V. COLLEGE GOVERNANCE

A. Educational Policy

Within the scope of Cape Cod Community College’s stated mission, there is broad participation and collaboration in the development of educational policy. This process of shared governance involves faculty, administration, students, and support staff toward the achievement of the mission and institutional goals.

Faculty participates through representation on the Faculty Professional Committee, through membership on standing committees and through membership in the College Meeting. Professional administrative staff participates through membership on standing committees and membership in the College Meeting. Students participate through representation on the Student Senate, through membership on standing committees and through student representation in the College Meeting. Support Staff participate through membership in the Support Staff Association, through membership on standing committees, and through membership in the College Meeting.

Within the laws of the Commonwealth and the policies, rules and regulations of the Board of Higher Education and the Board of Trustees, the President of the College has the final responsibility and authority for all phases of the College’s operation (for the formulation of matters of major educational policy). (Adopted by College Meeting May 9, 1978; Amended October 22, 2002)

B. The College Meeting

1. Responsibilities

The responsibilities of the College Meeting (referred to as The Meeting) are:
• to discuss, formulate and recommend to the President major academic matters, and; to communicate items of common interest to the various constituencies of The Meeting.

The responsibilities of The Meeting do not include and cannot abridge:
• decisions from the Board of Higher Education and Board of Trustees,
• contractual matters of the Agreement between the Board of Higher Education and the Massachusetts Community College Council,
• items specifically within the jurisdiction of each governance component, i.e., Student Senate, academic departments, Faculty Professional Committee, President’s Cabinet, Support Staff Association, and administrative offices.

COLLEGE GOVERNANCE
2. **Membership**

The voting membership will consist of full-time faculty, full-time professional administrative staff, the five executive officers of the Student Senate, one student from each standing committee (Adopted March 27, 1995), the three officers of the Support Staff Association, one support staff member from each standing committee (Adopted October 28, 1996), two members at-large from the part-time faculty and staff, and one part-time faculty and staff member from each standing committee (Adopted December 9, 1996).

3. **Quorum**

Attendance by all voting members is expected. Fifty (50) members shall constitute a quorum. (Adopted by College Meeting May 10, 1999)

4. **Meeting Schedule**

There will be regular monthly meetings during the academic year, as indicated on the approved schedule template. (Adopted April 12, 2004) Upon the request of any ten members of The Meeting or the President of the College, the Chairperson will call a special College Meeting as soon as conveniently possible. If a special College Meeting will interfere with the academic schedule of the College, the Chairperson will request approval from the President before scheduling it. Special meetings and changes in the time of regular meetings are announced by the Chairperson. Any administrator or faculty member who cannot attend the meeting must request permission of the President. Robert’s Rules of Order will be the basis for the conduct of The Meeting.

5. **Chairperson**

A Chairperson of The Meeting will be elected annually at the last regularly scheduled meeting of the academic year; nominations will occur at the preceding meeting.

The Chairperson’s duties are:

- to preside at The Meeting;
- to appoint a Parliamentarian;
- to prepare the agenda of The Meeting which normally will be published and posted for each constituency at least two work days prior to the meeting;
- to supervise all nominations and elections of The Meeting;
- to call special sessions of The Meeting;
- to review minutes for accuracy prior to publication;
- to write necessary correspondence for The Meeting;
- to carefully explain parliamentary procedure which may seem complex and intimidating;
- to perform such other functions as The Meeting assigns;
- to maintain a written record of all action items passed by the College Meeting and approved by the President;
- to forward recommendations of The Meeting to the President for appropriate disposition and,
- to attend general meetings of the Support Staff Association as an *ex officio* member.
6. **Action Procedure**

The following procedures are for acting on the business (action items) of the College Meeting:

a. Action items, especially those with any complexity, will be e-mailed to the membership in draft form two weeks in advance of the College Meeting in which they will be considered. Items submitted after that deadline may be placed on the following agenda by the Chairperson.

b. The membership will respond to the draft via e-mail during the next week so that the maker(s) of the motion can deal with obvious problems and suggested corrections. The College Meeting should not be the place for word-smithing.

c. The maker(s) of the motion will have the final draft available to the membership via e-mail on the Friday before the College Meeting.

d. If it becomes obvious during the College Meeting that the motion needs more work, it can be sent back to the originator.

