

Shared Governance Document

2017-2018

Arkansas State University—Mountain Home
Shared Governance Document

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I. Shared Governance Definition

Shared governance is the process whereby campus constituencies provide input into University policy and procedure. Shared governance is exercised through committees that serve two purposes. First, shared governance committees perform their assigned subject matter duties, and second, shared governance committees serve as the vehicle for review of System policies or campus procedures.

Shared governance committees provide the opportunity for constituent participation in University governance to propose changes or additions to existing substantive policies or procedures that are not established by federal or state law or ASU System policy. Anything which is governed by an outside entity does not move through the shared governance process.

While administrators should demonstrate a willingness to incorporate a substantial amount of faculty and staff input into decision-making, shared governance does not take away the authority invested by the Board of Trustees in administrators to make decisions. Administrators should also communicate results of and rationale for decisions made and policy and procedural changes to the University-constituencies affected.

II. Shared Governance Operations

- II.a.** A majority of voting committee members shall constitute a quorum for the official transaction of all business.
- II.b.** Shared governance committees will make agendas available upon written/emailed request.
- II.c.** Shared governance committees shall post committee minutes to an appropriate public venue.
- II.d.** Shared governance committees shall report committee actions to the Shared Governance Oversight Council (SGOC).

III. Shared Governance Principles

III.a. Communication and Accountability

- **Communication:** Successful shared governance relies upon consistent, accurate, and timely communication that is multidirectional.
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Accountability: All participants in the shared governance process are accountable for the proper execution of their roles.

III.b. Representation

- **Proportional Representation:** Committee representation should reflect the particular expertise needed by the committees, the vested interests of constituency groups in the work of the committees, and the degree of primary responsibility over the functioning areas of responsibility of committees that should be attributed to particular constituency groups.
- **Selection of Representatives:** The various constituencies should select their representatives to governance committees.
- **Diverse Representation:** Committee representation includes administration, faculty, and staff. Students may serve on committees when appropriate.

III.c. Procedural Integrity

- **Openness:** Shared governance requires both the campus administration and the appropriate governance committee to seek mutually acceptable recommendations for governance. When compromise and concurrence cannot be achieved on a shared governance proposal, it is the responsibility of the administrative officers to make the governance decision. Rationale for the administrative decision will be provided from the administrative officers to the involved committee in written form. Similarly, a committee response to an administrative request/decision should also be supported with rationale in written form.
- **Notification:** Committees should provide constituencies with opportunities for discussion of procedural issues prior to making final recommendations.
- **Procedure:** Committee recommendations and decisions should be made without circumventing the governance process.

IV. Shared Governance Organization

IV.a. Board of Trustees

The Board of Trustees is charged by the Constitution of the State of Arkansas to manage and control the University and has ultimate responsibility for the institution. The Board of Trustees sets University policy. Nothing in this shared governance procedure nor in any other policy document of the University, is intended, nor shall it be construed, to waive or change any of the Board of Trustees' governing board authority. The provisions of this procedure shall not be interpreted to change the rights of the Board of Trustees as an employer under Arkansas employment law. Ordinarily, the trustees do not involve themselves in the

day-to-day operations of the University. Rather, operating responsibilities and the authority to act are delegated to the President of the Arkansas State University System, who is selected by the Board. It is primarily through the President that the trustees monitor the University activities. The President, in turn, delegates the chief executive officer duties to the chancellor. The Board of Trustees retains the right to make any decisions regarding any activities on any campus of the Arkansas State University System or to delegate decision-making authority to others who are responsible to the Board of Trustees. The Board of Trustees does not delegate its fiduciary responsibility for the academic integrity and the financial health of the Arkansas State University System. Neither the Board of Trustees nor any committees of the Board of Trustees are part of the shared governance system.

IV.b. Administration

The administrative officers are formally responsible for supervising the programs and enforcing the policies of the University, for assessing the effects of policy, and for recommending improvements or changes where appropriate. The primary responsibility of administrators is to serve the other components of the University by articulating a vision for the University while providing strategic leadership and managing its resources, finances, external affairs, and operations. Administrative officers have the authority to make decisions for the day-to-day operation of the University, as delegated by the chancellor, President of the ASU System, and the Board of Trustees. Decisions for the day-to-day operations of the University are not a part of the shared governance system.

IV.c. Faculty

Faculty members include any full-time faculty who are involved in shared governance through serving on University committees. Part-time faculty are encouraged to also participate in shared governance through serving on University committees.

