OPERATIONAL GUIDELINES
2018-2019

Calendars, Committees, and Important Information for the Academic Year

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# Operational Guidelines 2018-2019

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

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I. MISSION STATEMENT
Delgado Community College Mission

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

Delgado Community College Vision

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

Delgado Community College Core Values

We, at Delgado Community College, value:

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

Goal I-A Create a Culture of Completion

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

Goal I-B Embrace Excellence in Teaching and Learning

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

Goal I-C Ensure Student Success

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

STRATEGIC GOAL II: Community Engagement

Goal II-A Develop the Emerging Workforce

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

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

STRATEGIC GOAL III: Organizational Effectiveness

Goal III-A  Embrace Cultural Transformation

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

Goal III-B  Ensure Transparency, Efficiency, and Accountability

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

Goal III-C  Ensure a Sustainable College

Objectives:
   III-C.1 Allocate financial resources to align activities with strategic priorities
   III-C.2 Design and implement a systematic approach to grants development and management
   III-C.3 Cultivate a financial aid process that reduces barriers to federal, state, and private student funding
   III-C.4 Create and implement a targeted fund development plan
   III-C.5 Develop and implement a capital campaign for the College
   III-C.6 Building on the comprehensive facilities utilization plan, develop a proactive facilities maintenance schedule
III. COUNCILS
2018-2019 College and Campus Councils
Functions, Membership, and Meetings

FUNCTION OF COLLEGE AND CAMPUS COUNCILS

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

Function of the Academic Affairs Council

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

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

Membership

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

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

Meetings

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

Function of the Admissions Council

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

Membership

Chair: Gwen Boutte, Director of Admissions and Enrollment Services

Members:

Kierra Irvin, Assistant Director, Admissions and Enrollment Services
Kay Mattei, Admissions Coordinator
Koren Thornton, Administrative Supervisor, Charity School of Nursing
Kiedra Williams, Director of Technical Programs, Technical Division
Ana Wilson, International Student Advisor
Dual Enrollment Advisor

Meetings

The Admissions Council meets monthly with special meetings called by the Director of Admissions and Enrollment Services when required.
ADVISORY COUNCIL

Function of the Advising Council

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

Membership

Co-Chairs: Tania Carradine, Director, Advising and Testing  
Chérié Kay LaRocca, Director, RIGHT Path Initiative and Academic Pathways  
Jim Newchurch, Assistant Director, Advising and Testing

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

Meetings

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

Function of the Business and Administrative Affairs Council

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

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

Membership

Chair: Ralph Johnson, Vice Chancellor for Business and Administrative Affairs

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

Meetings

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

Function of the College Council

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

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

Membership

*Chair:* William S. Wainwright, Interim Chancellor

*Staff Support:* Monica Courtiade, Administrative Assistant V

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

Meetings

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

Function of the Deans’ Council

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

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

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

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

Membership

Chair: Harold Gaspard, Dean, Allied Health

Members:

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

Meetings

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

Function of the Department Chair Council

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

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

Membership

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

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

**Members:**
- Sal Anselmo, Associate Professor, Arts and Humanities
- Barry Brantley, Professor, Business and Technology
- Mary Barrow, Professor, Charity School of Nursing
- Cheryl Brown, Professor, Business and Technology
- Chiquilla Brown, Assistant Professor, Charity School of Nursing
- Angela Camaille, Assistant Professor, Arts and Humanities
- Patrick Conroy, Associate Professor, Business and Technology
- Donald Davenport, Associate Professor, Technical Division
- Bridgette Dufrene, Assistant Professor, Charity School of Nursing
- Raymond Duplessis, Assistant to the Dean, Science and Mathematics
- Dorothy Smith-Elder, Assistant Professor, Charity School of Nursing
- Dena Frickey, Professor, Science and Mathematics
- Janet Gauthier-Stephens, Assistant to the Dean, Allied Health
- John Guess, Instructor, Business and Technology
- Elizabeth Shaye Hope, Associate Professor, Communication
- Sarah Inman, Associate Professor, Communication
- Krista Lawrence, Instructor, Business and Technology
- Linda Kieffer, Professor, Arts and Humanities
- Fran Langlow, Professor, Allied Health
- Monica Mankin, Assistant Professor, Communication
- Mark McLean, Assistant Professor, Business and Technology
- Lisa Melson, Professor, Arts and Humanities
- Jackson Moss, Associate Professor, Communication
- Amanda Rosenzweig, Professor, Science & Mathematics
- Vance Roux, Professor, Business and Technology
- Raul Salas, Instructor, Charity School of Nursing
- Erin Sanders, Professor, Arts and Humanities
- Michael Santos, Assistant Professor, Arts and Humanities
- Darlene Williams, Director, Math Lab/ Assistant Professor, Science and Mathematics

**Meetings**

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

Function of the Distance Learning and Instructional Technology Council

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

Membership

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

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

Meetings

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

Function of the Executive Council

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

Membership

Chair: William S. Wainwright, Interim Chancellor

Members:

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

Meetings

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

Function of the Information Systems Council

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

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

Membership

Chair: Thomas Lovince, Assistant Vice Chancellor/Chief Information Officer

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

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

Function of the Planning and Assessment Council

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

Membership

Chair: Patricia Ross, Director, Research and Planning

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

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

Assessment Committee Chairs:
Kathy Favret, Chair, Faculty Evaluation and Improvement of Instruction Committee
TBA, Chair, General Education Assessment Committee
Patricia Ross, Chair, Program Review 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:
- Irma Beltram, Assistant Registrar, West Bank Campus
- Victoria Myers, Assistant Registrar, Sidney Collier Site
- Marie Poche, Assistant Registrar, Charity School of Nursing Campus
- Shannon West, College-wide Assistant Registrar
- Vacant, Assistant Registrar, City Park Campus

Meetings

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

Function of the Safety Council

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

1. Addresses all components of the college-wide safety program, and makes policy and procedural recommendations for improvement on an ongoing basis;

2. Serves as an advisory group to the College Safety and Risk Manager in the coordination of the safety program; and

3. Provides opportunity for representation of Campus/Site Safety Committee issues, challenges and recommendations.

Membership

Chair: Scott St. Pierre, Safety and Risk Manager

Members:

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

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: William S. Wainwright, Interim Chancellor
Chair: Patricia Ross, Director, Research and Planning
Members:
- Peter Cho, Executive Dean, West Bank Campus
- Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
- Tamika Duplessis, Executive Dean, Sidney Collier Site
- Harold Gaspard, Dean, Allied Health
- Elizabeth Shaye Hope, Faculty Senate President
- Ralph Johnson, Vice Chancellor for Business and Administrative Affairs
- Thomas Lovince, Assistant Vice Chancellor/Chief Information Officer
- Mark McLean, Assistant Professor, Business and Technology
- Cheryl Myers, Executive Dean, Charity School of Nursing Campus/Dean of Nursing
- Mostofa Sarwar, Interim Vice Chancellor for Academic Affairs and College Provost
- Traci Smothers, Executive Assistant to the Chancellor/EAE0
- Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Administrative: Karen Laiche, Policy/Accreditation Specialist

Meetings

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

Function of the Student Affairs Council

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

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

Membership

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

Members: Gwen Boutte, College-wide Director of Admissions and Enrollment Services
Tania Carradine, College-wide Director, Advising and Testing
Theresa Degruy, Assistant to the Vice Chancellor for Student Affairs and City Park Campus Executive Dean
Gilda Ebanks, Coordinator, Single Stop USA
Michelle Greco, Director, Enrollment Management
Joseph Scheuermann, Director, Athletics
Mark Simms, Director, Veterans Upward Bound Program
Vacant, Director, Student Support Services

Meetings

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

Function of Student Government Council

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

Membership

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

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

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

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

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

Membership
Composition and duties of the Step Council, Campus STEP Committees, Division STEP Committees, and the College STEP Committee are defined in the College’s Student Technology Enhancement Program (STEP) Fee Proposals policy. The 2018-2019 composition is as follows:

### STEP Council

<table>
<thead>
<tr>
<th>Member</th>
<th>Position/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mostofa Sarwar</td>
<td>Chair, Interim Vice Chancellor for Academic Affairs and College Provost</td>
</tr>
<tr>
<td>Peter Cho</td>
<td>Executive Dean, West Bank Campus</td>
</tr>
<tr>
<td>Arnel Cosey</td>
<td>Vice Chancellor for Student Affairs/Executive Dean, City Park Campus</td>
</tr>
<tr>
<td>Cheryl Myers</td>
<td>Executive Dean, Charity Nursing Campus</td>
</tr>
<tr>
<td>Jeanne Samuel</td>
<td>Dean, DLIT</td>
</tr>
<tr>
<td>Thomas Lovince</td>
<td>Assistant Vice Chancellor/Chief Information Officer</td>
</tr>
<tr>
<td>Arlanda Williams</td>
<td>Vice Chancellor for Workforce and Institutional Advancement</td>
</tr>
<tr>
<td>Faculty Senate President or representative</td>
<td></td>
</tr>
<tr>
<td>Student Affairs Representative</td>
<td></td>
</tr>
</tbody>
</table>

**Students:**
- City Park Campus: Three students TBA
- Charity Nursing Campus: Two students TBA
- West Bank Campus: Two students TBA

**Support Staff:**
Yvette Alexis

### City Park Campus Committee

(Reviews and recommends campus proposals to Campus Executive Dean)

<table>
<thead>
<tr>
<th>Member</th>
<th>Position/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arnel Cosey</td>
<td>Vice Chancellor for Student Affairs/Executive Dean, City Park Campus</td>
</tr>
<tr>
<td>Emily Cosper</td>
<td>Dean, Communication</td>
</tr>
<tr>
<td>Harold Gaspard</td>
<td>Dean, Allied Health</td>
</tr>
<tr>
<td>Patrice Moore</td>
<td>Dean, Arts and Humanities</td>
</tr>
<tr>
<td>Warren Puneky</td>
<td>Dean, Business and Technology</td>
</tr>
<tr>
<td>Jeanne Samuel</td>
<td>Dean, DLIT</td>
</tr>
<tr>
<td>Mostofa Sarwar</td>
<td>Dean, Science and Mathematics</td>
</tr>
<tr>
<td>Timothy Stamm</td>
<td>Dean, Library Services/Executive Director of Curriculum and Program Development</td>
</tr>
<tr>
<td>Arlanda Williams</td>
<td>Vice Chancellor for Workforce and Institutional Advancement</td>
</tr>
<tr>
<td>Information Technology Representative</td>
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<tr>
<td>Student Affairs Representative</td>
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</tr>
<tr>
<td><strong>Faculty Representatives:</strong> Two faculty TBA</td>
<td></td>
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<tr>
<td><strong>Students:</strong> Three students TBA</td>
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</tr>
</tbody>
</table>

### West Bank Campus Committee

(Reviews and recommends campus proposals to Campus Executive Dean)

<table>
<thead>
<tr>
<th>Member</th>
<th>Position/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Cho</td>
<td>Executive Dean, West Bank Campus</td>
</tr>
<tr>
<td>Emily Cosper</td>
<td>Dean, Communication</td>
</tr>
<tr>
<td>Harold Gaspard</td>
<td>Dean, Allied Health</td>
</tr>
<tr>
<td>Patrice Moore</td>
<td>Dean, Arts and Humanities</td>
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<tr>
<td>Warren Puneky</td>
<td>Dean, Business and Technology</td>
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<tr>
<td>Jeanne Samuel</td>
<td>Dean, DLIT</td>
</tr>
<tr>
<td>Mostofa Sarwar</td>
<td>Dean, Science and Mathematics</td>
</tr>
<tr>
<td>Timothy Stamm</td>
<td>Dean, Library Services/Executive Director of Curriculum and Program Development</td>
</tr>
<tr>
<td>Arlanda Williams</td>
<td>Vice Chancellor for Workforce and Institutional Advancement</td>
</tr>
<tr>
<td>Information Technology Representative</td>
<td></td>
</tr>
<tr>
<td>Student Affairs Representative</td>
<td></td>
</tr>
<tr>
<td><strong>Faculty Representative:</strong> Angela Camaille Students: Two Students TBA</td>
<td></td>
</tr>
<tr>
<td>Committee Name</td>
<td>(Reviews and recommends campus proposals to Campus Executive Dean)</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Charity School of Nursing Campus Committee | Cheryl Myers, Executive Dean, Charity Nursing Campus  
Deborah Skevington, Assistant Dean of Nursing  
Jeanne Samuel, Dean, DLIT  
Information Technology Representative  
Student Affairs Representative  
Faculty Representative: Pamela Kemp  
Students: Two Students TBA |
| Delgado Jefferson Site STEP Committee | Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement  
Emily Cosper, Dean, Communication  
Harold Gaspard, Dean, Allied Health  
Patrice Moore, Dean, Arts and Humanities  
Warren Puneky, Dean, Business and Technology  
Jeanne Samuel, Dean, DLIT  
Mostofa Sarwar, Dean, Science and Mathematics  
Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development  
Information Technology Representative  
Student Affairs Representative  
Faculty Representative: TBA  
Students: Two students TBA |
| Delgado Sidney Collier Site STEP Committee | Tamika Duplessis, Executive Dean, Delgado Sidney Collier Site  
Emily Cosper, Dean, Communication  
Harold Gaspard, Dean, Allied Health  
Patrice Moore, Dean, Arts and Humanities  
Warren Puneky, Dean, Business and Technology  
Jeanne Samuel, Dean, DLIT  
Mostofa Sarwar, Dean, Science and Mathematics  
Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement  
Information Technology Representative  
Student Affairs Representative  
Faculty Representative: TBA  
Students: Two students TBA |
| Distance Learning and Technology STEP Committee* | Jeanne Samuel, Dean, Distance Learning and Instructional Technology  
Emily Cosper, Dean, Communication  
Harold Gaspard, Dean, Allied Health  
Patrice Moore, Dean, Arts and Humanities  
Warren Puneky, Dean, Business and Technology  
Mostofa Sarwar, Dean, Science and Mathematics  
Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement  
Information Technology Representative  
Student Affairs Representative  
Faculty Representatives: Amanda Rosenzweig and Elizabeth Feltey  
Students: Two Delgado Online students TBA |
| Division Committees (Review and recommend division proposals to the appropriate Campus STEP Committee) | Dean of Division  
Three Faculty Representatives  
Two Students Majoring in that Division  
Student Affairs Representative |
| College Committee (Reviews and selects college-wide proposals) | Mostofa Sarwar, Chair, STEP Council; Thomas Lovince, Assistant Vice Chancellor/CIO; Jeanne Samuel, Dean, DLIT; 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 the appropriate standardized and computerized nationally-normed academic, certification and assessment instruments. It is also obligated to review current policies and procedures of existing tests and to recommend new testing policies and procedures, including but not limited to fees, structure, programs, college cut-off scores, and procedures followed at each campus and/or site. Council members are charged with the responsibility of informing their departments and other divisions of the College of the various tests offered through the Offices of Testing and Assessment.

