Discrepancies from original Inventory Report returned to Property Location Supervisors for “Spring Search” |
| <b>April 5, 2025</b>         | “Spring Search” results to Property Control Office   |
| <b>June 3, 2025</b>          | Inventory Report submitted to Louisiana Property Assistance Agency (L.P.A.A.)                              |

## LIBRARY CALENDAR

*For the All College Library Locations:*

***City Park Campus, West Bank Campus, Sidney Collier Site, and River City Site***

### **2024 Fall Semester**

**November 25, 2024** Final date for faculty to return or renew all library books and materials

**December 11, 2024** Final date for students to return all library books and materials

### **2025 Spring Semester**

***April 1, 2025*** *Final date for submitting requests for purchase of library materials for academic year 2024-2025*

**April 28, 2025** Final date for faculty to return or renew all library books and materials

**May 14, 2025** Final date for students to return all library books and materials

### **2025 Summer Session**

**July 15, 2025** Final date for faculty to return or renew all library books and materials

**July 29, 2025** 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 2024-2025**

### **OPERATIONAL GUIDELINES PUBLICATION CALENDAR**

|                                       |   |
|---------------------------------------|---|
| <b>March-April, 2025</b>              | Office of the Vice Chancellor for Academic Affairs sends out email requests for faculty and staff to submit committee membership references for 2025-2026 academic year.  |
| <b>June 1, 2025</b>                   | Deadline for all calendar information to be sent to Policy Office as it should appear in the <i>2025-2026 Operational Guidelines</i> .  |
| <b>June 15, 2025</b>                  | Office of the Vice Chancellor for Academic Affairs submits committee and Council assignment list to Policy Office for inclusion in the <i>2025-2026 Operational Guidelines</i> .  |
| <b>Prior to Fall Convocation Week</b> | Policy Office prepares publication for Vice Chancellor for Academic and Student Affairs' final approval and subsequent electronic publication.  |
| <b>Fall Convocation Week</b>          | Policy Office electronically notifies faculty and staff members regarding <i>Operational Guidelines</i> ' availability on College's web site.   |
| <b>Through Academic Year</b>          | Policy Office works with Committee Chairs regarding any membership requests or changes throughout the academic year, and with responsible departments regarding any updates in calendars or other sections of the <i>Operational Guidelines</i> throughout the academic year. |

