

COLLEGE GOVERNANCE AND POLICY DEVELOPMENT

A. POLICY DEVELOPMENT

The Board of Visitors desires that any citizen, group of citizens, employee, or group of employees have the opportunity to initiate recommendations for policy changes, additions, and/or deletions to the Board of Visitors.

The University Of Arkansas Board Of Trustees is the final legal authority for developing and implementing college policy. The college Chancellor is the final responsible official for implementation of college policies and holds the overall responsibility for the operations of the college.

College administration shares the process of college policy development through a system of shared governance ensuring full discussion of current and pending college policies. The Chancellor considers recommendations and allows the opportunity for full discussion on policy revisions, new policy development, and/or policy deletions prior to requesting recommendations from the Board.

B. COLLEGE GOVERNANCE

The college governance system shall involve all classifications of employees.

Each group shall review college policies and have an opportunity to discuss the policy, its implementation and, through proper administrative channels, initiate recommendations for new policies, modify current policies, or request the deletion of a current policy or policies.

Policy recommendations shall have an opportunity for discussion throughout the college, especially by those affected by the policy.

The college governance system shall consist of:

1. The State Legislature and Governor
2. The Arkansas Higher Education Coordinating Board
3. The University of Arkansas Board of Trustees
4. The UA Cossatot Board of Visitors
5. Permanent and temporary committees and study groups as determined by the Chancellor to ensure shared governance, legal compliance, and to provide broad participation and representation in the affairs of the college. Shared governance is the process

whereby campus constituencies provide input into college policy and procedure. Shared governance is exercised through committees that serve purposes 1) shared governance committees perform their assigned subject matter duties, 2) shared governance committees serve as the vehicle for creation and review of policies or campus procedures. Shared governance committees provide the opportunity for participation in college governance to propose change or additions to policies and procedures not established by federal or state law or UA System policy. Anything governed by an outside entity does not move through the shared governance process. Shared governance does not take away the authority vested by the Board of Visitors and Board or Trustees.

HLC Criterion: 2C.5; 5B1.1; 5B.3

Policy History:

November 5, 2018
July 7, 2014
January 2, 2011
December 5, 2005
September 24, 2001

COLLEGE GOVERNANCE

Name	Mission	Tasks	Members
Chancellors Cabinet	The mission of the Chancellors Cabinet is to direct and lead the initiatives of the college to ensure the college is in line with the vision and mission of the institution.	The Chancellor’s Cabinet, comprised of individuals who work directly with the Chancellor to carry out the mission and strategic plan of the College, meets the first and third Monday of each month to serve as advisors on matters pertaining to: <ul style="list-style-type: none">• Strategic plan development, implementation, monitoring, and evaluation• Reviewing and recommending the approval or revision of college policies and procedures• Annual review of all policies and procedures each summer• Budgeting• Regulatory Compliance The Chancellor sets the Cabinet meeting agenda with input from the members.	<ul style="list-style-type: none">• Chancellor• Assistant to Chancellor• Vice Chancellor of Finance• Vice Chancellor of Facilities• Vice Chancellor of Academics• Director of Little River Campus• Director of Institutional Research• Director of Workforce• Director of HR• Director of IT• College Relations
Academic Council	The mission of the academic council is to address academic and student service areas. The council also serves to ensure academic quality and initiatives are in line with the vision and mission of UA-Cossatot	<ul style="list-style-type: none">• Share academic information• Review and approve curriculum changes• Review student and academic policies and procedures• Create course schedules• Revise catalogs each academic year	<ul style="list-style-type: none">• VC Academics• Division Chairs• Director of Student Services• Director of Financial Aid• Director of High School Programs• Director of Distance Ed• Director of ERC• Registrar

			<ul style="list-style-type: none"> • Director of Assessment and Research • Center for Student Success Director • Career Services • Testing Center • Adult Education
Faculty Council	<p>The mission of the faculty council is to serve as the official voice for faculty in academic and institutional issues. Responsible for providing faculty input on matters involving institutional, academic, student, and faculty affairs, which may include professional and instructional matters/development, curriculum, awarding of credit, admissions, academic probation, student attendance.</p> <p>Sub-committees:</p> <ul style="list-style-type: none"> • evaluation and professional development • faculty handbook 	<ul style="list-style-type: none"> • To foster a community of mutual respect and cooperation within the College, facilitate effective faculty participation in shared governance of the college, broaden communication, engage faculty's skills and knowledge in the guidance of the college's future, and consider/make recommendations 	<ul style="list-style-type: none"> • Selected by the faculty for a two-year term.
Strategic Planning Team	<p>Led by the Chancellor, the mission of the Strategic Planning Team is to develop, plan, and coordinate broad discussions centered around the long-term needs of the college focusing on identifying institutional vision, values, and goals</p>	<ul style="list-style-type: none"> • Conduct SWOT analysis of the college, internal and external. • Review procedures and processes, the use of institutional resources, identification of funding needs and allocations, facility usage, academic and non-academic program changes • Coordinate and lead development of strategic plan. 	<ul style="list-style-type: none"> • Selected by the Chancellor and VC Academics every 5 years. • Faculty, administration, staff, and student members will be selected.
Disaster Recovery Team	<p>The mission of the Disaster Recover team is to evaluate, develop, plan, and coordinate efforts centered around short and long-term disaster recovery efforts.</p> <p>Sub-committee of Strategic Planning Committee</p>	<ul style="list-style-type: none"> • Conduct SWOT analysis of potential events that may cause disruption in any form to daily operations of the college. • Coordinate and lead development of a disaster continuity plan. 	<ul style="list-style-type: none"> • Selected by the Chancellor and Director or IT every 5 years. • Board representation across the college will exist on this team.

