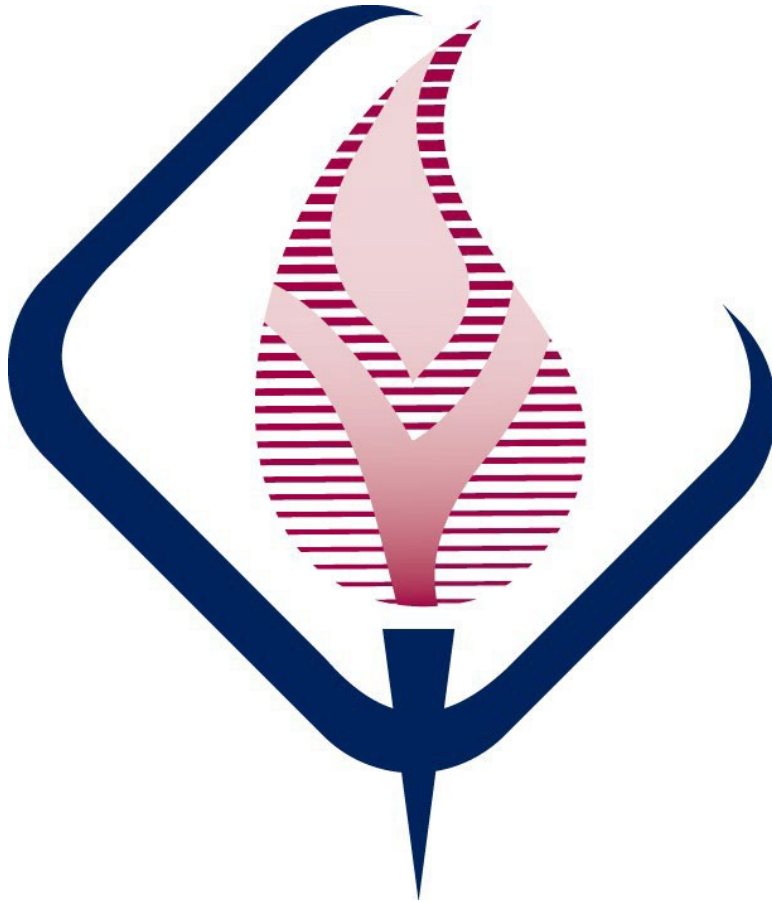


**2024-2025  
FAMILY AND CONSUMER SCIENCES  
OPERATIONS MANUAL**



**COLLEGE OF AGRICULTURAL, LIFE AND  
NATURAL SCIENCES**

**DEPARTMENT OF FAMILY & CONSUMER SCIENCES  
ALABAMA A&M UNIVERSITY  
Normal, AL 35762**



# TABLE OF CONTENTS

---

## **I. Introduction**

- Purpose of the Handbook
- Overview of the Department

## **II. Organizational Framework**

- A. University Mission
- B. Role of the University
- C. University Organization

## **III. College of Agricultural and Environmental Sciences**

- Organization
- Objectives

## **IV. Department of Family and Consumer Sciences**

- A. Mission Statement
- B. Organization and Objectives

## **V. Apparel, Merchandising, and Design**

- A. Faculty
- B. Purpose and Organization
- C. Objectives

## **VI. Human Development and Family Studies**

- A. Faculty
- B. Purpose and Organization
- C. Objectives

## **VII. Nutrition and Hospitality Management**

- A. Faculty
- B. Purpose and Organization
- C. Objectives

## **VIII. General Program Requirements**



## **IX. Academic Policies**

- A. Advising and Counseling
- B. Student Assessment

## **X. Student Grievances and Concerns**

- Procedures for Filing Grievances
- Channels for Resolution

## **XI. Professional Organizations**

- A. Student Unit of the American Association of Family and Consumer Sciences
- B. Kappa Omicron Nu Honor Society (Inactive)
- C. Nutrition and Hospitality Management Club
- D. Trendsetters Fashion Club

## **XII. Departmental Governance**

- A. Chairperson Responsibilities
- B. Area Coordinators
- C. Advisory Council

## **XIII. Departmental and Accreditation Committees and Duties**

- A. Overview
- B. Goals and Objectives Committee
- C. Undergraduate/Graduate and Student Affairs Committee
- D. Marketing and Recruitment Committee
- E. Awards and Recognition Committee
- F. Hospitality and Building Décor Committee
- G. Research and Publications Committee
- H. Technology Committee

## **XIV. Procedures for Use of Equipment and Facilities**

## **XV. General University Policies**

## **XVI. Faculty and Staff Directory**

- A. Faculty and Staff Contact Information
- B. Graduate Assistants
- C. Bi-Weekly Student Workers



**Alabama A&M University**  
**College of Agricultural, Life and Natural Sciences**  
**Family and Consumer Sciences**  
**Student Handbook of Policies and Procedures**

**I. Introduction** This manual includes policies and procedures designed to establish the framework by which students conduct activities while pursuing a professional degree within the University. It has been devised to assist students with an understanding of administrative, committee, instructional, community, research, and extracurricular activities. The details of the manual, plus those in the University Student Handbook, University Catalog, and other documents, as appropriate, shall be carefully studied and adhered to by students in their daily conduct, classroom, and related activities.

