

South Mountain Community College

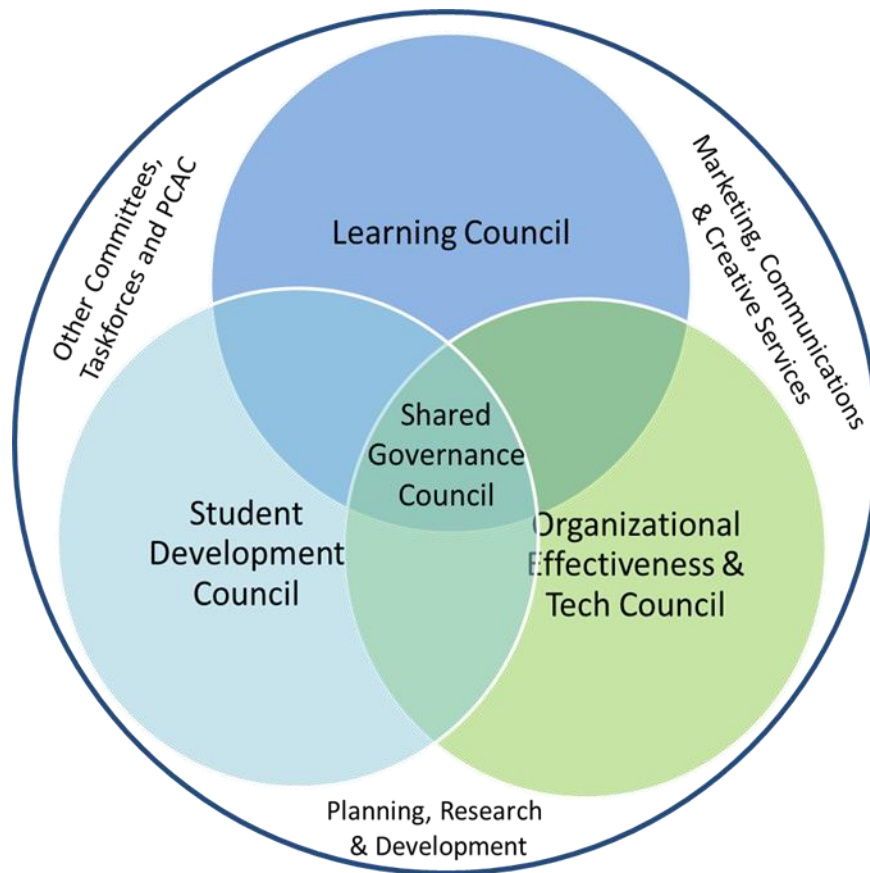
Shared Governance Handbook

8/21/2015

What is Shared Governance?

In pursuit of academic excellence and student success, the SMCC Shared Governance process will identify, review, and explore ideas, initiatives, and opportunities to advance the college vision.

SMCC's Shared Governance is comprised of four councils, the Shared Governance Council, the Learning Council, the Student Development Council, and the Organizational Effectiveness and Technology Council (see diagram below). They are organized to ensure that Administration, Faculty, and Staff are actively involved in SMCC planning and decision-making processes. In order to effectively serve all the interests of campus constituents, the Councils are committed to practicing the principles of Interest Based Negotiations to achieve consensus with challenging issues.



Definitions:

- Shared Governance:
 - Shared Governance creates a broad communication stream that will keep Faculty, Staff and Administration well-informed of college developments so that SMCC prospers. Employee groups are actively involved in the planning, development and implementation of college initiatives.
- Council:
 - An advisory, deliberative, or legislative body of people formally constituted and meeting regularly
- Committee:
 - A group of people appointed for a specific function, typically consisting of members of a larger group
- Taskforce:
 - A unit specially organized for a task

Who is Shared Governance?

