OPERATIONAL GUIDELINES
2023-2024

Calendars, Committees, and Important Information 
for the Academic Year

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

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

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

Note: The information in this document is current as of time of publication. Critical information is updated throughout the academic year on the electronic version of this publication, which is posted on the Delgado Community College website at the following link: Operational Guidelines.
Operational Guidelines 2023-2024

Committees, Calendars, and Important Information for the Academic Year

Table of Contents

I. Mission, Vision, and Core Values ................................................ 5

II. Strategic Planning: 2023-2028 Commitments & Directives ...... 7

III. 2023-2024 Management and Administrative Councils .......... 9

Academic and Student Affairs Council
Advising Council
Business and Administrative Affairs Council
Chancellor’s Cabinet
College Council
Deans’ Council
Department Chairs’ Council
Distance Learning and Instructional Technology Council
Enrollment Services Council
Information Systems Council
Planning and Assessment Council
Registrar’s Council
Safety Council
Strategic Planning Team
Student Affairs Council
Student Government Council
Student Technology Enhancement Program (STEP) Council
Testing Council
Title IX Council
Workforce Development Council

IV. Committees ....................................................................................... 33

Committee Report Calendar
Committee Meeting Report (Form A)
Committee Recommendation Form (Form B)
Academic and Admission Standards Committee
Academic Appeals Committee
Athletics Committee
Catalog Committee
Catalog Change Submission Form
College Campus Ministry Committee
Commencement Committee
Curriculum Committee
Excellence in Teaching Award Committee
Faculty and Staff Professional Development Committee
Faculty Evaluation and Improvement of Instruction Committee
General Education Assessment Committee
Institutional Review Board (IRB)
---- IRB Student Data Subcommittee
Instructional Technology Committee
Multiculturalism and Diversity Committee
Program Review Committee
Scholarships and Financial Assistance Committee
Special Needs and Health Services Committee
Student Grievance Committee
Student Organizations and Activities Committee

V. Calendars of College Events 2023-2024 .............................................. 67
    Academic Calendar, Fall 2023
    Academic Calendar, Spring 2024
    Academic Calendar, Summer 2024
    Academic Calendar Creation Timeline for 2024-2025 Academic Calendar
    Art Gallery Calendar
    Budget Calendar
    Catalog Calendar
    Class Schedule Production Calendar, Spring, Summer and Fall 2024
    Commencement Calendar
    Credentials Verification Calendar (New Faculty)
    Curriculum Development Calendar
    Evaluation Calendar
    Final Examination Schedule 2023-2024
    Health and Other Insurance – Annual Enrollment Period
    Holiday Schedule 2023
    Holiday Schedule 2024
    Holiday Schedule 2025
    Holiday Schedule Creation Timeline for 2026 Calendar Year
    Inventory Calendar
    Library Calendars
    Music Recital Calendar
    Operational Guidelines Calendar
    Payroll Banner (Biweekly) Calendar
    Payroll Calendar for Adjunct Teaching/Part-Time Agreements
    Planning and Assessment Calendar
    Professional Development Calendar
       a. Committee Meeting Dates
       b. Mini-Grant Calendar
       c. Power of One Grant Calendar
       d. Presenter’s Grant Timeline
    Promotion-In-Rank Timeline
    Purchasing Closeout Calendar
    Student Event Calendar
    Technology Fee Proposals (STEP) Calendar (Fall 2023, Spring 2024)
I. MISSION, VISION, AND CORE VALUES
Mission, Vision, and Core Values

Mission Statement

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

Our Vision

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

Our Values

We, at Delgado Community College, value:

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

2023-2028 COMMITMENTS AND DIRECTIVES
Strategic Commitments and Directives
2023-2028

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

DIRECTIVE 1: BE YOURSELF - Support our culture of diversity, equity, and inclusion.
C1-A Expanding cultural awareness of the Delgado family to build intellect and empathy among our students, faculty, and staff
C1-B Improving access to flexible course options, connectivity, professional development, and student services
C1-C Promoting timely and targeted information delivery for new student engagement, support services, academic pathways, and career readiness
C1-D Fostering student connectedness and sense of belonging through enhanced student life and co-curricular activities

DIRECTIVE 2 – BE SMART - Place student achievement at the forefront of all College initiatives.
C2-A Providing the highest quality programs and services to reduce barriers for completion
C2-B Increasing communication and resources for prior learning credit
C2-C Fostering relationships with four-year institutions to enhance articulation and transfer opportunities
C2-D Coordinating and effecting positive change through college-wide assessment and curriculum to support the College's mission, vision, and strategic planning
C2-E Broadening pathways for career advancement and educational attainment for all
C2-F Advancing instructional technology, professional development, and training to improve teaching and learning

DIRECTIVE 3: BE SUCCESSFUL - Continue to meet head-on the needs of a changing workforce and provide graduates who are excellently trained for career opportunities.
C3-A Growing and fostering strong relationships with industry partners, government entities and program advisory boards
C3-B Identifying high-growth, high-demand occupations and emerging workforce demands to align with academic and continuing education program outcomes
C3-C Enhancing curricula, course design, and co-curricular activities to focus on ethics, communication, critical thinking, problem solving, and professionalism for career readiness

DIRECTIVE 4: BE INTENTIONAL - Strengthen operations for efficiency and excellence.
C4-A Increasing internal and external communications and marketing to ensure a robust, engaging dialogue
C4-B Managing our talent through recruiting, developing, and retaining employees by promoting inclusion and belonging with engaging and rewarding practices
C4-C Using data to drive decision-making to improve institutional effectiveness and to respond to rapidly changing environments
C4-D Streamlining business practices and exploring opportunities to ensure solid revenue streams and financial stability
C4-E Maintaining safe, accessible, aesthetically pleasing facilities that affirm the College's commitment to innovation and sustainability
C4-F Implementing responsive technology that supports the educational experience and modern college processes
III. COUNCILS
2023-2024 Management and Administrative Councils
Functions, Membership, and Meetings

FUNCTION OF COLLEGE-WIDE COUNCILS

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

Function of the Academic and Student Affairs Council

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

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

Membership

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

Members:
- Angela Camaille, Director, Instructional Technology, Support and Professional Development
- Peter Cho, Executive Dean, West Bank Campus
- Maria Cisneros, College Registrar
- Stephanie Claverie, Assistant Director, Answer Center
- Emily Cosper, Dean, Liberal Arts, Social Sciences, and Education
- Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
- Elizabeth Duett, Dean, Business
- Raymond Duplessis, Dean, Science, Technology, Engineering, and Mathematics
- Tamika Duplessis, Associate Vice Chancellor for Student Affairs
- Joan Ellis, Dean, Nursing
- Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health
- Michelle Greco, Director, Enrollment Management
- Rosaria Guastella, Director, Curriculum and Program Development
- Kendrick Johnson, Coordinator, Dual Enrollment
- Nichole Labat, Director, Student Financial Assistance
- Amy Laszcz, Executive Director, Financial Services/ Associate Controller
- Shawn Loht, Research Manager
- Stacey Robertson, Director, Student Life/Support
- Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer
- Timothy Stamm, Dean, Library Services
- Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
- Traci Trimble, Assistant Director, Admissions
- Arlanda Williams, Vice Chancellor for Workforce Development/ Executive Dean, River City Site
- Joseph Williams, Coordinator, Disability Services
- Title III Project Director/Director of Advising
Meetings

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

Advising Council 2023-2024

ADVISING COUNCIL

Function of the Advising Council

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

Membership

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

**Members:**
- Tomeka Black, Academic Advisor, City Park Campus
- Maria Cisneros, College Registrar
- Emily Cosper, Deans’ Council Representative
- Christine Foy Jackson, Academic Advisor, City Park Campus
- Francesca Langlow, Faculty Advisor Representative
- Frank Payne, Academic Advisor, West Bank Campus
- Traci Trimble, Assistant Director, Admissions
- Ashley James, Testing Site Coordinator
- Title III Project Director/Director of Advising
- Student Representative

Meetings

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

Function of the Business and Administrative Affairs Council

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

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

Membership

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

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

Meetings

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

Function of the Chancellor’s Cabinet

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

Membership

Chair: Larissa Littleton-Steib, Chancellor

Members:

James Hobbs III, Chief Information Officer
Carla Major, Chief Human Resources Officer
Cheryl Myers, Vice Chancellor for Academic and Student Affairs/College Provost
Ronald Russo, Vice Chancellor for Business and Administrative Affairs
Traci Smothers, Executive Assistant to the Chancellor/Equal Access Equal Opportunity Officer
Barbara Waiters, Chief Communications, Advancement and Strategic Initiatives Officer
Arlanda Williams, Vice Chancellor for Workforce Development/Executive Dean, River City Site

Meetings

Meetings of the Chancellor’s Cabinet are scheduled as needed by the Chancellor.
COLLEGE COUNCIL

Function of the College Council

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

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

Membership

Chair: Larissa Littleton-Steib, Chancellor

Staff Support: Lucy Cornelius, Chancellor’s Office Administrator & Liaison

Members:
Angela Camaille, Director, Instructional Technology, Support and Professional Development
Peter Cho, Executive Dean, West Bank Campus
Ranata Coxie, Delgado Classified Employees Association
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
Elizabeth Duett, Dean, Business/ Coordinator, Assessment and Planning
Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Harold Gaspard, Associate Vice Chancellor for Student Affairs/ Chair, Deans’ Council
James Hobbs III, Chief Information Officer
Shawn Loht, Research Manager
Carla Major, Chief Human Resources Officer
Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost
Warren Riley, Chief, Campus Police
James Royer, Assistant Vice Chancellor for Facilities and Planning
Ronald Russo, Vice Chancellor for Business and Administrative Affairs
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer
Timothy Stamm, Dean, Library Services/ SACSCOC Liaison
Amy Trainor, Delgado Unclassified Professional Association
Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
Barbara Waiters, Chief Communications, Advancement and Strategic Initiatives Officer
Arlanda Williams, Vice Chancellor for Workforce Development/ Executive Dean, River City Site
Delgado Faculty Senate President