Criterion Team Leaders (Accreditation Team)	<p>The mission of the criterion teams is to oversee and coordinate quality improvement and accreditation initiatives for each assigned criteria.</p> <p>Sub-committees of the Accreditation team will exist and are tasked with continuously reviewing evidence sources and ensuring the college aligns and meets criteria for accreditation.</p>	<ul style="list-style-type: none"> • Serve as leaders of accreditation and compliance with HLC guidelines • Attend HLC conferences as needed 	<ul style="list-style-type: none"> • VC-Academics appoints team leaders for each of the five criterion
Assessment Council	<p>The mission of the Assessment Council is to provide a systematic approach to collecting, interpreting, and providing feedback for learning and program outcomes along with co-curricular outcomes in order to support the institution's mission and purpose.</p>	<ul style="list-style-type: none"> • Coordinate and lead assessment efforts across the college 	<ul style="list-style-type: none"> • Members are selected by the Vice Chancellor of Academics and include the Director of Assessment and Research along with representatives across all academic units
Curriculum Committee	<p>The mission of the Curriculum committee is to review and approve all curriculum changes ensuring high quality education.</p>	<ul style="list-style-type: none"> • Review and approve curriculum changes 	<ul style="list-style-type: none"> • Primarily consist of faculty across the college with at least four non-faculty members. • VC Academics is non-voting member.
OER Team	<p>Serves as a sub-committee to the Curriculum Committee.</p> <p>The mission statement of the OER team is to reduce the expense of educational resources for students, while maintaining high academic quality within coursework and to increase faculty participation in a learning environment that encourages innovative global sharing of knowledge</p>	<ul style="list-style-type: none"> • Maintain OER application process • Conduct planning sessions with faculty concerning OER processes and needs • Review OER materials and course design 	<ul style="list-style-type: none"> • Director of ERC, Chair • Members appointed by Vice Chancellor for Academics Chancellor •
Title IX Team	<p>The mission of the Title IX team is to ensure all parties are treated fairly and have a safe environment on UA-Cossatot property.</p>	<ul style="list-style-type: none"> • Obtain information related to Title IX complaints • Ensure Title IX complaints are properly researched and addressed 	<ul style="list-style-type: none"> • Director of Student Services • Director of Human Resources • Admissions Advisors •
Student Accounts Appeals Team <i>(only as needed)</i>	<p>The mission of the Student Accounts Appeals team is to review student appeals regarding statements/bills.</p> <p>Organized by the CFO.</p>	<ul style="list-style-type: none"> • Review appeal applications 	<ul style="list-style-type: none"> • Vice Chancellor of Finance, Chair • 5 members appointed by VC-Finance

<p>Student Appeals Committee <i>(only as needed)</i></p>	<p>The mission of the Student Appeals committee is to review student appeals unrelated to statement or bills.</p> <p>Organized by the CAO.</p>	<ul style="list-style-type: none"> • Review appeals and vote on decision 	<ul style="list-style-type: none"> • Vice Chancellor for Academics • Vice Chancellor for Finance or proxy • Student (selected by VC-A) • Faculty (selected by VC-A) • Faculty or Staff (selected by student appealing)
<p>Financial Aid Appeals <i>(only as needed)</i></p>	<p>The mission of the Financial Aid Appeals committee is to review student financial aid appeals and make recommendations, approve, or deny.</p>	<ul style="list-style-type: none"> • Review appeal applications 	<ul style="list-style-type: none"> • See Director of Financial Aid. Committee members are kept private.
<p>Enrollment Management, Advising Team</p>	<p>To continually assess enrollment data and manage initiatives that lead to optimum recruitment, retention, and completion. Develop methods to ensure advisors have the tools they need to do the job effectively and efficiently as possible and to advise our students to the best of our ability.</p>	<ul style="list-style-type: none"> • Creation and management of enrollment management plan • Provide direction and support for campus-wide retention efforts • Assess and analyze retention data • Make recommendations regarding procedural changes relating to enrollment/retention as needed • Coordinate advising training • Review advising practices • Research new and effective practices of advising 	<ul style="list-style-type: none"> • Director of Student Services, Leader • Director of Assessment and Research • Other members selected by CAO
<p>Distance Education Committee</p>	<p>The mission of the Distance Learning Committee is to instill and ensure excellence in alternative methods of instruction at UAC. This Committee strives to provide a standard of excellence to foster the intellectual and personal development of students learning from various locations. Implementation of new technologies embraced by the student body will foster a learning environment that is both engaging for the student and instructor and the committee with further ensure that training is provided in these technologies for all instructors and remain open to student evaluation of our services.</p>	<ul style="list-style-type: none"> • Develop and maintain Distance Learning programs that uphold the quality and academic rigor of traditional classes at UAC. • Notify the administration, faculty, and staff of changes in technologies affecting Distance Learning. • Mentor instructors in the best practices for maintaining course integrity and quality in the Distance Learning environment. • Maintain awareness of new technologies in Distance Learning and recommend implementation of and training for those innovations as budget allows. 	<ul style="list-style-type: none"> • At least one member from DISS • All faculty are welcome members, but must maintain at least 8 standing faculty members

