◇ ◇ ◇ ◇ ◇

WORKING GROUPS: Small groups who meet <u>periodically</u> and either hold the same position within the College or supervise the same units.

Academic Calendar: **Lead –**
To coordinate the creation of an academic calendar for the College making recommendations to Faculty Senate.

*Attendance Taking Continuous Enhancement***: Lead – (DO)**
To provide Continuous Enhancement in the areas of training, technology and compliance around attendance taking at the College.

Behavioral Assessment Team (BAT): **Leads – Michelle Nieuwenhuis (M&S), Suzanne Desjardin (WC), Diane Deskin (DC)**
To Identify and manage situations that pose or may reasonably pose a threat to the safety and well-being of the college community.

Business Managers: **Lead – Prisila Mata (DO)**
To coordinate activities pertaining to fiscal matters district-wide.

College Police Focus Group: **Lead – Michelle Nieuwenhuis (M&S)**
To identify, develop and resolve College Police based compliance/improvement efforts.

Directors of Administrative Services: **Lead – David Bea (DO)**
To coordinate activities pertaining to administrative services district-wide.

Distance Education: **Lead – Michael Amick – (NW)**
To provide insights to the Chancellor regarding all on-line offerings including hybrid and web-enhanced classes.

District Registrars: **Lead – Michael Tulino (DO)**
To coordinate activities pertaining to admissions and registration district-wide.

Emergency Management/Disaster Recovery: **Lead – Bruce Westburg (M&S)**
To develop a District Disaster Recovery Plan with detailed procedures and training.

Employee Benefits: **Lead – Andrew Plucker (DO)**
Annually reviews employee benefits plans and provides recommendations to the Chancellor.

Faculty Innovation: **Lead –**
To enhance student success, improve and strengthen faculty and IT collaboration regarding technology and identify, evaluate and communicate instructional technology resources that are evidence-based and data-informed.

***Group Governance and Membership*: Lead – Kate Schmidt (DO)**
The group is co-chaired by the Executive Director of Faculty Affairs or other Provost designee and a faculty member.   The group strives to be cross-functional and include relevant stakeholders, but there are no established membership quotas other than ensuring that a representative from Faculty Senate is included.

***Grants:* Lead – Julia Dall'Aglio (DO)**
To coordinate activities pertaining to grants district-wide.

***Honors/PTK Coordination:* Lead – Brian Stewart (NW)**
To coordinate activities pertaining to honors/PTK district-wide.

***IT Project Management Office Steering Committee*: Lead – Isaac Abbs (DO)**
To ensure the selection and prioritization of IT projects and initiatives in line with business strategic goals.

***Information Technology Steering Committee*: Lead – Isaac Abbs (DO)**
The Information Technology Steering Committee (ITSC) shall provide oversight of information technology investments by monitoring, evaluating, and approving actions related to IT risk, security, investment, and prioritization of projects and services.

***Information Security Steering Committee*: Lead – Isaac Abbs (DO)**
The purpose of the Information Security Steering Committee is to act on the behalf of, and assist, the Board of Directors and Executive Leadership team of Pima Community College in fulfilling its oversight responsibilities with respect to the organization's information security programs and risks.

***Master Schedulers:* Lead –**
To ensure standardization of the processes involved in entering information into the schedule, sharing best practices, and receiving updates from the Contracts and Certification area.

***Residency Examiners:* Lead – Elvia Bow (DO)**
To develop consistent and compliant residency determination and appeals processes for students and parents.

***Science Lab Supervisors:* Lead – Emily Halvorsen (NW)**
To coordinate activities related to science laboratory operations district-wide.

***Staff Professional Development*: Lead – Dena Wakefield (DO)**
To recommend professional development applications to the Director of Organizational Effectiveness Development or designee for funding in the current fiscal year.

***Strategic Enrollment Management Continuous Monitoring*: Lead – (DO)**
To ensure the initiatives, goals and objectives of the College Strategic Enrollment Management Plan (SEMP) are being implemented and monitored.

Student Life: Lead – Jennifer Madrid (WC), Valerie Vidal King (WC)
To coordinate activities pertaining to student activities and student government district-wide.

Syllabus Template and Process Workgroup: Lead – Kate Schmidt (DO)
To review feedback about the syllabus template and process. Using a consensus model the group makes recommendations to the Provost. Approved changes are implemented for the following fall. The group may meet more frequently if there is an urgent need.

Systems User Group: Lead – Don Abens (DO), David Donderewicz (DO)
To coordinate activities pertaining to functionality, operations and upgrades to the college-wide administrative systems.