

# INTERNAL COLLEGE COMMITTEE ANNUAL REPORT

## 2021-2022

Kalamazoo Valley Community College Committees play a large role in the daily operations and continuous improvement of the college. This annual report gives a summary of the internal committee work that took place over the 2021-2022 academic year.

In Spring of 2020, the college underwent a review of ongoing councils and committees. This project accomplished many goals including but not limited to; fostering innovation while improving communication and inclusivity, clarify what internal committees existed, to confirm timing, membership, scope of work/authority and charge/purpose of each internal committee. To learn more about the project, see the [Project Summary](#).

This annual report is the first Kalamazoo Valley Committee Annual Report and will be completed each year moving forward. The annual report showcases and celebrates activities of our committed internal committees.

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Strategic Focus Areas Committee Name	Student Success	Quality Education	Community Impact	Engagement	Resource Management
Academic Leadership Council					
Administrators Plus					
Banner Team Leaders					
BHLC Collaboration & Strategy					
Collaboration in Pre-Health Care Education					
Course and Curriculum Committee					
Crisis Management					
Diversity & Inclusion Committee for Equity & Culture					
Early Middle College Advisory Committee					
Employee Engagement and Wellness Committee					
Enrollment Retention Committee					
Enrollment, Marketing & IT Committee					
Extenuating Circumstances Appeal Committee					
Facility Use Council					
Faculty Association Scholarship Committee					
Faculty Success Center Advisory					
Federal Grant Planning Committee					
Financial Aid Advisory Council					
Information Technology Advisory Committee					
Institutional Learning Outcomes Assessment					
Job Classification Committee					
Kalamazoo Valley Food Share					
Kalamazoo Valley Orientation Committee					
Public Safety Advisory Committee					
Retirement Plan (ORP) Committee					
Student Cares Committee					
Sustainability Committee					
TargetX Committee					
Universal Design					
Total	16	11	7	11	12

# Academic Leadership Council

<b>Chair(s)</b>	Jenny Ott, Philipp Jonas
<b>Main Activities</b>	<ul style="list-style-type: none"> <li>• Academic Leadership Council initiates and promotes a quality learning environment and acts as a vehicle for addressing current issues and for reviewing and maintaining policies and procedures. Faculty membership on the council participate substantially in oversight of the curriculum; assurance of consistency in quality instruction and expectations of student performance; determination of the academic qualifications for instructional personnel; analysis of data and appropriate action on assessment of student learning and program completion.</li> <li>• Met 9 times this year with a minimum of 45 members and additional guests</li> <li>• Discussed and approved curriculum changes and revisions at six of the nine meetings.</li> <li>• Provided a platform for over twenty-one guests, representing various areas that are affecting or affected by instruction, to share and discuss information, updates, and insights with Faculty, Academic Deans, and Academic Directors.</li> <li>• Fostered consistent, clear, and open communication during a time of unprecedented remote work and instruction about Covid protocols, and meeting the instructional technology needs for faculty, while also supporting students in their academic and career pursuits, and personal needs.</li> <li>• Created a new cross-discipline discussion initiative called “The Shuffle” to take the temperature of membership, and break down the isolation of remote and limited in-person working conditions</li> <li>• Establishing a new ALC agenda item called “Above and Beyond” to acknowledge the extraordinary work members of the college contribute that not everyone may be aware of, which exemplifies the College’s value of “giving and receiving praise graciously” and “demonstrating positive regard for self and others.”</li> </ul>
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Facilitating discussions regarding academic scheduling.</li> <li>• Developing “The Shuffle” which provided cross-discipline, horizontal discussions on questions ranging from considerations on a collective vision for the college in the next 5 years to things we can do to help students succeed right now.</li> <li>• Welcoming guests to share updates and insights from their areas as a way to build connections and aid in cross-department communication.</li> </ul>
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>• The committee met to initiate and promote a quality-learning environment and act as a vehicle for addressing current issues and for reviewing and maintaining policies and procedures. In doing this work, ALC creates and sustains a culture of academic effectiveness, and supports the College’s mission, vision, values, and strategic initiatives.</li> <li>• We encourage open and inclusive horizontal communication about issues of academic importance from diverse stakeholders’ perspectives – including invited guests to meetings. Areas of collaboration, discussion, and coordination</li> </ul>

	<p>include oversight of the curriculum; assurance of consistency in quality instruction and expectations of student performance; determination of the academic qualifications for instructional personnel; analysis of data and appropriate action on assessment of student learning and program completion.</p> <ul style="list-style-type: none"> <li>• ALC runs efficient and effective meetings. We respect the time of our members and communicate with members prior to meetings so they can adequately prepare for and participate during meetings. We also follow-up with members after meetings to provide them with an executive/action-plan summary of the meeting so they can accurately, quickly, and effectively communicate details of the meeting with the faculty in their area.</li> <li>• In addition, the ALC leadership team meets regularly with the College President and Provost/Vice President for Instructional and Student Services to prepare for ALC meetings, to offer recommendations for instructional programs and services, and to provide information relevant to instructional programs and critical services to the administration and/or faculty and Deans.</li> </ul>
<b>Strategic Focus Area(s)</b>	Quality Education
<b>Contributions to Strategic Focus Area(s)</b>	Academic Leadership Council initiates and promotes a quality learning environment and acts as a vehicle for addressing current issues and for reviewing and maintaining policies and procedures. Faculty membership on the council participate substantially in oversight of the curriculum; assurance of consistency in quality instruction and expectations of student performance; determination of the academic qualifications for instructional personnel; analysis of data and appropriate action on assessment of student learning and program completion.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Recommend Academic Leader role descriptions differentiating various responsibilities and expectations for Academic Deans, Department Chairs, Program Directors and Program Coordinators, and Lead Instructors.</li> <li>2. Maximize member participation at meetings.</li> <li>3. Develop a new agenda item for members to highlight their area, department, discipline and/or program on a rotating basis.</li> </ol>