Membership

Co-Chairs: Jim Newchurch, Assistant Director, Advising and Testing
TBA, Test Site Coordinator, Advising and Testing

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

Meetings

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

Function of Title IX Council

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

Membership

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

Members:

Scott Borne, Assistant Director of Student Life
Arnel Cosey, Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
Michelle Greco, Director, Enrollment Management
Karen Laiche, Policy/Accreditation Specialist
Cheryl Myers, Executive Dean, Charity School of Nursing Campus/ Dean of Nursing
Brian Rosenthal, Coordinator, Health Services
Courtney Sharp, Manager, Human Resources Information Systems
Joseph Williams, Special Population Advisor, West Bank Campus

Meetings

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

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

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

Membership

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

Members:
Maria Andrade, Interim Director, TAACCCT - Round 4 Grant
Sarah Camania, Director, Restricted Funds
Maria Cisneros, College Registrar
Lesha Coulon, Assistant Dean/ Site Manager - Delgado Jefferson Site
Donald Davenport, Associate Professor, Motor Vehicle Technology
Lauren King, Director, Workforce Development
Victoria Myers, Records Coordinator
David Payton, Executive Director, Goldman Sachs 10,000 Small Businesses
Jeanne Samuel, Dean, Distance Learning and Instructional Technology
Rick Schwab, Senior Director, Maritime & Industrial Training Center
Timothy Stamm, Dean, Library Services/ Executive Director of Curriculum and Program Development
Kim Tubre, Interim Assistant Director, Continuing Education
Ed VanAvery, Executive Director, Advanced Manufacturing
Kiedra Williams, Director of Technical Programs
Representative, Charity School of Nursing Campus
Representative, Sidney Collier Site
Representative, West Bank Campus

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

Meetings

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

Function of the Charity School of Nursing Campus Council

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

Membership

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

Staff Support: Paula Miller, Administrative Assistant V, Charity School of Nursing

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

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

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

Meetings

The Charity School of Nursing Campus Council meets every first and third Thursday at 9:30 a.m., in Room 604, Charity School of Nursing Campus.
IV. COMMITTEES 2018-2019
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. Whenever two or more people come together to accomplish a task, it should be accomplished more effectively because it taps into the power of the collective. ¹

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 3, 2018.

- 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 16, 2019, the Chair provides all meeting report forms and committee recommendation forms to the Vice Chancellor for Academic Affairs.

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

TO: Vice Chancellor for Academic Affairs

FROM: [Chair]

COMMITTEE: [Committee]

TODAY’S DATE: [Date]

The meeting of the Committee was held on:

(date & time) (place)

Agenda Items (Attach Agenda if applicable):

Summary of Activities:

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

Other Comments:

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

**COMMITTEE RECOMMENDATION FORM (Form B)**

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

<table>
<thead>
<tr>
<th>Committee Name:</th>
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<tbody>
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<thead>
<tr>
<th>Today’s Date:</th>
<th>Chair:</th>
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<table>
<thead>
<tr>
<th>Date of Committee Recommendation:</th>
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<table>
<thead>
<tr>
<th>Summary of Voting Results:</th>
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<th>Charge:</th>
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<tr>
<th>Recommendation:</th>
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<thead>
<tr>
<th>Submitted:</th>
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<tbody>
<tr>
<td>Signature of Committee Chair</td>
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<tr>
<th>Decision:</th>
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<tr>
<td>_____ Approved</td>
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<table>
<thead>
<tr>
<th>Signature of Vice Chancellor for Academic Affairs</th>
<th>Date</th>
</tr>
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<tr>
<th>Comments:</th>
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VCAA submits decision to Committee Chair: ________________________ (Date/Initials)

VCAAA submits recommendation to appropriate group for inclusion in appropriate policy, College Catalog, Student Handbook, etc.  
Sent to: ________________________ (Date/Initials)

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

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

Chair: Sara Strickland, Professor, Science and Mathematics

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

Ex Officio Members:

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

Committee Members:

Abdelrahim Ayyad, Assistant Professor, Science and Mathematics (2018-2020)
Amanda Brammer, Associate Professor, Science and Mathematics (2018-2020)
Vernell Briscoe, Associate Professor, Science and Mathematics (2018-2020)
April Noble, Instructor, Science and Mathematics (2018-2021)
Kathy Favret, Associate Professor, Communication (2018-2019)
Elizabeth Feltey, Professor, Communication (2018-2019)
Shirley Jeandron, Associate Professor, Charity School of Nursing (2018-2021)
Christopher LeBlanc, Instructor, Science and Mathematics (2018-2020)
Shawn Llopis, Instructor, Science and Mathematics (2018-2021)
Shawnta Lofton, Associate Professor, Communication (2018-2021)
Kay Mattei, Admissions Coordinator (2018-2020)
Nicole Pananos, Counselor, City Park Campus (2018-2020)
Raul Salas, Course Coordinator, Charity School of Nursing (2018-2020)
Sandra Sanders, Instructor, Charity School of Nursing (2018-2020)
Jeffery Smith, Professor, Science and Mathematics (2018-2020)
Betty Speyrer, Professor, Communication (2018-2021)
Sara Strickland, Professor, Science and Mathematics (2018-2019)
Megan Trainor, Counselor, Answer Center (2018-2021)
ACADEMIC APPEALS COMMITTEE

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

Chair: Cheryl Brown, Professor, Business and Technology

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

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

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

Committee Pool Members:

Crystal Andrews, Instructor, Arts and Humanities/Director, Hibernia Enrichment Center (2018-2021)  
Warren Atkins, Academic/Suspension Advisor, City Park Campus (2018-2020)  
Malene Arnaud-Davis, Professor, Science and Mathematics (2018-2021)  
Abdulrahim Ayyad, Assistant Professor, Science and Mathematics (2018-2020)  
Gloria Baudouin, Academic Advisor, West Bank Campus (2018-2021)  
Julie Bell, Associate Professor, Business and Technology (2018-2020)  
Amanda Brammer, Associate Professor, Science and Mathematics (2018-2020)  
April Noble, Instructor, Science and Mathematics (2018-2021)  
Cheryl Brown, Professor, Business & Technology (2018-2021)  
Jesse Boyd, Assistant Professor, Arts and Humanities (2018-2019)  
Doris Cavey, Assistant Professor, Communication (2018-2020)  
Amzad Chowdhury, Assistant Professor, Science and Mathematics (2018-2020)  
Shanna Clever, Associate Professor/Librarian (2018-2021)  
Emmett Davis, Associate Professor, Business and Technology (2018-2019)  
Edward Drinkert, Assistant Professor, Business and Technology (2018-2020)  
Debra Ducote, Associate Professor, Charity School of Nursing (2018-2019)  
Dania Flores, Instructor, Charity School of Nursing (2018-2020)  
Danielle Gandolfo, Associate Professor, Business and Technology (2018-2020)  
Kevin George, Instructor, Arts and Humanities, (2018-2021)  
Joseph Howard, Assistant Professor, Communication (2018-2021)  
Jacqueline Jones, Professor, Allied Health (2018-2020)  
Tara LaFrance, Assistant Professor, Science and Mathematics (2018-2019)  
Keith Landrum, Assistant Professor, Science and Mathematics (2018-2020)  
Freda Leonard, Associate Professor, Business and Technology (2018-2021)  
Lyle Chris McDonald, Assistant Professor, Technical Division (2018-2019)  
Melanie McHenry, Assistant Professor, Science and Mathematics (2018-2020)  

(continued)
Stephen Peterson, Associate Professor, Science and Mathematics (2018-2019)
Sadhana Ray, Professor, Arts and Humanities (2018-2021)
Renee Randall, Professor, Allied Health (2018-2021)
Vance Roux, Professor, Business and Technology (2018-2021)
Thomas Russell, Associate Professor, Science and Mathematics (2018-2021)
Donna Sanchez-Michael, Assistant Professor, Allied Health (2018-2020)
Shena Sanders, Instructor, Charity School of Nursing (2018-2020)
Govindarao Sathyamoorthi, Professor, Science and Mathematics (2018-2020)
Monica Scheel, Instructor, Charity School of Nursing (2018-2020)
Paul Siragusa, Associate Professor, Business and Technology (2018-2021)
Deborah Skevington, Associate Professor, Charity School of Nursing (2018-2020)
Paul Speyer, Assistant Professor, Science and Mathematics (2018-2020)
Barbara Thomas, Professor, Arts and Humanities (2018-2021)
Koren Thornton, Administrative Supervisor, Admissions, Charity School of Nursing (2018-2019)
Dai Trang, Assistant Professor, Science and Mathematics (2018-2020)
Steve Trichell, Professor, Allied Health (2018-2021)
Richard Vargas, Associate Professor, Technical Division (2018-2021)
Tiquiena Varnado, Professor, Science and Mathematics (2018-2020)
Darlene Williams, Associate Professor, Science and Mathematics (2018-2020)
Kenneth Williams, Assistant Professor, Technical Division (2018-2019)
Lisa Williams, VA Counselor, City Park Campus (2018-2020)
Pamela Windham, Assistant Professor, Science and Mathematics (2018-2021)
Rebecca Zaman, Assistant Professor, Science and Mathematics (2018-2021)

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

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

Chair: Lilian Gamble, Associate Professor, Communication

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

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

Committee Members:
- Jenny Burch, Professor, Arts and Humanities (2018-2020)
- Erica Burns, Associate Professor, Science and Mathematics (2018-2021)
- Doris Cavey, Assistant Professor, Communication (2018-2021)
- Emily Clay, Associate Professor, Communication (2018-2021)
- Melissa Diaz, Professor, Communication (2018-2021)
- Richelle Dinwiddie, Instructor, Communication (2018-2021)
- G. Terry Aime Drolla, Professor, Business and Technology (2018-2020)
- Dorothy Smith-Elder, Associate Professor, Charity School of Nursing (2018-2019)
- Brett Evans, Instructor, Communication (2018-2021)
- Donna Faucheux, Instructor, Business and Technology (2018-2021)
- Cristin Favre, Instructor, Arts and Humanities (2018-2021)
- Marlene Friis, Assistant Professor, Communication (2018-2020)
- Lilian Gamble, Associate Professor, Communication (2018-2021)
- Andrew Gibbs, Instructor, Communication (2018-2021)
- Brett Heintz, Professor, Arts and Humanities (2018-2021)
- Kenya Jackson, Assistant Professor, Arts and Humanities (2018-2021)
- Peter Keller, Assistant Professor, Charity School of Nursing (2018-2019)
- Jennifer Kook, Assistant Professor, Communication (2018-2020)
- Geralyn Labbe-Morrell, Assistant Professor, Communication (2018-2021)
- Jennifer Lang, Associate Professor, Arts and Humanities (2018-2021)
- Freda Leonard, Associate Professor, Business and Technology (2018-2021)
- Sheila McDermott, Instructor, Arts and Humanities (2018-2019)
- Jackson Moss, Associate Professor, Communication (2018-2019)
- Sean Munro, Assistant Professor, Communication (2018-2021)
- Matthew Palumbo, Assistant Professor, Science and Mathematics (2018-2021)
- Dimitri Papadopoulos, Assistant Professor, Science and Mathematics (2018-2020)
- Roxanne Ponson, Administrative Coordinator II, Admissions and Enrollment Services, City Park Campus (2018-2020)
- Thomas Russell, Associate Professor, Science and Mathematics (2018-2021)
- Tyler Scheuermann, Advancement Coordinator (2018-2021)
- Dietra Shedrick, Instructor, Communication (2018-2021)
- Sammi Smith, Assistant Professor, Nursing (2018-2021)
- Koren Thornton, Administrative Supervisor, Admissions, Charity School of Nursing (2018-2020)
- Mary Trosclair, Professor, Charity School of Nursing (2018-2020)
- Fred Tuorro, Associate Professor, Business and Technology (2018-2020)
- Janet Vila, Professor, Science and Mathematics (2018-2021)
- Betty Vix, Assistant Professor, Science and Mathematics (2018-2021)
- Erin von Steuben, Professor, Communication (2018-2020)
- Darlene Williams, Associate Professor, Science and Mathematics (2018-2020)
- William Wilson, Assistant Professor, Technical Division (2018-2021)
- Elizabeth Wolff, Instructor, Charity School of Nursing (2018-2019)
- Leah Wooden, Associate Professor, Science and Mathematics (2018-2020)
CATALOG COMMITTEE

