
*Shared
Governance
Document*

2022-2025

Table of Contents:

Contents

Table of Contents:	2
I. Shared Governance Definition.....	3
II. Shared Governance Core Values	3
III. Administrative Entities	3
IV. Shared Governance Entities	4
V. Shared Governance Committee Operations	10
VI. Shared Governance Committee Membership Guidelines.....	10
VII. Shared Governance Work Group Guidelines	12
VIII. Proposal Process.....	13
Appendix A: Shared Governance Flow Chart	15
Appendix B: Details for Shared Governance Committee Operations	16
Appendix C: Concise Version of Chair and Secretary Responsibilities	17
Appendix D: Reporting Violation of the Shared Governance Process.....	18
Appendix E: ASUMH PROPOSAL FORM	19
Appendix F: ASUMH WORK GROUP RECOMMENDATION FORM	20
Appendix G: Appointment of Shared Governance Committee Members	21
Appendix H: Meeting Dates/Times for Shared Governance Committees.....	21

I. Shared Governance Definition

Shared Governance is the process whereby campus constituencies (administration, community members, faculty, staff, and/or students) express the following core values:

1. Informed and inclusive decision-making
2. Transparency and clarity of operation
3. Open lines of communication between and among all campus constituencies
4. Accountability
5. Mutual respect and trust

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 vested 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 Core Values

1. Informed decision-making: the use of accurate data that is analyzed by relevant subject matter experts and made available to all campus constituencies.
2. Inclusive decision-making: the inclusion of diverse perspectives in decisions and the inclusion of those most affected by decisions.
3. Transparency of Operations: a proactive openness of all shared governance decisions to all campus constituencies.
4. Clarity of Operations: a clear and visible outline of a decision's path from proposal to activation as a campus procedure, process, or policy.
5. Open Lines of Communication: a focus on establishing trust, boosting morale, and fostering positive, collaborative relationships.
6. Accountability: a willingness of all campus constituencies to invest in decision-making and express ownership of the decisions made.

III. Administrative Entities

1. Board of Trustees
 - a. President
2. Chancellor
 - a. Chancellor's Cabinet: membership and meeting times determined by the Chancellor
 - b. Chancellor's Council: membership and meeting times determined by the Chancellor

- c. Chancellor's Council on Diversity: membership and meeting times determined by the Chancellor
- 3. Vice-Chancellor for Academic Affairs
 - a. Academic Cabinet: membership and meeting times determined by the Vice Chancellor of Academic Affairs (VCAA)
 - b. Academic Council: membership and meeting times determined by the VCAA
 - c. Institutional Research and Assessment Council: membership and meeting times determined by the VCAA
 - d. College Activity Board:
 - i. Meets monthly in an open forum that encourages participation from all campus constituents
 - ii. Serves as oversight for all student activities and serves as the venue for the proposal of new student activities
 - iii. Membership: Student Support Specialist, Admissions Coordinator, Associate Vice Chancellor for Marketing and Community Relations, Director of the Secondary Center, Faculty Members (2), SGA Students
- 4. Vice-Chancellor for Operations
 - a. Director's Council: membership and meeting times determined by the Vice Chancellor of Operations (VCO)

IV. Shared Governance Entities

- 1. Faculty Senate
 - a. Membership: Faculty membership of the Senate is determined by its Constitution. Only full-time faculty who are not also members of the Academic Cabinet are eligible to serve as members. The officers of the Senate are chosen through processes described in its Constitution.
 - b. Meeting Time: The Faculty Senate will meet on the 2nd Friday of each month during the Academic Year at 9:30 AM.
 - c. Purpose: Address and advise on all matters related to ASUMH faculty interests including but not limited to the following activities:
 - i. Provide Vice-president or equivalent officer to chair Curriculum committee
 - ii. Provide at-large members to all committees
 - iii. Create proposals to submit to appropriate committees addressing faculty concerns
 - iv. Disseminate all committee proposals to faculty for review
 - v. Suggest amendments to proposals based on faculty input

- vi. Submit reviewed proposals to SGOC for submission to the Chancellor for implementation or for return to originating committee if amendments to proposal are advised.
 - vii. Disseminate Chancellor's actions taken on proposals to the Faculty
 - viii. Hold full faculty vote on actions that amend the Faculty Handbook and the Faculty Senate Constitution.
- d. Work Groups: The Faculty Senate Constitution allows it to form sub-committees as it sees fit. The Senate may recommend the creation of a work group to a shared governance committee using the workgroup recommendation form.

