

## Cross-Functional Teams at GRCC

### March 18, 2019

*What is a cross functional team?*

*A cross-functional team is one which has a purpose and membership whose scope goes beyond a single department. The work of cross-functional teams is monitored at the Cabinet level.*

Team Name	Team Purpose	Team Champion
Academic Governing Council	The following is taken from AGC Bylaws ( <a href="http://cms.grcc.edu/academic-governing-council/bylaws">http://cms.grcc.edu/academic-governing-council/bylaws</a> ): Preamble: Grand Rapids Community College's Academic Governing Council (AGC) is a collaborative initiative between faculty and academic administration to strengthen communication and increase involvement in academic issues and policies. By fostering and encouraging a broader input and a sense of accountability, AGC leadership effectively mediates issues that impact students, staff and faculty.	Laurie Chesley AGC Exec Team
Clery Compliance Committee	The team's purpose is to identify the appropriate College departments having a responsibility for some area relating to the Clery Act, and to have a collaborative approach in ensuring Grand Rapids Community College (GRCC) is in compliance with the federal requirements of the Clery Act. With a plethora of compliance responsibilities affecting GRCC, and housed in several departments on campus, the team will assist in updating processes, policies, and procedures relating to the Clery Act.	Robin Kritzman
College Accessibility Team Charter	This team will assess current accessibility-related needs and concerns across the college, whether they be physical accessibility concerns (parking, ramps, etc.), classroom-related (education on complying with accommodation requests, how to make classroom materials meet with universal design/GRCC policy), or general accessibility concerns (web accessibility, service animals, etc.) Once those needs are identified, they will be prioritized and addressed, either by members of the team directly or by the related areas. This team will seek to keep accessibility concerns at the forefront of college decision-making, for example, in software purchases, curriculum decisions, building renovations, etc.	Kimberly DeVries
Curriculum Operations Support Team	The Curriculum Operations Support Team is responsible for: <ul style="list-style-type: none"> <li>Overseeing the alignment, coordination, and/or implementation of curriculum operations: GRCC College Catalog, course revision process, new course development, new program development, program revision, course discontinuation, program review,</li> </ul>	Sheila Jones

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	<p>articulated program development, program discontinuation, and curriculum code assignment.</p> <ul style="list-style-type: none"> <li>• Assuring the credit and non-credit curriculum processes and procedures take into account and meet the requirements of the following: transfer, job training, transcripts, degree conferral, application, and advising.</li> <li>• Overseeing the implementation of approved curriculum standards, policies, and processes.</li> <li>• Providing consistent communication to all stakeholders about curriculum processes.</li> <li>• Problem-solving issues related to curriculum processes.</li> <li>• Monitoring effectiveness of curriculum processes and making recommendations for improvement.</li> <li>• Developing and recommending policies and procedures to the appropriate body.</li> <li>• Providing input and guidance to team members' College Action Projects, Department Action Plans, and Teaching &amp; Learning Quality Model Reports/Processes related to curriculum.</li> <li>• Providing a team to which to refer curriculum issues.</li> </ul>	
Deans Council	<p>The Deans' Council is responsible for:</p> <ul style="list-style-type: none"> <li>• Monitoring compliance with the Higher Learning Commission (HLC) criteria including AQIP projects, academic program review and assessment of student learning.</li> <li>• Creating, implementing and/or assessing academic and student affairs plans, policies, and procedures including (but not limited to) reorganizations or name changes, approval of new academic and co-curricular programs, changes in course credits, contact hours or fees, etc.</li> <li>• Referring academic policy issues to the Academic Governing Council (AGC) and issues of procedure to Department Heads/Program Directors and to Associate Dean's (AD) of Operations when they impact the classroom, the curriculum and the faculty roles and responsibilities as applicable per HLC criteria.</li> <li>• Creating policies and procedures related to Academic &amp; Student Affairs (ASA) when such policies and procedures are not directly related to the</li> </ul>	Laurie Chesley

