

July 2010

TO: All Pearl River Community College Faculty, Staff, and Administration

**FROM: William Lewis
President**

This manual is provided as a guide for Pearl River Community College personnel to use as a reference for policies and procedures that have been adopted to support the operation of our institution. It is intended that all College personnel become familiar with these regulations and use them as a basis for decision-making.

As always, our focus remains on our students. Hopefully, this guide will prove to be a valuable resource in our work with the students who entrust their futures to us.

One of the great benefits that we derive from our work is the knowledge that we can make a difference in the lives of so many who come our way. As educators and as members of the Pearl River Community College family, we have an opportunity to help ensure that the citizens of our region experience a continuously improving quality of life. Each of us has an important role to play in this great responsibility that has been given to us.

Pearl River Community College offers equal education and employment opportunities. We do not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody, ADA/Civil Rights Coordinator, at P.O. Box 5118, Poplarville, MS 39470 or 601-403-1060.

Thanks for all that you do to ensure the success of Pearl River Community College and the students that we serve.

PEARL RIVER COMMUNITY COLLEGE

DISCLAIMER

The policies contained in this manual have been approved by the Board of Trustees of Pearl River Community College and are subject to change by the Board of Trustees at any time. Procedures attached to the policies have been approved by the Administrative Council and the President of the College and are also subject to change at any time. The Policy and Procedure Manual provides guidelines for students, faculty, and staff of the College and for the community served by the College. The Manual does not imply any contractual rights. The official copy of the Manual is available online at www.prcc.edu. A print copy that is up-to-date at the time it is printed may be obtained from the Office of Planning and Research in the Alexander Administration Building on the Poplarville Campus.

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09/10 - 12/31/2011

MISSION STATEMENT

Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

STRATEGIC GOALS

1. To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers for which they have been prepared.
2. To provide quality student services.
3. To provide access to college courses and programs using various instructional methods, including distance education.
4. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.
5. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make college services available via the Internet.
6. To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.
7. To recruit and retain students from a diverse population.
8. To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.

POLICY AND PROCEDURE DEVELOPMENT/REVIEW

JULY 2010

The members of the Policy and Procedure Committee reviewed, revised, or wrote policy and procedure statements for this manual during the Spring and Fall of 1993. Since that time, new policies and procedures have been added. The Policy and Procedure Manual contains information that will be helpful to you in your day-to-day operations. To provide you with the latest information, the Manual has been reprinted in its entirety.

Policy and procedure development will always be an on-going process. The Strategic Planning Policy assures that policies and procedures are reviewed annually. As new policies are developed, the Policy and Procedure Committee submits them to the President and Administrative Council for approval. Once the President and Administrative Council approve the policy and its procedure, the policy statement is submitted to the Board of Trustees for approval. When the Board of Trustees approves a new policy, the policy becomes effective immediately unless specific requirements otherwise dictate. After the new policy is approved, it is posted on the PRCC Web Site. Please note that there is a section in the Policy and Procedure Manual called Forms. This section contains College forms that are used in day-to-day operations.

Suggestions for improving the usability of this manual should be directed to a member of the Policy and Procedure Committee.

ACCREDITATION

In 2009 the College's Physical Therapist Assistant Technology Program accreditation was reaffirmed by the Commission on Accreditation of Physical Therapy Education.

In 2009 the College's Occupational Therapy Assistant Technology Program accreditation was reaffirmed by the American Council for Occupational Therapy Education.

In 2009 the College's Practical Nursing Program was granted probationary accreditation for a period of one year by the Mississippi State Board for Community and Junior Colleges. There were no recommendations for compliance with a required visit scheduled for December 2, 2010.

In 2008 the College's Surgical Technology Program accreditation was reaffirmed by the Accreditation Review Committee on Education in Surgical Technology. There were no recommendations.

In 2008 the College's Dental Hygiene Technology and Dental Assisting Technology Programs accreditations were reaffirmed by the American Dental Association. There were no recommendations.

In 2008 the College's Early Childhood Education Technology Program accreditation was reaffirmed by the National Academy of Early Childhood Programs. There were no recommendations.

In 2007 the College's Medical Radiologic Technology Program accreditation was reaffirmed by The Joint Review Committee on Education in Radiologic Technology. There were no recommendations.

In 2006 the accreditation of Pearl River Community College was reaffirmed by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. There were no recommendations.

In 2006 the College's Respiratory Care Technology Program accreditation was reaffirmed until June 2013 by the Commission on Accreditation of Allied Health Education Programs. There were no recommendations.

In 2005 the College's Medical Laboratory Technology Program accreditation was reaffirmed by the National Accrediting Agency for Clinical Laboratory Sciences. There were no recommendations.

In 2003 the College's Associate Degree Nursing Program accreditation was reaffirmed by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326. There were no recommendations. This program is also accredited annually by the Mississippi Board of Trustees of State Institutions of Higher Learning. This accreditation is based upon a certification report prepared by the College.

In 2003 the College's Automotive Mechanics Technology Program received the Automotive Service Excellence Certification. There were no recommendations.

COLLEGE COMMITTEES

1. **Administrative Council/Management Committee** is chaired by the President. Its members are the Vice President for Instruction; Dean of Business Services; Dean of Student Services; Director of Development Foundation and Alumni Association; Assistant Dean for Student Life; Director of Public Relations; Chief Planning Officer; Chief Technology Officer; Dean of Forrest County Center; Director of Career and Technical Education Programs (Poplarville); Director of Workforce Education; Assistant Dean of Enrollment Management; Director of Counseling, Advisement, and Placement Center; Director of Financial Aid; Director of Retention and Adult Services; Director of Extended Education and Instructional Design; Director of Physical Plant; Director of the QEP; Director of Hancock Center; Director of Athletics; Title III Director, President of the Faculty Association (Poplarville Campus); and President of the Faculty Association (Forrest County Center).

The purpose of the Administrative Council/Management Committee is to facilitate day to day operations through the exchange of information, to resolve operational issues, and to serve in an advisory role to the President.

Meeting Schedule: Every other month (February, April, June, August, October, December).

Administrative Council/Management Committee

1. William Lewis, President, Chair
2. Chuck Abadie, Director of Public Relations
3. Scott Alsobrooks, Director of Workforce Education
4. Becky Askew, Chief Planning Officer
5. Adam Breerwood, Dean of Student Services
6. Cecil Burt, Dean of Forrest County Center
7. Dow Ford, Assistant Dean of Enrollment Management
8. Barbara Gandy, Director of Retention and Adult Services
9. John A. Grant, Jr., Vice President for Instruction
10. Valerie Horne, Director of Financial Aid
11. Steve Howard, Chief Technology Officer
12. Roger Knight, Dean of Business Services
13. Ernie Lovell, Director of Development Foundation and Alumni Association
14. Richard Mathis, Director of Athletics
15. Ann Moore, Director of Counseling, Advisement, and Placement Center
16. Robin Nix, Faculty Association President (Poplarville Campus) and Instructor of Spanish and English
17. Ryan Ruckel, Faculty Association President (Forrest County Center) and Instructor of History and English (Forrest County Center)
18. Jennifer Seal, Director of the QEP and Instructor of Mathematics
19. Caycee Simon, Assistant Dean for Student Life
20. Maggie Smith, Director of Hancock Center
21. Martha Lou Smith, Director of Extended Education and Instructional Design
22. Amy Townsend, Title III Director
23. Craig Tynes, Director of Physical Plant
24. Don Welsh, Director of Career and Technical Education Programs (Poplarville)

2. **Planning and Effectiveness Committee** is chaired by a faculty member appointed by the President. Its members are the Vice President for Instruction, Chief Planning Officer, Institutional Research Specialist, Director of Hancock Center, eight faculty representatives, and others as appointed by the President.