Meetings

The College Council meets as needed by the Chancellor. Minutes of actions are recorded.
DEANS’ COUNCIL

Function of the Deans’ Council

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

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

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

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

Membership

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

Members: Peter Cho, Executive Dean, West Bank Campus
        Emily Cosper, Dean, Liberal Arts, Social Sciences, and Education
        Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/Executive Dean, Sidney Collier Site/Executive Director, Academic Success Initiatives
        Elizabeth Duett, Dean, Business
        Raymond Duplessis, Dean, Science, Technology, Engineering, and Mathematics
        Joan Ellis, Dean, Nursing
        Harold Gaspard, Associate Vice Chancellor for Academic Affairs/Dean, Allied Health
        Timothy Stamm, Dean, Library Services
        Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies
        Arlanda Williams, Vice Chancellor for Workforce Development/Executive Dean, River City Site

Meetings

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

Function of the Department Chair Council

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

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

Membership

Chair: TBA
Ex-Officio: Chery Myers, Vice Chancellor for Academic and Student Affairs/ College Provost
Members:
Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math
John Arbour, Instructor, Business
Mary Barrow, Professor, Nursing
Cheryl Brown, Professor, Science, Technology, Engineering, and Mathematics
Ann Burghardt-Dieck, Associate Professor, Nursing
Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math
Ty Delger, Professor, Allied Health
Diondra DeMolle, Associate Professor, Science, Technology, Engineering, and Math
Donald Davenport, Associate Professor, Construction Arts and Technical Studies
Bridgette Dufrene, Professor, Nursing
Elizabeth Feltey, Professor, Liberal Arts, Social Sciences, and Education
Linda Green, Instructor, Nursing
Elizabeth “Shaye” Hope, Professor, Liberal Arts, Social Sciences, and Education
Sarah Inman, Professor, Liberal Arts, Social Sciences, and Education
Kenya Jackson, Associate Professor, Liberal Arts, Social Sciences, and Education
Linda Kieffer, Professor, Liberal Arts, Social Sciences, and Education
Larisia Jones, Associate Professor, Construction Arts and Technical Studies
Francesca Langlow, Professor, Allied Health
Erin Laurent, Instructor, Business
Shawnte Lofton, Professor, Liberal Arts, Social Sciences, and Education
Michael MacCurdy, Professor, Science, Technology, Engineering, and Math
Alexander McMillen, Assistant Professor, Science, Technology, Engineering, and Math
Jackson Moss, Professor, Liberal Arts, Social Sciences, and Education
April Noble, Instructor, Science, Technology, Engineering, and Mathematics
Alfonzo Perez, Instructor, Business
Philip Reppel, Professor, Science, Technology, Engineering, and Math
Anne Riley, Instructor, Business
Michael Santos, Professor, Liberal Arts, Social Sciences, and Education
Tenisha Slaughter, Assistant Professor, Construction Arts and Technical Studies
Patricia Smart, Professor, Nursing
Sara Strickland, Professor, Science, Technology, Engineering, and Mathematics
Eboness Williams, Associate Professor, Science, Technology, Engineering, and Math
Alicia Zimmerman, Instructor, Construction Arts and Technical Studies
DISTANCE LEARNING & INSTRUCTIONAL TECHNOLOGY COUNCIL

Function of the Distance Learning and Instructional Technology Council

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

Membership

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

Members: Emily Cosper, Dean, Liberal Arts, Social Sciences, and Education
Elizabeth Duett, Dean, Business
Michelle Greco, Director, Enrollment Management
James Hobbs III, Chief Information Officer
Amanda Rosenzweig, Associate Professor, Science, Technology, Engineering, and Mathematics
Kim Tubre, Director, Corporate, Community and Continuing Education
Faculty Representatives from each academic division
Media Services Representative
Academic Advisor Representative- Advising Office
Academic Advisor Representative- Academic Division

Meetings

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

Function of the Enrollment Services Council

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

Membership

Chair: Michelle Greco, Director, Enrollment Services

Members:

Joseph Ray Fernandez Bazan, Student Engagement Counselor
Maria Cisneros, College Registrar
Stephanie Claverie, Assistant Director, Answer Center
Henry Dean, Commander, Campus Police
Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
Tyra Jene Flowers, Student Engagement Counselor
Andrea Gibbs, Interim Bursar
Nichole Labat, Director, Student Financial Assistance
Amy Laszcz, Executive Director, Associate Controller, Financial Services
Winston McGruder, User Support Services Manager, Information Technology
Kendrick Johnson, Dual Enrollment Coordinator
Katherine Seghers, Director, Account Receivables
Ashley James, Site Testing Coordinator
Traci Trimble, Assistant Director, Admissions
Devin Whipp, Manager, Delgado Bookstore
Title III Project Director/ Director of Advising
Continuing Student Representative
New Student Representative

Meetings

The Enrollment Services Council meets as called by the Director of Enrollment Management when required.
INFORMATION SYSTEMS COUNCIL (ISC)

Function of the Information Systems Council

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

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

Membership

Chair: James Hobbs III, Chief Information Officer

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

Meetings

The Information Systems Council meets on an as needed basis.
ISC’S DATA GOVERNANCE SUBCOMMITTEE

Function of the ISC’s Student Data Governance Subcommittee

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

Membership

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

**Chair:** Shawn Loht, Research Manager

**Assistant Chair:** Tina Hunter, Senior Programmer Analyst

**Members:**

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

**Meetings**

The Student Data Governance Subcommittee meets at least quarterly and on an as-needed basis.
PLANNING AND ASSESSMENT COUNCIL

Function of the Planning and Assessment Council

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

Chair: Elizabeth Duett, Dean, Business/Coordinator, Assessment and Planning

Members:
- Jennifer Bennett, Assistant Dean, Liberal Arts, Social Sciences, and Education
- Peter Cho, Executive Dean, West Bank Campus
- Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/Executive Dean, Sidney Collier Site/Executive Director, Academic Success Initiatives
- Tamika Duplessis, Associate Vice Chancellor for Student Affairs
- Harold Gaspard, Associate Vice Chancellor for Academic Affairs/Chair, Deans’ Council
- Rosaria Guastella, Director, Curriculum and Program Development
- Shawn Loht, Research Manager
- Cheryl Myers, Vice Chancellor for Academic and Student Affairs/College Provost
- Ronald Russo, Vice Chancellor for Business and Administrative Affairs
- Timothy Stamm, Dean, Library Services/SACSCOC Liaison
- Arlanda Williams, Vice Chancellor for Workforce Development/Executive Dean, River City Site

Assessment Liaisons:
- Jennifer Bennett, Assistant Dean, Liberal Arts, Social Sciences, and Education
- Lesha Coulon, Assistant Dean, Construction Arts and Technical Studies
- Theresa DeGruy, Assistant to the Vice Chancellor for Academic and Student Affairs/Executive Dean, Sidney Collier Site/Executive Director, Academic Success Initiatives
- Janet Gauthier Stephens, Assistant to the Dean, Allied Health
- Danielle Isaac, Assistant to Executive Dean, West Bank Campus
- Nicole Johnson, Assistant to Executive Dean, Sidney Collier Site
- Karen Laiche, Policy/Accreditation Specialist
- Traci Smothers, Executive Assistant to the Chancellor/Equal Access Equal Opportunity Officer
- Stacey Thompson, Assistant to the Dean, Nursing
- Beth Weindel, Administrative Assistant V, Academic Affairs
- Emmett Davis, Assistant Dean, Business

Assessment Committee Chairs:
- Michelle McClain, Chair, Faculty Evaluation and Improvement of Instruction Committee
- Elizabeth Duett, Chair, Program Review Committee
- Timothy Stamm, Chair, General Education Assessment Committee

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

Function of the Registrar's Council

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

Membership

*Chair:* Maria Cisneros, College Registrar

*Members:*

Demetria Bridges, Assistant Registrar, West Bank Campus and River City Site
Paul Haddican, Assistant Registrar, Workforce Development
Victoria Myers, Assistant Registrar, City Park Campus
Maria Poche, Assistant Registrar, School of Nursing
(City Park Campus and Sidney Collier Site)
Shannon West, College-wide Assistant Registrar
Assistant Registrar, Sidney Collier Site

Meetings

The Registrar's Council meets monthly with special meetings called by the College Registrar as needed.
Function of the Safety Council

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

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

Membership

Chair: Scott St. Pierre, Safety and Risk Manager

Members:

- Peter Cho, Executive Dean, West Bank Campus
- Tony Cook, Director, Communications, Marketing, and Public Relations
- Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
- Tamika Duplessis, Associate Vice Chancellor for Student Affairs
- Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health
- James Hobbs III, Chief Information Officer
- Curtis Kennedy, Interim Manager, Maintenance
- Karen Laiche, Policy/Accreditation Specialist
- Carla Major, Chief Human Resources Officer
- Dion Mays, Executive Housekeeper
- Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost
- Warren Riley, Chief, Campus Police
- Brian Rosenthal, Coordinator of Health Services
- James Royer, Assistant Vice Chancellor for Facilities Planning
- Ronald Russo, Vice Chancellor for Business and Administrative Affairs
- Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer
- Arlanda Williams, Vice Chancellor for Workforce Development/ Executive Dean, River City Site