- College Administration
- Faculty
- Staff
- Students

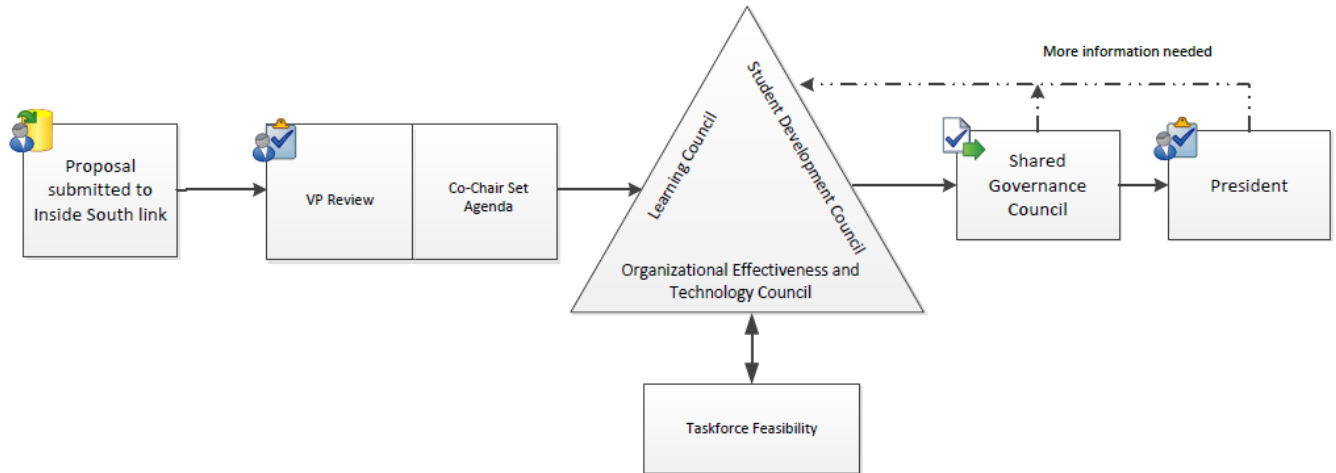
Domain of Shared Governance:

- Academic Innovation & Excellence
- Student Success
- Facilities
- Technology
- Personnel
- Budgets & Finances
- Programs & Schedules
- Communication & Marketing
- College Committees

Mode of Operation:

- Proposals are submitted via Inside South (link: <https://inside.southmountaincc.edu/shared-governance-council/submit-a-proposal/>) using the electronic Council Proposal Form (Appendix A of Shared Governance Handbook) following the timeline listed below:

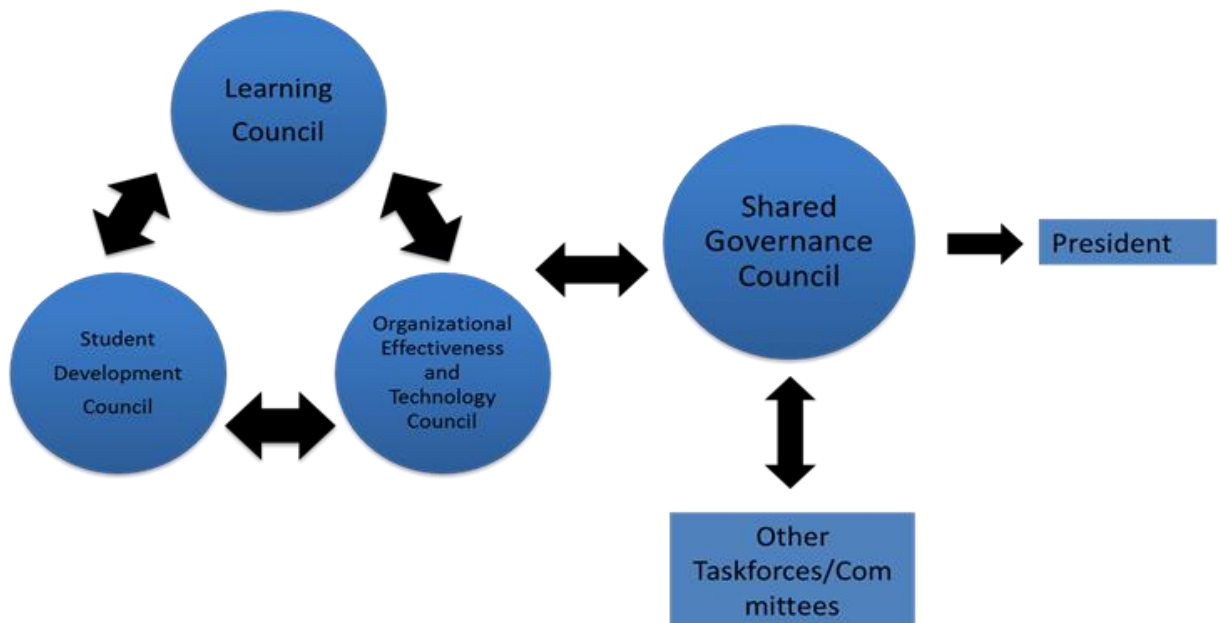
- For new proposals: Two weeks prior to the meeting of the Council, they are to be submitted to, or they are redirected to, the appropriate Council
 - For proposals received from other councils: Can be submitted any time
 - The VP Co-Chairs will examine all the proposals submitted for appropriateness for their respective Council or redirected to the applicable Division Chairperson/Manager.
 - One week prior to the Council meetings, the Co-Chairs will meet and send out an agenda for their respective Councils.
 - One week prior to the Council meetings, the Committees assigned to each Council will submit a written summary of any Committee activities
 - Proposals that have been selected as agenda items will receive an initial reading at the first possible Council meeting where the authors of the proposal will present
 - If the Council consents, then the author of the proposal and/or a taskforce will be asked to present a second time a second time in more detail using the "Items for Consideration" guidelines (Appendix B of the Shared Governance Handbook)
 - After the second reading, the Council will make a recommendation to forward the proposal to the Shared Governance Council or will not approve the proposal
 - Once a proposal has been forwarded to Shared Governance Council, it will receive a recommendation to the President, or it will be redirected to another Council
 - One week after the meeting, the Chair or Co-Chairs will send out via email executive summary and Council highlights to the entire college
 - All Council members are expected to attend meetings and report back as a liaison to their respective constituents in a timely manner
- In order for the proposal to be submitted to one of the Councils, you must respond yes to following question:
- Does it have college-wide impact?
 - Examples of items that will not be considered
 - Instructor Grievance
 - Student Grievance
 - Employee Grievance
 - Adding classes to the schedule
 - Personnel Disputes
 - Interpretation of Employee policy manuals
- If your proposal has college-wide impact, submit your proposal via Inside South using the link provided (link: <https://inside.southmountaincc.edu/shared-governance-council/submit-a-proposal/>). Below you'll find a list of the items needed in order to complete the Agenda Item Proposal Form on Inside South's Shared Governance page.



Shared Governance Councils:

The Shared Governance Council:

Purpose: Gather input and recommendations from the Learning Council, Student Development Council, and the Organizational Effectiveness and Technology Council and make a final recommendation to the College President (see diagram below). This council also serves as a checkpoint to ensure that any guidelines, recommendations, or opportunities have been vetted through the appropriate council.



Domain:

- Learning Council
- Student Development Council
- OET Council
- College Committees and/or taskforces
- College wide initiatives not within the Learning, Student Development or OET Council's domains
- Other

Membership:

- College President, Chair
- VP of Learning
- VP President of Student Development
- VP of Organization Effectiveness and Technology
- Faculty Senate President
- Faculty Senate President-Elect/Past President
- One Division Chair Representative
- At-Large Faculty Representative (Elected)
- PSA President
- MAT President
- Student Representative
- Director of Human Resources
- Dean of Planning, Research and Development

The Learning Council:

Purpose:

The Learning Council is a collaborative group of Administrators, Faculty and Staff focused on student success. The Learning Council reviews, develops, and recommends guidelines and procedures related to instruction, academics and other areas under its domain in order to create a college climate that promotes student success and collegiality.

Domain:

- Curriculum (both face-to-face and online)
- Degree and certificate requirements
- Accreditation

- Student preparation and success
- Facilities, Learning Spaces
- Faculty Professional Development
- Technology
- Academic program review
- Academic action plans
- Academic calendar
- Programs and partnerships
- Academic Misconduct
- Faculty professional development
- Other academic and professional matters as mutually agreed upon

Membership:

- VPL, Co-Chair
- Faculty Senate President, Co-Chair
- Dean of Academic Innovation
- Faculty Senate President-Elect/Past President
- One Division Chair Representative
- Two At-Large Faculty Representatives (Elected)
- Adjunct Faculty Representative
- PSA Officer
- MAT Officer
- Student Representative
- Student Development Representative
- OET Representative

The Student Development Council:

Purpose:

The Student Development Council is a collaborative group of Administrators, Faculty and Staff focused on teaching and learning outside the classroom. The council's central tenets are student recruitment, enrollment, development, engagement and retention. The Council reviews, develops, and recommends guidelines and procedures related to student development and other areas under its domain in order to create a college climate that promotes student success and goal completion.