The purpose of the Planning and Effectiveness Committee is to provide assistance in facilitating a program of institutional effectiveness and outcomes assessment for the College.

Meeting Schedule: Once a semester or as called by the Chair.

Planning and Effectiveness Committee

1. Jennifer Seal, Director of the QEP and Instructor of Mathematics, Chair
2. Becky Askew, Chief Planning Officer
3. Lourie Barnett, Instructor of Electronics Technology
4. Mike Bass, Assistant Director of Bands and Instructor of Music
5. Adam Breerwood, Dean of Student Services
6. John A. Grant, Jr., Vice President for Instruction
7. Valerie Horne, Director of Financial Aid
8. Steve Howard, Chief Technology Officer
9. Anita Morrow, Instructor of Mathematics
10. Dannel Roberts, Instructor of Psychology
11. Maggie Smith, Director of Hancock Center
12. Evelyn Wallace, Chair of Department of Medical Laboratory Technology and Instructor of Medical Laboratory Technology
13. Brenda Wells, Institutional Research Specialist
14. Judy Wells, Special Populations Coordinator (Poplarville)
15. Barbara Whiddon, Lead Instructor of Practical Nursing
16. Justin Williamson, Instructor of English

3. **Policy and Procedure Committee** is chaired by the Vice President for Instruction. Its members are the Dean of Student Services, Dean of Business Services, Dean of Forrest County Center, Director of Career and Technical Education Programs (Poplarville), Chief Planning Officer, the Student Government Association President, seven faculty representatives, two staff members, and others as appointed by the President.

The purpose of the Policy and Procedure Committee is to provide planning that will enable the College to meet the needs of those served by the College. As part of this planning process, the Committee will recommend policies and related procedures for the governance of the College to the President, who will then submit them to the Administrative Council and the Board of Trustees.

Meeting Schedule: Twice each semester or as called by the Chair.

Policy and Procedure Committee

1. John A. Grant, Jr., Vice President for Instruction, Chair
2. Scott Alsobrooks, Director of Workforce Education
3. Becky Askew, Chief Planning Officer
4. Susan Bedwell, Chair of Department of Practical Nursing and Instructor of Practical Nursing
5. Adam Breerwood, Dean of Student Services
6. Cecil Burt, Dean of Forrest County Center
7. Glenn Dale, Instructor of Chemistry and Coordinator of Chemistry
8. James Elbers, Chair of Department of Occupational Training and Instructor of Electrical Technology
9. Kimberly Ellis, Instructor of Office Systems Technology
10. Belinda Holden, Instructor of Associate Degree Nursing and Coordinator, Sophomore ADN
11. Roger Knight, Dean of Business Services
12. Sarah Ladner, Student Government Association President
13. Robin Nix, Faculty Association President (Poplarville Campus) and Instructor of Spanish and English
14. Jacki Runnels, Instructor of Mathematics (Forrest County Center) and Instructional Area Coordinator (Forrest County Center)
15. Angelia Ryals, Dislocated Worker Program Coordinator
16. Maggie Smith, Director of Hancock Center
17. Jim Walsh, Instructor of History
18. Don Welsh, Director of Career and Technical Education Programs (Poplarville)

4. **Fiscal Management Committee** is chaired by the Dean of Business Services. Its members are the President, Vice President for Instruction, Dean of Student Services, Dean of Forrest County Center, and Director of Career and Technical Education Programs (Poplarville).

The purpose of the Fiscal Management Committee is to provide assistance in the Fiscal Management of the College and to submit budget requests for respective divisions.

Meeting Schedule: Once each semester or as called by the Chair.

Fiscal Management Committee

1. Roger Knight, Dean of Business Services, Chair
2. Adam Breerwood, Dean of Student Services
3. Cecil Burt, Dean of Forrest County Center
4. John A. Grant, Jr., Vice President for Instruction
5. William A. Lewis, President
6. Don Welsh, Director of Career and Technical Education Programs (Poplarville)

5. **Instructional Council** is chaired by the Vice President for Instruction. Its members are the Dean of Forrest County Center; Director of Career and Technical Education Programs (Poplarville); Assistant Dean of Enrollment Management; Director of College Libraries; Director of Counseling, Advisement, and Placement Center; the Director of Extended Education and Instructional Design; Director of Nursing Education; nine faculty representatives; and others as appointed by the President.

The purpose of the Instructional Council is to provide guidance for the instructional programs of the College and to evaluate and to approve changes in the curriculum.

Meeting Schedule: Once each semester or as called by the Chair.

Instructional Council

1. John A. Grant, Jr., Vice President for Instruction, Chair
2. Kenny Adams, Co-Chair of Department of Occupational Training and Instructor of Machine Shop Technology
3. Susan Anderson, Chair of Department of Business and Commerce Technology and Instructor of Computer Programming Technology
4. Wendy Aubé, Academic Counselor
5. Raymunda Barnes, Instructor of History and Lead Instructor (Hancock Center)
6. Stephen Black, Instructor of History
7. Lonnie Burchell, Instructor of Biology
8. Cecil Burt, Dean of Forrest County Center
9. Peggy Dease, Director of Nursing Education
10. Jeanne Dyar, Director of College Libraries
11. Dow Ford, Assistant Dean of Enrollment Management
12. Debbie Hinton, Chair of Department of Surgical Technology and Instructor of Surgical Technology
13. Ann Moore, Director of Counseling, Advisement, and Placement Center
14. Archie Rawls, Chair of Department of Fine Arts and Communication and Instructor of Music
15. Judy Roane, Chair of Department of Science, Mathematics, and Business and Instructor of Mathematics
16. Ryan Ruckel, Faculty Association President (Forrest County Center) and Instructor of History and English (Forrest County Center)
17. Martha Lou Smith, Director of Extended Education and Instructional Design
18. Don Welsh, Director of Career and Technical Education Programs (Poplarville)
19. Martha Willoughby, Chair of Department of Humanities and Social Sciences and Instructor of English

6. **Professional Development Committee** is chaired by a faculty/staff representative appointed by the President. Its members are the Institutional Research Specialist, Vice President for Instruction, Chief Planning Officer, Director of Hancock Center, five faculty representatives, five staff members, and others as appointed by the President.

The purpose of the Professional Development Committee is to propose and plan activities for the development of the faculty and staff.

Meeting Schedule: Once each semester or as called by the Chair.

