

**B-6a PROCEDURE****Shared Governance**

Southeast Community College utilizes a shared governance approach to engage numerous internal constituencies in the College's operations and fulfillment of its vision, mission, and strategic goals and objectives. SCC achieves shared governance through the following: planning processes, collaborative initiatives, policies and procedures, campus student senates, Board of Governors Faculty Representative, data-informed practices, proactive data collection, campus communications, and curriculum development and review processes. To facilitate shared governance, the College is committed to Goal 9.6 of its 2020-2024 Strategic Plan to "maximize a positive and engaging organizational climate by encouraging input, reflective and transparent communication, and compassion and respect toward the views and ideas of others." The College's climate is a key component to promoting shared governance at all levels of the institution.

**Planning Processes**

SCC's Strategic Planning Team is activated during the planning cycle described in the Strategic Plan Policy and Procedure (A-23). Strategic Planning Team members are selected by SCC's Administrative Team and include representatives from faculty, staff, and administration. The Strategic Planning Team meets regularly to review environmental scanning data and develop data-informed recommendations for strategic goals and objectives. The team also provides recommendations on potential revisions to the Mission, Vision, and Values statements. Recommendations are reviewed and approved by the College's Administrative Team and presented to the Board of Governors for approval. Any changes to the mission statement are reported within 30 days to the Higher Learning Commission to ensure compliance with HLC's substantive change policies.

Following Board approval of the Strategic Plan each division, department, and program across the college develops and implements strategies on an annual basis through the Mission Action Plan (MAP) process which are connected to strategic goals and objectives. Employee input is an integral part of the implementation and evaluation of annual strategies. Leaders of each area report plans and results via the College's designated planning and assessment software.

**Collaborative Initiatives**

All major initiatives such as strategic planning, calendar conversion, construction projects, College and program-level advising, crisis management, program development, assessment processes, curriculum development, safety and security strategies, and co-curricular programming utilize steering committees composed of employees from all areas of the College. The Chair and/or Co-Chairs identify potential committee members from all areas of the College. Supervisors of potential committee members are first consulted to ensure a potential committee member would have the time and flexibility to fully participate on the committee.

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### **Campus Student Senates**

The College utilizes campus student senates to inform decision making related to student affairs programming, facilities, tuition and fee rates, campus amenities, safety and security, and other practices and features related to the learning environment. Student senate members discuss potential student-centered activities and events as well as areas of concerns. They share results of these discussions with the student populations and Deans of Students on their respective campuses. Student senate meetings are open to all students. As part of the regular board meeting agenda, a student senate officer provides a monthly update on student activity programming and other student matters.

### **Board of Governors Faculty Representative**

The board representative provides a monthly update to all faculty prior to each month's board meeting and answers specific questions faculty members may have regarding board proceedings. A board update is also presented to the Faculty Executive Team each month. As a liaison between the board and the faculty, the faculty representative also serves as a member of the Faculty Association Executive Team and helps facilitate questions or concerns. Any concerns that might need addressed are shared with the college president and/or appropriate administrator (e.g. HR or VPI) for review/discussion.

The Faculty Association Executive team meets monthly, one week prior to the Board of Governors meeting. A board update is provided at each of these meetings. In addition, the Board Representative emails all faculty with a brief monthly update with links to board minutes, board support documents, and a brief summary of the previous month's meeting, with particular emphasis on topics that directly relate to faculty. Topics include board meetings and work sessions that directly impact faculty such as program proposals, program reviews, presentations, Strategic Plan, policy updates, etc.

### **Data-Informed Practices**

A set of standard reports is available and updated regularly by staff from the Office of Institutional Research. Many standard reports and data are available via the Fact Book on the public website. The Fact Book is intended to provide general data about the College and includes sections for Courses, Enrollment, Faculty and Staff, Financial, FTE and REU, Graduates and the Service Area. Additional dashboards and interactive reports are available internally on, where access is provided via role-based security.

The typical source for student-related data is Zogotech, a warehouse of information from the College's enterprise management system, Ellucian Colleague. Zogotech allows IR staff to efficiently compile data for multiple requests. Any employee may request other data by completing the IR Request Form available on SCC's public website. The IR team works collaboratively to determine the information to be used to meet the needs of requests and for internal quality control. Data is shared on a regular basis with the Board of Governors to provide information for items presented for approval.

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### **Proactive Data Collection**

SCC employees have the opportunity to share input on various college operations via regular surveys. The Office of Institutional Research and senior administrators utilize survey data to inform institutional decisions. Some surveys are conducted independently, including Student and Employee Climate surveys, Graduate survey and topic-focused surveys. Additionally, other surveys are done in conjunction with outside consortiums and other institutions. Examples include Community College Survey of Student Engagement (CCSSE) and the Survey of Assessment Culture.

Student and employee surveys are conducted on a regular basis following a schedule maintained by the IR Office. Surveys of other groups such as employers and community members, are done on an ad hoc basis. The Office of Institutional Research assists with survey development, administration, and analysis. Survey results are summarized and shared with the requester and are regularly used for decision making at the department, division, and institutional level. Most survey results are also posted to the public website.

### **Curriculum Development and Review Processes**

The Curriculum Committee is a faculty-driven standing committee of the Instructional Division, reporting to the Vice President of Instruction. The committee meets on a regular basis during the academic year to review and evaluate course changes, approve or make recommendations for revisions to course changes, and draft policies and procedures related to course syllabus changes and/or Course Information Document changes for consideration by Deans and the Vice President of Instruction.

The Curriculum Committee is tasked with reviewing course change proposals and syllabi, listening to presentations by the faculty requesting the change(s), asking questions, discussing, and then recommending approval, modifications, or denial of the request.

Documentation of Curriculum Committee meetings are provided by the Committee's Administrative Assistant, who records the minutes of each meeting. These minutes are made available to College employees.

### **Policies and Procedures**

A major shared governance strategy of the College is its policy and procedure creation and review process described in SCC's related Policy and Procedure. These documents outline each step of this process and provide detailed instruction related to how an employee or team may initiate a new policy or procedure or recommend a revision to an existing policy or procedure.

### **Campus Communications**

The College's leadership is committed to communicating frequently with its campus communities in relation to its initiatives, vision, mission, strategic goals and objectives, facilities, and other operational matters. College leaders communicate frequently through newsletters, weekly updates, open forums, webinars, and the College's website.

### **Administrative Team**

The College's Administrative Team, which consists of administrators from all areas of the institution, is responsible for the day-to-day operations of the institution. The Administrative Team members bring questions and other feedback from their respective areas to discuss as a group. Members also share information with their areas.

### **Board of Governors**

The Southeast Community College Board of Governors is committed to shared governance by approving policies that promotes broad input and participation in the College's key initiatives and strategic and departmental planning processes. Although the Board of Governors delegates day-to-day management of the institution to the administration, it is committed to making informed budgetary and policy decisions that support the College's Mission, Vision, and Strategic Goals as a part of its vital role in shared governance.

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