Meetings

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

Function of the Strategic Planning Team

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

Membership

Executive Officer: Larissa Littleton-Steib, Chancellor
Chair: Elizabeth Duett, Dean, Business/ Coordinator, Assessment and Planning
Members:
- Peter Cho, Executive Dean, West Bank Campus
- Maria Cisneros, College Registrar
- Emily Cosper, Dean, Liberal Arts, Social Sciences, and Education
- Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives
- Tamika Duplessis, Associate Vice Chancellor for Student Affairs
- Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health
- James Hobbs III, Chief Information Officer
- Elizabeth Shaye Hope, Faculty Senate Representative
- Shawn Loht, Research Manager
- Carla Major, Chief Human Resources Officer
- Cheryl Myers, Vice Chancellor for Academic and Student Affairs/ College Provost
- Ronald Russo, Vice Chancellor for Business and Administrative Affairs
- Traci Smothers, Executive Assistant to the Chancellor/EAEO
- Arthine Powers, Faculty Representative
- Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/ Executive Dean, River City Site
- SGA Representative

Administrative: Karen Laiche, Policy/Accreditation Specialist

Meetings

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

Function of Student Government Council

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

Membership

Chair: Amy Trainor, Assistant Director of Student Life/ SGA Advisor, City Park Campus, West Bank Campus, and Sidney Collier Site

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

Members: Amy Trainor, Assistant Director of Student Life/ SGA Advisor, City Park Campus, West Bank Campus, and Sidney Collier Site All SGA Executive Board Members

Meetings The Student Government Council meets as needed as scheduled by the Chair.
Function of the STEP Council

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

Membership

Composition and duties of the Step Council, Campus STEP Committees, Division STEP Committees, and the College STEP Committee are defined in the College’s Student Technology Enhancement Program (STEP) Fee Proposals policy. The 2023-2024 composition is as follows:

<table>
<thead>
<tr>
<th>STEP Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Myers Chair, Vice Chancellor for Academic Affairs and Student Affairs/ College Provost</td>
</tr>
<tr>
<td>Angela Camaille, Director, Instructional Technology, Support and Professional Development</td>
</tr>
<tr>
<td>Peter Cho, Executive Dean, West Bank Campus</td>
</tr>
<tr>
<td>Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/Executive Dean, Sidney Collier Site/Executive Director, Academic Success Initiatives</td>
</tr>
<tr>
<td>James Hobbs III, Chief Information Officer</td>
</tr>
<tr>
<td>Arlanda Williams, Vice Chancellor for Workforce Development/Executive Dean, River City Site</td>
</tr>
<tr>
<td>Faculty Senate President or Representative</td>
</tr>
<tr>
<td>Student Affairs Representative</td>
</tr>
</tbody>
</table>
| **Students:** City Park Campus: Three students TBA  
  West Bank Campus: Two students TBA  
  Sidney Collier Site: One student TBA  
  River City Site: One student TBA |
| Support Staff: TBA |

<table>
<thead>
<tr>
<th>City Park Campus Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Reviews and recommends campus proposals to Assistant to Associate VC for Student Affairs)</td>
</tr>
</tbody>
</table>

| Angela Camaille, Chair, Director, Instructional Technology, Support and Professional Development |
| Emily Cosper, Dean, Liberal Arts, Social Sciences, and Education |
| Elizabeth Duett, Dean, Business |
| Raymond Duplessis, Dean, Science, Technology, Engineering, and Mathematics |
| Joan Ellis, Dean, Nursing |
| Harold Gaspard, Associate Vice Chancellor for Academic Affairs/Dean, Allied Health |
| Timothy Stamm, Dean, Library Services |
| Cristina Alvarado-Suarez, Dean, Construction Arts and Technical Studies |
| Information Technology Representative |
| Student Affairs Representative |
| **Faculty Representatives:** Two faculty TBA |
| **Students:** Three students TBA |
### West Bank Campus Committee
*(Reviews and recommends campus proposals to Campus Executive Dean)*

- **Peter Cho**, Chair, Executive Dean, West Bank Campus
- **Angela Camaille**, Director, Instructional Technology, Support and Professional Development
- **Emily Cosper**, Dean, Liberal Arts, Social Sciences, and Education
- **Elizabeth Duett**, Dean, Business
- **Raymond Duplessis**, Dean, Science, Technology, Engineering, and Mathematics
- **Timothy Stamm**, Dean, Library Services
- **Cristina Alvarado-Suarez**, Dean, Construction Arts and Technical Studies
- **Information Technology Representative**
- **Student Affairs Representative**

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

### Delgado Sidney Collier Site STEP Committee
*(Reviews and recommends site proposals to Site Executive Dean)*

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

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

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

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

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

### Distance Learning and Technology STEP Committee*
*(Reviews and recommends site proposals to Director, Instructional Technology, Support and Professional Development)*  
*Note: For the purposes of the STEP policy, the Distance Learning and Instructional Technology STEP Committee serves as a Campus/Site Committee for STEP fund allocations generated from online courses.*

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

**Faculty Representatives:** 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) |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Myers, Chair, STEP Council; Angela Camaille, Director, Instructional Technology, Support and Professional Development; James Hobbs III, Chief Information Officer; Faculty Senate President/Representative; Student Affairs Representative; <strong>Students:</strong> One student representative from each of the campus/site committees who served on the STEP Council</td>
</tr>
</tbody>
</table>
TESTING COUNCIL

Function of the Testing Council

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

Membership

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

**Members:**
- Jennifer Fernandez, Assistant Dean, Nursing
- Michelle Greco, Director, Enrollment Management
- Keisha Hawthorne, Testing Specialist, West Bank Campus
- Tina Hunter, Senior Programmer Analyst
- Damaris Largaespada, Testing Specialist, City Park Campus
- Traci Trimble, Assistant Director, Admissions
- Aaron Turner, Testing Specialist, Sidney Collier Site
- Darlene Williams, Director, Math Lab/Assistant Professor, Science, Technology, Engineering, and Mathematics
- Coordinator of CCSS, Liberal Arts, Social Sciences, and Education
- Testing Specialist, City Park Campus
- Testing Specialist, River City Site
- ESL Faculty Representative, Liberal Arts, Social Sciences, and Education

Meetings

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

Function of Title IX Council

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

Membership

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

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

Meetings

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

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

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

Membership

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

Members:
- Angela Camaille, Director, Instructional Technology, Support and Professional Development
- Maria Cisneros, College Registrar
- David Payton, Executive Director, Goldman Sachs 10,000 Small Businesses
- Rick Schwab, Senior Director, Maritime & Industrial Training Center/Executive Director, Advanced Manufacturing
- Kim Tubre, Director, Corporate, Community, and Continuing Education
- Sarah Vinnett, Director, Restricted Funds
- Representative, River City Site
- Representative, Sidney Collier Site
- Representative, West Bank Campus

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

Meetings

Meetings of the Workforce Development Council will be held quarterly and on an as-needed basis.
IV. STANDING COMMITTEES
2023-2024
COMMITTEE REPORT CALENDAR

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

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

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

• After each committee meeting, the Chair submits a Committee Meeting Report (Form A), with attendance sign-in sheets attached, to the Vice Chancellor for Academic and Student Affairs. At least one Committee Meeting Report Form must be submitted by December 1, 2023.

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

• By the end of the academic year and by May 17, 2024, the Chair provides all meeting report forms and committee recommendation forms to the Vice Chancellor for Academic and Student Affairs.
Committee Meeting Report Form 2023-2024

**Attach Attendance Sign-In Sheets. Submit form by timelines published in the yearly Committee Report Calendar.**

COMMITTEE MEETING REPORT (FORM A)

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

TO: Vice Chancellor for Academic and Student Affairs

FROM: [Name] Chair

COMMITTEE: [Name]

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 Committeee Recommendation Form B.)*

Other Comments:

Form Updated 8/23
Committee Recommendation Form 2023-2024

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

COMMITTEE RECOMMENDATION FORM (Form B)

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

Committee Name: ____________________________

Today’s Date: _____________ Chair: ____________________________

Date of Committee Recommendation: _____________

Summary of Voting Results:

Charge:

Recommendation:

Submitted: ____________________________

Signature of Committee Chair ____________________________ Date ____________________________

Decision: _____ Approved _____ Denied _____ Modified _____

Signature of Vice Chancellor for Academic and Student Affairs ____________________________ Date ____________________________

Comments:

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

Form Updated 8/23
ACADEMIC AND ADMISSION STANDARDS COMMITTEE

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

Chair: Sara Strickland, Professor, Science, Technology, Engineering, and Math

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

Ex Officio Members:
- Peter Cho, Executive Dean, West Bank Campus
- Maria Cisneros, College Registrar
- Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/Executive Dean, Sidney Collier Site/Executive Director, Academic Success Initiatives
- Tamika Duplessis, Associate Vice Chancellor for Student Affairs
- Harold Gaspard, Associate Vice Chancellor for Academic Affairs/Dean, Allied Health
- Rosaria Guastella, Director, Curriculum and Program Development
- Traci Smothers, Executive Assistant to the Chancellor/Equal Access Equal Opportunity Officer
- Traci Trimble, Assistant Director, Admissions
- Arlanda Williams, Vice Chancellor for Workforce and Institutional Advancement/Executive Dean, River City Site

Committee Members:
- Abdelrahim Ayyad, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
- Wellington Coleman, Instructor, Science, Technology, Engineering, and Math (2023-2025)
- Kathy Favret, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
- Shawn Llopis, Assistant Professor, Science, Technology, Engineering, and Math (2023-2024)
- Shawnte Lofton, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
- Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus (2023-2025)
- April Noble, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
- Sara Strickland, Professor, Science, Technology, Engineering, and Math (2023-2025)
- Nell Toomer, Associate Professor, Business (2023-2026)
- Tiquiena Varnado, Professor, Science, Technology, Engineering, and Math (2023-2025)
- Rachel Wilkerson, Career Navigator, Nursing (2023-2026)
ACADEMIC APPEALS COMMITTEE

