

WYOMING COMMUNITY COLLEGE COMMISSION POLICY ON CONSULTATION

In order to assist Wyoming community colleges and the Wyoming Community College Commission (WCCC) in functioning effectively as a coordinated system, these procedures have been developed by Commission staff and college administrators to allow them to collectively assist and advise the Commission on issues related to proposed budget requests, proposed legislation, rules to implement statute, and procedures to ensure the collaboration necessary to fulfill the statewide college system strategic plan.

The purposes of the consultation structure are to:

- (a) Enhance the effectiveness of the colleges in achieving their legislatively established statewide college system strategic plan;
- (b) Advise the Wyoming Community College Commission in its statutory role of general coordination, administrative approval, review, reporting, and implementing functions on behalf of the community colleges.
- (c) Improve communication and mutual understanding between the Commission and the college districts; and
- (d) Provide a structure for collaborative leadership that aims to create a sense of unity within Wyoming's community college system.

The consultation structure is not intended to be the exclusive method of providing policy input to the Wyoming Community College Commission. Instead, the process establishes the usual method for developing legislative requests and commission rules, policy, and practices, recognizing the rights of Council members to disagree with a particular result after they have exercised the opportunity to participate in shaping that result.

The consultation structure recognizes the impossibility of involving all interested parties in all levels of policy development. Therefore, this process has been established to provide consultation at various levels, with all recommendations directed through the Executive Council and, when necessary, on to the Commission. This process provides college district representatives serving on a recognized council with the opportunity to seek input from interested parties from the district they represent and then to introduce that input into the consultation process in accordance with established guidelines. Consequently, before its various stages are completed, this consultation process should provide all those concerned with a meaningful opportunity to participate in the development of recommendations.

In order to implement a formal consultation structure, the Wyoming Community College Commission recognizes six consultation councils and nine standing committees and provides for their effective functioning as follows:

I. THE EXECUTIVE COUNCIL:

The Executive Council is comprised of the executive director of the Wyoming Community College Commission and the presidents of the seven college districts and is chaired by the executive director. The Executive Council is the primary body by which the Commission accomplishes consultation. Agenda items scheduled for Commission action and reports will be discussed at regularly scheduled meetings of the Executive Council. The Executive Council is advisory to the executive director, and the executive director shall provide minutes of all meetings. This policy assumes that the college chief executive officers, as members of the Executive Council, unless otherwise noted, speak for their respective institutions in making recommendations to the executive director of the Commission. College presidents, on approval of their boards, may represent the views of their local governing boards at Commission meetings on agenda items that have been considered in Executive Council or are added to the agenda during a Commission meeting.

The Commission recognizes that the college presidents represent their respective trustees and districts in providing an institutional perspective for community college policymaking. In furtherance of this recognition, the Commission's executive director shall convene and consult with the Executive Council as the central component of the consultation structure. The Executive Council shall serve as a communication and policy development body to be used by the executive director and college presidents to develop or review proposals that will affect the community college system.

Consultation Councils of academic affairs, student affairs, administrative services, chief information officers and data governance/institutional research, standing committees of marketing, WYDEC, workforce training, AE/HSEC, libraries, financial aid, admissions, registration, program review and ad hoc committees as determined necessary, shall be utilized by the Executive Council to address the ongoing business of the colleges with the Commission and shall be chaired by Commission staff designated by the executive director. Issues assigned to, or raised by, these councils and committees may be advanced through college presidents or Commission staff to be proposed for inclusion on the Executive Council agenda.

The executive director may create sub-committees of the Executive Council to consider such matters as may be delegated by the Council to the sub-committees, and the sub-committees shall provide reports to the Council.

By either consensus or majority vote, the Executive Council shall decide which policy issues are to be delegated to Executive Council sub-committees, subordinate councils, standing committees, or ad hoc committees. The work product of Executive Council sub-committees, subordinate councils, standing committees, or ad hoc committees that may be submitted to Commission staff or the Commission must first be discussed and voted on by the Executive Council prior to final submission to Commission staff or the Commission.

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Although specific position titles are referenced below, the executive director shall designate his/her representative on each of the subordinate councils, standing committees and ad hoc committees. The president of each college shall designate his/her representative on each of the subordinate councils, standing committees and ad hoc committees.

A. Executive Council Membership

The Executive Council shall consist of the Commission's executive director and the president of each of the college districts.