IV.d. Staff

Staff members include any full-time classified and non-classified staff involved in shared governance through serving on University committees. Part-time staff are encouraged to also participate in shared governance through serving on University committees.

IV.e. Students

Student members include any students enrolled in seven or more credit hours at ASUMH with a grade point average (GPA) of 2.5 or higher and who are involved in shared governance through serving on University committees.

V. Shared Governance Entities

V.a. Chancellor's Cabinet

The cabinet consists of the chancellor and vice chancellors of the University who serve as the officers of ASUMH. The cabinet meets on the call of the chancellor. The cabinet addresses executive decisions, personnel matters, and the general administration of the University and disseminates information to the SGOC.

V.b. Chancellor's Council

The council consists of the chancellor, vice chancellors, controller, department directors, presidents of the faculty and staff senates, deans, and other key personnel. The council usually meets weekly or as called by the chancellor, and minutes are kept by the chancellor's executive assistant. The major responsibility of the council is to coordinate and communicate the activity schedules of the University.

V.c. Academic Cabinet

The academic council (AC) meets bi-weekly and consists of the deans and the vice chancellor for academic affairs, who serves as chair. The cabinet discusses budget matters, oversees the academic programs, supervises faculty (including the evaluation process), recommends policies, oversees the production of the schedule, and participates in the reappointment of current faculty and the hiring of new faculty. The AC disseminates information to the SGOC.

V.c.i. Academic Council

The academic council usually meets bi-weekly and consists of the deans and the vice chancellor for academic affairs, who serves as chair, the faculty senate president, the director of workforce education, and the academic coordinators of ASU and ASUMH programs. The major responsibility of the council is to coordinate and communicate the academic activities of the University.

V.d. Faculty Senate

Senators will be elected by full-time faculty members in April of each year. Full-time faculty who are teaching a minimum of 12 credit hours and are not voting members of the Academic Cabinet are eligible to serve. The purpose of the faculty senate is "to serve as the official voice of the faculty in all academic and institutional issues." To do this, the Senate shall "foster a community of mutual respect and cooperation within the University, facilitate effective faculty participation in shared governance of the University, broaden communication in matters of concern to the University, engage the faculty's skills in the guidance of the University's programs, and consider and make recommendations in the creation and implementation of System policy and campus operating

procedures.” Minutes of the meetings are kept by the secretary/treasurer of the senate and posted to the appropriate public venue.

V.e. Staff Senate

Membership and the rights to participate in elections are open to all full-time non-faculty employees with fringe benefits after one year of full-time employment. Senators will be elected in April of each year. The objective of the Staff Senate is to serve as the official representative voice of all non-faculty employees of ASUMH in an advisory capacity to the chancellor of the University with respect to all matters pertaining to non-faculty employee relations and to provide a means of communication to disseminate information to non-faculty employees of the University. Minutes of the meetings are kept by the secretary of the senate and posted to the appropriate public venue.

V.g. Shared Governance Oversight Council

Membership consists of the executive committees of the faculty senate and staff senate and, as solicited by the committee, students representing the diversity of programs and student demographics at ASUMH. The SGOC will designate one faculty member and one staff member as co-chairs. The SGOC monitors the shared governance process. It serves as the shared governance liaison to the administrative officers. The council reviews shared governance procedures and shared governance committee performance and responds to violations of the shared governance process.

The Shared Governance Oversight Council:

- A. serves as the entry point for all inquiries regarding the shared governance process
- B. serves as the liaison to the chancellor for Shared governance procedures and practices.
- C. ensures distribution of proposed System policies submitted by other entities within the ASU System for review by appropriate ASUMH shared governance committees.
- D. creates new shared governance committees with approval of the chancellor and recommends appointments of initial members to the chancellor.
- E. recommends members of ad hoc shared governance committees to the chancellor
- F. dissolves shared governance committees with approval of the chancellor when their work has been completed, is no longer relevant, or can be better fulfilled by another body.

VI. University Shared Governance Committee Guidelines

University shared governance committees have been established in order to secure democratic participation in shared governance of the operation of the University.

No employee will serve as chair of more than one committee. Furthermore, no employee will be required to serve on more than two committees. Employees on shared governance committees will be allowed to attend meetings during normal working hours. Classified staff members will be allowed paid release time to attend these meetings. All classified staff need permission from their supervisors before being appointed to more than two committees.

