

PROPOSAL RECOMMENDATION FORM

(PAR FORM – revised 07-29-10)

PLEASE COMPLETE ALL SECTIONS OF THE FORM. INCOMPLETE SUBMISSIONS WILL NOT BE REVIEWED.

Date	April 1, 2013	
To	<input checked="" type="checkbox"/> X College Assembly Committee <input type="checkbox"/> Deans Council <input type="checkbox"/> Faculty Senate <input type="checkbox"/> Provost	
From	<input type="checkbox"/> Assembly Committee <input type="checkbox"/> Academic Committee <input type="checkbox"/> Programmatic Committee	Committee: Shared Governance Steering Committee (task force) Committee Chair(s) and Ext: Dr. Ken Ender, Convener of the task force. Ext. 6611

April 17, 2013

2 of 2. First submission included items 1-8 below. Items in 9 (and highlighted) are included in this submission

Proposal/Recommendation:

The Shared Governance Steering Committee has been convening since January 2012 to conduct a comprehensive review of the current shared governance system. Based upon that review, recommendations to enhance the structure and approval processes are being brought forward via the current shared governance system for consideration. Those enhancements include:

1. Two policy councils that review and consider policy recommendations (Student Success Policy Council and Institutional Resources Policy Council);
2. Ex officio, non-voting members who ensure shared governance committees are properly supported and that non-policy recommendations are considered and responded to;
3. The inclusion of two readings of policy recommendations that are thoroughly vetted before they are presented to the President of consideration;
4. Two consistent approval processes that will be used for all proposals (one for policy recommendations, and one for non-policy recommendations);
5. The inclusion of future task forces and strategic planning teams, as well as programmatic committees.

The following attachments provide additional detail:

- | | |
|--|--------------------|
| 1. Shared Governance Structure | Approved 4/11/2013 |
| 2. Shared Governance Process Flow – Non Policy Proposals | Approved 4/11/2013 |
| 3. Shared Governance Process Flow – Policy Proposals | Approved 4/11/2013 |
| 4. Shared Governance Recommendation Checklist | Approved 4/11/2013 |
| 5. Shared Governance Recommendation Form | Approved 4/11/2013 |
| 6. Membership Appointment Responsibilities | Approved 4/11/2013 |
| 7. Shared Governance Feedback Responses | Approved 4/11/2013 |
| 8. Communication Improvement Summary | Approved 4/11/2013 |
| 9. Committee Charters: | |
| a. Shared Governance Coordination and Review Committee | |
| b. Student Success Policy Council | |
| i. Academic Standards Committee | |
| ii. Curriculum Committee | |
| iii. Faculty Development Committee | |

- iv. Learning Assessment Committee
- v. Student Life Committee
- vi. Testing and Placement Committee
- c. Institutional Resources Policy Council
 - i. Diversity and Inclusion Committee
 - ii. Facilities Committee
 - iii. Finance Committee
 - iv. Human Resources and Wellness Committee
 - v. Strategic Planning and Accountability Committee
 - vi. Technology Committee
- d. ~~Programmatic Committees:~~
 - i. ~~Cultural Art Committee~~
 - ii. ~~Graduation Committee~~
 - iii. ~~Honors PTK Committee~~
 - iv. ~~International Studies Committee~~
 - v. ~~Learning Communities Committee~~

Programmatic Committee charters are not included.

Rationale:

Regular review of the shared governance system has been conducted in the past. The last review was conducted in 2006. A Steering Committee that included representation from all employee groups was formed to review the current structure and provide recommendations.

Background Information: (Supporting data and documents, including pertinent surveys, information from open meetings, College forums, discussions with other College groups, legislative requirements or other resources.)

Feedback on this project has been consistently solicited as follows:

- Open forums during the early part of the Fall 2012 semester
 - Feedback was also collected online and via email
- Feedback to and from the Board of Trustees (Spring 2012, Fall 2012, Spring 2013)
- Feedback sessions to targeted groups (Fall 2012):
 - Faculty
 - Administration
 - Department meetings
 - Division meetings
 - Supervisory/Management Staff
- Open forums during the early part of the Spring 2013 semester
- Meetings with other groups (Spring 2013):
 - Faculty – Faculty Senate approved the Shared Governance Structure, Shared Governance Recommendation Checklist, Non-Policy Work Flow Chart, and Policy Work Flow Chart at the March 21, 2013 Senate meeting).
 - Administration
 - Classified Staff
 - Department meetings
 - Division Meetings
 - Adjunct Faculty
 - College Assembly
- Visits to each current shared governance committee (except programmatic committees which will remain unchanged in this proposal)

- First, to review their revised missions and membership compositions as proposed by the Shared Governance Steering Committee and solicit feedback
- A second visit to show the committees how their feedback was incorporated into the final charters

Suggestions from Harper College employees have been considered and addressed throughout this process. A summary is provided in the Shared Governance Feedback Responses document attached to this PAR.

Relationship To Strategic Long Range Plan:

The enhanced shared governance system includes connections to future strategic planning teams.

Identify Resources That Will Be Required:

Financial	
Personnel	Staff within the President's Office will support ongoing shared governance administrative processes (managing the portal, collecting artifacts, assisting the Shared Governance Coordination and Review Committee)
Space	
Technology	Developing electronic forms and other mechanisms for collecting and disseminating information
Equipment	

Describe Impact On Other College Entities:

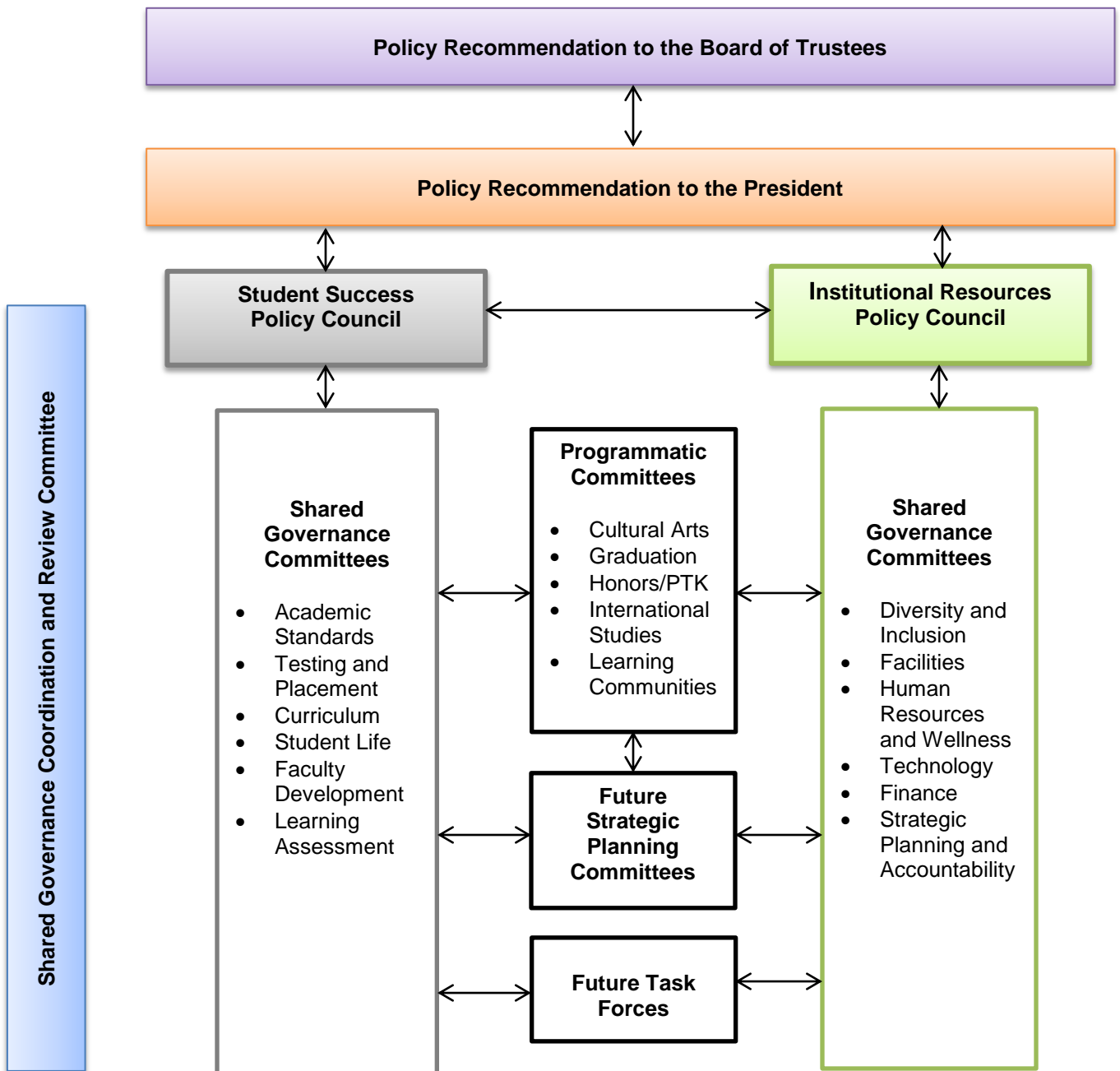
This is a college-wide initiative and as such, a thorough vetting has been conducted throughout the process. All entities impacted have been informed of this proposal. (Refer to the Shared Governance Feedback Responses document attached to this PAR.)

