

SERIES 1000: GENERAL ADMINISTRATIVE POLICIES

1000 STATE BOARD FOR COMMUNITY COLLEGES

In accordance with an act of the General Assembly (*Title 23, Chapter 16, Sections 23-214 through 23-231*), the State Board shall establish, control, administer, and supervise all community colleges established by the state in selected communities through the Commonwealth of Virginia. The community college program shall be designed to serve the educational needs of qualified post-high school age youth and adults to prepare them for employment, for advanced collegiate education, and for improved citizenship.

The State Board for Community Colleges consists of a fifteen-member (15) governing board, appointed by the Governor and confirmed by the Senate of Virginia, and per the *Code of Virginia*, the Board shall have the right to confer diplomas, certificates, and associate degrees.

A community college is defined as a comprehensive institution of higher education offering programs of instruction generally extending not more than two years beyond the high school level, which shall include, but not be limited to, courses in occupational/technical fields, the liberal arts and sciences, general education, continuing adult education, pre-college and pre-technical preparatory programs, special training programs to meet the economic needs of the region in which the college is located, and other services to meet the cultural and educational needs of the region.

Each curriculum in the community college shall conform to the statewide criteria set by the State Board as to content, but shall take into consideration the needs and opportunities in the region served by each college. The State Board shall set minimum standards and authorize issuance by institutions of appropriate associate degrees, certificates, and diplomas to individuals who satisfactorily complete the course and program requirements.

In determining the curricula to be offered in each institution under the jurisdiction of the State Board, the State Board shall take cognizance of the varying needs of the communities served through the Commonwealth of Virginia and the substantiated requests of interested local governing bodies, employers, and individuals. These programs shall include, but not be limited to, the following: occupational/technical education, college transfer education, general education, continuing adult education, developmental programs, and specialized regional and community services.

1010 VIRGINIA COMMUNITY COLLEGE SYSTEM POLICY MANUAL STATEMENT

The *Virginia Community College System Policy Manual* is subject to continuous revision as changes are approved by the State Board for Community Colleges and the Chancellor. Every attempt will be made to show the most current version of the *VCCS Policy Manual*; **it is available on the VCCS web site** at <http://www.vccs.edu/about/where-we-are/policy-manual/>

1020 VIRGINIA COMMUNITY COLLEGE SYSTEM MISSION STATEMENT

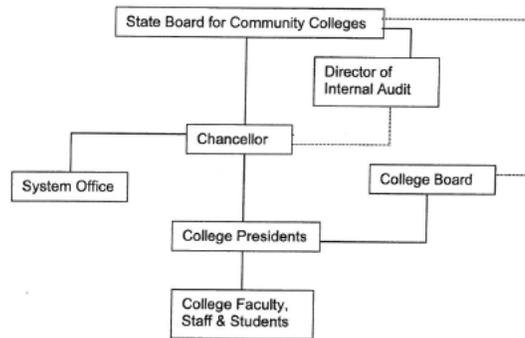
We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened.

1030 VIRGINIA COMMUNITY COLLEGE SYSTEM GOVERNANCE

In accordance with an act of the General Assembly (*Title 23, Chapter 16, Sections 23-214 through 23-231*), the State Board for Community Colleges shall establish, control, administer, and supervise all community colleges established by the State in selected communities throughout the Commonwealth of Virginia. The community college program shall be designed to serve the educational needs of qualified post-high school age youth and adults to prepare them for employment, for advanced collegiate education, and for improved citizenship.

The State Board, consists of fifteen members appointed by the Governor, and which are confirmed by the General Assembly. Members are charged with the responsibility of serving the best interests of the Commonwealth. The Board establishes the policies providing for the creation of the local community college board and state procedures and regulations under which local boards will operate. The Board has the authority to confer diplomas, certificates, and associate degrees.