## Banner Pay Calendar Year 2024

January 2024 – December 2024

| January  | February      | March     |           |           |               |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
|--|---------------|-----------|-----------|-----------|---------------|----|----|----------|---|---|----|----|-----------|----|-----------|-----------|----|----|----|-----------|----|-----------|---------------|----|----|----|-----------|----|-----------|----|----|----|----|--|--|--|--|--|---|---|---|---|---|----------|--------------|---|---|---|----------|----|---------------|----|-----------|----|----|-----------|----|-----------|----|----|----|----|-----------|----|-----------|----|----|----|-----------|---------------|----|---|----------|----------|---|---|---|----------|---|----------|----------|----|----|----|----------|-----------|-----------|----|----|----|----|-----------|----|----|-----------|----|-----------|-----------|-----------|-----------|-----------|----|----|----|----|-----------|----|----|--|--|--|--|--|--|---|
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|  | <b>1</b>      | 2         | 3         | 4         | 5             | 6  |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>7</b>   | 8             | 9         | 10        | 11        | <b>12</b>     | 13 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 14   | <b>15</b>     | 16        | 17        | 18        | 19            | 20 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>21</b>  | 22            | 23        | 24        | 25        | <b>26</b>     | 27 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 28   | 29            | 30        | 31        |           |               |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
|  |               | 1         | 2         | 3         |               |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>4</b>   | 5             | 6         | 7         | 8         | <b>9</b>      | 10 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 11   | 12            | <b>13</b> | 14        | 15        | 16            | 17 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>18</b>  | 19            | 20        | 21        | 22        | <b>23</b>     | 24 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 25   | 26            | 27        | 28        | 29        |               |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
|  |               |           |           |           | 1             | 2  |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>3</b>   | 4             | 5         | 6         | 7         | <b>8</b>      | 9  |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 10   | 11            | 12        | 13        | 14        | 15            | 16 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 17   | 18            | 19        | 20        | 21        | <b>22</b>     | 23 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 24   | 25            | 26        | 27        | 28        | <b>29</b>     | 30 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 31   |               |           |           |           |               |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td><b>14</b></td><td>15</td><td>16</td><td>17</td><td>18</td><td><b>19</b></td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td><b>28</b></td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>   |               | 1         | 2         | 3         | 4             | 5  | 6  | 7        | 8 | 9 | 10 | 11 | 12        | 13 | <b>14</b> | 15        | 16 | 17 | 18 | <b>19</b> | 20 | 21        | 22            | 23 | 24 | 25 | 26        | 27 | <b>28</b> | 29 | 30 |    |    |  |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td><del>12</del></td><td>13</td><td>14</td><td>15</td><td>16</td><td><b>17</b></td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td><b>26</b></td><td>27</td><td>28</td><td>29</td><td>30</td><td><b>31</b></td><td></td></tr> </table>  |  |  | 1 | 2 | 3 | 4 |   | 5        | 6            | 7 | 8 | 9 | 10       | 11 | <del>12</del> | 13 | 14        | 15 | 16 | <b>17</b> | 18 | 19        | 20 | 21 | 22 | 23 | 24        | 25 | <b>26</b> | 27 | 28 | 29 | 30        | <b>31</b>     |    | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td><b>9</b></td><td>10</td><td>11</td><td>12</td><td>13</td><td><b>14</b></td><td>15</td></tr> <tr><td>16</td><td><b>17</b></td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td><b>23</b></td><td>24</td><td>25</td><td>26</td><td>27</td><td><b>28</b></td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> |          |          |   |   |   |          | 1 | 2        | 3        | 4  | 5  | 6  | 7        | 8         | <b>9</b>  | 10 | 11 | 12 | 13 | <b>14</b> | 15 | 16 | <b>17</b> | 18 | 19        | 20        | 21        | 22        | <b>23</b> | 24 | 25 | 26 | 27 | <b>28</b> | 29 | 30 |  |  |  |  |  |  |   |
|  | 1             | 2         | 3         | 4         | 5             | 6  |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 7  | 8             | 9         | 10        | 11        | 12            | 13 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>14</b>  | 15            | 16        | 17        | 18        | <b>19</b>     | 20 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 21   | 22            | 23        | 24        | 25        | 26            | 27 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>28</b>  | 29            | 30        |           |           |               |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
|  |               | 1         | 2         | 3         | 4             |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 5  | 6             | 7         | 8         | 9         | 10            | 11 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <del>12</del>  | 13            | 14        | 15        | 16        | <b>17</b>     | 18 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 19   | 20            | 21        | 22        | 23        | 24            | 25 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>26</b>  | 27            | 28        | 29        | 30        | <b>31</b>     |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
|  |               |           |           |           |               | 1  |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 2  | 3             | 4         | 5         | 6         | 7             | 8  |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>9</b>   | 10            | 11        | 12        | 13        | <b>14</b>     | 15 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 16   | <b>17</b>     | 18        | 19        | 20        | 21            | 22 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>23</b>  | 24            | 25        | 26        | 27        | <b>28</b>     | 29 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 30   |               |           |           |           |               |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td><b>4</b></td><td>5</td><td>6</td></tr> <tr><td><b>7</b></td><td>8</td><td>9</td><td>10</td><td>11</td><td><b>12</b></td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td><b>21</b></td><td><del>22</del></td><td>23</td><td>24</td><td>25</td><td><b>26</b></td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;"><b>*10ME Return Fall 2024</b></p> |               | 1         | 2         | 3         | <b>4</b>      | 5  | 6  | <b>7</b> | 8 | 9 | 10 | 11 | <b>12</b> | 13 | 14        | 15        | 16 | 17 | 18 | 19        | 20 | <b>21</b> | <del>22</del> | 23 | 24 | 25 | <b>26</b> | 27 | 28        | 