B. Executive Council Meetings

1. Meetings of the Executive Council shall be scheduled and chaired by the Commission executive director. Regular council meetings will be scheduled in advance of Commission meetings to allow for a timely review of subordinate council recommendations and Commission agenda packets.
2. Council members shall be notified of the time and place of each regular meeting at least ten days in advance of the meeting. Notification will include an agenda and available materials. Emergency or special meetings may be scheduled as necessary with the consent of a majority of the members of the Executive Council.
3. The presidents will be consulted regarding the agenda for each meeting prior to making it final. Individual members may propose Executive Council agenda items. Proposed agenda items should be submitted to the executive director at least ten working days prior to each regularly scheduled meeting. The right of final decision on the content of each Executive Council agenda is reserved to the executive director.
4. The executive director will provide secretarial support for the Executive Council, and minutes will be prepared for each meeting. Minutes for the prior meeting will be included with the agenda mailed for the next meeting, and will be distributed to all college district presidents and affected Commission staff and approved at the next meeting.
5. Representatives of a subordinate council shall be included on the Executive Council agenda prior to a final decision by the Executive Council to charge the subordinate council with a specific assignment and shall attend the meeting at which the final decision on the specific assignment is made.
6. Following an Executive Council decision made by consensus or by majority vote to charge a subordinate council with a specific assignment, a subordinate council or committee may request to be placed on the agenda of the Executive Council. All such requests shall be submitted by the Chair of the subordinate council to the Chair of the Executive Council, with copies of

the request distributed to all members of both the Executive Council and the subordinate council or committee.

7. When a president is unable to attend a meeting of the Executive Council, that president may appoint a designee but must inform all members of the Executive Council in writing if the designee is given the authority to speak and act on behalf of the college.
8. When a president fails to attend a meeting of the Executive Council and does not send a designee or does not authorize the designee to speak and act on behalf of the college, a no vote shall be recorded for that College on all motions.
9. In order for the Executive Council to take action at a meeting, a quorum of at least five members must be in attendance and at least five members must vote in favor of a motion in order for the motion to pass.

II. THE ACADEMIC AFFAIRS COUNCIL:

The Commission recognizes the Academic Affairs Council, reporting through the Executive Council, as the representative body for district chief academic officers on academic policy matters that require system-wide coordination.

In furtherance of this recognition, the Commission recognizes the Academic Affairs Council as an integral component of the consultation structure. The Commission's programs team leader shall convene and consult with the chief academic officers regarding the development, implementation and evaluation of system-wide academic and academic support policies and procedures and such other matters as may be delegated to the Academic Affairs Council by the Executive Council. The Academic Affairs Council is advisory to the Executive Council. The Commission's programs team leader shall provide written proceedings of all meetings.

One of the basic principles of academic leadership in higher education is that authority derives not only from the powers vested in governing boards and their administrative staffs, but also from the knowledge of academic disciplines and pedagogy which the faculty possess. Because both sources of authority are vital to the development and implementation of sound educational policy, each Council representative is asked to discuss proposed policy with his/her Chief Executive Officer and with both his/her local administrative colleagues and faculty colleagues, thereby allowing members of both groups to participate in the development of recommendations. Chief academic officers are viewed as both institutional leaders and faculty and student representatives in the consultation structure.

Occasionally, there will be academic and academic support issues and challenges that span multiple functional areas and may need to be addressed in multiple councils

sequentially or simultaneously. Communication and collaboration will be critical components of all efforts involving multiple councils.

A. Primary Role of the Council

The Academic Affairs Council is recognized as the principal source of policy advisement to the Executive Council on system-wide matters related to academics and academic support services including, but not limited to:

1. Curriculum and program content, structure and standards;
2. Classification of courses, including Levels of Instruction
3. Distance Education,
4. Assessment;
5. Articulation,
6. Other issues delegated to the Academic Affairs Council by the Executive Council.

