



<b>Name:</b>	College Council				
<b>Purpose:</b>	College Council is the central body of the shared governance process. Shared governance committees report and make recommendations to College Council. Its work encompasses leadership of the shared governance system, strategic planning, and college-wide effectiveness. It reports and makes recommendations to the College Chancellor. It is authorized to form ad hoc subcommittees or task forces as needed.				
<b>Sponsor:</b>	Chancellor				
<b>Chair:</b>	Provost				
<b>Recorder:</b>	Executive Assistant to the Chancellor				
<b>Membership:</b>	<b>Members (By Title or Constituency)</b>	<b>Member Type</b>	<b>Division/ Department</b>	<b>Voting (Y or N)</b>	<b>Other Notes</b>
	Faculty Senate President	Permanent	varies	Y	
	Staff Senate President	Permanent	varies	Y	
	Provost	Permanent	Academic & Academic Affairs	N	Tie-Breaking Vote only
	CFO	Permanent	Finance & Administration	Y	
	Dean of Student Life & Wellness	Permanent	Student Life and Wellness	Y	
	VC of Enrollement & Student Life	Permanent		Y	
	Director of Physical Plant	Permanent	Facilities Management	Y	
	Director of Human Resources	Permanent	Human Resources	Y	
	CIO	Permanent	Information Technology Services	Y	
	Director of institutional Research	Permanent	Institutional Research	Y	
	4 Faculty	Representatives	School of Fine Arts, Humanities & Social Sciences	Y	

	4 Faculty	Representatives	School of Technical & Professional Studies	Y	
	4 Faculty	Representatives	School of Sciences, Mathematics, & Allied Health	Y	
	1 Instructional Dean	Representative	varies	Y	This position will rotate.
	3 Staff	At-large	varies	Y	
	1 Student	At-large	N/A	Y	
<b>Membership Totals:</b>	26 voting, 1 non-voting, 27 Total members				
<b>Resources:</b>	Strategic Plan, Board and State Policy, HLC Criteria for Accreditation, College Policy and Procedures, Stakeholder Input, Institutional Data				
<b>Meeting Schedule:</b>	2 <sup>nd</sup> Friday, monthly @1:00 PM				

<p><b>Duties:</b> (Reviewed Annually)</p>	<ol style="list-style-type: none"> <li>1. Ensures timely, factual, and clear communication between constituent groups regarding major institutional decisions.</li> <li>2. Discusses college-wide issues.</li> <li>3. Advises the Chancellor.</li> <li>4. Monitors all UA-PTC’s institutional effectiveness efforts, including the College’s planning, assessment, and accreditation processes.</li> <li>5. Reviews and reports on compliance with the Criteria for Accreditation, Assumed Practices, and Federal Compliance areas.</li> <li>6. Assesses the College’s progress on meeting all Key Performance Indicators (KPIs) as outlined on the KPI Scorecard.</li> <li>7. Guides the accreditation process.</li> <li>8. Vets policy in collaboration with the Faculty &amp; Staff Senates.</li> <li>9. Reviews and approves policy and process recommendations from shared governance groups.</li> <li>10. Ensures that any recommendations impacting the whole of a group represented are presented first to the appropriate representative bodies.</li> <li>11. Reviews and approves recommendations for priorities in plans from Councils.</li> <li>12. Reviews recommendations from Councils.</li> <li>13. Has the responsibility and authority to vet items from shared governance groups and to defer items to councils and/or committees for review or action.</li> <li>14. Assigns scope of work to Planning &amp; Budget Council, Student &amp; Academic Affairs Council, and Valuing Stakeholders Council.</li> <li>15. Monitors work of all shared governance councils.</li> <li>16. Reviews and approves adjustments to council charters.</li> <li>17. Assesses the college’s system of governance.</li> <li>18. Advises the Chancellor on issues where no existing committee or group exists.</li> <li>19. Establishes ad-hoc committees or groups, as needed, to address issues not under the purview of a standing committee.</li> </ol>
<p><b>HLC Alignment:</b></p>	<p>All Criteria</p>

