

NHTI Shared Governance Plan

In order to create a vibrant and supportive environment of teaching and learning within and outside of the classroom, and to ensure that the institution decision-making is the cornerstone principle of partnership, equity, accountability and ownership, shared governance needs to be the college's guiding framework.

Standard Three: Organization and Governance of New England Commission of Higher Education (NECHE) requires the Chief Executive Officer to effectively manage the institution providing for the "appropriate participation of its constituencies, promotes communication and effectively advances the quality of the institution" (Internal Governance, 6). Faculty have a substantive voice in matters "that relate to their areas of responsibility and expertise" (6).

Shared governance is an inclusive process of decision-making which will include representatives from teaching faculty, librarians, counselors, staff, students and administrators. College Council and its subcommittees will be responsible for recommendations regarding academic procedure formulation, new curriculum and updates, review of procedure implementation, and recommendations for academic procedure modification. College Council will propose recommendations to the President who will approve or deny recommendations based on their merit and support of the institution's strategic goals.

No additional compensation is provided to any members of College Council or subcommittees as shared governance is part of the work of the college. Participation is voluntary.

Structure

20-Member Voting College Council Membership – 10 Faculty/10 Staff

- Faculty Composition: 1 Chair, 4 subcommittee chairs, 1 adjunct, 4 additional faculty
- Staff Composition: 1 Co-Chair, 4 administrators, 4 staff, 1 student senate president
- Faculty will nominate the faculty College Council membership annually and provide the list of the faculty names to the College President by the last **Friday of August, each year.**
- The faculty will determine how they decide who will participate in the shared governance system as well as the length of the terms.
- The President will appoint the staff membership composition annually.
- The first meeting of College Council will be held on the **first Friday of September each year.**
- College Council meetings will be held on **Fridays at 9 a.m.** in the months of September, October, November, December, February, March, April and May.
- An additional May meeting for College Council may be necessary to accommodate an influx of proposals.

Subcommittees of College Council

- 4 Faculty voting members: 1 Chair of each subcommittee, 2 additional faculty and 1 part-time faculty
- The Chair of each subcommittee will also sit on College Council and provide a synopsis of their subcommittee work at the College Council meeting.
- 4 Staff voting members: 1 Co-Chair of each subcommittee, 3 additional voting members, all who do not sit on College Council.
- Subcommittee meeting dates will be determined by the subcommittee chairs and will be held two weeks prior to the College Council meeting dates.
- These dates must be delineated on the college website so that all can access.
- The four subcommittees are based on the four Strategic Plan designations and align with NECHE standards.

Subcommittee Proposal Submissions

- Anyone within the college may submit a thoughtful proposal to the college community. However, it is recommended that these proposals are the end results of external working committee goals of improving the institution in matters related to student success and institutional improvements.
- Proposal Submission Forms, which provide a synopsis of the proposal, must be emailed to the entire college community at least one week prior to the subcommittee meeting dates.
- Proposal submission form link will be available at the website under College Council.
- Subcommittee members will receive an electronic version of the full proposals to their emails at least 5 days prior to the meeting dates. No paper versions will be disseminated.
- After reviewing the proposals, anyone in the college community may email the chair or co-chairs of the subcommittees with their questions related to the proposals or for access to a full proposal. The questions from the college community will be shared at the subcommittee level by the chair.
- The subcommittee chairs or co-chairs will provide an agenda to the college community via email 3 days prior to the meeting dates.

Presentation of Proposals

- It is expected that all subcommittee members and College Council members will have read the proposals.
- Members may bring electronic versions or paper copies of the proposals, that they print themselves.
- Proposals will be presented by one individual.
- Guests are welcome to attend all committees; they do not have a formal vote but will be provided with limited time to share their thoughts on proposals.

- After the proposal is presented, questions may be asked by the subcommittee voting members in order to clarify the proposal, make recommendations to change the proposal for improvements and/or to provide assessment of the value of the proposal for improving student success and institutional improvement.
- After sufficient dialogue, the chair will take a vote on the proposal. Subcommittee members may accept, table or deny the proposal.
- The proposal will pass to College Council through majority vote.
- Minutes will be taken to record the vote.

Submission of Proposals

- The College Council chairs or co-chairs will provide an agenda of the meeting to the entire college community via email 3 days prior to the meeting dates.
- If a proposal is advanced to the College Council, proposals with all voted on changes must be emailed to the College Council members at least one week prior to the College Council meetings. Under extenuating circumstances, this time period may be abbreviated under the discretion of the Chair and Co-Chair of College Council.
- Presentation of proposals will follow the same format as the subcommittee, with faculty chairs of the subcommittees providing brief introductions of their committee’s work prior to the presentations.
- Similarly, College Council members will vote on the acceptance of proposals.
- If College Council approves a proposal, it will be forwarded to the College President for review and approval or denial. If the College President denies a proposal, the reason will be shared with the Chair and Co-Chair of College Council.

