Shared Governance Model

Introduction

Columbus State Community College's Shared Governance model is a mechanism for developing, evaluating and recommending changes to College-wide policies or procedures. The College's two (2) governance Councils generally focus on 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. The Board of Trustees has final approval authority for policies; 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 review and 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, the Staff Advisory Council, and one (1) ex-officio member (typically a division Vice-President or designee). Non-appointed Policy Council members are elected by peers.

Policy Council members are elected in January of each even-numbered year and serve two-year terms, beginning on the first day in March. 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)

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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) 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 has completed the first step of the shared governance process (see page 3), they forward the recommendation to the Office of Shared Governance who then facilitates the remainder of the process.

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 two members, one of whom is an executive leader. Policies and procedures submitted to the Office of Shared Governance must be drafted in accordance with the established document formatting and must comply with the Shared Governance Process (see below).

Process Overview

The Originator/Executive Sponsor completes the first step of the Shared Governance Process (see page 3) and submits new/revised policies/procedures to the Office of Shared Governance. Once submitted, the Office of Shared Governance facilitates notice and comment periods to its stakeholders, via electronic communication, and may schedule-in-person open forums at its discretion. 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.

See page 3 for an overview of the Shared Governance Process.

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Originator/Executive Sponsor* prepares the policy/procedure for pre-approval, which includes appropriate internal stakeholders' review, next-level leadership review and appropriate preliminary Cabinet discussions.

Originator sends draft(s) (in established formatting), Policy/Procedure Submission Form and VP/Cabinet approval to the Office of Shared Governance. Originator works with the President's Office to determine the appropriate timing for Board of Trustee consideration of new and updated policies.

Shared Governance Stakeholders' Notice & Comment email sent. Feedback (if any) is sent to the Office of Shared Governance who will forward to the originator.

Originator/Executive Sponsor reviews any feedback and sends revisions (if applicable) to the Office of Shared Governance. Originator prepares a draft Board Action for new/updated policies.

College-wide Notice & Comment email is sent. Feedback (if any) is sent to the Office of Shared Governance, who forwards it to the originator for review and revisions (if applicable).

Finalized document(s) are sent to In-House Counsel for approval/signature then to the Vice President of Administration for approval/signature.

Finalized policies and corresponding draft Board Action(s) are sent to the Office of the President for preparation for the Board of Trustees. Finalized procedures are sent to the President for approval/signature.

Approved policies and procedures are posted to the online Policy and Procedures Manual.

*Originator/Executive Sponsor" are used interchangeably throughout.