

COLLEGE CONSTITUTION

I. Statement of Principles

A. PREAMBLE

The basic functions of the College are to preserve, augment, challenge, and transmit knowledge and to foster creative capacities. These functions are performed by a College community, which must be free to exercise sound independent judgment in the planning and execution of its educational responsibilities.

B. PRINCIPLES

1. Governance consists of those institutional arrangements for addressing issues and making decisions that affect institution mission, resource allocation, and the role of internal constituencies.
2. Seven groups play important roles in the governance of the College community: faculty, students, support staff, maintenance, administration, professional staff, and the Board of Trustees. Subject to whatever legal limitations may exist, members of the College community, through the Councils, division/departments, committees, organizations, and other appropriate channels, have the privilege to discuss and recommend educational policies of the institution for review by the Board of Trustees and other appropriate government agencies and officers. Nothing in this document will be construed to deny to any administrative officers of the powers or responsibilities vested to them by law or by action of the Board of Trustees.
3. In any effective organization a multiplicity of approaches to decision making is necessary, the nature of the decision often determining the approach. The governance structure of the College, while maintaining the ultimate authority of the Board of Trustees and President, should maximize participation of individuals and constituent groups on campus, with decisions being made at the lowest possible level of the organization. While not all members of the organization will feel the need to participate in governance, the structure should provide an opportunity for those who do. The structure should foster a sense of responsibility for participation and the institution should recognize and encourage such governance efforts.
4. An essential element of the governance structure is the Council Model of Shared Governance.

The purpose of MCCC's Council Model of Shared Governance is to organize the constituent groups to effectively promote open communication for deliberation of college matters and to convey recommendations to the college president.

Council recommendations that receive the president's approval (and in some cases approval of the Board of Trustees) become the policies and procedures that direct administrative, faculty, and/or staff actions. These policies and procedures ensure orderly conduct for fairness and effectiveness and delegate to person(s) or group(s) appropriate authority with the means to act.

Not all decisions or actions taken by constituent members of the campus community are, can, or should be matters of deliberation for the shared governance model. The function of the shared governance model is primarily to ensure appropriate deliberation and communication of decisions.

## II. Statement of Implementation

### A. TOWN HALL MEETINGS

1. Town Hall meetings of the College community will be called by the President or by a recommendation from Council chairs and/or student government.
2. An agenda for such meetings will be communicated to the campus community at least one week prior to the meeting.
3. Meetings will be chaired by the President or his/her designee.
4. Meetings will be conducted according to *Robert's Rules of Order, Revised* when there is business to be transacted.
5. A record of Town Hall meetings will be kept by the Executive Assistant to the President and posted with the governance documents.

### B. COUNCILS

1. There are three councils consisting of the Faculty Council, Staff Council, and the Administrator Council. These councils meet regularly and discuss topics that are of concern to the persons represented by the council or to the campus as a whole. These councils deliberate, develop proposals, and consider proposals reported to them by other councils, the president, and other members of the college. Anyone can submit a proposal and expect it to be heard by the councils. All members by classification of each group are considered active members of their respective councils with a responsibility to participate in the deliberative process of their council.
2. The functions and roles of the three Councils are detailed in the *Monroe County Community College Shared Governance Model Handbook*.
  - a. Faculty Council: The purpose of the Faculty Council is to initiate, develop, and modify proposals concerning academic, student services, and curricular issues to be forwarded to the President. Additionally, the council will discuss other issues related to college matters as appropriate.

Membership includes full-time and part-time Faculty.

- b. Staff Council: The purpose of the Staff Council is to initiate, develop, and modify proposals concerning issues surrounding college services and processes carried out by the staff. Additionally, the council will discuss other issues related to college matters as appropriate.

Membership includes full-time and part-time Maintenance and Support Staff.

- c. Administrator Council: The purpose of the Administrator Council is to initiate, develop, and modify proposals concerning issues surrounding management and organizational issues. Additionally, the council will discuss other issues related to college matters as appropriate.

Membership includes full-time and part-time administrators and professional staff.

#### C. COLLEGE COMMITTEES

1. All members of the committees of the College will be appointed by the President or his/her designee. Appointment, insofar as possible, will be to a committee(s) of the individual's choice.
  - a. The chair and secretary for each committee will be elected by the committee unless the President wishes to designate the chair.
  - b. The committee chair or his/her designee will preside at all meetings of the committee, and either the committee chair or his/her representative serves as spokesperson for the committee in presenting committee recommendations. Committee meetings may be called by the committee chairman/ chairwoman, any three committee members, the appropriate administrator, or by the President of the College. The chair will determine the time and place of the meetings
  - c. The committee secretary will keep a record of committee proceedings and will be responsible for the official file of the committee. The Secretary will post a copy of the minutes with the governance documents. The minutes of all committees will be available for inspection, and forwarded to the Library for archiving.
2. The administrator who has the authority and responsibility for a specific standing committee(s), or his/ her designee, will serve as a non-voting member of said committee(s). He/she has the authority to question and/or oppose recommendations of the committee(s) within his/her jurisdiction, but such action does not negate an appeal to the President.
3. Ad hoc committees will be formed as necessary to deal with specific issues, tasks, or problems not within the scope of a standing committee. An ad hoc committee will be dissolved upon fulfilling its charge or by action of the President. The President will determine which administrator has responsibility and authority concerning each ad hoc committee.