Effective and efficient participation in College Meeting debate will be encouraged by:

a. Introducing and encouraging the use of basic parliamentary tools (introducing main motion, amendments, ways of disposing of a main motion, request for information, point of order, appeal, and decision of the chair).

b. Reviewing basic parliamentary processes by the Chairperson or the Parliamentarian at one meeting early in the academic year.

c. Reviewing fundamental ideas about professional conduct in College Meeting (criticizing ideas is encouraged; criticizing colleagues is forbidden) by the Chairperson or the Parliamentarian at one meeting early in the academic year.

d. Distributing a College Meeting Procedures Manual, issued by the Steering Committee, to all members.

e. Offering as an agenda item for the last College Meeting of the year an open discussion of College Meeting effectiveness during the year.

Each speaker at College Meeting will be limited to ten (10) minutes maximum; the Chairperson is empowered to suspend the rule when necessary, subject to a vote by the membership.

If any individual or committee has a lengthy report, they are encouraged to report in writing to the Meeting without editorializing or embellishment. (Approved December 9, 1996)

7. **Recording Secretary**

A recording secretary will be provided for The Meeting by the administration. A record of each meeting will become the official minutes for the session they cover, following approval by the
College Meeting, and will continue to be kept in the President’s Office available to members of The Meeting.

COLLEGE GOVERNANCE

All action items passed by the College Meeting will become effective when the President signifies approval by signing the official vote provided by the secretary of the College Meeting. The President will notify the membership of his or her action as part of his or her regular report to the College Meeting. A written record of all action items passed by the College Meeting and approved by the president shall be maintained by the Chairperson of the College Meeting.

8. Standing Committees

Standing committees are formed by the College Meeting to help carry out the various operations of the College. Membership to standing committees of The Meeting is appointive, each constituency being responsible for its own appointments (Student Senate for students, FPC for all faculty and part-time professional staff, Support Staff Association for support staff, and the President for administrators). The membership of each constituency will be broadly based and will reflect the comprehensiveness of the College. Standing committees report their activities regularly to the College Meeting, and make recommendations to The Meeting concerning major educational policy for consideration and action as needed.

Chairpersons of standing committees will be determined by the committee membership (which will vote for the chairperson at the first meeting of the academic year). For the first meeting of the academic year, where necessary, the Chairperson of the College Meeting will assign a convener for each standing committee.

There are two categories of standing committees: Business Committees, which review and recommend business to the College Meeting; and Advisory Committees, which act in an advisory capacity with specific, limited tasks. Business committees report monthly to the College Meeting, Advisory Committees report to the College Meeting as needed.

The following are the Standing committees with a brief description and the membership make-up of each:

BUSINESS COMMITTEES

ACADEMIC TECHNOLOGY: Provide unified guidance and direction for the development of technology in concert with the evolving needs of the college, its students and faculty.

   IT Executive Director, IT Technical Director, Director of Teaching and Learning, one Library representative, six full time faculty, one adjunct faculty, one professional staff, one support staff and one student. (Approved May 10, 1999; Revised December 10, 2001)

ACADEMIC POLICY AND STANDARDS: Responsible for evaluating matters related to educational philosophy, academic policy and academic standards, and for making reports and appropriate recommendations for action on these matters.
COLLEGE GOVERNANCE

COUNSELING AND ADVISING: Makes recommendations to the Dean of Learning Support Services, the Director of Admissions, the Vice President of Academic and Student Affairs, and the College Meeting on matters of counseling, advising, and admissions.