Domain:

- Retention

- Student Life
- Advising
- Career Services
- Financial Aid
- Assessment and Placement
- Diversity
- Admissions and Records
- Technology (Non-Instruction)
- Student Conduct (BAT, Harassment, Discipline)
- Alumni

Membership:

- VP Student Development, Co-Chair (2nd Co-Chair will be elected from one of the Faculty on the Council by the Council)
- Dean of Students
- Faculty Senate Officer
- Division Chair Representative
- At-large Faculty Representative (Elected)
- Counseling Faculty
- Director of Student Life
- Student Success Coordinator
- Athletic Director
- Director of Disability Resources
- Director of AR
- PSA Officer
- MAT Officer
- Student Representative
- OET Representative

The OET Council:

Purpose:

The OE & T Team will focus on advancing organizational strategies with alignment and priority established from the SMCC Strategic Plan and strategic initiatives in pursuit of improving the institution's key results. The OE & T Team will assess administrative services at the institution for efficiency, effectiveness, productivity, and cost savings while encouraging the advancement of innovative changes.

In pursuit of quality and organizational effectiveness to enhance the academic and occupational learning environment, the student support environment, and the administrative environment of the institution, the OE & T Team will review college-wide proposals to improve organizational performance while maintaining overall stability, flexibility, growth, and institutional advancement.

Domain:

- Facilities, renovation projects for both capital development and facilities planning
- OE & T Operations
- Campus safety
- College Technology
- Sustainability

Membership:

- VP OET, Co-Chair (2nd Co-Chair will be elected from one of the Faculty on the Council by the Council)
- Faculty Senate Officer
- Division Chair Representative
- Two At-large Faculty Representatives (Elected)
- Director of Facilities
- Director of Technology
- Director of Public Safety
- Manager of College Business Services
- Student Development Representative
- Learning Representative
- PSA Officer
- MAT Officer
- Student Representative

Appendix A

Overview	Proposal Form
----------	---------------

In order for the proposal to be submitted to one of the Councils you must respond yes to following question: **Does it have college-wide impact?**

Examples of items that will not be considered

- Instructor Grievance
- Student Grievance
- Employee Grievance
- Adding classes to the schedule
- Personnel Disputes
- Interpretation of Employee policy manuals

Proposals are submitted via the Council [Proposal Form](#) (Appendix A of Shared Governance Handbook) following the timeline listed below:

For new proposals:

Two weeks prior to the meeting of the Council they are to be submitted to or it is redirected to the appropriate Council

For proposals received from other councils:

Can be submitted any time

The VP Co-Chairs will examine all the proposals submitted for appropriateness for their respective Council or redirected to the applicable Division Chairperson/manager.

One week prior to the Council meetings the Co-Chairs will meet and send out an agenda for their respective Councils.

One week prior to the Council meetings the Committees assigned to each Council will submit a written summary of any Committee activities

Proposals that have been selected as agenda items will receive an initial reading at the first possible Council meeting where the authors of the proposal will present

If the Council consents then the author of the proposal and/or a taskforce then the proposal will be presented a second time in more detail using the "Items for Consideration" guidelines (Appendix B of the Shared Governance Handbook)

After the second reading the Council will make a recommendation to forward the proposal to the Shared Governance Council or will not approve the proposal

Once a proposal has been forwarded to Shared Governance Council it will receive a recommendation to the President or it will be redirected to another Council

One week after the meeting the Chair or Co-Chairs will send out via email executive summary and Council highlights to the entire college

All Council members are expected to attend meetings and report back as a liaison to their respective constituents in a timely manner

If your proposal has college-wide impact submit your proposal via the Council [Proposal Form](#).

Agenda Item Proposal Form

1. Pick one or more of the following:

- Information sharing
- Feedback
- Problem solving
- Needs recommendation

2. Proposal Topic

Insert topic or proposal name.

3. Background Statement

Provide background statement on the need that has been identified. Include the need identified, the names of the individuals and their affiliations. Include any prior actions taken in relation to this proposal.

