Shared Governance Guidelines at Sinte Gleska University (SGU)

Background
Pursuant the spring semester 2015 self-study process, the President and President’s Council determined that SGUs shared governance structures needed to be strengthened. While the existing structure provided opportunities for faculty and students to have regular input through the Faculty Council and Student Association, more collaboration was indicated in order to bring more people into the circle and to address a variety of functions that heretofore were dealt with in an ad hoc fashion.

In order to ensure that all staff and faculty are afforded the opportunity to participate in the governance of the university, two additional standing bodies have been established per recommendation of the President’s Council and through the authority of the president.

Four SGU Councils and general areas of responsibility
General Council – Institutional policy formulation, activities including commencement
Faculty Council – Curriculum, Instruction, Assessment of Student Learning, and professional development
Student Association – Student affairs, student activities
Tokatakiya Okolakiciye – Strategic planning, institutional effectiveness research

Overall Purpose of SGU Council System
SGU’s Council System provides an opportunity for staff, faculty, and students to participate in governance by developing policy recommendations, by participating in planning, and by organizing activities aligned with the mission and purposes of the university.

Overall Functions of the Councils
Recommend policy to the President’s Council for review and possible introduction to the Board of Regents;
Facilitate development and implementation of the strategic plan;
Provide channels for regular discussion and communication of issues, concerns, and initiatives that affect the SGU community; and
Act upon charges (requests) that come from the President, President’s Council, and/or from one of the other council bodies.

Council officers and responsibilities
The Chairperson presides and is responsible for preparing and publishing agendas
Vice Chairperson– Vice Chairperson takes the place of the Chairperson in his/her absence

Approved by Consensus – President’s Council – April 7, 2015
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Secretary keeps minutes and publishes those minutes within one week of each meeting. Minutes are to be published on the SGU website and are to be kept in electronic form by the Secretary of each committee.

Ex-officio participants and special provisions
The VP for Academic Affairs is ex-officio to the Faculty Council;
The VP for Community Service is ex-officio to the Student Association but may delegate that responsibility;
The VP for Finance and Resource Development is ex-officio to the General Council;
The Chief of Operations shall serve as the chair of the Tokatakiya Okolakiciye during year one of its existence and the chair shall be elected by the members thereafter;
The Student Association president is selected by student members.

Meetings of Councils and Documentation
Meetings are to be held x2/month or more often as the Council chooses
Special meetings may be called by the Chairperson
A quorum will be a majority of the members
Meetings are open
Minutes will be kept electronically and will be posted on the SGU website.

F. Membership
All regular employees of SGU must serve on a minimum of one of the four standing committees and not more than two committees;
New employees are to be assigned to a Council after they are oriented to the various Council functions;
There will be a minimum of one student appointed to serve on the General Council and the Tokatakiya Okolakiciye. Appointees will be selected by the Student Association.
Members can switch committees if approved by the Vice-President of their division
Council membership will be posted on the SGU website
At the beginning of the Fall Semester and not later than September 1, Council membership will be set for the academic year.

Organizational Structure and Process
Each regular member of a Council is generally a voting member, though the chair votes only to break a tie. Councils should strive for consensus but that is not an absolute requirement. Charges to the Councils (i.e., mandates to Councils to carry out specific tasks) can be developed by Councils themselves, can come from the President or
President’s Council, or can be recommended by one Council to another. Each charge and its status (progress) will be noted in the minutes.

Completed charges will be routed through the President’s Council, which may refer a charge back to a committee with recommendations for amendment or may pass the charge along to the Board of Regents (BOR) if the matter warrants BOR consideration. If the issue involves college policy, the President will take the policy to the next regularly scheduled Board of Regents meeting for consideration. Minutes of the President’s Council meeting will reflect the handling and disposition of all charges that come to it.

In some instances, charges may have significant consequences for all staff members. In such instances, as determined by the President’s Council and/or by the President, ad-hoc working groups will have to be created. In other instances, a particular Council may have responsibility for a specific and ongoing charge, but may routinely invite the participation of persons from other Councils who have expertise in the area.

Each of the four Councils can form subgroups. Some may be ad hoc and may be formed to work on specific charges. Others may be regular standing subcommittees. The Faculty Council, for example, may opt to form a permanent subcommittee on assessment of student learning.

Both the Student Association and the Faculty Council have their own operating guidelines and purposes. The two additional bodies – General Council and Tokatakiya Okolakiciye – are charged with developing their guidelines and purposes and providing them to the President’s Council for consideration not later than June 2015.
Note: This graphic only represents a partial picture of SGU shared governance. It does not include, for example, the Department Chair’s organization, nor does it include various other committees and ad hoc groups that play important governance roles in the university.