**II. Organizational Framework**

**A. Mission** Alabama Agricultural and Mechanical University is a public, comprehensive 1890 Land-Grant institution, committed to access and opportunity, and dedicated to intellectual inquiry. The application of knowledge and excellence in teaching, research, and service is responsive to the needs of a diverse student population and the social and economic needs of the state and region. The University offers contemporary baccalaureate, master's, educational specialist, and doctoral level degrees to prepare students for careers in various disciplines. As a center of excellence, the University is dedicated to providing a student-centered educational environment for the emergence of scholars, scientists, leaders, and critical thinkers equipped to excel in national and global society.

**B. Role** Alabama A&M University's role in higher education in the state aligns with its mission as an 1890 land-grant institution. This role encompasses:

- **Teaching:** Providing students with an education that integrates liberal arts with technical and professional disciplines.
- **Research:** Advancing knowledge through basic and applied research.
- **Extension:** Offering outreach services and educational opportunities to help communities improve their quality of life.

**C. Organization** The University is organized into five undergraduate colleges:

- College of Agricultural, Life and Natural Sciences
- College of Business and Public Affairs
- College of Education, Humanities and Behavioral Sciences
- College of Engineering and Technology and Physical Sciences

There is also a College of Graduate Studies.



### **III. College of Agricultural, Life and Natural Sciences**

#### **A. Organization**

The College of Agricultural, Life and Natural Sciences comprises five departments:

- Biology
- Community Planning and Urban Studies
- Family and Consumer Sciences
- Food and Animal Sciences
- Natural Resources and Environmental Science
- Military Sciences

#### **B. Objectives**

The College operates within the land-grant tradition, emphasizing instruction, research, and outreach. The primary objectives are:

- Providing broad educational experiences through general education courses.
- Developing an understanding of the principles of physical, biological, and social sciences as applied to various disciplines.
- Ensuring mastery of technical knowledge and skills necessary for proficiency in chosen specializations.

### **IV. Family and Consumer Sciences**

#### **A. Mission**

The Department of Family and Consumer Sciences (FCS) prepares diverse individuals for careers in community service, government, science and technology, business and industry, and education. The department focuses on enhancing the well-being of individuals, families, and communities through teaching, research, service, and advanced technology.

**B. Organization and Objectives** The department consists of three areas:

- Apparel, Merchandising and Design
- Nutrition and Hospitality Management
- Human Development and Family Studies

We also have a concentration in FCS in conjunction with the College of Education under Secondary Education.

The Family and Consumer Sciences Program guides the student in

- Refining their artistry for professional practice based on their respective career choice;
- Assuming responsibility for his/her continuous personal and professional growth;
- Demonstrating ethical, personal and professional behavior in a myriad of settings;
- Analyzing and evaluating social action that influences the well-being of individuals, families, and communities;



- Using the American Association of Family and Consumer Sciences Body of Knowledge to address current societal issues;
- Utilizing critical and reflective decision-making skills to converse, instruct and challenge a culturally diverse society



## **V. Apparel, Merchandising and Design**

### **A. Faculty**

- Dr. Kristin Hogans (Coordinator)
- Dr. Carol Hall
- Mrs. Carmi Bobwealth-Omontese

**B. Purpose and Organization** This concentration develops knowledge and skills in textiles, clothing, fashion, and related fields, preparing students for careers in design, merchandising, and retail.

### **C. Objectives**

- Developing competencies for careers and graduate studies.
- Providing instruction for minors in related disciplines.
- Offering community resource services.
- Integrating sustainability practices into career options.

## **VI. Human Development and Family Studies**

### **A. Faculty**

- Dr. Brandan Wheeler (Coordinator)
- Dr. Ronay Hannah

**B. Purpose and Organization** This concentration examines human development and relationships, preparing students for careers in social services, government, education, and private business.

### **C. Objectives**

- Preparing students for professional careers and graduate studies.
- Understanding human development throughout the lifespan.
- Providing opportunities for observation and study.
- Enhancing knowledge in family resource management.