2. Staff Senate

- a. Membership: Staff membership of the Senate is determined by its Constitution. Only full-time staff who are not also members of the Chancellor's Cabinet are eligible to serve as members. The officers of the Senate are chosen through processes described in its Constitution.
- b. Meeting Time: The Staff Senate will meet once a month during the Academic Year as determined by the Staff Senate.
- c. Purpose: Address and advise on all matters related to ASUMH Staff interests including but not limited to the following activities:
 - i. Provide Vice-president or equivalent officer to chair Planning and Budgeting committee
 - ii. Provide at-large members to all committees
 - iii. Create recommendations to submit to appropriate committees addressing staff concerns
 - iv. Disseminate all committee recommendations to staff for review
 - v. Suggest amendments to recommendations based on staff input
 - vi. Submit reviewed recommendations to SGOC for submission to the Chancellor for implementation or for return to originating committee if amendments to recommendation are advised
 - vii. Disseminate Chancellor's actions taken on recommendations to staff
 - viii. Hold full staff vote on actions that amend the Staff Senate Constitution.
- d. Work Groups: The Staff Senate Constitution allows it to form sub-committees as it sees fit. The Senate may recommend the creation of a work group to a shared governance committee using the Work Group Recommendation Form.

3. Shared Governance Oversight Council

- a. Voting Membership: The council consists of the officers of the Faculty and Staff Senate and the Student Government. The Chair and the Secretary of the council will be selected by vote from its members.

- b. Meeting Time: The council may meet up to once a week during the academic year at a time and place decided by the chair and other members of the council
 - c. Purpose: Address and advise on all matters related to shared governance on the ASUMH campus. These include but are not limited to the following activities:
 - i. Present all committee proposals to the Faculty and Staff Senates and the Student Government for review.
 - ii. Return any suggested amendments to proposals from the Senates and SGA to the originating committee.
 - iii. Present reviewed proposals to the Chancellor.
 - iv. Advise Chancellor on all shared governance related activities.
 - v. Ensure that shared governance processes are being followed as outlined in the Shared Governance Document.
 - vi. Respond in writing to violations of the shared governance process (See Appendix D.)
 - vii. Revise the Shared Governance document every three years.
 - d. Work Groups: The Shared Governance Oversight Council may create and assign work groups to investigate violations of the shared governance process and to revise the Shared Governance document.
4. Shared Governance Committees
- a. Academic Affairs Committee
 - i. Voting membership: the committee's voting members will consist of one faculty member from each individual school chosen by the school, one at-large faculty member chosen by the Faculty Senate, three staff members chosen by the classified (2) and non-classified (1) staff divisions, one at-large staff member chosen by the Staff Senate and one student representative selected at-large by Student Government. The chair and secretary will be selected from the faculty and staff voting membership.
 - ii. Non-voting membership: Academic Deans, one at-large member selected by the Chancellor's Council on Diversity
 - iii. Non-voting attendees: VCAA, academic and non-academic department heads or directors
 - iv. Meeting Time: the committee will meet on the 1st Friday of each month during the Academic Year at 9:00 AM. All work groups will report activities during the monthly meeting.
 - v. Purpose: Address and advise on all matters related to the academic interests of ASUMH including but not limited to the following activities:
 - 1. Academic Advising
 - 2. Instruction (online, F2F, and I/A)

- 3. Academic Scheduling
 - 4. Assessment of Instruction
 - vi. Work Groups: the committee will create and assign work groups at the proposal of campus constituencies.
 - vii. The committee will appoint an advising workgroup composed of seven members to address advising support. This workgroup will be composed of 4 faculty members and 3 non-classified/classified members not currently serving on any other shared governance committee.
 - viii. The committee will appoint an online workgroup composed of seven members to address online and hybrid course development. This workgroup will be composed of 4 faculty members and 3 non-classified/classified members not currently serving on any other shared governance committee.
 - ix. The committee will appoint a library workgroup composed of seven members to address the needs of the library. This workgroup will be composed of 4 faculty members and 3 non-classified/classified members not currently serving on any other shared governance committee.
- b. Student Affairs Committee
- i. Voting Membership: the committee's voting members will consist of one faculty member from each individual school chosen by the school, one at-large faculty member chosen by the Faculty Senate, three staff members chosen by the classified (2) and non-classified (1) staff divisions, one at-large staff member chosen by the Staff Senate and one student representative selected at-large by Student Government.
 - ii. Non-voting membership: Vice-Chancellor of Student Affairs, Admissions Coordinator, Recruiter, one at-large member selected by the Chancellor's Council on Diversity
 - iii. Non-voting attendees: Student club sponsors academic and non-academic department heads or directors
 - iv. Meeting Time: the committee will meet on the 2nd Friday of each month during the Academic Year at 10:30 AM. All work groups will report activities during the monthly meeting.
 - v. Purpose: Address and advise on all matters related to the student affairs interests of ASUMH including but not limited to the following activities:
 - 1. Recruiting
 - 2. Admissions
 - 3. Financial Aid
 - 4. Student activities
 - 5. Student probation and suspension