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

Chair/Editor: Christine Mitchell, Professor, Communication

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

Ex Officio Members:

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

Committee Members:

Habiburrahman Ansari, Assistant Professor, Science and Mathematics (2018-2020)
Patricia Brue, Associate Professor, Charity School of Nursing (2018-2021)
Amzad Chowdhury, Assistant Professor, Science and Mathematics (2018-2019)
Caitlin Cooper, Coordinator of Collection Development Management and Acquisitions, Library (2018-2019)
Debra Ducote, Associate Professor, Charity School of Nursing (2018-2019)
Andrea Duplechain, Associate Professor, Charity School of Nursing (2018-2021)
Marcus Etienne, Assistant Professor, Science and Mathematics (2018-2021)
Natasha Flowers, Assistant Professor, Science and Mathematics (2018-2020)
Cheryl Green, Professor, Business and Technology (2018-2020)
Stanley LeJeune, Professor, Science and Mathematics (2018-2021)
Annie Mader, Assistant Professor, Science and Math (2018-2021)
Melanie McHenry, Assistant Professor, Science and Mathematics (2018-2021)
Christine Mitchell, Professor, Communication (2018-2021)
Sadhana Ray, Professor, Arts and Humanities (2018-2021)
Jeffery Smith, Professor, Science and Mathematics (2018-2020)
Barbara Thomas, Professor, Arts and Humanities (2018-2020)
Rebecca Zaman, Assistant Professor, Science and Mathematics (2018-2019)
CATALOG CHANGE SUBMISSION FORM

Date: __________________________

Catalog Year: 2019-2020

Change Type:  
☐ Insertion  ☐ Deletion  ☐ Relocation  ☐ Change  ☐ Other

Change Scope:  
☐ Single Change  ☐ Global Change  ☐ Other

Name of Catalog Section: __________________________

Text of Modification:

__________________________________________________________

Change Initiated By: __________________________ Date: __________________________

Change Approved: __________________________ Date: __________________________

Administrative Authorization* __________________________ Date: __________________________

*Administrator Responsible for the section: VCAA, College Registrar, Director, Curriculum and Program Development or as designated

Assistant Vice Chancellor for Human Resources** __________________________ Date: __________________________

**For verification of new positions and title changes

Senior Level Authorization*** __________________________ Date: __________________________

***Vice Chancellor, College-wide Dean, or Primary Report Head

Editor __________________________ Date: __________________________

(8/18)
COLLEGE CAMPUS MINISTRY COMMITTEE

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

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

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

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

Committee Members:  
Laila Bicksler, Professor, Science and Mathematics (2018-2019)  
Carleen Boudreaux, Professor, Allied Health, City Park Campus (2018-2020)  
Gera Bridgewater, Professor/Librarian, City Park Campus (2018-2021)  
Vernell Briscoe, Associate Professor, Science and Mathematics (2018-2021)  
Marilyn Ciolino, Professor, Business and Technology (2018-2021)  
Brandy DeLarge, Assistant Professor, Business and Technology (2018-2020)  
Ty Delger, Associate Professor, Allied Health (2018-2019)  
Ann Burghardt-Dieck, Assistant Professor, Charity School of Nursing (2018-2019)  
Natasha Flowers, Assistant Professor, Science and Mathematics (2018-2020)  
Jennifer Limon, Professor, Allied Health (2018-2021)  
Lisette Ganier, Professor, Communication (2018-2021)  
Kim Gatzke, Professor, Business and Technology (2018-2020)  
Barbara Hebert, Professor, Charity School of Nursing (2018-2019)  
Daryl Hippenstell, Assistant Professor, Arts and Humanities (2018-2021)  
Peter Keller, Assistant Professor, Charity School of Nursing (2018-2019)  
Sheila McDermott, Instructor, Arts and Humanities (2018-2019)  
Jana Martin, Instructor, Charity School of Nursing (2018-2021)  
Elizabeth Nadeau, Assistant Professor, Science and Mathematics (2018-2021)  
Fran Norwood, Assistant Professor, Business and Technology (2018-2021)  
Philip Reppel, Assistant Professor, Science and Mathematics (2018-2020)  
Wendy Rihner, Associate Professor, Communication (2018-2021)  
Courtney Rimes-Stortz, Librarian/Professor (2018-2021)  
Raul Salas, Instructor/ Course Coordinator, Charity School of Nursing (2018-2019)  
Angela Shoemake, Assistant Professor, Charity School of Nursing (2018-2020)  
Patricia Smart, Professor, Charity School of Nursing (2018-2021)  
Janine Smith, Instructor/Librarian, Library Services (2018-2019)  
Betty Vix, Professor, Science and Mathematics (2018-2021)  
Eboness Williams, Associate Professor, Science and Mathematics (2018-2020)
COMMENCEMENT COMMITTEE

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

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

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

Ex Officio Members:

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

Committee Members:

Yvette Alexis, Project Specialist, Academic Affairs (2018-2019)
Warren Atkins, Academic/Suspension Advisor, City Park Campus (2018-2020)
Jesse Boyd, Assistant Professor, Arts and Humanities (2018-2019)
Gera Bridgewater, Professor/Librarian, City Park Campus (2018-2020)
Cheryl Brown, Professor, Business and Technology (2018-2020)
Patricia Brue, Associate Professor, Charity School of Nursing (2018-2021)
Erica Burns, Associate Professor, Science and Math (2018-2021)
Ronald Chisholm, Assistant Professor, Allied Health (2018-2020)
Blair Conerly, Instructor, Technical Division (2018-2020)
Donald Davenport, Professor, Technical Division (2018-2020)
Theresa Degruy, Director, Student Support Services (2018-2019)
Debra Ducote, Associate Professor, Charity School of Nursing (2018-2019)
Marlene Fris, Assistant Professor, Communication (2018-2020)
Terri Gonzales-Kreisman, Professor, Business and Technology (2018-2021)
William Gray, Associate Professor, Technical Division (2018-2020)
Cheryl Green, Professor, Business and Technology (2018-2019)
Gina Herrera, Professor, Charity School of Nursing (2018-2021)
Tammy Kliebert, Instructor, Allied Health (2018-2020)
Daniel Laiche, Professor, Allied Health (2018-2021)
Kristopher LaMorte, Professor, Arts and Humanities (2018-2020)
Carol Landry, Instructor, Charity School of Nursing (2018-2020)
Ashanti LaRoche, Instructor, Allied Health, City Park Campus (2018-2020)
Krista Lawrence, Associate Professor, Business and Technology (2018-2020)
Elizabeth Liebert, Assistant Professor, Charity School of Nursing (2018-2021)
Jana Martin, Instructor, Charity School of Nursing (2018-2021)
Sheila McDermott, Instructor, Arts and Humanities (2018-2021)
Rebecca Mercer, Assistant Professor, Allied Health (2018-2021)
Johnnie Mose, Associate Professor, Charity School of Nursing (2018-2020)
Matthew Palumbo, Assistant Professor, Science and Mathematics (2018-2020)
Rene Randall, Professor, Allied Health (2018-2021)
Jay Randolph, Instructor, Allied Health (2018-2020)
Sadhana Ray, Professor, Arts and Humanities (2018-2019)
Leslie Salinero, Publications Coordinator, City Park Campus (2018-2020)
Donna Sanchez-Michael, Assistant Professor, Allied Health (2018-2020)
Diane Sehrt, Professor, Allied Health (2018-2021)
Tenisha Slaughter, Instructor, Technical Division (2018-2021)
Sammi Smith, Assistant Professor, Allied Health (2018-2021)
Tanya Sordelet, Instructor, Allied Health Division (2018-2021)
Pau Speyrer, Assistant Professor, Science and Mathematics (2018-2020)
Lawrence Stamas, Assistant Professor, Science and Mathematics (2018-2021)
Charles Summitt, Instructor, Business and Technology (2018-2020)
William Traylor, Professor, Business and Technology (2018-2021)
Fred Tuhro, Associate Professor, Business and Technology (2018-2021)
Richard Vargas, Associate Professor, Technical Division (2018-2020)
Darlene Williams, Associate Professor, Science and Mathematics (2018-2019)
Leah Wooden, Associate Professor, Science and Mathematics (2018-2020)
Caroline Yarbrough, Assistant Professor, Business and Technology (2018-2020)
COMMUNITY ENGAGEMENT COMMITTEE

The Community Engagement Committee will develop, promote, and support community engagement activities at the College, in coordination with college-wide academic councils, designed to enhance student learning through community engagement in a non-profit venture.

Committee Suspended for 18-19 Academic Year

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

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

**Committee Members:**  
Sal Anselmo, Associate Professor, Arts and Humanities (2018-2021)  
John Arbour, Instructor, Business and Technology (2018-2020)  
Abdelrahim Ayyad, Assistant Professor, Science and Mathematics (2018-2021)  
Jennifer Bennett, Associate Professor, Arts and Humanities (2018-2021)  
Jesse Boyd, Assistant Professor, Arts and Humanities (2018-2020)  
Jason Briggs, Financial Aid Coordinator, City Park Campus (2018-2020)  
Clint Coleman, Assistant Professor, Science and Mathematics (2018-2020)  
Janet Colletti, Professor, Business and Technology (2018-2021)  
Caitlin Cooper, Coordinator of Collection Development Management and Acquisitions, Library (2018-2019)  
Lesha Coulon, Assistant Dean, Technical Division/ Site Manager – Jefferson Site (2018-2021)  
Malene Arnaud-Davis, Professor, Science and Mathematics (2018-2021)  
Emmett Davis, Associate Professor, Business and Technology (2018-2021)  
Dorothy Smith-Elder, Assistant Professor, Charity School of Nursing (2018-2019)  
Marcus Etienne, Assistant Professor, Science and Mathematics (2018-2019)  
Lilian Gamble, Associate Professor, Communication (2018-2021)  
John Hazard, Academic Advisor, Business and Technology (2018-2021)  
Sarah Inman, Associate Professor, Communication (2018-2020)  
Larisia Jones, Instructor, Technical Division (2018-2019)  
Linda Kieffer, Professor, Arts and Humanities (2018-2019)  
Anne Lavance, Professor, Allied Health (2018-2019)  
Monecia Moody, Academic Advisor, Technical Division (2018-2021)  
Jim Newchurch, Assistant Director, Advising and Testing (2018-2020)  
Jay Randolph, Instructor, Allied Health (2018-2020)  
Kenneth Ripberger, Associate Professor, Technical Division (2018-2019)  
Patricia Ross, Director, Research and Planning (2018-2020)  
Vance Roux, Professor, Business and Technology (2018-2021)  
David Sanders, Assistant Professor, Science and Mathematics (2018-2020)  
Michael Santos, Associate Professor, Arts and Humanities (2018-2021)  
Deborah Skevington, Professor, Charity School of Nursing (2018-2019)  
Janet Gauthier-Stephens, Assistant to the Dean, Allied Health (2018-2021)  
Sara Strickland, Professor, Science and Mathematics (2018-2019)  
Erin von Steuben, Associate Professor, Communication (2018-2020)  
Theodore Walley, Professor, Arts and Humanities (2018-2021)  
Darlene Williams, Director, Math Lab/ Assistant Professor, Science and Mathematics (2018-2019)  
Kenneth Williams, Sr., Instructor, Technical Division (2018-2021)  
Kiedra Williams, Director of Technical Programs, Technical Division (2018-2019)  
Theo Worrell, Associate Professor, Science and Mathematics (2018-2019)  
Vacant, College-wide Assistant Registrar (2018-2021)
EXCELLENCE IN TEACHING AWARD COMMITTEE

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

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

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

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

Committee Members:

Candace Clanton, Professor, Arts and Humanities (2018-2021)
Donald Davenport, Professor, Technical Division (2018-2020)
Mary Dawes, Professor, Arts and Humanities (2018-2020)
Melanie Deffendall, Associate Professor, Arts and Humanities (2018-2020)
Ann Burghardt-Dieck, Assistant Professor, Charity School of Nursing (2018-2021)
G. Terry Aime Drolla, Professor, Business and Technology (2018-2020)
Elizabeth Duett, Instructor, Business and Technology (2018-2021)
Steven Edwards, Professor, Arts and Humanities (2018-2021)
Elizabeth Feltey, Professor, Communication (2018-2021)
Terri Gonzales-Kreisman, Professor, Business and Technology (2018-2021)
Barbara Hebert, Professor, Charity School of Nursing (2018-2019)
Todd Hymel, Instructor, Science and Mathematics (2018-2020)
Wendy Rihner, Associate Professor, Communication (2018-2020)
Amanda Rosenzweig, Professor, Science and Mathematics (2018-2019)
Lisa Schuler, Professor, Allied Health (2018-2019)
Michael Toups, Professor, Allied Health (2018-2021)