## **VII. Nutrition and Hospitality Management**

### **A. Faculty**

- Dr. Brittannie Chester (Coordinator)
- Dr. Rhona Miller-Cebert
- Dr. Kristen Campbell



**B. Purpose and Organization** This concentration offers two tracks:

- General Dietetics: Accredited by ACEND, preparing students for dietetic internships and careers as registered dietitians.
- Hospitality Management: Preparing students for roles in food service, lodging, and hospitality industries.

**C. Objectives**

- Preparing credentialed nutrition professionals.
- Supporting students in securing dietetic internships.
- Providing nutrition resources to consumers.
- Training hospitality managers.
- Conducting research to expand knowledge in nutrition and hospitality.

**VIII. Department Graduation Requirements**

- Complete the University General Education Curriculum requirements.
- Complete the Department and Major Curriculum requirements.
- Complete the minimum number of semester credit hours required for graduation per program.
- Students pursuing a minor must fulfill the prerequisite requirements for any of the 18 credit hour courses required for the minor.
- Students pursuing a program must earn at least 25 percent of the credit hours required at Alabama A&M University.
- Students pursuing a program must earn at least 50 percent of course work in the major area at AAMU.
- Maintain the grade point averages, and course grades noted on each curricula page for programs, majors, concentrations, minors, courses, etc.
  - Completion of all courses in FCS with a minimum grade of “C”.
  - Maintain membership in the parent-professional organization, the American Association of Family and Consumer Sciences, as well as in specialized organizations in the program areas.
  - Completion of a minimum of 120 clock hours of clinical experiences/internships.





## **IX. Academic Policies**

### **A. Advising and Counseling**

1. **Assignment of Advisors:** Faculty members are assigned as academic advisors to students.

2. **Advisor Responsibilities:**

- Advisors shall have a thorough knowledge of academic policies and requirements.
- Advisors shall keep abreast of changes in policies and procedures.
- Advisors shall maintain a complete record of all advisees.
- Advisors are responsible for notifying each advisee that he/she is their advisor and include information on office hours, conference procedures, etc.
- Advisors are responsible for conferring with advisees at least twice a year.
- Advisors are responsible for monitoring the academic progress of their advisees.
- Advisors are responsible for notifying (in writing) students of academic policy and curriculum changes.

3. **Advisee Responsibilities:**

- Become acquainted with his/her advisor
- Schedule at least two-yearly conferences with advisor
- Maintain a thorough knowledge and understanding of policies and procedures that relate to their curriculum.
- Follow prescribed procedures for implementation and application.
- Follow prescribed procedures for completion of degree requirements.
- Meet students to go over Degree Works
- Complete Junior and Senior Audit forms

4. **Advising Procedures:**

- Each student is assigned to an individual faculty member by the department chair.
- At the beginning of each year, the area coordinator should notify each advisee, by mail, of the faculty member appointed to serve as his/her advisor.
- The advisor is required to keep a record of all conferences, and major actions taken are to be initialed or signed (form to be completed).
- A copy of all the conferences should be included in the student folder.
- Advisors shall update each advisee's folder during each semester.

### **B. Student Assessment**

Faculty members are committed to assisting students in the attainment of excellence in their course work. To this end, a major role is guiding/counseling students during their course of study. Faculty members are responsible for helping students to pinpoint strengths and weaknesses at an early stage



as a necessary step to providing effective assistance. Evaluation is a shared responsibility of both faculty and students. In addition to the University guidelines, the following guidelines should assist both faculty and students in evaluating the progress of course work:



- Faculty are free to implement their own methods of evaluation. However, evaluation methods must be appropriate for the selected modes of instruction.
- The system of assessment, including evaluation for the determination of grades, must be explained to each student at the beginning of the course. Additionally, the grading system must be stated on the course outline.
- Students have the right and responsibility to be aware of their academic standing during any given course. Therefore, faculty must develop a system which indicates to students their academic standing in a course.
- Advisors of students should be notified of students who are not making satisfactory progress. Advisors may be able to pinpoint circumstances which cannot be easily discerned by the instructor. This act should not be construed to mean infringement upon a given instructor's rights as a teacher; rather, it should be seen as another means of assisting students to achieve academic success.
- Students with a major in the Department are required to earn a letter grade of "C" or above on all courses taken within the Department.
- Students are required to prepare original work for meeting course requirements.
- Faculty are required to keep accurate documentation of grades. Such evidence of documentation shall be recorded in the faculty members roll book. Copies of final grades should be filed in the following offices: area, department, dean, and registrar.

