

# **Shared Governance Constitution (First Draft, September 2007)**

## **I. Purpose and Role –**

The purpose of this constitution is to provide a formal structure that gives all members of the Holyoke Community College community an opportunity to participate in college governance. The shared governance process reflects upon all aspects of the College's operation and provides important recommendations to the President of the College on a variety of matters.

## **II. Mission Statement for Shared Governance –**

The tradition of Shared Governance in an academic community is critical to the mission of Holyoke Community College. Shared Governance provides a vehicle for each member of the HCC community to share in the responsibilities and goals of the institution. Administration, faculty, staff, and students communicate in an open, honest, and civil manner regarding issues of campus life. Shared Governance delegates decision-making to the most appropriate level of involvement, utilizing the expertise of those directly involved, in keeping with the laws of the Commonwealth, actions of the college's Board of Trustees, and relevant Collective Bargaining stipulations.

## **III. Goals and Objectives of Shared Governance –**

- To develop an efficient governance structure that is appropriate to the size of the institution;
- To provide a place within the governance structure for ad hoc and other task force committees;
- To enhance communication throughout the College;
- To create a transparent and inclusive decision-making process, with clear accountability for decision-making outcomes.

## **IV. The Structure of Shared Governance –**

The shared governance structure at the College will be comprised of five parts: Policy Committees, a Coordinating Committee, a Shared Governance Coordinator, a Town Meeting process, and various special purpose and ad hoc committees under the sponsorship of one or more policy committees.

*(8-30-07)*

## A. Policy Committees:

1. Structure: Policy Committees will be made up of members broadly representative of the entire College community with individual committee members reflecting each constituency's particular mission.

Any changes to the membership structure of Policy Committees may be authorized by a two-thirds vote of the Coordinating Committee.

2. Purpose: The purpose of each Policy Committee will be to determine policy with regard to the committee's specific area of concern. These permanent committees, along with associated sponsored committees, will function as the primary decision-making bodies for governance.

### 3. Responsibilities of Policy Committees:

- To hold regular meetings in accordance with the college calendar, or more frequently, as needed;
- To deliberate and, when appropriate, make recommendations to the President regarding policy, activities, and resources needed in the committee's particular area of concern;
- To report regularly to the Coordinating Committee on issues discussed and actions taken;
- To maintain minutes of meetings and make them available as directed by the Coordinating Committee;
- To work collaboratively with sponsored and ad hoc committees and report on those efforts to the Coordinating Committee.

Policy committees are not charged with carrying out operational roles in conjunction with the recommendations they make.

4. Elections: seats on policy committees that are designated for specific constituencies such as academic divisions or Student Affairs will be filled by elections conducted within each constituency.

5. Bylaws/Meeting Procedures: Meetings of Policy Committees will be open to the college community. Robert's Rules of Order will govern the conduct of Policy Committee meetings. However, Policy Committees may, if they choose, develop a set of bylaws specific to their needs. Committees must provide a statement of these bylaws to the Coordinating Committee annually, or when amended.

6. Committee Officers: Each committee will, at its organizational meeting at the start of the academic year, choose a Chairperson, a Vice-Chairperson, and a Secretary for a one-year term. These officers may serve consecutive or multiple terms.

7. Quorum: A Policy Committee may not conduct business with fewer than half its members present.

8. Agenda and Minutes: Chairs of Policy Committees should circulate an agenda to committee members and to the Shared Governance Coordinator not less than three working days before that committee is scheduled to meet. Minutes of each meeting should be prepared and circulated with five working days after each committee meeting.

9. Terms of Office: Terms of membership on Policy Committees will be three years, running from the beginning of the academic year.

10. Resignation by members: Resignation from a Policy Committee should be submitted to the committee chair, to the constituency represented by the member, and to the Shared Governance Coordinator.

11. Filling Vacancies: When vacancies occur on a Policy Committee during a term of office, the Coordinating Committee will arrange for the election of a replacement.

#### B. Academic Standards Committee:

1. Purpose: The purpose of the Academic Standards Committee will be to develop policies and make recommendations with regard to all aspects of the academic standards of the College, including accreditations, academic calendars, general education, graduation requirements, and the like.

2. Membership: eight representatives from Academic Affairs, to include at least one faculty representative elected from each academic division, and the College's Vice President of Academic Affairs; three representatives from Student Affairs, to include the Registrar and two others elected from Student Affairs; the Vice President of Business and Community Services (or designee); and one Student representative.

#### C. Curriculum Committee:

1. Purpose: The purpose of the Curriculum Committee will be to review policy and make recommendations with regard to all aspects of the College's curricular offerings, including course and program changes.

2. Membership: Eight representatives from Academic Affairs to include an elected representative from each academic division and the Vice President of Academic Affairs (or designee), the Dean of Distance Education, the Vice President of Business and Community Services (or designee), the Registrar, the Transfer Counselor, the Honors Director, and one Student representative.

D. External Relations Committee:

1. Purpose: The purpose of the External Relations committee will be to support the activities of the Development, Public Relations, Alumni, and Resource Development Offices and to help build awareness of these initiatives within the college community.

The External Relations Committee will also review policy and make recommendations with respect to all major public events sponsored by the College, including, but not limited to, commencement, convocation, awards night, and other similar ceremonies.