6. Assessment of Student Affairs

- vi. Work Groups: the committee will create and assign work groups at the proposal of campus constituencies.
 - vii. The committee will appoint a retention workgroup composed of seven members to address the annual retention plan. This workgroup will be composed of 4 faculty members and 3 non-classified/classified members not currently serving on any other shared governance committee.
 - viii. The committee will appoint a diversity workgroup composed of seven members to address diversity and inclusion. This workgroup will be composed of 4 faculty members and 3 non-classified/classified members not currently serving on any other shared governance committee.
- c. Operational Affairs Committee
- i. Voting Membership: the committee's voting members will consist of one faculty member from each individual school chosen by the school, one at-large faculty member chosen by the Faculty Senate, three staff members chosen by the classified (2) and non-classified (1) staff divisions, one at-large staff member chosen by the Staff Senate and one student representative selected at-large by Student Government.
 - ii. Non-voting membership: Chief Financial Officer, Vice-Chancellor of Operations, one at-large member selected by the Chancellor's Council on Diversity
 - iii. Non-voting attendees: academic and non-academic department heads or directors
 - iv. Meeting Time: the committee will meet on the 4th Friday of each month during the Academic Year at 9:00 AM. All work groups will report activities during the monthly meeting.
 - v. Purpose: Address and advise on all matters related to the operational interests of ASUMH including but not limited to the following activities:
 - 1. Maintenance and grounds keeping
 - 2. Budgeting and finance
 - 3. Human Resources
 - 4. Institutional Assessment and Planning
 - 5. Public Relations and Development
 - vi. Work Groups: the committee will create and assign work groups at the proposal of campus constituencies.
 - vii. The committee will appoint an institutional technology workgroup composed of seven members to address campus technology needs. This workgroup will be composed of 4 faculty members and 3 non-classified/classified members not currently serving on any other shared governance committee.

- d. Curriculum Committee
 - i. Voting Membership: the committee's voting members will consist of two faculty members from each individual school chosen by the school, the Faculty Senate Vice-President, and two student representatives selected at-large by Student Government. The Vice-President of the Faculty Senate shall serve as the chair and is non-voting unless there is a tie vote. The secretary will be the Administrative Assistant to the VCAA and will serve as a non-voting member.
 - ii. Non-voting membership: Academic Deans, Assistant Registrar, Transcript Evaluator, Banner Scribes, one at-large member selected by the Chancellor's Council on Diversity
 - iii. Non-voting attendees: VCAA, academic and non-academic department heads or directors
 - iv. Meeting Time: the committee will meet on the 4th Friday of each month during the Academic Year at 10:30 AM. All work groups will report activities during the monthly meeting.
 - v. Purpose: Address and advise on all matters related to the curricular interests of ASUMH including but not limited to the following activities:
 - 1. Creation and Development of individual classes
 - 2. Creation and Development of Academic Programs
 - vi. Work Groups: the committee will create and assign work groups at the proposal of campus constituencies.
- e. Planning and Budgeting Committee
 - i. Voting Membership: the committee's voting members will consist of one faculty member from each individual school chosen by the school, one at-large faculty member chosen by the Faculty Senate, three staff members chosen by the classified (2) and non-classified (1) staff divisions, one at-large staff member chosen by the Staff Senate and one student representative selected at-large by Student Government. The Vice-President of the Staff Senate will be the chair and is non-voting except in the event of a tie. The secretary will be chosen from the voting membership.
 - ii. Non-voting membership: Chief Financial Officer, one at-large member selected by the Chancellor's Council on Diversity
 - iii. Non-voting attendees: Academic and non-academic department heads or directors
 - iv. Meeting Time: the committee will meet on the 1st Friday of each month during the Academic Year at 10:30 AM when a meeting is necessary. All work groups will report activities during the monthly meeting.