## Administrators Plus

<b>Chair(s)</b>	L. Marshall Washington
<b>Main Activities</b>	Strategic planning, input for college wide initiatives
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Developed KPIs that align with the college's strategic plan</li> <li>• Developed action plans to accomplish KPIs</li> <li>• Determined measurements for achieving the outcomes</li> </ul>

	<ul style="list-style-type: none"> <li>• Provided feedback to support and assist each other with KPI goals</li> </ul>
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>• Worked collaboratively to lead the college's strategic planning efforts and execute the strategic plan</li> </ul>
<b>Strategic Focus Area(s)</b>	Student Success, Quality Education, Community Impact, Engagement, Resource Management
<b>Contributions to Strategic Focus Area(s)</b>	Supports all strategic focus areas
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Develop new/or update current KPIs and action plans to ensure alignment with 2023-2027 strategic plan.</li> <li>2. Continue supporting EAA quality initiative project</li> <li>3. Support the HLC Criterion Teams as they begin to prepare for the HLC site visit</li> </ol>

## Banner Team Leaders

<b>Chair(s)</b>	Tim Welsh
<b>Main Activities</b>	No scheduled large meetings were held in F22 to this point. Frequent smaller meetings were held with module work groups to address needs and software updates
<b>Accomplishments</b>	Established an Ellucian Managed Services, Advisory Services, and Technology Support contract. Worked with Ellucian integration of software from PeopleAdmin and Softdocs.
<b>Main Purpose</b>	Keeping current with all updates and patches. Working with Banner users to evaluate future partner programs - Xitracs for credential monitoring.
<b>Strategic Focus Area(s)</b>	Student Success, Quality Education, Engagement, Resource Management
<b>Contributions to Strategic Focus Area(s)</b>	Banner effects all aspects of the student and staff experience. Banner is our system of record and all our engagement flows form that source. Establishing the managed services contract allows us to keep current and review our business practices.
<b>Goals</b>	Regularly scheduled meeting for the larger group with formalized meeting minutes. Develop a regular cloning and testing calendar for upgrades.

## Bronson Healthy Living Campus Collaboration & Strategy

<b>Chair(s)</b>	Craig Jbara, Stephanie Hughes
<b>Main Activities</b>	Re-start the committee, explore and pursued collaborative initiatives to provide leading edge, outcome-driven opportunities to improve the quality of life for students and community
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Non-credit medical culinary curriculum integrated as a part of the Nursing program</li> <li>• Successful implementation of Michigan Fitness SNAP program in conjunction with Bronson</li> <li>• Culinary faculty continue to contribute to community culinary and nutrition programs</li> </ul>
<b>Main Purpose</b>	Identified potential linkages in program delivery and establish priorities for cross-department initiatives
<b>Strategic Focus Area(s)</b>	Student Success, Quality Education, Community Impact, Resource Management
<b>Contributions to Strategic Focus Area(s)</b>	Leverage staff and faculty from across the college, pursue credit/non-credit collaboration that provide unique, value-added, relevant learning experiences for students and participants. Creates innovative opportunities to improve the health and wellness of the community
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Establish stackable program pathways between credit and non-credit to enhance student experience</li> <li>2. Implement Phase 1 of Horticulture Program (HASL)</li> <li>3. Provide coordinates participation in support of the Kalamazoo Farmer's Market summer schedule and other community events</li> <li>4. Initiate planning for a Lifestyle Medicine Clinic in Kalamazoo</li> <li>5. Create inclusive and seamless work flow between FIC, CAH and Continuing Education programs and operations</li> </ol>

## Collaboration in Pre-Health Care Education

<b>Chair(s)</b>	Cynthia Schauer
<b>Main Activities</b>	<ul style="list-style-type: none"> <li>• Developed a central repository for collecting master syllabi, learning outcomes, and mapping curriculum in the google drive.</li> </ul>