29 | 30 | 31 |    |  |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td><td></td></tr> <tr><td><b>4</b></td><td><del>5</del></td><td>6</td><td>7</td><td>8</td><td><b>9</b></td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td><b>18</b></td><td>19</td><td>20</td><td>21</td><td>22</td><td><b>23</b></td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p style="text-align: center;"><b>*9ME 20 Deduct Free 08/23/2024*</b></p> |  |  | 1 | 2 | 3 |   |   | <b>4</b> | <del>5</del> | 6 | 7 | 8 | <b>9</b> | 10 | 11            | 12 | 13        | 14 | 15 | 16        | 17 | <b>18</b> | 19 | 20 | 21 | 22 | <b>23</b> | 24 | 25        | 26 | 27 | 28 | 29        | 30            | 31 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><b>1</b></td><td><b>2</b></td><td>3</td><td>4</td><td>5</td><td><b>6</b></td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td><b>15</b></td><td>16</td><td>17</td><td>18</td><td>19</td><td><b>20</b></td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td><b>29</b></td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>   | <b>1</b> | <b>2</b> | 3 | 4 | 5 | <b>6</b> | 7 | 8        | 9        | 10 | 11 | 12 | 13       | 14        | <b>15</b> | 16 | 17 | 18 | 19 | <b>20</b> | 21 | 22 | 23        | 24 | 25        | 26        | 27        | 28        | <b>29</b> | 30 |    |    |    |           |    |    |  |  |  |  |  |  |   |
|  | 1             | 2         | 3         | <b>4</b>  | 5             | 6  |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>7</b>   | 8             | 9         | 10        | 11        | <b>12</b>     | 13 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 14   | 15            | 16        | 17        | 18        | 19            | 20 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>21</b>  | <del>22</del> | 23        | 24        | 25        | <b>26</b>     | 27 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 28   | 29            | 30        | 31        |           |               |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
|  |               | 1         | 2         | 3         |               |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>4</b>   | <del>5</del>  | 6         | 7         | 8         | <b>9</b>      | 10 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 11   | 12            | 13        | 14        | 15        | 16            | 17 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>18</b>  | 19            | 20        | 21        | 22        | <b>23</b>     | 24 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 25   | 26            | 27        | 28        | 29        | 30            | 31 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>1</b>   | <b>2</b>      | 3         | 4         | 5         | <b>6</b>      | 7  |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 8  | 9             | 10        | 11        | 12        | 13            | 14 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>15</b>  | 16            | 17        | 18        | 19        | <b>20</b>     | 21 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 22   | 23            | 24        | 25        | 26        | 27            | 28 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>29</b>  | 30            |           |           |           |               |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td><b>13</b></td><td>14</td><td>15</td><td>16</td><td>17</td><td><b>18</b></td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td><b>27</b></td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>   |               |           | 1         | 2         | 3             | 4  | 5  | 6        | 7 | 8 | 9  | 10 | 11        | 12 | <b>13</b> | 14        | 15 | 16 | 17 | <b>18</b> | 19 | 20        | 21            | 22 | 23 | 24 | 25        | 26 | <b>27</b> | 28 | 29 | 30 | 31 |  |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td><b>10</b></td><td>11</td><td>12</td><td>13</td><td>14</td><td><b>15</b></td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td><b>24</b></td><td>25</td><td>26</td><td>27</td><td><b>28</b></td><td><del>29</del></td><td>30</td></tr> </table>   |  |  |   |   |   | 1 | 2 | 3        | 4            | 5 | 6 | 7 | 8        | 9  | <b>10</b>     | 11 | 12        | 13 | 14 | <b>15</b> | 16 | 17        | 18 | 19 | 20 | 21 | 22        | 23 | <b>24</b> | 25 | 26 | 27 | <b>28</b> | <del>29</del> | 30 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td><b>8</b></td><td>9</td><td>10</td><td>11</td><td>12</td><td><b>13</b></td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td><b>24</b></td><td><b>25</b></td><td><b>26</b></td><td><b>27</b></td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>  |          | 1        | 2 | 3 | 4 | 5        | 6 | 7        | <b>8</b> | 9  | 10 | 11 | 12       | <b>13</b> | 14        | 15 | 16 | 17 | 18 | 19        | 20 | 21 | 22        | 23 | <b>24</b> | <b>25</b> | <b>26</b> | <b>27</b> | 28        | 29 | 30 | 31 |    |           |    |    |  |  |  |  |  |  |   |
|  |               | 1         | 2         | 3         | 4             | 5  |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 6  | 7             | 8         | 9         | 10        | 11            | 12 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>13</b>  | 14            | 15        | 16        | 17        | <b>18</b>     | 19 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 20   | 21            | 22        | 23        | 24        | 25            | 26 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>27</b>  | 28            | 29        | 30        | 31        |               |    |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
|  |               |           |           |           | 1             | 2  |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 3  | 4             | 5         | 6         | 7         | 8             | 9  |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>10</b>  | 11            | 12        | 13        | 14        | <b>15</b>     | 16 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 17   | 18            | 19        | 20        | 21        | 22            | 23 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>24</b>  | 25            | 26        | 27        | <b>28</b> | <del>29</del> | 30 |    |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
|  | 1             | 2         | 3         | 4         | 5             | 6  | 7  |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>8</b>   | 9             | 10        | 11        | 12        | <b>13</b>     | 14 | 15 |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| 16   | 17            | 18        | 19        | 20        | 21            | 22 | 23 |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |
| <b>24</b>  | <b>25</b>     | <b>26</b> | <b>27</b> | 28        | 29            | 30 | 31 |          |   |   |    |    |           |    |           |           |    |    |    |           |    |           |               |    |    |    |           |    |           |    |    |    |    |  |  |  |  |  |   |   |   |   |   |          |              |   |   |   |          |    |               |    |           |    |    |           |    |           |    |    |    |    |           |    |           |    |    |    |           |               |    |   |          |          |   |   |   |          |   |          |          |    |    |    |          |           |           |    |    |    |    |           |    |    |           |    |           |           |           |           |           |    |    |    |    |           |    |    |  |  |  |  |  |  |   |

