

College Governance Session

2016

Professional Development Week
Friday September 2, 2016 1:15pm

<http://www.ccp.edu/governance>

College Governance Session Goals

- Introduce
 - Committee charges, procedures, and processes
 - Committee Meetings Calendar for 2016-2017
 - Website and Resources
- Review basic *Robert's Rules of Order*
- Q&A

Organization/Members

- Each committee is comprised of 12 members, except Technology Coordinating (TCC) which is comprised of 20 members
- These members represent the Federation, students and the Administration. TCC has only Federation and Administration members
- There are four (4) members in each category, except for TCC which has (10) Federation members and ten (10) Administration members
- There are also four (4) alternates in each membership category, except for TCC which may have six (6) alternates from the Federation and six (6) alternates from the Administration
- Alternates may or may not regularly attend the meetings. This is based on availability, productivity in their respective units and teaching responsibilities
- Alternates are expected to be available should a member in their respective category be unable to attend

The Committees

- I. Institution-Wide Committee (IWC)
- II. Standing Committee on Academic Affairs
 - A. Sub-Committee on Academic Support
 - B. Sub-Committee on Curriculum
- III. Standing Committee on Business Affairs
- IV. Standing Committee on Student Affairs
- V. Technology Coordinating Committee

Initial Committee Meeting Procedures

For the initial meeting of the IWC and each Standing Committee in the new academic year:

- The College president will appoint a convener to begin the meeting
- The first order of business for the convener will be to manage election of officers
- The names of the individuals elected will be reported to the Special Assistant for Governance (James Stewart) via e-mail:
governance@ccp.edu
- The results will be posted on the Governance webpage

Expectations of the Role of a Governance Committee Member

- **Participate in the Process** – this is critical – please read your materials and prepare for discussion and interaction on the subject matter with the other committee members
- **Attend Meetings** – ensure that you uphold your time commitment and when unable to do so alert an alternate in your membership category to attend on your behalf
- **Adhere to the Committee Charge** – maintain a focus on the charge of the committee and use this as a guideline for discussions and review of initiatives that are presented to the respective committee

Institution-Wide Committee (IWC)

- The IWC shall consider all recommendations forwarded to that committee by the Standing Committees
- The IWC will advise the Standing Committee of its actions
- The IWC shall forward its recommendations to the College president for action
- The president will act upon recommendations from the IWC and those decisions will be made available to the College community

Institution-Wide Committee (IWC)

Examples of Work

- Smoke-Free Campus Policy
- Credit by Examination Policy
- Associate in Science in Mathematics Degree Revision

Standing Committee on Academic Affairs

The Standing Committee on Academic Affairs shall consider and evaluate policies and procedures relating to curriculum and academic support services.

The Standing Committee on Academic Affairs undertakes its work through two sub-committees:

- Sub-Committee on Academic Support
- Sub-Committee on Curriculum

Sub-Committee on Academic Support

- The Sub-Committee on Academic Support shall consider and evaluate policies and procedures relating to academic support
- Final recommendations from the Sub-Committee are forwarded to the IWC for action

Sub-Committee on Academic Support

Examples of Work

- Academic and Time Amnesty Policy changes (P&P #10)
- Determining Eligibility for Graduation (P&P #6)
- Policy on Transfer Credits (P&P #12)
- Addition of Prior Learning Assessment to P&P #12

Sub-Committee on Curriculum

- The Sub-Committee on Curriculum shall consider and evaluate policies and procedures relating to curriculum
- Final recommendations from the Sub-Committee are forwarded to the IWC for action

Sub-Committee on Curriculum Examples of Work

- Renaming of AS in Science degree to AS in Chemistry
- Revision of Automotive Technology – Automotive Serving Technology Option
- Revision of Communication Studies Program

Standing Committee on Business Affairs

- The Standing Committee on Business Affairs shall consider and evaluate policies and procedures relating to facilities usage and campus operations
- Final recommendations from the Committee are forwarded to the IWC for action

Standing Committee on Business Affairs

Examples of Work

- Recycling Policy
- Tobacco and Smoke-Free Community Grant
- Suggestion of new Gender-Neutral restroom signage
- Shared Classroom space

Standing Committee on Student Affairs

- The Standing Committee on Student Affairs shall consider and evaluate policies and procedures relating to student affairs
- Final recommendations from the Committee are forwarded to the IWC for action

Standing Committee on Student Affairs

Examples of Work

- Academic Integrity Policy review
- Behavioral Intervention Team proposal
- Student Code of Conduct review

Technology Coordinating Committee

- The Technology Coordinating Committee shall recommend College-wide guidelines and standards to be used by areas, departments and individuals in the development of plans for specific applications of computer-based technology in their area or discipline
- Final recommendations from the Committee are forwarded to the IWC for action

Technology Coordinating Committee

Examples of Work

- Considering the Future of the Technology Coordinating Committee
- Review of Technology Plan initiatives