Support Staff:

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

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

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

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

Committee Members:

Habiburrahman Ansari, Assistant Professor Science and Mathematics (2018-2020)
Malene Arnaud-Davis, Professor, Science and Mathematics (2018-2020)
Abdelrahim Ayyad, Assistant Professor, Science and Mathematics (2018-2021)
Mary Barrow, Professor, Charity School of Nursing (2018-2019)
Gloria Baudouin, Academic Advisor, West Bank Campus (2018-2021)
Scott Borne, Assistant Director of Student Life (2018-2021)
Barry Brantley, Professor, Business and Technology (2018-2019)
Gera Bridgewater, Professor/Librarian, City Park Campus (2018-2021)
Norma Brown, Advisor Trio, Student Support, City Park Campus (2018-2020)
Erica Burns, Associate Professor, Science and Mathematics (2018-2021)
Angela Camaille, Assistant Professor, Arts and Humanities (2018-2020)
Amzad Chowdhury, Assistant Professor, Science and Mathematics (2018-2020)
Nia Davis, Transition Coordinator, Adult Education (2018-2021)
Alyssia Dayries-Sam, Associate Professor, Science and Mathematics (2018-2020)
Melanie Deffendall, Associate Professor, Arts and Humanities (2018-2020)
Diondra DeMolle, Assistant Professor, Science and Mathematics (2018-2021)
Tony Devillier, Assistant Professor, Technical Division (2018-2019)
Richelle Dinwiddie, Instructor, Communication (2018-2021)
Elizabeth Duett, Instructor, Business and Technology (2018-2021)
Elizabeth Feltey, Professor, Communication (2018-2019)
E. Shaye Hope, Associate Professor, Communication (2018-2021)
Elizabeth Hopkins, Instructor, Charity School of Nursing (2018-2020)
Carla Major, Assistant Vice Chancellor for Human Resources, (2018-2021)
Thomas McQuaid, Assistant Professor, Business and Technology (2018-2019)
Ann Nealy, Professor, Charity School of Nursing (2018-2019)
Sadhana Ray, Professor, Arts and Humanities (2018-2021)
Amanda Rosenzweig, Professor, Science and Mathematics (2018-2019)
Joseph St. Paul, Assistant Professor, Business and Technology (2018-2021)
Susan Santolucito, Professor, Science and Mathematics (2018-2020)
Betty Speyrer, Professor, Communication (2018-2020)
Koren Thornton, Administrative Supervisor, Admissions, Charity School of Nursing (2018-2019)
Fred Tuhro, Associate Professor, Business and Technology (2018-2020)
Cheree Wiggins, Instructor, Charity School of Nursing (2018-2021)
Hillary Williams, Jr., Director of Grants Development (2018-2021)
Angela Wilson, Assistant Professor, Business and Technology (2018-2019)
FACULTY EVALUATION AND IMPROVEMENT OF INSTRUCTION COMMITTEE

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

Chair: Kathy Favret, Associate Professor, Communication

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

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

Committee Members:
Stephen Andrus, Instructor, Business and Technology (2018-2020)
Abdelrahim Ayyad, Assistant Professor, Science and Mathematics (2018-2020)
Brandy Bien-Aime, Academic Advisor, City Park (2018-2020)
Patricia Brue, Associate Professor, Charity School of Nursing (2018-2019)
Aimee Buckel, Associate Professor, Science and Mathematics (2018-2020)
Janet Colletti, Professor, Business and Technology (2018-2020)
Patrick Conroy, Associate Professor, Business and Technology (2018-2019)
Malene Arnaud-Davis, Professor, Science and Mathematics (2018-2021)
Diondra DeMolle, Assistant Professor, Science and Mathematics (2018-2021)
Debra Ducote, Associate Professor, Charity School of Nursing (2018-2021)
Kiel Ellis, Assistant Professor, Science and Mathematics (2018-2020)
Kathy Favret, Associate Professor, Communication (2018-2019)
Elizabeth Feltey, Professor, Communication (2018-2019)
Wendy Garretson, Professor, Charity School of Nursing (2018-2019)
John Guess, Assistant Professor, Business and Technology, (2018-2020)
John Hill, Professor, Business and Technology (2018-2019)
E. Shaye Hope, Associate Professor, Communication (2018-2021)
Keith Landrum, Assistant Professor, Science and Mathematics (2018-2020)
Evan Long, Coordinator, Adult Education (2018-2020)
Carol McCarthy, Associate Professor, Communication (2018-2019)
Michelle McClain, Associate Professor, Science and Mathematics (2018-2020)
Jacqueline Richard, Associate Professor, Science and Mathematics (2018-2020)
Patricia Rome, Professor, Science and Mathematics (2018-2020)
Erin Schrepfer, Instructor, Business and Technology (2018-2021)
Deborah Skevington, Professor, Charity School of Nursing (2018-2019)
Neil Toomer, Assistant Professor, Business and Technology (2018-2020)
Shelley Tyler, Professor, Communication (2018-2021)
Kimberly Uddo, Professor, Charity School of Nursing (2018-2019)
Tiquiena Varnado, Professor, Science and Mathematics (2018-2019)
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: TBA

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

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

Committee Members:

Jerrold Beard, Associate Professor, Business and Technology (2018-2021)
Ed Drinkert, Assistant Professor, Business and Technology (2018-2021)
Marcus Etienne, Assistant Professor, Science and Mathematics (2018-2021)
Janet Gauthier-Stephens, Assistant to the Dean, Allied Health (2018-2021)
Donna Giovingo, Instructor, Charity School of Nursing (2018-2021)
Kristopher LaMorte, Professor, Arts and Humanities (2018-2021)
Melanie McHenry, Assistant Professor, Science and Mathematics (2018-2021)
Erin Vonsteuben, Associate Professor, Communication (2018-2020)
Deborah Young, Instructor, Charity School of Nursing (2018-2021)
INSTITUTIONAL REVIEW BOARD

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

Chair: Pam Kemp, Associate Professor, Charity School of Nursing
Executive Officer: Mostofa Sarwar, Vice Chancellor for Academic Affairs and College Provost
Ex-Officio Member: Brian Auriti, Manager, Institutional Research
               Emily Cosper, Dean, Communication
               Harold Gaspard, Dean, Allied Health
               Patrice Moore, Dean, Arts and Humanities
               Cheryl Myers, Executive Dean, Charity School of Nursing Campus/
               Dean of Nursing
               Warren Puneky, Dean, Business and Technology
               Patricia Ross, Director, Research and Planning
               Mostofa Sarwar, Dean, Science and Mathematics
               Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement

Committee Members:

Peter Cho, Executive Dean, West Bank Campus/ Professor, Arts and Humanities
(2018-2021)
Phil Denette, Professor, Science and Mathematics (2018-2021)
Elizabeth Duett, Instructor, Business and Technology (2018-2021)
Cynthia Hoppe, Professor, Charity School of Nursing (2018-2021)
Veronica Jean, Professor, Charity School of Nursing (2018-2021)
Linda Kelly, Professor, Allied Health (2018-2019)
Pam Kemp, Associate Professor, Charity School of Nursing (2018-2020)
Linda Kieffer, Professor, Arts and Humanities (2018-2019)
Tracie King, Assistant Professor, Business and Technology (2018-2021)
M. Karen Menge, Assistant Professor, Science and Mathematics (2018-2021)
Dimitri Papadopoulos, Assistant Professor, Science and Mathematics (2018-2020)
Jacqueline Richard, Associate Professor, Science and Mathematics (2018-2020)
Charlene Shunick, Instructor, Science and Mathematics (2018-2020)
Hillary Williams, Jr., Director of Grants Development (2018-2021)
Rebecca Zaman, Instructor, Science and Mathematics (2018-2021)
Sharon Ziadeh, Professor, Science and Mathematics (2018-2021)
INSTRUCTIONAL TECHNOLOGY COMMITTEE

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

Co-Chairs: Shanna Clevenger, Associate Professor/Librarian
Courtney Rimes-Stortz, Librarian/ Professor (2018-2021)

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

Ex-Officio Members:

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

Committee Members:

Jennifer Auffenberg, Assistant Professor, Science and Mathematics (2018-2019)
Jerrold Beard, Associate Professor, Business and Technology (2018-2021)
Laila Bicksler, Professor, Science and Mathematics (2018-2019)
Sarah Brock, Associate Professor, Science and Mathematics (2018-2021)
Angela Camaille, Assistant Professor, Arts and Humanities (2018-2021)
Shanna Clevenger, Associate Professor/Librarian (2018-2021)
Alyssia Dayries-Sam, Associate Professor, Science and Mathematics (2018-2020)
Brandye DeLarge, Assistant Professor, Business and Technology (2018-2020)
Edward Drinkert, Assistant Professor, Business and Technology (2018-2021)
Dorothy Smith-Elder, Associate Professor, Charity School of Nursing (2018-2020)
Kiel Ellis, Assistant Professor, Science and Mathematics (2018-2020)
Joel George, Assistant Professor, Arts and Humanities (2018-2019)
Kevin George, Associate Professor, Arts and Humanities (2018-2021)
Shirley Jeandron, Associate Professor, Charity School of Nursing (2018-2019)
Pam Kemp, Associate Professor, Charity School of Nursing (2018-2019)
Abdulbasit Mahmud, Assistant Professor, Business and Technology (2018-2019)
Joanne Majors, Instructor, Communication (2018-2021)
Mike Majors, Professor, Arts and Humanities (2018-2021)
M. Karen Menge, Assistant Professor, Science and Mathematics (2018-2021)
Matthew Palumbo, Assistant Professor, Science and Mathematics (2018-2021)
Donita Qualey, Professor, Charity School of Nursing (2018-2019)
Marceau Ratard, Professor, Science and Mathematics (2018-2021)
Courtney Rimes-Stortz, Librarian/ Professor (2018-2021)
Kenneth Ripberger, Associate Professor, Technical (2018 – 2021)
Amanda Rosenzweig, Professor, Science and Mathematics (2018-2020)
Erin von Steuben, Professor, Communication (2018-2021)
Gary Wallace, Associate Professor, Business and Technology (2018-2021)
Robert Warren, Assistant Professor, Business and Technology (2018-2020)
Darlene Williams, Associate Professor, Science and Mathematics (2018-2021)
MULTICULTURALISM and DIVERSITY COMMITTEE

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

Chair: Erin von Steuben, Professor, Communication

Executive Officer: William S. Wainwright, Interim Chancellor

Ex Officio Member: Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
Gretchen Peoples, Disability Services Coordinator
Carla Major, Assistant Vice Chancellor for Human Resources
Traci Smothers, Executive Assistant to the Chancellor/Equal Access Equal Opportunity Officer

Committee Members:
Yvette Alexis, Project Specialist, Academic Affairs (2018-2019)
Charles Alfortish, Program Coordinator, Business and Technology (2018-2020)
Carleen Boudreaux, Professor, Allied Health, City Park Campus (2018-2020)
Peter Cho, Executive Dean, West Bank Campus/Professor, Arts and Humanities (2018-2021)
Amzad Chowdhury, Assistant Professor, Science and Mathematics (2018-2021)
Robin Cole, Assistant Professor, Arts and Humanities (2018-2019)
Caitlin Cooper, Coordinator of Collection Development Management and Acquisitions, Library (2018-2019)
Mary Dawes, Professor, Arts and Humanities (2018-2021)
Nikki Dingle, Senior Enrollment Advisor (2018-2021)
Gina Ferrara, Instructor, Communication (2018-2019)
Valeria Hallett, Assistant Professor, Communication (2018-2020)
Shirley Jeandron, Associate Professor, Charity School of Nursing (2018-2021)
Linda Kelly, Professor, Allied Health (2018-2019)
Geralyn Labbe-Morrell, Assistant Professor, Communication (2018-2020)
Ashanti LaRoche, Instructor, Allied Health, City Park Campus (2018-2020)
Sandra Laugharn, Associate Professor, Allied Health (2018-2020)
Danilo Levi, Assistant Professor, Arts and Humanities (2018-2019)
Evan Long, Site Team Leader, Adult Education, Jefferson Site (2018-2020)
Carla Major, Assistant Vice Chancellor Human Resources, (2018-2021)
Joanne Majors, Instructor, Communication (2018-2021)
Ebony Payton, Instructor, Charity School of Nursing (2018-2021)
Sandra Prince, Associate Professor, Arts and Humanities (2018-2021)
Sadhana Ray, Professor, Arts and Humanities (2018-2021)
Joanna Rivers, Assistant Professor, Science and Mathematics (2018-2021)
Raul Salas, Instructor/Co-Coordinator, Charity School of Nursing (2018-2019)
Jared Sampson, Assistant Professor, Business and Technology, (2018-2021)
Robin Smetana, Instructor, Charity School of Nursing, (2018-2021)
Matthew Snyder, Assistant Professor, Arts and Humanities (2018-2020)
Betty Speyrer, Professor, Communication (2018-2020)
Steve Trichell, Professor, Allied Health (2018-2021)
Shelly Tyler, Professor, Communication (2018-2021)
Tiffany Vickers, Instructor, Charity School of Nursing (2018-2020)
Erin von Steuben, Professor, Communication (2018-2020)
Abbey Wallig, Instructor, Communication (2018-2019)
Theo Worrell, Associate Professor, Science and Mathematics (2018-2021)
Deborah Young, Instructor, Charity School of Nursing (2018-2021)
Sharon Ziadeh, Professor, Science and Mathematics (2018-2021)
PROGRAM REVIEW COMMITTEE