**ADJUNCT TEACHING/PART-TIME AGREEMENT PAY DATES\***  
**FALL 2024**

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

**FALL 2024 - REGULAR SEMESTER**

Friday, September 20, 2024 (1/7<sup>th</sup> of agreement pay)

Friday, October 4, 2024 (1/7<sup>th</sup> of agreement pay)

Friday, October 18, 2024 (1/7<sup>th</sup> of agreement pay)

Friday, November 1, 2024 (1/7<sup>th</sup> of agreement pay)

Friday, November 15, 2024 (1/7<sup>th</sup> of agreement pay)

Friday, November 29, 2024 (1/7<sup>th</sup> of agreement pay)

Friday, December 13, 2024 (1/7<sup>th</sup> of agreement pay)

**FALL 2024 - 8-WEEK SESSION 1**

Friday, September 20, 2024 (1/4<sup>th</sup> of agreement pay)

Friday, October 4, 2024 (1/4<sup>th</sup> of agreement pay)

Friday, October 18, 2024 (1/4<sup>th</sup> of agreement pay)

Friday, November 1, 2024 (1/4<sup>th</sup> of agreement pay)

**FALL 2024 - 8-WEEK SESSION 2**

Friday, November 1, 2024 (1/4<sup>th</sup> of agreement pay)

Friday, November 15, 2024 (1/4<sup>th</sup> of agreement pay)

Friday, November 29, 2024 (1/4<sup>th</sup> of agreement pay)

Friday, December 13, 2024 (1/4<sup>th</sup> of agreement pay)

**FALL 2024 - 12-WEEK SESSION**

Friday, October 4, 2024 (1/6<sup>th</sup> of agreement pay)

Friday, October 18, 2024 (1/6<sup>th</sup> of agreement pay)

Friday, November 1, 2024 (1/6<sup>th</sup> of agreement pay)

Friday, November 15, 2024 (1/6<sup>th</sup> of agreement pay)

Friday, November 29, 2024 (1/6<sup>th</sup> of agreement pay)

Friday, December 13, 2024 (1/6<sup>th</sup> of agreement pay)

**FALL 2024 – WINTER SESSION**

Friday, January 10, 2025 (full agreement pay)

**ADJUNCT TEACHING/PART-TIME AGREEMENT PAY DATES\***  
**SPRING 2025**

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

**SPRING 2025 – REGULAR SEMESTER**

Friday, February 21, 2025 (1/7<sup>th</sup> of agreement pay)

Friday, March 7, 2025 (1/7<sup>th</sup> of agreement pay)

Friday, March 21, 2025 (1/7<sup>th</sup> of agreement pay)

Friday, April 4, 2025 (1/7<sup>th</sup> of agreement pay)