Action On Proposal/Recommendation

THE FOLLOWING ACTION TAKEN WITH REGARD TO THIS PROPOSAL WILL BE FORWARDED TO THE CHAIR OF THE COMMITTEE, THE PRESIDENT (IF APPROPRIATE), AND THOSE INVOLVED IN THE IMPLEMENTATION.

Action	<input type="checkbox"/> Recommended to the President. Forwarded to the President on the RAP Form. <input type="checkbox"/> Returned with suggestions for review and revision attached <input type="checkbox"/> Approved for implementation with the proposed timeline for implementation attached <input type="checkbox"/> Rejected for the reasons attached
From	<input type="checkbox"/> College Assembly Committee <input type="checkbox"/> Deans Council <input type="checkbox"/> Faculty Senate <input type="checkbox"/> Provost
Date	Signature

Shared Governance Structure



Harper College
Shared Governance Coordination and Review Committee
FINAL

I. Name

This charter constructs a Shared Governance Coordination and Review Committee. The abbreviated name for this group shall be SGCRC.

II. Mission

The purpose of the Shared Governance Coordination and Review Committee is to coordinate the Harper College system of shared governance to ensure that it works. To accomplish this goal, the SGCRC shall:

- Determine the need for/feasibility of new shared governance committees
- Develop/modify charters for shared governance committees as required
- Coordinate, communicate and track all council/committee membership selections to ensure that all membership slots are filled
- Review and monitor shared governance processes and artifacts to ensure they meet the needs of the College
- Provide direction to college groups on how best to process recommendations through the appropriate shared governance committees and/or policy councils
- Establish consistent mechanisms for communication of shared governance activities (e.g., meeting agendas, meeting notes, recommendations, action items, etc.) that are accessible to all constituencies
- Ensure that there are adequate avenues for open, two-way communication within the shared governance process
- Ensure that the process for selection and appointment of employees and students to shared governance committees and councils is clearly understood, well-documented and communicated
- Ensure that there is ongoing training for employees and students who are selected to participate as members of shared governance committees and councils
- Conduct regularly scheduled, rotating three-year review of the charters of the Student Success Policy Council, the Institutional Resources Policy Council, and the Shared Governance Committees to ensure that they continue to meet the needs of Harper College

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the SGCRC shall consist of the following:

- Three (3) Faculty, One (1) of which shall be an Adjunct
- One (1) College Administrator
- One (1) Professional Technical Staff
- One (1) Classified Staff
- One (1) Supervisory Management Staff
- One (1) Representative from the Harper College Police Department not represented by any other employee group on this council
- One (1) Physical Plant Staff not represented by any other employee group on this council

The names of individuals selected as voting members of the SGCRC will be submitted to the College President.

Voting members of the SGCRC must have previously served as a member of a shared governance committee at Harper College. Voting members of the SGCRC shall serve staggered, rotating three-year fiscal terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, the individual may be appointed for one (1) additional three-year term.

Official voting members of the SGCRC have the following responsibilities:

- Attend SGCRC meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as SGCRC members

B. *Non-voting Members:* Non-voting members of the SGCRC shall include the following:

- A member of the College Executive Council appointed by the College President
- A College Communication Manager whose role will be to ensure effective campus-wide communication
- An administrative support person selected by the College President and designated to provide support for SGCRC activities.

A current listing of the voting and non-voting members of the SGCRC will be maintained on the College portal or other communication outlet as agreed to by members of the SGCRC.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the SGCRC. The Chair shall ensure that the actions of the SGCRC meetings are recorded and distributed. Only voting members of the SGCRC may hold the position of Chair. The Chair shall be elected by the voting members of the SGCRC. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a chair of any shared governance committee at Harper College at any time prior to being appointed to the SGCRC.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the SGCRC, and shall preside over meetings of the SGCRC in the Chair's absence. Only voting members of the SGCRC may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the SGCRC as agreed to by the members, and post the meeting schedule on the college portal or other communication outlet as agreed to by

members of the SGCRC. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.

- Meeting days and times must take into account the working schedules of SGCRC members.
- The agenda with attached materials to be presented will be distributed to SGCRC members and posted to the college portal or other communication outlet as agreed to by the SGCC in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the SGCRC and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the SGCRC within the fiscal year, without arranging for a designated alternate, the Chair of the SGCRC shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to SGCRC members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the college portal or other communication outlet as agreed to by the SGCRC within two (2) business day following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

IV. Decision-Making, Quorums and Voting

The SGCRC will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of five (5) members (>50%). A quorum for taking action on recommendations before the SGCRC shall consist of six (6) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

An SGCRC voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only, and the proxy must be present at the meeting in order to vote. The SGCRC voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming

before the SGCRC and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the SGCRC will be posted to the college portal or other communication outlet as agreed to by the SGCRC on a timely basis. Distribution lists will be updated and maintained by the Chair of the SGCRC.

Student Success Committees

Harper College
Student Success Policy Council
FINAL

I. Name

This charter constructs a standing policy council officially named the Student Success Policy Council. The abbreviated name for this group shall be SSPC.

II. Mission

The Student Success Policy Council provides recommendations to the College President regarding the development and/or revision of policies related to student success, including:

- creation, modification or deletion of academic programs and units
- curriculum
- academic standing
- general policies concerning instruction
- quality control aspects of the College's academic programs
- promotion of academic excellence
- enrollment services functions such as admissions and records, orientation, advisement, counseling, registration, recruitment and financial aid
- student activities and athletics
- student code of conduct
- disability services

Recommendations of the SSPC are considered as input to the policy development process. Policy and procedure recommendations are submitted to the College President for consideration prior to any submission to the Board of Trustees for approval.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the SSPC shall consist of the following:

- Six (6) Faculty, one (1) of which shall be an Adjunct. No more than one (1) full-time faculty may come from each Division.
- Three (3) Deans
- Director of Enterprise Systems (Information Technology)
- Director of the Center for Innovative Instruction (CII)/Faculty Development

The names of individuals selected as voting members of the SSPC shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the SSPC shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. Voting members of the SSPC must have previously served as a member of a Harper College shared governance group any time prior to their appointment to serve on the SSPC. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is

appointed to complete a voting member's three-year term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the SSPC have the following responsibilities:

- Attend SSPC meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as SSPC members

B. *Non-voting Members:* Non-voting members of the SSPC shall include the following:

- Provost whose role shall be to:
 - Ensure items coming before the SSPC are addressed expeditiously
 - Ensure appropriate administrative support for the SSPC
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the SSPC
 - Ensure open, broad-based communication of SSPC activities and actions.
- An administrative support person selected by Provost to provide support for IRPC activities.

A current listing of the voting and non-voting members of the SSPC will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the SSPC. The Chair shall ensure that the actions of the SSPC meetings are recorded and distributed. Only voting members of the SSPC may hold the position of Chair. The Chair shall be elected by the voting members of the SSPC. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a chair of any shared governance committee at Harper College at any time prior to being appointed to the SSPC.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the SSPC, and shall preside over meetings of the SSPC in the Chair's absence. Only voting members of the SSPC may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the SSPC as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
- Meeting days and times must take into account the working schedules of SSPC members.