- v. Purpose: Address and advise on all matters related to planning and budgeting of ASUMH including but not limited to the following activities:
 - 1. Creation and Development of long range plan
 - 2. Creation and Development of annual strategic plan
 - 3. Integrating Enrollment plan, Retention plan, and academic and institutional assessment into annual strategic plan and budget
 - 4. Creation and development of annual budget
- vi. Work Groups-the committee will create and assign work groups at the proposal of campus constituencies.

V. Shared Governance Committee Operations

- 1. Committees will meet at an established time unless a committee has no agenda items or a quorum of the committee members cannot be present.
- 2. Committees will make proposed agendas available to the campus through a designated public venue three working days before scheduled meetings.
- 3. Committees will share committee-reviewed minutes with the campus through a designated public venue within five working days of a convened meeting.
- 4. Committees will report proposals to the Shared Governance Oversight Council for review by the Faculty and Staff Senates or submission to the Chancellor.

VI. Shared Governance Committee Membership Guidelines

- 1. Definitions:
 - a. Voting members: These participants are expected to attend all meetings, participate in discussion, recommend action items by a motion and a second, and vote on action items.
 - b. Non-voting membership: These participants are expected to attend all meetings, participate in discussions, and provide necessary information, resources, and guidance. They may recommend action items by motion or second, but they are not to vote on action items.
 - c. Non-voting attendees: These participants are encouraged to attend or designate representatives to attend meetings to be available to provide information, resources, and guidance. They may not recommend action items by motion, nor may they vote on action items.
- 2. Voting Members
 - a. Each academic school and each staff division will select its members through methods established by the school or division during the reconvening week in August of each year. These selections will be reported to the SGOC.

- b. Faculty and Staff Senates and Student Government at-large members will be selected through methods established by those entities.
 - c. Academic school members and staff division members will serve for three year terms. In the first year of committee operation, faculty and staff terms will be one year, two years, and three years as determined by lot.
 - d. Faculty and Staff Senate and Student government at-large members may serve one year terms but not more than three year terms.
 - e. The Chairs and Secretaries of committees will be members in their second or third year of committee service with the exception of the Curriculum Committee chair (Chair is Vice-President of Faculty Senate.) and the Planning and Budgeting Committee (Chair is Vice-President of Staff Senate).
 - f. The SGOC will dismiss a voting member from committee service and ask the appropriate entity for a replacement member of the committee if the voting member (1) fails to attend more than two meetings in a row, (2) fails to attend more than half of the meetings in an academic year, or (3) resigns or is otherwise incapable of attending committee meetings. The replacement will serve the remainder of the dismissed or resigning member's term. Chairs or secretaries of committees should report non-attendance or resignation of voting committee members to the SGOC as soon as possible.
 - g. No voting member will serve on more than two shared governance committees at a time nor on more than two work groups while serving as a voting member of a shared governance committee.
 - h. Persons who are not serving as voting members on shared governance committees will not be limited in the number of workgroups on which they may serve.
 - i. Voting members may designate a proxy to speak on their behalf in shared governance committee meetings. However, proxy speakers will not be allowed to vote.
3. Non-Voting Members
- a. As these members are to provide guidance and resources, any member may designate a representative to attend on his or her behalf.
 - b. Members will select their representatives through a method established by the individual member.
 - c. Committees may request a representative be provided from a department or office if none is provided. This request will be made to the supervisor of that department or office.
4. Guests
- a. Participation in shared governance committee activity is not limited to voting and non-voting members. All committee meetings are open to any who wish to attend. However,

guests should be aware that, unless they are on the agenda, they may not be allowed speak during committee discussion. Committee discussion is for committee members.

VII. Shared Governance Work Group Guidelines

1. Formation of Work Groups

- a. A work group is created when an administrative entity, a shared governance entity, or other campus constituent determines that a shared governance activity needs to be addressed for which there is no currently constituted body to which the activity can be assigned for consideration. A proposal will be made to the Shared Governance Committee most appropriate for the activity. The proposal for the creation of a shared governance work group must include the following information:
 - i. A thorough description of the activity to be addressed and purpose to be served
 - ii. An indication of whether the group will be requesting data and, if so, a general description of data needed
 - iii. A timeline for the completion of the group's activities
 - iv. Suggestions for possible group membership to be approved by the committee (optional)
- b. A Shared Governance committee, upon receiving the request for the formation of a work group, will approve the formation of the work group with the following exceptions:
 - i. Another work group is currently addressing the same or very similar activity
 - ii. Required information is missing or incomplete
- c. If corrections to these exceptions can be made during a committee meeting, the work group can still be granted approval by the committee.