1040 VCCS ORGANIZATIONAL CHART



1050 VIRGINIA COMMUNITY COLLEGE SYSTEM CHANCELLOR: ROLE AND RESPONSIBILITIES

The chancellor, who is appointed by the State Board for Community Colleges, is the chief executive officer of the Virginia Community College System and serves as the secretary of the State Board for Community Colleges. It is the duty of the Chancellor to formulate rules and regulations and provide assistance in his office as is necessary for the proper performance of his duties. The State Board prescribes the duties of the Chancellor, in addition to those duties otherwise prescribed for him by law; and, at its discretion, approves the appointment by the Chancellor of such agents and employees as may be needed by the Chancellor and the Virginia Community College System in the exercise of the functions, duties, and powers conferred and imposed by law in order to effect a proper organization to carry out these duties.

1060 THE COMMUNITY COLLEGE BOARD

The community college boards shall act in an advisory capacity to the State Board and shall perform such duties with respect to the operation of a single comprehensive community college as may be delegated to it by the State Board.

In general, a college board is responsible for assuring that the community college is responsive to the needs existing within its service region within the statewide policies, procedures, and regulations of the State Board. The specific duties of a college board include the following:

- a. The college board shall elect a chairman and other such officers from its membership as it deems necessary and regulations as are considered necessary to conduct its business in an orderly manner.
- b. The college board and the members thereof shall serve as channels of communication between the State Board for Community Colleges and the governing bodies of the local political subdivisions.
- c. The college board shall submit its recommendations to the State Board for a name for the community college and each campus of a multi-campus college. In the name of each community college shall be included the phrase "Community College." The college board shall be authorized to provide names for any facilities on the college campus.

Each college shall adopt policies regarding the naming of major facilities on its campus(es). The policies may provide for naming on the basis of significant service, but should also provide incentives and recognition for private sector giving to support the college. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.

A current copy of the policy should be provided to the Office of Facilities Management Services.

Individuals are not eligible for this award if currently employed at the college or elsewhere within the Virginia Community College System, are serving on the local College Board, or serving on the State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for eligibility.

- d. The college board shall provide recommendations to the State Board on the development of the site plan

and on the design and construction, of facilities for the community college.

- e. The college board shall provide recommendations to the State Board on the development of the site plan and on the design, and construction, of facilities for the community college.
- f. The college board shall participate with the State Board in the selection, evaluation, and removal of the president of the community college in accordance with procedures adopted by the State Board.
- g. The college board shall participate, with the college president, the Chancellor and the State Board, in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board. In that context, a college statement of purpose shall be developed by the college community. It shall be approved by the college board and reviewed and approved by the Chancellor on behalf of the State Board. This statement of purpose shall tailor the VCCS mission statement to the particular needs and circumstances of the college.
- h. The college board shall be responsible for eliciting community participation in program planning and development, establishing local citizens' advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.
- i. The college board shall review all new curricular proposals for the community college and shall recommend those proposals that it supports to the State Board. It shall also review proposals for the discontinuation of programs and shall communicate its recommendations on such proposals to the State Board.

- j. The college board shall oversee the development and evaluation of the community service program for the community college, and may authorize the president to grant an "award of completion" to a person successfully completing an approved non-credit program.
- k. The college board shall be informed of the fiscal status of the college and shall receive summaries of the biennial financial plan and the annual spending plans.
- l. The college board shall review and approve a detailed local funds budget for the community college as prepared by the college president within State Board guidelines, and shall submit the proposed budget to the State Board for review at the time of its submission to the local political subdivisions. In addition, the college board shall submit a financial statement showing detailed expenditures of such local funds to the local political subdivisions and the State Board for Community Colleges at the end of the fiscal year.
- m. The college board shall be responsible for approving local regulations on student conduct developed by the college president within the guidelines of the State Board.
- n. The college board shall be responsible for the review and approval of a budget prepared by the college president for the expenditure of revenues from vending commissions and auxiliary enterprises, including the student activity fund within the guidelines of the State. The college board shall be responsible for reviewing and approving periodic reports of revenues and expenditures with these funds.
- o. The college board shall be responsible both for reviewing reports of audit and for reviewing the college president's response to those reports of audit.

- p. Be informed of personnel matters by the president.

