Administrative Policy

Category: Administration
Policy Number: 1001
Title: Internal Governance and Committees

The Cochise College Governing Board supports the organization of an internal governance structure and appropriate governance committees.

**Procedure 1001.1**

**Senate Purpose**

The Senate shall consider, evaluate, and recommend district policies and their implementation as contained herein. These policies shall focus on district administrative practices as they relate to administration, fiscal management, instruction, and student services.

The Senate shall consider, evaluate, and recommend policies and procedures as outlined in Administrative Policy 1000 Policies and Procedures.

**Procedure 1001.2**

**Senate Responsibilities**

The responsibilities of the Senate include, but are not limited to:

1. Keeping the college community informed of its actions.
2. Informing those they represent of Senate activities.
3. Reviewing policies as outlined under Senate Purpose and making recommendations to the president.
4. Receiving reports of the activities of all college governance committees and making recommendations to the president as appropriate.
5. Providing a forum for the consideration of matters of mutual interest to members of the entire college community.
6. Reviewing matters brought to the Senate by the president and advising the president of matters of major importance concerning the well-being of the college.

**Procedure 1001.3**

**Senate Membership**

The Senate shall include representatives from the faculty, the administration, administrative support/staff, classified/professional staff, and students. Representatives shall be distributed as follows:

a. One administrator as designated by the college president
b. Three administrative staff/administrative support, to include a minimum of one administrative support and one administrative staff
c. Six full-time faculty, to include a minimum of two academic transfer and two career and technical education faculty
d. Two associate faculty
e. Three classified/professional staff, to include a minimum of two classified staff
f. Two students – Student Government Association presidents or designees
g. Assistant dean of outreach or designee
h. Past chair – non-voting consultant member of the Senate (attending member)

Representation is open to all employees throughout the district who have completed one full academic year of employment.

If the Curriculum Committee is not represented by a Senate member, the chair will appoint a Senate member to attend and report on curriculum meetings.

Student representatives must be in good academic standing.

Senate members shall take office at the first meeting of the fall semester and shall remain in office for a period of two years, unless appointed as chair elect. Members may be reelected for subsequent two-year terms.

If a senator is unable to complete their term, the Senate chair will appoint a representative to serve out the remainder of that term.

Procedure 1001.4
Election Procedures

Senate members for all vacancies shall be elected by the membership of each group. Elections should be completed by March.

The Senate chair, chair elect or designee shall generate a portal announcement in February requesting responses from those interested in serving on the Senate and a deadline for submission. The names of those expressing interest shall be placed on a ballot for the appropriate employee group. Completed ballots shall be collected and tabulated by the Senate chair and chair elect. At the March meeting, the Senate shall receive a report of election results. New members shall be contacted and in April a portal announcement shall notify the college community of the Senate membership.

In the event of a vacancy on the Senate or one of its governance committees, the Senate chair and chair elect shall take appropriate action to fill the vacancy which shall appear on the agenda of the next regular meeting for approval.

Senators may be removed from office by submission to the Senate of a petition containing signatures of at least fifty-one percent of the senators’ constituency. Such removal shall create a vacancy as described above, effective upon action of the Senate.

All employees are qualified to vote for Senate members in their respective areas.
1. **Chair:** The chair shall preside at the Senate's meetings, set dates for regular meetings, and appoint ad hoc committees when authorized by the Senate. The chair shall perform other duties as the Senate may assign and shall preside for a term of one year. The chair of the Senate shall communicate with other appropriate college groups, committees/individuals regarding the outcome of Senate actions.

2. **Chair elect:** At the March meeting, the Senate shall elect a chair elect from the current Senate members. The chair elect shall supervise the preparation of information, consent and action items for the agenda and notice of each meeting, the recording of proceedings, and the preparation of provisional and approved minutes. The chair elect shall ensure recommendations and requests from the Senate and college community are forwarded to the appropriate committee/individual. The chair elect will generate a portal announcement after each meeting to update the college community on Senate activities. The chair elect shall perform these duties in consultation with the Senate chair and the president. The chair elect shall ascend to the position of chair after serving for one year. The chair elect shall preside in the absence of the chair.

3. **Past chair:** Shall attend meetings as a non-voting consultant member.