	<ul style="list-style-type: none"> <li>• Discussed the implications for the pre-health curriculum in the health care courses.</li> <li>• Connected with the pathway advisors and they have become committee members.</li> <li>• Met with institutional research and explored data needs and submitted requests.</li> <li>• In collaboration with the Kalamazoo Valley library, developed and hosted Science Final Exam Study Palooza.</li> <li>• Explored the health careers application process and courses required.</li> <li>• Explored the possibility of common assignments across the science curriculum.</li> <li>• Met with Amy Brandt from the Kalamazoo Valley library.</li> <li>• Discussed ways of maintaining high standards and academic integrity.</li> </ul>
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Brought students back to campus for study groups in the library during both the Fall and Winter terms</li> <li>• Identified overlap in the curriculum and fostered discussion between the pre-req instructors and instructors in the health careers programs.</li> <li>• Expanded our committee membership and got to know the pathway advisors for the pre-health care curriculum. They have been willing partners helping us plan events, coming to the study palooza meetings to meet with students and help handout the lunches and answer academic questions.</li> <li>• Established a line item for budget to provide for the Networking event.</li> </ul>
<b>Main Purpose</b>	<p>The committee/council was created for the purpose of establishing a cohesive experience for the Pre-Career/Health Sciences General Studies students at Kalamazoo Valley and shall limit its activities to advising on matters that directly concern the needs of students in these programs. Since we have been meeting and discussing curriculum we have heard from students that they notice the overlapping themes. This addresses the cohesive experience in the pre-health careers/health sciences we sought to address. Additionally, we were able to provide study sessions that brought students from 4 classes together in the library to study. This built bridges and established connections to KALAMAZOO VALLEY and to classmates for students in the health careers pre-req classes.</p>
<b>Strategic Focus Area(s)</b>	<p>Student Success, Quality Education</p>
<b>Contributions to Strategic Focus Area(s)</b>	<p>Students have experienced more collaborations by their instructors which led to identifying areas of overlap. These areas of overlap provided a strong foundation for the student's study efforts.</p>
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Provide suggestions and feedback to pre-req instructors as they incorporate concepts into their courses from other pre-requisites or health careers classes.</li> </ol>

2. Foster communication between the pre-requisite instructors and the health careers programs. Develop collaboration and community building between the two groups.
3. Collect and analyze health careers pre-req grade data for the last 5 years and track success in the health careers programs.
4. Make a poster that details the health careers pre-requisites and the various pathways student can take and publicly display the posters.

## Course and Curriculum Committee

<b>Chair(s)</b>	Joe Brady, Paige Eagan
<b>Main Activities</b>	The main activities this year for Course and Curriculum consisted of vetting proposed curriculum changes to courses and program and proposed new courses and programs.
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Review and recommendation of a variety of new programs including Sustainable Horticulture Program (COA, CERT, AAS) and Licensed Practical Nursing Program (CERT)</li> <li>• Review and recommendation of a variety of program changes including Illustration (AAS), Health Sciences General Studies (AAS), and Sustainable Brewing (AAS)</li> <li>• Review and recommendation of a variety of new courses in Communications, Humanities, Geology, Education, Horticulture, and Practical Nursing</li> <li>• Review and recommendation of a variety of course changes in Brewing, Education, Art, and Business</li> <li>• Received information about noncredit offerings</li> </ul>
<b>Main Purpose</b>	This committee serves as a key deliberation body in the discussion and recommendation of proposed new and changed curriculum for the College. It is also an informational body for items related to curriculum.
<b>Strategic Focus Area(s)</b>	Student Success, Quality Education, Community Impact, Engagement, Resource Management
<b>Contributions to Strategic Focus Area(s)</b>	Curricula touches all aspects of the College and the learner experience. The reviews, deliberations, and recommendations of this committee directly affect what courses and programs are available to students, whether it matches transfer/employer needs and trends, and cross-college and community partnerships.
<b>Goals</b>	<ul style="list-style-type: none"> <li>• Continue deliberation of proposed new and changed curricula</li> <li>• Review and revise processes</li> </ul>



- Determine how to incorporate Academic Pathway Maps into the review process

## Crisis Management

<b>Chair(s)</b>	Donald Benthin
<b>Main Activities</b>	We have not yet met this year. I have updated the Emergency response guide and am waiting for approval to move ahead. We are also holding off on a meeting due to position movements to finalize who the proper leadership to attend may be.
<b>Accomplishments</b>	It will be the familiarization of duties and responsibilities of individuals during a critical incident.
<b>Main Purpose</b>	This will be in in person meeting where we will actually talk through potential critical incidents, responsibilities actions upon a critical incident.
<b>Strategic Focus Area(s)</b>	Community Impact, Engagement, Resource Management
<b>Contributions to Strategic Focus Area(s)</b>	The committee will ensure that the safety and security of the campus, employees, staff and students are a top priority. Duties and responsibilities will be designated to key leadership during a critical incident.
<b>Goals</b>	Conduct a tabletop exercise Talk through actual responsibilities. Explain the response which can be expected from emergency services.

## Diversity & Inclusion Committee for Equity & Culture

<b>Chair(s)</b>	Trice Baston
<b>Main Activities</b>	<ul style="list-style-type: none"> <li>• We have met three times via Zoom during the last year.</li> <li>• Many of us communicate using Slack, a third-party app.</li> <li>• We have established a sub-committee to research and create an official land acknowledgment for the college.</li> <li>• Just recently re-established a partnership with the Disability Network of Southwest Michigan. As a result, there are four new professional development opportunities for faculty, staff, and community members to attend for the May and June, 2022.</li> </ul>
<b>Accomplishments</b>	Got our feet under ourselves and starting to communicate more effectively over since February 2022. Offering four professional development workshops through a partnership with the Disability Network of Southwest Michigan.