Professional Development Committee

1. Brenda Wells, Institutional Research Specialist, Chair
2. Scott Alsobrooks, Director of Workforce Education
3. Becky Askew, Chief Planning Officer
4. Wendy Aubé, Academic Counselor
5. Joan Brown, Secretary to Director of Career and Technical Education Programs (Poplarville)
6. John A. Grant, Jr., Vice President for Instruction
7. Kathy Hodge, Departmental Secretary for Fine Arts and Communication
8. Scott Kimball, Instructor of History and Geography and Coordinator of History, Geography, and Political Science
9. Sharman Ladner, Secretary to Chief Planning Officer
10. Sam Lawler, Instructor of Heating, AC, & Refrigeration/Electricity Technology
11. Michelle Owens, Data Management Advisor
12. Archie Rawls, Chair of Department of Fine Arts and Communication and Instructor of Music
13. Casey Rawls, Title III Administrative Assistant
14. Jacki Runnels, Instructor of Mathematics (Forrest County Center) and Instructional Area Coordinator (Forrest County Center)
15. Jennifer Seal, Director of the QEP and Instructor of Mathematics
16. Elaine Smith, Curriculum Planning Specialist
17. Gwen Smith, Tech Prep Coordinator
18. Maggie Smith, Director of Hancock Center
19. Karen Walker, Secretary to Institutional Research Specialist

7. **Student Services Committee** is chaired by the Dean of Student Services. Its members are the Assistant Dean for Student Life, Director of Student Life, Director of Financial Aid, Assistant Dean of Enrollment Management, faculty representative(s), and others as appointed by the President. Members also include the President, Vice President and Secretary of the Student Government Association.

The purpose of the Student Services Committee is to provide assistance in planning and evaluating activities to enrich and improve student life.

Meeting Schedule: Once each semester or as called by the Chair.

Student Services Committee

1. Adam Breerwood, Dean of Student Services, Chair
2. Jack Byrd, Men's and Women's Soccer Coach and Assistant Recruiter
3. Dow Ford, Assistant Dean of Enrollment Management
4. Deborah Hewitt, Special Populations Coordinator (Forrest County Center)
5. Valerie Horne, Director of Financial Aid
6. Diamond Husband, Student Government Association Vice President
7. Sarah Ladner, Student Government Association President
8. Heather McClain, Student Government Association Secretary
9. Caycee Simon, Assistant Dean for Student Life
10. Tom Smith, Director of Student Life
11. Tom Thoms, Instructor of Psychology

8. **Workforce Education Committee** is chaired by the Director of Workforce Education. Its members are the Director of Adult Education Services, Workforce Training Project Manager, WIN Job Center Computer Instructor and Technician, Dislocated Worker Program Coordinator, GIS Training Manager, Construction Equipment Operation Instructors, Workforce and Economic Development Specialist, Utility Lineman Instructor, Commercial Driver's License Instructor, Leadership Development, and Secretary to Workforce Education.

The purpose of the Workforce Education Committee is to determine ways and means of improving workforce training.

Meeting Schedule: Once each semester or as called by the Chair.

Workforce Education Committee

1. Scott Alsobrooks, Director of Workforce Education, Chair
2. Lee Bell, Workforce Training Project Manager
3. Rebecca Brown, WIN Job Center Computer Instructor and Technician
4. T. L. Davis, Construction Equipment Operation Instructor
5. Randy Henry, Utility Lineman Technology Instructor
6. Brad Ladner, Construction Equipment Operation Instructor
7. Lindsey Lewis, Workforce and Economic Development Specialist
8. Donnie Odom, Commercial Driver's License Instructor
9. Lee Reid, Leadership Development
10. Angelia Ryals, Dislocated Worker Program Coordinator
11. Audrey Gray Smith, Secretary to Workforce Education
12. Troy Teadt, GIS Training Manager
13. Barry Upton, Director of Adult Education Services

9. **Quality Enhancement Plan (QEP) Committee** is chaired by the Director of the QEP. Its members represent a broad range of instructional and professional staff and are appointed by the President.

The purpose of the QEP Committee is to provide advice, direction, and research regarding the College's Quality Enhancement Plan.

Meeting Schedule: As called by the Chair.

Quality Enhancement Plan (QEP) Committee

1. Jennifer Seal, Director of the QEP, Instructor of Mathematics, Chair
2. Becky Askew, Chief Planning Officer
3. Lonnie Burchell, Instructor of Biology
4. Cecil Burt, Dean of Forrest County Center
5. Toni Cowart, Instructor of Mathematics (Forrest County Center)
6. Glenn Dale, Instructor of Chemistry and Coordinator of Chemistry
7. Doug Donohue, Instructor of Mathematics (Forrest County Center)
8. John A. Grant, Jr., Vice President for Instruction
9. Shelby Harriel, Instructor of Mathematics
10. Steve Howard, Chief Technology Officer
11. Alicia Kimball, Assistant Director of Information Technology
12. Roger Knight, Dean of Business Services
13. William Lewis, President
14. Anita Morrow, Instructor of Mathematics
15. Judy Roane, Chair of Department of Science, Mathematics, and Business and Instructor of Mathematics
16. Jacki Runnels, Instructor of Mathematics (Forrest County Center) and Instructional Area Coordinator (Forrest County Center)
17. Ross Setze, Instructor of Physics and Mathematics
18. Martha Lou Smith, Director of Extended Education and Instructional Design
19. Elizabeth Strahan, Mathematics Laboratory Instructor (Forrest County Center)
20. Kelly Tucker, Instructor of Mathematics
21. Brenda Wells, Institutional Research Specialist
22. Erin Westmoreland, Mathematics Laboratory Instructor

10. **Institutional Review Board** is chaired by the Chief Planning Officer. Its members are the Director of Workforce Education, Director of Development Foundation and Alumni Association, Grants Accountant, Institutional Research Specialist, and a community representative.

The purpose of the Institutional Review Board is to review grant proposals in order to ensure that each one is in compliance with the federal policy regarding the protection of human subjects.

Meeting Schedule: As called by the Chair.

Institutional Review Board

1. Becky Askew, Chief Planning Officer, Chair
2. Scott Alsobrooks, Director of Workforce Education
3. James Barnes, Community Representative
4. Ernie Lovell, Director of Development Foundation and Alumni Association
5. Julie Ray, Grants Accountant
6. Brenda Wells, Institutional Research Specialist

11. **Information Technology Committee** is chaired by the Chief Technology Officer. Its members are appointed by the President.

The purpose of the Information Technology Committee is to provide assistance to the Chief Technology Officer in the area of technology advancement.

Meeting Schedule: Once a semester or as called by the Chair.

Information Technology Committee

1. Steve Howard, Chief Technology Officer, Chair
2. Chuck Abadie, Director of Public Relations
3. Susan Anderson, Chair of Department of Business and Commerce Technology and Instructor of Computer Programming Technology
4. Becky Askew, Chief Planning Officer
5. Adam Breerwood, Dean of Student Services
6. Jeanne Dyar, Director of College Libraries
7. Dow Ford, Assistant Dean of Enrollment Management
8. Barbara Gandy, Director of Retention and Adult Services
9. Valerie Horne, Director of Financial Aid
10. Roger Knight, Dean of Business Services
11. Martha Lou Smith, Director of Extended Education and Instructional Design
12. Bobby Thrash, Instructor of Computer Science
13. Don Welsh, Director of Career and Technical Education Programs (Poplarville)

12. **Instructional Support Services Committee** is chaired by the Director of College Libraries. Its members are the Chief Technology Officer, Dean of Student Services, Dean of Business Services, Director of Extended Education and Instructional Design, Forrest County Center Librarian, Institutional Research Specialist, six faculty representatives, and others as appointed by the President.

The purpose of the Instructional Support Services Committee is to provide assistance to the Library and other areas of the College that provide support for the instructional area.

Meeting Schedule: Once each semester or as called by the Chair.