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

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

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

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

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

continued
Academic Appeals Committee 2023-2024 (continued)

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

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

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

Chair: Lilian Gamble, Professor, Liberal Arts, Social Sciences, and Education

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

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

Committee Members:
Jordan Adams, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Demetria Bridges, Assistant Registrar, West Bank Campus (2023-2026)
Doris Cavey, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Emily Clay, Professional Development Coordinator/ Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math (2023-2024)
Melissa Diaz, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Richelle Dinwiddie, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Elizabeth Feltey, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Alcindo Frye, Instructor, Construction Arts and Technical Studies (2023-2026)
Lilian Gamble, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Andrew Gibbs, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Clare Giesen, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Lydia Goellner, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Brett Heintz, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Kenya Jackson, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Tammy Kliebert, Associate Professor, Allied Health (2023-2026)
Jennifer Kookin, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
Brandon Lafon, Assistant Professor, Business, (2023-2025)
Jennifer Lang, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Kristopher LaMorte, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Krista Lawrence, Professor, Science, Technology, Engineering, and Math (2023-2025)
Freda Leonard, Professor, Science, Technology, Engineering, and Math (2023-2024)
Sheila McDermott, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
James Means, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Tonn Moller, Instructor, Liberal Arts, Social Sciences, and Education (2023-2026)
Geralyn Labbe-Morrell, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Jackson Moss, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Sean Munro, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Matthew Palumbo, Professor, Science, Technology, Engineering, and Math (2023-2024)
Corey Pellerin, Instructor, Liberal Arts, Social Sciences, and Education (2023-2024)

continued
Athletics Committee 2023-2024 (continued)

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

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

Chair: Natasha Flowers, Associate Professor, Science, Technology, Engineering, and Math

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

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

Committee Members:
Habib Ansari, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus (2023-2026)
Caitlin Cooper, Assistant Professor, Coordinator of Collection Development Management and Acquisitions, Library (2023-2025)
Andrea Duplechain, Professor, Nursing (2023-2025)
Natasha Flowers, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
Cheryl Green, Professor, Business (2023-2025)
Tara LaFrance, Associate Professor, Science, Technology, Engineering, and Math (2023-2024)
Annie Mader, Associate Professor, Science, Technology, Engineering, and Math (2023-2024)
Caroline Yarbrough, Professor, Business (2023-2026)
Rebecca Zaman, Associate Professor, Science, Technology, Engineering, and Math (2023-2025)
CATALOG CHANGE SUBMISSION FORM

Date: 

Catalog Year: 2024-2025

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

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

Name of Catalog Section: 

Text of Modification:

Change Initiated By: ____________________________________________ Date
Name/ Title _____________________________

Change Approved: ____________________________________________ Date

Administrative Authorization* Date
*Administrator Responsible for the section: VCASA,
College Registrar, Director, Curriculum and Program Development
or as designated

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

Senior Level Authorization*** Date
***Vice Chancellor, Academic Dean, or Primary Report Head

Editor Date

(8/23)
College Campus Ministry Committee 2023-2024

COLLEGE CAMPUS MINISTRY COMMITTEE

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

Co-Chairs: Kim Gatzke, Professor, Business
Caroline Yarbrough, Professor, Business

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

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

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

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

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

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

Ex Officio Members: Peter Cho, Executive Dean, West Bank Campus  
Maria Cisneros, College Registrar  
Tony Cook, Director, Communications and Marketing  
Theresa Degruy, Assistant to the Vice Chancellor for Academic and Student Affairs/ Executive Dean, Sidney Collier Site/ Executive Director, Academic Success Initiatives  
Tamika Duplessis, Associate Vice Chancellor for Student Affairs  
Harold Gaspard, Associate Vice Chancellor for Academic Affairs/ Dean, Allied Health  
Traci Smothers, Executive Assistant to the Chancellor/ Equal Access Equal Opportunity Officer  
Shannon West, College-wide Assistant Registrar

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

Jonnie Mose, Professor, Nursing (2023-2026)
Matthew Palumbo, Professor, Science, Technology, Engineering, and Math (2023-2026)
Rene Randall, Professor, Allied Health (2023-2024)
Katie Richard, Assistant Professor, Allied Health (2023-2024)
Leslie Salinero, Publications Coordinator, City Park Campus (2023-2026)
Tyler Scheuermann, Advancement Coordinator (2023-2025)
Diane Sehrt, Professor, Allied Health (2023-2024)
Dietra Shedrick, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Tenisha Slaughter, Assistant Professor, Construction Arts and Technical Studies (2023-2024)
Mitchell Spead, Assistant Professor, Construction Arts and Technical Studies (2023-2025)
Paul Speyrer, Professor, Science, Technology, Engineering, and Math (2023-2026)
Lawrence Stamas, Assistant Professor, Science, Technology, Engineering, and Math (2023-2024)
Dan Summitt, Assistant Professor, Business (2023-2026)
William Traylor, Professor, Business (2023-2024)
Fred Tuhro, Associate Professor, Business (2023-2026)
Richard Vargas, Professor, Construction Arts and Technical Studies (2023-2026)
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2023-2025)
Caroline Yarbrough, Professor, Business (2023-2026)
The Curriculum Committee reviews curricula and evaluates proposed curricular changes including new courses and master syllabi, pre-requisites or co-requisites for courses, changes in course titles and credit hours, additions or deletions of programs, revisions in degree and certificate programs, deletion of courses and programs. It ensures appropriate master syllabi are in order for all proposed courses and evaluates its own processes, including receiving and reviewing reports on program assessment and articulated program and course agreements. The Committee reports to the Vice Chancellor for Academic and Student Affairs.

Chair: Rosaria Guastella, Director, Curriculum and Program Development

Assistant Chair: TBA

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

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

Committee Members:
- John Arbour, Instructor, Business (2023-2026)
- Malene Arnaud-Davis, Professor, Science, Technology, Engineering, and Math (2023-2024)
- Abdelrahim Ayyad, Associate Professor, Science, Technology, Engineering, and Math (2023-2024)
- Jennifer Bennett, Assistant Dean, Liberal Arts, Social Sciences, and Education (2023-2026)
- Jesse Boyd, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
- Angela Camaille, Director, Instructional Technology, Support and Professional Development (2023-2024)
- Caitlin Cooper, Assistant Professor, Coordinator of Collection Development Management and Acquisitions, Library (2023-2025)
Curriculum Committee 2023-2024 (continued)

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

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

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

Assistant Chair: Terri Gonzales-Kreisman, Professor, Business

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

Committee Members:

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

Support Staff:

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

Co-Chairs: Jackson Moss, Professor, Liberal Arts, Social Sciences, and Education
Amy Trainor, Assistant Director of Student Life

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

Ex Officio Members: Angela Camaille, Director, Instructional Technology, Support and Professional Development
Emily Clay, Professional Development Coordinator/Professor, Liberal Arts, Social Sciences, and Education

Committee Members:

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

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

Alexander McMillen, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Barbaro Medina, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
M. Karen Menge, Associate Professor, Science, Technology, Engineering, and Math (2023-2024)
Jackson Moss, Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Matthew Palumbo, Professor, Science, Technology, Engineering, and Math (2023-2024)
Cheri Pazos, Instructor, Nursing (2023-2026)
Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Audra Rouse, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Amanda Rosenzweig, Professor, Science, Technology, Engineering, and Math (2023-2025)
Erin Schrepfer, Instructor, Business (2023-2024)
Koren Thornton, Administrative Assistant V (2023-2025)
Amy Trainor, Assistant Director of Student Life (2023-2025)
Fred Tuhro, Associate Professor, Business (2023-2026)
Natasha Wedley, Assistant Director, Human Resources (2023-2025)
Cheree' Wiggins, Assistant Professor, Nursing (2023-2025)
Hillary Williams, Jr., Director of Grants Development (2023-2024)
Angela Wilson, Associate Professor, Business (2023-2026)
Beverly Wiltz, Assistant Professor, Science, Technology, Engineering, and Math (2023-2025)
Rebecca Zaman, Assistant Professor, Science, Technology, Engineering, and Math (2023-2025)
Matthew Palumbo, Professor, Science, Technology, Engineering, and Math (2023-2024)
Cheri Pazos, Instructor, Nursing (2023-2026)
Faculty Evaluation and Improvement of Instruction Committee 2023-2024

FACULTY EVALUATION AND IMPROVEMENT OF INSTRUCTION COMMITTEE

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

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

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

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

Committee Members:

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

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

Chair: Timothy Stamm, Dean, Library Services

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

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

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

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

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

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

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

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

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

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

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

Ex-Officio Members:
- Angela Camaille, Director, Instructional Technology, Support and Professional Development
- Tamika Duplessis, Associate Vice Chancellor for Student Affairs
- Harold Gaspard, Associate Vice Chancellor for Academic Affairs/Dean, Allied Health
- Julianna Herrera, Media Services, West Bank Campus
- James Hobbs III, Chief Information Officer

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

continued
Instructional Technology Committee  2023-2024 (continued)

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

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

Chair: Erin von Steuben, Professor, Liberal Arts, Social Sciences, and Education

Executive Officer: Larissa Littleton-Steib, Chancellor

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

Committee Members:

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

continued
Multiculturalism and Diversity Committee 2023-2024 (continued)

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

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

Chair: Elizabeth Duett, Dean, Business/Coordinator, Assessment and Planning

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

Ex Officio Members:

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

Committee Members:

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

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

Chair: Nichole Labat, Director, Student Financial Assistance

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

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

Committee Members:
- Cheryl Adams, Accounting Specialist, Accounts Receivable (2023-2026)
- Nabil Abukhader, Associate Professor, Science, Technology, Engineering, and Math (2023-2024)
- Alfreda Bell-Pilgrim, Academic Advisor, West Bank Campus (2023-2025)
- Sharon Celestine, Instructor, Nursing (2023-2026)
- Peter Cho, Executive Dean, West Bank Campus (2023-2024)
- Shanna Clevenger, Professor/Librarian (2023-2024)
- Alyssia Dayries-Sam, Professor, Science, Technology, Engineering, and Math (2023-2026)
- Bridgette Dufrene, Professor, Nursing (2023-2026)
- Freda Leonard, Professor, Science, Technology, Engineering, and Math (2023-2024)
- Shawnte Lofton, Professor, Liberal Arts, Social Sciences, and Education (2023-2026)
- Cynthia Mistretta, Financial Aid Counselor/Scholarship Specialist (2023-2025)
- Matthew Palumbo, Professor, Science, Technology, Engineering, and Math (2023-2024)
- Beth Prather, Instructor, Nursing (2023-2024)
- Vance Roux, Assistant Professor, Business (2023-2024)
- Gypsy Schneider, Return of Title IV Funds (R2T4) Coordinator, Student Financial Assistance (2023-2025)
- Katherine Seghers, Assistant Director, Accounts Receivable (2023-2024)
- Liza Sherman, Director, Opportunity Youth Initiative (2023-2025)
- Tenisha Slaughter, Assistant Professor, Construction Arts and Technical Studies (2023-2024)
- Nell Toomer, Associate Professor, Business (2023-2026)
- Darlene Williams, Professor, Science, Technology, Engineering, and Math (2023-2026)
SPECIAL NEEDS AND HEALTH SERVICES COMMITTEE

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

Chair: Robin Wegener, Professor, Allied Health
Assistant Chair: Brian Rosenthal, Coordinator of Health Services
Executive Officer: Cheryl Myers, Vice Chancellor for Academic and Student Affairs/College Provost
Ex Officio Members: Tamika Duplessis, Associate Vice Chancellor for Student Affairs
Brian Rosenthal, Coordinator of Health Services
Ronald Russo, Vice Chancellor for Business and Administrative Affairs
Amy Trainor, Assistant Director of Student Life
Joseph Williams, Coordinator, Student Accessibility Services

Committee Members:

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

Amanda Rosenzweig, Professor, Science, Technology, Engineering, and Math (2023-2026)
Nicholas Simoneaux, Science, Technology, Engineering, and Math (2023-2026)
Patricia Smart, Professor, Nursing (2023-2025)
Catherine Strength, Professor, Nursing (2023-2024)
Scott St. Pierre, Safety and Risk Manager (2023-2024)
Abbey Wallig, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Kathy Weaver, Manager, Carl Perkins & Hilton Career Pathways (2023-2025)
Robin Wegener, Professor, Allied Health (2023-2026)
Susan Welsh, Professor, Allied Health (2023-2024)
Elizabeth Williams, Instructor, Nursing (2023-2025)
Pamdora Williams, Answer Center (2023-2025)
STUDENT GRIEVANCE COMMITTEE

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

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

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

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

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

Jennifer Kookken, Associate Professor, Liberal Arts, Social Sciences, and Education  
(2023-2024)
Francesca Langlow, Professor, Allied Health (2023-2024)
Daphne Loney, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Ira Mata, Assistant Professor, Construction Arts and Technical Studies (2023-2025)
Lyle (Chris) McDonald, Associate Professor, Construction Arts and Technical Studies  
(2023-2026)
Jonnie Mose, Professor, Nursing (2023-2026)
Jacqueline Nesbit, Instructor, Science, Technology, Engineering, and Math (2023-2026)
April Noble, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Matthew Palumbo, Professor, Science, Technology, Engineering, and Math  
(2023-2024)
Marceau Ratard, Professor, Science, Technology, Engineering, and Math (2023-2026)
Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
Philip Reppel, Professor, Science, Technology, Engineering, and Math (2023-2026)
Catherine Reitmeyer, Assistant Professor, Allied Health (2023-2025)
Claude Richard, Instructor, Science, Technology, Engineering, and Math (2023-2026)
Shena Sanders, Associate Professor, Allied Health (2023-2026)
Monica Scheel, Associate Professor, Nursing (2023-2026)
Paul Speyrer, Professor, Science, Technology, Engineering, and Math (2023-2026)
Koren Thornton, Administrative Assistant V (2023-2025)
Deborah Toscano, Instructor, Liberal Arts, Social Sciences, and Education, (2023-2025)
Nell Toomer, Associate Professor, Business (2023-2026)
Cheree' Wiggins, Assistant Professor, Nursing (2023-2025)
Rebecca Zaman, Associate Professor, Science, Technology, Engineering, and Math  
(2023-2026)
Sharon Ziadeh, Professor, Science, Technology, Engineering, and Math (2023-2025)

Student Appointments: Student Representative, City Park Campus; Student Representative, Sidney Collier Site;  
Student Representative, River City Site; Student Representative, West Bank Campus
STUDENT ORGANIZATIONS AND ACTIVITIES COMMITTEE

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

Chair: Amy Trainor, Assistant Director of Student Life

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

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

Committee Members:
- Ayyad Abdelrahim, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
- Jordan Adams, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
- Stephen Andrus, Instructor, Business (2023-2025)
- Claudia Butler, Instructor, Nursing (2023-2024)
- Emily Clay, Professional Development Coordinator/Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
- Caitlin Cooper, Assistant Professor, Coordinator of Collection Development Management and Acquisitions, Library (2023-2026)
- Lesha Coulon, Assistant Dean, Construction Arts and Technical Studies (2023-2025)
- John Denstorff, Instructor, Liberal Arts, Social Sciences, and Education (2023-2024)
- Daniel Dupont, Assistant Professor/Librarian, (2023-2025)
- Lillie Fleury, Academic Advisor, Sidney Collier Site (2023-2026)
- Natasha Flowers, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
- Stacy Green, Instructor, Nursing (2023-2024)
- Alexander Hamman, Assistant Professor,, Business (2023-2025)
- Brenda Hanegan, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
- Leigh Hanhart, Professor, Nursing (2023-2025)
- Crystal Jackson, Answer Center (2023-2025)
- Kristopher LaMorte, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
- Krista Lawrence, Professor, Science, Technology, Engineering, and Math (2023-2025)
- Carol Leefe, Assistant Professor, Nursing (2023-2025)
- Lyle (Chris) McDonald, Associate Professor, Construction Arts and Technical Studies (2023-2024)
- James Means, Assistant Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
- M. Karen Menge, Associate Professor, Science, Technology, Engineering, and Math (2023-2026)
- Christopher Nicotera, Instructor, Liberal Arts, Social Sciences, and Education (2023-2026)
- Roxanne Ponson, Administrative Coordinator II, Admissions (2023-2025)
- Sadhana Ray, Professor, Liberal Arts, Social Sciences, and Education (2023-2024)
- Amanda Rosenzweig, Professor, Science, Technology, Engineering, and Math (2023-2026)
- Erin Schrepfer, Assistant Professor, Business (2023-2024)
- Elizabeth Marlowe Serpas, Instructor, Nursing (2023-2024)
Liza Sherman, Director, Opportunity Youth Initiative (2023-2025)
Charlene Shunick, Assistant Professor, Science, Technology, Engineering, and Math (2023-2026)
Nicholas Simoneaux, Science, Technology, Engineering, and Math (2023-2026)
Tenisha Slaughter, Assistant Professor, Construction Arts and Technical Studies (2023-2025)
Koren Thornton, Administrative Assistant V (2023-2025)
Deborah Toscano, Instructor, Liberal Arts, Social Sciences, and Education, (2023-2025)
Tiquiena Varnado, Professor, Science, Technology, Engineering, and Math (2023-2025)
Abbey Wallig, Associate Professor, Liberal Arts, Social Sciences, and Education (2023-2025)
Darlene Williams, Professor, Science, Technology, Engineering, and Math (2023-2026)
Mia Woodroof, Assistant Professor, Nursing (2023-2026)
Sharon Ziadeh, Professor, Science, Technology, Engineering, and Math (2023-2024)
Alicia Zimmerman, Instructor, Construction Arts and Technical Studies (2023-2025)
V. CALENDARS OF COLLEGE EVENTS

2023-2024
2023-2024 ACADEMIC CALENDAR
DELGADO COMMUNITY COLLEGE

https://catalog.dcc.edu/content.php?catoid=52&navoid=7640
# Timeline for Creating Academic Calendar

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

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

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

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

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

## Upon submission
- Forthcoming Academic Calendar published on College’s website.
ART GALLERY CALENDAR

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

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

For More Information:

https://www.facebook.com/people/Delgado-Fine-Arts-City-Park-Campus/100057260306953/
2023-2024 BUDGET DEVELOPMENT, REVIEW AND APPROVAL TIMELINE for 2024-2025 Budget

Office of Finance and Budget (OFB) develops formal 2023-2024 budget preparation timetable based on due dates as established by the LCTCS. by January 8, 2024

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, 2024

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, 2024

Upon receipt of personnel requests from budget units, OFB submits proposed personnel section of the budget to the Executive Council. April 1, 2024

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, 2024

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, 2024

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, 2024

Based on decisions of Executive Council, OFB compiles preliminary budget for review. by June 8, 2024

Executive Council reviews preliminary budget and determines necessary changes. by June 20, 2024

OFB assembles proposed final budget, which is submitted to the Executive Council for final review. by July 25, 2023

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 23, 2024
CATALOG PRODUCTION CALENDAR

DELGADO COMMUNITY COLLEGE CATALOG

2024-2025 Edition

September 2023  Initial Meeting of Catalog Committee

February 2024  Last Catalog Committee Meeting

April 1, 2024  Last Day for all approved curriculum changes and changes to all other sections to be submitted to a member of the Catalog Editorial Team

July 2024  Online publishing of new 2024-2025 Catalog
# Class Schedule Production Calendar 2023-2024

## Class Schedule Production Calendar

### Winter 2023 Class Schedules

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

### Spring 2024 Class Schedules

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

### Summer 2024 Class Schedules

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

### Fall 2024 Class Schedules

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

### Maymester 2024 Class Schedules

<table>
<thead>
<tr>
<th>Third Week of February</th>
<th>Rollover of 2023 Maymester Class Schedule to 2024 Maymester Class Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Week of March</td>
<td>Deadline for Deans/Department Chairs to make changes <em>before classes are opened</em> in the Banner system for advanced Maymester 2024 registration.</td>
</tr>
</tbody>
</table>
COMMENCEMENT CALENDAR

Tuesday, December 12, 2023
10 a.m.

