

Shared Governance Model

Introduction

Columbus State Community College's Shared Governance system is a mechanism for developing, evaluating and recommending changes in College-wide policies or procedures. The College's two governance Councils generally focus upon matters related to curriculum and assessment, long-range plans, student support, use of physical resources, budgeting priorities, technology plans and professional training and development.

The Shared Governance process utilizes the collective intelligence of the College community in planning and decision-making and fosters confidence that extends to all other areas of responsibility within the institution (*e.g.*, departments, programs and units). The Board of Trustees has final approval authority for policies, and the President approves procedures.

Governance

The College's governance structure is comprised of the Policy Council, Academic Council and the Office of Shared Governance. The councils are bodies with whom the Board of Trustees and the President share their governance authority in the development of policies and procedures that are codified within the College's official Policy and Procedures Manual. The Office of Shared Governance facilitates policies and procedures through the approval process. The Board of Trustees may elect to review the approved Shared Governance Model every five (5) years.

Policy Council

The Policy Council provides recommendations for the adoption of primarily non-academic policies and procedures that have general application to College operations. The Policy Council is comprised of up to twenty-five (25) elected members and five (5) appointed members, one (1) from each of the labor unions actively representing employee groups, In-House Counsel and the Staff Advisory Council. Non-appointed Policy Council members are elected by peers. A concerted effort is made to establish representation equally between College divisions.

Policy Council members are elected in January of each year and serve two-year terms. Terms begin on the first day in March. The Policy Council also has one (1) ex-officio member (typically a division Vice-President or designee). Elected members may serve up to two (2) consecutive terms. Adjunct faculty and part-time staff members with at least three (3) years of completed service may also serve as elected members of the council.

Academic Council

The Academic Council provides recommendations on policies and procedures that primarily pertain to curriculum, assessment, and other academic matters. The Academic Council is comprised of twenty-eight (28) faculty members who serve as the co-chairs of fourteen (14) standing academic subcommittees. The standing committees address the following areas: (1) academic pathways; (2) academic rules and policies; (3) assessment; (4) curriculum; (5) Delaware Campus; (6) digital learning; (7) diversity and inclusion; (8) dual enrollment; (9) faculty entry, training and professional development; (10) honors; (11) instructional success; (12)

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the promotion and tenure process; (13) service learning; and (14) student support. There are a total of twelve (12) faculty members who serve on each of these fourteen (14) standing committees.

The Academic Council subcommittees deliberate upon issues submitted by faculty or others and submit recommendations for approval by the committee of co-chairs. During this stage of consideration, the faculty union has an opportunity to review and comment upon the proposed recommendation. Upon approval by the committee of co-chairs, the Academic Council submits its recommendation for consideration to the Senior Vice President of Academic Affairs. Once the Senior Vice President of Academic Affairs approves the recommendation for further review, the Office of Shared Governance facilitates the administrative process of review and comment. At the close of the comment period, legal counsel, senior leadership and the President review the proposed recommendation for possible further action.

At present, the selection process for Academic Council members is under review by the Faculty Governance Committee, the faculty union and the College's senior leadership team. The Faculty Governance Committee intends to submit recommendations that address the election/selection process for members and co-chairs; terms of office; and coordination of the Council's administrative functions.