B. The Academic Affairs Council shall have the following composition and representation structure:

1. The Council shall be comprised of the WCCC programs team leader and the chief academic officer from each of the community college districts.
2. When necessary, the Council may request that the Executive Council call upon the expertise of other individuals, groups or organizations to assist the Council in its assigned responsibilities.
3. Meetings of the Academic Affairs Council shall be scheduled and chaired by the Commission's programs team leader. The Commission's programs team leader will develop Council agendas in cooperation with all members of the Academic Affairs Council.
4. Recommendations of the Council shall be presented to the Executive Council by the Commission's programs team leader and a chief academic officer selected by the Council.
5. The Executive Council shall consult with the Academic Affairs Council on the creation, charge, and composition of all task forces or committees established by the Executive Council to address academic issues, and the Commission's executive director shall solicit nominations from the Executive Council for representatives to the following groups:

- (a) Committees, task forces, or other bodies established by the Wyoming Community College Commission to deliberate and make recommendations on academic, or academic support, matters;
- (b) Committees, task forces, or other bodies dealing with academic, or academic support, matters, established by other state agencies, organizations, or sectors of education, when requests for nominations are received by Commission staff.

C. In order to facilitate effective consultation, the following channels of communication shall be maintained within the Academic Affairs Council:

1. The Commission's programs team leader shall maintain regular and frequent communication with all members of the Academic Affairs Council for the purposes of identifying issues and concerns of interest to the Council and planning the Council's activities and agendas.
2. The Council shall develop a schedule of regular meetings taking into consideration the meeting calendars of the Commission and the Executive Council. Other meetings of the Council may be scheduled as necessary.
3. The programs team leader may create sub-committees of the Academic Affairs Council to consider such matters as may be delegated by the Council to the sub-committees, and the sub-committees shall provide reports to the Council.
4. By consensus, or by majority vote, the Academic Affairs Council may request that items of interest to the Council be included on the agenda of the Executive Council. All such requests shall be submitted by the chair of the Council to the chair of the Executive Council with copies of the request distributed to all members of both councils.

III. THE ADMINISTRATIVE SERVICES COUNCIL:

The Commission recognizes the Administrative Services Council reporting through the Executive Council, as the representative body for district chief administrative services officers on funding, facilities, fiscal accountability and human resource policy matters that require system-wide coordination.

In furtherance of this recognition, the Commission recognizes the Administrative Services Council as an integral component of the consultation structure. The Commission's chief financial officer shall convene and consult with the chief administrative services officers regarding the development, implementation, and evaluation of system-wide funding, facilities, fiscal accountability and human resources policies and procedures and such other matters as may be delegated to the Administrative

Services Council by the Executive Council. The Administrative Services Council is advisory to the Executive Council. The Commission's chief financial officer shall provide written proceedings of all meetings.

The Commission recognizes that prudent fiscal, facilities and human resources policies and practices must take into consideration a wide range of institutional and state perspectives. It is the responsibility of each Council representative to discuss proposed policy with his/her chief executive officer, chief student services officer, chief academic officer, and administrative services officer as appropriate. Chief administrative services officers are viewed as both institutional leaders and fiscal, facilities, and human resources representatives in the consultation structure.

Occasionally there will be administrative services issues and challenges that span multiple functional areas and may need to be addressed in multiple councils sequentially or simultaneously. Communication and collaboration will be critical components of all efforts involving multiple councils.

A. Primary Role of the Council.

The Administrative Services Council is recognized as the principal source of policy advisement to the Executive Council on system-wide Administrative Services matters including but not limited to:

1. System funding.
2. Fiscal accountability, financial reporting and auditing.
3. Facilities planning including major maintenance and emergency repair/preventative maintenance.
4. Human Resources.
5. Other issues delegated to the Administrative Services Council by the Executive Council.

B. The Administrative Services Council shall have the following composition and representation structure.

1. The Council shall be comprised of the WCCC chief financial officer and the chief administrative services officer from each of the community college districts.
2. When necessary, the Council may request that the Executive Council call upon the expertise of other individuals, groups or organizations to assist the Council in its assigned responsibilities.

