



Administrative Rules

SUBJECT: Shared Governance Process **AR#:** 3.05.005
Based on Board Policy: [C-5, Open Communication and Shared Governance](#)
Recommended by Council/President: College President/CEO
Date Approved/Amended: 08/20/2003; amended 06/09/11, 09/08/15

Values

Shared Governance is a system of decision-making processes in which trustees, administrators, faculty, staff, and students advance the mission, goals, and values of the college through appropriate collaboration.

Desired Outcomes

ACC's Shared Governance processes shall ensure:

- timely and appropriate dissemination of information
- decision-making at the appropriate organizational level
- decision-making that incorporates the views of those with relevant information/expertise and of those impacted by decisions
- accountability at all levels and in all phases of decision-making process
- ongoing review of decision-making processes and areas
- periodic recommendations concerning Shared Governance to college administrators and to the Board

Implementation

Recommending Bodies

College councils and committees serve as recommending bodies reflective of and accountable to relevant stakeholders. The primary function of bodies is to make recommendations to administrators, who are accountable for their decision both through the administrative hierarchy and to stakeholders within the ACC community. For this reason, administrators must, in a timely manner:

- notify recommending bodies of actions to be taken concerning their recommendations
- provide the rationale for the action

President/CEO: Richard M. Rhodes Date: 09/08/15

Recommending bodies shall seek broad participation of all relevant stakeholders with expertise in or who are affected by the issues under consideration. Representation on such bodies will be reviewed each year by the Shared Governance Review Council in the light of this goal (See Monitoring Shared Governance).

Representatives from internal employee organizations will be appointed by the organizations according to the internal guidelines of those organizations. Representatives of functional roles in the college (e.g., Deans, Campus Managers, Department Chairs, Lab Assistants, etc.), will be appointed according to a process established by the appropriate administrator.

Representatives serve as liaisons between recommending bodies and the groups they represent. For this reason, representatives have an obligation to fulfill this role in such a manner as to ensure accurate and timely flow of information between organizations and representative bodies throughout the decision process.

Councils and Committees

Institutional decision process is supported by three principal councils, which make recommendations to the administration regarding the institution's major areas of functioning:

- Academic and Student Affairs Council
- Administrative and Campus Affairs Council
- Shared Governance Review Council

Decision-making is further supported by additional participatory bodies, such as committees, ad hoc task forces, work groups, etc. These bodies make recommendations to a Council, to an administrator, or to another committee, consonant with the principle of decision-making at the appropriate organizational level.

Monitoring Shared Governance

The Shared Governance Review Council, which is a broadly representative body, monitors the implementation of and compliance with College Policies and Administrative Rules concerning shared governance. The Shared Governance Review Council includes representation from at least the following:

- internal employee organizations
- Student Government
- functional roles in the college, such as Deans, Department Chairs, etc.

The Shared Governance Review Council will review its composition each year and make adjustments to assure the broadest possible participation of stakeholder groups within the ACC community.

The Shared Governance Review Council will establish and publicize its internal processes and procedures, and all activities of the Council will be open to the college community.

The Shared Governance Review Council may review specific concerns regarding decision-making processes and make recommendations to the administration where appropriate. Requests for review may be submitted to the Shared Governance Review Council by any member of the ACC community. Requests for review may include such issues as structural changes of representative bodies, changes in representation on councils or committees, etc. The Shared Governance Review Council reviews only those aspects of decision-making process related to implementation of or compliance with College policy concerning shared governance. The Shared Governance Review Council will establish and publicize processes whereby such requests for review may be submitted.

At least once each year, the Shared Governance Review Council will deliver a report to the President, the Board of Trustees, and the ACC community concerning the state of shared governance structures and processes in the institution. This report will include review of and recommendations concerning the following areas, in light of the goals of shared governance specified above:

- representative decision-making structures and processes
- representation on decision-making bodies
- compliance with policy regarding shared governance
- Shared Governance Review Council composition and activities

Such reports will include opportunities for input from stakeholders in the ACC community.