Director of Advising and Counseling Services, Director of Admissions, Director of the ADVANTAGE Program (ex officio), Director of the O’Neill Center for Disability Services, one counselor, three faculty, two students, one support staff member, one adjunct faculty/part-time professional staff. (Approved September 11, 2000)

CURRICULUM AND PROGRAMS: Approves and recommends course and program additions and deletions, or changes in existing programs, and conducts periodic reviews of courses and programs. The committee operates in accordance with the statement of policies and procedures headed “Introduction of New Courses and Programs” in the Academic Policy and Procedures Manual, and implements such changes in philosophy and policy as have been approved by the College Meeting and the President of the College.

Vice President of Academic and Student Affairs, four faculty, one professional library staff member, one adjunct faculty/part-time professional staff, one student, one support staff, one Academic Dean. Faculty shall serve three year staggered terms. (Approved May 10, 1999)

DEVELOPMENTAL EDUCATION: Makes recommendations to the Dean of Learning Support Services and to the College Meeting concerning the developmental offerings of the College.

Dean of Learning Support Services, Director of the Assessment Center, Director of the ADVANTAGE Program (ex officio), four faculty (at least two of whom represent departments teaching developmental education courses), one adjunct faculty/part-time professional staff, one student, one support staff, one other administrator/professional staff. (Approved September 11, 2000)

INSTITUTIONAL RESEARCH AND PLANNING: Assists the President and the Vice Presidents in leading institutional planning processes; facilitates communication in planning processes and institutional research between and among the administration, the faculty and staff, and the various departments and committees; conducts an annual review of the BHE Implementation Plan and the College’s own multi-year Strategic Plan; reviews, and makes recommendations regarding outcomes assessment reports prepared by the various academic departments, administrative units, and professional and support staff work areas; makes
recommendations to College Meeting on the adoption and revision of annual and multi-year plans. (Revised February 11, 2002)

Director of Institutional Research an Planning, four faculty, one adjunct faculty/part-time professional staff, one student, one support staff, two other administrator/professional staff. (Approved October 16, 2000; updated February 26, 2007 College Meeting)

COLLEGE GOVERNANCE

ADVISORY COMMITTEES

AFFIRMATIVE ACTION: Provides active campus leadership in maintaining an environment which challenges bias, fosters equity, and values diversity. To that end, the committee will fulfill functions mandated by the Board of Higher Education including providing representation on every search and screen committee and ensuring implementation of the Affirmative Action/Equal Opportunity Diversity Plan. Further, the committee will educate the College community and advocate for the rights of all people regardless of color, gender, disability, sexual orientation, age or religious preference. (Approved May 10, 1999)

Director of Human Resources, Title IX and Affirmative Action Officer, Director of the O’Neill Center, one other administrator/professional staff, one support staff, two faculty, one adjunct faculty/part-time professional staff, one student. (Approved May 10, 1999)

CULTURAL EVENTS: Plans and arranges a comprehensive cultural events program open to all students and the public when space permits.

Two administrators/professional staff, two Arts and Communication faculty, two other faculty, one adjunct faculty/part-time professional staff, two students, one support staff, the Technical Director of the Arts Center. (Approved September 11, 2000)

FINANCIAL AID AND SCHOLARSHIP: Reviews scholarship applications and makes awards, advising the President and The Meeting of such decisions; advises the administration on policy for handling the funds for all federal and state programs in the Office of Financial Aid; serves as an appeal body for students who believe their requests for aid should be reviewed; keeps abreast of national trends in student financial aid.

Director of Financial Aid, three faculty, one adjunct faculty/part-time professional staff, one support staff, one administrator/professional staff, Director of the ADVANTAGE Program (ex officio), one student. (Approved May 10, 1999)
HONORS: Serves as an advisory committee to the College Meeting. The committee will report to the Vice President for Academic and Student Affairs and submit an annual report to the President and the College Meeting. The mission of the Honors Committee is to continuously develop and maintain honors offerings and an Honors Program.