Friday, April 18, 2025 (1/7<sup>th</sup> of agreement pay)

Friday, May 2, 2025 (1/7<sup>th</sup> of agreement pay)

Friday, May 16, 2025 (1/7<sup>th</sup> of agreement pay)

**SPRING 2025 - 8-WEEK SESSION 1**

Friday, February 21, 2025 (1/4<sup>th</sup> of agreement pay)

Friday, March 7, 2025 (1/4<sup>th</sup> of agreement pay)

Friday, March 21, 2025 (1/4<sup>th</sup> of agreement pay)

Friday, April 4, 2025 (1/4<sup>th</sup> of agreement pay)

**SPRING 2025 - 8-WEEK SESSION 2**

Friday, April 4, 2025 (1/4<sup>th</sup> of agreement pay)

Friday, April 18, 2025 (1/4<sup>th</sup> of agreement pay)

Friday, May 2, 2025 (1/4<sup>th</sup> of agreement pay)

Friday, May 16, 2025 (1/4<sup>th</sup> of agreement pay)

**SPRING 2025 - 12-WEEK SESSION**

Friday, March 7, 2025 (1/6<sup>th</sup> of agreement pay)

Friday, March 21, 2025 (1/6<sup>th</sup> of agreement pay)

Friday, April 4, 2025 (1/6<sup>th</sup> of agreement pay)

Friday, April 18, 2025 (1/6<sup>th</sup> of agreement pay)

Friday, May 2, 2025 (1/6<sup>th</sup> of agreement pay)

Friday, May 16, 2025 (1/6<sup>th</sup> of agreement pay)

**SPRING 2025 – MAY SESSION**

Friday, June 13, 2025 (full agreement pay)



## FACULTY SUMMER SESSION PAYROLL CALENDAR

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

### **Allied Health Summer Session 2025 – Full-Time Faculty on *Summer Service Employment Agreements***

Friday, May 30, 2025 (1/6<sup>th</sup> of agreement pay)  
Friday, June 13, 2025 (1/6<sup>th</sup> of agreement pay)  
Friday, June 27, 2025 (1/6<sup>th</sup> of agreement pay)  
Friday, July 11, 2025 (1/6<sup>th</sup> of agreement pay)  
Friday, July 25, 2025 (1/6<sup>th</sup> of agreement pay)  
Friday, August 8, 2025 (1/6<sup>th</sup> of agreement pay)

### **Allied Health Summer Session 2025 – Adjunct Faculty on *Part-Time Agreements***

Friday, June 13, 2025 (1/5<sup>th</sup> of agreement pay)  
Friday, June 27, 2025 (1/5<sup>th</sup> of agreement pay)  
Friday, July 11, 2025 (1/5<sup>th</sup> of agreement pay)  
Friday, July 25, 2025 (1/5<sup>th</sup> of agreement pay)  
Friday, August 8, 2025 (1/5<sup>th</sup> of agreement pay)

### **Full-time Faculty on *Summer Service Employment Agreements***

Friday, June 27, 2025 (1/5<sup>th</sup> of agreement pay)\*  
Friday, July 11, 2025 (1/5<sup>th</sup> of agreement pay)\*  
Friday, July 25, 2025 (1/5<sup>th</sup> of agreement pay)\*  
Friday, August 8, 2025 (1/5<sup>th</sup> of agreement pay)\*  
Friday, August 22, 2025 (1/5<sup>th</sup> of agreement pay)\*

*\*Note: Full-time Faculty Summer Service Employment will be paid in 5 installments;  
Full-time Faculty Overloads will be paid in 4 installments as per schedule below.  
The first check of June 27<sup>th</sup> will not include overload pay.*

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

Friday, July 11, 2025 (1/4<sup>th</sup> of agreement pay)\*  
Friday, July 25, 2025 (1/4<sup>th</sup> of agreement pay)\*  
Friday, August 8, 2025 (1/4<sup>th</sup> of agreement pay)\*  
Friday, August 22, 2025 (1/4<sup>th</sup> of agreement pay)\*

## Planning and Assessment Calendar 2024-2025 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.

### *Forthcoming Meeting Dates*

### **Mini-Grant Calendar**

A progress report on the project is due by March 14, 2025, in the Office of the Vice Chancellor for Academic Affairs. Mini-grant projects are expected to be completed by May 22, 2025. 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 13, 2024** Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications.
- October 25, 2024** Deadline to submit Mini-Grant application to the Office of Vice Chancellor for Academic and Student Affairs (VCAA) and a copy to Chair(s) of PDC.
- November 15, 2024** PDC submits prioritized list of final recommendations to the VCAA.
- December 6, 2024** Award Letter and Contract sent by Office of Professional Development with a copy to VCAA and Chair of PDC.
- December 18, 2024** Completed Contract returned to Office of Professional Development.

