

College-wide Shared Governance Councils

Handbook – Overview, Timeline, Process, Communication, and Membership

Overview: 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 college-wide shared governance council model is comprised of four councils: the College Council, the Facilities, Finance and Technology Council, the Learning Council, and the Student Success Council. These councils are organized to ensure administration, faculty, and staff are actively involved in Northland's planning and decision-making processes. All employees of the College can submit ideas, initiatives, and opportunities through an on-line proposal process.

On-line Proposal:

Northland's college-wide shared governance councils actively seek ideas, initiatives, and opportunities that support the [college's mission and strategic plan](#). We invite you to share your proposal using the [online form](#).

Proposal Timeline:

1. It is recommended that two weeks prior to the meeting of a Council, proposals are submitted electronically to the Office of the President using the *Council Proposal Form – 1st Review*.
2. Upon receipt of the proposal, the president's office will send the proposal to the appropriate Council for review (College Council; Finance, Facilities and Technology Council; Learning Council; or Student Success Council).
3. Prior to the Council meetings, the Co-Chairs will send out an agenda and copies of the proposals for review to their respective Councils.
4. At Council meetings, the Committees assigned to each Council will provide a summary of any Committee activities since the previous meeting.
5. Proposals that have been selected as agenda items will receive an initial reading at the first possible Council meeting where the author of the proposal will present. An invite to the Council meeting will be sent by the Council Chair.
6. If the Council supports the proposal, the author or team may be asked to present additional information at a second meeting.
7. The Council will make a recommendation to forward the proposal to the College President for approval.

Meeting Process:

1. Meetings will be facilitated by the Co-Chairs of the Council.
2. Meetings will be held with participants attending from a zoom conference room on either the EGF or TRF campuses.
3. Meetings will begin with a “check in” from each council member.
4. Proposal presentations may be informational or require action on the part of Council members.
5. For proposal presentations that are informational, presenters are asked to provide relevant handouts and presentation materials in advance of the meeting, if possible.
6. Proposals requiring a vote should include all materials prior to the meeting, so that Council members can review materials prior to the Council meeting.
7. Questions and discussion are facilitated by the Council Chair(s).
8. 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.
9. Meetings will include updates from committees aligned with each Council.
10. Meetings will include an agenda item for Open Discussion/Sharing
11. Meetings conclude with a “check out” from each council member.

Meeting Communication:

1. Councils have the ability to use the TEAMS folders to communicate and share information with Council members.
 - NCTC College-wide Shared Governance
 - Each of the 4 councils have a “main channel” which contains agendas, proposals, and minutes.
2. Council meeting agendas will be shared with members of the Council, one week in advance of the meeting, if possible.
3. Meeting minutes will be captured by all Councils utilizing the template the College has adopted for Council meetings.
 - Check-In
 - Current Proposal Requests
 - Committee Updates
 - Open Agenda
 - Check-Out
4. Within one week after the Council meeting, the Co-Chairs/or Recorder will send out, via email, the official minutes, proposals and any additional information reviewed during the meeting to all employees. (NCTC – All Employees)

5. All minutes, proposals, and attachments will be posted on the College Website as official meeting minutes. <https://www.northlandcollege.edu/employees/councils-committees/>
6. 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.

COLLEGE-WIDE SHARED GOVERNANCE COUNCILS

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
 - Advancing Equity Committee
 - Well-being Work Group
- College wide initiatives not within the Learning, Student Success or Finance, Facilities and Technology Council's domains

Committee Reports: **Advancing Equity Committee; Well-being Work Group**

Membership: See CWSGC Membership 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
- Faculty Professional Development
- Instructional Technology
- Academic program review
- Academic calendar
- Programs and partnerships
- Other academic and professional matters as mutually agreed upon

Committee Reports: **Assessment & Program Review; HLC Interim Monitoring Report Work Group**

Membership: See CWSGC Membership 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
- Admissions and Records
- Alumni

Committee Reports: **Commencement Planning**

Membership: See CWSGC Membership 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 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
- Allocation model
- Facilities remodels/improvements
- Campus safety
- College Technology
- Sustainability

Committee Reports: **Safety & Security Committee; Sustainability Committee**

Membership: See CWSGC Membership spreadsheet