<b>Main Purpose</b>	Discussions about the overall mission of the committee has been key. We are starting to operate under the guidance of the DEI strategic plan.
<b>Strategic Focus Area(s)</b>	Engagement
<b>Contributions to Strategic Focus Area(s)</b>	By engaging the overall college community in educational programming related to the various areas served by the diversity, equity, and inclusion strategic plan
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Create an official land acknowledgment for recommendation to college leadership to review, critique, and ultimately adopt as our own.</li> <li>2. Explore DEI in the on boarding - HR.</li> <li>3. LGBTQ+ - reconnect</li> </ol>

## Early Middle College Advisory Committee

<b>Chair(s)</b>	Deborah Coates
<b>Main Activities</b>	To provide guidance on courses for Early/Middle College and to share data about progress and success.
<b>Accomplishments</b>	<p>The committee was able to suggest and offer a variety of classes on the Michigan Transfer Agreement at times when high school students need them most. The committee is working toward offering these classes on an annual basis for cohorts of incoming students which will make it a good first step for our newest students.</p> <p>Data and information sharing with the committee on progress has led to interesting conversations and suggestions</p>
<b>Main Purpose</b>	The faculty on the committee serve not only to advise but to advocate for Early/Middle College students. With their input and insights since the inception of E/MC attitudes toward E/MC students have improved. Many of the suggestions by the committee have been implemented into the program such as the use of mentors on our campuses. While the mentors are not employed by KALAMAZOO VALLEY they are housed on our campus which leads to students being more engaged within the college community.
<b>Strategic Focus Area(s)</b>	Community Impact
<b>Contributions to Strategic Focus Area(s)</b>	This committee helps to remove barriers for students and this year saw that 58% of the completing students earned an associate's degree. The largest group to date with the highest completion rate yet!

<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Continue to schedule early morning classes which benefit the new students.</li> <li>2. Offer specific courses like ENG 111 in the later morning early afternoon</li> <li>3. Work to provide reminders to faculty to share concerns and early alerts for struggling students.</li> <li>4. Return to in person social events to make students feel a part of the college environment.</li> </ol>
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## Employee Engagement and Wellness Committee

<b>Chair(s)</b>	Cathy Colella, Aaron Hilliard
<b>Main Activities</b>	<p>The committee has organized opportunities for employees address topics of wellness in an inclusive way, to engage with one another and with their work. Opportunities explore body, mind and spirit have been the focus.</p> <ul style="list-style-type: none"> <li>• Created "meetup" opportunities including walking, meditation, running and euchre.</li> <li>• Hosted employee "adopt a plant" day in March of 2022 at the Food Innovation Center.</li> <li>• Updated recognition tools for supervisors to use to celebrate employees.</li> <li>• Created a dedicated section in the employee newsletter to share the activities and learning opportunities.</li> <li>• Created a departmental highlight and reading recommendation feature.</li> </ul>
<b>Accomplishments</b>	Hosted new wellness and engagement activities, created newsletter communications, updated recognition tools
<b>Main Purpose</b>	The committee is created for the purpose of nurturing employee engagement and wellness with the understanding that these two features are interconnected and vital to a healthy workforce who is prepared to serve our students, one another and the community. The committee is focused on creating opportunities for physical activity, stress relief, engagement and professional development.
<b>Strategic Focus Area(s)</b>	Engagement
<b>Contributions to Strategic Focus Area(s)</b>	An engaged workforce will be able to serve students with care and interest. If employees are engaged in their work and healthy in mind, body and spirit our students and community will benefit from this impact and will be able to reach our goals to serve students with excellence.
<b>Goals</b>	Provide professional development opportunities, celebrate employees, create wellness opportunities

## Enrollment Retention Committee

<b>Chair(s)</b>	Evan Pauken
<b>Main Activities</b>	<ul style="list-style-type: none"> <li>• Develop annual Enrollment and Retention Master Plan Review - track and receive updates regarding initiatives identified within the plan</li> <li>• Review institutional data pertaining to enrollment, persistence, course success, student engagement and credential completion</li> <li>• Discuss and strategize solutions to address opportunity gaps among students, through the review of disaggregate level data</li> <li>• Discuss, plan, design and implement targeted communication tactics aimed at increasing student enrollment and providing just-in-time information for currently enrolled students</li> <li>• Incorporate cross-departmental and external partner presentations (ex. Social media marketing analytics quarterly reviews, developmental education reform)</li> </ul>
<b>Accomplishments</b>	<ol style="list-style-type: none"> <li>1. Develop and monitoring of annual Enrollment and Retention Master Plan</li> <li>2. Establishing ad hoc, short-term action plans carried out by committee sub-groups</li> </ol>
<b>Main Purpose</b>	The committee focuses on strategies that have the potential to directly impact institutional enrollment and student success. Data is at the center of all conversations held and is incorporated into every scheduled meeting and recommendations upheld by the committee. Committee action is relevant and centers on equitable strategies that attempt to address barriers to enrollment and completion by identifying and closing existing attainment gaps.
<b>Strategic Focus Area(s)</b>	Student Success, Quality Education, Resource Management
<b>Contributions to Strategic Focus Area(s)</b>	<p>SS The master plan aligns with college-level KPIs and other student success metrics. Retention work carried out by the committee focuses on helping students to achieve their academic goals.</p> <p>QE Strong representation from both institutional staff and faculty is key to the success of the committee as cross-departmental voices help to influence the direction of its work and ensure that educational integrity and the necessary elements to maintain high quality programs are at the forefront of decision making.</p> <p>RM The committee recognizes that institutional enrollment influences the college budget. We strive to establish creative ways to capture new audiences and market educational opportunity to stabilize downward enrollment trends and meet institutional goals.</p>