Standing Committee Meetings for the Academic Year 2016-2017

- Institution-Wide Committee (IWC)—4th Monday of each month, 2:30 p.m.
Location: Isadore A. Shrager Boardroom, M 2-1, Second Floor, Mint Bldg.
- Sub-Committee on Academic Support—4th Thursday of each month, 3:30 p.m.
Location: Counseling Department Conference Rm., BG-07G Ground Floor, Bonnell Bldg.
- Sub-Committee on Curriculum—2nd Thursday of each month, 3:30 p.m.
Location: Academic Affairs Conference Rm. M2-34, 2nd Floor, Mint Bldg.
- Committee on Business Affairs—2nd Wednesday of each month, 3:30 p.m.
Location: Library Conference Room, Library, 1st Floor, Mint Bldg.
- Committee on Student Affairs—4th Wednesday of each month, 3:30 p.m.
Location: Student Life Conference Room S1-09, 1st Floor, Winnet Student Life Bldg.
- Technology Coordinating Committee—3rd Wednesday of each month, 2:30 p.m.
Location: Academic Computing Conference Room B2-26, 2nd Floor, Bonnell Bldg.



College Governance

Institution-Wide Committee

[IWC Recommendations](#)

[Actions by the President](#)

Standing Committees:

[Academic Affairs:](#)

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Governance Resources

[College Governance Training Presentation](#)

[Committee Agenda Template \(MS Word\)](#)

[Committee Minutes Template \(MS Word\)](#)



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“The primary goal of governance is to enable an educational entity to realize fully its stated mission and goals and to achieve these in the most effective and efficient manner that benefits the institution and its students. Institutional governance provides the means through which authority and responsibility are assigned, delegated and shared in a climate of mutual respect.” --- The Middle States Commission on Higher Education Standard Four: Leadership and Governance

This website is established as a tool for communicating information regarding governance at Community College of Philadelphia. The purpose is to have this information enable students and College personnel to effectively interact with, and engage in, the governance process. The outcome, as it pertains to College Governance, is to achieve and maintain an involved, informed and knowledgeable College community.

On this website, students and College personnel are able to view information pertaining to the Institution-Wide Committee (IWC), the standing committees and the two active sub-committees. Also, it is possible to view recommendations from IWC to the President and to view actions of the President on recommendations.

The information on the links includes the names of committee members, the meeting agendas and the meeting minutes. Additionally, detailed information regarding meeting and locations is provided for each committee.

Using the links located on the left, please browse for the information of interest. College personnel and students may forward any questions regarding the information on this website to governance@ccp.edu.

[College Mission, Vision, and Core Values](#)

[College Governance Procedures memo from President Curtis on 12.17.07](#)

[Report from the Ad Hoc Committee on Governance May 2006](#)

The committee information is maintained by each committee. This information is updated regularly as meetings occur and the proceedings are documented.



Institution-Wide Committee

[IWC Recommendations](#)

[Actions by the President](#)

Standing Committees:

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[Sub-Committee on Academic Support](#)

[Sub-Committee on Curriculum](#)

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The Standing Committee Archive

The College Standing Committee archive is organized by committee and academic year. Click on the academic year under the specific Standing Committee to review committee members and available documents.

Institution-Wide Committee

[2007-2008](#) [2008-2009](#) [2009-2010](#) [2010-2011](#) [2011-2012](#) [2012-2013](#) [2013-2014](#) [2014-2015](#) [2015-2016](#)

Academic Affairs - Curriculum

[2007-2008](#) [2008-2009](#) [2009-2010](#) [2010-2011](#) [2011-2012](#) [2012-2013](#) [2013-2014](#) [2014-2015](#) [2015-2016](#)

Academic Affairs - Support

[2007-2008](#) [2008-2009](#) [2009-2010](#) [2010-2011](#) [2011-2012](#) [2012-2013](#) [2013-2014](#) [2014-2015](#) [2015-2016](#)

Business Affairs

[2007-2008](#) [2008-2009](#) [2009-2010](#) [2010-2011](#) [2011-2012](#) [2012-2013](#) [2013-2014](#) [2014-2015](#) [2015-2016](#)

Student Affairs

[2007-2008](#) [2008-2009](#) [2009-2010](#) [2010-2011](#) [2011-2012](#) [2012-2013](#) [2013-2014](#) [2014-2015](#) [2015-2016](#)

Technology Coordinating

[2006-2007](#)

[2007-2008](#) [2008-2009](#) [2009-2010](#) [2010-2011](#) [2011-2012](#) [2012-2013](#) [2013-2014](#) [2014-2015](#) [2015-2016](#)

Robert's Rules of Order

- Robert's Rules of Order shall be observed in conducting all meetings – committee members can familiarize themselves with parliamentary procedures by reviewing information on the web
 - *One such site is:* <http://www.robertsrules.org/>
- Individuals can purchase copies of Robert's Rules of Order, abridged, from most booksellers or Amazon

Robert's Rules of Order - Examples

- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor

www.ccp.edu/governance

■ Questions ?????????

Thank you for your participation !

The College Governance website will be updated and will include the names of the elected committee (co-) chairs, the names of all members, the meeting day and location, agenda, minutes and all supporting documentation for the respective meetings.

Under the link “Resources,” this PowerPoint presentation will be available.

www.ccp.edu/governance

Please take a brief moment to complete our survey. Your responses will assist in the continuous effort to improve the training workshop.

For questions you may have after you leave the session, please e-mail:

governance@ccp.edu