VI.a. Creation of committees

A new committee is created when it is determined that some sphere of responsibility needs the attention of a representative, recommending body and that there is no current constituted body to which the responsibility appropriately can be assigned. Members of the college community may propose the creation of a committee in writing to the SGOC. The proposal for creating a new committee must include the following information:

- A general description of need for the committee, including whether it will be a standing committee or an ad hoc committee
- A specific description of the function(s) of the committee
- Suggested membership of the committee

The SGOC establishes new shared governance committees with approval of the chancellor and recommends members of new committees to the chancellor, ensuring that members have knowledge and experience in the area assigned to the committee. A shared governance committee may create a sub-group from its membership. A sub-committee must be representative of the committee's membership and must include faculty members, staff members, and, when appropriate, students.

Ad hoc committees and task forces are created by the SGOC, with approval of the chancellor, as needed to carry out a charge or meet a temporary need of the University. When the charge has been met, the committee will disband. When prompt action is required, ad hoc committees and task forces may be created prior

to shared governance review, in which case, review may be conducted after creation and input provided to the administration.

Councils are created by the SGOC with approval of the chancellor to meet a specific need in the governance of the institution and may become permanent entities in the shared governance process.

VI.b. Selection of members and chairs

Potential at-large committee members are appointed to committees by the Shared Governance Oversight Committee. A potential committee member may submit a request soliciting appointment to a particular committee to the SGOC. The academic shared governance committees will each be chaired by a full-time faculty member with at least one-year employment. Each institutional shared governance committee will select its chair, unless otherwise specified.

VI.c. Meetings and minutes

Each committee will meet on call of the chair. The committee secretary will maintain minutes of the proceedings. Each committee keeps University constituencies advised of its actions and recommendations through posting of its minutes through asumh@asumh.edu email and transmits recommendations on System policies or campus operating procedures through its chair to the SGOC for dissemination to the relevant parties.

VI.d. Dissolution of committees

A committee may be dissolved if the work of the committee has been completed or is no longer relevant or if the committee's essential functions are better fulfilled by another body. The SGOC recommends dissolution of committees to the chancellor.

VII. Academic Shared Governance

VII.a. Academic Shared Governance Definition

Academic shared governance committees are the vehicle by which the faculty, staff, and students influence decisions and courses of action in areas of academic interest by being informed of, expressing views on, and making recommendations about academic issues affecting the institution. Academic shared governance committees address those areas of activity central to the academic interests of the University as outlined by each committee's charge. Academic shared governance committees must meet according to the Shared Governance Committee Meeting schedule.

VII.b. Academic Shared Governance Committees

VII.b.1. Academic Advising

Membership

Membership consists of four faculty and one staff person from student affairs appointed by the SGOC and approved by the chancellor.

The academic advising committee:

- A. develops and ensures a collaborative atmosphere between faculty and staff advisers
- B. researches advising models and makes recommendations on the advising process
- C. participates in development of summer advising plan
- D. collaborates with all departments and divisions to ensure advisers have the most current information, to ensure equitable distribution of advisees, to clarify expectations in terms of advising
- E. submits its recommendations to the Academic Affairs Committee.

VII.b.2. Curriculum Committee

Membership

The ***Curriculum Committee*** consists of at least two deans, as well as at least one member of each school and at least one staff member appointed by the SGOC and approved by the chancellor. The vice chancellor for academic affairs serves as an ex-officio non-voting member.

The curriculum committee:

- A. recommends and advises on matters affecting the content of courses, degree programs, and the total curriculum of instruction

- B. makes specific recommendations on requests to add, modify, or delete courses, degrees, degree plans, and certificates, following submission of the Curriculum Formatting Procedure Policy
- C. reviews course descriptions
- D. submits updates for the college catalog in curriculum matters
- E. establishes sub-committees when necessary
- F. will notify all faculty of curriculum changes.
- G. submits its recommendations to the Academic Affairs Committee.

VII.b.3. Institutional Effectiveness/Assessment Committee

Membership

The Institutional Effectiveness/Assessment Committee consists of the faculty assessment coordinator, the director of institutional research, at least one faculty member, and at least one staff member, appointed by SGOC and approved by the chancellor. The vice-chancellor for academic affairs serves as an ex-officio non-voting member.

