Central Maine Community College
Charter of Governance

Introduction

Central Maine Community College's shared governance system is used to develop, evaluate and recommend curriculum and College-wide policy implementation or changes. The shared governance process utilizes the collective expertise and intelligence of the College community in making these recommendations. All members of the College community have a right to be heard and to participate in the governance of the institution. Usually, the governance process will concern itself with curriculum and policy contained in the Academic Catalog, but all affairs of the College are open to discussion and are within the scope of the governance process with the exception of issues that are the subject of collective bargaining agreements or confidential issues relating to individuals. While all professionals within the College may reasonably be expected to participate in the governance process, service on any committee is voluntary. Consensus is the preferred method of decision making.

Councils, Committees & Senates

Governance councils and committees are appointed annually at the start of each academic year by the College president. The president's office will send a College-wide email in late July to solicit for membership for committees. Using the responses garnered from the solicitation and the previous year's committee composition for continuity of membership, the College president will propose a slate to the Faculty Senate president. The Faculty Senate president can provide input and nominate other faculty members for committees. In the absence of a Faculty Senate president, due to instances such as retirement or resignation, the College president will present the slate to the Faculty Senate vice president. The final slate is determined by the College president.

Council and committee members are expected to attend meetings regularly and arrive prepared in advance to discuss agenda items. Committees are composed of the following:
- 4-6 full-time faculty
- 1-2 support, supervisory or ASFME staff
- 2-3 administrators who do not report to the College president
- 1-2 deans

Committees select their own chairs, vice chairs and minute takers, positions for which deans are not eligible. Committees are responsible for developing their own agendas and for posting meeting minutes in SharePoint within one week after meeting minutes are approved.

Councils

Leadership Council reviews and makes decisions about recommendations sent forward from Faculty Senate. These are usually policy or curriculum recommendations that involved changes to the College's Academic Catalog. Leadership Council is chaired by the president and is composed of the deans of the College, the president and vice president of Faculty Senate, the

president and vice president of Student Senate, one representative of the administrator unit, the support unit and the supervisory unit who does not report to the president chosen by a caucus of each of those constituencies. Leadership Council will develop and vote on the annual academic calendar after consulting with key constituent groups.

The **Horizons Council** is responsible for developing and monitoring the implementation of the Strategic Plan. In addition, Horizons Council is responsible for coordinating institutional accreditation matters. Horizons Council is chaired by the president and is composed of members of the College constituencies appointed by the president. Appointments to Horizons Council vary in length but usually will be for the full duration of developing and implementing a strategic plan, or for the period of time it takes to prepare for and write a NECHE comprehensive or interim report.

The **Strategic Enrollment Planning Council (SEP)** is responsible for the enrollment management planning of the College and is appointed by the president. SEP Council focuses its efforts on recruitment and retention planning and coordinates workgroups comprised of faculty, administrators and staff.

The **Diversity, Equity and Inclusion Council (DEI)** is responsible for making recommendations to help establish a supportive and welcoming environment for students, employees and visitors of all backgrounds and demographic characteristics. The council is appointed by the president and focuses on developing and promoting strategies and best practices within the realms of racial, social, sexual and gender diversity; organizing cultural awareness activities and displays; and planning DEI professional development for students, faculty and staff.

Committees

The **Academic Programs Committee (APC)** is responsible for reviewing recommendations related to changes or additions in academic program curriculum that would result in a change to the academic catalog. Recommendations are submitted using the APC routing sheet and might include new programs/courses, changes to existing programs/courses, course prerequisite/corequisite changes, or discontinuance of programs/courses. When designing and approving curriculum it is essential to follow the MCCS 300 series polices when applicable and to note that some recommendations will require MCCS Board of Trustees approval after the CMCC governance process.
Key 300 series policies:
Policy 302- Criteria for Academic Credentials
Policy 303- Program Planning and Discontinuance
Policy 305 Substantive Change in Academic Programs

The **Academic Standards Committee (ASC)** is responsible for making recommendations related to academic standards such as grading, academic credit, honors designation, academic dishonesty, admissions requirements, scheduling, and academic standing protocols for probation, suspension and dismissal.