### **Spring Semester**

- January 14, 2025** Chair or designee of PDC makes formal announcement of recipients.
- February 7, 2025** Deadline for first half funds distribution. (Atypical contract date)
- March 14, 2025** Recipient submits Progress Report to Chair of PDC with copy to VCAA and Director of Professional Development.
- May 22, 2025** Project Completed. Documentation submitted to VCAA with copy to Chair of PDC.
- Following Fall Semester** Mini-grant project results are presented to the appropriate segment of the College (at the Fall Convocation, if possible).

References:

[Mini-Grant Application \(Forms 6311/001, 002, and 003\)](#)

[Mini-Grant Sample Proposal](#)

[Mini-Grant Policy](#)

### **Power of One Internal Giving Campaign Grants Calendar**

A progress report on the project is due by March 14, 2025, in the Office of the Vice Chancellor for Workforce and Institutional Advancement. Power of One projects are expected to be completed by May 22, 2025. 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 13, 2024** Power of One Committee Chair announces deadline to submit Power of One Grant Applications at Fall Convocation.
- October 25, 2024** Deadline to submit Power of One Grant Application to the Chief Communications, Advancement, and Strategic Initiatives Officer.
- November 15, 2024** Power of One Committee submits prioritized list of final recommendations to the Chief Communications, Advancement, and Strategic Initiatives Officer.
- December 6, 2024** Award Letter and Contract is sent by the Chief Communications, Advancement, and Strategic Initiatives Officer, with a copy to Power of One Committee Chair.
- December 18, 2024** Completed Contract returned to the Chief Communications, Advancement, and Strategic Initiatives Officer.

## **Spring Semester**

- January 14, 2025** Power of One Committee Chair makes formal announcement of recipients at Spring Convocation.
- February 7, 2025** Deadline for first half funds distribution. (Atypical contract date)
- March 14, 2025** Recipient submits Progress Report to Power of One Committee Chair with copy to the Chief Communications, Advancement, and Strategic Initiatives Officer.
- May 22, 2025** Project Completed. Documentation submitted to the 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).

References:

- [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 2024-2025

### 2024-2024 PROMOTION-IN-RANK TIMELINE

| <b>DATE</b>                | <b>ACTIVITY</b>  |
|----------------------------|--|
| <b>August 12, 2024</b>     | Vice Chancellor for Academic Affairs distributes current timeline for promotion at Convocation.  |
| <b>October 7, 2024</b>     | Faculty members who wish to apply for promotion submit Verification of Eligibility Form and Verification of Documentation Form to the Dean of the division.  |
| <b>October 14, 2024</b>    | Division Dean reviews Verification of Eligibility and Documentation Forms.   |
| <b>October 28, 2024</b>    | 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 Affairs. The Vice Chancellor for Academic 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.  |
| <b>Nov. 4 – 8, 2024</b>    | Applicants attend workshop on preparation of portfolio.  |
| <b>December 2, 2024</b>    | Faculty Senate representatives, in consultation with the Division Dean develop lists of faculty members eligible to serve on Division Promotion Committees.  |
| <b>January 13-17, 2025</b> | <p>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 Affairs. The Vice Chancellor for Academic Affairs emails the Office of Professional Development's designated Canvas Administrator to request the Division Committee members be given permission to view applicant submissions.</p> <p>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.</p> |
| <b>January 17, 2025</b>    | <p>Faculty members submit Applications for Promotion (three parts), along with promotion portfolios, to Division Deans. When an application is received that is not on Forms 2321/001A, B, and C, the applicant has forfeited their opportunity to apply during the current year.</p> <p>(Note: Supervisor evaluations, student evaluations, and teaching, service, and professional development activities from the current academic year, nor any year prior to the academic year in which the applicant previously applied for the last approved promotion, are NOT to be included in the promotion packet.)</p>  |

