

College Governance Overview

<https://myccp.online/college-governance>

College Governance Session Goals

- Introduction - organization and members
- Committee charges, procedures, and processes
- Committee Meetings Calendar
- Website and Resources
- *Robert's Rules of Order*

Organization/Members

- Each committee is comprised of 12 members, except Technology Coordinating (TCC) which is comprised of 20 members
- These members represent the Federation, students and the Administration. TCC has only Federation and Administration members
- There are four (4) members in each category, except for TCC which has (10) Federation members and ten (10) Administration members
- There are also four (4) alternates in each membership category, except for TCC which may have six (6) alternates from the Federation and six (6) alternates from the Administration
- Alternates may or may not regularly attend the meetings. This is based on availability, productivity in their respective units and teaching responsibilities
- Alternates are expected to be available should a member in their respective category be unable to attend

The Committees

- I. Institution-Wide Committee (IWC)
- II. Standing Committee on Academic Affairs
 - A. Sub-Committee on Academic Support
 - B. Sub-Committee on Curriculum
- III. Standing Committee on Business Affairs
- IV. Standing Committee on Student Affairs
- V. Technology Coordinating Committee

Initial Committee Meeting Procedures

For the initial meeting of the IWC and each Standing Committee in the new academic year:

- The College president will appoint a convener to begin the meeting
- The first order of business for the convener will be to manage election of officers
- The names of the individuals elected will be reported to the Special Assistant for Governance via e-mail: governance@ccp.edu
- The results will be posted on the Governance webpage

Expectations of the Role of a Governance Committee Member

- **Participate in the Process** - this is critical - please read your materials and prepare for discussion and interaction on the subject matter with the other committee members
- **Attend Meetings** - ensure that you uphold your time commitment and when unable to do so alert an alternate in your membership category to attend on your behalf
- **Adhere to the Committee Charge** - maintain a focus on the charge of the committee and use this as a guideline for discussions and review of initiatives that are presented to the respective committee

Institution-Wide Committee (IWC)

- The IWC shall consider all recommendations forwarded to that committee by the Standing Committees
- The IWC will advise the Standing Committee of its actions
- The IWC shall forward its recommendations to the College president for action
- The president will act upon recommendations from the IWC and those decisions will be made available to the College community

Institution-Wide Committee (IWC)

Examples of Work

- Recommend General Education Revision
- Recommend Grade Appeal Policy Revision
- Recommended new programs:
 - Biomedical Equipment Technology (BMET) A.A.S.
 - Black Studies A.A.
 - Business Leadership A.A.S.
 - Fashion Merchandising and Marketing A.A.S.

Standing Committee on Academic Affairs

The Standing Committee on Academic Affairs shall consider and evaluate policies and procedures relating to curriculum and academic support services.

The Standing Committee on Academic Affairs undertakes its work through two sub-committees:

- Sub-Committee on Academic Support
- Sub-Committee on Curriculum

Sub-Committee on Academic Support

- The Sub-Committee on Academic Support shall consider and evaluate policies and procedures relating to academic support
- Final recommendations from the Sub-Committee are forwarded to the IWC for action

Sub-Committee on Academic Support

Examples of Work

- Academic and Time Amnesty Policy changes (P&P #10)
- Determining Eligibility for Graduation (P&P #6)
- Policy on Transfer Credits (P&P #12)
- Addition of Prior Learning Assessment to (P&P #12)
- Program Completion Policy
- Academic Program Discontinuation Policy

Sub-Committee on Curriculum

- The Sub-Committee on Curriculum shall consider and evaluate policies and procedures relating to curriculum
- Final recommendations from the Sub-Committee are forwarded to the IWC for action

Sub-Committee on Curriculum

Examples of Work

- Biological Sciences A.A. revisions
- Applied Engineering Technology (ASET) A.A.S. revisions
- Education: Middle and Secondary Level A.A. program
- Art and Design program revisions
- Computer Science program revisions

Standing Committee on Business Affairs

- The Standing Committee on Business Affairs shall consider and evaluate policies and procedures relating to facilities usage and campus operations
- Final recommendations from the Committee are forwarded to the IWC for action

Standing Committee on Business Affairs

Examples of Work

- Approved purchase of 500 laptops for students to support remote work
- Approve new construction and capital improvement projects
- Recycling Policy
- Tobacco and Smoke-Free Community Grant
- Suggestion of new Gender-Neutral restroom signage
- Shared Classroom space

Standing Committee on Student Affairs

- The Standing Committee on Student Affairs shall consider and evaluate policies and procedures relating to student affairs
- Final recommendations from the Committee are forwarded to the IWC for action

Standing Committee on Student Affairs

Examples of Work

- Academic Integrity Policy revisions
- Explore Restorative Justice practices
- Recommend Grade Appeal Policy revisions
- Behavioral Intervention Team proposal
- Student Code of Conduct review

Technology Coordinating Committee

- The Technology Coordinating Committee shall recommend College-wide guidelines and standards to be used by areas, departments and individuals in the development of plans for specific applications of computer-based technology in their area or discipline
- Final recommendations from the Committee are forwarded to the IWC for action

Technology Coordinating Committee

Examples of Work

- Develop Technology Plan
- Software Procurement Policy
- Develop student technical competency recommendations
- Review Distance Education Policies and Procedures

Standing Committee Meetings for the Academic Year*

- Institution-Wide Committee (IWC)—4th Monday of each month, 2:30 p.m. Location: Isadore A. Shrager Boardroom, M2-1, Second Floor, Mint Building.
- Sub-Committee on Academic Support—4th Thursday of each month, 3:30 p.m. Location: Counseling Department Conference Room, BG-07G Ground Floor, Bonnell Building.
- Sub-Committee on Curriculum—2nd Thursday of each month, 3:30 p.m. Location: Academic Affairs Conference Room M2-34, 2nd Floor, Mint Building.
- Committee on Business Affairs—2nd Wednesday of each month, 3:30 p.m. Location: Library Conference Room, Library, 1st Floor, Mint Building.
- Committee on Student Affairs—4th Wednesday of each month, 3:30 p.m. Location: Student Life Conference Room S1-09, 1st Floor, Winnet Student Life Building.
- Technology Coordinating Committee—3rd Wednesday of each month, 2:30 p.m. Location: Academic Computing Conference Room B2-26, 2nd Floor, Bonnell Building.

**NOTE: Meetings may be held in different locations, or via Zoom*

Robert's Rules of Order

- Robert's Rules of Order shall be observed in conducting all meetings – committee members can familiarize themselves with parliamentary procedures by reviewing information on the web
 - *One such site is: <http://www.robertsrules.org/>*
- Individuals can purchase copies of Robert's Rules of Order, abridged, from most booksellers or Amazon

Robert's Rules of Order: Examples

- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor

Thank you for your participation!

The College Governance website will be updated and will include the names of the elected committee (co-) chairs, the names of all members, the meeting day and location, agenda, minutes and all supporting documentation for the respective meetings.

For questions please e-mail: governance@ccp.edu