- The agenda with attached materials to be presented will be distributed to SSPC committee members and posted on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the SSPC and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the SSPC within the fiscal year without arranging for a designated alternative representative, the Chair of the SSPC shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to SSPC within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

IV. Decision-Making, Quorums and Voting

The SSPC will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of six (6) voting members (>50%). A quorum for taking actions on recommendations before the SSPC shall consist of seven (7) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A SSPC voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The SSPC voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the SSPC and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if

he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

Recommendations coming before the SSPCC will be heard in a two-step process. Shared Governance Committees submitting recommendations to the SSPCC shall be required to gather input via the Shared Governance Proposal process before submitting a recommendation for a first reading to the SSPC. Following the first reading, the SSPC shall solicit additional representative group input before a second reading, after which the SSPC will take action on the recommendation.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the SSPC will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the SSPC.

Harper College
Academic Standards Committee
FINAL

I. Name

This charter constructs an Academic Standards Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Academic Standards Committee is to establish and maintain high academic standards and to provide systems for faculty and students to monitor student achievement. The Academic Standards Committee shall review all aspects of the academic environment not under the purview of other student success committees and make policy recommendations, as required, to the Student Success Policy Council. All non-policy recommendations emanating from the Academic Standards Committee shall be submitted to the Provost for approval.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Academic Standards Committee shall consist of the following:

- Two (2) Business and Social Science Faculty
- Two (2) Liberal Arts Faculty
- Two (2) Mathematics and Science Faculty
- Two (2) Career Programs Faculty
- Two (2) Academic Enrichment and Engagement Faculty
- One (1) Resources for Learning Faculty
- One (1) Wellness and Human Performance Faculty
- One (1) Student Development Faculty
- Assistant Provost and Dean of Enrollment Management
- Two (2) Administrators from the Provost's Area
- One (1) Student

In the spirit of collaboration, an adjunct faculty may serve in any of the faculty-designated membership slots.

The names of individuals selected as voting members of the Academic Standards Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Academic Standards Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the Academic Standards Committee have the following responsibilities:

- Attend Academic Standards Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Academic Standards Committee members

B. *Non-voting Members:* Non-voting members of the Academic Standards Committee shall include the following:

- Provost whose role shall be to:
 - Ensure items coming before the Academic Standards Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Academic Standards Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Academic Standards Committee
 - Ensure open, broad-based communication of Academic Standards Committee activities and actions.
- Administrative Support Staff member assigned to support the committee in its work

A current listing of the voting and non-voting members of the Academic Standards Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Academic Standards Committee. The Chair shall ensure that the actions of the Academic Standards Committee meetings are recorded and distributed. Only voting members of the Academic Standards Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Academic Standards Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a member of any shared governance group at Harper College at any time prior to being appointed to the Academic Standards Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Academic Standards Committee, and shall preside over meetings of the Academic Standards Committee in the Chair's absence. Only voting members of the Academic Standards Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Academic Standards Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of

no less than two (2) business days. Written notices may be in the form of e-mail.

- Meeting days and times must take into account the working schedules of Academic Standards Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted to the college portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Academic Standards Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Academic Standards Committee within the fiscal year without arranging for a designated alternative representative, the Chair of the Academic Standards Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to committee members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the college portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Academic Standards Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Academic Standards Committee members who are subject matter experts (SMEs) but at least two (2) members must come from the Academic Standards Committee membership. The Chair of any standing work group must be a current voting member of the Academic Standards Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Academic Standards Committee.

G. *Ad hoc Work Groups*: From time to time, the Academic Standards Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Academic Standards Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Academic Standards Committee members who are subject matter experts (SMEs). The responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Academic Standards Committee.

IV. Decision-Making, Quorums and Voting

The Academic Standards Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of nine (9) voting members (>50%). A quorum for taking action on recommendations before the Academic Standards Committee shall consist of eleven (11) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

An Academic Standards Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Academic Standards Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Academic Standards Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Academic Standards Committee will be posted to the college portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Academic Standards Committee.

Harper College

Curriculum Committee FINAL

I. Name

This charter constructs a Curriculum Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Curriculum Committee is to review and make recommendations concerning Associate Degree and/or Certificate courses and programs and to serve as an institutional resource for curriculum planning and development. The Curriculum Committee shall:

- Ensure that all proposed Associate Degree and/or Certificate courses and programs meet ICCB guidelines
- Avoid unnecessary duplication of existing Associate Degree and/or Certificate courses and programs
- Ensure appropriate divisional placement of Associate Degree and/or Certificate courses and programs
- Ensure that Associate Degree and/or Certificate courses and program proposals reflect appropriate development and documentation
- Review existing Associate Degree and/or Certificate courses and programs
- Provide a forum for the exploration of anticipated curricular needs

Any policy recommendations resulting from the work of the Curriculum Committee shall be submitted to the Student Success Policy Council for review and approval. All non-policy recommendations emanating from the Curriculum Committee shall be submitted to the Provost or Provost's designee for approval.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Curriculum Committee shall consist of the following:

- Two (2) Business and Social Science Faculty
- Two (2) Liberal Arts Faculty
- Two (2) Mathematics and Science Faculty
- Two (2) Career Program Faculty
- One (1) Academic Enrichment and Engagement Faculty
- Two (2) Student Development Faculty
- One (1) Resources for Learning Faculty
- One (1) Wellness and Human Performance Faculty
- One (1) Academic Dean
- Manager of Registration and Student Records
- Scheduling and Curriculum Specialist
- One (1) Student

In the spirit of collaboration, an adjunct faculty may serve in any of the faculty-designated membership slots.

The names of individuals selected as voting members of the Curriculum Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Curriculum Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the Curriculum Committee have the following responsibilities:

- Attend Curriculum Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Curriculum Committee members

B. *Non-voting Members:* Non-voting members of the Curriculum Committee shall include the following:

- Curriculum Oversight Administrator whose role shall be to:
 - Ensure items coming before the Curriculum Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Curriculum Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Curriculum Committee
 - Ensure open, broad-based communication of Curriculum Committee activities and actions.
- Dean of Continuing Education
- CAPP Encoder
- Administrative Support Staff member assigned to support the committee in its work

A current listing of the voting and non-voting members of the Curriculum Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Curriculum Committee. The Chair shall ensure that the actions of the Curriculum Committee meetings are recorded and distributed. Only voting members of the Curriculum Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Curriculum Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a member of any shared governance group at Harper College at any time prior to being appointed to the Curriculum Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Curriculum Committee, and shall preside over meetings of the Curriculum Committee in the Chair's absence. Only voting members of the Curriculum Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Curriculum Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
- Meeting days and times must take into account the working schedules of Curriculum Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Curriculum Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Curriculum Committee within the fiscal year, without arranging for a designated alternative representative, the Chair of the Curriculum Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to committee members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Curriculum Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Curriculum Committee members who are subject matter experts (SMEs) but at least two (2) members must come from the Curriculum Committee membership. The Chair of any standing work group must be a current voting member of the Curriculum Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Curriculum Committee.

G. *Ad hoc Work Groups:* From time to time, the Curriculum Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Curriculum Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Curriculum Committee members who are subject matter experts (SMEs). Responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Curriculum Committee.

IV. Decision-Making, Quorums and Voting

The Curriculum Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of nine (9) voting members (>50%). A quorum for taking action on recommendations before the Curriculum Committee shall consist of eleven (11) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A Curriculum Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Curriculum Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Curriculum Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting in order for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Curriculum Committee will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Curriculum Committee.