Fall 2023 Commencement Exercises
UNO Kiefer Lakefront Arena

Tuesday, May 14, 2024
10 a.m.

Spring 2024 Commencement Exercises
UNO Kiefer Lakefront Arena
CREDENTIALS VERIFICATION CALENDAR (New Faculty Only)

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

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

The Vice Chancellor for Academic and Student Affairs forwards copies of original official transcripts to the Office of Human Resources. In addition, official transcripts are filed in the Office of the Vice Chancellor for Academic and Student Affairs. If the official transcript is not submitted when the agreement is received in the Office of the Vice Chancellor for Academic and Student Affairs, the office contacts the new faculty member. Official transcripts must be received in the office by midterm.
CURRICULUM DEVELOPMENT CALENDAR
(For Academic Year 2024-2025)

2023

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

October 20  Scheduled meeting of Curriculum Committee

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

November 17  Scheduled meeting of Curriculum Committee

2024

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

January 26  Scheduled meeting of Curriculum Committee

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

February 23  Scheduled meeting of Curriculum Committee

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

March 22  Scheduled meeting of Curriculum Committee

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

April 26  Final scheduled meeting of Curriculum Committee

August 2  All 2024-2025 curriculum changes implemented contingent upon final approvals
## Evaluation Calendar 2023-2024

### Schedules of Personnel Evaluations 2023-2024

#### Full-Time and Part-Time Faculty Evaluations
- **August 14, 2023** Begin class visits and evaluation of instructional material.
- **September 18, 2023** Completed Preliminary Evaluation Agreement Form* submitted to supervisor.
- **October 2-13, 2023** Student evaluation of instruction.
- **September 19, 2023 - February 23, 2024** Faculty collect documentation of progress toward goals, participate in Classroom observation where appropriate, and conduct formative evaluations in at least one class during academic year.
- **March 8, 2024** Faculty Final Conference Form submitted to supervisor.
- **April-May 2024** Final conference with supervisor, individually or with department.
- **May 31, 2024** Faculty evaluation reports to Division Deans.
- **June 30, 2024** Completed Supervisor's Evaluation Summary Forms due in Office of Human Resources.

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

#### Administrators and Unclassified Personnel Evaluations
- **Feb. 26, 2024** Begin evaluations of all administrators and unclassified personnel.
- **May 27, 2024** Evaluations submitted to appropriate Dean/Executive Dean/Vice Chancellor.
- **No later than June 27, 2024** Evaluations submitted to Human Resources.

#### Civil Service Classified Personnel Evaluations

Information regarding evaluation of classified employees is available on the [Classified Employees Performance Evaluation System (PES)](http://example.com) web page.

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

### Important Dates

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2022 – 6/30/2023</td>
<td><strong>FY 2022-2023 Performance Year</strong></td>
</tr>
<tr>
<td>7/1/2023 – 8/31/2023</td>
<td>Evaluation period for completed FY 2022-2023 Performance Year</td>
</tr>
<tr>
<td>9/15/2023</td>
<td>Request for Agency Review deadline to HR for FY 2022-2023 performance evaluation</td>
</tr>
<tr>
<td>7/1/2023 – 9/30/2023</td>
<td>PES Planning period for new FY 2023-2024</td>
</tr>
<tr>
<td>10/15/2023</td>
<td>Agency Reviewer deadline to render decision</td>
</tr>
<tr>
<td>7/1/2023 – 6/30/2024</td>
<td><strong>FY 2023-2024 Performance Year</strong></td>
</tr>
<tr>
<td>7/1/2024 – 8/31/2024</td>
<td>Evaluation period for completed FY 2023-2024 Performance Year</td>
</tr>
<tr>
<td>9/15/2024</td>
<td>Request for Agency Review deadline to HR for FY 2023-2024 performance evaluation</td>
</tr>
<tr>
<td>7/1/2024 – 9/30/2024</td>
<td>PES Planning period for new FY 2024-2025</td>
</tr>
<tr>
<td>10/15/2024</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 2023 Semester

Final Exam Schedule for Spring 2024 Semester
Available Upon Publication of Spring 2024 Student Handbook

Final Exam Schedule for Summer 2024 Session
Available Upon Publication of Summer 2024 Student Handbook
HEALTH & OTHER INSURANCE—ANNUAL ENROLLMENT PERIOD

The Month of October 2023
Deadline for making changes to all insurance benefits for 2024 Calendar Year.

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

Office of Human Resources Employee Benefits
DELGADO COMMUNITY COLLEGE
2023 HOLIDAY SCHEDULE

Please be advised that each institution of higher education designates fourteen (14) legal holidays per calendar year to be observed by all its employees. Holidays declared by the Governor or named in Civil Service Rules do not apply to Delgado employees. The dates below for the calendar year 2023 reflect the holidays on which the College is closed.

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

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

Academic Affairs Council 2/23/2021
Business & Administrative Affairs Council, Human Resources 3/2/2021
College Council 3/11/2021
DELGADO COMMUNITY COLLEGE  
2024 HOLIDAY SCHEDULE

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

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

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

Academic and Student Affairs Council  2/17/2022  
Business & Administrative Affairs Council, Human Resources 3/7/2022  
College Council 4/19/2022
Please be advised that each institution of higher education designates fourteen (14) legal holidays per calendar year to be observed by all its employees. *Holidays declared by the Governor or named in Civil Service Rules do not apply to Delgado employees.* The dates below for the calendar year 2025 reflect the holidays on which the College is closed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2025</td>
<td>New Year’s Day</td>
<td>Wednesday</td>
</tr>
<tr>
<td>January 20, 2025</td>
<td>Martin Luther King Jr.</td>
<td>Monday</td>
</tr>
<tr>
<td>March 3, 2025</td>
<td>Mardi Gras Holiday</td>
<td>Monday</td>
</tr>
<tr>
<td>March 4, 2025</td>
<td>Mardi Gras Holiday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>April 18, 2025</td>
<td>Spring Holiday</td>
<td>Friday</td>
</tr>
<tr>
<td>September 1, 2025</td>
<td>Labor Day</td>
<td>Monday</td>
</tr>
<tr>
<td>November 27, 2025</td>
<td>Thanksgiving</td>
<td>Thursday</td>
</tr>
<tr>
<td>November 28, 2025</td>
<td>Thanksgiving</td>
<td>Friday</td>
</tr>
<tr>
<td>December 24, 2025</td>
<td>Winter Holiday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>December 25, 2025</td>
<td>Winter Holiday</td>
<td>Thursday</td>
</tr>
<tr>
<td>December 26, 2025</td>
<td>Winter Holiday</td>
<td>Friday</td>
</tr>
<tr>
<td>December 29, 2025</td>
<td>Winter Holiday</td>
<td>Monday</td>
</tr>
<tr>
<td>December 30, 2025</td>
<td>Winter Holiday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>December 31, 2025</td>
<td>Winter Holiday</td>
<td>Wednesday</td>
</tr>
</tbody>
</table>

For the calendar year 2025, the College has established Limited Staffing Days for the following: Thursday, January 2; Wednesday, March 5; Monday, May 26; Monday, December 22; and Tuesday, December 23.
## Timeline for Creating 2026 Calendar Year Holiday Schedule

<table>
<thead>
<tr>
<th>Fall 2023</th>
<th>Assistant Vice Chancellor for Human Resources presents draft of 2026 Calendar Year Holiday Schedule to Business and Administrative Affairs (BAA) Council for review.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon BAA Council Recommendation</td>
<td>Assistant Vice Chancellor for Human Resources presents draft of 2026 Calendar Year Holiday Schedule to Academic and Student Affairs (ASA) Council for review.</td>
</tr>
<tr>
<td>Upon ASA Council Recommendation</td>
<td>Assistant Vice Chancellor for Human Resources presents draft of 2026 Calendar Year Holiday Schedule to College Council for review.</td>
</tr>
<tr>
<td>Upon College Council Recommendation</td>
<td>Assistant Vice Chancellor for Human Resources submits 2026 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 2023</td>
<td>Inventory Training Sessions</td>
</tr>
<tr>
<td>October 2023</td>
<td>Printout for Inventory of Moveable Property distributed to Property Supervisors</td>
</tr>
<tr>
<td>January 15, 2024</td>
<td>Completed Inventory Reports returned to Property Control Office</td>
</tr>
<tr>
<td>February 1 – 29, 2024</td>
<td>Inventory Reports reviewed</td>
</tr>
<tr>
<td>March 4, 2024</td>
<td>Discrepancies from original Inventory Report returned to Property Location Supervisors for “Spring Search”</td>
</tr>
<tr>
<td>April 5, 2024</td>
<td>“Spring Search” results to Property Control Office</td>
</tr>
<tr>
<td>June 3, 2024</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, Sidney Collier Site, and River City Site

2023 Fall Semester

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

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

2024 Spring Semester

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

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

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

2024 Summer Session

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

July 31, 2024  Final date for students to return all library books and materials
MUSIC RECITAL CALENDAR

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

For more information, see the Delgado Music webpage.
OPERATIONAL GUIDELINES PUBLICATION CALENDAR

March-April, 2024  Office of the Vice Chancellor for Academic and Student Affairs sends out email requests for faculty and staff to submit committee membership references for 2024-2025 academic year.