4. **Executive secretary:** Shall be responsible for the preparation of minutes and portal Senate community postings.

**Procedure 1001.6**

**Meetings**

1. The Senate shall establish regular monthly meetings each academic year. A notice of the regular meeting shall be sent to all Senate members at least seven days prior to the regular meeting and shall contain an agenda and supporting materials. The agenda shall appear on the portal for the college community to review. Special meetings may be called at the discretion of the chair or upon written request of four members of the Senate.

2. The Senate and its governance committees shall establish rules of procedure in accordance with *Robert’s Rules of Order, Revised*.

3. A quorum must be established to transact business although discussion may occur when less than a quorum is present.

4. The Senate or a committee shall decide questions by a majority vote of the quorum of those in attendance.

5. If a senator or committee member is unable to attend a meeting, the member shall notify the chair.

6. Any organization or employee of the college may submit a proposal or an item to the Senate for consideration. Proponents and opponents of submitted items may present arguments for their respective positions.

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To ensure the effective governance of the college, the Senate shall delegate authority to various governance committees to consider designated issues as directed by the college president or by the Senate, and to evaluate, and recommend specific policy and/or procedural changes for the senators' consideration and approval.

Committee Membership:

1. Committee members must be employees of the college and must have completed one full academic year of employment prior to appointment. Exceptions to the one-year requirement are administration representatives. Student representatives may be appointed to committees for a one-year term.

2. At the March meeting, the Senate shall designate a chair for each governance committee for the upcoming academic year. Incoming and outgoing chairs and co-chairs shall attend the last meeting of the academic year for governance committees.

3. Membership of governance committees for an upcoming academic year shall be determined prior to commencement. A portal announcement generated by the executive administrative assistant to the executive vice president/provost shall be sent to all full-time faculty and staff soliciting interest to serve on governance committees. This information shall be considered when governance committee assignments are established. A combined meeting of the executive vice president/provost, incoming and outgoing Senate chairs, and incoming governance committees’ chairs will select the members. At-large members may be added as appropriate during this meeting.

4. Committee meetings shall be scheduled to facilitate full attendance. Meetings of governance committees shall occur monthly during the academic year. Meeting schedules shall be determined by the executive vice president/provost in consultation with the Senate chair. If a meeting is cancelled or rescheduled it shall be posted on the portal.

Reports to the Senate:

Committee chair reports shall be included on each Senate agenda. This report should include committee accomplishments and ongoing initiatives to be addressed.

Procedure 1001.8
Governance Committees
Composition, Responsibilities

Academic Standards Committee
1. Composition:
   a. Senate member serves as chair
   b. One Senate member designated by Senate chair
   c. One academic dean, appointed by the executive vice president/provost, serves as co-chair
   d. Five faculty to include a minimum of two full-time academic transfer and two full-time career and technical education faculty, to include two senate members
e. Director of library services or designee  
f. Director of admissions/registrar or designee  
g. Dean of student success or designee  
h. One - Student Government Association president or designee, to alternate between Sierra Vista and Douglas campuses each semester  
i. Assistant dean of outreach or designee  

2. Responsibilities:  
a. Consider, evaluate, and recommend policies related to academic and student standards, specifically Administrative Policies in the 3000 and 4000 series.  
b. Consider, evaluate and make recommendations regarding grade appeals.  

Employee Relations Committee  
1. Composition:  
a. Senate member serves as chair  
b. Vice president for administration serves as co-chair  
c. Three faculty, to include one full-time academic transfer and one full-time career and technical education faculty, to include one senate member  
d. Two administrative support/staff, to include one senate member  
e. President of the Classified Association or designee, and one classified/professional staff, to include one senate member  
f. One associate faculty member  
g. Assistant dean of outreach or designee  

2. Responsibilities:  
a. Coordinate personnel policy and procedures communications and deliberations with the administration and the Senate  
b. Review and evaluate policy and procedure proposals relating to personnel and employee relations  
c. Oversee issues related to employee relations and make recommendations to appropriate bodies concerning new or revised policy and procedures  
d. Evaluate and recommend for approval or disapproval professional growth applications.  
e. Consults and assists the Senate and the president on matters relating to policies and procedures for sabbatical leave, evaluate applications for sabbatical leave.