<p><b>Boundaries:</b></p>	<ul style="list-style-type: none"> <li>• The Chancellor and Board of Trustees are the final authority for matters involving the strategic plan, board policy, and budget.</li> <li>• The Chancellor reserves final decision-making authority for operational matters.</li> <li>• Recommendations should not be counter to any accreditation standards or other external compliance or regulatory expectations.</li> <li>• Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures.</li> </ul>
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**Operating Guidelines:****General Guidelines**

1. Annually review charter.
2. Annually staff and train members on effective and efficient meeting practices using quality tools.
3. Annually select chair and recorder, if needed.
4. Review work delegated by Council and assign work (with deadlines) to appropriate committees and/or members.
5. Receive and review reports on a monthly basis. Provide feedback to each committee.
6. Submit recommendations to appropriate Council.
7. Prepare monthly reports for appropriate Council.
8. Review data sets assigned to the group for analysis, make recommendations that support data-based decision making, establish deadlines for recommendations, and develop strategies for sharing results college-wide.

**Committee/Council Business**

1. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee/council. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation.
2. Agenda items and related materials may be submitted by group members and non-group members to the chair/liaison for consideration; they should be submitted at least five (5) business days prior to the meeting by 5 PM.
3. Meeting notices and tentative agenda will be distributed at least three (3) business days in advance of the meeting.
4. Minutes of proceedings—Minutes will be recorded for each meeting and provided in advance of the next meeting. Minutes will be reviewed for accuracy and completeness. Approved minutes will be posted in the designated document repository within three (3) business days of the approval meeting.
5. All action items must be completed in a timely manner; preferably by the established deadline.

**Meetings**

1. Regular Meetings— Meetings will occur once per month.
2. Special Meetings—As needed and defined/called by the chair.
3. The first meeting of the academic year will be dedicated to orienting members.
4. Attendance at meetings—Attendance is an expectation of appointment and will be recorded at each meeting.

- It is the responsibility of the group member to notify the committee chair when he/she will not be able to attend a scheduled meeting.
  - If a member of the group has three (3) absences (Proxies included) in one (1) academic year, the chair will notify the member and his/her supervisor or constituency about the absences, and will submit a request for a replacement to the supervisor or constituency.
  - If a member is unable to attend, s/he may send a proxy. Proxys are permitted to engage in questions and debate but are only entitled to vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxys may not introduce new business. Proxys are used to determine a quorum at the initiation of the meeting, but proxies may not constitute more than half of the attending members at any meeting. On votes other than Old Business they are not counted in determining majorities but their presence shall continue to count toward the required quorum for the vote. No member may have more than three (3) proxies in one (1) academic year.
5. Meetings will be open to all represented persons, although privileges may be limited.
  6. Begin and end meetings on time: use cell phones as universal time
  7. Quorum will be 50% plus one of the total current membership.
  8. The group will conduct meetings and decision-making processes according to the latest edition of Robert’s Rules of Order. The chair may appoint a parliamentarian to assist the chair.
  9. Decisions will be made based on a majority vote of those present.

**Member Conduct/Ground Rules**

1. Come prepared; Read all materials prior to meeting.
2. The meeting environment is a safe zone; there is no rank in the room.
3. Members of the group will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
4. One speaker at a time.
5. Agree only if it makes sense to do so.
6. Support decisions made on consensus.
7. Keep comments on target with topics/tasks at hand.
8. Be respectful of one another.
9. All ringers on cell phones/electronic devices should be turned off or set on vibrate.

**Annual Evaluation Process**

- A. Past Year’s Accomplishments of Goals
- B. Committee/Council Self-Evaluation

<b>Subcommittees:</b>	
<b>Versions:</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Charter Drafted: Spring 2018</li><li><input type="checkbox"/> Charter Adopted: April 6, 2018</li><li><input type="checkbox"/> Revised: July 2019</li><li><input type="checkbox"/> Revised: October 2023</li><li><input type="checkbox"/> Revised:</li></ul>