

## SECTION II

### ORGANIZATION AND ADMINISTRATION OF THE COLLEGE

#### A. ORGANIZATION OF THE COLLEGE ADMINISTRATION

To carry out its mission and purpose, Waycross College is organized into three major areas of responsibility under the supervision of the President (who is directly responsible to the Chancellor of the University System), and under the leadership of the following administrators:

The Vice President and Dean of Academic and Student Services  
The Vice President for Business Affairs  
The Director of Development and Community Services

These administrators (whose specific duties are described in the Statutes) are responsible for the areas assigned to them and report directly to the President. The organizational chart in the Statutes shows the lines of authority and responsibility among the administrative, faculty and staff members of the College.

#### B. THE FACULTY

The faculty consists of the corps of instruction and administrative officers with faculty status. The corps of instruction consists of full-time professors, associate professors, assistant professors, instructors and duly certified librarians (Statutes III-A). Administrative officers with faculty status are: the President, the Vice President and Dean, the Vice President for Business Affairs, the Director of Student Life, the Director of Admissions, Financial Aid, and Student Records, the Director of Development and Community Services, the Director of Library Services, the Director of Institutional Research, and the Coordinator of Guidance, Testing and Student Development Services. Each faculty member, within the corps of instruction, is responsible to the Chair of the Division for carrying out the instructional responsibilities (See Statutes for specific responsibilities of teaching faculty).

#### C. FACULTY COMMITTEES

The work of the faculty is accomplished through a system of committees. The committee structure and functions are described in detail in the Statutes.

#### D. FACULTY MEETINGS

The faculty shall meet at least once each semester and at such other times as may be necessary or desirable. A secretary for the faculty, to be appointed by the Vice President and Dean, shall record the minutes of the meetings.

The President shall be Chair of the Faculty. The Vice President and Dean of Academic and Student Services shall be Vice-Chair and ex-officio secretary of the faculty and shall cause the actions of the faculty to be recorded and preserved in a permanent record. The secretary shall also ensure that reasonable notification be given all members of the faculty of the call of a faculty meeting, and circulate copies of the official minutes of faculty meetings to members of the faculty.

The Agenda, for Faculty Meetings is formulated by the Vice President and Dean. Items to be placed on the Agenda should be submitted to the Vice President and Dean in writing one week prior to the scheduled meetings.

#### E. ACADEMIC DIVISIONS

The instructional program of the College is organized as follows:

Division of Mathematics, Business, and Physical Education  
Division of Humanities/Learning Support  
Division of Social and Natural Sciences

The Chair of each Division, under the supervision of the Vice President and Dean, is responsible for supervising instructional and clerical personnel and for administering programs in each Division.

#### **F. GUIDING PRINCIPLES OF PLANNING AT WAYCROSS COLLEGE**

As the College confronts the many challenges inherent in achieving its mission, a sound planning and evaluation process is essential. This process focuses on what the institution, as a whole, must do to accomplish its mission.

The College Planning Council provides the leadership for the on-going, institution-wide planning process which involves:

1. Attempting to understand and affect the totality of the institution.
2. Attempting at every stage to arrive at a common understanding and acceptance of the mission of the institution and the goals/plans for achieving it.
3. Considering all the institution's programs: academic, student development, administrative support services, and public services.
4. Encouraging wide participation of everyone involved in the college community.
5. Defining specific plans/strategies for achieving goals and objectives.
6. Specifying assessment procedures and criteria for evaluation of results.
7. Using assessment results to strengthen and improve programs.
8. Working collaboratively.
9. Evaluating progress on a regular basis.
10. Using the strategic planning process which regularly revises institutional and unit goals, objectives, and strategies.

As the planning process is carried out, it will assist the institution to accomplish its mission. Waycross College exists to serve the citizens of Southeast Georgia. Implementation of this planning process--first and foremost--will help ensure that the College provides quality opportunities for students to acquire knowledge, strengthen skills, and deepen appreciations that enhance the quality of their lives.

#### **G. INSTITUTIONAL PLANNING AND ASSESSMENT**

##### **Structure**

1. The College Planning Council provides leadership for the ongoing institution-wide planning process. Membership on the Council includes the Vice President and Dean of Academic and Student Services; the Vice President for Business Affairs; Director of Development and Community Services; Director of Institutional Research; Director of Admissions, Financial Aid, and Student Records; Director of Student Life; Director of Library Services; Division Chairs; one faculty representative at large; one student representative; one school or community representative appointed by the President; and other members deemed desirable by the President and the Council.

The Planning Council is responsible for College-wide planning and assessment activities, including continual monitoring and updating of institutional and unit plans and related activities.

2. Administrative, and support units, under leadership of unit heads, are responsible for individual unit planning and report directly to the College Planning Council.

### **The Planning/Assessment Process**

The College-wide process is based on the assumption that a sound planning and evaluation process is essential. This process focuses on what the institution, as a whole, and its various units, must do to accomplish its mission.

The College Planning Council, working from planning principles developed to ensure an effective structure and process, provides the leadership for the ongoing, institution-wide process.

The planning process involves concurrent efforts on the part of the College-wide Planning Council and individual units addressing the integral components of the plan and the process; profile of the College and its service area; College mission statement; institutional planning priorities; unit goals and objectives to support institutional priorities; expected results for each program/unit; evaluation/assessment methods/procedures for each unit/program; use of evaluation results to improve/strengthen program/units; educating the College concerning the Plan; and continuous, periodic recycling/updating of the Plan following annual schedules.

More specifically, the planning process includes adoption/review/revision of all planning components, on a scheduled basis, to include an annual focus at the unit level of planning/assessment as well as an annual focus at the institutional level.

Responsibility for implementation of all planning and assessment activities, as outlined in the Planning Cycle, rests with each unit head at the unit level. Final approval and review rest with the College Planning Council in consultation with the President.

### **The Planning/Assessment Link to Budgeting**

Effective management systems, including planning and budgeting, are essential elements of the Waycross College Plan. The real challenge is to work toward, not just maintaining, but improving the quality and effectiveness of programs and functions of the institution as a whole and to accomplish this goal within the constraints of relatively fixed resources most of the time.

Planning and decision making are inextricably linked as the budget is developed in a collegial, administratively sound manner at the College.

### **College Budget Cycle**

August/September –

Chancellor/Regents submit System Budget Request to ORP and Governor

December/January –

College division heads present detail unit budgets to President's Staff

January/February –

College holds open budget meetings for input on budget priorities

College presents its Budget Request to Chancellor's Staff

College provides revenue estimate for Budget to Regents Office

January –

Governor presents State Budget Request to Legislature

March/April –

Legislature approves State Budget that includes allocation to University System.  
USG Regents make tentative allocations to Colleges

April/May –

Regents make final allocations to Colleges  
College makes allocations to units, receives recommendations for salary increases  
College Budget Recommendation is prepared and submitted for approval

May/June –

Regents approve College Budget  
Approved budgets provided to College units