2. Work Group Membership

- a. Work groups consist of no less than five members and nor more than 9 members.
- b. All campus constituents are eligible to serve on work groups.
- c. Membership should try to reflect the different areas of campus personnel. However, expertise in the subject area of the activity is preferable to equal representation.
- d. No voting member will serve on more than two shared governance committees at a time nor on more than two work groups while serving as a voting member of a shared governance committee.
- e. Persons who are not serving as voting members on shared governance committees will not be limited in the number of workgroups on which they may serve.
- f. A Chair and secretary of the workgroup will be chosen from its membership.

3. Work Group Meeting Times and Locations

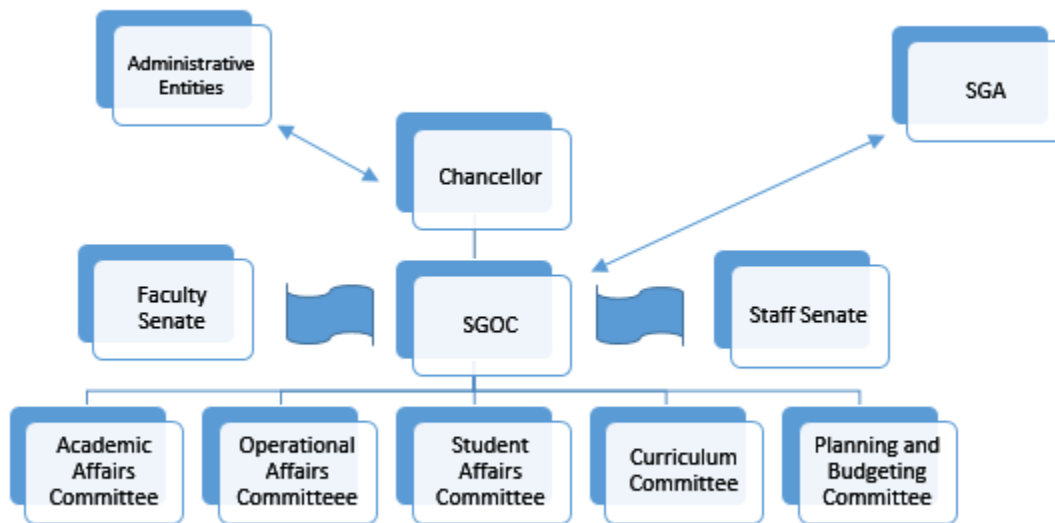
- a. Meeting times and locations will be decided by the chair of the work group in cooperation with its members.
 - b. Work groups are not required to hold physical meetings. Activities may be completed via technological means.
4. Work Group Purposes
- a. Work groups will engage only in requested activities.
 - b. Work groups will report all minutes and proposals to the committee from which they were formed at the monthly meeting of that committee each month until the activity is completed.
 - c. After completing the requested activities and reporting all minutes and proposals to the forming committee, a work group will be disbanded.

VIII. Proposal Process

1. Any administrative entity, shared governance entity, or other campus constituent who determines that an ASUMH campus activity, policy, or practice needs to be added, amended, or abolished may submit a proposal to the appropriate shared governance committee by following these guidelines:
 - a. Complete an *ASUMH Proposal Form*
 - b. Submit the completed form to the appropriate shared governance committee
 - i. Committee members may submit proposals to their respective committees or to other committees
2. Submitted proposals will be discussed at the next monthly meeting of the shared governance committee provided they meet the following criteria:
 - a. The *ASUMH Proposal Form* is submitted to the Shared Governance committee at least seven working days before the scheduled meeting to be placed on the agenda.
 - b. The *ASUMH Proposal Form* is complete to the satisfaction of the committee.
 - c. The *ASUMH Work Group Recommendation Form* is attached if a work group will be needed.
 - d. The submitting constituent or representative is present at the meeting to discuss the proposal.
3. If a shared governance committee decides that a proposal should not proceed further through the shared governance process, the submitting entity or constituent may not re-submit the same matter to any committee for one academic year.
4. If a shared governance committee decides that a proposal should proceed through the shared governance process, it will proceed as follows:
 - a. Committee submits proposal to SGOC
 - b. SGOC submits the proposal to the Faculty and Staff Senates and SGA.