***Promotion-In-Rank Timeline 2024-2025 (continued)***

- January 21, 2025** Division Dean sends out notice of first meeting of Division Promotion Committee to elect chair and set meeting dates.
- January 24, 2025** 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 28, 2025** Division Committee Chairs deliver promotion portfolios, with completed Committee Recommendation Forms (Forms 2321/003) by academic rank, to the Division Dean.
- March 7, 2025** **All** portfolios are sent to the Vice Chancellor for Academic Affairs for review by the College Committee. The Vice Chancellor for Academic 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 Affairs.
- March 14, 2025** Vice Chancellor for Academic Affairs holds first meeting of College Promotion-in-Rank Committee, gives charge to Committee, provides all needed documents, including portfolios, and oversees election of chair.
- April 11, 2025** The College Committee makes recommendations on promotions to the Vice Chancellor for Academic Affairs, who reviews recommendations with Chair of the College Committee, and compares the Division Committee Recommendation Form with the College Committee Recommendation Form to determine which portfolios have received a split vote.
- April 18, 2025** Vice Chancellor for Academic Affairs convenes the Academic Affairs Promotion Appeals Council to review portfolios which have received split votes from the Division Committees and the College Committee. The Vice Chancellor for Academic Affairs gives charge to the committee and provides all needed documentation.
- May 2, 2025** The Academic Affairs Promotion Appeals Council re-convenes to discuss recommendations on those portfolios receiving a split vote and to complete the Academic Affairs Promotion Appeals Council Recommendation Form.
- May 9, 2025** The Vice Chancellor for Academic Affairs meets with the Chair of the College Committee to review the Division Committee Recommendation Form, the College Committee Recommendation Form and the Academic Affairs Promotion Appeals Council Recommendation Form, and then compile the final, comprehensive list of recommended promotions and present it to the Chancellor.

***Promotion-In-Rank Timeline 2024-2025 (continued)***

- May 23, 2025** 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 2025** 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**

|                       |   |
|-----------------------|---|
| <b>March 14, 2025</b> | Requisitions \$25,000.01 and over must be complete, i.e.:<br>A. Entered into Banner<br>B. Fully Approved in Banner<br>C. All back-up documentation received |
| <b>April 18, 2025</b> | Requisitions from \$10,000.01 through \$25,000 must be complete.  |
| <b>May 29, 2025</b>   | All requisitions \$10,000 and below must be complete.   |
| <b>June 9, 2025</b>   | All incomplete requisitions will be purged from the system.   |
| <b>June 30, 2025</b>  | End of fiscal year 2024-2025  |

## 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 2024-2025

### 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 2024

- June 26 – Sept. 3, 2024** STEP process and forms available on the College’s website and distributed on each campus/site and through the SGAs.
- Sept. 3, 2024 (Tues)** Proposals due to SGAs, Division Deans and Unit Heads.
- Sept. 4 – 20, 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.
- Sept. 23 – 27, 2024** The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.
- Oct. 4, 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.
- Oct. 11, 2024 (Fri.)** STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.
- Oct. 14 – 18, 2024** The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.
- Oct. 18, 2024 (Fri.)** Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.
- Oct. 21 – Nov. 1, 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.
- Nov. 5, 2024 (Tues.)** Deadline for all proposal originators to receive notification as to whether proposals are funded or not.

## Technology Fee Proposals (STEP) Calendar 2024-2025 (continued)

### Spring 2025

|                              |  |
|------------------------------|--|
| <b>Jan. 6 – Feb. 4, 2025</b> | STEP process and forms available on the College's website and distributed on each campus/site and through the SGAs.  |
| <b>Feb. 4, 2025 (Tues)</b>   | Proposals due to SGAs, Division Deans and Unit Heads.  |
| <b>Feb. 5 – 21, 2025</b>     | 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.                    |
| <b>Feb. 24 - 28, 2025</b>    | The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.  |
| <b>Mar. 7, 2025 (Fri.)</b>   | 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. |
| <b>Mar. 14, 2025 (Fri.)</b>  | STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.  |
| <b>Mar. 17 – 21, 2025</b>    | The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.   |
| <b>Mar. 21, 2025 (Fri.)</b>  | Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.  |
| <b>Mar. 24 – 28, 2025</b>    | <b>Funds allocated to campus/site STEP accounts; requisitions may be entered into the Banner finance system.</b> Numbered hard copy requisitions submitted to Chair, STEP Council.   |
| <b>March 28, 2025 (Fri.)</b> | Deadline for all proposal originators to receive notification as to whether proposals are funded or not.   |