Honors Program Director (or acting director), Vice President for Academic and Student Affairs, at least one member of the academic professional staff, (e.g., Director of Coaches & Mentors, or Director of Advising and Counseling, or Transfer Advisor, or Librarian), four full time faculty members from at least three different programs; one support staff; one adjunct faculty and one student. Phi Theta Kappa advisor, Phi Theta Kappa president will serve as ex officio members if they are not otherwise members. (Approved November 19, 2001)

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INTERNATIONAL EDUCATION: Serves in an advisory capacity to the Coordinator and Faculty Coordinator of International Education. Supports existing and new international education projects and activities, and may make recommendations regarding the international education budget.

Academic Dean of Language and Literature, Natural Sciences and Life Fitness and Mathematics, Coordinator of International Education, Faculty Coordinator of International Education, three other faculty, one adjunct faculty/part-time professional staff, one support staff, one student. (Approved May 10, 1999)

LIBRARY: Reviews library services and advises the Director and the College community regarding all phases of the library and its services.

Three faculty, one adjunct faculty/part-time professional staff, one student, one support staff, one administrator/professional staff, and a member of the library professional staff. (Approved May 10, 1999)

PROFESSIONAL DEVELOPMENT: Plans and executes social and professional activities designed to enhance college community life and to upgrade the professional skills of all those who work at the College. To that end, the committee will assist in the planning of all professional day activities which begin the Fall and Spring semester, and invite requests for disbursement of Professional Development funds, and make recommendations to the Vice President of Academic and Student Affairs.

Vice President of Academic and Student Affairs, four other administrators/professional staff, two support staff, one adjunct faculty/part-time professional staff, one student, four faculty. (Approved September 11, 2000)

STEERING: Helps The Meeting set semester agendas and advises elements of the governance structure on how to handle academic related matters efficiently. Implements the annual evaluation of the effectiveness of the governance process.
Ad Hoc Committees

College Meeting, within the scope of its responsibilities, has the right to establish ad hoc committees. Any member of College Meeting, or any standing committee thereof, may move the establishment of such a committee. When such a motion is brought to College Meeting for adoption, it shall contain the following:

- Statement of purpose for the committee.
- Length of time for the committee to exist.
- Schedule for and method of reporting to College Meeting.

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- Evidence that the ad hoc committee will be different from or complementary to the purpose and work of any standing committee.
- Number of committee members to be appointed

Ad Hoc Committees, when established, shall be broad-based in their representations; said appointments to be made by the President, the Faculty Professional Committee, the Support Staff Association, and the Student Senate for their respective constituencies. An ad hoc committee shall cease to exist when its specific task assigned by College Meeting has been completed.

Other Committees

The College Forum (Adopted May 9, 1978)

The function of the College Forum is to informally discuss issues of common concern, including issues arising in a College Meeting.

C. Faculty Professional Committee (FPC)

Purpose and role

The Faculty Professional Committee (FPC) is elected by vote of the faculty to assist in the development and maintenance of the highest professional standards throughout the College. In carrying out its responsibilities, the Committee shall only review, formulate conclusions, and make recommendations. Its duties are those listed below which set forth its role.
a. The Faculty Professional Committee serves a dual role. On one hand it is a working representative body of the entire teaching faculty; on the other it serves the College Meeting in certain capacities. To fulfill both functions most effectively, it should reflect the comprehensiveness of the faculty in its makeup as well as in its appointments.

b. The FPC will appoint the faculty membership to the committees of the College Meeting. The FPC will appoint adjunct faculty and part-time professional staff to Standing Committees. Part-time professional staff requests for committee appointments should be forwarded to the FPC from the President of the College. (Adopted May 10, 1999)

c. The FPC, at the request of any recognized and approved group among the constituents of the College Meeting, will schedule a College Forum, and will designate who is to chair the Forum.

d. The FPC, at the request of any recognized and approved group among the constituents of the College Meeting, will organize, promote, and conduct a Faculty Symposium Series.

