

Report of the Shared Governance Review Council
For the Academic Year 2004-2005

Report on Representation – Shared Governance Review Council

The Shared Governance Review Council is directed by its charter to submit a report to the Board of Trustees, the President, and the college community regarding the representation of college stakeholders on each council, committee, etc. that is a part of the college's shared governance structure. Initially, the report was to be submitted as a part of the Shared Governance Review Council's annual report submitted in July. However, the Shared Governance Review Council decided that it would be more effective to submit the report on representation in the Spring semester of each year. Decisions are made in the Spring regarding the makeup of the councils, committees, and task forces that comprise the shared governance structure at ACC. Therefore the greatest impact of the report should be felt just prior to the making of these decisions. This is the first such report.

The Shared Governance Review Council made the decision to focus attention on three major councils; Academic Affairs, Student Services, and Administrative Services, and any other committee or task force that was deemed to be of particular concern this year. This decision was made for two reasons: (1) Changing the report from a Summer to a Spring deadline reduced the amount of time available to complete the report, and (2) The Council did not want to recommend sweeping changes without having first determined the principles of shared governance and best practices that ACC should be following. The Council intends to undertake a thorough review of the shared governance structure at ACC next year. As a result of the above considerations, the recommendations are rather modest in scope and reach.

The recommendations of the council are:

1. The three major councils; – The Academic and Campus Affairs, Student Services, and Administrative Services Councils should have two instructional Deans (one Transfer and one Workforce), two Department Chairs (one Transfer and one Workforce) and two representatives from each Employee Association. The Department Chairs should be from Dean's areas different from the Deans represented. In the system of shared governance

- that the college now has the three councils serve as the ultimate recommending bodies. As such, they should have the broadest possible representation. The recommendations the councils make affect the college as a whole, thus affecting most stakeholders either directly or indirectly. Given that students are the ultimate recipients of the recommendations, the Shared Governance Review Council recommends that two students be on each Council.
2. Academic Affairs Council – Add the Provost, Campus Operations, and two Campus Managers. If this council is to review and make recommendations regarding campus affairs, the campuses *qua* campuses need more representation.
 3. Administrative Services Council – In addition to the recommendation above, the Shared Governance Review Council would also recommend that the Associate Vice-President of Student Services or his/her designee be added to it. Since the links between the areas of student services and the basic functions of the college are many, the recommendations of the Administrative Services Council often impact the work of those in student services.
 4. Facilities Task Force – Add Instructional Deans and Department Chairs in the same number and with the same scheme used for the Councils above. Ensure that there are at least two representatives from each employee association. Facilities affect everyone in the college and are particularly important to the delivery of instruction.
 5. Other recommendations germane to all councils, committees, etc.
 - a. All committees and task forces that report to other councils, committees, etc. should be required to submit a written report of activities, to the council, committee, etc. it reports to on a periodic basis.
 - b. All councils, committees should post provisional minutes as soon as possible after the conclusion of a meeting. This allows the councils, committees, etc.’ members to review minutes well in advance of final approval. This would also provide the broader college a mechanism for determining what the appropriate councils, committees, etc. are working on so that relevant input can be received in a timely and appropriate manner.

- c. All committees that report to a council should provide a written report to the members of the council prior to the meeting at which that item will be on the agenda. We would also recommend that minority reports be forwarded to the council from the committees. A minority report would allow a person or group that disagrees with the recommendations of the committee to forward its disagreement and the rationale for it to the appropriate council. We expect that minority reports will only be filed in those situations where disagreements with the majority were significant and strongly held. A minority report, along with the majority report, will give the receiving council the best opportunity to make good decisions. Good decisions are based on good information.

The Shared Governance Review Council recognizes that the above recommendations may already be practiced by some of the councils and committees. In order to make the system of shared governance as responsive to appropriate input as it can, we recommend that all councils adopt and practice the above recommendations.

Respectfully Submitted,

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Chair, Shared Governance Review Council