1060.1 Freedom of Information Act

The College Board comes under the Freedom of Information Act as prescribed by statute. All Board meetings shall be open to the public, except where a closed meeting is authorized by Section 2.1-344 of the Virginia Freedom of Information Act, and the Board convenes and adjourns the closed session in the manner provided by said section. Public comment will be received at each regular meeting of the Board following the approval of minutes of the preceding meeting and prior to committee reports. Individuals desirous of speaking before the Board must notify the Office of the President at least five working days prior to the scheduled meeting. All remarks before the State Board for Community Colleges must be matters germane and relevant to the agenda of the day. Written comments may be provided in lieu of speaking at the meeting, and each speaker will be limited to a five-minute statement that will become a part of the public record.

1060.2 College Board Composition, Terms, Officers, Meetings, and A Quorum

The DCC Board shall consist of nine (9) members. The City of Danville, Pittsylvania County, and Halifax County shall have three (3) representatives each. The members are appointed by the governing bodies of the areas they represent.

Members shall be appointed for a term of four (4) years. All appointments shall become effective on July 1 of the appropriate year. No person having served on the community college board for two successive four-year terms shall be eligible for reappointment to the college board for two years thereafter provided the person appointed to fill a vacancy may serve two additional successive terms. Members of the college board receive no salaries.

The elected officers of the board shall be a chairman and a vice chairman elected annually at the regular meeting of the board in June. The term of office will be for one year. Incumbent officers are eligible for re-election. The college president serves as secretary and will keep minutes and records as necessary to set forth clearly all actions and proceedings of the board.

Regular meetings of the board are held at 5:30 p.m. on the third Monday of March, June, September, and November unless otherwise changed by the

board. Special meetings of the board shall be held at the call of the chairman or upon petition of a simple majority of the members of the board.

A simple majority of the members of the board will constitute a quorum for all purposes, except as otherwise specified.

Community college presidents shall forward a draft copy of all local board minutes to the Chancellor within fourteen (14) working days following the meeting. Approved copies of local college board minutes shall be forwarded to the Chancellor upon approval by the local college board. Any additions or corrections to the draft minutes reflected in the approved minutes shall be noted.

1070 LOCAL LAY ADVISORY COMMITTEES

Local citizens curricular advisory committees must be utilized to assist in development of all occupational/technical curricula and courses. Members for these local advisory committees shall be recommended by the community college president to the college board for approval.

Each citizens advisory committee at Danville Community College will meet a minimum of once each academic year. A statement of general purpose and/or by-laws will be developed for each citizens advisory committee, and appropriate minutes of the committee meeting will be recorded in the division dean's office and in the office of the Vice President for Academic and Student Services.

1070.1 Role and Responsibilities

Local curriculum advisory committees act in an advisory capacity to the president of the community college. Within the area of its educational, occupational/technical interest and specialty, the committee may:

- a. Assist the community college in the establishment of occupational/ technical programs and curricula by:
 - (1) Helping to identify present and future occupational needs within the college region and the skills and knowledge required by prospective employees;

- (2) Advising the community college concerning employment practices, specific certification and licensure requirements, job entry educational levels required by business, industry and the professions, standards and regulations relating to student employment, and occupational placement of graduates; and
 - (3) Reviewing and submitting recommendations regarding specific program and curricular proposals, and specialized equipment and facility requirements for new or innovative programs.
- b. Assist with the recruitment of students by:
 - (1) Publicizing the college programs and employment opportunities; and
 - (2) Encouraging student scholarships and other financial aids.
- c. Promote understanding and support of the community college and its programs by:
 - (1) Assisting with the establishment and maintenance of liaison between the community college and regional business, industrial, professional and other organizations and agencies; and
 - (2) Disseminating information about the college and its programs through the college's business and professional publications.
- d. Assist the community college in the conduct of regional studies or surveys.
- e. Participate in the evaluation of community college programs as they relate to the educational and occupational needs of the region.

Each local curriculum advisory committee shall meet as needed or at least once annually.

1080 STRATEGIC PLAN

Approved by the College Management Team and the College Board.