Instructional Support Services Committee

1. Jeanne Dyar, Director of College Libraries, Chair
2. Susan Anderson, Chair of Department of Business and Commerce Technology and Instructor of Computer Programming Technology
3. Mary Benson, Librarian - Forrest County Center
4. Adam Breerwood, Dean of Student Services
5. Steve Howard, Chief Technology Officer
6. Roger Knight, Dean of Business Services
7. Barbara Mathis, Instructor of English
8. Catherine Merrikin, Chair of Department of Occupational Training (Forrest County Center) and Instructor of Micro Computer Specialist
9. Melinda Miller, Instructor of Biology
10. Martha Lou Smith, Director of Extended Education and Instructional Design
11. Jim Walsh, Instructor of History
12. Brenda Wells, Institutional Research Specialist
13. Martha Willoughby, Chair of Department of Humanities and Social Sciences and Instructor of English
14. Michelle Wilson, Instructor of Humanities and Library Technical Assistant (Hancock Center)

13. **Distance Learning Committee** is chaired by the Coordinator of Electronic and Distance Learning. Its members are appointed by the President.

The purpose of the Distance Learning Committee is to provide assistance to the Director of Extended Education and Instructional Design in the formulation and review of goals, policies, and procedures related to the various aspects of distance education.

Meeting Schedule: Once each semester or as called by the Chair.

Distance Learning Committee

1. Michele Mitchell, Coordinator of Electronic and Distance Learning, Chair
2. Teresa Alexander, Instructor of Office Systems Technology
3. Karen Bond, Instructor of Mathematics
4. Patricia Cone, Instructor of Speech
5. Stacy Dawsey, Instructor/Coordinator - Learning Lab
6. Kimberly Ellis, Instructor of Office Systems Technology
7. Benny Hornsby, Instructor of Humanities/Social Sciences and Instructional Area Coordinator (Forrest County Center)
8. Julie Pierce, Instructor of Learning Lab (Forrest County Center)
9. Tara Rouse, Chair of Department of Health, Physical Education, and Recreation
10. Martha Lou Smith, Director of Extended Education and Instructional Design
11. Gloria Wasmund, Distance Learning Assistant

14. **Instructional Design Committee** is chaired by the Director of Extended Education and Instructional Design.

The purpose of the Instructional Design Committee is to provide guidance and assistance to the Director of Extended Education and Instructional Design in regard to the selection and implementation of instructional technology tools and the application of those tools.

Meeting Schedule: Once each semester or as called by the Chair.

Instructional Design Committee

1. Martha Lou Smith, Director of Extended Education and Instructional Design, Chair
2. Lori Anderson, Chair of Department of Respiratory Care Technology and Instructor of Respiratory Care Technology (Forrest County Center)
3. Susan Anderson, Chair of Department of Business and Commerce Technology and Instructor of Computer Programming Technology
4. Laura Berry, Instructor of Speech
5. Jason Bordelon, Computer Technician
6. Lonnie Burchell, Instructor of Biology
7. Jana Causey, Instructor of Biology and Instructional Area Coordinator (Forrest County Center)
8. Jamie Dickson, Assistant Director of Wellness Center and Instructor of HPR
9. Candice Entrekin, Instructor of Associate Degree Nursing
10. Deana Holifield, Instructor of English
11. Michele Mitchell, Coordinator of Electronic and Distance Learning
12. Tonia Moody, ADA/Civil Rights Coordinator
13. Judy Roane, Chair of Department of Science, Mathematics, and Business and Instructor of Mathematics
14. Dannell Roberts, Instructor of Psychology
15. Ryan Ruckel, Faculty Association President (Forrest County Center) and Instructor of History and English (Forrest County Center)

15. **Catalog Committee** is chaired by the Vice President for Instruction. Its members are the Dean of Student Services; Director of Retention and Adult Services; Assistant Dean of Enrollment Management; Director of Financial Aid; Dean of Forrest County Center; Director of Career and Technical Education Programs (Poplarville); Chief Planning Officer; Director of Extended Education and Instructional Design; Dean of Business Services; Director of Counseling, Advisement, and Placement Center; and others as appointed by the President.

The purpose of the Catalog Committee is to provide assistance for reviewing, revising, and evaluating the College catalog.

Meeting Schedule: Meetings scheduled as needed.

Catalog Committee

1. John A. Grant, Jr., Vice President for Instruction, Chair
2. Becky Askew, Chief Planning Officer
3. Adam Breerwood, Dean of Student Services
4. Cecil Burt, Dean of Forrest County Center
5. Peggy Dease, Director of Nursing Education
6. Dow Ford, Assistant Dean of Enrollment Management
7. Barbara Gandy, Director of Retention and Adult Services
8. Valerie Horne, Director of Financial Aid
9. Randy Johnson, Instructor of Criminal Justice
10. Roger Knight, Dean of Business Services
11. Ann Moore, Director of Counseling, Advisement, and Placement Center
12. Cynthia Schafer, Media Specialist
13. Martha Lou Smith, Director of Extended Education and Instructional Design
14. Frankie Thomas, Secretary to the Vice President for Instruction
15. Kelly Tucker, Instructor of Mathematics
16. Don Welsh, Director of Career and Technical Education Programs (Poplarville)
17. Michelle Wilson, Instructor of Humanities and Library Technical Assistant, (Hancock Center)

16. **Financial Aid and Scholarship Committee** is chaired by the Director of Financial Aid. Its members are the Director Development Foundation and Alumni Association, Dean of Student Services, Dean of Business Services, Director of Retention and Adult Services, a counselor, and others as appointed by the President.

The purpose of the Financial Aid and Scholarship Committee is to provide assistance to the Director of Financial Aid in reviewing the financial aid scholarship program, selecting recipients for various College scholarships, and promoting an awareness among students of the financial assistance that is available.

Meeting Schedule: Once each semester or as called by the Chair.

Financial Aid and Scholarship Committee

1. Valerie Horne, Director of Financial Aid, Chair
2. Adam Breerwood, Dean of Student Services
3. Patricia Cone, Instructor of Speech
4. Barbara Gandy, Director of Retention and Adult Services
5. Roger Knight, Dean of Business Services
6. Ernie Lovell, Director of Development Foundation and Alumni Association
7. Jan Stevens, Instructor of Medical Office Systems Technology
8. Joe Wesley, Counselor of Forrest County Center Career and Technical Education Programs
9. Lisa Williams, Instructor of Psychology

17. **Recruitment Committee** is chaired by the Assistant Dean for Student Life. Its members are faculty and staff appointed by the President.

The purpose of the Recruitment Committee is to provide assistance to the Assistant Dean for Student Life in recruiting students for the College.

Meeting Schedule: Once each semester or as called by the Chair.

Recruitment Committee

1. Caycee Simon, Assistant Dean for Student Life, Chair
2. Chuck Abadie, Director of Public Relations
3. Wendy Aubé, Academic Counselor
4. Steve Black, Instructor of History
5. Jack Byrd, Men's and Women's Soccer Coach and Assistant Recruiter
6. Dow Ford, Assistant Dean of Enrollment Management
7. Scott Kimball, Instructor of History and Geography and Coordinator of History, Geography, and Political Science
8. Jamie McMahon, Head Baseball Coach and Instructor of Health, Physical Education, and Recreation
9. Tonia Moody, ADA/Civil Rights Coordinator
10. Ellie Ratliff, Instructor of Instrumentation Technology
11. Angelia Ryals, Dislocated Worker Program Coordinator
12. Gwen Smith, Tech Prep Coordinator
13. Maggie Smith, Director of Hancock Center
14. Martha Lou Smith, Director of Extended Education and Instructional Design
15. Jan Stevens, Instructor of Medical Office Systems Technology
16. Tom Thoms, Instructor of Psychology
17. Joe Wesley, Counselor of Forrest County Center Career and Technical Education Programs

18. **Retention of Students Committee** is chaired by the Director of Retention and Adult Services. Its members are faculty and staff appointed by the President.