- i. After consulting with constituents, Senates and SGA may amend the proposal or forward through shared governance process as reviewed without amendments.
 - 1. Amended proposal or reviewed without amendments submitted to SGOC
 - a. Amended proposal re-submitted to Shared Governance committee for review
 - OR
 - b. Reviewed without amendments submitted to Chancellor
- c. Reviewed proposals are submitted to SGOC for presentation to the Chancellor
 - i. Chancellor may make amendments or ask SGOC to re-submit to another entity to amend.
 - 1. Amendments are reviewed following process above.
 - OR
 - ii. Chancellor approves proposal and assigns the matter to the appropriate administrative office for implementation.
 - 1. Conveys approval and assignments to SGOC for dissemination to Senates and SGA
 - a. Senates and SGA disseminate Chancellor's approval and assignment to constituents
 - OR
 - iii. Chancellor disapproves of proposal and conveys rationale to SGOC for dissemination to Senates and SGA

Appendix A: Shared Governance Flow Chart



1. Committee submits proposal to SGOC for review.
2. If Senates and SGA review proposal and do not amend, proposal is returned to SGOC for submission to Chancellor.
 - a. Chancellor assigns activity to administrative entity for implementation and conveys approval and assignment to SGOC for dissemination, or
 - b. Chancellor asks for amendments to proposal and process begins again in originating committee, or
 - c. Chancellor disapproves proposal and conveys rationale to SGOC for dissemination

OR

1. Committee submits proposal to SGOC for review.
2. Proposal amended by one Senate or SGA is reviewed by other Senate or SGA. Joint meetings may be called to combine or approve amendments.
3. Proposals amended by the Senates or SGA are returned by SGOC to the originating committee for review. If amendments are not accepted, proposal process begins again.
4. If committee accepts amendments, proposal is returned to SGOC for submission to Chancellor.
 - a. Chancellor assigns activity to administrative entity for implementation and conveys approval and assignment to SGOC for dissemination, or
 - b. Chancellor asks for amendments to proposal and process begins again in originating committee, or
 - c. Chancellor disapproves proposal and conveys rationale to SGOC for dissemination

Appendix B: Details for Shared Governance Committee Operations

- A. Committees will meet at the established time unless a committee has no agenda items or a quorum of the committee members cannot be present.
- B. Committees will make agendas available to the campus through a designated public venue three to five working days before its scheduled meeting.
 - i. Items to be added to a committee agenda must contain the following:
 - 1. Proposal
 - 2. Rationale
 - 3. Beneficiaries
 - 4. Cost analysis
- C. Agenda items should be prioritized.
- D. Committee chairs will send the approved agenda to the campus via email (asumh@asumh.edu) at least five work days prior to the scheduled meeting.
- E. Quorum is established when a majority of voting members are present.
- F. Roles:
 - i. Chair – ensures team moves through agenda, decisions made, and follow-up by whom/by when.
 - ii. Secretary – records meeting minutes and attendance
- G. Meeting norms:
 - i. Arrive/start/end on time
 - ii. Prepare to participate
 - iii. No side conversations
 - iv. Minutes are transparent/public
- H. Key Principles:
 - i. Esteem – be specific and sincere
 - ii. Empathy – describe facts and feelings for others to feel heard and understood
 - iii. Involve – unleash ideas with questions
 - iv. Share – disclose feelings and insights to build trust
 - v. Support – specify the level of support you'll provide (support without removing responsibility)
- I. Committees may form work groups as needed to gather information and present material at the next meeting to resolve lengthy agenda items.
 - i. Key stakeholders and those with specialized knowledge or training should be the preferred membership as work groups are formed.
- J. Committees will share committee-reviewed minutes with the campus through a designated public venue within five working days of a convened meeting.
- K. Committees will report proposals to the Shared Governance Oversight Council for review by the Faculty and Staff Senates.

Appendix C: Concise Version of Chair and Secretary Responsibilities

To maintain professional integrity during Shared Governance Committee and Work Group meetings and to ensure that meetings are conducted in a manner that allows all attendees to feel comfortable sharing their ideas and opinions, Robert's Rules of Order will be followed. The chairperson of the committee or work group is responsible for setting the procedural tone of the meeting and in leading the attendees through parliamentary processes.