## **XI. Student Grievances and Concerns**

Should it become necessary for a student to file a grievance against a faculty member or another student within the Department, the following channels shall be followed:

- Contact advisor and/or coordinator for action (as appropriate).
- File grievances with the department chairperson in writing.
- Contact the College Dean if a grievance is not resolved at the departmental level.
- Contact the office of the provost/vice president for academic affairs if the grievance is not resolved at the College level.

Students are encouraged to express their concerns regarding any aspect of all programs in Family and Consumer Sciences. This can be accomplished by using a variety of channels (i.e., email, advisors, course/faculty evaluation, area coordinators, and department chairperson).



## **XII. Department Governance**

The department chair's office is an administrative arm within the College of Agricultural and Life Natural Sciences. The department chair and area coordinators share responsibilities for the unit. The department chair reports to the dean of the College and the Provost/Vice President for Academic Affairs.

### **A. Chairperson**

The chief administrator of each academic department is the chairperson who reports to the dean of his/her respective college and serves in his/her at-will position as an academic administrator at the pleasure of the President. In consultation with the dean and the faculty, the chairperson is responsible for organizing and directing the work of the department including instruction, research, extension, budget development and management, and ensuring that the department is in compliance with the 26 requirements of SACS-COC, ACHE, and discipline-specific accrediting bodies. The office of chair is not a tenured position. Tenure as a faculty member is a matter of separate privilege. When a chair is considered for a rank (assistant professor or higher) and/or tenure at the time of appointment, he/she must meet the same qualifications as full-time faculty members for such rank or tenure. Prerequisite requirements for appointment to chairperson are the attainment of a doctoral degree from a SACS-COC or an equivalently accredited institution, the attainment of the rank of associate professor or higher at a SACS-COC or equivalent accredited institution and a minimum of three years academic experience in Higher Education. Chairs are expected to provide leadership in the overall direction and development of the department and its program units and to execute effectively the following general duties:

- Review and take appropriate action on curricula and semester schedules of the department;
- Establish communication within the department to ensure the dissemination of information and to ensure timely feedback on requests from the Dean and varied constituents of the University;
- Prepare an annual budget and report for the department in accordance with university accountability measures;
- Supervise faculty, directors, and coordinators in the performance of their duties to ensure quality instruction, program productivity, and effective service to students;
- Assign courses and faculty workload after consultation with the faculty;
- Provide planning and monitoring, in collaboration with the faculty, for continuous evaluation and upgrading of curricula in the department in light of institutional objectives, current educational trends, and student and societal needs;
- Recommend through appropriate administrative channels, appointments, promotions, tenure, salary increases, and non-reappointments for the departmental faculty and staff;
- Ensure the professional orientation of new faculty;



- Approve textbooks and other materials to be used for courses offered in the Department, in accordance with Alabama Agricultural and Mechanical University regulations; Supervise and objectively evaluate the performance of the faculty, directors, coordinators, and other non-academic staff in the department;



- Teach two (2) undergraduate courses per semester (six (6) semester credit hours) or equivalent;
- Perform such other duties as may be required by the University and assigned by the Dean.

### **XIII. Professional Organizations**

- The Student Unit of the American Association of Family and Consumer Sciences serves as the umbrella professional organization for students enrolled in Family and Consumer Sciences. Founded in 1909, it is an educational and scientific organization focused on improving individual and family life through education, research, cooperative programs, and public information. Social media: Instagram - @aamufcs
- Kappa Omicron Nu (INACTIVE), a National Family and Consumer Sciences Honor Society, was initiated at Alabama Agricultural and Mechanical University in April 1975. The Society emphasizes scholastic, professional, and intellectual excellence. It is open to students enrolled in the Department of Family and Consumer Sciences who have completed 45 semester hours or equivalent and demonstrate superior personal qualities and leadership potential. Eligibility requires a GPA of 3.0 on a 4.0 scale and ranking in the top 25% of their class.
- The student member section of the Nutrition and Hospitality Management Club enhances student development and provides opportunities for pre-professional experience. Social media: Instagram - @aamunhmclub
- The Trendsetters Fashion Club promotes the field of apparel, merchandising, and design. It aims to unify students within the area, stimulate positive interest in career development, promote a positive image of the area, and aid in student recruitment for the Apparel, Merchandising, and Design Area. Social media - Instagram - @aamuamd

As reflected in the current Undergraduate Catalog, students majoring in Family and Consumer Sciences with a concentration in Apparel, Merchandising and Design, Human Development and Family Studies, Nutrition and Hospitality Management or Family and Consumer Sciences Education are encouraged to belong to a related professional organization. This action was approved to promote professional involvement among students within the department.