The purpose of the Retention of Students Committee is to provide assistance to the Director of Retention and Adult Services in the retention of students.

Meeting Schedule: Once each semester or as called by the Chair.

Retention of Students Committee

1. Barbara Gandy, Director of Retention and Adult Services, Chair
2. Chuck Abadie, Director of Public Relations
3. Wendy Aubé, Academic Counselor
4. Mike Bass, Assistant Director of Bands and Instructor of Music
5. Rance Bedwell, Senior Systems Analyst
6. Steve Black, Instructor of History
7. Adam Breerwood, Dean of Student Services
8. Robert Escudero, Director of Student Support Services
9. Georgia Field, Student Support Services Educational Counselor
10. Dow Ford, Assistant Dean of Enrollment Management
11. John Gibson, Instructor of Construction Management Technology
12. Frankie Lee, Workforce Investment Act/Trade Adjustment Act Coordinator
13. Lindsay Loustalot, Instructor of A.D.N. and Nursing and Wellness Coordinator
14. Ernie Lovell, Director of Development Foundation and Alumni Association
15. Tonia Moody, ADA/Civil Rights Coordinator
16. Ann Moore, Director of Counseling, Advisement, and Placement Center
17. Judy Roane, Chair of Department of Science, Mathematics, and Business and Instructor of Mathematics
18. Angelia Ryals, Dislocated Worker Program Coordinator
19. Gwen Smith, Tech Prep Coordinator
20. Maggie Smith, Director of Hancock Center
21. Tom Thoms, Instructor of Psychology
22. Amy Townsend, Title III Director
23. Joe Wesley, Counselor of Forrest County Center Career and Technical Education Programs

19. **Disability Services Advisory Committee** is chaired by the Director of Student Support Services. Its members are faculty, staff, and a student representative appointed by the President.

The purpose of the Disability Services Advisory Committee is to provide: 1) guidance and support related to professional judgment decisions of designated ADA/504 coordinators; 2) guidance and support for all policies and procedures related to disability accommodations provided to PRCC students including documentation standards, grievance procedures, the accommodation process, and the location of accessible facilities and services. The goal is the implementation of policies and procedures by the administration that accurately reflect PRCC's philosophical approach to providing disability services and to "ensure that disability related accommodations are provided to students" in compliance with federal statutes (Americans with Disabilities Act/ADA and Section 504 of the Rehabilitation Act of 1973).

Meeting Schedule: Once each semester or as called by the Chair.

Disability Services Advisory Committee

1. Robert Escudero, Director of Student Support Services, Chair
2. Raymunda Barnes, Instructor of History and Lead Instructor (Hancock Center)
3. Adam Breerwood, Dean of Student Services
4. Lonnie Burchell, Instructor of Biology
5. Brandi Deroche, Learning Lab Instructor
6. Barbara Gandy, Director of Retention and Adult Services
7. Eileen Hall, Public Service Library Assistant
8. Deborah Hewitt, Special Populations Coordinator (Forrest County Center)
9. Valerie Horne, Director of Financial Aid
10. Randy Johnson, Instructor of Criminal Justice
11. Barbara Mathis, Instructor of English
12. Tonia Moody, ADA/Civil Rights Coordinator
13. Brad Parker, Student Representative
14. Judy Roane, Chair of Department of Science, Mathematics, and Business and Instructor of Mathematics
15. Tara Rouse, Chair of Department of Health, Physical Education, and Recreation
16. Martha Lou Smith, Director of Extended Education and Instructional Design
17. Craig Tynes, Director of Physical Plant

20. **Athletic Advisory Council** is chaired by a person appointed by the President. Its members are the Dean of Student Services, a faculty member, a staff member, and a representative of the Student Government Association, and others as appointed by the President.

The purpose of the Athletic Advisory Council is to provide assistance in an advisory capacity to the intercollegiate athletic program as it relates to the overall philosophy and objectives of the College and to increase the College personnel's awareness of the athletic program's objectives and written policies.

Meeting Schedule: Meetings scheduled as needed.

Athletic Advisory Council

1. Dow Ford, Assistant Dean of Enrollment Management, Chair
2. Adam Breerwood, Dean of Student Services
3. Anita Morrow, Instructor of Mathematics
4. Bobby Peterson, Maintenance Supervisor/Plumber
5. Tom Thoms, Instructor of Psychology
6. Student Government Representative

21. **Wellness Center Committee** is chaired by the Department Chair of Health, Physical Education, and Recreation. Its members are appointed by the President.

The purpose of the Wellness Center Committee is to plan, coordinate, implement, and evaluate the components needed in the Wellness Center.

Meeting Schedule: Once each semester or as called by the Chair.

Wellness Center Committee

1. Tara Rouse, Chair of Department of Health, Physical Education, and Recreation
2. Chuck Abadie, Director of Public Relations
3. Joyce Applegate, Instructor of Biology
4. Becky Askew, Chief Planning Officer
5. Jamie Dickson, Assistant Director of Wellness Center and Instructor of HPR
6. Dow Ford, Assistant Dean of Enrollment Management
7. Barbara Gandy, Director of Retention and Adult Services
8. Lindsay Loustalot, Instructor of A.D.N. and Nursing and Wellness Coordinator
9. Julie Pierce, Instructor of Learning Lab (Forrest County Center)
10. Doug Rowell, Director of Public Safety/Chief of Police
11. Leigh White, Softball Coach and Instructor of Health, Physical Education, and Recreation
12. Gabe Willis, Fitness/Wellness Specialist

22. **Physical Plant/Maintenance Committee** is chaired by the Dean of Business Services. Its members are the Director of Physical Plant, Vice President for Instruction, and Dean of Student Services.

The purpose of the Physical Plant/Maintenance Committee is to provide assistance for the upkeep of physical facilities and equipment.

Meeting Schedule: Once each semester or as called by the Chair.

Physical Plant/Maintenance Committee

1. Roger Knight, Dean of Business Services, Chair
2. Adam Breerwood, Dean of Student Services
3. John A. Grant, Jr., Vice President for Instruction
4. Craig Tynes, Director of Physical Plant

23. **Environmental Health and Safety Committee** is chaired by the Dean of Business Services. Its members are the Director of Physical Plant, Dean of Student Services, and School Nurse.

The purpose of the Environmental Health and Safety Committee is to ensure that adequate programs are provided for the protection of the health and safety of students, faculty, and staff and for compliance with appropriate codes and regulations.

Meeting Schedule: Meetings scheduled as needed.

Environmental Health and Safety Committee

1. Roger Knight, Dean of Business Services, Chair
2. Adam Breerwood, Dean of Student Services
3. Susie Hall, School Nurse
4. Craig Tynes, Director of Physical Plant

24. **Graduation Committee** is chaired by faculty members appointed by the President. Its members are faculty and staff recommended by the Vice President for Instruction.