3. The Council shall be chaired by the Commission's chief financial officer. The chief financial officer will develop Council agendas in cooperation with all members of the Administrative Services Council.
 4. Recommendations of the Council shall be presented to the Executive Council by the Commission's chief financial officer and a chief administrative services officer selected by the Council.
 5. The Executive Council shall consult with the Administrative Services Council on the creation, charge, and composition of all task forces or committees established by the Executive Council to address administrative services issues, and the Commission's executive director shall solicit nominations from the Executive Council for representatives to the following groups:
 - (a) Committees, task forces, or other bodies established by the Wyoming Community College Commission to deliberate and make recommendations on funding, facilities, fiscal accountability, human resources or related matters;
 - (b) Committees, task forces, or other bodies dealing with funding, facilities, fiscal accountability, human resources or related matters, established by other state agencies, organizations, or sectors of education, when requests for nominations are received by Commission staff.
- C. In order to facilitate effective consultation, the following channels of communication shall be maintained within the Administrative Services Council.
1. The Commission's chief financial officer shall maintain regular and frequent communication with all members of the Administrative Services Council for the purposes of identifying issues and concerns of interest to the Council and planning the Council's activities and agendas.
 2. The Council shall develop a schedule of regular meetings taking into consideration the meeting calendars of the Commission and the Executive Council. Other meetings of the Council may be scheduled as necessary.
 3. The chief financial officer may create sub-committees of the Administrative Services Council to consider such matters as may be designated by the Council to the sub-committees, and the sub-committees shall provide reports to the Council.
 4. By consensus, or by majority vote, the Administrative Services Council may request that items of interest to the Council be included on the agenda of the Executive Council. All such requests shall be submitted by the chair of the

Council to the chair of the Executive Council with copies of the request distributed to all members of both councils.

IV. THE STUDENT SERVICES COUNCIL:

The Commission recognizes the Student Services Council, reporting through the Executive Council, as the representative body for district Chief Student Services Officers on student services policy matters that require system-wide coordination.

In furtherance of this recognition, the Commission recognizes the Student Services Council as an integral component of the consultation structure. The Commission's programs team leader shall convene and consult with the chief student services officers regarding the development, implementation, and evaluation of system-wide policies and procedures affecting student services and support programs and other matters as may be delegated to it by the Executive Council. The Student Services Council is advisory to the Executive Council. The Commission's programs team leader shall provide written proceedings of all meetings.

The Commission recognizes that student access and success depends upon more than academic programs. Comprehensive student support services are integral to the mission of community colleges. It is the responsibility of each Council representative to discuss proposed policy with his/her president and with his/her local administrative, student services, and academic affairs colleagues and encourage their participation in the development of proposed policy recommendations. Chief student services officers are viewed as both institutional leaders and student representatives in the consultation structure.

Occasionally, there will be student services issues and challenges that span multiple functional areas and may need to be addressed in multiple councils sequentially or simultaneously. Communication and collaboration will be critical components of all efforts involving multiple councils.

A. Primary Role of the Council.

The Student Services Council is recognized as the principal source of policy advisement to the Executive Council on system-wide issues concerning student services rules and policy matters, including, but not limited to:

1. Student recruitment and marketing.
2. Admissions and residency standards.
3. Registration, recordkeeping and archiving.
4. Financial Aid.

5. Student leadership and advocacy.
6. Counseling and student development.
7. Student affairs assessment and related research issues.
8. Information and public relations.
9. Other issues delegated to the Student Services Council by the Executive Council.

B. The Student Services Council shall have the following composition and representation structure.

1. The Council shall be comprised of the WCCC programs team leader and the chief student services officer from each of the community college districts.
2. When necessary, the Council may request that the Executive Council call upon the expertise of other individuals, groups or organizations to assist the Council in its assigned responsibilities.
3. The Council shall be chaired by the Commission's programs team leader. The programs team leader will develop Council agendas in cooperation with all members of the Student Services Council.
4. Recommendations of the Council shall be presented to the Executive Council by the Commission's programs team leader and a Student Services representative selected by the Council.
5. The Executive Council shall consult with the Student Services Council on the creation, charge, and composition of all task forces or committees established by the Executive Council to address student services issues, and the Commission's executive director shall solicit nominations from the Executive Council for representatives to the following groups:
 - (a) Committees, task forces, or other bodies established by the Wyoming Community College Commission to deliberate and make recommendations on student services matters;
 - (b) Committees, task forces, or other bodies dealing with student services matters, established by other state agencies, organizations, or segments of education, when requests for nominations are received by Commission staff.

C. In order to facilitate effective consultation, the following channels of communication shall be maintained within the Student Services Council.