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

Chair: Patricia Ross, Director, Research and Planning

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

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

Committee Members:
- Crystal Andrews, Instructor, Arts and Humanities/ Director, Hibernia Enrichment Center (2018-2019)
- Cristina Alvarado-Surez, Instructor, Business and Technology (2018-2021)
- Jenny Burch, Professor, Arts and Humanities (2018-2020)
- Janet Colletti, Professor, Business and Technology (2018-2020)
- Diondra DeMolle, Assistant Professor, Science and Mathematics (2018-2021)
- Phil Denette, Professor, Science and Mathematics (2018-2021)
- Marcus Etienne, Instructor, Science and Mathematics (2018-2021)
- Kathy Favret, Associate Professor, Communication (2018-2021)
- Elizabeth Feltey, Professor, Communication (2018-2019)
- Elizabeth Hopkins, Instructor, Charity School of Nursing (2018-2021)
- Geralyn Labbe-Morrell, Assistant Professor, Communication (2018-2021)
- Krista Lawrence, Associate Professor, Business and Technology (2018-2021)
- Danilo Levi, Assistant Professor, Arts and Humanities (2018-2021)
- Shawn Llopis, Instructor, Science and Mathematics (2018-2021)
- Mark McLean, Assistant Professor, Business and Technology (2018-2021)
SCHOLARSHIPS AND FINANCIAL ASSISTANCE COMMITTEE

The Scholarships and Financial Assistance Committee serves as an advisory committee to the Vice Chancellor for Student Affairs, who oversees the Office of Student Financial Assistance for the College. It evaluates and validates criteria for scholarships and financial assistance; selects recipients of academic scholarships; recommends policies and standards for granting student aid, academic scholarships, and awards, other than those policies and standards set by law or donor; and serves as a resource for information on scholarships.

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

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

Ex Officio Members:

Scott Borne, Assistant Director of Student Life
Gwen Boutte, College-wide Director of Admissions and Enrollment Services
Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
Michelle Greco, Director, Enrollment Management
Garnette Listi, Assistant Vice Chancellor/Controller

Committee Members:

Nabil Abukhader, Business and Technology, Associate Professor, (2018-2021)
Yvette Alexis, Project Specialist, Academic Affairs (2018-2019)
Jason Briggs, Financial Aid Coordinator, City Park Campus (2018-2019)
Peter Cho, Executive Dean, West Bank Campus/Professor, Arts and Humanities (2018-2021)
Shanna Clevenger, Associate Professor/Librarian (2018-2021)
Nia Davis, Transition Coordinator, Adult Education (2018-2021)
Alyssia Dayries-Sam, Associate Professor, Science and Mathematics (2018-2020)
Bridgette Dufrene, Assistant Professor, Charity School of Nursing (2018-2020)
Beth Lasky, Assistant Professor, Business and Technology (2018-2021)
Freda Leonard, Associate Professor, Business and Technology (2018-2021)
Shawnne Lofton, Associate Professor, Communication (2018-2020)
Melanie McHenry, Assistant Professor, Science and Mathematics (2018-2020)
Joanna Rivers, Assistant Professor, Science and Mathematics (2018-2021)
Tenisha Slaughter, Instructor, Technical Division (2018-2021)
Janine Smith, Librarian/Instructor, Sidney Collier Site (2018-2020)
Megan Trainer, Counselor, Answer Center (2018-2021)
Tiquiena Varnado, Professor, Science and Mathematics (2018-2021)
Darlene Williams, Associate Professor, Science and Mathematics (2018-2021)
Kiedra Williams, Director of Technical Programs (2018-2021)
SPECIAL NEEDS AND HEALTH SERVICES COMMITTEE

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

Chair: Robin Wegener, Associate Professor, Allied Health
Assistant Chair: Brian Rosenthal, Coordinator of Health Services
Executive Officer: Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
Ex Officio Members: Arnel Cosey, Vice Chancellor for Student Affairs/Executive Dean, City Park Campus
Ralph Johnson, Vice Chancellor for Business and Administrative Affairs
Gretchen Peoples, Disability Services Coordinator
Brian Rosenthal, Coordinator of Health Services
Amy Trainor, Assistant Director of Student Life

Committee Members:

Jennifer Auffenberg, Assistant Professor, Science and Mathematics (2018-2020)
Laila Bicksler, Professor, Science and Mathematics (2018-2019)
Scott Borne, Assistant Director of Student Life (2018-2021)
Amzad Chowdhury, Assistant Professor, Science and Mathematics (2018-2021)
Lisetto Copping, Professor, Arts and Humanities (2018-2021)
Mary Dawes, Professor, Arts and Humanities (2018-2021)
Gina Ferrara, Instructor, Communication (2018-2021)
Natasha Flowers, Assistant Professor, Science and Mathematics (2018-2019)
Lisetto Ganier, Professor, Communication (2018-2021)
Valeria Hallett, Assistant Professor, Communication (2018-2020)
Linda Kelly, Professor, Allied Health (2018-2019)
Daniel Laiche, Professor, Allied Health (2018-2021)
Shawnte Lofton, Associate Professor, Communication (2018-2021)
Robin Matthew, Associate Professor, Allied Health (2018-2019)
Carol McCarthy, Associate Professor, Communication (2018-2019)
Geralyn Labbe-Morreell, Assistant Professor, Communication (2018-2020)
Elizabeth Nadeau, Assistant Professor, Science and Mathematics (2018-2020)
Donald O’Callahan, Instructor, Communication (2018-2021)
Brian Rosenthal, Coordinator of Health Services (2018-2021)
Raul Salas, Instructor/Course Coordinator, Charity School of Nursing (2018-2019)
Cindy Siegrist, Professor, Communication (2018-2021)
Catherine Strength, Professor, Charity School of Nursing (2018-2021)
Abbey Wallig, Instructor, Communication (2018-2019)
Robin Wegener, Associate Professor, Allied Health (2018-2020)
Susan Welsh, Professor, Allied Health (2018-2021)
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:** Warren Atkins, Academic/Suspension Advisor, City Park Campus

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

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

**Committee Pool Members:**

Leilani Adams, Instructor, Adult Basic Education, City Park Campus (2018-2019)
Yvette Alexis, Project Specialist, Academic Affairs, City Park Campus (2018-2019)
Warren Atkins, Academic/Suspension Advisor, City Park Campus (2018-2020)
Jennifer Auffenberg, Assistant Professor, Science and Mathematics (2018-2019)
Julie Bell, Associate Professor, Business and Technology (2018-2020)
Amanda Brammer, Associate Professor, Science and Mathematics (2018-2020)
Amy Buckel, Associate Professor, Science and Mathematics (2018-2020)
Ronald Chisholm, Assistant Professor, Allied Health (2018-2019)
Emmett Davis, Associate Professor, Business and Technology (2018-2021)
Melanie Deffendall, Associate Professor, Arts and Humanities (2018-2020)
Theresa Degruy, Director, Student Support Services (2018-2020)
Michelle DeLima, Associate Professor, Charity School of Nursing (2018-2021)
Nikki Dingle, Senior Enrollment Advisor, City Park Campus (2018-2020)
Tracy Dufrene, Associate Professor, Science and Mathematics (2018-2019)
Dania Flores, Instructor, Charity School of Nursing (2018-2020)
Danielle Gandolfo, Associate Professor, Allied Health (2018-2019)
Donna Giovingo, Instructor, Charity School of Nursing (2018-2021)
Donna Hodges, Instructor, Charity School of Nursing (2018-2019)
Sarah Inman, Associate Professor, Communication (2018-2021)
Linda Kieffer, Professor, Arts and Humanities (2018-2019)
Francesca Langlow, Professor, Allied Health (2018-2021)
Ira Mata, Assistant Professor, Technical Division (2018-2019)
Lyle McDonald, Assistant Professor, Technical Division (2018-2020)
Johnnie Mose, Associate Professor, Charity School of Nursing (2018-2020)
Matthew Palumbo, Assistant Professor, Science and Mathematics (2018-2021)
Marceau Ratard, Professor, Science and Mathematics (2018-2020)
Philip Reppel, Assistant Professor, Science and Mathematics (2018-2020)
Amanda Rosenzweig Professor, Science and Mathematics (2018-2019)
Donna Sanchez-Michael, Assistant Professor, Allied Health (2018-2021)
David Sanders, Assistant Professor, Science and Mathematics (2018-2020)
Susan Santolucito, Professor, Science and Mathematics (2018-2020)
Monica Scheel, Instructor, Charity School of Nursing (2018-2020)
Charlene Shunick, Instructor, Science and Mathematics (2018-2020)
Martin Straka, Assistant Professor, Arts and Humanities (2018-2019)
Pual Speyer, Assistant Professor, Science and Mathematics (2018-2021)
Koren Thornton, Administrative Super, Admissions, Charity School of Nursing (2018-2019)
Neil Toomer, Assistant Professor, Business and Technology (2018-2020)
Steve Trichell, Professor, Allied Health (2018-2021)
Richard Vargas, Associate Professor, Technical Division (2018-2021)
Tiquiena Varnado, Professor, Science and Mathematics (2018-2021)
Betty Vix, Professor, Science and Mathematics (2018-2019)
Cheree’ Wiggins, Instructor, Charity School of Nursing (2018-2019)
Leah Wooden, Associate Professor, City Park (2018-2020)

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

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

Chair: Amy Trainor, Assistant Director of Student Life

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

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

Committee Members:
- Ayyad Abdelrahim, Assistant Professor, Science and Mathematics (2018-2020)
- Nelcia Alexis, Instructor, Charity School of Nursing (2018-2021)
- Chiquilla Brown, Assistant Professor, Charity School of Nursing (2018-2020)
- Emily Clay, Associate Professor, Communication (2018-2021)
- Caitlin Cooper, Coordinator of Collection Development Management and Acquisitions, Library (2018-2020)
- Demetrice Douglas, Specialist, Charity School of Nursing (2018-2020)
- Paula Dupont, Librarian (2018-2021)
- Jennifer Fernandez, Instructor, Charity School of Nursing (2018-2020)
- Natasha Flowers, Assistant Professor, Science and Mathematics (2018-2020)
- Cheryl Green, Professor, Business and Technology (2018-2021)
- Tara LaFrance, Assistant Professor, Science and Mathematics (2018-2019)
- Carol Leefe, Assistant Professor, Charity School of Nursing (2018-2021)
- Lyle McDonald, Assistant Professor, Technical (2018-2021)
- James Means, Instructor, Arts and Humanities (2018-2020)
- Elizabeth Nadeau, Assistant Professor, Science and Math (2018-2021)
- Nicole Pananos, Counselor, City Park Campus (2018-2020)
- Roxanne Ponson, Administrative Coordinator II, Admissions and Enrollment Services, City Park Campus (2018-2020)
- Dimitrios Papadopoulos, Assistant Professor, Science and Mathematics (2018-2020)
- Sadhana Ray, Professor, Arts and Humanities (2018-2021)
- Erin Sanders, Professor, Arts and Humanities (2018-2020)
- Sammi Smith, Assistant Professor, Allied Health (2018-2021)
- Callie Solano, Instructor, Communication (2018-2021)
- Megan Trainor, Counselor, Answer Center (2018-2021)
- Richard Vargas, Associate Professor, Technical (2018-2021)
- Abbey Wallig, Instructor, Communication (2018-2019)
- Pamela Windham, Assistant Professor, Science and Mathematics (2018-2019)
- Caroline Yarbrough, Assistant Professor, Business and Technology (2018-2020)
V. CALENDARS OF COLLEGE EVENTS

2018-2019
ACADEMIC CALENDAR
DELGADO COMMUNITY COLLEGE

Fall 2018 Semester (16 Weeks)

August 13 - December 13, 2018

August

- 10, Friday - Deadline to submit Academic Suspension appeal for Fall 2018
- 13 - 17, Monday - Friday, 8 a.m. - Late registration online
- 13 - 14, Monday - Tuesday - College Faculty/Staff Convocation
- 15 - 17, Wednesday - Friday, 9 a.m. - 6 p.m. - Late registration in person
- 18, Saturday - CLASSES BEGIN
- 20 - 21, Monday - Tuesday, 1 p.m. - 6 p.m. - Late registration, drop/add in person
- 21, Tuesday, 6 p.m. - Final day to add courses, change sections, change from credit to audit or audit to credit / Last day for admission to the College for Semester
- 28, Tuesday - Deadline for 100% tuition adjustment