**TEXTBOOK-ORDERING CALENDAR**

**September 30, 2024**

Deadline for Spring 2025 textbook orders

**February 14, 2025**

Deadline for Summer 2025 textbook orders

**March 25, 2025**

Deadline for Fall 2025 textbook orders

**THEATRE SCHEDULE**

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

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

**Location:**

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

**Times:**

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

**More Information:**

[Delgado Theatre](#)

Phone: (504) 671-6616

Facebook, Instagram, Twitter: DCC Theater

## **VI. INFORMATION FLOW CHART**

**INFORMATION FLOW CHART**

|   | <b>Responsibility</b>                       | <b>Author*</b>  | <b>Date</b>                      | <b>Editor*</b>   | <b>Producer*</b>                 | <b>Distribute To</b>                         |
|---|---|---|----------------------------------|--|----------------------------------|--|
| Student Handbook  | Comm, Mktg & PR                             | Associate Vice Chancellor for Student Affairs (AVCSA)       | See Operational Guidelines (OPG) | AVCSA  | Comm, Mktg & PR                  | College Community                            |
| Lab Fees  | Vice Chancellor for Academic Affairs (VCAA) | Curriculum Process  | OPG                              | Director of Curriculum and Program Development (CPD)                     | CPD                              | College Community                            |
| Master Course Inventory   | VCAA  | Curriculum Process  | OPG                              | CPD  | CPD                              | Executive Deans /Academic Deans/Catalog      |
| Master Syllabus File  | VCAA  | Faculty   | OPG                              | Academic Deans   | CPD                              | College Community                            |
| Master Program File   | VCAA  | Division  | OPG                              | CPD  | CPD                              | Registrar/ Academic Deans /Catalog Committee |
| Catalog   | VCAA  | 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**

## 2024-2025 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: TBA  
Faculty: TBA  
Student: TBA

#### Sidney Collier Site

Staff: TBA  
Faculty: TBA  
Student: TBA

#### River City Site

Staff: TBA  
Faculty: Abdulbasit N Mahmud  
Student: TBA

**VIII. 2024-2025  
JUDICIAL AFFAIRS COMMITTEE**

## Judicial Affairs Committee 2024-2025

### 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)*

Ronald Fredin, Associate Professor, Liberal Arts, Social Sciences, and Education

Larisa Jones, Associate Professor, Construction Arts and Technical Studies

Kristopher LaMorte, Professor, Liberal Arts, Social Sciences, and Education

Anne LaVance, Professor, Allied Health (for Nursing cases)

Michelle McClain, Professor, Science, Technology, Engineering, and Math

Tron Moller, Instructor, Liberal Arts, Social Sciences, and Education

Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education

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

Koren Thornton, Administrative Assistant V, Workforce Development

Jerome Williams, Coordinator, Student Accessibility Services

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

SGA Campus Representative

**IX.**  
**2024-2025**  
**FACULTY GRIEVANCE OFFICER**

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

## **X. CONFIDENTIAL ADVISORS**

## CONFIDENTIAL ADVISORS

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

### CITY PARK CAMPUS

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

**Jennifer Fernandez** (504) 571-1442  
Dean, Nursing  
Bldg. 14, Room 1002H  
[jferna@dcc.edu](mailto:jferna@dcc.edu)

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

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

### WORKFORCE DEVELOPMENT

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

### WEST BANK CAMPUS

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

### WEST BANK CAMPUS (continued)

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

### SIDNEY COLLIER SITE

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

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

### RIVER CITY SITE

**Alcindo Frye** (504) 342-3402  
Senior Administrative Coordinator  
Advanced Manufacturing Center  
[afrye@dcc.edu](mailto:afrye@dcc.edu)

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

### ADMINISTRATION-City Park Campus

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