The Institutional Effectiveness/Assessment Committee:

- A. conducts general institutional research, assessment, and/or data-gathering
- B. conducts research, assessment, and or data/gathering as the request of other institutional constituencies
- C. Reports research, assessment, and or data-gathering results to appropriate campus constituencies
- D. reviews content and aids in selection of data-gathering tools
- E. submits its recommendations to the Academic Affairs Committee.

VII.b.4. Online Committee

Membership

The **Online Committee** consists of Blackboard administrator(s), the director of computer services, as well as at least one faculty member from each school and one staff member appointed by the SGOC and approved by the chancellor. The vice chancellor for academic affairs serves as an ex-officio non-voting member.

The online committee:

- A. provides oversight for assessing quality online instruction through various assessment practices
- B. recommends and promotes best practices in campus procedures concerning course delivery
- C. constructs a framework from which online instruction will develop
- D. oversees professional development activities for online instruction
- E. submits its recommendations to the Academic Affairs Committee.

VII.b.5. Academic Affairs Committee

Membership

The *Academic Affairs Committee* consists of the Vice Chancellor for Academic Affairs, the deans, a financial aid representative, the Coordinator of Online Learning, Vice Chancellor of Operations as well as at least two additional staff members and at least one faculty member from each school as appointed by SGOC and approved by the Chancellor

The academic affairs committee:

- A. is a standing committee and will meet at least once each semester according to the Shared Governance Committee calendar.
- B. will consider all recommendations from the curriculum, institutional effectiveness, online, library, and academic advising committees.
- C. will forward approved agenda items to SGOC and ASUMH.edu to facilitate notification.

VIII. Institutional Shared Governance

VIII.a. Institutional Shared Governance Definition

Institutional shared governance committees are the vehicle by which the faculty, staff, and students influence decisions and courses of actions in areas that are of non-academic interest by being informed of, expressing views on, and making recommendations about non-academic issues affecting the institution. Institutional shared governance committees address those areas of activity central to the non-academic interests of the University as outlined by each committee's charge. Institutional shared governance committees must meet at least once during the fall and once during the spring semester.

VIII.b. Institutional Shared Governance Committees

VIII.b.1. Operational Affairs Committee

Membership

Operational Affairs Committee consists of the vice chancellor of operations, director of physical plant, director of VSCDC, director of financial aid, director of the library, the admissions lead person, as well as at least one additional administrative support staff, at least two additional faculty members, and two additional staff members appointed by SGOC and approved by the Chancellor. The ***facility committee*** is a sub-committee of the Operational Affairs Committee.

The Operational Affairs Committee:

- A. is a standing committee and will meet at least once each semester according to the Shared Governance Committee calendar.
- B. addresses student discipline
- C. acts as a student behavior intervention team
- D. addresses issues related to student support
- E. updates the student handbook
- F. advises on matters affecting the business office functions of the university
- G. recommends and advises on matters affecting college personnel, salary, and fringe benefits
- H. advises on matters involving the physical plant
- I. recommends and advises on matters affecting the Vada Sheid Community Development Center
- J. considers all recommendations from the diversity, retention, facility, budget, institutional technology, and strategic planning committees, as well as those from the SGA.

- K. forwards all approved agenda items to SGOC & ASUMH.edu to facilitate notification.

Operational Affairs sub-committees must be representative of the committee's membership and must include faculty members and staff members.

VIII.b.1.i. Facility sub-committee

The facility sub-committee:

- A. assists the vice chancellor for operations in evaluating facilities use for each fiscal year
- B. identifies funding needs of, or for, facilities
- C. discusses strategies to best allocate the use of facilities
- D. makes recommendations for the development and continued maintenance of University facilities.

VIII.b.2. Budget Committee

Membership

The **Budget Committee** consists of the members of the chancellor's cabinet, representatives of the faculty and staff senates, as well as at least one additional faculty members and one additional staff members appointed by the SGOC and approved by the chancellor. The **cost containment committee** is a sub-committee of the budget committee

The budget committee:

- A. assists the vice chancellor for operational affairs in developing the budget for each fiscal year
- B. identifies funding needs of individual units or constituencies within the University
- C. discusses strategies to best allocate the funds available to the University
- D. makes recommendations for the expenditure of University resources

Budget Sub-Committees

The budget committee may form sub-committees of its membership as needed to develop input related to specific aspects of the budget. Budget sub-committees must be representative of the committee's membership.