1. The Commission's programs team leader shall maintain regular and frequent communication with all members of the Student Services Council for the purposes of identifying issues and concerns of interest to the Council and planning the council's activities and agendas.
2. The Council shall develop a schedule of regular meetings taking into consideration the meeting calendars of the Commission and the Executive Council. Other meetings of the Council may be scheduled as necessary.
3. The programs team leader may create sub-committees of the Student Services Council to consider such matters as may be delegated by the Council to the sub-committees, and the sub-committees shall provide reports to the Council.
4. By consensus, or by majority vote, the Student Services Council may request that items of interest to the Council be included on the agenda of the Executive Council. All such requests shall be submitted by the chair of the Council to the chair of the Executive Council with copies of the request distributed to all members of both councils.

V. THE CHIEF INFORMATION OFFICERS COUNCIL:

The colleges and the Commission recognize that an effective shared information management system can only be developed through information sharing and cooperation. The shared information management system is necessary to respond to Commission and college reporting requirements, manage student records, and provide fiscal accounting promptly and in a coordinated, consistent, and accurate manner. In addition, instructional technology is increasingly important to both the collective statewide college-system strategic plan and the individual college mission to increase access to education, to provide student services, to enhance instruction beyond the classroom, and to deliver instructional programs to outreach areas.

In furtherance of this recognition, the Commission recognizes the Chief Information Officers Council as an integral component of the consultation structure. The Commission's information technology supervisor shall convene and consult with the chief information officers regarding system information policies and practices, and identification, acquisition, and installation of system software and hardware for the system's information management system. The Chief Information Council shall also identify college system college needs for instructional technology and recommend an information technology budget for consideration by the Executive Council. The Chief Information Officers Council is advisory to the Executive Council. The Commission's information technology supervisor shall provide written proceedings of all meetings.

From time to time, the Chief Information Officers Council will need to consult with other Councils to ensure that information technology equipment and services satisfy needs in

academic, student services, administrative services, and institutional research areas. The Chief Information Officers Council shall formally submit information technology budget and policy recommendations to the Executive Council for consideration and possible submission to the Commission.

A. Primary Role of the Council.

The Chief Information Officers Council is recognized as the principal source of policy advisement to the Executive Council on system-wide information management system and instructional technology matters, including, but not limited to:

1. Information Management System.
2. Information Technology Services.
3. Internet and Intra-College Network Connectivity.
4. Information Technology Budget.
5. Other issues delegated to the Chief Information Officers Council by the Executive Council.

B. The Chief Information Officers Council shall have the following composition and representation structure.

1. The Council shall be comprised of the WCCC information technology supervisor and the chief information officers from each of the community college districts.
2. When necessary, the Council may request that the Executive Council call upon the expertise of other individuals, groups or organizations to assist the Council in its assigned responsibilities.
3. The Council shall be chaired by the Commission's information technology supervisor. The Commission's information technology supervisor will develop Council agendas in cooperation with all members of the Chief Information Officers Council.
4. Recommendations of the Council shall be presented to the Executive Council by the Commission's information technology supervisor and a chief information officer selected by the Council.
5. The Executive Council shall consult with the Chief Information Officers Council on the creation, charge, and composition of all task forces or committees established by the Executive Council to address information

technology issues, and the Commission's executive director shall solicit nominations from the Executive Council for representatives to the following groups:

- (a) Committees, task forces, or other bodies established by the Wyoming Community College Commission to deliberate and make recommendations on information technology matters;
- (b) Committees, task forces, or other bodies dealing with information technology matters, established by other state agencies, organizations, or sectors of education, when requests for nominations are received by Commission staff.

- C. In order to facilitate effective consultation, the following channels of communication shall be maintained within the Chief Information Officers Council.
 - 1. The Commission's information technology supervisor shall maintain regular and frequent communication with all members of Chief Information Officers Council for the purposes of identifying issues and concerns of interest to the Council and planning the council's activities and agendas.
 - 2. Chief Information Officers Council shall develop a schedule of regular meetings taking into consideration the meeting calendars of the Commission and the Executive Council. Other meetings of the Council may be scheduled as necessary.
 - 3. The information technology supervisor may create sub-committees of the Chief Information Officers Council to consider such matters as may be delegated by the Council to the sub-committees, and the sub-committees shall provide reports to the Council.
 - 4. By consensus, or by majority vote, the Chief Information Officers Council may request that items of interest to the Council be included on the agenda of the Executive Council. All such requests shall be submitted by the chair of the Council to the chair of the Executive Council with copies of the request distributed to all members of both Councils.

