

# COMMUNITY COLLEGE OF VERMONT

## GOVERNANCE POLICY

June 5, 2003

Revised: December 18, 2013

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### POLICY

The Community College of Vermont carries out its operations via a governance structure approved by the president which consists of various Councils, Committees, and Task Forces. The composition and responsibilities of CCV's internal governing and advisory groups are outlined below.

### PROCEDURES

#### Governing Groups

1. The president of the college is the chief executive officer of the college, operating within the policies and procedures of the Vermont State Colleges Board of Trustees. The president has the final decision-making authority concerning affairs of the college.
2. The **President's Council** is established to propose, discuss, advise and recommend institutional policies and to serve as an advisory council to the president.
  - a. The president chairs the President's Council.
  - b. Membership includes personnel who report directly to the president and any others the president selects for membership. In addition, the chair of College Council is a non-voting member.
  - c. Other individuals may be included in meetings and discussions at the president's invitation.
  - d. Meetings of the President's Council are normally held on a monthly basis; minutes are to be distributed to the college community in a timely manner.
3. The **Academic Council** is established to assess the quality and effectiveness of all academic programs; to approve new academic programs brought by its curriculum committees; to oversee the degree-granting process; to review and recommend academic policies to the president for approval; to ensure that the college provides the best teaching and learning experience to students; and to serve as a forum for faculty on aspects of teaching and learning at CCV.

- a. The academic dean chairs the Academic Council.
  - b. The membership of the Academic Council shall consist of the dean of students, the dean of academic technologies, staff and faculty co-chairs of the Council's curriculum committees, one academic center executive director, a library representative, an information technology representative, and a student representative who shall be appointed for a term of one year, and any other persons the academic dean may appoint for annual membership.
  - c. If a vacancy occurs in any position prior to or on December 31<sup>st</sup>, the academic dean will appoint a replacement for the remaining term of that position on the Council. If a vacancy occurs after December 31<sup>st</sup>, the position will remain open until new appointments are made for the subsequent academic year.
  - d. The Academic Council will meet as a whole body no fewer than eight times a year, with a schedule determined annually. Minutes of the meetings are to be distributed in a timely manner to the college community.
  - e. Six curriculum committees, consisting of staff and faculty members, develop, evaluate and assess programs to ensure their accessibility and quality.
  - f. The Academic Council will create working groups as needed in order to fulfill its responsibilities.
4. The **College Council** is established to serve as a forum for the discussion of evolving college-wide issues of relevance to CCV staff members; advance the various aspects of a high-quality work environment; and recommend new and/or revised policies to the president. Any staff member may bring issues to the College Council for discussion.
- a. Membership in the College Council comprises two elected co-chairs, ten appointed members, and the President of the College on an ex-officio basis.
    - i. Each April, a chair will be selected by vote of the entire staff of the college (excepting members of President's Council) to serve a term of two academic years. In odd numbered years the college shall elect a chair who holds the position of Coordinator of Academic Services. In even numbered years the college shall elect a chair who does not hold the position of Coordinator of Academic Services. There will be an annual stipend for each co-chair.
    - ii. By September of each Academic Year, the co-chairs will present to the President of the College a slate of appointments to College Council that fills any vacancies in a manner that balances the variety of college constituencies. Five appointed members must hold the position of Coordinator of Academic Services. Appointments to College Council will be for a period of 2 years. At the end of this term members may apply for re-appointment although preference will usually be given to new appointees. The President may express opinion on the slate of appointments and will appoint the slate as presented in final form.
  - b. The co-chair of the College Council who is in the second year of his/her term will be a member of President's Council except for executive session matters.

- c. The co-chairs of the College Council will set Council meetings and agenda in consultation with the president of the college. The minutes of College Council meetings are to be distributed to the college community in a timely manner.

### **Advisory Groups**

1. The **Community of Student Representatives (CSR)** provides a forum for the discussion of issues or practices that particularly affect students. There is one all-college Community of Student Representatives, which consists of two student representatives from each center who serve for the academic year and may be re-appointed for a second year. The CSR meets at least once per the fall and spring semesters with the dean of student services and/or other college administrators. The dean of student services has general responsibility for the Community of Student Representatives and its activities and is the person through whom the CSR makes recommendations to college committees and boards.
2. **Committees and Task Forces:** The president, in consultation with the President's Council and/or the academic dean, appoints task forces or committees as needed.
  - a. A task force will generally be convened to advise the President's Council, the academic dean, or the president on a specifically-defined issue for a specific period of time.
  - b. A committee will generally be convened to advise the President's Council, the academic dean, or the president on a more generally-defined issue or set of issues for an unspecified period of time. The president, the academic dean, or the President's Council will define the charge to the task force or committee.