<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Update and re-commit to the work within the master plan, first by reviewing and identifying alignment with other unit master plans [e.g. Academic master plan, facilities master plan]</li> <li>2. Highlight developmental education reform and incorporate review of outcomes from our first few semesters as well as updates from faculty and other constituents that closely monitor this work</li> </ol>
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## Enrollment, Marketing & IT Committee

<b>Chair(s)</b>	Linda Depta
<b>Main Activities</b>	Working on recruitment strategies that can be supported and highlighted through marketing and web team efforts. Some examples include Inside Out, College Night, KRESA Counselors' professional development, Merit Scholarship (applications, recruitment & awarding), High School New Student Orientations, On the Road Senior Celebrations, Be Our Guest campaigns and Reconnect Campaigns. We also worked to develop a social media strategy that include Facebook, Instagram, Twitter and TikTok as well as update recruitment materials such as the viewbook, a Spanish version of the viewbook, wobblers, poster, coloring book and contact card.
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Developing and implementing the ""Be Our Guest"" digital campaigns.</li> <li>• Our growth of our social media footprint including nearly doubling our Instagram following and creating a college TikTok account with relevant and engaging content.</li> <li>• Fully implementation the Merit Scholarship on the TargetX and Form Assembly.</li> </ul>
<b>Main Purpose</b>	We are working on a common goal of targeting web presence and recruitment materials to highlight recruitment strategies. We are working collectively on projects and executing tasks together rather than parallel to each department.
<b>Strategic Focus Area(s)</b>	Community Impact, Engagement, Resource Management
<b>Contributions to Strategic Focus Area(s)</b>	Our team has worked specifically on enrollment with both international students (Engagement) and domestic students (Resource Management) while working to broaden our community engagement and relationships (Community Impact).
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To finalize the 22-23 recruitment materials</li> <li>• To continue to development more dynamic campaigns through TargetX, including using group and individual texting strategies</li> <li>• Review and redevelop the recruitment materials on the website</li> </ul>

## Extenuating Circumstances Appeal Committee

<b>Chair(s)</b>	Sarah Hubbell, Billy Reynolds
<b>Main Activities</b>	<ol style="list-style-type: none"> <li>1. Reviewed grade appeals and approved or denied a late withdraw. If a late withdraw was approved, approve or deny financial reimbursement.</li> <li>2. Reviewed refund appeals and approved or denied financial reimbursement.</li> <li>3. Made referrals to campus services such as Financial Aid, Advising and Counseling, KVAAP.</li> </ol>
<b>Accomplishments</b>	<ol style="list-style-type: none"> <li>1. The committee has reviewed 16 grade appeals and 35 refund appeals so far, this academic year.</li> <li>2. The committee has revised the Extenuating Circumstances Appeal form to better clarify options for students regarding the COVID-19 health pandemic.</li> </ol>
<b>Main Purpose</b>	The committee meets monthly to review all received grade and refund appeals.
<b>Strategic Focus Area(s)</b>	Student Success
<b>Contributions to Strategic Focus Area(s)</b>	The Extenuating Circumstances Appeal committee is committed to ensuring that all learners are able to achieve academic, career and personal success by removing grade or financial barriers when extenuating circumstances arise.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. The committee will continue to review all submitted extenuating circumstances for grade and refund appeals.</li> <li>2. The committee will continue to monitor the COVID-19 pandemic and provide guidance to students on their appeal options.</li> </ol>

## Facility Use Council

<b>Chair(s)</b>	Dannie Alexander
<b>Main Activities</b>	The committee reconvened and agreed to directing focus on use of facilities/spaces as the college navigates through the COVID-19 pandemic.
<b>Accomplishments</b>	The accomplishments of the committee were directly impacted by the COVID-19 pandemic, so the primary accomplishment was to agree on focus/direction as we enter this next year.
<b>Main Purpose</b>	This committee is committed to being responsible stewards of the colleges physical resources in serving the college's students and staff along with the greater community.