The purpose of the Graduation Committee is to plan, coordinate, implement, and evaluate graduation ceremonies for the College.

Meeting Schedule: Once a year or as called by the Chair.

Graduation Committee

1. Eddy Gammel, Chair of Department of Industrial Technology and Instructor of Drafting and Design Technology, Chair
2. Scott Kimball, Instructor of History and Geography and Coordinator of History, Geography, and Political Science, Co-Chair
3. Chuck Abadie, Director of Public Relations
4. Kenny Adams, Co-Chair of Department of Occupational Training and Instructor of Machine Shop Technology
5. Teresa Alexander, Instructor of Office Systems Technology
6. Susan Anderson, Chair of Department of Business and Commerce Technology and Instructor of Computer Programming Technology
7. Joyce Applegate, Instructor of Biology
8. Lourie Barnett, Instructor of Electronics Technology
9. Stephen Black, Instructor of History
10. Adam Breerwood, Dean of Student Services
11. Sabrina Brown, Instructor of Reading
12. Lonnie Burchell, Instructor of Biology
13. Cecil Burt, Dean of Forrest County Center
14. Vic Cerniglia, Instructor of Electronics Technology
15. Elizabeth Coston, Instructor - Learning Lab
16. Glenn Dale, Instructor of Chemistry and Coordinator of Chemistry
17. Stacy Dawsey, Instructor/Coordinator - Learning Lab
18. Mitch Deaver, Assistant Director to the Director of Public Relations and Dixie Drawl Advisor
19. David Foster, Instructor of Computer Network Technology
20. Gerald Hampton, Instructor of Chemistry and Physical Science
21. Delana Harris, Instructor of Business Marketing/Management Technology
22. Tina Jerome, Instructor of Criminal Justice
23. Randy Johnson, Instructor of Criminal Justice
24. Eric Leatherwood, Instructor of English
25. Brenda Lee, Instructor of Associate Degree Nursing (Sophomore)
26. Barbara Mathis, Instructor of English
27. Catherine Merrikin, Chair of Department of Occupational Training (Forrest County Center) and Instructor of Micro Computer Specialist
28. Ann Moore, Director of Counseling, Advisement, and Placement Center
29. Robin Nix, Faculty Association President (Poplarville Campus) and Instructor of Spanish and English
30. Amy Perry, Instructor of Office Systems Technology
31. Ellie Ratliff, Instructor of Instrumentation Technology

Graduation Committee continued

32. Archie Rawls, Chair of Department of Fine Arts and Communication and Instructor of Music
33. Judy Roane, Chair of Department of Science, Mathematics, and Business and Instructor of Mathematics
34. Dannell Roberts, Instructor of Psychology
35. Doug Rowell, Director of Public Safety/Chief of Police
36. Martha Lou Smith, Director of Extended Education and Instructional Design
37. Tracy Smith, Public Services Librarian
38. Jan Stevens, Instructor of Medical Office Systems Technology
39. Tom Thoms, Instructor of Psychology
40. Craig Tynes, Director of Physical Plant
41. Greg Underwood, Instructor of English (Forrest County Center) and Instructional Area Coordinator (Forrest County Center)
42. Jesse Walker, Instructor of Drafting and Design Technology
43. Jim Walsh, Instructor of History
44. Judy Wells, Special Populations Coordinator (Poplarville)
45. Don Welsh, Director of Career and Technical Education Programs (Poplarville)
46. Joe Wesley, Counselor of Forrest County Center Career and Technical Education Programs
47. Carol Williams, Instructor of Business Marketing/Management Technology

25. **Student Activities Committee** is chaired by the Director of Student Life. Its members are faculty and staff appointed by the President.

The purpose of the Student Activities Committee is to plan, coordinate, implement, and evaluate student activities and intramural activities.

Meeting Schedule: Once each semester or as called by the Chair.

Student Activities Committee

1. Tom Smith, Director of Student Life, Chair
2. Adam Breerwood, Dean of Student Services
3. Jack Byrd, Men's and Women's Soccer Coach and Assistant Recruiter
4. Dow Ford, Assistant Dean of Enrollment Management
5. Justin Ford, Assistant Soccer Coach and Men's Suite Head Resident
6. Jason Francis, Manager of Student Activities and Assistant Men's Basketball Coach
7. Leroy Frederick, Assistant Football Coach and Assistant Coordinator of Intramurals
8. Barbara Gandy, Director of Retention and Adult Services
9. Ronn Hague, Digital Media Coordinator/Museum Director
10. Alicia Kimball, Assistant Director of Information Technology
11. Scott Kimball, Instructor of History and Geography and Coordinator of History, Geography, and Political Science
12. Ann Moore, Director of Counseling, Advisement, and Placement Center
13. Frances Rawls, Bookstore Manager
14. Tara Rouse, Chair of Department of Health, Physical Education, and Recreation
15. Caycee Simon, Assistant Dean for Student Life
16. Martha Lou Smith, Director of Extended Education and Instructional Design
17. Jan Stevens, Instructor of Medical Office Systems Technology
18. Gabe Willis, Fitness/Wellness Specialist
19. Student Government Association Representative

26. **Dramatics Committee** is chaired by a faculty member appointed by the President. Its members are faculty members appointed by the Chair.

The purpose of the Dramatics Committee is to plan, coordinate, implement, and evaluate the dramatic and fine arts events scheduled by the College.

Meeting Schedule: Once each semester or as called by the Chair.

Dramatics Committee

1. Christopher Flynn, Instructor of Speech and Theater, Chair
2. Laura Berry, Instructor of Speech
3. Kyle Hill, Director of Bands and Instructor of Music
4. Eric Leatherwood, Instructor of English
5. Archie Rawls, Chair of Department of Fine Arts and Communication and Instructor of Music
6. LaDona Tyson, Instructor of Music and Director of Choral Groups

27. **Homecoming Committee** is chaired by the Director of the Development Foundation and Alumni Association. Its members are faculty and staff appointed by the President.

The purpose of the Homecoming Committee is to plan, coordinate, implement, and evaluate Homecoming activities.

Meeting Schedule: Once a year or as called by the Chair.

Homecoming Committee

1. Ernie Lovell, Director of Development Foundation and Alumni Association, Chair
2. Chuck Abadie, Director of Public Relations
3. Billy Alfred, Custodian
4. Steve Black, Instructor of History
5. Marie Bowden, Custodian Supervisor
6. Adam Breerwood, Dean of Student Services
7. Shana Breerwood, Accountant, Development Foundation and Alumni Association
8. Joan Brown, Secretary to Director of Career and Technical Education Programs (Poplarville)
9. Vic Cerniglia, Instructor of Electronics Technology
10. Peggy Dease, Director of Nursing Education
11. Mitch Deaver, Assistant Director to the Director of Public Relations and Dixie Drawl Advisor
12. Dow Ford, Assistant Dean of Enrollment Management
13. Barbara Gandy, Director of Retention and Adult Services
14. John A. Grant, Jr., Vice President for Instruction
15. Ronn Hague, Digital Media Coordinator/Museum Director
16. Susie Hall, School Nurse
17. Candace Harper, Coordinator of Alumni Services
18. Delana Harris, Instructor of Marketing/Management Technology
19. Donna Herndon, Secretary to Athletic Department
20. Kyle Hill, Director of Bands and Instructor of Music
21. Kathy Hodge, Departmental Secretary for Fine Arts and Communication
22. Steve Howard, Chief Technology Officer
23. Alicia Kimball, Assistant Director of Information Technology
24. Scott Kimball, Instructor of History and Geography and Coordinator of History, Geography, and Political Science
25. Jamie McMahon, Head Baseball Coach and Instructor of Health, Physical Education, and Recreation
26. Johanna Peterson, Head Resident, Huff Hall
27. Archie Rawls, Chair of Department of Fine Arts and Communication and Instructor of Music
28. Tara Rouse, Chair of Department of Health, Physical Education, and Recreation
29. Kenny Russell, Composer and Printer
30. Judy Shaw, Instructor of Child Development Technology
31. Caycee Simon, Assistant Dean for Student Life
32. Daniel Smith, Instructor of Truck Driving/CDL Testing
33. Martha Lou Smith, Director of Extended Education and Instructional Design
34. Tom Smith, Director of Student Life
35. Porter Soley, Instructor of Masonry
36. Camille Soulier, Instructor of Health, Physical Education, and Recreation
37. Debbie Terrell, Secretary to Director of Development Foundation and Alumni Association
38. Craig Tynes, Director of Physical Plant

