Ozarka College
Improvement Task Force

Date: September 19, 2008

Student Government
Ron Helm, Chair  Jeremy Nicholson
Karin Brown       Michael Orf
Tracy Cone        Zeda Wilkerson
Jenny Miller

Purpose: To review current policies, procedures, practices, timelines, and functions and to make suggested additions, deletions, and changes to ensure effectiveness, student friendliness, and compliance with state and federal regulations where applicable.

Specific Charge:
- Review all current policies, procedure, practices, timelines, and functions.
- Review policies, procedures, practices, timelines, and functions of similar Arkansas community colleges.
- Identify barriers in present policies to effectiveness and student friendliness.
- Develop additions, deletions, and changes to current policy to enhance effectiveness and student friendliness.
- Draft new policies, procedures, practices, timelines, and functions clearly and concisely so they will be easily understood by employees, students, and community members.
- Submit a final draft of recommendations to the administrative council for review.
- Complete prior to December 5, 2008.

Task Force Chairperson functions:
- Initiate initial task force meeting and develop subsequent meeting review and meeting schedule
- Clearly articulate the purpose and specific charge to task force members
- Establish guidelines for meetings to ensure effectiveness
- Facilitate thorough review and discussion
- Ensure that notes or minutes are kept to assist the development of additions, deletions, and changes
- Ensure completion of draft revision and submission to admin. council