VI. **THE DATA GOVERNANCE/INSTITUTIONAL RESEARCH COUNCIL:**
The Commission recognizes the Data Governance/Institutional Research Council, reporting through the Executive Council, as the representative body for district institutional research directors and is responsible for coordinating all annual and ad hoc performance reporting to the Commission and for making recommendations regarding, data governance, research strategy and tools.

In furtherance of this recognition, the Commission recognizes the Data Governance/ Institutional Research Council as an integral component of the consultation structure. The Commission's policy analyst shall convene and consult with the institutional research directors regarding the development, implementation and evaluation of system-wide data governance, research and performance reporting policies and procedures and such other matters as may be delegated to the Data Governance/ Institutional Research Council by the Executive Council. The Data Governance/ Institutional Research Council is advisory to the Executive Council. The Commission's policy analyst shall provide written proceedings of all meetings.

Occasionally, there will be data governance or institutional research issues and challenges that span multiple functional areas and may need to be addressed in multiple councils sequentially or simultaneously. Communication and collaboration will be critical components of all efforts involving multiple councils.

A. Primary Role of the Council

The Data Governance/Institutional Research Council is recognized a primary source of policy advisement to the Executive Council on system-wide matters related to annual and ad-hoc performance reporting including, but not limited to:

1. Implementation of statutorily required performance reports and other approved reoccurring statewide performance reporting requests.
2. Implementation of all approved ad hoc performance reporting requests.
3. Safeguard all institutional and individual student record data under the provisions of the Privacy Act of 1974 and the Family Educational Rights and Privacy Act (FERPA) or subsequent similar enactments.
4. Implementation and maintenance of the college system Data Collection and Reporting Handbook.
5. Other issues delegated to the Data Governance/Institutional Research Council by the Executive Council.

B. The Data Governance/Institutional Research Council shall have the following composition and representation structure:

1. The Council shall be comprised of the WCCC policy analyst and institutional research directors from each of the community college districts.
2. When necessary, the Council may request that the Executive Council call upon the expertise of other individuals, groups or organizations to assist the Council in its assigned responsibilities.

3. Meetings of the Data Governance/Institutional Research Council shall be scheduled and chaired by the Commission's policy analyst. The Commission's policy analyst will develop Council agendas in cooperation with all members of the Data Governance/Institutional Research Council.
 4. Recommendations of the Council shall be presented to the Executive Council by the Commission's policy analyst and an institutional researcher selected by the Council.
 5. The Executive Council consults with the Data Governance/Institutional Research Council on the creation, charge, and composition of all task forces or committees established by the Executive Council to address statewide performance reporting practice and policy, and the Commission's executive director shall solicit nominations from the Executive Council for representatives to the following groups:
 - (a) Committees, task forces, or other bodies established by the Wyoming Community College Commission to deliberate and make recommendations on statewide performance reporting matters;
 - (b) Committees, task forces, or other bodies dealing with statewide performance reporting matters, established by other state agencies, organizations, or sectors of education, when requests for nominations are received by Commission staff.
- C. In order to facilitate effective consultation, the following channels of communication shall be maintained within the Data Governance/Institutional Research Council:
1. The Commission's policy analyst shall maintain regular and frequent communication with all members of the Data Governance/Institutional Research Council for the purposes of identifying issues and concerns of interest to the Council and planning the Council's activities and agendas.
 2. The Council shall develop a schedule of regular meetings taking into consideration the meeting calendars of the Commission and the Executive Council. Other meetings of the Council may be scheduled as necessary.
 3. The policy analyst may create sub-committees of the Data Governance/Institutional Research Council to consider such matters as may be delegated by the Council to the sub-committees, and the sub-committees shall provide reports to the Council.
 4. By consensus, or by majority vote, the Data Governance/Institutional Research Council may request that items of interest to the Council be included on the agenda of the Executive Council. All such requests shall be

submitted by the chair of the Council to the chair of the Executive Council with copies of the request distributed to all members of both councils.