Committee and work group chairs and secretaries will undergo training in parliamentary procedures and Robert's Rules in the fall semester of each academic year once these positions have been filled.

Responsibilities of the Committee and Work Group Chair as per Robert's Rules

- Call the meeting to order on time
- To recognize members entitled to the floor
- To state and to put to vote all questions which are regularly moved and to announce the result of the vote
- To protect the assembly from annoyance from evidently frivolous motions by refusing to recognize them
- To assist in the expediting of business in every way compatible with the rights of the members
- To restrain the members when engaged in debate within the rules of order
- To enforce on all occasions, the observance of order and decorum among the members
- To inform the assembly on a point of order or practice pertinent to pending business
- To authenticate all the acts, orders, and proceedings of the assembly declaring its will and in all things obeying its commands

Responsibilities of the Committee and Work Group Secretary as per Robert's Rules

- To keep the records of the committee and the minutes of the meetings
- To keep a register, or roll, of the members and to call the roll when required
- To notify constituents of their appointments to the committee and workgroups of the committee
- To furnish committees with all papers (proposals) referred to them
- To send out proper notices of all called meetings
- To conduct the correspondence of the committee

Appendix D: Reporting Violations of the Shared Governance Process

Suspected violations of shared governance core values and shared governance processes should be reported to the Shared Governance Oversight Council in writing as soon as possible after the questionable actions have occurred. Upon the receipt of a documented suspected violation, the SGOC will follow this process:

1. Perform an informal inquiry of the meeting attendees,
2. Provide guidance and instruction to remedy future violations for minor offenses,
3. Prepare and submit a written report to the appropriate administrators if violation is deemed serious or repetitive in nature,
4. Suggest in the written report appropriate actions to correct the violations in a written report,
5. Receive the corrective action taken by the administrator in a written report,
6. Maintain records of written complaints, SGOC written reports, and administratively written reports in association with the reported violations.

Appendix E: ASUMH PROPOSAL FORM

1. Submitted to the	Committee on this date:
Estimated time needed to present proposal: five minutes ten minutes fifteen minutes	
2. Is this proposal a notification of change in an administrative process? Changes in administrative processes need not proceed through the shared governance.	
3. Please provide a detailed description of the proposed activity, policy, or practice.	
4. Does this proposal amend or abolish a current activity, policy, or practice? If so, please list current activity, policy, or practice.	
5. Will this proposal require budgetary expenditures? If so, please provide an estimated amount.	
6. Will this proposal require the formation of a work group to study and recommend regarding the proposal? If so, please attach a Work Group Committee Recommendation Form. Yes No	
7. Submitted to the SGOC by committee on this date:	
8. Faculty and Staff Senate and SGA amendments:	
9. Faculty and Staff Senates, SGA, and Committee review completed on this date:	
10. Submitted to Chancellor by SGOC on this date:	
11. Chancellor's approval, assignment, and comments:	
12. Proposed activity completed on this date:	

Appendix F: ASUMH WORK GROUP RECOMMENDATION FORM

Submitted to the	Committee on
Please provide a thorough description of the activity to be addressed and the purpose to be served by the Work Group:	
If the Work Group will be requesting data, please indicate a general description of the data needed:	
(Optional) Please indicate suggestions concerning possible group membership explaining why the person (or area) is needed.	
Please provide a timeline for the completion of the Work Groups activities:	
Please indicate the results of the Work Group's activities:	
Date Submitted to Committee:	

Appendix G: Appointment of Shared Governance Committee Members

Each Institutional Entity will appoint/reappoint the Committee Members indicated during the Fall Reconvening Week

	Faculty Senate	Staff Senate	School of Arts & Sciences	School of Business & Tech	School of Health Sciences	Classified Staff	Non-Classified Staff	Students
Academic Affairs	1	1	1	1	1	2	1	1
Student Affairs	1	1	1	1	1	2	1	1
Operational Affairs	1	1	1	1	1	2	1	1
Curriculum Committee	VP	1	2	2	2	2	1	1
Planning & Budget Committee	1	VP	1	1	1	2	1	1

Appendix H: Meeting Dates/Times for Shared Governance Committees

	1 st Friday	2 nd Friday	3 rd Friday	4 th Friday
9:00	Academic Affairs			Operational Affairs
9:30		Faculty Senate / Staff Senate		
10:00				
10:30	Planning/Budget	Student Affairs		Curriculum