2. Membership: The College's Vice President of Institutional Development, the Director of Alumni Affairs, an elected representative from each academic division, the Vice Present of Business and Community Services, the Vice President of Student Affairs, an elected representative from Student Affairs, the Director of Facilities, and one Student representative.

E. Planning and Institutional Priorities Committee:

1. Purpose: The purpose of the Planning and Institutional Priorities Committee is to review policy, develop institutional priorities, and make recommendations as they involve planning and resource allocation in support of institutional efforts in all areas, including planning and policy for institutional staffing.

2. Membership: Elected representatives from each academic division, two elected representatives from Student Affairs, one elected member of the Library staff, the Vice President of Academic Affairs, the Vice President of Administration and Finance, the Vice President of Business and Community Services, one Division Dean, the Director of Planning and Assessment, one elected Non-Unit Professional, one elected Classified Staff member, and one Student representative.

#### F. Training and Development Committee:

1. Purpose: The purpose of the Training and Development Committee is to review policy and make recommendations with respect to training and development activities within the College community, including required and voluntary professional development activities.
2. Membership: One elected representative from each academic division, one representative from Business and Community Services, one elected member of Library Staff, the Dean of Human Resources (or designee,) the Vice President of Academic Affairs (or designee,) one Division Dean, one elected Non-Unit Professional, one elected Classified Staff member, and one Student representative.

#### G. Coordinating Committee:

1. Purpose and Role: The Coordinating Committee will facilitate and direct the operation of College governance by coordinating the work of the Policy Committees, receiving and disseminating reports from those committees, monitoring the implementation of committee recommendations, facilitating the election or selection of committee members and officers, and providing oversight of college governance.
2. The Coordinating Committee is designed to serve as the primary clearinghouse for all issues referred to college governance and is charged with monitoring administrative response to courses of action recommended by the governance process.
3. The Coordinating Committee will actively publicize its proceedings and report at each Town Meeting.
4. The Coordinating Committee may establish and organize special committees to address specific issues as it deems necessary.
5. The Coordinating Committee will annually conduct a review of shared governance and its effectiveness.
6. Membership of the Coordinating Committee: the chair of each permanent Policy Committee, the President of the College, one elected full-time Faculty member (three-year term), one elected Adjunct Faculty member (three-year term), one elected Student Affairs Staff member (three-year term), one elected Non-Unit professional (three-year term), one elected Classified Staff member (three-year term), one Student representative (one-year term), and the Shared Governance Coordinator (non-voting), acting as the committee's Executive Secretary.

#### H. Sponsored committees:

1. Definition: Sponsored committees are those committees, task forces, and special purpose working groups that are assembled for purposes related to college governance that are more specific than those of the permanent policy committees. Created by the Coordinating Committee, by authority of the President, or otherwise organized, these may be either permanent or ad hoc in nature.  
To the extent feasible, the membership of sponsored committees should be representative of the entire campus community.
2. Relationship of sponsored committees to the shared governance structure: The Coordinating Committee will assign all appropriate committees, task forces, and working groups to one or more Policy Committees. Such committees will regularly report to their Policy Committee sponsors.

#### I. Town Meeting:

1. Purpose: The purpose of the Town Meeting is to foster dialogue within and among various parts of the Holyoke Community College community. It is designed to be an open forum at which all members of the College community can speak and be heard on College-related matters. The Town Meeting is also a way community members can bring an issue to the attention of the governance structure.
2. Meeting frequency and structure: Town Meetings will take place several times each semester according to a schedule established by the Coordinating Committee.
3. Attendance and Participation: The entire campus community may attend and participate at Town Meetings
4. Officers and Meeting Procedures: Town Meetings will be chaired by a Moderator selected by the Coordinating Committee. The Moderator will serve a term of one year, with consecutive and multiple terms allowed. The agenda of each Town Meeting will be structured to facilitate discussion of issues raised by the college community. Each meeting will include a report from the Coordinating Committee.  
Town Meeting will be conducted in accordance with Robert's Rules of Order.  
The Shared Governance Coordinator will serve as Executive Secretary of Town Meeting.

5. Voting: Town Meeting may, by majority vote of those present, direct the Coordinating Committee to assign a particular issue to an appropriate committee within the governance system. This vote also obligates the Coordinating Committee to report back at the next town meeting on the issue in question.

#### J. Shared Governance Coordinator:

1. Role and purpose: The Shared Governance Coordinator is a position designed to lend on-going support and continuity to the governance system. Duties of the Shared Governance Coordinator include ensuring that communication between committees and the college community is effective and timely, maintaining governance archives, conducting governance training, and serving as both advocate and resource person for the shared governance process. The Shared Governance Coordinator is selected by the Coordinating Committee in accordance with College employment policy. The Coordinator reports to the Coordinating Committee.

#### V. Constitutional Amendment Procedure –

A proposed amendment to the Shared Governance Constitution will be distributed campus-wide no later than fourteen days prior to a Town Meeting. A simple majority of those voting in a campus-wide referendum must approve an amendment in order for it to be adopted.

#### VI. Ratification and Sucessorship –

This Constitution will be ratified by a simple majority of those voting in a campus-wide referendum. Such ratification authorizes this document to supersede, in a timely and orderly fashion over a period not to exceed one calendar year, the previously existing “Constitution of the Holyoke Community College Professional Association.”

The transition to the governance process described in this document will be facilitated by a temporary working group comprised of members of the Shared Governance Committee, the existing governance structure, and designees of the President of the College.