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e. The FPC will attempt to promote faculty professional growth and improvements in teaching effectiveness.

f. The FPC will assist in promoting and maintaining harmonious relationships between committees, the student body, faculty, and administration.

g. The FPC will participate in recommending emeritus appointments.

h. The FPC oversees the selection of an individual to receive the “Excellence in Teaching Award” at Commencement each year. The nomination and selection process is described in a separate document entitled “Excellence in Teaching Guidelines”. The honoree will receive a plaque commemorating the award as well as a monetary award. (Modified College Meeting March 20, 2006)

A blue ribbon committee is to be formed made up of a representative of: Student Senate or Alumni Representative, Member of the Board of Trustees or the Foundation Board, Staff Member Representative Chair of the FPC, and a Former Recipient. This committee will accept written nominations from the College community of full-time faculty members and select a recipient for the award. This recipient will receive a plaque commemorating the award as well as a monetary award. (Modified College Meeting March 2006)

**Structure and Procedures**

Composition, membership, and election:
1. The Faculty Professional Committee is a committee of the College whose entire membership is elected by the faculty.

2. The Committee is composed of five full-time faculty members elected by the faculty for staggered three year terms. With the exception of members completing a term, who are not eligible for re-election for one year, anyone on the full-time teaching faculty is eligible for election to the Committee.

3. In the Fall of each year, at least two weeks prior to the October College Meeting, the FPC shall:
   a. issue to all teaching faculty a nomination ballot containing the names of those eligible for election.
   b. from the nominating ballot:
      1. if ONE new member is to be elected to the FPC, select those two with the greatest number of votes as nominees.
      2. if TWO members are elected to the FPC, select those four with the greatest number of votes as nominees.
      3. if there are tie votes in any of these places, both names are entered as nominees.

   c. with the names, make up an election ballot for distribution and vote in October. On this ballot all nominees will be listed and instructions given to vote for either one or two.
   d. count the ballots and send notice of newly-elected members to all who attend and vote in College Meetings.

4. The term of office is three years. Two persons are elected in each of two years and a fifth person is elected the third year. Should a member resign or leave during his/her term of office, and election is held to fill the unexpired portion of his/her term.

5. At its organization meeting each Fall, following the election, the Committee elects its own chair person and secretary.

   Procedures
1. The Committee undertakes to recognize and function through the regular organizational channels, including appropriate committees and officers of the College. It may take its review, conclusions, and recommendations to a regular or special College Meeting.

2. The Committee meets on a regular basis with the President for an exchange of views and discussion.

3. The Committee shall prepare an annual report of its work for review and examination by the faculty. (Adopted, May 8, 1995)

**Advisory Committees**

Advisory committees are composed of carefully selected individuals who possess experience, expertise and interest in the career or subject content area the committee serves. Members are selected to provide a complete range of skills and knowledge in the area. Members are nominated or may volunteer and are appointed by the President. Each committee will have one officially assigned college representative who will serve the committee as its formal liaison. Adjunct faculty of Cape Cod Community College may comprise no more than 33% any advisory committee. No more than two students may sit as members of the committee. The inclusion of students at meetings will be the

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choice of the committee. Members are appointed for a one, two or three year term. A member may serve for two consecutive terms (a maximum of six years). Though, they have no official authority for formal action, they are of great value in the capacities indicated.

**D. Support Staff Association Rules (SSAO) Revised: September 2000**

The Support Staff Association provides a safe and comfortable forum to share information, ideas, issues, and to review and create policies in a continuing atmosphere of professionalism and camaraderie for all part- and full-time clerical, technical and maintenance support staff.

THE SUPPORT STAFF ASSOCIATION (hereafter referred to as The Association)

The responsibilities of The Association are:

- To share information. Announcements of general interest to the membership of The Association are appropriate.
• To formulate and review matters of operational policy and procedures, to be decided upon by a majority vote of attending members for recommendation to the President of the College. Whenever feasible, new business should go through the appropriate ad hoc or standing committee for consideration or recommendation; however, channels for new business should be as open as possible. Specifically, any voting member of The Association may introduce new business not referred to committee. Use of College email system to add agenda items or motions for discussion is encouraged.