September

- 3, Monday - Labor Day holiday, no classes
- 4, Tuesday, 5, Wednesday - Census Day
  - Last day to drop without "W" on student transcripts - 12 noon in person and 4:30 p.m. online
  - Deadline for 50% tuition adjustment - after this day, no adjustments are given - students are responsible for full tuition and fee rates after this day, regardless of withdrawal or attendance
- 28, Friday
  - LCTCS Conference, no classes
  - 4:30 p.m. - Second deadline to apply for December graduation - after this day a "late fee" will be assessed

October

- 1 - 6, Monday - Saturday - Midterm exams
- 9, Tuesday, 1 p.m. - Midterm grading period ends / Final day for completion of non-traditional credits
- 12, Friday - 4:30 p.m. - Last day to apply for December Graduation - applications received after this day will be processed for May graduation
- 13 - 16, Saturday - Tuesday - Fall holiday, no classes
- 15, Monday - Staff Convocation
November

- **7, Wednesday, 6 p.m.** - Final day for dropping Fall Semester courses with a "W" or withdrawing from College
- **9, Friday, 4:30 p.m.** - First priority deadline to apply for May 2019 graduation
- **12 - January 6, 2019, Monday - Sunday, 24/7** - Spring 2019 registration online
- **12 - December 7, Monday - Friday** - Spring 2019 registration in person
- **20, Tuesday, 6 p.m.** - Last day for reinstatement to be processed in Registrar's office
- **21 - 25, Wednesday - Sunday - Thanksgiving holiday, no classes**

December

- **3, Monday** - Last day of class
- **4, Tuesday, 8 a.m.** - Beginning of final exams
- **7, Friday, 11:59 p.m.** - Final grades due for final exams given on Tuesday, December 4 and Wednesday, December 5
- **8, Saturday** - Final exams for Saturday classes
- **11, Tuesday** – Final exams end / 11:59 p.m. - Final grades due for all courses
- **13, Thursday, 4:30 p.m.** – End of Semester/Grade books due in divisional offices
- **18, Tuesday, 10 a.m.** - Commencement

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

- Through August 28 - 100%
- August 29 – September 4 September 5 - 50%
- After September 4 September 5 - NONE

*Fall 2018 Term A*

_August 20 - October 6, 2018_

*Registration:* Follows full term registration  
*Classes begin:* August 20  
*Census Day:* August 27  
*Last day to drop courses with a "W":* September 20  
*Last day to reinstate course:* September 27  
*Final Exams:* October 1 - 6

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

- Through August 22 - 100%
- August 23 - 27 - 50%
- After August 27 - NONE
Fall 2018 Term AB

October 10 - December 11, 2018

Registration: August 15 - 17
Classes begin: October 10
Census Day: October 22
Last day to drop courses with a "W": November 13
Last day to reinstate course: November 20
Final Exams: December 3 - 11

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

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

Fall 2018 Term B

October 10 - December 11, 2018

Registration: September 5 - September 6 - October 3
Payment deadline: October 3 at 12 noon
Late registration: October 4 - October 10
Classes begin: October 10
Payment deadline: October 12 at 12 noon
Official Census Day: October 22
Last day to drop courses with a "W": November 13 by 4:30 p.m.
Last day to reinstate course: November 20
Final Exams: December 3 - 11

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

- Through October 17 - 100%
- October 18 - 22 - 50%
- After October 22 - NONE
Spring 2019 Semester (16 Weeks)

January 14 – May 16, 2019

January

- **3 - 11, Thursday - Friday** - Spring 2019 registration in person
- **11, Friday** - Deadline to submit academic suspension appeals for Spring 2019
- **14 - 18** - Late registration online
- **14 - 15, Monday - Tuesday** - College Faculty/Staff Convocation
- **16 -18, Wednesday - Friday, 9 a.m. - 6 p.m.** - Late registration in person
- **19, Saturday** - CLASSES BEGIN
- **21, Monday** - Martin Luther King Jr. holiday, no classes
- **22 - 23, Tuesday - Wednesday, 1 p.m. - 6 p.m.** - Late registration, drop/add in person
- **23, Wednesday, 6 p.m.** - Final date to add courses, change sections, change from credit to audit or audit to credit / Last date for admission to the College for Semester

February

- **5, Tuesday** - Official 14th Class (Census) Day / Last date to drop without "W" on student transcripts - by 12 noon in person and 4:30 p.m. online

March

- **1, Friday, 4:30 p.m.** - Second deadline to apply for May graduation - after this date a "late fee" will be assessed
- **2 - 6, Saturday - Wednesday** - Mardi Gras holiday, no classes
- **12, Tuesday, 8 a.m.** - Beginning of midterm exams
- **15, Friday, 4:30 p.m.** - Last date to apply for May Graduation - applications received after this date will be processed for December graduation
- **18, Monday** - End of midterm exams
- **19, Tuesday, 1 p.m.** - Midterm grading period ends / Final date for completion of non-traditional credits

April

- **8, Monday, 4:30 p.m.** - First priority deadline to apply for December 2019 graduation
- **9, Tuesday, 6 p.m.** - Final day for dropping Spring Semester courses with a "W" or withdrawing from College
- **15 - May 27** - Summer/Fall 2019 registration in person and online
- **18 - 21, Thursday - Sunday** - Spring holiday, no classes
- **29, Monday, 4:30 p.m.** - Last date for reinstatement to be processed in Registrar’s office
May

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

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

- Through January 30 - 100%
- January 31 - February 5 - 50%
- After February 5 - NONE

**Spring 2019 Term A**

**January 22 - March 12, 2019**

**Registration:** Follows full term registration

**Classes begin:** January 22

**Census Day:** January 28

**Last day to drop courses with a "W"** - February 26

**Last day to reinstate a course:** March 5

**Final Exams:** March 13 - 18

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

- Through January 24 - 100%
- January 25 - 28 - 50%
- After January 28 - NONE
Spring 2019 Term AB

March 18 - May 6, 2019

Registration: January 9 - 18
Classes begin: March 18
Census Day: March 25
Last day to drop courses with a "W": April 17
Last day to reinstate a course: April 24
Final Exams: May 7 - 14

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

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

Spring 2019 Term B

March 18 - May 6, 2019

Registration: February 6 - March 11
Late registration: March 12 - 18
Classes begin: March 18
Census Day: March 25
Last day to drop courses with a "W": April 17
Last day to reinstate a course: April 24
Final Exams: May 7 - 14
Tuition Adjustment Schedule / Withdrawal from College / Reduction in Credit Hours:

- Through March 16 - 100%
- March 17 - 20 - 50%
- After March 20 - NONE
Summer 2019 Session

June 5 – August 1, 2019

May

- 27, Monday - Memorial Day holiday, College closed

June

- 4, Tuesday
  - 8 - 7 p.m. - Late registration online
  - 9 - 6 p.m. Late registration in person
- 5, Wednesday - CLASSES BEGIN

- 5 - 6, Wednesday - Thursday
  - 8 - 7 p.m. - Late registration, drop/add online
  - 1 p.m. - 4:30 p.m. Late registration, drop/add in person
- 6, Thursday - Final date to register, add courses, change sections, change from credit to audit, or audit to credit / Last date for admission to the College for Session
- 17, Monday, 4:30 p.m. - Census Day / Last date to drop without "W" on student transcripts 12 noon in person and 4:30 p.m. online
- 25, Tuesday, 8 a.m. - Beginning of midterm exams

July

- 1, Monday - End of midterm exams
- 3, Wednesday, 1 p.m. - Midterm grading period ends
- 4, Thursday - Independence Day holiday, no classes
- 9, Tuesday, 6 p.m. - Final day for dropping courses with a "W" or withdrawing from College
- 16, Tuesday, 6 p.m. - Last date for reinstatement to be processed in Registrar's office
- 24, Wednesday - Last day of class
- 25, Thursday, 8 a.m. - Beginning of final exams
- 29 Monday, 11:59 p.m. - Final grades due for final exams given on Thursday, July 25
- 31, Wednesday - End of final exams / Final grades due at 11:59 p.m. for final exams given on Monday, July 29

August

- 1, Thursday - 1 p.m. - Final grading period ends; grade books due in divisional offices / 4:30 p.m. - End of Summer Session

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

- Through June 11 - 100%
- June 12 - 17 - 50%
- After June 17 - NONE
## Timeline for Creating 2019-2020 Academic Calendar

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>The College Registrar uses previous academic year calendars as models to update and develop draft of 2019-2020 Academic Calendar.</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td>The College Registrar distributes draft of 2019-2020 Academic Calendar to Academic Affairs Council for review.</td>
</tr>
<tr>
<td><strong>Upon Academic Affairs Council</strong></td>
<td>The College Registrar submits 2019-2020 Academic Calendar recommended for approval by Academic Affairs Council to Vice Chancellor for Academic Affairs.</td>
</tr>
<tr>
<td><strong>Upon Vice Chancellor for Academic Affairs’ Approval</strong></td>
<td>Vice Chancellor for Academic Affairs sends approved Academic Calendar to Human Resources to be submitted to Louisiana Community and Technical College System Office. Registrar submits approved Academic Calendars to Catalog Editor and Webmaster for publication.</td>
</tr>
<tr>
<td><strong>Upon submission</strong></td>
<td>2019-2020 Academic Calendar published on College’s website.</td>
</tr>
</tbody>
</table>
ART GALLERY CALENDAR

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

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

Exhibits:

Horton Humble  
Dates: August 23rd – September 20th 2018  
Reception: August 23rd 2018 / 5-7pm

Painters Painting Painters  
Dates: October 1st – October 25th 2018  
Reception: October 1st 2018 / 5-7pm

Landscapes  
Dates: November 1st – November 25th 2018  
Reception: November 1st / 5-7pm

Black History Month – Level Collective  
Dates: January 24th – February 21st 2019  
Reception: February 21st 2018 / 5-7pm

Visual Communications Student Show  
Dates: February 28th – March 21st 2019  
Reception: March 21st 2018 / 5-7pm

Fine Arts Student Show  
Dates: April 4th – April 25th 2019  
Reception: April 4th 2019 / 5-7pm
2018-2019 BUDGET DEVELOPMENT, REVIEW AND APPROVAL TIMELINE

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

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

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

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

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

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

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

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

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

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

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

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

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

DELGADO COMMUNITY COLLEGE CATALOG

2019-2020 Edition

September 2018       Initial Meeting of Catalog Committee
February 2019        Last Catalog Committee Meeting
March 15, 2019       Deadline for Submission of Personnel Changes
April 1, 2019        Last Day for all approved curriculum changes and changes to all other sections to be submitted to a member of the Catalog Editorial Team
July 2019            Online publishing of new 2019-2020 Catalog
## CLASS SCHEDULE PRODUCTION CALENDAR

### SPRING 2019 CLASS SCHEDULES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 5, 2018</td>
<td>Rollover of 2018 Spring Class Schedule to 2019 Spring Class Schedule</td>
</tr>
<tr>
<td>November 9, 2018</td>
<td>Deadline for Deans/Department Chairs to make changes <em>before classes are opened</em> in Banner system for advanced Spring 2019 registration</td>
</tr>
</tbody>
</table>

### SUMMER 2019 CLASS SCHEDULES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 8, 2019</td>
<td>Rollover of 2018 Summer Class Schedule to 2019 Summer Class Schedule</td>
</tr>
<tr>
<td>April 12, 2019</td>
<td>Deadline for Deans/Department Chairs to make changes <em>before classes are opened</em> in Banner system for advanced Summer 2019 registration</td>
</tr>
</tbody>
</table>

### FALL 2019 CLASS SCHEDULES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 8, 2019</td>
<td>Rollover of 2018 Fall Class Schedule to 2019 Fall Class Schedule</td>
</tr>
<tr>
<td>April 12, 2019</td>
<td>Deadline for Deans/Department Chairs to make changes <em>before classes are opened</em> in Banner system for advanced Fall 2019 registration</td>
</tr>
</tbody>
</table>
COMMENCEMENT CALENDAR

Tuesday, December 18, 2018
10 a.m.
Fall 2018 Commencement Exercises
UNO Kiefer Lakefront Arena