Standing Committees

There are nine specialized areas where standing committees are necessary to facilitate system-wide communication, collaboration, and action. These standing committees will have varied meeting schedules, but shall convene at least twice annually. The nine standing committees shall be:

1. **Marketing Committee:** This committee shall be comprised of the chief marketing officer from each college district, as designated by the college district president, and a member of the WCCC staff appointed by the Commission's executive director. The committee shall be convened, chaired and supported by the executive director's appointee. This committee will be responsible for planning and reviewing system-wide marketing endeavors. This committee will develop recommendations for branding and marketing the community college system and for promotional publications and other system-wide efforts. This committee will report through the Student Services Council.
2. **WY DEC Committee:** This committee shall be comprised of the chief distance education professional from each college district, as designated by the college district president, and a member of the WCCC staff appointed by the Executive Director. The committee shall be convened, chaired and supported by the Executive Director's appointee. This committee will be responsible for collaborating to strengthen the delivery of quality distance education programs and courses and student services and instructional support to potential and enrolled students, regardless of geographical and temporal limitations and for promoting distance education opportunities. This committee will report through the Academic Affairs Council.
3. **Workforce Training Committee:** This committee shall be comprised of the chief workforce training professional from each college district, as designated by the college district president, and a member of the WCCC staff appointed by the executive director. The committee shall be convened, chaired and supported by the executive director's appointee. This committee will be responsible for sharing information that will strengthen workforce training programs. This committee will develop recommendations for promoting workforce training opportunities, and will collaborate to improve workforce training programs. This committee will report through the Academic Affairs Council.
4. **AE/HSEC Committee:** This committee shall be comprised of the chief adult education professional from each college district, as designated by the college district president, and a member of the WCCC staff appointed by the executive director. The committee shall be convened, chaired and supported by the executive

director's appointee. This committee will be responsible for sharing information about AE/HSEC "best practices". This committee will develop recommendations for promoting AE/HSEC opportunities, presenting an annual state report card, establishing stronger connections between the HSEC and the skills required to succeed in college or in the workplace, collaborating to develop methods to improve AE/HSEC education for Wyoming students, reviewing federal grant requirements and legislation and communicating with national organizations, such as Project Ideal and OCTAE, to ensure that Wyoming adult education professionals are knowledgeable of eligibility requirements for federal grants. This committee will report through the Academic Affairs Council.

5. **Library Committee:** This committee shall be comprised of the chief librarian from each college district, as designated by the college district president, and a member of the WCCC staff appointed by the executive director. The committee shall be convened, chaired and supported by the executive director's appointee. This committee will be responsible for collaborating to strengthen library services for Wyoming students. This committee will develop recommendations for sharing resources, promoting the use of services provided by college libraries, collaborating on methods to improve library resources. This committee will report through the Academic Affairs Council.
6. **Financial Aid Committee:** This committee shall be comprised of the financial aid director from each college district, or other administrator designated by the college district president, and a member of the WCCC staff appointed by the WCCC executive director. The committee shall be convened, chaired and supported by the executive director's appointee. This committee will be responsible for the development of recommendations regarding statewide financial aid programs including but not limited to the Hathaway Scholarship Program, the WYIN Program, Veteran's programs, and other state and national programs. This committee will report through the Student Services Council.
7. **Admissions Committee:** This committee shall be comprised of the admissions director from each college district, or other administrator designated by the college district president, and a member of the WCCC staff appointed by the WCCC executive director. The committee shall be convened, chaired and supported by the executive director's appointee. This committee will be responsible for statewide admissions planning. This may include recommendations regarding a statewide application for admission, common recruiting efforts, and communications with prospective students. This committee may work, on occasion, with the marketing committee. It will also coordinate with the University of Wyoming admissions office on projects of common interest. This committee will report through the Student Services Council.
8. **Registration Committee:** This committee shall be comprised of the registrar from each college district or other administrator as designated by the college district president, and a member of the WCCC staff appointed by the WCCC executive

director. The committee shall be convened, chaired and supported by the executive director's appointee. This committee will be responsible for the development of recommendations for statewide registration and records initiatives such as the Wyoming Transcript System, state archiving requirements, maintaining the common course numbering catalog for technical courses, and the common registration form. This committee will coordinate with the University of Wyoming registrar on topics that are of common interest to all institutions. This committee will report through the Student Services Council.

9. Program Review Committee: This committee shall be comprised of three Commission staff members who have been appointed by the Commission executive director. To facilitate statutory requirements effective July 2009, this committee shall review all new program requests and an appropriate sample size of existing programs to ensure adherence to the statewide college system strategic plan. For new or modified programs, this committee shall consider requests for approval following consideration by the Academic Affairs Council and forward its recommendation to the Executive Council for consideration.

Ad hoc Committees

Ad hoc committees shall be established by the Executive Council when necessary.