Harper College
Faculty Development Committee
FINAL

I. Name

This charter constructs a Faculty Development Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Faculty Development Committee is to coordinate, support and implement initiatives to support faculty development across the College. The Faculty Development Committee shall:

- Plan, organize and support faculty development opportunities based on emerging needs
- Monitor current and future faculty development initiatives including but not limited to the new faculty mentoring program, faculty retreats, and orientation programs
- Support and facilitate the integration of faculty initiatives at the College including those of the Center for Adjunct Faculty Engagement (CAFÉ) and Center for Innovative Instruction (CII)
- Administer grants that support Teaching and Learning/Faculty Development initiatives

Any policy recommendations resulting from the work of the Faculty Development Committee shall be submitted to the Student Success Policy Council for review and approval. All non-policy recommendations emanating from the Faculty Development Committee shall be submitted to the Associate Provost for approval.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Faculty Development Committee shall consist of the following:

- Eight (8) Faculty at Large
- One (1) Instructional Administrator
- One (1) Adjunct Faculty
- One (1) Professional Technical Staff
- Faculty Development Coordinator
- Director of CII/Faculty Development
- Associate/Assistant Dean of CAFÉ
- One (1) Student

In the spirit of collaboration, an adjunct faculty may serve in any of the faculty-designated membership slots.

The names of individuals selected as voting members of the Faculty Development Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Faculty Development Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial

terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the Faculty Development Committee have the following responsibilities:

- Attend Faculty Development Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Faculty Development Committee members

B. *Non-voting Members:* Non-voting members of the Faculty Development Committee shall include the following:

- Associate Provost whose role shall be to:
 - Ensure items coming before the Faculty Development Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Faculty Development Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Faculty Development Committee
 - Ensure open, broad-based communication of Faculty Development Committee activities and actions.
- One (1) Administrator from Information Technology
- Administrative Support Staff member assigned to support the committee in its work.

A current listing of the voting and non-voting members of the Faculty Development Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Faculty Development Committee. The Chair shall ensure that the actions of the Faculty Development Committee meetings are recorded and distributed. Only voting members of the Faculty Development Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Faculty Development Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a member of any shared governance group at Harper College at any time prior to being appointed to the Faculty Development Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Faculty Development Committee, and shall preside over meetings of the Faculty Development Committee in the Chair's absence. Only voting members of the Faculty Development Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Faculty Development Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
- Meeting days and times must take into account the working schedules of Faculty Development Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Faculty Development Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Faculty Development Committee within the fiscal year, the Chair shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Faculty Development Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Faculty Development Committee members who are subject matter experts (SMEs) but at least two (2) members must come from the Faculty Development Committee

membership. The Chair of any standing work group must be a current voting member of the Faculty Development Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Faculty Development Committee.

G. *Ad hoc Work Groups:* From time to time, the Faculty Development Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Faculty Development Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Faculty Development Committee members who are subject matter experts (SMEs). Responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Faculty Development Committee.

IV. Decision-Making, Quorums and Voting

The Faculty Development Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of eight (8) voting members (>50%). A quorum for taking action on recommendations before the Faculty Development Committee shall consist of ten (10) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A Faculty Development Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Faculty Development Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Faculty Development Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Faculty Development Committee will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Faculty Development Committee.

Harper College

Learning Assessment Committee FINAL

I. Name

This charter constructs a Learning Assessment Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Learning Assessment Committee is to champion learning assessment at Harper College by promoting a culture of evidence and continuous improvement supporting assessment activities, and engaging the entire College community in the assessment process. The Learning Assessment Committee shall:

- Engage the entire College community in a campus discussion of student learning outcomes assessment
- Make recommendations regarding policies, procedures and resources to support the learning assessment process at Harper College
- Develop mechanisms for using assessment data and results in the decision-making process of the college
- Provide input regarding the annual assessment calendar
- Review the effectiveness of assessment processes including reporting and feedback
- Develop and sustain an institutional culture of evidence focused on improving the quality of education and student learning.
- Recognize faculty, staff and departments doing exceptional work in outcomes assessment

Any policy recommendations resulting from the work of the Learning Assessment Committee shall be submitted to the Student Success Policy Council for review and approval. All non-policy recommendations emanating from the Learning Assessment Committee shall be submitted to the Provost or Provost's designee for approval.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Learning Assessment Committee shall consist of the following:

- One (1) Faculty teaching developmental education courses
- Two (2) Career Program Faculty
- Two (2) General Education Faculty
- One (1) Student Development Faculty
- One (1) Professional Technical Staff from an instructional department
- One (1) Administrator from the Provost's area
- One (1) Dean from a division providing general education courses
- One (1) Dean from a division providing career programs
- Director of Institutional Effectiveness/Outcomes Assessment
- Manager of Outcomes Assessment
- One (1) Student

In the spirit of collaboration, an adjunct faculty may serve in any of the faculty-designated membership slots.

The names of individuals selected as voting members of the Learning Assessment Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Learning Assessment Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, at the end of that term, the individual may be reappointed for one (1) additional three year term.

Official voting members of the Learning Assessment Committee have the following responsibilities:

- Attend Learning Assessment Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Learning Assessment Committee members

B. *Non-voting Members:* Non-voting members of the Learning Assessment Committee shall include the following:

- Assistant Provost and Dean of Student Development whose role shall be to:
 - Ensure items coming before the Learning Assessment Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Learning Assessment Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Learning Assessment Committee
 - Ensure open, broad-based communication of Learning Assessment Committee activities and actions.
- Administrative Support Staff member assigned to support the committee in its work

A current listing of the voting and non-voting members of the Learning Assessment Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Learning Assessment Committee. The Chair shall ensure that the actions of the Learning Assessment Committee meetings are recorded and distributed. Only voting members of the Learning Assessment Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Learning Assessment Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have

previously served as a member of any shared governance group at Harper College at any time prior to being appointed to the Learning Assessment Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Learning Assessment Committee, and shall preside over meetings of the Learning Assessment Committee in the Chair's absence. Only voting members of the Learning Assessment Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Learning Assessment Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
- Meeting days and times must take into account the working schedules of Learning Assessment Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Learning Assessment Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Learning Assessment Committee within the fiscal year without arranging for a designated alternative representative, the Chair of the Learning Assessment Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to committee members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than seven (7) days prior to the meeting.

- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Learning Assessment Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Learning Assessment Committee members who are subject matter experts (SMEs), but at least two (2) members must come from the Learning Assessment Committee membership. The Chair of any standing work group must be a current voting member of the Learning Assessment Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Learning Assessment Committee.

G. *Ad hoc Work Groups:* From time to time, the Learning Assessment Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Learning Assessment Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Learning Assessment Committee members who are subject matter experts (SMEs). Responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Learning Assessment Committee.

IV. Decision-Making, Quorums and Voting

The Learning Assessment Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of seven (7) voting members (>50%). A quorum for taking action on recommendations before the Learning Assessment Committee shall consist of nine (9) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A Learning Assessment Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Learning Assessment Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Learning Assessment Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Learning Assessment Committee will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Learning Assessment Committee.

Harper College

Student Life Committee FINAL

I. Name

This charter constructs a Student Life Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Student Life Committee is to review, discuss and make recommendations regarding various aspects of student life and to review, develop and/or update policies pertaining to student life, including athletics.

Any policy recommendations resulting from the work of the Student Life Committee shall be submitted to the Student Success Policy Council for review and approval. All non-policy recommendations emanating from the Student Life Committee shall be submitted to the Dean of Student Affairs for approval.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Student Life Committee shall consist of the following:

- Two (2) Student Development Faculty
- Two (2) Faculty at Large
- One (1) Representative from the Harper College Police Department not represented by any other employee group on this committee
- Director of Student Activities
- Athletic Director
- Professional Technical Staff (preferably working on the front line with students)
- Student Conduct Officer
- One (1) Classified Staff working on the front line with students
- President of the Student Senate
- One (1) Student

In the spirit of collaboration, an adjunct faculty may serve in any of the faculty-designated membership slots.

The names of individuals selected as voting members of the Student Life Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Student Life Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the Student Life Committee have the following responsibilities:

- Attend Student Life Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Student Life Committee members

B. *Non-voting Members:* Non-voting members of the Student Life Committee shall include the following:

- Dean, Student Affairs whose role shall be to:
 - Ensure items coming before the Student Life Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Student Life Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Student Life Committee
 - Ensure open, broad-based communication of Student Life Committee activities and actions.
- Administrative Support Staff member assigned to support the committee in its work

A current listing of the voting and non-voting members of the Student Life Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Student Life Committee. The Chair shall ensure that the actions of the Student Life Committee meetings are recorded and distributed. Only voting members of the Student Life Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Student Life Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a member of any shared governance group at Harper College at any time prior to being appointed to the Student Life Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Student Life Committee, and shall preside over meetings of the Student Life Committee in the Chair's absence. Only voting members of the Student Life Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Student Life Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of

no less than two (2) business days. Written notices may be in the form of e-mail.