## **B. Area Coordinators**

Degree-granting academic programs within departments are led by Academic Coordinators responsible for providing leadership and directing the instruction, research, and activities of the academic unit. Academic Coordinators are appointed by the chair with approval by the dean and Provost of Academic Affairs. In formal consultation with faculty, the coordinator's primary duty is to ensure the unit complies with SACS-COC, ACHE, and discipline-specific accrediting bodies. Academic Coordinators assist the chair with goal setting, long-and short-range planning, recruiting, outcome assessments, student advising, recommendations of faculty and staff to fill vacancies, updating the curriculum, and preparing teaching assignments and course offerings. Academic Coordinators are either tenured or tenure-track faculty with the rank of Assistant Professor or higher who report to the department chair. Formally classified as faculty members with limited administrative duties, coordinators may be granted up to 25% release time per semester. When a faculty member ceases to serve as an academic coordinator, he/she returns to his full-time teaching/research duties, and his/her contract is reverted to nine months. Academic coordinators are not considered administrators regarding committee assignments.

## **C. Advisory Council**

The name of the organization shall be the Department of Family and Consumer Sciences Advisory Council.

## **II. PURPOSE OF THE ADVISORY COUNCIL**

The Advisory Council shall be advisory with no administrative or governing authority. The Advisory Council shall provide constructive advice and support for the continued development of FCS areas, and the Department will provide academic and technical services to the agencies/industries represented by the Advisory Council members, where appropriate

## **III. FUNCTIONS OF THE ADVISORY COUNCIL**

The Council shall serve the Department of Family and Consumer Sciences in an advisory capacity by:

1. Providing career guidance to departmental students related to employment preparation opportunities;
2. Creating viable cooperative and/or internship experiences for FCS students;
3. Establishing transfer agreements with two-year institutions, and designing student exchanges;
4. Developing strategies to support departmental and/or area programs including student scholarships and awards;
5. Reviewing program content, curriculum(s), and making suggestions for improvement;
6. Advising faculty in interpreting the job market for graduate placement;
7. Assisting in recruitment and recognition activities;
8. Advising faculty on facilities planning and equipment;
9. Attending meetings as scheduled; and
10. Providing direction and leadership in procuring resources for programs.



#### **IV. ORGANIZATION OF THE ADVISORY COUNCIL**

##### **A. Membership**

The Advisory Council shall consist of members of varied backgrounds, including business and industry, government, education, and private/public agencies.

##### **B. Guidelines for the Selection of Members**

Prospective members shall be recommended to the Department of Family and Consumer Sciences by faculty, invitation and/or appointment by the Department Chairperson.

##### **C. Terms of Membership**

Council members shall serve for a term of two (2) years on a rotation system that provides for continuity and change. A member may remain on the Council for two consecutive terms (four years). Each member is expected to play an active role on the Council. Failure to attend two consecutive meetings shall be interpreted as a resignation unless a request to waive this requirement is submitted to the Department Chairperson.

##### **D. Structure**

The faculty and Department Chairperson shall appoint a Chair. Faculty will serve in the role of Secretary as appropriate.

##### **1. Duties of Advisory Council Chair**

The Council Chair shall serve as a liaison between the Council and the Department Chairperson.

The Council Chair shall be responsible for:

- 1) scheduling meetings of the Council in cooperation with the Department Chair;
- 2) planning the agenda in cooperation with the Department of Family and Consumer Sciences;
- 3) presiding at all the meetings;
- 4) maintaining communication with members;
- 5) appointing a parliamentarian and subcommittees as needed;
- 6) giving members recognition for their contributions of time, talent, and resources; and
- 7) serving as Counselor to the Advisory Council for one year immediately following the term as Chair.

##### **2. Duties of the Co-Chairperson**

The Co-Chair shall serve in the absence of the Council Chair in conjunction with the Department Chairperson. The Co-Chair shall be responsible for:

- 1) identifying agenda items for regular and called meetings;
- 2) presiding at meetings in the absence of the Council Chair; and





- 3) serving as Chair to the Advisory Council for one year immediately following the term as Co-Chair.

### 3. Duties of the Secretary

The Secretary shall serve as a liaison between the Council and the Department Chairperson. The Council Secretary shall be responsible for

- 1) keeping attendance and record the proceedings of the Council meetings;
- 2) preparing minutes for distribution by the Department of Family and Consumer Sciences to all Council and faculty members; and
- 3) sharing correspondence related to Council activities.

## **E. Curricular Committees**

The following Curricular Committees may be appointed by the faculty and the Unit's Department Chair to give specific advice in each of the academic majors:

- a. Family and Consumer Sciences/ Apparel, Merchandising and Design (i.e. Merchandising and Design)
- b. Secondary Education /Family and Consumer Sciences (6-12)
- c. Family and Consumer Sciences/Human Development and Family Studies
- d. Family and Consumer Sciences/Nutrition Hospitality Management

## **F. Meetings**

The Council shall meet twice a year, usually in November and April, with the faculty in the Department. Additional meetings may be called at the discretion of the Council Chair and the Chair of the Department of Family and Consumer Sciences Chairperson.