Tuesday, May 21, 2018
10 a.m.
Spring 2019 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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27, 2018</td>
<td>Deadline for proposals to be submitted to Curriculum Office for possible inclusion at the September 7, 2018 meeting.</td>
</tr>
<tr>
<td>September 7, 2018</td>
<td>Scheduled meeting of Curriculum Committee (Overview and Orientation).</td>
</tr>
<tr>
<td>September 10, 2018</td>
<td>Deadline for proposals to be submitted to Curriculum Office for possible inclusion at the September 21, 2018 meeting.</td>
</tr>
<tr>
<td>September 21, 2018</td>
<td>Scheduled meeting of Curriculum Committee</td>
</tr>
<tr>
<td>October 10, 2018</td>
<td>Deadline for proposals to be submitted to Curriculum Office for possible inclusion at the October 26, 2018 meeting.</td>
</tr>
<tr>
<td>October 26, 2018</td>
<td>Scheduled meeting of Curriculum Committee</td>
</tr>
<tr>
<td>November 5, 2018</td>
<td>Deadline for proposals to be submitted to Curriculum Office for possible inclusion at the November 16, 2018 meeting.</td>
</tr>
<tr>
<td>November 16, 2018</td>
<td>Scheduled meeting of Curriculum Committee</td>
</tr>
<tr>
<td>January 22, 2019</td>
<td>Deadline for proposals to be submitted to Curriculum Office for possible inclusion at the February 1, 2019 meeting.</td>
</tr>
<tr>
<td>February 1, 2019</td>
<td>Scheduled meeting of Curriculum Committee.</td>
</tr>
<tr>
<td>February 12, 2019</td>
<td>Deadline for proposals to be submitted to Curriculum Office for possible inclusion at the February 22, 2019 meeting.</td>
</tr>
<tr>
<td>February 22, 2019</td>
<td>Scheduled meeting of Curriculum Committee</td>
</tr>
<tr>
<td>March 12, 2019</td>
<td>Deadline for proposals to be submitted to Curriculum Office for possible inclusion at the March 22, 2019 meeting.</td>
</tr>
<tr>
<td>March 22, 2019</td>
<td>Scheduled meeting of Curriculum Committee.</td>
</tr>
<tr>
<td></td>
<td>Last meeting for proposals affecting the 2019-2020 College Catalog. Proposals accepted after this date may not be included in the 2019-2020 Catalog.</td>
</tr>
<tr>
<td>April 1, 2019</td>
<td>Deadline for proposals to be submitted to Curriculum Office for possible inclusion at the April 12, 2019 meeting.</td>
</tr>
<tr>
<td>April 12, 2019</td>
<td>Scheduled meeting of Curriculum Committee.</td>
</tr>
<tr>
<td>April 22, 2019</td>
<td>Deadline for proposals to be submitted to Curriculum Office for possible inclusion at the May 3, 2019 meeting.</td>
</tr>
<tr>
<td>August 5, 2019</td>
<td>All 2019-2020 curriculum changes implemented (contingent on final approvals).</td>
</tr>
</tbody>
</table>
Schedules of Personnel Evaluations 2018-2019

Full-Time and Part-Time Faculty Evaluations

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20, 2018</td>
<td>Begin class visits and evaluation of instructional material.</td>
</tr>
<tr>
<td>September 24, 2018</td>
<td>Completed Preliminary Evaluation Agreement Form* submitted to supervisor.</td>
</tr>
<tr>
<td>October 8 -</td>
<td>Student evaluation of instruction.</td>
</tr>
<tr>
<td>October 19, 2018</td>
<td>Faculties collect documentation of progress toward goals, participate in Classroom</td>
</tr>
<tr>
<td></td>
<td>observation where appropriate, and conduct formative evaluations in at least one class</td>
</tr>
<tr>
<td></td>
<td>during academic year.</td>
</tr>
<tr>
<td>March 1, 2019</td>
<td>Faculty Final Conference Form submitted to supervisor.</td>
</tr>
<tr>
<td>April-May 2019</td>
<td>Final conference with supervisor, individually or with department.</td>
</tr>
<tr>
<td>June 7, 2019</td>
<td>Faculty evaluation reports to Division Deans.</td>
</tr>
<tr>
<td>June 27, 2019</td>
<td>Completed Supervisor's Evaluation Summary Forms due in Office of Human Resources.</td>
</tr>
</tbody>
</table>

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

Administrators and Unclassified Personnel Evaluations

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2019</td>
<td>Begin evaluations of all administrators and unclassified personnel.</td>
</tr>
<tr>
<td>June 1, 2019</td>
<td>Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor</td>
</tr>
<tr>
<td>No later than June 30, 2019</td>
<td>Evaluations submitted to Human Resources</td>
</tr>
</tbody>
</table>

Civil Service Classified Personnel Evaluations

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

Yearly Timeframe

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

Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2017– 6/30/2018</td>
<td>FY 2017-2018 Performance Year</td>
</tr>
<tr>
<td>9/15/2018</td>
<td>Request for Agency Review deadline to HR for FY 2017-2018 performance evaluation</td>
</tr>
<tr>
<td>7/1/2018 – 9/30/2018</td>
<td>PES Planning period for new FY 2018-2019</td>
</tr>
<tr>
<td>10/15/2018</td>
<td>Agency Reviewer deadline to render decision</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2019 – 8/16/2019</td>
<td>Evaluation period for completed FY 2018-2019 Performance Year</td>
</tr>
<tr>
<td>9/15/2019</td>
<td>Request for Agency Review deadline to HR for FY 2018-2019 performance evaluation</td>
</tr>
<tr>
<td>7/1/2019 – 9/30/2019</td>
<td>PES Planning period for new FY 2019-2020</td>
</tr>
<tr>
<td>10/15/2019</td>
<td>Agency Reviewer deadline to render decision</td>
</tr>
</tbody>
</table>
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 2018 Semester

Final Exam Schedule for Spring 2019 Semester
Available Upon Publication of Spring 2019 Student Handbook

Final Exam Schedule for Summer 2019 Session
Available Upon Publication of Summer 2019 Student Handbook
HEALTH & OTHER INSURANCE—ANNUAL ENROLLMENT PERIOD

The Month of October 2018
Deadline for making changes to all insurance benefits for 2019 Calendar Year.

More information on Available Insurance Benefits for Calendar Year 2019 will be available during the Open Enrollment Period in October 2018 and will be published on the following webpage at that time:

Office of Human Resources Employee Benefits
# HOLIDAY CALENDAR
## Academic Year 2018-2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday Description</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3, 2018</td>
<td>Labor Day</td>
<td>Monday</td>
</tr>
<tr>
<td>November 22, 2018</td>
<td>Thanksgiving Day</td>
<td>Thursday</td>
</tr>
<tr>
<td>November 23, 2018</td>
<td>Thanksgiving Day</td>
<td>Friday - Annual</td>
</tr>
<tr>
<td>December 19, 2018</td>
<td>Winter Holiday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>December 20, 2018</td>
<td>Winter Holiday</td>
<td>Thursday</td>
</tr>
<tr>
<td>December 21, 2018</td>
<td>Winter Holiday</td>
<td>Friday</td>
</tr>
<tr>
<td>December 24, 2018</td>
<td>Winter Holiday</td>
<td>Monday</td>
</tr>
<tr>
<td>December 25, 2018</td>
<td>Winter Holiday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>December 26, 2018</td>
<td>Winter Holiday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>December 27, 2018</td>
<td>Winter Holiday</td>
<td>Thursday - Annual</td>
</tr>
<tr>
<td>December 28, 2018</td>
<td>Winter Holiday</td>
<td>Friday - Annual</td>
</tr>
<tr>
<td>December 31, 2018</td>
<td>Winter Holiday</td>
<td>Monday</td>
</tr>
<tr>
<td>January 1, 2019</td>
<td>New Year’s Holiday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>January 2, 2019</td>
<td>New Year’s Holiday</td>
<td>Wednesday - Annual</td>
</tr>
<tr>
<td>January 21, 2019</td>
<td>Martin Luther King Jr.</td>
<td>Monday</td>
</tr>
<tr>
<td>March 4, 2019</td>
<td>Mardi Gras</td>
<td>Monday - Annual</td>
</tr>
<tr>
<td>March 5, 2019</td>
<td>Mardi Gras</td>
<td>Tuesday</td>
</tr>
<tr>
<td>March 6, 2019</td>
<td>Mardi Gras</td>
<td>Wednesday - Annual</td>
</tr>
<tr>
<td>April 19, 2019</td>
<td>Spring Holiday</td>
<td>Friday</td>
</tr>
<tr>
<td>May 27, 2019</td>
<td>Memorial Day</td>
<td>Monday - Annual</td>
</tr>
<tr>
<td>July 4, 2019</td>
<td>Independence Day</td>
<td>Thursday</td>
</tr>
</tbody>
</table>

The calendar above represents the holidays for the current *academic year*.

Please be advised that each institution of Higher Education designates fourteen legal holidays per *calendar year* to be observed by all its employees. For information on *calendar year* holiday schedules, see the Holiday Schedule for 2018 Calendar Year and Holiday Schedule for 2019 Calendar Year.

HOLIDAYS DECLARED BY THE GOVERNOR DO NOT APPLY TO EMPLOYEES OF DELGADO COMMUNITY COLLEGE. AS A STATE INSTITUTION OF HIGHER EDUCATION, DELGADO DESIGNATES THE SAME NUMBER OF HOLIDAYS DECLARED BY THE GOVERNOR ON DATES RELATIVE TO THE CURRENT ACADEMIC YEAR CALENDAR.
## Time Line for Creating 2020 Calendar Year Holiday Schedule

<table>
<thead>
<tr>
<th>Fall 2018</th>
<th>Assistant Vice Chancellor for Human Resources presents draft of 2020 Calendar Year Holiday Schedule to Business and Administrative Affairs Council for review.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon BAA Council Recommendation</td>
<td>Assistant Vice Chancellor for Human Resources presents draft of 2020 Calendar Year Holiday Schedule to Academic Affairs Council for review.</td>
</tr>
<tr>
<td>Upon AA Council Recommendation</td>
<td>Assistant Vice Chancellor for Human Resources presents draft of 2020 Calendar Year Holiday Schedule to College Council for review.</td>
</tr>
<tr>
<td>Upon College Council Recommendation (by Spring 2019)</td>
<td>Assistant Vice Chancellor for Human Resources submits 2020 Calendar Year Holiday Schedule to LCTCS System Office.</td>
</tr>
</tbody>
</table>
### INVENTORY CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 24-28, 2018</td>
<td>Inventory Training Sessions</td>
</tr>
<tr>
<td>October 5, 2018</td>
<td>Printout for Inventory of Moveable Property distributed to Property Supervisors</td>
</tr>
<tr>
<td>January 18, 2019</td>
<td>Completed Inventory Reports returned to Property Control Office</td>
</tr>
<tr>
<td>February 1 – 28, 2019</td>
<td>Inventory Reports reviewed</td>
</tr>
<tr>
<td>March 8, 2019</td>
<td>Discrepancies from original Inventory Report returned to Property Location Supervisors for “Spring Search”</td>
</tr>
<tr>
<td>April 12, 2019</td>
<td>“Spring Search” results to Property Control Office</td>
</tr>
<tr>
<td>June 10, 2019</td>
<td>Inventory Report submitted to Louisiana Property Assistance Agency (L.P.A.A.)</td>
</tr>
</tbody>
</table>
LIBRARY CALENDAR

For the All College Library Locations:

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

2018 Fall Semester

November 26, 2018  Final date for faculty to return or renew all library books and materials

December 12, 2018  Final date for students to return all library books and materials

2019 Spring Semester

April 2, 2019       Final date for submitting requests for purchase of library materials for academic year 2018-2019

April 29, 2019     Final date for faculty to return or renew all library books and materials

May 15, 2019       Final date for students to return all library books and materials

2019 Summer Session

July 17, 2019      Final date for faculty to return or renew all library books and materials

August 1, 2019     Final date for students to return all library books and materials
Music Recital Calendar 2018-2019

MUSIC RECITAL CALENDAR

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

Location

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

Dates

Every Thursday when school is in session

Time

12:30 – 1:30 pm

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March-April, 2019</td>
<td>Office of the Vice Chancellor for Academic Affairs sends out email requests for faculty and staff to submit committee membership preferences for 2019-2020 academic year.</td>
</tr>
<tr>
<td>June 1, 2019</td>
<td>Deadline for all calendar information to be sent to Policy Office as it should appear in the 2019-2020 Operational Guidelines.</td>
</tr>
<tr>
<td>Prior to Fall Convocation Week</td>
<td>Policy Office prepares publication for Vice Chancellor for Academic Affairs’ final approval and subsequent electronic publication.</td>
</tr>
<tr>
<td>Fall Convocation Week</td>
<td>Policy Office electronically notifies faculty and staff members regarding Operational Guidelines’ availability on College’s web site.</td>
</tr>
<tr>
<td>Through Academic Year</td>
<td>Policy Office works with Committee Chairs regarding any membership requests or changes throughout the academic year, and with responsible departments regarding any updates in calendars or other sections of the Operational Guidelines throughout the academic year.</td>
</tr>
</tbody>
</table>
DELGADO COMMUNITY COLLEGE
Banner Pay Calendar Year 2018
January 2018 – December 2018

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

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

FALL SEMESTER 2018

Friday, September 14, 2018 (1/7th of agreement pay)
Friday, September 28, 2018 (1/7th of agreement pay)
Friday, October 12, 2018 (1/7th of agreement pay)
Friday, October 26, 2018 (1/7th of agreement pay)
Friday, November 9, 2018 (1/7th of agreement pay)
Friday, November 23, 2018 (1/7th of agreement pay)
Friday, December 7, 2018 (1/7th of agreement pay)
ADJUNCT TEACHING/PART-TIME AGREEMENT PAY DATES*

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

SPRING SEMESTER 2019

Friday, February 15, 2019 (1/7th of agreement pay)

Friday, March 1, 2019 (1/7th of agreement pay)

Friday, March 15, 2019 (1/7th of agreement pay)

Friday, March 29, 2019 (1/7th of agreement pay)

Friday, April 12, 2019 (1/7th of agreement pay)

Friday, April 26, 2019 (1/7th of agreement pay)

Friday, May 10, 2019 (1/7th of agreement pay)
FACULTY SUMMER SESSION PAYROLL CALENDAR*

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

Full-time Faculty on Summer Service Employment Agreements

TBA

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

TBA
Planning and Assessment Calendar 2018-2019

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:

(September) Planning and Assessment Council meets to provide oversight and coordination for the current year cycle. 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 final drafts.