Subcommittees

1. Student Success

- Academic issues and procedures as they relate to admissions, advising, and registration, maintenance of academic records, testing, academic standing, grading procedures, academic probation, appeals, degree requirements
- Student retention as it relates to faculty involvement.

2. Curriculum

- Course and program adoption, curriculum development and change.

- The examination of the relevance of the College's academic programs to community needs and trends.
 - The transferability of college credit.
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3. Institutional Research, Effectiveness and Sustainability

- Institutional Research/Surveys
 - Facilitation of the Academic Program Review Process.
 - Review of data utilization.
 - Grant proposals
 - Annual grant & fundraising report and review.
 - Strategic Plan Assessment Tracking.
 - Shared Governance Assessment Tracking.
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4. Assessment of Student Learning and Inclusion

- Annual review of current College practices in online learning and making recommendations for improvements.
 - Assessment of the College's Educated Person/General Education program.
 - Review of course and program assessment processes.
 - Review of civic engagement and inclusion programs for students, faculty, staff, and administration
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College Council Protocol

All are expected to reflect the College's values and ethics; in particular, all are expected to:

- Respect the rights and dignity of others
- Be civil and respectful

Guidelines for Members

Council members are asked to follow the following rules of etiquette:

- Arrive to meetings on time.

- Members unable to attend a meeting, or who will be late, should notify the Chair and co-chair of College Council.
- Members are not permitted to send a voting substitute. Only elected faculty and Presidential administrative appointees have voting privileges.
- Please raise your hand to be acknowledged by the Chair for comments, discussion, and questions at the table.
- After 2 consecutive unexcused absences, members may be asked to discontinue as a member of College Council so that a replacement can be found.
- Agenda items should be submitted to the Chair the Friday prior to the Council meeting for distribution.

Guidelines for Guests

Guests are asked to abide by the following guidelines when interacting with Council:

- Guests are welcome at all meeting of College Council.
- Council will discuss only agenda items for that meeting. Members of the College Community with proposals or issues for Council should contact the Chair of Council no later than the Friday prior to the meeting in order to place items on the agenda for the next meeting. Any adjustments to the agenda are at the discretion of the chair.
- The Initiator of a proposal must be in attendance to present the proposal and answer questions. In the absence of the Initiator, an appropriate designee can present the proposal.
- Guests are welcome to take a seat along the sides of the room. Those with proposals will be asked to join Council at the table when their proposal is being discussed.
- Guests are asked to limit the overview of their proposal to approximately 5 minutes.

7/30/2020

SHARED GOVERNANCE AT NHTI

Shared governance at NHTI is a transparent and inclusive decision-making process that includes faculty, staff, and students. The model embodies a process that encourages every member of the college community to contribute to the mission of the institution. An important cornerstone of the shared governance body is the distinction between a deciding body and a working group. The new model has expanded the opportunity for faculty, staff, and students to contribute and participate in the duties of a deciding body. The formal deciding bodies at NHTI include College Council and four subcommittees that fall under the College Council. The College Council and its four deciding bodies include 32 voting faculty members, 21 staff members, 8 administrators, and 1 student (Student Senate president represents the entire student body). The four deciding body subcommittees are: Student Success, Curriculum, Institutional Research, Effectiveness and Sustainability (IRES) and Assessment of Student Learning, Diversity, Equity, and Inclusion. After these committees review and approve proposals, they are sent to College Council for approval. Once these are approved, proposals are sent to the College President for the third and final approval.

The work of College Council and the four subcommittees revolve around deciding on proposals that are submitted by working groups or individuals. Any working group or individual has the opportunity to submit a proposal to one of the four deciding body subcommittees of College Council for review and approval.

The four deciding bodies are tasked with careful assessment of formal college business that includes the following: curriculum changes, assessment of student learning reports, the annual online report, academic policy changes, the diversity statement, student policy changes, grant updates, and as a rule of thumb, any substantive changes that are made to the College's Catalog and Student Handbook.

The shared governance model also includes a transparent and inclusive process for decisions that complement the work of the College Council and its four subcommittees. This complementary process works in tandem with the work of the shared governance model but allows for managerial-level decision-making that does not go through the shared governance model. While still adhering to a robust vetting process, chaired by the President and her Cabinet, decision-making is conducted by consensus in committees and is communicated with the entire campus by the President or Cabinet designee. Decisions such as convocation and graduation details, retention and enrollment initiatives, and cleaning and safety protocols may be determined by such committees and then shared with the entire college community.

This framework of shared decision-making facilitates a vibrant, supportive environment of collaboration and communication ensuring decision-making uses the cornerstone principles of partnership, equity, accountability, and ownership and is also nimble and responsive to emerging needs.