## **G. Travel and Lodging**

Travel and lodging shall be the responsibility of the member or the member's company/organization.

## **H. Rules of Order**

The business of the Council will be conducted in accordance with Robert's Rule of Order.



#### **XIV. Departmental Standing and Accreditation Committees and Duties**

The Department of Family and Consumer Sciences operates with the following Standing Committees:

- **Goals and Objectives**

The committee on Goals and Objectives formulates departmental goals for faculty/staff consideration and approval. Departmental goals are in keeping with university goals and reflective of professional and societal needs and trends. In keeping with the University's planning and management entity, goals and objectives are formulated into a five-year strategic plan for the department with an annual operating plan. The goals and objectives are inclusive of:

- Review, revise, and update Unit goals and objectives (i.e., Short and Long-term)
- Curriculum development and evaluations
- Community service programs.
- Monitoring and evaluating the yearly progress of the five-year strategic plan.

- **Undergraduate/Graduate and Student Affairs**

The committee on Undergraduate/Graduate and Students Affairs Committees is responsible for activities related to the academic standards of the department for undergraduate study.

The responsibilities of the committee include the following:

- Attending faculty senate meetings, report to faculty, and represent the unit as designated; solicit input from faculty on policies, procedures, roles and responsibilities, and other aspects of faculty governance.
- Formulating recommendations regarding academic standards and policies for faculty approval.
- Conducting programmatic reviews, including courses, program structure, student progress and effectiveness in conjunction with area coordinators.
- Assessing library holdings and making recommendations for improving or expanding holdings, as appropriate.
- Developing departmental procedures, policies and standards regarding graduate and undergraduate education.
- Formulating recommendations for approval of programmatic and curricular changes (i.e., news program editions, course changes/ additions/ deletions) prior to the submission to the Graduate Council or Academic Standards Committee.
- Recommending departmental graduate faculty for approval by the School of Studies via the Graduate Council.
- Reviewing and approving thesis proposals.
- Developing policies, procedures, and standards for comprehensive graduate examinations.



- **Marketing and Recruitment**

The Committee on Marketing and Recruitment is responsible for the development and implementation of enrollment strategies designed to increase the quality and quantity of the student population within the Department. The committee is charged with:

- Communicating data to appropriate entities on campus for dissemination; review and revise program handbills; and work cooperatively with campus entities: Public Relations, Admissions, Career Development, and others.
- Developing a schedule of recruitment activities designed to include the full involvement of faculty and students.
- Implementing and evaluating the marketing and recruitment program.

- **Awards and Recognitions**

The Awards and Recognitions committee is responsible for overseeing the process and procedures for faculty promotions, and faculty and student awards. Specifically, the committee

- Review and establish criteria and guidelines for the Department ambassadors, faculty, and scholarships;
- Develop standards and procedures for faculty awards, recognitions and promotions;
- Establish and implements mechanisms for initiating requests for faculty promotions and tenure;
- Establish guidelines for student awards and reviews recommendations for same; and
- Organize the faculty/student award activity.

- **Hospitality and Building Décor**

The Hospitality and Building Decorum Committee plans for and expedites matters for events and occasions such as:

- Maintain financial resources from faculty dues and expend funds for special occasions according to guidelines.

- **Plan and execute activities for the graduation recognition program, drop- in, advisory council, and other special functions deemed appropriate**

The committee is also responsible is also for general building decorum for the Department. This responsibility includes:

- The assigning and monitoring of display cases on a regular basis to assure timely educational and professional displays;
- The development of display themes for special occasions; and
- Devising and distributing basic standards for the cleanliness and general appearance of the facilities.



- Research and Publications

The Research and Publications Committee is responsible for the advancement of research and other scholarly involvement of faculty for the department. It accomplishes this goal by:

- Reviewing RFAs and dialogue with faculty about submitting a proposal for the Unit and securing funding.
- Reviewing and approving all research proposals for the department.
- Developing guidelines for research development, implementation and dissemination.
- Reviewing, critiquing, and approving all items for publications.
- Soliciting recommendations for needed library holdings from the faculty.

- Technology

The committee on Technology is responsible for all the technology-related initiatives and developments for the department, inclusive of resources, training and the FCS Website. Specifically, the committee is responsible for:

- Assessing the current technology and recommend to the Unit to send forward to IT for repairs and updates.
- Developing and subsequently revisiting policies and procedures for the application of technology in FCS.