- Meeting days and times must take into account the working schedules of Student Life Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Student Life Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Student Life Committee within the fiscal year without arranging for a designated alternative representative, the Chair of the Student Life Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to committee members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Student Life Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Student Life Committee members who are subject matter experts (SMEs), but at least two (2) members must come from the Student Life Committee membership. The Chair of any standing work group must be a current voting member of the Student Life Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Student Life Committee.

G. *Ad hoc Work Groups*: From time to time, the Student Life Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Student Life Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Student Life Committee members who are subject matter experts (SMEs). Responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Student Life Committee.

IV. Decision-Making, Quorums and Voting

The Student Life Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of seven (7) voting members (>50%). A quorum for taking action on recommendations before the Student Life Committee shall consist of eight (8) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A Student Life Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Student Life Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Student Life Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Student Life Committee will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Student Life Committee.

Harper College
Testing and Placement Committee
FINAL

I. Name

This charter constructs a Testing and Placement Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Testing and Placement Committee is to develop and coordinate College programs and procedures for placing students in classes and awarding credit through alternative methods. The Testing and Placement Committee shall:

- Determine the scope and goals of the College's placement procedure
- Approve placement and competency instruments
- Develop procedures to award credit by alternative methods including but not limited to AP, CLEP, DANTES, Credit by Examination and Credit for Prior Learning

Any policy recommendations resulting from the work of the Testing and Placement Committee shall be submitted to the Student Success Policy Council for review and approval. All non-policy recommendations emanating from the Testing and Placement Committee shall be submitted to the Assistant Provost and Dean of Enrollment Management for approval.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Testing and Placement Committee shall consist of the following:

- One (1) English Faculty
- One (1) Math Faculty
- One (1) Developmental Reading/Writing Faculty
- One (1) Transfer Program Faculty
- One (1) English as a Second Language Faculty
- One (1) Career Program Faculty
- One (1) Student Development Administrator
- One (1) Administrator from the Provost's area
- One (1) Administrator from Information Technology
- Admissions, Processing and Testing Manager
- Director of New Student Programs/Retention
- Assessment/Testing Coordinator
- Dean of Academic Enrichment and Engagement
- One (1) Student

In the spirit of collaboration, an adjunct faculty may serve in any of the faculty-designated membership slots.

The names of individuals selected as voting members of the Testing and Placement Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Testing and Placement Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the Testing and Placement Committee have the following responsibilities:

- Attend Testing and Placement Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Testing and Placement Committee members

B. *Non-voting Members:* Non-voting members of the Testing and Placement Committee shall include the following:

- Assistant Provost and Dean of Enrollment Management whose role shall be to:
 - Ensure items coming before the Testing and Placement Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Testing and Placement Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Testing and Placement Committee
 - Ensure open, broad-based communication of Testing and Placement Committee activities and actions.
- Administrative Support Staff member assigned to support the committee in its work

A current listing of the voting and non-voting members of the Testing and Placement Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Testing and Placement Committee. The Chair shall ensure that the actions of the Testing and Placement Committee meetings are recorded and distributed. Only voting members of the Testing and Placement Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Testing and Placement Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a member of any shared governance group at Harper College at any time prior to being appointed to the Testing and Placement Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Testing and Placement Committee, and shall preside over meetings of the Testing

and Placement Committee in the Chair's absence. Only voting members of the Testing and Placement Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Testing and Placement Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
- Meeting days and times must take into account the working schedules of Testing and Placement Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Testing and Placement Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Testing and Placement Committee within the fiscal year without arranging for a designated alternative representative, the Chair of the Testing and Placement Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to committee members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the college portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather information from these individuals.

F. *Standing Work Groups:* The Testing and Placement Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Testing and Placement Committee members who are subject matter experts (SMEs), but at least two (2) members must come from the Testing and Placement membership. The Chair of any standing work group must be a current voting member of the Testing and Placement Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Testing and Placement Committee.

G. *Ad hoc Work Groups:* From time to time, the Testing and Placement Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Testing and Placement Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Testing and Placement Committee members who are subject matter experts (SMEs). Responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Testing and Placement Committee.

IV. Decision-Making, Quorums and Voting

The Testing and Placement Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of eight (8) voting members (>50%). A quorum for taking action on recommendations before the Testing and Placement Committee shall consist of nine (9) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A Testing and Placement Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Testing and Placement Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Testing and Placement Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Testing and Placement Committee will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Testing and Placement Committee.

Institutional Resources Committees

Harper College

Institutional Resources Policy Council FINAL

I. Name

This charter constructs a standing policy council officially named the Institutional Resources Policy Council. The abbreviated name for this group shall be IRPC.

II. Mission

The Institutional Resources Policy Council provides recommendations to the College President regarding the development and/or revision of policies related to institutional resources including general policies related to:

- human resources
- business services
- facilities
- public safety
- information technology
- institutional advancement

Recommendations of the IRPC are considered as input to the policy development process. Policy and procedure recommendations are submitted to the College President for consideration prior to any submission to the Board of Trustees for their consideration.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the IRPC shall consist of the following:

- Four (4) Faculty, One (1) of which shall be an Adjunct
- One (1) Classified Staff*
- Two (2) College Administrators*
- One (1) Supervisory Management Staff*
- One (1) Representative from the Harper College Police Department not represented by any other employee group on this committee
- One (1) Professional Technical Staff
- One (1) Physical Plant Staff not represented by any other group on this committee

(*) Selection of members must be from a variety of functional areas (e.g., IT, Finance, HR, etc.)

The names of individuals selected as voting members of the IRPC shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the IRPC shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. Voting members of the IRPC must have previously served as a member of a Harper College shared governance group any time prior to their appointment to serve on the IRPC. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is

appointed to complete a voting member's three-year term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the IRPC have the following responsibilities:

- Attend IRPC meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as IRPC members

B. *Non-voting Members:* Non-voting members of the IRPC shall include the following:

- The Executive Vice President for Finance and Administrative Services whose role shall be to:
 - Ensure items coming before the IRPC are addressed expeditiously
 - Ensure appropriate administrative support for the IRPC
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the IRPC
 - Ensure open, broad-based communication of IRPC activities and actions
- An administrative support person selected by the EVP, Finance and Administrative Services to provide support for IRPC activities.

A current listing of the voting and non-voting members of the IRPC will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the IRPC. The Chair shall ensure that the actions of the IRPC meetings are recorded and distributed. Only voting members of the IRPC may hold the position of Chair. The Chair shall be elected by the voting members of the IRPC. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a chair of any shared governance committee at Harper College any time prior to being appointed to the IRPC.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the IRPC, and shall preside over meetings of the IRPC in the Chair's absence. Only voting members of the IRPC may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the IRPC as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.

- Meeting days and times must take into account the working schedules of IRPC members.
- The agenda with attached materials to be presented will be distributed to IRPC members and posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the IRPC and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the IRPC within the fiscal year without arranging for a designated alternative representative, the Chair of the IRPC shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to IRPC members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

IV. Decision-Making, Quorums and Voting

The IRPC will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of six (6) voting members (>50%). A quorum for taking action on recommendations before the IRPC shall consist of seven (7) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

An IRPC voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The IRPC voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the IRPC and must be able to adequately represent the appropriate

stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

Recommendations coming before the IRPC will be heard in a two-step process. Shared Governance Committees submitting recommendations to the IRPC shall be required to gather input via the Shared Governance Proposal process before submitting a recommendation for a first reading to the IRPC. Following the first reading, the IRPC shall solicit additional representative group before a second reading, after which the IRPC will take action on the recommendation.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the IRPC will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the IRPC.