4. Summary/Rationale Statement

Include the any of the following that are applicable:

Describe how this aligns with the Strategic Directions and Priorities of the College

Identify and describe Interests

Identify if prior work has taken place or exists

Identify any actions taken to address the recommendation

Identify key stakeholders and areas of partnership

Has this proposal been submitted before? If so identify any changes and when it was submitted.

5. Project Sponsor

Name of the person who will be accountable for this proposal providing the scope and deliverables.

6. Choose a council to review this proposal

Learning Council ▼

INFO: Domains of each council

Submit

Appendix B

Items for Consideration:

If the Council consents to a recommendation, then the author of the proposal and/or a taskforce will be asked to present a second time a second time in more detail using the "Items for Consideration" guidelines (Appendix B of the Shared Governance Handbook)

1. **Benefits:** <Any identified benefits and when possible, any quantifiable or measurable benefit, such as:>
 - a. Student success
 - b. Cost Savings
 - c. Increases revenue
 - d. Student and/or Employee engagement
 - e. Partnerships
 - f. Wellbeing
 - g. Other
2. **Risks or Liabilities:** <Provide any risks or liabilities that would be associated with the need identified. >
3. **Proposed Timeline:** <Projected timeframe needed to review and implement, if approved.>
4. **Contingency or Alternative Plan:** <Provide any contingency or alternative plans that have been evaluated>
5. **Cost Estimates:** <High-level cost projection; if not known, please indicate that this will require consultation with and assistance from appropriate college resource.>
6. **Business case:** <What are the issues/challenges/problems/opportunity that this proposal will provide a solution for? Will it provide improved efficiency for the college for the benefit of students or the community?>
7. **Proposed Deliverables:** <Measurable outcomes that will inform and drive the proposal scope.>
8. **Proposal Boundaries:** <Information that will help provide further clarification of what activities are within the scope of the proposal or considered to be excluded from the proposal.>

Appendix C

South Mountain Community College Shared Governance Council Recommendation Form to the President

Date Submitted	October 28, 2014
Meeting Dates for Review	Learning Council: 11-04-2014 OET Council: 11-17-2014 Shared Governance Council: 11-18-2014
Submitted By	Jacqueline Levy
Assigned Councils	Shared Governance
Purpose	Needs Recommendation
Learning Council Status	Recommended
Learning Council Notes	Date of Submission: 10/28/14 Recommendation: Create a safe and compliant lab space by renovating PS 414/414a Rationale: Additional Comments:
Student Development Council Status	Pending
Student Development Council Notes	Date of Submission: Recommendation: Rationale: Additional Comments:
OE & T Council Status	Recommended
OE & T Council Notes	Date of Submission: 11/17/14 Recommendation: OE & T thumbed to approve the project under the proposed conditions - advance to Facilities Development Committee and to have development of second proposal to incorporate all aspects with dependencies on mechanical systems in a new secondary proposal. Rationale: Facilities Director proposed he will provide a second proposal for this project to incorporate planning by district support on mechanical systems and in working with the Division Chair. Additional Comments:
Shared Governance Council Status	Recommended
Shared Governance Council Notes	Date of Submission: 11/18/14 Recommendation: It was recommended that the project concept be looked at by the Facilities Development committee to develop a budget and timeline for bringing the labs up to code. This would be reviewed at the next Shared Governance meeting in February 2015. A second proposal will be submitted to the Council. Rationale: The Shared Governance Council thumbed-up the recommendation Additional Comments:
President Status	Approved
President Notes	Rationale for approval or non acceptance: Approved based on council recommendations.

Appendix D

Shared Governance Continuous Improvement Process and Timeline for Implementation

Process:	Projected Date of Completion	Status
1. Councils meet and conduct college business	1. Monthly starting 9/2014	1. Continual
2. Dialogue to review council procedures. Recommendation for changes are developed from Council members	2. Yearly at the last meeting of the Fall semester	2. Continual
3. Feedback will be gathered from the College community to gauge the extent to which the purpose has been meet	3. Yearly in March	3. Continual
4. The feedback will be analyzed, synthesized, and reviewed to continuously improve the process by a taskforce developed by the Shared Governance Council with representation from all Councils and each employee group	4. Yearly in April	4. Continual