Homecoming Committee continued

39. LaDona Tyson, Instructor of Music and Director of Choral Groups
40. Brenda Wells, Institutional Research Specialist
41. Don Welsh, Director of Career and Technical Education Programs (Poplarville)
42. Leigh White, Softball Coach and Instructor of Health, Physical Education, and Recreation
43. Carol Williams, Instructor of Business Marketing/Management Technology
44. Martha Willoughby, Chair of Department of Humanities and Social Sciences and Instructor of English
45. Cafeteria Manager

28. **Calendar Committee** is chaired by the Vice President for Instruction. Its members are the Chief Planning Officer, Dean of Student Services, Dean of Forrest County Center, Assistant Dean of Enrollment Management, Director of Retention and Adult Services, Director of Development Foundation and Alumni Association, Director of Extended Education and Instructional Design, Director of Career and Technical Education Programs (Poplarville), three faculty representatives, and two staff representatives.

The purpose of the Calendar Committee is to prepare and recommend the official College Calendar.

Meeting Schedule: Once every other year or as called by the Chair.

Calendar Committee

1. John A. Grant, Jr., Vice President for Instruction, Chair
2. Becky Askew, Chief Planning Officer
3. Adam Breerwood, Dean of Student Services
4. Cecil Burt, Dean of Forrest County Center
5. Dow Ford, Assistant Dean of Enrollment Management
6. Barbara Gandy, Director of Retention and Adult Services
7. Pamela Jones, Instructor of Music
8. Ernie Lovell, Director of Development Foundation and Alumni Association
9. Catherine Merrikin, Chair of Department of Occupational Training (Forrest County Center) and Instructor of Business Technology
10. Kaye Olsen, Secretary/Schedule & Graduation Clerk to Vice President for Instruction
11. Michelle Owens, Data Management Advisor
12. Tara Rouse, Chair of Department of Health, Physical Education, and Recreation
13. Martha Lou Smith, Director of Extended Education and Instructional Design
14. Don Welsh, Director of Career and Technical Education Programs (Poplarville)

29. **Counseling, Advisement, and Placement Committee** is chaired by the Director of Counseling, Advisement, and Placement Center. Its members are the Chair of Department of Business and Commerce Technology and Instructor of Computer Programming Technology; Chief Planning Officer; Academic Counselor; Dean of Student Services; Vice President for Instruction; Faculty Association President (Poplarville Campus) and Instructor of Spanish and English; Chair of Department of Science, Mathematics, and Business and Instructor of Mathematics; Chair of Department of Health, Physical Education, and Recreation; Director of Hancock Center; Director of Career and Technical Education Programs (Poplarville); and Counselor of Forrest County Center Career and Technical Education Programs.

The purpose of the Counseling, Advisement, and Placement Committee is to provide support and direction for activities and services coordinated through the Counseling and Career Center.

Meeting Schedule: Once each semester or as scheduled by chair.

Counseling, Advisement, and Placement Committee

1. Ann Moore, Director of Counseling, Advisement, and Placement Center; Chair
2. Susan Anderson, Chair of Department of Business and Commerce Technology and Instructor of Computer Programming Technology
3. Becky Askew, Chief Planning Officer
4. Wendy Aubé, Academic Counselor
5. Adam Breerwood, Dean of Student Services
6. John A. Grant, Jr., Vice President for Instruction
7. Robin Nix, Faculty Association President (Poplarville Campus) and Instructor of Spanish and English
8. Judy Roane, Chair of Department of Science, Mathematics, and Business and Instructor of Mathematics
9. Tara Rouse, Chair of Department of Health, Physical Education, and Recreation
10. Maggie Smith, Director of Hancock Center
11. Don Welsh, Director of Career and Technical Education Programs (Poplarville)
12. Joe Wesley, Counselor of Forrest County Center Career and Technical Education Programs

30. **General Education Committee** is chaired by a faculty member appointed by the President. Its members are appointed by the President.

The purpose of the General Education Committee is to lead the faculty in determining general education competencies expected of all degree-seeking students, to oversee annual assessments of student achievement of these competencies, to participate in preparing periodic program reviews of general education, and to see to the implementation of recommendations for improvement that result from annual assessments and periodic program reviews.

Meeting Schedule: As called by the Chair.

General Education Committee

1. Deana Holifield, Instructor of English, Chair
2. Laura Berry, Instructor of Speech
3. Charles Cavalier, Instructor of Computer Science
4. Jamie Dickson, Assistant Director of Wellness Center and Instructor of HPR
5. Doug Donohue, Instructor of Mathematics (Forrest County Center)
6. Melinda Miller, Instructor of Biology
7. Ryan Ruckel, Instructor of History and English (Forrest County Center) and Faculty Association President (Forrest County Center)
8. Melissa Whitfield, Instructor of English (Hancock Center)

31. **Developmental Education Committee** is chaired by a faculty member appointed by the President. Its members are appointed by the President.

The purpose of the Developmental Education Committee is to coordinate scheduling classes, to oversee annual assessments of achievement of student learning outcomes, to participate in preparing periodic program reviews, and to see to the implementation of recommendations for improvement resulting from annual assessments and periodic program reviews of the Developmental Education Program of the College.

Meeting Schedule: As called by the Chair.

Developmental Education Committee

1. Tonyia Benton, Instructor of English, Chair
2. Karen Bond, Instructor of Mathematics
3. Jenny Brown, Instructor of Mathematics (Forrest County Center)
4. Sabrina Brown, Instructor of Reading
5. Greg Underwood, Instructor of English and Instructional Area Coordinator (Forrest County Center)

32. **Adult Student Services Committee** is chaired by the Director of Retention and Adult Services. Its members are faculty and staff appointed by the President.

The purpose of the Adult Student Services Committee is to provide assistance regarding retention of students and to provide services for the adult student population.

Meeting Schedule: Once each semester or as called by the Chair.