<b>Strategic Focus Area(s)</b>	Resource Management
<b>Contributions to Strategic Focus Area(s)</b>	This focus of this committee is to be good stewards of the college's physical resources while support the overarching college and community at large.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Continue to build-out details and variations accordingly for each specialty space.</li> <li>2. Review and streamline where possible the overall request/reservation process and deepen the communication and education on how the process functions and its benefit.</li> </ol>

## Faculty Association Scholarship Committee

<b>Chair(s)</b>	Robert Vezeau
<b>Main Activities</b>	We did not have any students qualify for the or apply for the faculty scholarship so this past year we did not have any activities.
<b>Accomplishments</b>	When a student does qualify we go over the applicant's documentation then score the results into the rubric. in the event of a tie, we would split the scholarship equally.
<b>Main Purpose</b>	We love the help our student body financially. Every little bit helps!
<b>Strategic Focus Area(s)</b>	Student Success
<b>Contributions to Strategic Focus Area(s)</b>	We offer resources to help them financially on their educational journey.
<b>Goals</b>	Our Main goal would be to have applicants that qualify whether it be academically or helping them get their applications in on time. I think a great second goal would be to increase the marketing to ALL students on the available resources that they have and to encourage them to apply.

## Faculty Success Center Advisory Committee

<b>Chair(s)</b>	Gail Fredericks
<b>Main Activities</b>	<ul style="list-style-type: none"> <li>• Discussion of FSC vision, goals, and growth</li> <li>• Feedback on current and future professional development</li> </ul>

	<ul style="list-style-type: none"> <li>• Planning for Summit</li> </ul>
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Implementation of recognition/rewards for workshop attendees/facilitators based on input from FSC committee</li> <li>• Summit</li> </ul>
<b>Main Purpose</b>	The committee continues to provide input and give feedback on professional development activities related directly to teaching and learning.
<b>Strategic Focus Area(s)</b>	Student Success, Quality Education
<b>Contributions to Strategic Focus Area(s)</b>	By creating an environment which supports all full and part time faculty as they strive for continuous, instructional improvement in the classroom - this not only contributes to quality education but ultimately - student success.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Complete the revision of the FSC vision and goals</li> <li>2. Complete development of a new FSC website</li> <li>3. Contribute to Summit direction, planning, and content</li> </ol>

## Federal/State Grants Planning Committee

<b>Chair(s)</b>	Tracy Labadie
<b>Main Activities</b>	The committee reviewed components of the Perkins needs assessment and began developing a repository of standard information needed for completion of state and federal grant applications.
<b>Accomplishments</b>	The team facilitated an awareness/informational session at the Fall 2021 Summit. The team also began the development of a repository of standard information needed for completion of grant applications, with the goal of easing the burden of preparing these grant applications. The team has not met since September 2021 due to time constraints.
<b>Main Purpose</b>	The committee reviewed the Perkins needs assessment information and other federal grant applications and used this information to begin development of a repository of standard information that is often needed for state and federal grant applications. While this work was stalled, the committee was on track to fulfill their purpose.
<b>Strategic Focus Area(s)</b>	Resource Management



<b>Contributions to Strategic Focus Area(s)</b>	This committee plays a role in supporting the institution's ability to pursue grant funding to support the goals and initiatives of the college.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Complete the repository of general grant information.</li> <li>2. Create a web page to make grant information and resources easily accessible for those who wish to pursue grants.</li> <li>3. Review the internal grant application process and make recommendations for improved support and efficiencies.</li> </ol>

## Financial Aid Advisory Council

<b>Chair(s)</b>	Alisha Cederberg, Erin Annis
<b>Main Activities</b>	Provide financial aid updates, events, staffing changes and challenges to members of the college.
<b>Accomplishments</b>	<ol style="list-style-type: none"> <li>1. Provide valuable information relating to Valley CARES emergency funds to the campus community, including the award amounts and the availability of application for students.</li> <li>2. Inform the committee the changes in awarding for the current and future academic year making funds easier to access for students.</li> </ol>
<b>Main Purpose</b>	Committee meetings occur twice a year, once in the fall semester and once in the winter semester. This allows reflection on the previous semester and the opportunity for future semesters.
<b>Strategic Focus Area(s)</b>	Student Success
<b>Contributions to Strategic Focus Area(s)</b>	The committee focuses on the financial resources a student has and by getting that information through the college community. It provides valuable information about trends in higher education with FAFSA completion and SAP. We work as partners to assist the student in academic and life success.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Continue to provide relevant data to aid in decisions</li> <li>2. Solicit assistance with increased applications for scholarships</li> <li>3. Facilitate knowledge sharing to better use college resources.</li> </ol>

## Information Technology Advisory Committee

<b>Chair(s)</b>	Tim Welsh
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<b>Main Activities</b>	Pandemic Updates, Technology Plan Update, Instructional and Administrative Technology Updates
<b>Accomplishments</b>	<ol style="list-style-type: none"> <li>1. Established new membership</li> <li>2. Technology use updates - Canvas, Zoom, Multimodal Rooms, Student Technology Checkout</li> <li>3. Introduced the new format for the KALAMAZOO VALLEY Technology Strategy</li> </ol>
<b>Main Purpose</b>	Discussion and review of current technologies, Technology Strategy input, Budget planning
<b>Strategic Focus Area(s)</b>	Student Success, Quality Education, Resource Management
<b>Contributions to Strategic Focus Area(s)</b>	We need to keep technology relevant for training our students. The committee recognizes the positive effect the Laptop/Hotspot loaner program has had in narrowing the digital divide for many of our underserved students. We also need to use our technology wisely to promote fiscal responsibility.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Meet more often and in person</li> <li>2. Review and discuss Technology Strategy</li> <li>3. Talk about technology use for instruction for the future</li> </ol>