VIII.b.2.i. Cost containment sub-committee

The cost containment sub-committee:

- A. reviews procedures and expenditure trends
- B. makes recommendations for improvements and initiatives for cost containment

- C. promotes overall institutional efficiency and effectiveness

VIII.b.3. Diversity Committee

Membership

The ***Diversity Committee*** consists of at least one representative from the student services offices, at least one representative from the human resources office, as well as at least two faculty members and at least two staff members appointed by the SGOC and approved by the chancellor. Students may be asked to serve on this committee.

The diversity committee:

- A. provides a forum for continued vigilance directed toward creation, promotion, and maintenance of activities, programs, and policies that further understanding of individual and group diversity in all areas, including employment, student life, curriculum, teaching, programs, community service, and events
- B. fosters discussion and solicits input about diversity issues from students, staff, and faculty
- C. submits its recommendations to the Operational Affairs Committee.

VIII.b.4. Institutional Technology Committee

Membership

The ***Institutional Technology Committee*** consists of the director of information technology, associate director of web-based services, director of the library or a library representative, as well as at least one additional faculty members, one additional staff members, and two students selected by the SGOC and approved by the chancellor.

The institutional technology committee:

- A. identifies funding needs of institutional technology
- B. discusses methods to create and implement new institutional technology
- C. reviews existing institutional technology
- D. makes recommendations for implementing new institutional technology
- E. submits its recommendations to the Operational Affairs Committee.

VIII.b.5. Library Committee

Membership

The **Library Committee** is composed of the director of the library, who serves as chair, and as well as two faculty members and two staff members appointed by the SGOC and approved by the chancellor. Additionally, students may be asked to serve on this committee. The vice chancellor for academic affairs serves as an ex-officio non-voting member.

The library committee:

- A. recommends changes to campus operating procedures regarding the library
- B. advises the director of the library on matters affecting the library and its mission
- C. assists in assessing faculty, staff, and student needs with regard to library holdings and services
- D. recommends actions to meet those needs
- E. submits its recommendations to the Operational Affairs Committee.

VIII.b.6. Retention Committee

Membership

The **Retention Committee** consists of the vice chancellor for academic affairs, the vice chancellor for operations, the director of financial aid, the director of institutional effectiveness, a student services representative, the career placement coordinator, a dean, as well as at least two faculty members and at least two staff members appointed by the SGOC and approved by the chancellor. Additionally, students may be asked to serve on this committee.

The retention committee:

- A. provides direction and support to campus-wide retention efforts
- B. assesses and analyzes retention data
- C. makes recommendations regarding procedural changes in retention as data analysis dictates
- D. submits its recommendations to the Operational Affairs Committee.

VIII.b.7 Strategic Planning Committee

Membership

The strategic planning committee consists of the chancellor, vice chancellors, department directors, a representative from Academic Cabinet, the director of institutional effectiveness, representatives of the faculty and staff senates, and at least two faculty members, at least two staff members, and at least two students appointed by the SGOC and approved by the chancellor. The **Programs Committee** is a sub-committee of the strategic planning committee.

The strategic planning committee:

- A. develops, plans, and coordinates broad discussions centered around the long-term needs of the University with a focus on identifying the institutional vision, values, and goals
- B. analyzes strengths, weaknesses, opportunities, and threats (SWOT) of the University, which requires a review of both the internal and external environments. This process involves research, analysis, and evaluation of many institutional functions for efficiency, effectiveness, and student/customer service and support.
- C. reviews procedures and processes, the use of institutional resources, identification of funding needs and fund allocations, facility usage, academic and non-academic program changes,
- D. additions and discontinuations, accreditation, community involvement, and other issues requiring long-range planning and analysis. This may include assessment, input, and recommendations for general institutional services, including, but not limited to, financial aid, Career Pathways, admissions, information technology, instruction, library, student services, human resources, student activities, special projects/grants, accreditation, public relations, development, institutional research, and safety and crisis management.
- E. submits its recommendations to the Operational Affairs Committee.

Strategic Planning Sub-Committees

The strategic planning committee may form sub-committees of its membership as needed during the strategic planning cycle to develop input related to specific aspects of the strategic plan.

Strategic planning committee sub-committees must be representative of the committee's membership and must include faculty members, staff members, and, when appropriate, students. The chair of each sub-committee shall be the administrative director/officer responsible for that institutional function, or a representative appointed by the administrative director.