June 1, 2024  Deadline for all calendar information to be sent to Policy Office as it should appear in the 2024-2025 Operational Guidelines.

June 15, 2024  Office of the Vice Chancellor for Academic and Student Affairs submits committee and Council assignment list to Policy Office for inclusion in the 2024-2025 Operational Guidelines.

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

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

Through Academic Year  Policy Office works with Committee Chairs regarding any membership requests or changes throughout the academic year, and with responsible departments regarding any updates in calendars or other sections of the Operational Guidelines throughout the academic year.
ADJUNCT TEACHING/PART-TIME AGREEMENT PAY DATES*

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

FALL SEMESTER 2023

Friday, September 8, 2023 (1/7th of agreement pay)
Friday, September 22, 2023 (1/7th of agreement pay)
Friday, October 6, 2023 (1/7th of agreement pay)
Friday, October 20, 2023 (1/7th of agreement pay)
Friday, November 3, 2023 (1/7th of agreement pay)
Friday, November 17, 2023 (1/7th of agreement pay)
Friday, December 1, 2023 (1/7th of agreement pay)
ADJUNCT TEACHING/PART-TIME AGREEMENT PAY DATES*

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

SPRING SEMESTER 2024

Friday, February 9, 2024 (1/7th of agreement pay)
Friday, February 23, 2024 (1/7th of agreement pay)
  Friday, March 8, 2024 (1/7th of agreement pay)
  Friday, March 22, 2024 (1/7th of agreement pay)
  Friday, April 5, 2024 (1/7th of agreement pay)
  Friday, April 19, 2024 (1/7th of agreement pay)
  Friday, May 3, 2024 (1/7th of agreement pay)
FACULTY SUMMER SESSION PAYROLL CALENDAR

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

Full-time Faculty on Summer Service Employment Agreements

- Friday, June 14, 2024 (1/5th of agreement pay)*
- Friday, June 28, 2024 (1/5th of agreement pay)*
- Friday, July 12, 2024 (1/5th of agreement pay)*
- Friday, July 26, 2024 (1/5th of agreement pay)*
- Friday, August 9, 2024 (1/5th of agreement pay)*

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

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

- Friday, June 28, 2024 (1/4th of agreement pay)*
- Friday, July 12, 2024 (1/4th of agreement pay)*
- Friday, July 26, 2024 (1/4th of agreement pay)*
- Friday, August 9, 2024 (1/4th of agreement pay)*
- Friday, June 30, 2023 (1/4th of agreement pay)*
- Friday, July 14, 2023 (1/4th of agreement pay)*
- Friday, July 28, 2023 (1/4th of agreement pay)*
- Friday, August 11, 2023 (1/4th of agreement pay)*
Planning and Assessment Calendar 2023-2024

DELGADO COMMUNITY COLLEGE PLANNING & ASSESSMENT CYCLE

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

**Step 2: During the Fall Semester:**

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

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

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

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

**Step 5: During the Spring Semester:**

(Early Spring) Assessment Liaisons meet and review all (100 percent) of Unit Assessment Plans to accept, modify with suggestions, or develop corrective plans of action for Planning Units that did not complete the past Assessment Cycle and/or did not develop substantive plans for the current year.
(Early Spring) Chancellor sends communication to faculty and staff as a reminder of the importance of assessment process and cycle to continuous improvement. Vice Chancellor for Academic Affairs sends communication to Planning Units requesting them to continue to work with liaisons for current year assessment plans and start assessing and determining findings and use of results.

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

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

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

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

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

**Step 10:** See Step 1
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING DATES

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

- Thursday, September 14th
- Thursday, November 17th
- Thursday, February 22nd
- Thursday, April 18th

Mini-Grant Calendar

A progress report on the project is due by March 15, 2024, in the Office of the Vice Chancellor for Academic and Student Affairs. Mini-grant projects are expected to be completed by May 24, 2024. Mini-grant recipients are required to present the results of their projects to the appropriate segments of the College community in the following semester.

**Fall Semester**

- **August 7, 2023**: Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications.
- **October 27, 2023**: Deadline to submit Mini-Grant application to the Office of Vice Chancellor for Academic and Student Affairs (VCASA) and a copy to Chair(s) of PDC.
- **November 17, 2023**: PDC submits prioritized list of final recommendations to the VCASA.
- **December 1, 2023**: Award Letter and Contract mailed from Office of Professional Development with a copy to VCASA and Chair of PDC.
- **December 15, 2023**: Completed Contract returned to Office of Professional Development.

**Spring Semester**

- **January 8, 2024**: Chair or designee of PDC makes formal announcement of recipients.
- **February 9, 2024**: Deadline for first half funds distribution. (Atypical contract date)
- **March 15, 2024**: Recipient submits Progress Report to Chair of PDC with copy to VCASA and Director of Professional Development.
- **May 24, 2024**: Project Completed. Documentation submitted to VCASA with copy to Chair of PDC.

**Following Fall Semester**

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

References:
- Mini-Grant Application (Forms 6311/001, 002, and 003)
- Mini-Grant Sample Proposal
- Mini-Grant Policy
Power of One Internal Giving Campaign Grants Calendar
A progress report on the project is due by March 15, 2024, in the Office of the Vice Chancellor for Workforce and Institutional Advancement. Power of One projects are expected to be completed by May 24, 2024. Power of One grant recipients are required to present the results of their projects to the appropriate segments of the College community in the following semester.

Fall Semester

August 7, 2023  Power of One Committee Chair announces deadline to submit Power of One Grant Applications at Fall Convocation.

October 27, 2023  Deadline to submit Power of One Grant Application to the Office of Vice Chancellor for Workforce and Institutional Advancement.

November 17, 2023  Power of One Committee submits prioritized list of final recommendations to the Vice Chancellor for Workforce and Institutional Advancement.

December 1, 2023  Award Letter and Contract mailed from Office of Institutional Advancement with a copy to Power of One Committee Chair.


Spring Semester

January 8, 2024  Power of One Committee Chair makes formal announcement of recipients at Spring Convocation.

February 9, 2024  Deadline for first half funds distribution. (Atypical contract date)

March 15, 2024  Recipient submits Progress Report to Power of One Committee Chair with copy to Vice Chancellor for Workforce and Institutional Advancement

May 24, 2024  Project Completed. Documentation submitted to Vice Chancellor for Workforce and Institutional Advancement with copy to Power of One Committee Chair

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

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

Presenter’s Grant Timeline:
Applications are accepted at any time during the academic year; however, applicants should allow at least two months for processing forms.
# Promotion-In-Rank Timeline 2023-2024

## 2023-2024 PROMOTION-IN-RANK TIMELINE

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 7, 2023</td>
<td>Vice Chancellor for Academic and Student Affairs distributes current timeline for promotion at Convocation.</td>
</tr>
<tr>
<td>October 2, 2023</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 9, 2023</td>
<td>Division Dean reviews Verification of Eligibility and Documentation Forms.</td>
</tr>
<tr>
<td>October 20, 2023</td>
<td>Division Dean notifies faculty members of their eligibility to apply for promotion and emails the list of eligible applicants to the Vice Chancellor for Academic and Student Affairs. The Vice Chancellor for Academic and Student Affairs emails the list of eligible applicants to the Chair of the Faculty Evaluation and Improvement of Instruction Committee, who in turn emails the applicants regarding the workshop on preparation of portfolio.</td>
</tr>
<tr>
<td>November 27, 2023</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 8-12, 2024</td>
<td>Faculty Senate division representatives select members of Division Committees by lot and submit names to respective Division Deans, who in turn emails the names of the Division Committee members to the Vice Chancellor for Academic and Student Affairs. The Vice Chancellor for Academic and Student Affairs emails the Office of Professional Development’s designated Canvas Administrator to request the Division Committee members be given permission to view applicant submissions.</td>
</tr>
</tbody>
</table>

The designated Canvas Administrator in turn emails Division Committee members submission viewer video links. At a designated time during this week, faculty members selected to serve on the Division Committees participate in training on the process for evaluation of promotion portfolios. Division Committees have first meeting to elect chair and set meeting dates.
January 12, 2024  Faculty members submit Applications for Promotion (three parts), along with promotion portfolios, to Division Deans. When an application is received that is not on Forms 2321/001A, B, and C, the applicant has forfeited their opportunity to apply during the current year.

(Note: Supervisor evaluations, student evaluations, and teaching, service, and professional development activities from the current academic year, nor any year prior to the academic year in which the applicant previously applied for the last approved promotion, are NOT to be included in the promotion packet.)

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

January 19, 2024  The Division Dean reviews portfolios, verifies proper format of portfolios, and signs the Promotion Portfolio Routing Form (Form 2321/001C), if acceptable. Division Deans convene first meeting of Division Committees to begin review of portfolios.

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

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

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

March 8, 2024  Vice Chancellor for Academic and Student Affairs holds first meeting of College Promotion-in-Rank Committee, gives charge to Committee, provides all needed documents, including portfolios, and oversees election of chair.
April 5, 2024  The College Committee makes recommendations on promotions to the Vice Chancellor for Academic and Student Affairs, who reviews recommendations with Chair of the College Committee, and compares the Division Committee Recommendation Form with the College Committee Recommendation Form to determine which portfolios have received a split vote.