Office of Shared Governance

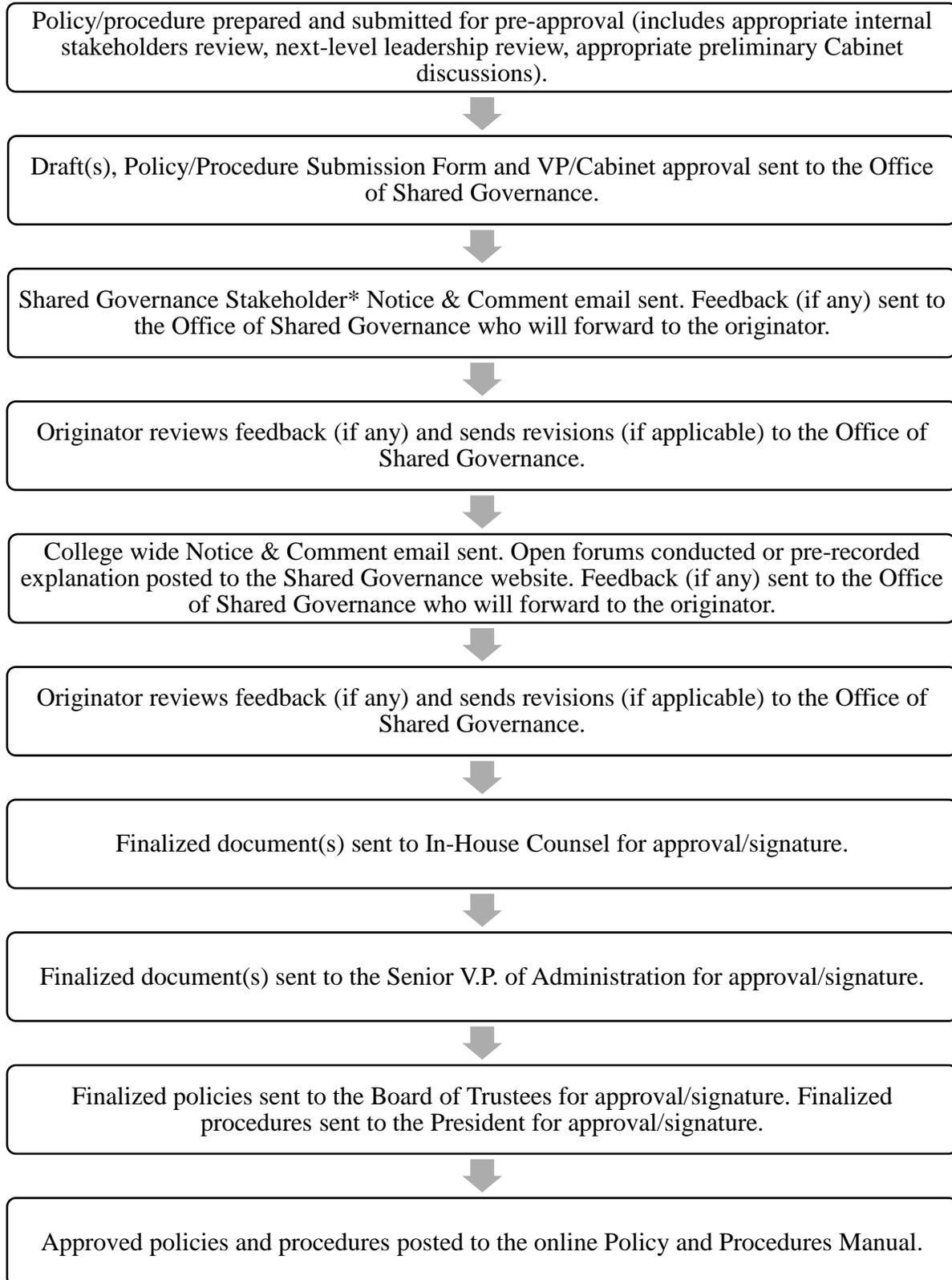
The Office of Shared Governance facilitates the governance process and maintains all records of policy and procedure enactments. The Office of Shared Governance is comprised of at least one (1) staff member and one (1) executive leader. Policies and procedures submitted to the Office of Shared Governance must be approved by the executive sponsor and drafted in accordance with established office standards.

Process Overview

New and updated policies and procedures that have been reviewed and approved by the executive sponsor may be submitted to the Office of Shared Governance at any time throughout the year. Once submitted, the Office of Shared Governance facilitates notice and comment periods, as well as open forums, if applicable. Feedback received from notice and comment periods are sent to the originator(s) of the new and updated policies and procedures for review. The Board of Trustees approves finalized policies, and the President approves finalized procedures.

An overview of the Shared Governance Process is available on page three (3).

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*Shared Governance Stakeholders include Academic Council Co-Chairs and Faculty Fellow; representatives from CSEA, SAC, Teamsters and FOP; In-House Counsel, Cabinet, External Cabinet and Policy Council members.