Adult Student Services Committee

1. Barbara Gandy, Director of Retention and Adult Services, Chair
2. Scott Alsobrooks, Director of Workforce Education
3. Raymunda Barnes, Instructor of History and Lead Instructor (Hancock Center)
4. Adam Breerwood, Dean of Student Services
5. Leslie Butler, Title III Learning Specialist
6. Deborah Hewitt, Special Populations Coordinator (Forrest County Center)
7. Robert Escudero, Director of Student Support Services
8. Georgia Field, Student Support Services Educational Counselor
9. Frankie Lee, Workforce Investment Act/Trade Adjustment Act Coordinator
10. Randy Johnson, Instructor of Criminal Justice
11. Tonia Moody, ADA/Civil Rights Coordinator
12. Ann Moore, Director of Counseling, Advisement, and Placement Center
13. Gwen Smith, Tech Prep Coordinator
14. Terri Ward, GED Success Counselor

**PEARL RIVER COMMUNITY COLLEGE
ACADEMIC CALENDAR
2010 FALL SEMESTER**

AUGUST 5	REGISTRATION Hancock Center
AUGUST 6 and 9	REGISTRATION Forrest County Center
*AUGUST 10	FACULTY RETURN
*AUGUST 10 and 11	FACULTY AND STAFF ORIENTATION
AUGUST 12	NEW STUDENT ORIENTATION - POPLARVILLE
AUGUST 12 and 13	REGISTRATION-POPLARVILLE CAMPUS
AUGUST 16	DAY AND NIGHT CLASSES BEGIN
*AUGUST 16, 17, 18	LATE REGISTRATION
AUGUST 20	LAST DAY TO DROP AND ADD CLASSES
AUGUST 20	ONLINE CLASS REGISTRATION ENDS AT 3:00 P.M.
AUGUST 23	ONLINE CLASSES BEGIN
AUGUST 24	ONLINE DROP AND ADD ENDS AT 3:00 P.M.
SEPTEMBER 6	LABOR DAY HOLIDAY (Day and Night classes will <u>not</u> meet)
OCTOBER 11	COLUMBUS DAY (Night classes will meet) (Day classes will <u>not</u> meet)
*OCTOBER 12	PROGRESS GRADES DUE 12:00 NOON
OCTOBER 25	EARLY SPRING REGISTRATION BEGINS FOR ONLINE CLASSES
NOVEMBER 1-30	EARLY SPRING TERM REGISTRATION (Wildcat Web only November 22, 23, 24, 25, and 26)
NOVEMBER 5	LAST DAY TO WITHDRAW FROM ONLINE CLASSES
NOVEMBER 10	LAST DAY TO WITHDRAW WITH A GUARANTEED "W" GRADE
NOVEMBER 22-26	THANKSGIVING HOLIDAYS (Day and Night classes will <u>not</u> meet)
*DECEMBER 3	FINAL GRADES DUE FOR ONLINE CLASSES AT 12:00 NOON
*DECEMBER 7	LAST DAY OF REGULAR TR CLASSES
*DECEMBER 8	LAST DAY OF REGULAR MWF AND MW CLASSES
DECEMBER 7, 8, 9, and 13	FINAL EXAMS - NIGHT CLASSES
DECEMBER 9, 10, 13, and 14	FINAL EXAMS - DAY CLASSES
*DECEMBER 15	FINAL GRADES DUE 9:00 A.M.
*DECEMBER 17	LAST WORK DAY FOR STAFF
*DECEMBER 20-JANUARY 2, 2011	CHRISTMAS HOLIDAYS
*For internal use; <u>not</u> in catalog	

**PEARL RIVER COMMUNITY COLLEGE
ACADEMIC CALENDAR
2011 SPRING SEMESTER**

*JANUARY 3 STAFF RETURNS

JANUARY 3 REGISTRATION - HANCOCK CENTER

JANUARY 4 and 5 REGISTRATION - FORREST COUNTY CENTER

*JANUARY 6 FACULTY RETURNS

JANUARY 6 NEW STUDENT ORIENTATION- POPLARVILLE

JANUARY 6 and 7 REGISTRATION - POPLARVILLE CAMPUS

JANUARY 10 DAY AND NIGHT CLASSES BEGIN

*JANUARY 10, 11, 12 LATE REGISTRATION

JANUARY 14 LAST DAY TO DROP AND ADD CLASSES

JANUARY 14 ONLINE CLASS REGISTRATION ENDS AT 3:00 P.M.

JANUARY 17 MARTIN LUTHER KING HOLIDAY
(Night classes will meet)
(Day classes will not meet)

JANUARY 17 ONLINE CLASSES BEGIN

JANUARY 18 ONLINE DROP AND ADD ENDS AT 3:00 P.M.

MARCH 7 - 11 SPRING BREAK

*MARCH 14 PROGRESS GRADES DUE AT 9:00 A.M.

APRIL 1 LAST DAY TO WITHDRAW FROM ONLINE CLASSES

APRIL 4-29 EARLY SUMMER AND FALL REGISTRATION

APRIL 6 LAST DAY TO WITHDRAW WITH A GUARANTEED "W" GRADE

APRIL 21, 22, and 25 EASTER AND GOOD FRIDAY HOLIDAYS
(Night classes will meet on Thursday, April 21)

*APRIL 29 ONLINE GRADES DUE AT 12:00 NOON

*MAY 4 LAST DAY OF REGULAR MW CLASSES

*MAY 5 LAST DAY OF REGULAR TR CLASSES

*MAY 6 LAST DAY OF REGULAR MWF CLASSES

MAY 3, 4, 5, and 9 FINAL EXAMS - NIGHT CLASSES

MAY 9, 10, 11, and 12 FINAL EXAMS - DAY CLASSES

*MAY 13 FINAL GRADES DUE 9:00 A.M.

MAY 17 GRADUATION

*For internal use; not in catalog

**PEARL RIVER COMMUNITY COLLEGE
ACADEMIC CALENDAR
2011 SUMMER SEMESTER**

MAY 18-30 **REGISTRATION FOR SUMMER CLASSES**
Poplarville Campus
Forrest County Center
Hancock Center

MAY 23 **NIGHT CLASSES BEGIN**

MAY 30 **MEMORIAL DAY HOLIDAY**
(Night Classes will meet)

MAY 31 **DAY CLASSES BEGIN - FIRST TERM**

MAY 31 **LAST DAY TO DROP AND ADD CLASSES**
FIRST TERM DAY CLASSES

JUNE 1-18 **REGISTRATION SECOND TERM DAY CLASSES**
Poplarville Campus
Forrest County Center
Hancock Center

JUNE 20 **LAST DAY TO WITHDRAW WITH A GUARANTEED "W" GRADE**
FIRST TERM SUMMER DAYS

JUNE 28 **FINAL EXAMS - FIRST TERM SUMMER DAYS**

JUNE 29 **DAY CLASSES BEGIN - SECOND SUMMER TERM**

JUNE 29 **LAST DAY TO DROP AND ADD CLASSES**
SECOND TERM DAY CLASSES

JULY 4 **INDEPENDENCE DAY HOLIDAY**
(Night Classes will meet)
(Day Classes will not meet)

JULY 11 **LAST DAY TO WITHDRAW WITH A GUARANTEED "W" GRADE**
SUMMER NIGHT CLASSES

JULY 21 **LAST DAY TO WITHDRAW WITH A GUARANTEED "W" GRADE**
SECOND TERM SUMMER DAYS

JULY 28 **FINAL EXAMS - SECOND TERM SUMMER DAYS**

AUGUST 1, 2, 3, and 4 **FINAL EXAMS - SUMMER NIGHT CLASSES**

***AUGUST 5** **FINAL GRADES DUE 12:00 NOON**

*For internal use not in catalog