The responsibilities of The Association do not include and cannot abridge:

- Decisions from the Massachusetts Higher Education Coordinating Council.
- Decisions from the Cape Cod Community College Board of Trustees.
- Contractual matters of Agreement between the Council and Massachusetts Community College Council or the AFSCME Collective Bargaining Agreement.
- Items specifically within the jurisdiction of each governance component i.e., College Meeting, Student Senate, faculty departments, Faculty Professional Committee, President’s Staff, and administrative offices or departments.

The voting membership of The Association will consist of all part- and full-time clerical, technical and maintenance support staff.

COLLEGE GOVERNANCE

General Meetings

1. Attendance of the membership is expected and encouraged.

2. Meetings will be held monthly. Upon the request of any ten members of The Association or the President of the College, the Chairperson will call a Special Association Meeting.

3. Robert’s Rules of Order will be the basis for the conduct of the meetings.

4. A Chairperson of The Association will be elected annually at the June meeting. Nominations will occur at the proceeding meeting. The Chairperson’s duties are:

   - to preside at the meeting
   - to appoint a Parliamentarian
   - to prepare the agenda of the meeting and send to the membership, via campus email, prior to the meeting
- to supervise all nominations and elections of The Association
- to call Special Meetings of The Association
- to review minutes for accuracy prior to approval
- to write necessary correspondence for The Association
- to be advisor and/or spokesperson for The Association
- to perform such other functions as The Association assigns.

5. A Secretary of The Association will be elected annually at the June meeting. The Secretary’s duties are:
   - to record and distribute minutes of the meeting via campus email
   - to maintain a file of all minutes and other Association documents.

6. A Treasurer of The Association be will elected annually at the June meeting. The Treasurer’s duties are:
   - to maintain accounting records of The Association funds
   - to give monthly accounting reports at the meeting
   - to assist in the transfer of funds for The Association scholarship(s).

SSA Standing Committees – will be considered “ad hoc” and activated when issue(s) arise.

1. A Standing Committee member of The Association will regularly report activities at the monthly Association General Meetings, will make recommendations to The Association concerning operational policy and procedures for consideration and action, and may serve in an advisory capacity in certain areas.

2. Membership to Standing Committees of The Association is appointive through the Social and Professional Activities Committee. The membership will be broad based and will reflect the comprehensiveness of the College.

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3. Chairpersons of the Standing Committees will be determined by the committee membership at the June meeting.

POLICY AND PROCEDURE COMMITTEE
Responsible for the development of new policies and procedures and review of those previously established; and for making reports and appropriate recommendations for actions on these matters.

5 classified staff members and 1 part-time staff member
SOCIAL AND PROFESSIONAL ACTIVITIES COMMITTEE
Responsible for developing social and professional development activities for the support staff, collects and disseminates and maintains files for related materials on workshops, training seminars and conferences. This committee would also function as a welcoming committee for new support staff.

5 classified staff members and 1 part-time staff member

SUPPORT STAFF REVIEW COMMITTEE
Responsible for the review of new and existing programs, centers and initiatives; recommends position vacancies or modifications based on recognized workload systems and needs assessment as they support staff.

5 classified staff members, 1 part-time staff member, and 1 AFSCME Union steward

COLLEGE COMMITTEES
Support Staff members and the College Community benefit from support staff participation on campus committees including search and screen, standing and ad hoc committees.

The Association will be represented at the monthly College Meeting by the SSA 3 officers, and by the SSA member elected to each of the College Standing Committees. These Association members will have voting privilege at the College Meeting. Members representing the Association on Standing Committees and at College Meeting are elected during the annual June meeting by the majority of attending Association members. All Association representatives to College Meeting are expected and encouraged to attend the College Meetings. Association representatives may attend the semester end Faculty Meeting but have no voting privileges.