The **Facilities & Safety Committee (FSC)** is responsible for making recommendations related to facility and safety enhancements of the campus, conducting audits to improve safety, working with academic and administrative departments to support OSHA and other safety requirements are followed, and inventorying safety tools on campus.

Senates

The **Faculty Senate** is responsible to furnish the faculty of CMCC with a mechanism for providing policy guidance on all matters related to the academic mission of the College. To accomplish this goal, the Senate has established itself as a democratically functioning constituency within the College. It has a constitution, bylaws, elected officers, a committee structure, and two seats on the Leadership Council.

The **Student Senate** is a democratically functioning body representing the student body that operates under its own constitution and bylaws, which are found in the Student Handbook. The senate has elected officers and is allocated two seats on Leadership Council.

In addition to the above committees, taskforces or subcommittees may be designated from time to time to coordinate operations, engage in search and screen processes, and the like.

Procedures

1. Committees, acting on their own initiative or at the request of the College president, the Faculty Senate, the Student Senate, or a College dean, will review a proposal and formulate a recommendation to approve or deny the proposal. If the committee needs more information in order to make a recommendation, they will gather it or request it from the originator of the proposal. Committees can make suggestions for changes and return the recommendation to the proposal originator for review in which case the originator has 10 business days (does not apply during breaks) to respond. If approved, the proposal will be forwarded to Faculty Senate. If denied, the committee chair will provide a written rationale to the originator of the proposal.

2. The Faculty Senate may accept or deny the recommendation. If accepted, the recommendation is forwarded to Leadership Council. If denied, a written rationale from the Faculty Senate president or vice president is provided to the committee chair that sent the proposal forward and to the originator of the proposal and the proposal does not move to Leadership Council. Faculty Senate may also make suggestions for changes and return the recommendation to the committee for review in which case the committee has 10 business days (does not apply during breaks) to respond. If Faculty Senate takes no action on the recommendation within thirty calendar days of receipt, the committee recommendation will proceed to Leadership Council.

3. Leadership Council may accept or deny the recommendation. Leadership can make suggestions for changes and return the recommendation to the originating committee for review in which case the committee has 10 business days (does not apply during breaks) to respond. If the committee decides not to accept proposed changes or does not respond,

Leadership Council can decide if the recommendation will be approved as submitted or with the proposed changes.

In order for a committee, Faculty Senate or Leadership Council to vote, a quorum is needed. A quorum is reached when at least half of the members are present to vote, and includes members who voted in writing prior to the meeting.

<u>Timeline</u>

During the academic year, committees will meet at minimum the first week of the month, Faculty Senate will meet at minimum the second week of the month, and Leadership Council will meet at minimum the fourth week of the month. These timelines may vary slightly based on breaks and holidays, but should be followed to the best ability possible in order to keep the business of the College moving forward. Additional meetings will be scheduled as needed.

When exceptional speed is required in the decision-making process, usually as a result of an externally imposed deadline when committees are not usually in session, the Leadership Council may use a "fast track" process in lieu of the above. The "fast track" process entails the Leadership Council proposing a decision and informing the appropriate committee, the Faculty Senate and other constituency groups, as appropriate, of that proposed decision. The committee, the Faculty Senate, other constituency groups, or if formal meetings do not take place, individual members of the above, may then comment on the proposal. If the committee does not choose to act during the period of time specified in the proposal, the Leadership Council will proceed to implement the decision.

Recommendations can be made throughout the entire academic year, however, for academic program changes, it is ideal that the governance process be complete before students start to register for the upcoming fall semester in March. The suggested timeline to submit major recommendations, especially those that require MCCS Board of Trustees approval such as new academic programs or program changes of more than 50%, is mid-November to allow time for the internal governance process to occur and then for the recommendation to be presented at a MCCS Board of Trustees meeting. Please note that the MCCS Board of Trustees does not meet every month.

In most cases, particularly in the case of changes to the academic inventory or to curriculum, recommendations that are approved by Leadership Council are implemented at the start of the next academic year.

<u>Limitations</u>

This document represents the best intentions of the various parties. It is not a legal instrument and does not modify the authority of the Board of Trustees or the administration to operate the institution.

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