Harper College

Diversity and Inclusion Committee FINAL

I. Name

This charter constructs a Diversity and Inclusion Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Diversity and Inclusion Committee is to assist in coordinating, implementing, and further developing the College's Diversity Plan. The Diversity and Inclusion Committee shall:

- Analyze College policies and procedures to enhance diversity and inclusion
- Advise, assist and provide input in implementing the College Diversity Plan
- Review and make recommendations to the College's annual planning process related to the Diversity Plan
- Provide support and assistance in the implementation of faculty and staff development in the area of diversity and the development of cultural competence

Any policy recommendations resulting from the work of the Diversity and Inclusion Committee shall be submitted to the Institutional Resources Policy Council for review and approval. All non-policy recommendations emanating from the Diversity and Inclusion Committee shall be submitted to an Executive Council Member designated by the College President for approval.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Diversity and Inclusion Committee shall consist of the following:

- Seven (7) Faculty at Large, One (1) of which shall be an Adjunct
- Three (3) College Administrators
- One (1) Classified Staff
- One (1) Supervisory Management Staff
- One (1) Representative from Human Resources
- One (1) Representative from the Physical Plant not represented by any other employee group on this committee
- One (1) Professional Technical Staff
- One (1) Representative from the Harper College Police Department not represented by any other employee group on this committee
- One (1) Student

The names of individuals selected as voting members of the Diversity and Inclusion Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Diversity and Inclusion Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting

member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, at the end of that term the individual may be reappointed for one (1) additional three year term.

Official voting members of the Diversity and Inclusion Committee have the following responsibilities:

- Attend Diversity and Inclusion Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Diversity and Inclusion Committee members

B. *Non-voting Members:* Non-voting members of the Diversity and Inclusion Committee shall include the following:

- Member of the Executive Council designated by the President whose role shall be to:
 - Ensure items coming before the Diversity and Inclusion Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Diversity and Inclusion Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Diversity and Inclusion Committee
 - Ensure open, broad-based communication of Diversity and Inclusion Committee activities and actions.
- Administrative Support Staff member assigned to support the committee in its work

A current listing of the voting and non-voting members of the Diversity and Inclusion Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Diversity and Inclusion Committee. The Chair shall ensure that the actions of the Diversity and Inclusion Committee meetings are recorded and distributed. Only voting members of the Diversity and Inclusion Committee may hold the position of Chair. The Chair shall be elected annually by the voting members of the Diversity and Inclusion Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served at least one year as a member of any shared governance group at Harper College, at any time prior to being appointed to the current Diversity and Inclusion Committee.

D. *The Vice-Chair:* The Vice-Chair shall be annually elected by the voting members of the Diversity and Inclusion Committee, and shall preside over meetings of the Diversity and Inclusion Committee in the Chair's absence. Only voting members of the Diversity and Inclusion Committee may hold the position of Vice-

Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Diversity and Inclusion Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
- Meeting days and times must take into account the working schedules of Diversity and Inclusion Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Diversity and Inclusion Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Diversity Committee within the fiscal year without arranging for a designated alternative representative, the Chair of the Diversity and Inclusion Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to committee members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Diversity and Inclusion Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and

responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Diversity and Inclusion Committee members who are subject matter experts (SMEs), but at least two (2) members must come from the Diversity and Inclusion Committee membership. The Chair of any standing work group must be a current voting member of the Diversity and Inclusion Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Diversity and Inclusion Committee.

G. *Ad hoc Work Groups:* From time to time, the Diversity and Inclusion Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Diversity and Inclusion Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Diversity and Inclusion Committee members who are subject matter experts (SMEs). Responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Diversity and Inclusion Committee.

IV. Decision-Making, Quorums and Voting

The Diversity and Inclusion Committee will agree upon a set of criteria to be used in the prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of nine (9) voting members (>50%). A quorum for taking action on recommendations before the Diversity and Inclusion Committee shall consist of eleven (11) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A Diversity and Inclusion Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Diversity and Inclusion Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Diversity and Inclusion Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting, however, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Diversity and Inclusion Committee will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Diversity and Inclusion Committee.

Harper College

Facilities Committee FINAL

I. Name

This charter constructs a Facilities Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Facilities Committee is to monitor the physical environment of the College that affects the accessibility, safety, appearance and sustainability of the College. The Facilities Committee shall:

- Identify areas which affect the safety, appearance and sustainability of the College and/or limits accessibility to the College
- Communicate concerns and corrective measures to the Harper community
- Recommend and aid in ongoing development of procedures and policies for emergencies and environmental health and safety
- Monitor and make recommendations to the Resource Allocation and Management Program (RAMP) and the College Master Plan implementation

Any policy recommendations resulting from the work of the Facilities Committee shall be submitted to the Institutional Resources Policy Council for review and approval. All non-policy recommendations emanating from the Facilities Committee shall be submitted to the Executive Director of Facilities Management for consideration.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Facilities Committee shall consist of the following:

- One (1) Art Faculty
- One (1) Science Faculty
- One (1) Career Programs Faculty
- One (1) Adjunct Faculty
- One (1) Administrator from Information Technology
- One (1) Representative from the Harper College Police Department not represented by any other employee group on this committee
- One (1) Representative from Physical Plant not represented by any other employee group on this committee
- One (1) Professional Technical Staff
- One (1) Classified Staff
- One (1) Supervisory Management Staff from the Police Department
- 504/ADA Compliance Officer
- Manager of Environmental Health and Safety
- Employee Relations Manager
- Director of Physical Plant
- Curriculum and Scheduling Specialist
- Sustainability Coordinator
- Manager of Retail Services
- One (1) Student

The names of individuals selected as voting members of the Facilities Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Facilities Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the Facilities Committee have the following responsibilities:

- Attend Facilities Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Facilities Committee members

B. *Non-voting Members:* Non-voting members of the Facilities Committee shall include the following:

- Executive Director, Facilities Management whose role shall be to:
 - Ensure items coming before the Facilities Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Facilities Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Facilities Committee
 - Ensure open, broad-based communications of Facilities Committee activities and actions.
- Administrative Staff member assigned to support the committee in its work

A current listing of the voting and non-voting members of the Facilities Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Facilities Committee. The Chair shall ensure that the actions of the Facilities Committee meetings are recorded and distributed. Only voting members of the Facilities Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Facilities Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served at least one (1) year as a member of any shared governance group at Harper College at any time prior to being appointed to the Facilities Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Facilities Committee, and shall preside over meetings of the Facilities Committee in the Chair's absence. Only voting members of the Facilities Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Facilities Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
- Meeting days and times must take into account the working schedules of Facilities Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Facilities Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Facilities Committee within the fiscal year without arranging for a designated alternative representative, the Chair of the Facilities Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to the committee within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Facilities Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Facilities Committee members who are subject matter experts (SMEs), but at least two (2) members

must come from the Facilities Committee membership. The Chair of any standing work group must be a current voting member of the Facilities Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Facilities Committee.

G. *Ad hoc Work Groups:* From time to time, the Facilities Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Facilities Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Facilities Committee members who are subject matter experts (SMEs). Responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Facilities Committee.

IV. Decision-Making, Quorums and Voting

The Facilities Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of ten (10) voting members (>50%). A quorum for taking action on recommendations before the Facilities Committee shall consist of twelve (12) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A Facilities Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Facilities Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Facilities Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Facilities Committee will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Facilities Committee.

Harper College

Finance Committee FINAL

I. Name

This charter constructs a Finance Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Finance Committee is to recommend finance assumptions and ongoing implementation of the college budget. The Finance Committee shall:

- Ensure the college budget supports the college's mission and goals and to project next year's revenue
- Review and refine a budget calendar with timelines and accountability to assure the governance process has ample time to review and recommend a balanced budget
- Communicate budget information to the College
- Review and refine approaches and a processes to address unplanned budget impacts
- Review and refine criteria for the prioritization of budget requests
- Review and refine budget processes on an ongoing basis
- Ensure alignment of the budget with strategic and operational goals

Any policy recommendations resulting from the work of the Finance Committee shall be submitted to the Institutional Resources Policy Council for review and approval. All non-policy recommendations emanating from the Finance Committee shall be submitted to the Executive Vice President, Finance and Administrative Services for approval.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Finance Committee shall consist of the following:

- Five (5) Faculty at Large, One (1) of which shall be an Adjunct
- One (1) Representative from Human Resources
- One (1) Representative from Enrollment Management
- One (1) Representative from Information Technology
- One (1) Professional Technical Staff
- One (1) Representative from Physical Plant not represented by any other employee group on this committee
- One (1) Representative from the Harper College Police Department not represented by any other employee group on this committee
- Chief Advancement Officer
- Assistant Provost and Dean of Student Development
- College Budget Manager
- One (1) Student

The names of individuals selected as voting members of the Finance Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Finance Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, at the end of that term, the individual may be reappointed for one (1) additional three-year term.