## Institutional Learning Outcomes Assessment

<b>Chair(s)</b>	Deborah Coates, Dan Mondoux
<b>Main Activities</b>	The committee is attempting to get the college back on track with the assessment cycle. All departments should be working on year two data- departments were given the option during the pandemic to continue with their year one plan and transition into year two OR restart a new year one plan and submit year two for the 21/22 year. most opted to start again with only three or four department taking a pause with the year two data already submitted. The goal is for the entire college to complete year three assessment for the 22/23 academic year.
<b>Accomplishments</b>	We are working diligently to provide feedback to all departments and will have this accomplished by June 30 2022. We are planning to get ahead of the timeline for year three by presenting at Summit in September.
<b>Main Purpose</b>	The purpose of this committee is to keep assessment of institutional learning outcomes a focus for faculty. we are in the middle of our second four-year cycle and faculty are starting to feel that the college has landed on a stable path. This committee intends to stay the course.

<b>Strategic Focus Area(s)</b>	Quality Education
<b>Contributions to Strategic Focus Area(s)</b>	Assessment of institutional learning outcomes is used for external accountability to our community and accrediting bodies as well as for internal improvement of courses. This serves as a check that our graduates are truly leaving us with mastery of our eight outcomes.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Present Year Three instructions at Summit in the fall 2022</li> <li>2. Provide timely feedback to departments for year three submission through mentoring</li> <li>3. Explore options to expand from assessing courses to assessing related program outcomes</li> </ol>

## Job Classification Committee

<b>Chair(s)</b>	Amy Reynolds
<b>Main Activities</b>	To ensure equity in the job evaluation and classification of all staff and administrator positions across the institution.
<b>Accomplishments</b>	Recommended classification of four new jobs and recommended reclassification of eight existing jobs.
<b>Main Purpose</b>	The committee is fulfilling the purpose of reviewing proposals and recommending job classifications and reclassifications by meeting when needed and applying the established classification tool to provide feedback and submit recommendations.
<b>Strategic Focus Area(s)</b>	Engagement
<b>Contributions to Strategic Focus Area(s)</b>	To ensure equity in the job evaluation and classification of all staff and administrator positions across the institution.
<b>Goals</b>	To support the efforts of the classification project launching this year.

## Kalamazoo Valley Food Share

<b>Chair(s)</b>	Hristina Petrovska
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<b>Main Activities</b>	Provided an average of 90 weekly boxes or "shares" of food and to Kalamazoo Valley students.
<b>Accomplishments</b>	<ol style="list-style-type: none"> <li>1. Revamped <a href="http://www.kvcc.edu/foodshare">www.kvcc.edu/foodshare</a> to include additional food resources, recipes, volunteer opportunities, photos, community partners, donations</li> <li>2. Received \$30,000 grant from Okun Foundation, \$2,500 grant from Aramark Corporation, \$2,500 in-kind donation of food from Arvco, \$4,500 grant from the Givingwell Foundation. Funds are being used to sustain the food share program and purchase food and cooking equipment to distribute to students</li> <li>3. Provided a full Thanksgiving meal to 100 students with pick up at two locations.</li> <li>4. Presented at Winter 2022 Summit</li> </ol>
<b>Main Purpose</b>	<ol style="list-style-type: none"> <li>1. Improving food security and access to healthy food and education</li> <li>2. Increasing retention and graduation rates</li> </ol>
<b>Strategic Focus Area(s)</b>	Student Success, Community Impact
<b>Contributions to Strategic Focus Area(s)</b>	<ol style="list-style-type: none"> <li>1. We connect local farmers and producers to students through the Food Share</li> <li>2. We provide access to food and education, which contributes to student success in the classroom.</li> </ol>
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Increase faculty and staff involvement</li> <li>2. Develop a student volunteer program</li> <li>3. Create a rubric to replicate the food share model. Present the Food Share model at a national conference (i.e. Food and Nutrition Conference and Expo, Student Success conferences, etc.)</li> </ol>

## Kalamazoo Valley Orientation Committee

<b>Chair(s)</b>	Coty Dunten, Levi Funk
<b>Main Activities</b>	The committee reviewed content and update orientation, both online and in-person.
<b>Accomplishments</b>	Finished/implemented new online NSO, created Covid safe in-person NSO.
<b>Main Purpose</b>	The committee continues to meet new students' needs (learning Kalamazoo Valley and next steps).
<b>Strategic Focus Area(s)</b>	Student Success

<b>Contributions to Strategic Focus Area(s)</b>	We focus on teaching new students how to be successful at Kalamazoo Valley.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Flex in-person NSO as Covid guidelines change</li> <li>2. Update all NSO content</li> <li>3. Survey students</li> </ol>

