

**Governance Council Minutes**  
**April 25, 2008**

Present: Spring Ward, Tom Clemens, Tammy Strite, Anna Barker, Judy Oleks, Donna Rudy, Terrie Bidle, Barb Macht

Prior to the meeting with governance committee co-chairs, the Governance Council (GC) met to discuss the NILIE PACE survey results. The Council was satisfied with the report and the NILIE analysis. Overall, the Council feels that the report accurately reflects the current campus climate and there were no “surprise” results. The response rate of 46% was lower than previous climate surveys (50%). The primary reason cited by several GC members based upon feedback they received was that there was concern that responses could be traced back to them. Members of the GC tried to reassure them and encourage participation. It has been determined that we should go back to “paper and pencil” format in the future. The executive summary and the full PACE report will be placed on the College Intranet.

The GC also discussed the terms of committee members that will end as of June 30, 2008. Spring will develop a list of faculty, approved by the Faculty assembly, to replace faculty on the committees. Barb will work with the President to fill the non-faculty vacancies.

**Governance Council and Governance Committee Co-chairs**  
**Meeting Minutes**  
**April 25, 2008**

Present: Spring Ward, Tom Clemens, Tammy Strite, Anna Barker, Judy Oleks, Donna Rudy, Terrie Bidle, Barb Macht, Joe Marschner, Ann Clark, Steve Shank, Jerry Haines, Joan Bontempo

**Progress reports on committee on assignments**

Progress reports for governance assignments were given and updated assignments are found on the Intranet (Shared governance link – Committee Assignments & Progress reports).

**Committee operational issues and process concerns**

Co-chairs expressed continuing concerns in the following areas:

- When given an assignment or charge, it would be helpful to be given background/history related to the assignment. This could help shape the committee’s work if they better understood why they were given the assignment or why there are concerns regarding the assignment.

- Following the concept of true shared governance, the co-chairs request that when a policy recommendation moves out of committee and goes to the President, concerned constituent groups receive it to review at the same time. It is hoped that this will expedite the review process and move it to the Board level more quickly. Committees have been frustrated by “lag” time and having to “revisit” their work frequently.
- A continuing issue remains the “blurry lines” between policy and process/procedures. An example was cited regarding the presentation of the “Credit for Life Experience Policy.” The Board asked that some procedures be “fine turned” before the policy is brought back for approval. The GC needs to continue to work on giving/clarifying these assignments, as well as helping the Board to understand the role of the committees is that of proposing policy and not developing procedures and processes, which is the role of an administrator or unit.
- The co-chairs expressed concern regarding the feedback loop once policies have been approved by the Board.

### **Policy recommendations expected in May or June**

The following committees plan to bring recommended policies forward to the Board for review and approval at the May or June meeting depending upon the President’s review:

- Academic Standards, Faculty Affairs and Outcomes Assessment
  - Policy for basic skills courses placement and exit criteria
  - Policy regarding time limit for program completion of discontinued programs
  - Policy for LOR and short-term certificates
  - Policy regarding eligibility for independent study
- Teaching and Learning
  - “Credit for Life Experience Policy” will be taken back to the Board in May or June.
- Human Resources
  - “Roll-over Vacation Policy” will go to the Board in May or June following Dr. Altieri’s review.

### **Committee Membership**

The Curriculum Development and Review Committee co-chairs (S. Shank and G. Haines) gave public kudos and thanks are given to Judy Gerhart for “cleaning up the curriculum files in Datatel.” The committee requests that Judy be added to the committee as a full standing member and not as an associate member. The Governance Council wholeheartedly agreed.