VIII.b.7.i. Programs sub-committee

The programs sub-committee:

- A. assists the vice chancellor for academic affairs and the director of continuing education in developing academic and non-academic programs
- B. identifies funding needs of academic and non-academic programs
- C. discusses strategies to best develop and implement new academic and non-academic programs

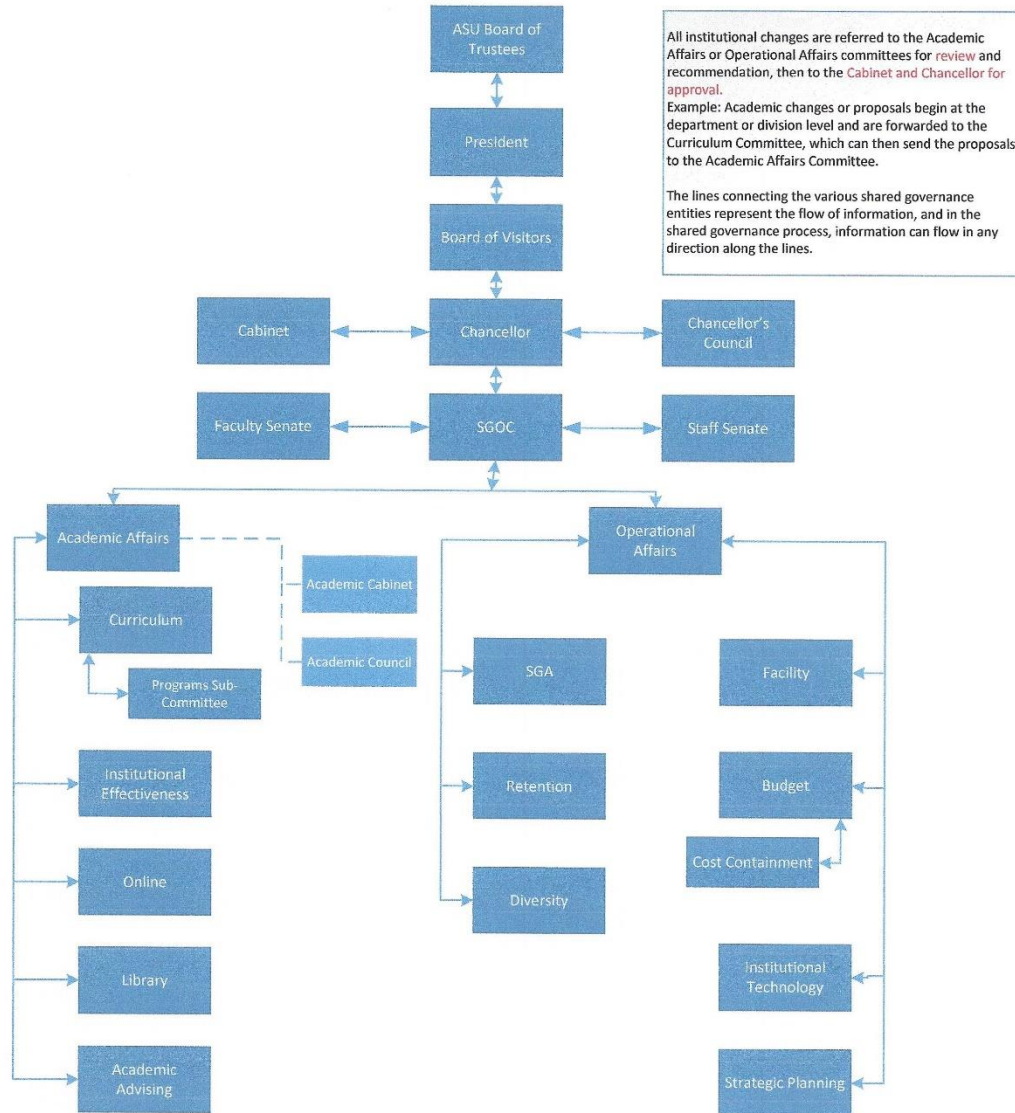
- D. reviews existing academic and non-academic programs
- E. makes recommendations for implementing new academic or non-academic programs or discontinuing existing programs

IX. Annual Review of Shared Governance Document

The Shared Governance Document will be reviewed annually. The SGOC will solicit formal, written suggestions for revisions no later than March 15 of each year. Corrections and revisions will be submitted to University constituents for approval no later than May 1. Changes will be adopted by a simple majority vote and subsequent approval by the chancellor. Changes will be shared with the campus by August 15.

Shared Governance Flow Chart

Shared Governance Flow Chart



Revised 9/13/17 mc