College-wide Shared Governance Councils
Overview and Timeline

<u>Overview</u>: In pursuit of academic excellence and student success, Northland's college-wide shared governance councils will identify, review, and explore ideas, initiatives, and opportunities to advance the college vision.

College Vision:

Northland will be the premier choice for providing exceptional education that transforms lives and strengthens the communities we serve.

Northland's shared governance council model is comprised of four councils: the College Council, the Learning Council, the Student Success Council, and the Facilities, Finance and Technology Council. These councils are organized to ensure administration, faculty, and staff are actively involved in Northland's planning and decision-making processes.

<u>Proposal Timeline:</u>

- Two weeks prior to the meeting of the Council, proposals are to be submitted to the Office of the President using the *Council Proposal Form – 1st Review.*
- Co-Chairs will examine all the proposals at a pre-meet, one week prior to their respective Council meeting.
- One week prior to the Council meetings, the Executive Assistant to the President will send out an agenda for their respective Councils.
- One week prior to the Council meetings, the Committees assigned to each Council will submit a written summary of any Committee activities.
- Proposals that have been selected as agenda items will receive an initial reading at the first possible Council meeting where the authors of the proposal will present.
- If the Council supports the proposal, then the author or team will be asked to present a second time in more detail using the *Council Proposal Form – 2nd Review*.
- After the second reading, the Council will make a recommendation to forward the proposal to the College President for approval or suggest that another Council should review the proposal.
- One week after the meeting, the Executive Assistant to the President will send out, via email, an executive summary and Council highlights to the entire college.
- All Council members are expected to attend meetings and report back as a liaison to their respective constituents in a timely manner. If you are unable to attend, please find a substitute.

Meeting Process:

1. Meetings will be facilitated by the Co-or-Tri Chairs of the Council.
2. Meetings will begin with a "check in" from each council member.
3. Presentations may be informational or require action on the part of Council members.
4. For those presentations that are informational, presenters are asked to provide relevant handouts and presentation materials during the meeting.
5. Presentations requiring a vote should include all materials prior to the meeting, so that Council members can review materials prior to the Council meeting.
6. Questions and discussion are facilitated by the Council Chair(s).
7. Following Q & A and discussion, the chairs will call for a vote of the council. Voting is done via "thumbing" according to the Interest Based Negotiation process. Proposals move forward to the College President (see process, above) if all members approve ("thumbs up") or can live with ("sideways thumb") the proposal. A proposal may not go forward if any one member cannot accept ("thumbs down") the proposal recommendation, at which point the proposal is sent back to the presenters for further work and revision. At the next Council meeting, the updated proposal will be reviewed, and a vote will be taken. At which time, if there is no change in the support, the proposal can be sent forward to the president with the dissenting member providing a written statement.
8. Meetings conclude with a "check out" from each council member.

Meeting Communication:

1. One week after the meeting, the Executive Assistant to the President will send out meeting minutes to the entire college.
2. Meeting minutes will be posted online to the College-wide Shared Governance Portal (Sharepoint) as well as stored in a TEAMS folder.

COLLEGE-WIDE SHARED GOVERNANCE COUNCILS 2024-25

1) The College Council:

Purpose: The College Council is a collaborative group of Administrators, Faculty and Staff focused on college-wide success. The College Council reviews proposals and recommends guidelines to advance the vision and mission statements and the strategic plan to create a college climate that promotes student success and collegiality.

Domain:

- College Councils, Committees and/or taskforces
- College wide initiatives not within the Learning, Student Success or Finance, Facilities and Technology Council's domains
- Grant proposal ideas
- Other

Membership:

- See spreadsheet

2) The Learning Council:

Purpose:

The Learning Council is a collaborative group of Administrators, Faculty and Staff focused on teaching and learning and student success. The Learning Council reviews, develops, and recommends guidelines and procedures related to instruction, academics and other areas under its domain in order to create a college climate that promotes student success and collegiality.

Domain:

- Curriculum
- Degree and certificate requirements
- Accreditation
- Student preparation and success
- Facilities--Learning Spaces
- Faculty Professional Development
- Instructional Technology
- Academic program review

- Academic action plans
- Academic calendar
- Programs and partnerships
- Academic misconduct
- Faculty professional development
- Other academic and professional matters as mutually agreed upon

Membership:

- *See spreadsheet*

3) The Student Success Council:

Purpose:

The Student Success Council is a collaborative group of Administrators, Faculty and Staff focused on student success outside the classroom. The council's central tenets are student recruitment, enrollment, development, engagement and retention. The Council reviews, develops, and recommends guidelines and procedures related to student development and other areas under its domain in order to create a college climate that promotes student success and goal completion.

Domain:

- Retention
- Student Life
- Advising
- Career Services
- Financial Aid
- Assessment and Placement
- Diversity
- Admissions and Records
- Technology (Non-Instruction)
- Student Conduct (BAT, Harassment, Discipline)
- Alumni

Membership:

- See spreadsheet

4) The Finance, Facilities, and Technology Council:

Purpose:

The Finance, Facilities, and Technology Council will focus on advancing organizational strategies with alignment and priority established from the Strategic Plan and will assess administrative services at the institution for efficiency, effectiveness, and productivity while encouraging the advancement of innovative changes. The Finance, Facilities, and Technology Council will review college-wide proposals to improve organizational performance while maintaining overall stability, flexibility, growth, and institutional advancement.

Domain:

- Facilities, renovation projects for both capital development and facilities planning
- Finance/Budget
- Campus safety
- College Technology
- Sustainability

Membership:

- See spreadsheet