The plan is available on the College's website at
http://www.dcc.vccs.edu/Documents/Strategic_Plan.pdf

1090 APPROVAL PROCEDURES FOR NEW CURRICULA AND PROGRAMS

Approved by the College Curriculum and the College Board:

The program faculty and Division Dean who are submitting a new curriculum or program to Danville Community College for approval will complete the following steps. The materials appropriate for each step will become a part of the documentation for Danville Community College, the Virginia Community College System (VCCS), the State Council of Higher Education for Virginia (SCHEV), and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

1. Each new curriculum or program will be submitted to the appropriate Lay Advisory Committee. The submission shall include a needs assessment and background information in addition to any other material relevant to the Lay Committee's approval. Lay Advisory Committee minutes showing approval must be forwarded to the Vice President of Academic and Student Affairs. The approved minutes will become a part of the documentation for SACS.
2. A Lead Faculty Member will be identified for each submitted program. This faculty member will be identified in the Documentation for the College Curriculum Committee. When possible, a program faculty roster, including faculty credentials and experience, will be submitted with the Lead Faculty Member information.
3. Each curriculum and program will be submitted to the College Curriculum Committee for approval. The submission will include all documentation required by the Virginia Community College System (VCCS) for program and curriculum approval. The proposal is to include background statements, the needs assessment results, a program budget, and a completed VCCS Form 102 with supporting materials. (See VCCS Policy Manual, Section 5.5.2, Review of Programs, as well as DCC Form 102A.)

4. The completed, approved proposal will be presented to the DCC College Board for action. The resulting College Board decision will be recorded in the College Board minutes and become a part of SACS documentation.
5. The VCCS Form 102 for degree programs, certificates, and diplomas will be submitted to the Virginia Community College System for review and approval. For career studies certificates, notification to the VCCS is required. For degree programs, certificates and diplomas, VCCS approval is required.
6. Degree program documents will be forwarded by the VCCS to the State Council of Higher Education for Virginia (SCHEV) for approval. SCHEV is also notified of certificate and diploma programs that are approved by the VCCS. All VCCS and SCHEV approval notifications will be included in SACS documentation.
7. Curriculum and program notification will be sent to SACS after College Board approval and submission to the VCCS. The notification will include the proposed program background and needs assessment. If SACS deems the proposal to be a “substantive change” and a prospectus is necessary, all documentation from the approval steps will be submitted as a part of the prospectus.
8. Any necessary documentation for additional accrediting organizations will be submitted and approval notifications will become a part of the program approval documentation.

Approved by DCC Curriculum Committee 9/17/09

Approved by College Board 9/21/09

DANVILLE COMMUNITY COLLEGE
PROCEDURES FOR INITIATING NEW PROGRAMS
(including certificates, diplomas, and degrees)

Proposed Program/Curriculum Title: _____

	Submission Date	Approval Date	Approval Signature
Lay Advisory Committee			
Lead Faculty Member			
College Curriculum Committee			
College Board			
Virginia Community College System (VCCS)			
State Council of Higher Education for Virginia (SCHEV)			
Southern Association of Colleges and Schools Submission (SACS)			
Other Required Accrediting Bodies <i>(when applicable)</i>			
Comments			

NOTES:

1. All new instructional programs must comply with the policies and procedures of the VCCS, SCHEV, and, when applicable, the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). See also Section 1070 of the *DCC Policy Manual*, and the *College Board Policy Manual*. All program submissions must reflect the following:
 - a. Minutes of the appropriate committee (*i.e., Lay Advisory Committee, Curriculum Committee, and others as applicable*) to confirm recommendations and approval.
 - b. Completion of the appropriate procedures and forms in accordance with the College, VCCS, and SCHEV. If the program constitutes a Substantive Change (*based on prior notification to SACS*), a prospectus will be required.
2. Upon approval by the College Board and submission to the VCCS, notification must be submitted to the Commission on Colleges of the Southern Association of Colleges and Schools within forty-five (45) days of College Board approval.

9/09 DCC Form 102A