April 12, 2024  Vice Chancellor for Academic and Student Affairs convenes the Academic Affairs Promotion Appeals Council to review portfolios which have received split votes from the Division Committees and the College Committee. The Vice Chancellor for Academic and Student Affairs gives charge to the committee and provides all needed documentation.

April 26, 2024  The Academic Affairs Promotion Appeals Council re-convenes to discuss recommendations on those portfolios receiving a split vote and to complete the Academic Affairs Promotion Appeals Council Recommendation Form.

May 3, 2024  The Vice Chancellor for Academic and Student Affairs meets with the Chair of the College Committee to review the Division Committee Recommendation Form, the College Committee Recommendation Form and the Academic Affairs Promotion Appeals Council Recommendation Form, and then compile the final, comprehensive list of recommended promotions and present it to the Chancellor.

May 17, 2024  The Chancellor notifies all candidates in writing of their status and informs the Vice Chancellor for Business and Administrative Affairs of the names and ranks of those promoted for inclusion in the institutional budget. Faculty members hired before 1993 and promoted to Associate Professor are also awarded tenure.

June 2024  Recommendations for initial promotion submitted with budget to Board of Supervisors for Louisiana Colleges and Technical College System (LCTCS) for approval according to submission date established by the LCTCS Office.

Following Completion of the Promotion Process  Portfolios are returned to candidates through the academic divisions.
PURCHASING CLOSEOUT CALENDAR

March 15, 2024  Requisitions over $30,000 must be complete, i.e.:
   A. Entered into Banner
   B. Fully Approved in Banner
   C. All back-up documentation received

April 19, 2024  Requisitions from $10,000 through $29,999 must be complete.

May 31, 2024   All requisitions $10,000 and below must be complete.

June 10, 2024  All incomplete requisitions will be purged from the system.

June 30, 2024  End of fiscal year 2023-2024
Current student activities and event information for all campuses and sites is updated continually on Delgado’s website at the Events Calendar.
Technology Fee Proposals (STEP) Calendar 2023-2024

TECHNOLOGY FEE PROPOSALS (STEP) CALENDAR

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

Fall 2023

June 27 – Aug. 28, 2023 STEP process and forms available on the College’s website and distributed on each campus/site and through the SGAs.

Aug. 28, 2023 (Mon) Proposals due to SGAs, Division Deans and Unit Heads.

Aug. 29 – Sept. 12, 2023 College-wide divisions meet to evaluate and prioritize proposals submitted to the Division Dean. Proposals approved at this level are sent to the appropriate Executive Dean for consideration by the appropriate Campus/Site STEP Committee.

Sept. 13 – 22, 2023 The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.

Sept. 29, 2023 (Fri.) A list of projects to be funded with a short description and cost for each project, completed requisition with a current quote, along with the names and titles of all persons who participated on the committee, is submitted to the chair of the STEP Council.

Oct. 2, 2023 (Mon.) STEPCouncil Chair submits prioritized list of proposed purchases to Chancellor for approval.

Oct. 4 – Oct. 13, 2023 The STEPCouncil reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.

Oct. 13, 2023 (Fri.) Chancellor notifies STEPCouncil Chair of approved proposals. Chair notifies each Executive Dean.

Oct. 13 – Oct. 31, 2023 Funds allocated to campus/site STEP accounts; requisitions may be entered into the Banner finance system. Numbered hard copy requisitions submitted to Chair, STEPCouncil.

Nov. 7, 2023 (Tues.) Deadline for all proposal originators to receive notification as to whether proposals are funded or not.
Spring 2024

Jan. 8 – Jan. 12, 2024  
STEP process and forms available on the College’s website and distributed on each campus/site and through the SGAs.

Jan. 30, 2024 (Tues)  
Proposals due to SGAs, Division Deans and Unit Heads.

Jan. 31 – Feb. 9, 2024  
College-wide divisions meet to evaluate and prioritize proposals submitted to the Division Dean. Proposals approved at this level are sent to the appropriate Executive Dean for consideration by the appropriate Campus/Site STEP Committee.

Feb. 12 - Feb 16, 2024  
The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.

Feb. 16, 2024 (Fri.)  
A list of projects to be funded with a short description and cost for each project, completed requisition with a current quote, along with the names and titles of all persons who participated on the committee, is submitted to the chair of the STEP Council.

Feb. 16, 2024 (Fri.)  
STEP Council Chair submits prioritized list of proposed purchases to Chancellor for approval.

Feb. 21 – Mar. 1, 2024  
The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.

March 6, 2024 (Wed.)  
Chancellor notifies STEP Council Chair of approved proposals. Chair notifies each Executive Dean.

Mar 6 – March 26, 2024  
**Funds allocated to campus/site STEP accounts; requisitions may be entered into the Banner finance system.** Numbered hard copy requisitions submitted to Chair, STEP Council.

March 26, 2024 (Tues.)  
Deadline for all proposal originators to receive notification as to whether proposals are funded or not.
TEXTBOOK-ORDERING CALENDAR

October 2, 2023
Deadline for Spring 2024 textbook orders

February 16, 2024
Deadline for Summer 2024 textbook orders

March 26, 2024
Deadline for Fall 2024 textbook orders
THEATRE SCHEDULE

The Delgado Theatre Department will present several attractions during the academic year.

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

Location:

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

Times:

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

More Information:

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

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Author*</th>
<th>Date</th>
<th>Editor*</th>
<th>Producer*</th>
<th>Distribute To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Handbook</td>
<td>Comm, Mktg &amp; PR</td>
<td>Vice Chancellor for Academic &amp; Student Affairs (VCASA)</td>
<td>See Operational Guidelines (OPG)</td>
<td>VCASA</td>
<td>Comm, Mktg &amp; PR</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>VCASA</td>
<td>Curriculum Process</td>
<td>OPG</td>
<td>Director of Curriculum and Program Development (CPD)</td>
<td>CPD</td>
</tr>
<tr>
<td>Master Course Inventory</td>
<td>VCASA</td>
<td>Curriculum Process</td>
<td>OPG</td>
<td>CPD</td>
<td>CPD</td>
</tr>
<tr>
<td>Master Syllabus File</td>
<td>VCASA</td>
<td>Faculty</td>
<td>OPG</td>
<td>Academic Deans</td>
<td>CPD</td>
</tr>
<tr>
<td>Master Program File</td>
<td>VCASA</td>
<td>Division</td>
<td>OPG</td>
<td>CPD</td>
<td>CPD</td>
</tr>
<tr>
<td>Catalog</td>
<td>VCASA</td>
<td>Unit Heads &amp; Catalog Committee</td>
<td>OPG</td>
<td>Catalog Editorial Team</td>
<td>Comm, Mktg &amp; PR/CPD</td>
</tr>
<tr>
<td>Homepage</td>
<td>Comm, Mktg &amp; PR</td>
<td>College Community</td>
<td>ongoing</td>
<td>Comm, Mktg &amp; PR</td>
<td>Office of Information Technology</td>
</tr>
<tr>
<td>Program Brochures</td>
<td>Comm, Mktg &amp; PR</td>
<td>Faculty/Master Program File</td>
<td>ongoing</td>
<td>Comm, Mktg &amp; PR/Academic Deans</td>
<td>Comm, Mktg &amp; PR</td>
</tr>
<tr>
<td>Division Booklets -- View Book</td>
<td>Comm, Mktg &amp; PR</td>
<td>Faculty/Master Program File/Enrollment Services/Unit Heads</td>
<td>ongoing</td>
<td>Comm, Mktg &amp; PR/Academic Deans</td>
<td>Comm, Mktg &amp; PR</td>
</tr>
<tr>
<td>Media Information</td>
<td>Comm, Mktg &amp; PR</td>
<td>College Community</td>
<td>ongoing</td>
<td>Executive Deans/Vice Chancellors/Comm, Mktg &amp; PR</td>
<td>Comm, Mktg &amp; PR</td>
</tr>
<tr>
<td>Non-credit/Continuing Education &amp; Professional Development Brochures</td>
<td>Comm, Mktg &amp; PR</td>
<td>Workforce Development</td>
<td>ongoing</td>
<td>Comm, Mktg &amp; PR/Executive Deans/Vice Chancellor for Workforce Development</td>
<td>Comm, Mktg &amp; PR</td>
</tr>
<tr>
<td>Workforce Development Brochures</td>
<td>Comm, Mktg &amp; PR</td>
<td>Workforce Development</td>
<td>ongoing</td>
<td>Comm, Mktg &amp; PR/Vice Chancellor for Workforce Development</td>
<td>Comm, Mktg &amp; PR</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
2023-2024 Traffic Appeals Committee Pool

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

Chair: Carmel Johnson

Pool Members

City Park Campus

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

West Bank Campus

Staff: Andrea Gibbs
Faculty: TBA
Student: TBA

Sidney Collier Site

Staff: TBA
Faculty: TBA
Student: TBA

River City Site

Staff: TBA
Faculty: TBA
Student: TBA
VIII. 2023-2024
JUDICIAL AFFAIRS COMMITTEE
JUDICIAL AFFAIRS COMMITTEE

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

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

Associate Vice Chancellor for Student Affairs or Designee

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

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

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

Stephanie Collins, Coordinator, Answer Center
Ashley James, Special Population Advisor, West Bank Campus
Tammy Scott, Office Manager, Academic and Student Affairs, City Park Campus
Koren Thornton, Administrative Assistant V, Workforce Development and Institutional Advancement

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

SGA Campus Representative
IX.
2023-2024
FACULTY GRIEVANCE OFFICER

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

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

CITY PARK CAMPUS

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

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

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

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

WORKFORCE DEVELOPMENT

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

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

WEST BANK CAMPUS

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

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

SIDNEY COLLIER SITE

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

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

RIVER CITY SITE

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

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

ADMINISTRATION-City Park Campus

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