- a. Study Groups are small groups of volunteers formed within a council to study a specific issue, concern, or problem and make a recommendation or provide a list of considerations to be evaluated by the larger council. Typically, there is a due date or window during which a recommendation or findings are forthcoming.
  - b. A task force is a temporary group of employees and resources organized to implement a specific decision, action, and or initiative. Typically, task forces are established by council chairs, vice presidents, or the College President. Task force membership is voluntary or appointed by a council chair, vice president, or president and typically comprised of individuals from each council with specific expertise related to the task. The composition is cross-functional and content has broad implications for campus. Task force objectives are accompanied by a defined time for completion. In the case of an impasse in the creation of a task force, each council chair will submit a written document registering their position and/or concern to the president.
4. Standing committees are formal work groups comprised of employees and students, when appropriate, with membership approved by the President of the College. Standing committees serve very specific functions and are entrusted by the larger college community to act on specific issues. They are headed by a committee chair and are composed of individuals representing different points of view, divisions/departments, and/or constituencies.

Standing committees, which are responsible to the President or to a vice president, are listed below by the appropriate administrator.

Vice President of Student and Information Services

Academic Review Committee

Vice President of Instruction

Curriculum Committee

Instructional Technology Committee

Learning Assessment Committee

President

Governance Evaluation Committee

STANDING COMMITTEES

- a. **ACADEMIC REVIEW COMMITTEE**  
The Academic Review Committee has the responsibility for evaluating the probation Policy and academic standards in terms of the institution's philosophy. The committee also functions as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

Membership of the Academic Review Committee is open.

b. CURRICULUM COMMITTEE

The Curriculum Committee evaluates proposals originating from the academic divisions for addition, revision, and deletion/inactivation of credit courses and programs of study. The committee may also review and recommend revisions to the College-wide student graduation and degree requirements.

Membership will include the following as voting members: one Humanities faculty, one Social Sciences faculty, one Math/Psychology/ECDV faculty, one Sciences faculty, one Business faculty, one CIS faculty, one Applied Science and Engineering Technology faculty, one Health Sciences faculty, one faculty from the counseling area, and one adjunct each from the transfer area and occupational area. Non-voting members include: the Dean of Humanities/Social Sciences, the Dean of Science/Mathematics, the Dean of the Business Division, the Dean of Health Sciences, the Dean of Applied Science and Engineering Technology, the Registrar, one faculty from the library, and the Vice President of Instruction.

Proxies: Voting Members or their division dean may designate a proxy to vote on his/her behalf. A membership proxy form must be completed and given to the chair before the start of the meeting in which the proxy will be the representing member.

c. GOVERNANCE EVALUATION COMMITTEE

The Governance Evaluation Committee (GEC) is a standing committee charged with implementing and evaluating the council model of shared governance annually. The committee will also make recommendations regarding assignment of staff to committees. When requested by the President, the committee will recommend assignment of issues to the appropriate committee. The committee should meet at least once each semester (fall and winter). Any officer of the member councils can call additional meetings. The President will ensure the first meeting occurs each year.

Membership will include the following as voting members: the council chairs and secretaries from each council, the Coordinator for Institutional Research, Evaluation, and Assessment, and the Recorder. Non-voting members include the Vice President of Administration, the Vice President of Instruction, the Vice President of Student and Information Services, and the Director of Marketing Communication. The President is an ex-officio member of the committee. Other interested parties also join the committee as non-voting members with the President's approval.

d. INSTRUCTIONAL TECHNOLOGY COMMITTEE

The Instructional Technology Committee will make recommendations on the utilization of instructional technology to support and enhance classroom and web-based instruction. The committee will provide leadership in the assessment, design, development, implementation, and evaluation of instructional technology, which also includes web-based instruction through the utilization of a learning management system.

Membership of the Instructional Technology Committee is open.

e. LEARNING ASSESSMENT COMMITTEE

The purpose of this committee is to develop and monitor implementation of the College's plan for assessing student learning at the course, program, and institutional (general education) levels. The LAC identifies annual College assessment priorities, oversees and provides support to all aspects of the assessment process, reviews assessment activities and reports and provides feedback to departments and divisions, recommends improvements in the assessment program, and disseminates reports on the results of assessment and the initiatives based on assessment intended to improve student learning.

Membership will include the following as voting members: one Humanities faculty, one Social Sciences faculty, one Math/Psychology/ECDV faculty, one Sciences faculty, one Business faculty, one CIS faculty, one Applied Science and Engineering Technology faculty, one Health Science faculty, one Learning Resource faculty, and one adjunct faculty each from the transfer area and occupational area. Non-voting members include: the Coordinator of Institutional Research, Evaluation, and Assessment, one transfer dean, one occupational dean, the Vice President of Instruction, and two student representatives. The chair of the committee is the Coordinator of e-Learning and Instructional Support.

Proxies: A voting member or the Division Dean may designate a proxy from the same academic area to vote on the member's behalf. A Membership Proxy Form must be completed and given to the chair(s) before the start of the meeting in which the proxy will be the representing member.

D. OTHER CHANNELS OF INVOLVEMENT

The shared governance model also includes a variety of other sources and channels of input

1. The divisions and departments of the College are a major point of participation in the governance process. Issues which cannot be resolved within the division or department may be referred or appealed to the appropriate vice president, Council, and if necessary to the President.
2. Groups such as the President's Cabinet; President's Advisory Group; Instructional, Student Services, or Administration Administrator groups; and Support Staff Advocates, while not formal parts of the governance structure, offer channels for input into the process.
3. The Student Government has input into the governance process in several ways. Usually student concerns will be introduced in to the process by Student Services personnel. The Student Government may also present concerns directly to the appropriate ad-hoc and standing committees, study groups, task forces, and/or vice president. Finally, the President may appoint students to College committees as deemed appropriate.