Step 4: Plans are reviewed and Desired Outcomes are approved 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.

Step 5: During the Spring Semester:

(January) 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.

(February) Planning and Assessment Council meets to provide oversight and coordination for the current year cycle. 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.

(continued)
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: Final Plans are approved 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.

Step 10: See Step 1
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING DATES

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

Thursday, September 20th
Thursday, November 15th
Thursday, February 14th
Thursday, April 25th

Mini-Grant Calendar
A progress report on the project is due by March 19, 2018, in the Office of the Vice Chancellor for Academic Affairs. Mini-grant projects are expected to be completed by May 31. 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, 2018 Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications.
October 30, 2018 Deadline to submit Mini-Grant application to the Office of Vice Chancellor for Academic Affairs (VCAA) and a copy to Chair(s) of PDC.
November 19, 2018 PDC submits prioritized list of final recommendations to the VCAA.
December 3, 2018 Award Letter and Contract mailed from Office of Professional Development with a copy to VCAA and Chair of PDC.
December 14, 2018 Completed Contract returned to Office of Professional Development.

Spring Semester
January 14, 2019 Chair or designee of PDC makes formal announcement of recipients.
February 11, 2019 Deadline for first half funds distribution. (Atypical contract date)
March 18, 2019 Recipient submits Progress Report to Chair of PDC with copy to VCAA and Director of Professional Development.
May 31, 2019 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

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Power of One Internal Giving Campaign Grants Calendar

A progress report on the project is due by March 19, 2018, in the Office of the Vice Chancellor for Workforce and Institutional Advancement. Power of One projects are expected to be completed by May 31, 2018. 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, 2018  Power of One Committee Chair announces deadline to submit Power of One Grant Applications at Fall Convocation.

October 30, 2018  Deadline to submit Power of One Grant Application to the Office of Vice Chancellor for Workforce and Institutional Advancement

November 19, 2018  Power of One Committee submits prioritized list of final recommendations to the Vice Chancellor for Workforce and Institutional Advancement

December 3, 2018  Award Letter and Contract mailed from Office of Institutional Advancement with a copy to Power of One Committee Chair

December 14, 2018  Completed Contract returned to Office of Institutional Advancement

Spring Semester

January 14, 2018  Power of One Committee Chair makes formal announcement of recipients at Spring Convocation.

February 9, 2019  Deadline for first half funds distribution. (Atypical contract date)

March 19, 2019  Recipient submits Progress Report to Power of One Committee Chair with copy to Vice Chancellor for Workforce and Institutional Advancement

May 31, 2019  Project Completed. Documentation submitted to Vice Chancellor for Workforce and Institutional Advancement with copy to Power of One Committee Chair

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

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

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

2017-2018 MINI-GRA NT RECIPIENTS & TITLE OF PROPOSAL

Gilda Ebanks and Jacinta Massey - Single Stop USA: “Mental Health Matters”
2018 - 2019 PROMOTION-IN-RANK TIMELINE

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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</thead>
<tbody>
<tr>
<td>August 6, 2018</td>
<td>Vice Chancellor for Academic Affairs distributes current timeline for promotion at Convocation.</td>
</tr>
<tr>
<td>October 1, 2018</td>
<td>Faculty members who wish to apply for promotion submit Verification of Eligibility Form and Verification of Documentation Form to the Dean of the division.</td>
</tr>
<tr>
<td>October 8, 2018</td>
<td>Division Dean reviews Verification of Eligibility and Documentation Forms.</td>
</tr>
<tr>
<td>October 22, 2018</td>
<td>Division Dean notifies faculty members of their eligibility to apply for promotion.</td>
</tr>
<tr>
<td>October 29-November 2, 2018</td>
<td>Applicants attend workshop on preparation of portfolio.</td>
</tr>
<tr>
<td>November 26, 2018</td>
<td>Faculty Senate representatives, in consultation with the Division Dean develop lists of faculty members eligible to serve on Division Promotion Committees.</td>
</tr>
<tr>
<td>January 7-9, 2019</td>
<td>Faculty Senate division representatives select members of Division Committees by lot and submit names to respective Division Deans.</td>
</tr>
<tr>
<td>January 11, 2019</td>
<td>Faculty members submit Applications for Promotion (three parts), along with promotion portfolios, to Division Deans. When an application is received that is not on Forms 2321/001A, B, and C, the applicant has forfeited his/her opportunity to apply during the current year.</td>
</tr>
<tr>
<td></td>
<td>(Note: Supervisor evaluations, student evaluations, and teaching, service, and professional development activities from the current academic year, nor any year prior to the academic year in which the applicant previously applied for the last approved promotion, are NOT to be included in the promotion packet.)</td>
</tr>
<tr>
<td>January 15, 2019</td>
<td>Division Dean sends out notice of first meeting of Division Promotion Committee to elect chair and set meeting dates.</td>
</tr>
<tr>
<td>January 21-25, 2019</td>
<td>At a designated time during this week, faculty members selected to serve on the Division Committees attend a workshop on the process for evaluation of promotion portfolios. Division Committees have first meeting to elect chair and set meeting dates.</td>
</tr>
<tr>
<td>January 25, 2019</td>
<td>The Division Dean reviews portfolios, verifies proper format of portfolios, and signs the Promotion Portfolio Routing Form (Form 2321/001C), if acceptable. Division Deans convene first meeting of Division Committees to begin review of portfolios.</td>
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</tbody>
</table>
**Promotion-In-Rank Timeline 2018-2019 (continued)**

**February 22, 2019**  
Division Committee Chairs deliver promotion portfolios, with completed Committee Recommendation Forms (Forms 2321/003) by academic rank, to the Division Dean.

**March 1, 2019**  
After review of all portfolios by the Division Dean, faculty are notified in writing by the Chair of the Division Committee as to the status of their applications. **All** portfolios are sent to the Vice Chancellor for Academic Affairs for review by the College Committee.

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

**March 8, 2019**  
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 12, 2019**  
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 19, 2019**  
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 3, 2019**  
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 10, 2019**  
The Vice Chancellor for Academic Affairs meets with the Chair of the College Committee to review the Division Committee Recommendation Form, the College Committee Recommendation Form and the Academic Affairs Promotion Appeals Council Recommendation Form, and then compile the final, comprehensive list of recommended promotions and present it to the Chancellor.

**May 24, 2019**  
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 2019**  
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.
## PURCHASING CLOSEOUT CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 4, 2019</td>
<td>Requisitions over $25,000.00 must be complete, i.e.:</td>
</tr>
<tr>
<td></td>
<td>A. Entered into Banner</td>
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<tr>
<td></td>
<td>B. Fully Approved in Banner</td>
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<tr>
<td></td>
<td>C. All back-up documentation received</td>
</tr>
<tr>
<td>April 8, 2019</td>
<td>Requisitions from $5,001.00 through $24,999.00 must be complete.</td>
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<tr>
<td>May 20, 2019</td>
<td>All requisitions must be complete.</td>
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<tr>
<td>June 13, 2019</td>
<td>All incomplete requisitions will be purged from the system.</td>
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<tr>
<td>June 30, 2019</td>
<td>End of fiscal year 2018-2019</td>
</tr>
</tbody>
</table>
STUDENT EVENT CALENDAR

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

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

Fall 2018

July 33 – Aug. 20, 2018  STEP process and forms available on the College’s website and distributed on each campus/site, through the SGAs, and in the *Dolphin* newspaper.

Aug. 21, 2018 (Tues.)  Proposals due to SGAs, Division Deans and Unit Heads.

Aug. 22 – Sept. 4. 2018  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. 5 – 14, 2018  The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.

Sept. 28, 2018 (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. 8, 2018 (Mon.)  STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.

Oct. 10 – 19, 2018  The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.

Oct. 19, 2018 (Fri.)  Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.

Oct. 19– Nov. 5, 2018  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. 13, 2018 (Tues.)  Deadline for all proposal originators to receive notification as to whether proposals are funded or not.
Spring 2019

Jan. 2 -16, 2019  
STEP process and forms available on the College’s website and distributed on each campus/site, through the SGAs, and in the *Dolphin* newspaper.

Jan. 17, 2019 (Thurs.)  
Proposals due to SGAs, Division Deans and Unit Heads.

Jan. 18 – 25, 2019  
College-wide divisions meet to evaluate and prioritize proposals submitted to the Division Dean. Proposals approved at this level are sent to the appropriate Executive Dean for consideration by the appropriate Campus/Site STEP Committee.

Jan. 28-Feb 8, 2019  
The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.

Feb. 15, 2019 (Fri.)  
A list of projects to be funded with a short description and cost for each project, completed requisition with a current quote, along with the names and titles of all persons who participated on the committee, is submitted to the chair of the STEP Council.

Feb. 20, 2019 (Wed.)  
STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.

Feb. 27 – Mar 5, 2019  
The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.

Feb. 27, 2019 (Wed.)  
Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.

Feb. 27 – April 1, 2019  
**Funds allocated to campus/site STEP accounts; requisitions may be entered into the Banner finance system.** Numbered hard copy requisitions submitted to Chair, STEP Council.

April 2, 2019 (Tues.)  
Deadline for all proposal originators to receive notification as to whether proposals are funded or not.
TEXTBOOK-ORDERING CALENDAR

October 8, 2018
Deadline for Spring 2018 textbook orders

February 22, 2019
Deadline for Summer 2018 textbook orders

April 1, 2019
Deadline for Fall 2018 textbook orders
THEATRE SCHEDULE

The Delgado Theatre Department will present several attractions during the 2018-2019 year.

Location:

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

Fall 18 and Spring 19 Productions and Dates:

The Laramie Project
By Moisés Kaufman and members of The Tectonic Theater Project
Directed by Michael McKelvey
A Co-production with The Storyville Collective
Timothy K. Baker Theatre
September 20 - October 7, 2018

The Boys Next Door
By Tom Griffin
Directed by Kristopher LaMorte
Delgado Drama Hall
November 14-18, 2018

Detroit ‘67
By Dominique Morisseau
Directed by Michael Santos
Delgado Drama Hall
February 20-24, 2019

Play On
By Rick Abbot
Directed by Clayton Shelvin
Timothy K. Baker Theatre
April 10-14, 2019

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

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

*Authors provide facts or information; editors, with a broad view of operations, coordinate, organize, and approve materials from several authors; producers have the expertise in presenting the material in the appropriate format.
VII. TRAFFIC APPEALS COMMITTEE POOL
2018-2019 Traffic Appeals Committee Pool

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

Chair: Carmel Johnson

Pool Members

Charity School of Nursing

Staff: Paula Miller
Faculty: TBA
Student: TBA

City Park Campus

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

West Bank Campus

Staff: Andrea Gibbs
Faculty: Dena Frickey
Student: TBA

Jefferson Site

Staff: Lesha Coulon
Faculty: TBA
Student: TBA

Sidney Collier Site

Staff: Russ Hill
Faculty: Janet Colletti
VIII. 2018-2019
JUDICIAL AFFAIRS COMMITTEE
The Judicial Affairs Committee of the College is an *ad hoc* committee comprised of members of a designated pool of trained faculty, staff and students who hear charges filed against an individual and recommend an outcome(s) based on the preponderance of evidence standard in accordance with the Student Judicial Code and Student Judicial Procedures.

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

Director of Student Life or Designee

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

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

**Staff:** *

*(One staff member selected for the specific case)*

Matthew Francis, Counselor, Student Affairs - Answer Center  
Koren Thornton, Administrative Supervisor, Admissions, Charity School of Nursing  
Tammy Scott, Academic Advisor, Science and Mathematics

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

SGA Campus Representative
IX.
2018-2019
FACULTY GRIEVANCE OFFICER

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

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

CITY PARK CAMPUS

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

Barry Brantley (504) 671-6140
Instructor/Director of Hospitality
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bbrant@dcc.edu

Theresa Degruy (504) 671-5296
Assistant to the Vice Chancellor for Student Affairs and City Park Campus
Executive Dean
Isaac Delgado Hall, Room 220E
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Steven Edwards (504) 671-6373
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sedwar@dcc.edu

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

Tammy Marullo-Scott (504) 671-6621
Academic Advisor, Science & Math
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CHARITY SCHOOL OF NURSING CAMPUS

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Brandy Barbarin (504) 571-1316
Instructor in Nursing
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WORKFORCE & INSTITUTIONAL ADVANCEMENT

Kim Tubre (504) 671-6465
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Regina Radosta (504) 671-6627
Site Facilitator
Maritime and Industrial Training Facility
rrados@dcc.edu

WEST BANK CAMPUS

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

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

(continued)
JEFFERSON SITE

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

Peter Cho        (504) 762-3110
Executive Dean, West Bank Campus
Professor of Music
LaRocca Hall, Room
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SIDNEY COLLIER SITE

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Lead Instructor & Department Chair
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Ljones3@dcc.edu

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

ADMINISTRATION – CITY PARK CAMPUS

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Assistant Vice Chancellor for Human
Resources and Professional Development
Administration Building, Pod A
cmajor@dcc.edu