		<ul style="list-style-type: none"> • Ensure that all instructors are competent in the use of technologies involved in Distance Learning. • Evaluate student response to Distance Learning programs and implement needed changes based on those responses 	
Campus Preparedness and Safety	The mission of the Campus Preparedness and Safety committee is to ensure plans and processes are in place for a safe environment as well as research and coordination wellness initiatives for the campus community.	<ul style="list-style-type: none"> • Create employee wellness initiatives • Recommend safety concerns • Develop and implement disaster preparedness plans and processes • Plan disaster drills 	<ul style="list-style-type: none"> • Ex officio: VC of Facilities • All campus police
Facilities Planning Committee	The mission of the Facilities Planning Committee is to ensure a master facility plan is in place that aligns with the strategic plan.	The group meets annually to develop and review facility planning. The group meets throughout the year as needed to accomplish the goals and tasks of the committee.	<ul style="list-style-type: none"> • Ex officio: VC Facilities • Maintenance Director • Building and Grounds Director • At least 3 people from each campus, but not more than 4
Scholarship Committee	The mission of the Scholarship committee is to review and ensure scholarships are properly awarded through an unbiased process	Review and score all scholarship applicants annually	<ul style="list-style-type: none"> • Appointment from the Foundation Director
Campus Event Coordination	The mission of the Campus Event Coordinator is to plan and organize major campus events such as Thanksgiving, Christmas, and End of Year celebrations. The committee will also acknowledge milestones and professional achievements and may assist departments in department events such as retirement celebrations.	<ul style="list-style-type: none"> • Milestone plaques • Recognizing outstanding employee achievements • Plan and coordinate campus Thanksgivings • Plan and coordinate Christmas party • Assist in planning any special campus events as needed • Assist in planning in-service as requested • Assist in planning graduation as requested • Assist in planning events within department as requested (retirement/baby/wedding receptions) 	<ul style="list-style-type: none"> • Members from all campuses are vital with <i>at least 3 from each campus</i> • A chair will be elected

Institutional Research Board (IRB)	Ensure compliance for research requests both internally and externally	<ul style="list-style-type: none"> • Review, make recommendations, and approve all requests. 	<ul style="list-style-type: none"> • Selected by Vice Chancellor for Academics for a two-year term • Director of Institutional Research leads the board.
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Procedure History:

June 13, 2022
 August 2, 2021
 August 3, 2020
 August 26, 2019
 April 1, 2019
 October 2018

COLLEGE MEETING MINUTES

All meeting minutes must follow the common template sent by the HLC Liaison. Minutes from the various committees and groups shall be emailed to the entire college within three working days after the meeting. Minutes shall also be emailed to the Assistant to the Vice Chancellor of Academics for upload into the online portal to which all employees have access for viewing and reference. All committee minutes should include updates of previous business to ensure full communication. The Chancellor's Cabinet will be provided a list of all committee meetings that have taken place since the last Chancellor's Cabinet meeting and any proposals that need Chancellor's Cabinet review.

Procedure History:

October 5, 2020



COMMITTEE:
TIME:

MEETING DATE:

Members attending:
Members absent:

Note what time the meeting officially started.

Review of Previous Business/Meeting:

Discuss and review any open items or updates from previous meeting. Chancellors Cabinet will need to discuss minutes/items brought from committees since previous meeting.

Agenda Items:

For each of the agenda items that your group would cover in the meeting, make a separate title, and bold. Include narrative over discussion. Note if a motion/vote was needed and the result of the motion/vote.

Other Business (*you may not have this*): If the committee has something to discuss other than what is on the agenda, the information would go here. For instance, someone wants to remind all of you about a volunteer opportunity on campus or in the community and you talk about it.

Final Actions (*you may not have this*): This is where you would record information about the final moments of the meeting before dismissal. Were there any items that need to be addressed at next meeting? Has the next meeting time and place been set? As recorder, you need to remind the chair or vice chair to do this before dismissing.

Note what time the meeting officially adjourned.