## Public Safety Advisory Committee

<b>Chair(s)</b>	Donald Benthin
<b>Main Activities</b>	As of yet we have not met. This has been caused both by COVID as well as several retirements which included several committee members. Waiting on new committee members to be assigned.
<b>Accomplishments</b>	None as of yet.
<b>Main Purpose</b>	When we meet we will discuss the effectiveness of the Public Safety department as it relates to both the student and staff positions within the college. We will discuss new patterns and concepts in dealing with critical incidents.
<b>Strategic Focus Area(s)</b>	Student Success, Quality Education, Community Impact, Engagement, Resource Management
<b>Contributions to Strategic Focus Areas(s)</b>	Public Safety has a direct correlation to each of the strategic focuses. This is based on Public Safeties interaction with the entire campus as well as the safety and security of all that attend and frequent. Trends, procedures and tactics used by law enforcement.
<b>Goals</b>	Meet, receive solid feedback from the committee on the perception of Public Safety, continue to build bridges within our Kalamazoo Valley community.

## Retirement Plan (ORP) Committee

<b>Chair(s)</b>	Brian Lueth
<b>Main Activities</b>	We met with representatives from TIAA as well as our third-party fiduciary, CAPTrust, to review investment performance, new retirement plan regulations, our plan document, investment policy statement, etc. to ensure compliance as well as good options for our employees as they save for retirement.
<b>Accomplishments</b>	We have updated our investment policy statement. We have benchmarked the fees within the plan with other similar sized plans from around the country. We continue to

	discuss employee education and communication to enhance the employee experience and the role the College can play as well as our partners, such as TIAA.
<b>Main Purpose</b>	We are reviewing and monitoring the appropriate items to ensure we are meeting our fiduciary responsibility and working on ways to improve communication and knowledge base with the participants of the plan.
<b>Strategic Focus Area(s)</b>	Engagement
<b>Contributions to Strategic Focus Area(s)</b>	Ensuring compliance and good options for our employees enhances the benefit to employees which should positively impact employee engagement.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Continue to review and monitor items such as fees, investment performance, and regulations.</li> <li>2. Establish relationship with new TIAA representative and build out a plan to have them on campus to assist employees.</li> </ol>

## Student Cares Committee

<b>Chair(s)</b>	Russell Panico
<b>Main Activities</b>	No meetings scheduled due to negligible student conduct issues.
<b>Accomplishments</b>	N/A
<b>Main Purpose</b>	N/A
<b>Strategic Focus Area(s)</b>	Student Success
<b>Contributions to Strategic Focus Area(s)</b>	Assist students with conduct matters to learn from their mistakes in an attempt to be successful in their academic goals.
<b>Goals</b>	Meet at least once per semester and explore areas we can assist the college community regarding student conduct and safety.

## Sustainability Committee

<b>Chair(s)</b>	Dannie Alexander
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<b>Main Activities</b>	The committee did not meet as a full group until April, but smaller segments of the committee concentrated on ensuring the use of environmental conscience efforts were included in decision on air quality
<b>Accomplishments</b>	The committee reconvened and re-energized the work of the entire group and its impact on the college.
<b>Main Purpose</b>	The committee is committed to investigating and instituting the most current sustainability practices across the institution where able.
<b>Strategic Focus Area(s)</b>	Resource Management
<b>Contributions to Strategic Focus Area(s)</b>	
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Work to re-engage students and their active participation in the college's sustainability efforts.</li> <li>2. Work to bring together both an annual Styrofoam and electronics recycling event that is branded/supported by the Sustainability Committee.</li> </ol>

## TargetX Committee

<b>Chair(s)</b>	Mike Thompson, Evan Pauken
<b>Main Activities</b>	No meetings have taken place this year
<b>Accomplishments</b>	We've had several work groups with subsets of the committee meet to accomplish specific tasks around changes to TargetX SMS messaging and data deduplication.
<b>Main Purpose</b>	We've reviewed business processes with TargetX and made required changes to functionality for SMS messaging. We've investigated software to augment TargetX and salesforce offerings.
<b>Strategic Focus Area(s)</b>	Student Success, Engagement, Resource Management
<b>Contributions to Strategic Focus Area(s)</b>	Supports student success by working to streamline and organize student messaging. Increase engagement by fostering a one to one communication environment for enrollment and success staff and students. Promote good stewardship of data through procedures and practices that increase fidelity and security of student records.

<b>Goals</b>	Formalize assigned staff resources within member departments. Formalize a deduplication process for data integrity. Formalize communication rules and practices.
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## Universal Design Committee

<b>Chair(s)</b>	Paige Eagan, Tim Welsh
<b>Main Activities</b>	No meeting activities F22 however work is continuing on Universal Design practices. Smaller groups did meet to address continuing work to continue UD efforts
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Increased closed captioning</li> <li>• Software vendor checklist for ADA compliance for the RFP process</li> <li>• Canvas LTI approval process</li> </ul>
<b>Main Purpose</b>	Captioning, LMS support, VPAT
<b>Strategic Focus Area(s)</b>	Student Success, Quality Education, Engagement
<b>Contributions to Strategic Focus Area(s)</b>	Ensuring all students have the resources to succeed
<b>Goals</b>	Resume regular meetings