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Central Oregon Community College Campus

College Affairs Committee: Proposal to Establish a New Committee

Background:

In 2011-12, the Faculty Forum Executive Team supported the formation of a Shared Governance Task Force[1] because of the belief that the General Procedures Manual describing representative governance at COCC was out of date. That Task Force drafted a definition, adopted in 2013, of "shared" governance at COCC.

However, there were two other goals that the Forum's Shared Governance Task Force had that we did not pursue at the time: one was the creation of a shared governance handbook, and the other was a Shared Governance Advisory Team or Work Group. The creation of this work group had wide appeal across the College; however, there were questions about the work load, the membership, and ultimately, the "ownership" of such a work group. In February 2016, College Affairs agreed to create a Shared Governance Task Force that would begin to test out the viability of the work proposed as well as determine the need for a standing committee.

Rationale/Responsibilities:

Since February 2016, the Shared Governance Task Force has met twice a month, and has started the following initiatives that we believe a standing committee would be able to continue and build upon.

- Provided training, and acted as a resource, for policy committee members and chairs through two Shared Governance workshops (Sept and Dec. 2016); a Shared Governance Handbook; and meetings with individual chairs and policy committees;
- Began a process that would help with communication between committees and college at large by encouraging all committee chairs to share quarterly, or at least annual, updates on the work accomplished by their committee.

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[1] Shared Governance Task Force 2011-13: Stacey Donohue, Steve Bidlake, Amy Harper, Stephanie Andre´, Tina Hovekamp, Kathy Smith, Tony Russell.

- We started the first annual review of the Committee Matrix and the General Policies Manual to ensure that they are in alignment and facilitate changes as needed.
- We began work on a flow chart to assist any member of COCC in determining how to propose a new or revised Policy.

Purpose:

The Shared Governance Committee would be an Advisory Committee reporting to College Affairs.

The purpose of the Shared Governance Committee is to primarily function as a resource for the chairs and members of committees doing the work of shared governance at COCC. Shared Governance committee members will be ex-officio guests at policy committee meetings (specifically, Academic and College Affairs) to provide new chairs with guidance on the decision making process. The Committee members will also be available as a resource should problems arise within committees and recommend changes.

The Committee would also be responsible for facilitating the following annual activities:

- Establish and maintain a culture where Shared Governance is both valued and effective;
- Shared Governance Workshops for new committee chairs and members each fall;
- Updating of the Shared Governance Handbook;
- Working with committee chairs, review annually the Committee Matrix and its alignment with the General Policies Manual;
- Develop and initiate a process of assessing the effectiveness of Shared Governance at COCC generally, and do an annual ~~audit~~ review of the committees, which will entail , collecting, ~~compiling and sharing quarterly and annual~~ and compiling End of Year reports~~, and~~, looking for redundancies, and encouraging transparency between committees and with the College at large. ~~making the work of committees more transparent to other committees and to the College at large and to avoid redundancy between committee's work.~~
- Develop a process of improving communication between committees and college groups, including determining the best location of a repository of key committee documents.

- ~~Support review and updates of the GPM periodically~~ Facilitate an annual review of the General Policy Manual by stakeholders.

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Members:

All members of the Committee are voting members.

Appointments shall be made annually with staggered three year terms, after the initial transition years are over. The current committee members will select a faculty member to chair the Committee for a 3 year appointment, since the Chair has to be very conversant with the work of Shared Governance at COCC. The goal is to invite members who have been at the College long enough to have a basic understanding of the College's committee structure, and who have served on a policy committee in the past.

Area Represented	Appointment/Election	Term
Administrator ~~or~~	Appointed by the President	3 year
Classified	Appointed by the Classified Association Executive Committee	3 year
~~Faculty (a)~~At Large	~~Elected by the Faculty Forum (Faculty member must be at Associate Professor rank and have served on a policy committee)~~Recommended by the Shared Governance Committee and Appointed by the President	3 year
Faculty ~~(b)~~	Elected by the Faculty Forum (Faculty member must be at Associate Professor rank and have served on a policy committee)	3 years

Transition from Work Group to Committee

Position	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
~~Administer~~Administrator									
Classified									
~~Faculty (a)~~Faculty									
~~Faculty~~ At Large~~(b)~~									