

Columbus State Community College

Shared Governance Model

November 2013

Introduction

Columbus State Community College's Shared Governance system is a mechanism for developing, evaluating and recommending changes in College-wide policies, procedures, or guidelines. Institutional concerns regarding curriculum and assessment, long-range plans, student support, use of physical resources, budgeting priorities, technology plans, professional training and development are the general focus areas for the College's governance Councils.

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

Governance Structure and Process

The College's governance structure is comprised of the Policy Council and the Academic Council. Both 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 President's Office of Shared Governance administers the governance process and maintains all records of policy and procedure enactments. The Board of Trustees will review the approved Shared Governance Model every five (5) years, effective November 2013.

Annually, the Office of Shared Governance will extend to all employees the opportunity to submit issue recommendations to the Shared Governance Councils. The Councils and their respective Committees will evaluate the issues that are submitted and determine an agenda for the following year. The annual agenda is published to the campus. As additional issues arise throughout the year, the Shared Governance Office will facilitate consideration by the appropriate Shared Governance Council.

Policy Council

The Policy Council addresses recommendations on primarily non-academic policies and procedures that have general application to College operations. The Policy Council is comprised of four (4) standing committees that address the following areas: (1) fiscal resources and facilities; (2) student support; (3) human resource support; and (4) technology. There are a total of 60 Policy Council members (25 staff; 25 faculty and adjunct faculty; and 10 administrators). Policy Council members are elected by peers from within their respective constituent groups.

Policy Council Committees make policy and procedure recommendations for adoption by the full Policy Council. The Office of Shared Governance facilitates review and comment by the labor unions actively representing employee groups, the Academic Council and the Staff Advisory Council.

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At the close of the comment period, the Policy Council determines whether to approve the recommendation. Upon approval, legal counsel, senior leadership and the President review the proposed recommendation for possible further action.

Policy Council members are elected by their respective constituents in the spring of each year for the next academic year, and they serve three-year, staggered terms. The Policy Council and all Committees have non-voting, ex-officio member representatives (typically a division Vice-President or designee). Elected members cannot serve more than two consecutive terms. The Policy Council may have adjunct faculty and part-time staff members. Adjunct faculty and part-time staff who have completed five years of service with the College may serve as elected members of the Council.

Academic Council

The Academic Council addresses recommendations on policies and procedures that primarily pertain to curriculum, assessment, and other academic matters. The Academic Council is comprised of twenty (20) faculty members who serve as the co-chairs of ten (10) standing academic subcommittees. The standing committees address the following areas: (1) academic pathways; (2) academic rules and policies; (3) assessment; (4) curriculum; (5) faculty entry, training and professional development; (6) honors; (7) instructional success; (8) service learning; (9) student support; and (10) the tenure and promotion process. There are a total of twelve (12) faculty members who serve on each of these ten 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 by the Policy Council. 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.

Index of Appendices

- Appendix A – Shared Governance Organization Summary
- Appendix B – Shared Governance Process Summary

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NOTE: Appendices A and B are intended to reflect the College's general shared governance structure. The nature of certain policy and procedure matters may require a reasonable departure from the processes reflected in the Appendices.

*Board of Trustees Adopted New Shared Governance Model, including Appendix A and B,
Effective November 21, 2013*

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