- Assessment

The Assessment Committee is responsible for the Review assessments used for core class for the FCS major. It accomplishes this goal by:

- Updating changes to enhance the learning process and meet set goals.

The Department of Family and Consumer Sciences operates with the following AAFCS Accreditation Committees:

- Assessment
  - The Unit routinely assesses Unit Goals and Objectives for planning and priority setting.
- Body of Knowledge Core
  - Review Core classes to discuss methods of evaluation and projects related to the core and make changes to core and make changes to courses as needed to meet the objective.
- Area Program Goals and Outcomes
  - The Unit routinely assesses Unit Goals and Objectives for planning and priority setting.
- Culminating Experience
  - Review and update list of internship sites, and make recommendations



- Course Syllabi/Unit Handbooks



- Review and update unit undergraduate Handbook for policy and changes as needed; and review course syllabi for university format.
- Curriculum and Assessment
  - Review curriculum as needed for updates and changes to meet the needs of society and accreditation.
- Mission
  - The mission statement of the Unit identifies a distinct purpose for the Unit within the host institution and reflects the mission and philosophy of the profession, projects societal needs relevant to the profession, and is consistent with the mission and goals of the institution

Committee selections are on the basis of administrative appointments or faculty/student volunteers, where possible. Committee appointments are for two years. The Family and Consumer Sciences chairperson serves as an ex-officio member of all committees and chairs the Goals and Objectives Committee. Where feasible, each area is represented on all committees. Committee membership rotates every two years to ensure diversity of experience for faculty/staff and students. Each committee has student representation appointed by the area coordinator and/or faculty of each respective area. The responsibilities of each committee are as follows:

#### **XV. Procedures for Use of Equipment/Facilities**

Students may use departmental equipment and facilities for class, organization meetings, and related activities. The Administrative Program Assistant handles the use of the Bertha Jones Multi-Purpose Conference Center. Equipment for classroom use must be checked out and returned by the faculty member responsible.

#### **XVI. General University Policies**

While the University attempts to provide students with proper guidance, each student is responsible for knowing and adhering to university rules and regulations.



## XVIII. FACULTY AND STAFF

### College of Agricultural, Life and Natural Sciences Department of Family and Consumer Sciences

NAME	POSITION/AREA	LOCATION	PHONE	E-MAIL
Ms. Marvetta Allen	Instructor, CDC	117 CCB-Hobson Wing	5437	<a href="mailto:marvetta.allen@aamu.edu">marvetta.allen@aamu.edu</a>
Ms. Joice Baker	Cook, CDC	117 CCB-Hobson Wing	8017	<a href="mailto:joice.baker@aamu.edu">joice.baker@aamu.edu</a>
Ms. Johna Benson	FCS/CDC Administrative Program Assistant	104 CCB-Hobson Wing	5419	<a href="mailto:johna.benson@aamu.edu">johna.benson@aamu.edu</a>
Dr. Kandace Betts-O'Neal	Adjunct, HDF	204 Patton Hall	8756	<a href="mailto:kandace.betts@aamu.edu">kandace.betts@aamu.edu</a>
Mrs. Carmi-Bobwealth-Omontese	Instructor, AMD	204A CCB-Hobson Wing	4713	<a href="mailto:carmi.omontese@aamu.edu">carmi.omontese@aamu.edu</a>
Dr. Kristen Campbell	Assistant Professor, NHM	105A CCB - Hobson Wing	4749	<a href="mailto:kristen.campbell@aamu.edu">kristen.campbell@aamu.edu</a>
Dr. Rhona Miller-Cebert	Research Assistant Professor, NHM	110G CCS-Bonner Wing	4103	<a href="mailto:rhona.millercebert@aamu.edu">rhona.millercebert@aamu.edu</a>
Dr. Brittannie Chester	Associate Professor, NHM/DPD	110D CCS Bonner Wing	4105	<a href="mailto:brittannie.chester@aamu.edu">brittannie.chester@aamu.edu</a>
Dr. Carol Hall	Associate Professor, AMD	205A CCB-Hobson Wing	4179	<a href="mailto:carol.hall@aamu.edu">carol.hall@aamu.edu</a>
Dr. Ronay Hannah	Assistant Prof/CDC Director	116 CCB-Hobson Wing	8158	<a href="mailto:ronay.hannah@aamu.edu">ronay.hannah@aamu.edu</a>
Dr. Kristian Hogans	Assistant Professor, AMD Coordinator	204B CCB Hobson Wing	5960	<a href="mailto:kristian.hogans@aamu.edu">kristian.hogans@aamu.edu</a>
Dr. Ethel Jones	FCS Chair/Associate Professor	104A CCB-Hobson Wing	4172	<a href="mailto:ethel.jones@aamu.edu">ethel.jones@aamu.edu</a>
Ms. Tiffany Jordan	Instructor, CDC	117 CCB-Hobson Wing	5436	<a href="mailto:tiffany.jordan@aamu.edu">tiffany.jordan@aamu.edu</a>
Ms. Jessica Johnson	Toddler Teacher, CDC	117 CCB-Hobson Wing	5436	<a href="mailto:jessica.nelson@aamu.edu">jessica.nelson@aamu.edu</a>
Dr. Brandan Wheeler	Assistant Professor, HDF	112A CCS-Bonner Wing	8086	<a href="mailto:brandan.wheeler@aamu.edu">brandan.wheeler@aamu.edu</a>