Official voting members of the Finance Committee have the following responsibilities:

- Attend Finance Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Finance Committee members

B. *Non-voting Members:* Non-voting members of the Finance Committee shall include the following:

- Controller whose role shall be to:
 - Ensure items coming before the Finance Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Finance Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Finance Committee
 - Ensure open, broad-based communication of Finance Committee activities and actions
- Administrative Support Staff member assigned to support the committee in its work

A current listing of the voting and non-voting members of the Finance Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Finance Committee. The Chair shall ensure that the actions of the Finance Committee meetings are recorded and distributed. Only voting members of the Finance Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Finance Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a member of any shared governance group at Harper College at any time prior to being appointed to the Finance Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Finance Committee, and shall preside over meetings of the Finance Committee in the Chair's absence. Only voting members of the Finance Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Finance Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
- Meeting days and times must take into account the working schedules of Finance Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Finance Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Finance Committee within the fiscal year without arranging for a designated alternative representative, the Chair of the Finance Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to committee members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business day following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Finance Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Finance Committee

members who are subject matter experts (SMEs), but at least two (2) members must come from the Finance Committee membership. The Chair of any standing work group must be a current voting member of the Finance Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Finance Committee.

G. *Ad hoc Work Groups:* From time to time, the Finance Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Finance Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Finance Committee members who are subject matter experts (SMEs). Responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Finance Committee.

IV. Decision-Making, Quorums and Voting

The Finance Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of eight (8) voting members (>50%). A quorum for taking action on recommendations before the Finance Committee shall consist of ten (10) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A Finance Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Finance Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Finance Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Finance Committee will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Finance Committee.

Harper College

Human Resources and Wellness Committee FINAL

I. Name

This charter constructs a Human Resources and Wellness Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Human Resources and Wellness Committee is to recommend and provide feedback regarding programs and procedures that enhance the capability, proficiency, and wellness of College employees to carry out the College's mission.

The Human Resources and Wellness Committee shall:

- Review campus-wide policies and programs that impact employees
- Review and recommend policy statements and procedural guidelines that impact Harper employees
- Identify and provide feedback on issues that relate to evaluation, wellness, and employee engagement

Any policy recommendations resulting from the work of the Human Resources and Wellness Committee shall be submitted to the Institutional Resources Policy Council for review and approval. All non-policy recommendations emanating from the Human Resources and Wellness Committee shall be submitted to the Chief Human Resources Officer for consideration.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Human Resources and Wellness Committee shall consist of the following:

- Four (4) Faculty at Large, One (1) of which shall be an Adjunct
- One (1) College Administrator
- One (1) Representative from Human Resources
- One (1) Professional Technical Staff
- One (1) Classified Staff
- One (1) Supervisory Management Staff
- One (1) Representative from Physical Plant not represented by any other group on this committee
- One (1) Representative from the Harper College Police Department not represented by any other employee group on this committee
- Director of Health Services
- One (1) Representative from the Health and Psychological Services Office

The names of individuals selected as voting members of the Human Resources and Wellness Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Human Resources and Wellness Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the Human Resources and Wellness Committee have the following responsibilities:

- Attend Human Resources and Wellness Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Human Resources and Wellness Committee members

B. *Non-voting Members:* Non-voting members of the Human Resources and Wellness Committee shall include the following:

- Chief Human Resources Officer whose role shall be to:
 - Ensure items coming before the Human Resources and Wellness Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Human Resources and Wellness Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Human Resources and Wellness Committee
 - Ensure open, broad-based communication of Human Resources and Wellness Committee activities and actions.
- Administrative Support Staff member assigned to support the committee in its work.

A current listing of the voting and non-voting members of the Human Resources and Wellness Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Human Resources and Wellness Committee. The Chair shall ensure that the actions of the Human Resources and Wellness Committee meetings are recorded and distributed. Only voting members of the Human Resources and Wellness Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Human Resources and Wellness Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a member of any shared governance group at Harper College at any time prior to being appointed to the Human Resources and Wellness Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Human Resources and Wellness Committee, and shall preside over meetings of the

Human Resources and Wellness Committee in the Chair's absence. Only voting members of the Human Resources and Wellness Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Human Resources and Wellness Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
- Meeting days and times must take into account the working schedules of Human Resources and Wellness Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Human Resources and Wellness Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Human Resources and Wellness Committee within the fiscal year without arranging for a designated alternative representative, the Chair of the Human Resources and Wellness Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to committee members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Human Resources and Wellness Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Human Resources and Wellness Committee members who are subject matter experts (SMEs), but at least two (2) members must come from the Human Resources and Wellness Committee membership. The Chair of any standing work group must be a current voting member of the Human Resources and Wellness Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Human Resources and Wellness Committee.

G. *Ad hoc Work Groups:* From time to time, the Human Resources and Wellness Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Human Resources and Wellness Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Human Resources and Wellness Committee members who are subject matter experts (SMEs). Responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Human Resources and Wellness Committee.

IV. Decision-Making, Quorums and Voting

The Human Resources and Wellness Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of seven (7) voting members (>50%). A quorum for taking action on recommendations before the Human Resources and Wellness Committee shall consist of nine (9) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A Human Resources and Wellness Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Human Resources and Wellness Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Human Resources and Wellness Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Human Resources and Wellness Committee will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Human Resources and Wellness Committee.

Harper College

Strategic Planning and Accountability Committee FINAL

I. Name

This charter constructs a Strategic Planning and Accountability Committee designated as a Shared Governance Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Strategic Planning and Accountability Committee is to provide College-wide oversight for the strategic plan, non-academic outcomes assessment and institutional effectiveness measures. The Strategic Planning and Accountability Committee shall:

- Design and implement the community-based strategic plan process and recommend the resulting strategic plan
- Collaborate with Institutional Research on the ongoing institutional research to support planning (e.g., CCSSE, PACE and Community Survey)
- Develop metrics for strategic plan goals
- Support the non-academic outcomes assessment process
- Monitor progress against the College strategic plan and IEM updates

Any policy recommendations resulting from the work of the Strategic Planning and Accountability Committee shall be submitted to the Institutional Resources Policy Council for review and approval. All non-policy recommendations emanating from the Strategic Planning and Accountability Committee shall be submitted to the Chief of Staff and Executive Director of Planning and Institutional Effectiveness for approval.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Strategic Planning and Accountability Committee shall consist of the following:

- Eight (8) Faculty at Large, One (1) of which shall be an Adjunct
- One (1) Supervisory Management Staff
- One (1) Classified Staff
- One (1) Professional Technical Staff
- One (1) Representative from Physical Plant not represented by any other employee group on this committee
- One (1) Representative from Information Technology
- One (1) Representative from the Harper College Police Department not represented by any other employee group on this committee
- One (1) Representative from Planning and Institutional Effectiveness
- Chief Communications Officer
- Director, Physical Plant
- Associate Provost or Dean
- One (1) Student

The names of individuals selected as voting members of the Strategic Planning and Accountability Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Strategic Planning and Accountability Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the Strategic Planning and Accountability Committee have the following responsibilities:

- Attend Strategic Planning and Accountability Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Strategic Planning and Accountability Committee members

B. *Non-voting Members:* Non-voting members of the Strategic Planning and Accountability Committee shall include the following:

- Chief of Staff and Executive Director of Planning and Institutional Effectiveness whose role shall be to:
 - Ensure items coming before the Strategic Planning and Accountability Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Strategic Planning and Accountability Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Strategic Planning and Accountability Committee
 - Ensure open, broad-based communication of Strategic Planning and Accountability Committee activities and actions.
- One (1) Representative from Planning and Institutional Effectiveness
- Administrative Staff member assigned to support the committee in its work

A current listing of the voting and non-voting members of the Strategic Planning and Accountability Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Strategic Planning and Accountability Committee. The Chair shall ensure that the actions of the Strategic Planning and Accountability Committee meetings are recorded and distributed. Only voting members of the Strategic Planning and Accountability Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Strategic Planning and Accountability Committee. Individuals may hold the Chair position for no more than

two (2) consecutive fiscal years. The Chair must have previously served as a member of any shared governance group at Harper College at any time prior to being appointed to the Strategic Planning and Accountability Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Strategic Planning and Accountability Committee, and shall preside over meetings of the Strategic Planning and Accountability Committee in the Chair's absence. Only voting members of the Strategic Planning and Accountability Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Strategic Planning and Accountability Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
- Meeting days and times must take into account the working schedules of Strategic Planning and Accountability Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Strategic Planning and Accountability Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Strategic Planning and Accountability Committee within the fiscal year without arranging for a designated alternative representative, the Chair of the Strategic Planning and Accountability Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.