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	<p>curriculum or faculty roles and responsibilities and are not subject to negotiations.</p> <ul style="list-style-type: none"> <li>Implementing and monitoring academic policies, operational improvement and practices, contracts and AGC decisions.</li> </ul>	
Default Management Team	To develop and implement a student loan default management plan and monitor its success in reducing the college's Cohort Default Rate (CDR).	Paul Doane Ann Isackson
Equity and Inclusion Team	<i>Team no longer meeting</i>	B. Afeni McNeeley Cobham
Drug and Alcohol Awareness and Prevention Planning	The team monitors, evaluates, and makes recommendations for improvement for the Drug and Alcohol Abuse Prevention Program (DAAPP) that is developed and implemented for student, faculty and staff.	Tina Hoxie Jessica Berens
Emergency Planning and Preparedness Team	The Planning and Preparedness Team is comprised of appointed Executive and Administrative employees, responsible for establishing Emergency Response Framework and Communication Plan measures of success.	Rebecca Whitman Vicki Janowiak
Employee Behavioral Intervention Team	The team is designed to provide preventative measures on campus to reduce the risk of employee incident. Members will intake and assess information, take action when necessary and track details about behavior concerns noted on campus.	Cathy Kubiak
Employee Wellness and Enrichment Team	Through educational opportunities and wellness activities, the purpose of the Employee Wellness & Enrichment Team is to enhance the professional and personal well-being of our employees to maintain a healthy, productive, and balanced lifestyle. This team is also charged with developing employee-centered events to build a sense of belonging and appreciation amongst the GRCC Community.	Angela Salinas
Health and Safety Team	<p>The purpose of the Health and Safety Team:</p> <ul style="list-style-type: none"> <li>Assess campus-wide needs and requirements with respect to health and safety (H&amp;S) issues.</li> <li>Identify issues and concerns and bring those concerns and recommendations to the RMOT (Risk Management Oversight Team).</li> <li>Develop/update necessary policies and procedures</li> <li>Promote and monitor compliance of policies with a connection to H&amp;S.</li> <li>Coordinate on-going efforts aimed at mitigating risk in our areas of purview; reducing exposure to financial and legal liability and promoting a safe, secure and healthful campus environment.</li> <li>Communicate responsibility and information.</li> </ul>	Vicki Janowiak Nat Lloyd

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Honors Program Leadership Team	The Honors Program Leadership Team is an on-going team responsible for creating, monitoring and supporting program processes, procedures and activities to meet programmatic goals and outcomes.	Michael Schavey
Institutional Review Board	The purpose of the IRB is to monitor the research conducted at the College, to ensure that College students and personnel are treated with the respect and care outlined by the American Psychological Association guidelines for research with human subjects, and to maintain the integrity of the institution. All proposals for all research projects conducted on the GRCC campus involving its students, faculty or staff must be submitted to and approved by the GRCC Institutional Review Board for Research at GRCC. In some cases, grant proposals must go through a local IRB process prior to submission. Last, in some cases, proposals may be sent to the IRB for endorsement rather than approval.	Donna Kragt Vicki Maxa
New Employee Orientation Team	The purpose of the NEO team is to oversee and help with the onboarding of all newly hired employees. The orientation starts in the office of Human Resources where the new employee is greeted. The NEO then moves between two campus's and includes computer access information, a ride on the Sneden Shuttle, a tour of the Main and DeVos campus's, a GRCC safety briefing with a Campus Police officer, acquiring employees Raider card and finishing up learning how to fill in the paybook. The onboarding process is guided by the GRCC desire to integrate new employees into our culture and create a firm foundation of knowledge about the GRCC Mission, Vision and Values.	Angela Salinas
Risk Management Oversight Team	Provides risk management oversight for the institution.	Laurie Chesley Lisa Freiburger
Service Learning Task Team	The Service Learning Task Team is an on-going team responsible for creating, monitoring and supporting service learning processes, procedures for overall improvement and effectiveness.	Michael Shavey
Strategic Leadership Team	The purpose of the Strategic Leadership Team (SLT) is designed to provide a forum that will enable a wide variety of college constituency groups the opportunity to provide input into the present and future direction of the College. This team will guide the development and on-going implementation of our strategic plan, review benchmarking data, study budget realities and offer recommendations to the President. (From SLT Bylaws)	Donna Kragt SLT Exec Team
Student Behavioral Intervention Team	The team is designed to provide preventative measures on campus to reduce the risk of student incident. Members will intake and assess information, take action when necessary and track details about behavior concerns noted on campus.	Lina Blair

Team Name	Team Purpose	Team Champion
Student Feedback Management Team	The purpose of the team is to continuously monitor and improve the GRCC student and stakeholder experience. The team is responsible for reviewing student complaint data, providing information for employees regarding receiving complaints, and analyzing complaints to ensure improved practice.	Lina BlairC
Study Away Review Team	The Study Away Review Team is an on-going team within the Department of Experiential Learning which brings together campus stakeholders who have expertise in specific areas (curriculum design, risk management, off-campus travel) to review Study Away proposals ensuring the general safety and well-being of College stakeholders and curricular alignment.	Michael Schavey
Supplier Inclusion Team Charter	To establish and implement proactive policies and programs to ensure institutional commerce with all business classifications, with measurable benchmarks reflective of our community, that are monitored and strongly encouraged.”	Lisa Freiburger Mansfield Matthewson Danelle Sedore