**Graduate Assistants:**

<i><b>NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>
<i>Ms. Patricia Agbendeh</i>	Graduate Assistant-NHM	<i>112-B CCS-Bonner Wing</i>
<i>Ms. Briana Bradford</i>	Graduate Assistant-AMD	<i>205A-CCB Hobson Wing</i>
<i>Ms. Tatiana Bohannon</i>	Graduate Assistant, AMD	<i>202 CCB-Hobson Wing</i>
<i>Mr. Andreana Gross</i>	<i>Graduate Assistant-NHM</i>	<i>110-B CCS-Bonner Wing</i>

**Bi-Weekly Students:**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>
<b>Austin Grant, NHM</b>	Bi-Weekly Student Worker	<b>104 CCB-Hobson Wing</b>
<b>Nya Hobson, AMD</b>	Bi-Weekly Student Worker	<b>205 CCB-Hobson Wing</b>
<b>Morgan Watkins, HDF</b>	FCS/CDC Work Study Student	<b>104 CCB-Hobson Wing</b>
<b>Aakiyah Head, NHM</b>	Bi-Weekly Student Worker	<b>110 CCB-Hobson Wing</b>
<b>Joi Brumby, NHM</b>	Bi-Weekly Student Worker	<b>110 CCB-Hobson Wing</b>





College of Agricultural, Life and Natural Sciences  
Department of Family and Consumer Sciences  
2024-2025 AAFCS Accreditation Committees

**Assessment** - The Unit routinely assesses Unit goals and objectives for planning and priority setting.

Dr. Ethel Jones (Chair)

Dr. Carol Hall

Dr. Rhona Miller-Cebert

Dr. Kristian Hogans

Ms. Regina Burden

*Andreana Gross*

*Cayla Moore*

**Body of Knowledge Core**- Review core classes to discuss methods of evaluation and projects related to the core and make changes to courses as needed to meet the objective.

Dr. Brandan Wheeler (Chair)

Dr. Kristian Hogans

Dr. Rhona Miller-Cebert

Dr. Ethel Jones

*Joi Brumby*

*Morgan Watkins*

**Area Program Goals and Outcomes** - The Unit routinely assesses Unit goals and objectives for planning and priority setting.

Dr. Carol Hall (Chair)

Dr. Ethel Jones

Dr. Brandan Wheeler

Dr. Brittannie Chester

Dr. Kristian Hogans

*Patricia Agbendeh*

**Culminating Experience** - Review and update list of internship sites, and make recommendations

Dr. Ethel Jones (Chair)

Dr. Kristian Hogans

Ms. Marveta Allen

Dr. Brittannie Chester

*Robrianna Simon*



**Course Syllabi/Unit Handbooks** – Review and update unit undergraduate Handbook for policy and changes as needed; and review course syllabi for university format. Dr. Kristian Hogans (Chair)

Dr. Ethel Jones (Chair)  
Mrs. Johna Benson  
Ms. Tiffany Jordan  
Dr. Brittannie Chester  
T'kayceon McCarroll  
*Tatiana Bohannon*  
*Joi Brumby*

**Curriculum and Assessment** – Review curriculum as needed for updates and changes to meet the needs of society and accreditation.

Dr. Brittannie Chester (Chair)  
Dr. Brandan Wheeler  
Dr. Kristian Hogans  
Dr. Kandace Betts-O'Neal  
Dr. Ronay Hannah  
*Tamaya Bradley*  
*Brianna Bradford*

**Mission** - The mission statement of the Unit identifies a distinct purpose for the Unit within the host institution and reflects the mission and philosophy of the profession, projects societal needs relevant to the profession, and is consistent with the mission and goals of the institution.

Dr. Ronay Hannah (Chair)  
Mrs. Carmi Omontese  
Dr. Kristen Campbell  
Ms. Jessica Nelson  
*Corenz Waiters*  
*Emarld Culbreath*