- Any member may generate agenda items by submitting them in writing to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Strategic Planning and Accountability Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Strategic Planning and Accountability Committee members who are subject matter experts (SMEs), but at least two (2) members must come from the Strategic Planning and Accountability Committee membership. The Chair of any standing work group must be a current voting member of the Strategic Planning and Accountability Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Strategic Planning and Accountability Committee.

G. *Ad hoc Work Groups:* From time to time, the Strategic Planning and Accountability Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Strategic Planning and Accountability Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Strategic Planning and Accountability Committee members who are subject matter experts (SMEs). Responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Strategic Planning and Accountability Committee.

IV. Decision-Making, Quorums and Voting

The Strategic Planning and Accountability Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of ten (10) voting members (>50%). A quorum for taking action on recommendations before the Strategic Planning and Accountability Committee shall consist of thirteen (13) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A Strategic Planning and Accountability Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Strategic Planning and Accountability Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Strategic Planning and Accountability Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the

meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Strategic Planning and Accountability Committee will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Strategic Planning and Accountability Committee.

Harper College

Technology Committee FINAL

I. Name

This charter constructs a Technology Committee designated as an Institutional Committee within the Harper College shared governance structure.

II. Mission

The purpose of the Technology Committee is to develop information and instructional technology strategic directions, planning prioritizations, investment recommendations and funding strategies. The Technology Committee shall:

- Determine institutional needs and engage in strategic planning concerning College-wide technology
- Advocate/promote appropriate information and instructional technology standards for the College
- Establish and follow a well-understood process to allow academic and administrative departments to submit information and instructional technology proposals
- Make recommendations to the annual update to the College Information and Instructional Technology Plan
- Provide a means of sharing innovative and successful uses of technology throughout the College

Any policy recommendations resulting from the work of the Technology Committee shall be submitted to the Institutional Resources Policy Council for review and consideration. All non-policy recommendations emanating from the Technology Committee shall be submitted to the Chief Information Officer for consideration.

III. Membership and Management Duties

A. *Official Voting Members:* Official voting membership of the Technology Committee shall consist of the following:

- Eight (8) Faculty at Large, One (1) of which shall be an Adjunct
- One (1) College Administrator
- One (1) College Administrator from the Facilities area
- One (1) Representative from Information Technology
- One (1) Professional Technical Staff from a non-Information Technology area
- One (1) Professional Technical Staff from Information Technology
- One (1) Employee responsible for the College's external web site
- One (1) Representative from the Physical Plant not represented by any other employee group on this committee
- One (1) Representative from the Harper College Police Department not represented by any other employee group on this committee
- One (1) Representative from Enrollment Services
- One (1) Representative from Continuing Education
- One (1) Classified Staff
- One (1) Representative from the Center for Innovative Instruction (CII)
- One (1) Student

The names of individuals selected as voting members of the Technology Committee shall be submitted to the Shared Governance Coordination and Review Committee.

Voting members of the Technology Committee shall serve staggered, rotating three (3) fiscal year terms. As a new group, it may be necessary for initial terms to vary from the three-year term to achieve staggered terms. A voting member may be appointed to no more than two (2) consecutive three-year terms. If an individual is appointed to complete a voting member's three-year term, at the end of that term the individual may be reappointed for one (1) additional three-year term.

Official voting members of the Technology Committee have the following responsibilities:

- Attend Technology Committee meetings
- Regularly communicate with stakeholders
- Prepare for and proactively participate in meetings
- Serve as catalyst for change and support
- Complete assignments accepted as Technology Committee members

B. *Non-voting Members:* Non-voting members of the Technology Committee shall include the following:

- The Chief Information Officer of the College whose role shall be to:
 - Ensure items coming before the Technology Committee are addressed expeditiously
 - Ensure appropriate administrative support for the Technology Committee
 - Assist in identifying stakeholder groups whose input should be solicited on items coming before the Technology Committee
 - Ensure open, broad-based communication of Technology Committee activities and actions.
- One (1) Representative from the Faculty Development area
- Administrative Support Staff member assigned to support the committee in its work.

A current listing of the voting and non-voting members of the Technology Committee will be maintained on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee.

C. *The Chair:* The Chair shall have responsibility for setting agendas for, and presiding over, meetings of the Technology Committee. The Chair shall ensure that the actions of the Technology Committee meetings are recorded and distributed. Only voting members of the Technology Committee may hold the position of Chair. The Chair shall be elected by the voting members of the Technology Committee. Individuals may hold the Chair position for no more than two (2) consecutive fiscal years. The Chair must have previously served as a member of any shared governance group at Harper College at any time prior to being appointed to the Technology Committee.

D. *The Vice-Chair:* The Vice-Chair shall be elected by the voting members of the Technology Committee, and shall preside over meetings of the Technology

Committee in the Chair's absence. Only voting members of the Technology Committee may hold the position of Vice-Chair. Individuals may hold the Vice-Chair position for no more than two (2) consecutive fiscal years.

E. *Meeting Guidelines:*

- The Chair shall establish a schedule for the regular meetings of the Technology Committee as agreed to by the members and post the meeting schedule on the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.
- Meeting days and times must take into account the working schedules of Technology Committee members.
- The agenda with attached materials to be presented will be distributed to committee members and posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee in such a manner as to provide as much advance notice as possible, but no later than two (2) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavoidably unavailable. Designated alternative representatives should be fully briefed on issues coming before the Technology Committee and should be able to adequately represent the appropriate stakeholder group.
- If a voting member fails to attend three (3) regularly scheduled meetings of the Technology Committee within the fiscal year without arranging for a designated alternative representative, the Chair of the Technology Committee shall seek a replacement from the designated stakeholder group.
- All members should be prepared to actively participate in any discussions or decisions in the meeting.
- Meeting minutes will be prepared and distributed to committee members within seven (7) days after the conclusion of a meeting and will be approved at the following meeting. Approved minutes will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee within two (2) business days following approval.
- Any member may generate agenda items by submitting them in writing on the Agenda Item Request Form to the Chair no later than five (5) business days prior to the meeting.
- Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

F. *Standing Work Groups:* The Technology Committee may establish standing work groups if required to complete its responsibilities. All standing work groups must have official charters with specific membership identified and responsibilities clearly outlined and must be approved by the Shared Governance Coordination and Review Committee. Standing work groups may include non-Technology Committee members who are subject matter experts (SMEs), but at least two (2) members must come from the Technology Committee membership. The Chair of any standing work group must be a current voting member of the Technology Committee. Responsibility for all final recommendations made by standing work groups rests solely with the official voting membership of the Technology Committee.

G. *Ad hoc Work Groups:* From time to time, the Technology Committee may need to involve additional expert resources beyond the official membership. The Chair may designate ad hoc work groups to conduct work and report back to the Technology Committee. All ad hoc work groups must have project charters with timeframes and responsibilities clearly outlined. Ad hoc work groups may include non-Technology Committee members who are subject matter experts (SMEs). Responsibility for all final recommendations made by ad hoc work groups rests solely with the official voting membership of the Technology Committee.

IV. Decision-Making, Quorums and Voting

The Technology Committee will agree upon a set of criteria to be used in the approval and prioritization of issues, projects and initiatives.

A quorum for conducting business shall consist of eleven (11) voting members (>50%). A quorum for taking action on recommendations before the Technology Committee shall consist of fourteen (14) voting members (66%) present. A simple majority of those voting in favor of the motion shall pass a motion.

A Technology Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Technology Committee voting member must notify the Chair and Vice-Chair prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Technology Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting. However, there must still be a full quorum present at the meeting for voting to occur.

V. Communication

Meeting agenda, meeting minutes, and recommendations by the Technology Committee will be posted to the College portal or other communication outlet as prescribed by the Shared Governance Coordination and Review Committee on a timely basis. Distribution lists will be updated and maintained by the Chair of the Technology Committee.