

COMMUNITY COLLEGE OF VERMONT

GOVERNANCE POLICY

June 5, 2003

Revised: October 3, 2019

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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 or designee, staff and faculty co-chairs of the Council's academic committees, a faculty representative on policy, a student representative who shall be appointed for a term of one year, and any other administrators the academic dean may appoint for annual membership provided that the total number of non-faculty members does not exceed fourteen (14).
 - c. If a faculty vacancy occurs in any position prior to or on December 31st, the Union will select a replacement to serve the remainder of the academic year. If a faculty vacancy occurs after December 31st, the position will remain open until new appointments are made for the subsequent academic year. All selections of Academic Council and academic committee members are subject to the president's approval.
 - d. If a staff vacancy occurs in any position prior to or on December 31st, the president will appoint a replacement to serve the remainder of the academic year. If a staff vacancy occurs after December 31st, the position will remain open until the new appointments are made for the subsequent year.
 - e. 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.
 - f. Academic committees are made up of curriculum committees that develop, evaluate, and assess programs to ensure their accessibility and quality. An additional academic committee is focused on identifying and advancing evidence-based practices linked to improved student outcomes. All academic committees are led by faculty and staff co-chairs and composed of faculty and staff members.
 - g. 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. In even numbered years the college shall elect a chair who does not hold the position of coordinator. 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.

- iii. Appointments to College Council will be for a period of two 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 their 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 Student Advisory and Leadership Council (SALC) is a representative body of students from across the College who are convened on a regular basis to provide student suggestions, reactions, insights, and opinions concerning school-wide initiatives that are currently in place or under consideration. This community of CCV students, with both local and state-wide membership, initiates change by empowering students to get involved through sharing ideas, increasing social awareness, and building student community.
 - a. There will be one state-wide Student Advisory and Leadership Council consisting of representatives from the College's academic centers. Every effort will be made to have representation from each academic center.
 - b. Each center, under the direction of the designated SALC leader/s, is responsible for developing a process for the selection of the center's SALC members. Each center may support its own local SALC.
 - c. SALC meets at least once per the fall and spring semesters with the dean of student affairs or the designee.
 - d. The dean of student affairs or the designee has general responsibility for the Student Advisory and Leadership Council and its activities and is the person through whom the SALC 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.