

**READING AREA COMMUNITY COLLEGE  
GOVERNANCE BY-LAWS  
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# RACC Governance By-Laws

## PHILOSOPHY

Governance at Reading Area Community College is founded on the belief that the internal constituencies of the institution – administration, faculty, classified employees, and students – are to be genuinely represented and have a meaningful voice in the decisions affecting the operation, policy development, and strategic planning of the college. The purpose of this document is to define the roles that administrators, faculty, classified staff and students should play in shared responsibility and cooperative action. The design of the governance system adheres to two basic operating principles:

- People's time is a precious commodity which should not be wasted
- People do their best work when there is a high expectation that their work will matter.

Mutual trust, good faith, support and commitment to the institution and its students are essential to the success of participatory governance. Because participatory governance is intended to serve the entire college, it is incumbent upon all constituent groups and task forces to ensure that representation from all areas of the college be fair, timely, and inclusive.

Participatory governance at Reading Area Community College is achieved in the spirit of cooperation, collaboration, and collegiality. It promotes the vision and values of the College and ensures their achievement through policies and procedures, via a structure of committees and task forces that have effective processing of planning, implementation, and evaluation. The purpose of this structure is to provide each constituent group the opportunity to participate in the planning process as well as to develop, review, and revise policies and procedures through their representatives.

## POLICIES/PROCEDURES

Process will honor the role of appropriate decisions being made by the appropriate constituencies, but final approval rests with the President through the Board.

Ex-officio members will have full membership voting privileges in any committee where they serve in an ex-officio capacity.

# Composition and Charges of the Institutional Planning Council (IPC)

RACC believes there is value in utilizing a committee with representation from a variety of campus constituencies to establish the broad framework and priority areas of focus for a systematically developed and data-driven strategic plan for the College.

In order to accomplish this, the Institutional Planning Committee (IPC) will regularly identify broad areas for priority institutional focus and then articulate strategic goals for the College that will address them. These strategic goals will also have measurable objectives and will typically involve multiple functional areas. The institutional strategic plan will be assumed to be valid for a specified period of time usually 3 – 5 years. In order to promote synergy in implementation across priority areas each administrative area will identify annual implementing activities.

## **Charges**

- Track progress on the strategic plan.
- Report plan progress to the college community.
- Prioritize strategic objectives to guide budget development fiscal planning.
- Review administrative areas' plans for consistency with the strategic plan.
- Serve as a bridge builder across priority areas
- Report evidence of institutional effectiveness.
- Monitor assessment results and evidence of institutional effectiveness.
- Recommend modifications to administrative areas' annual activities, with approval of the President.
- Make recommendations where necessary and appropriate, supported with data, to the President and through this office to the Board regarding the need for modifications to institutional strategic goals and objectives.

## Composition

As appointed by the College President and including but not limited to the following positions:

<b>Position</b>	<b>Source/status</b>	<b>Number</b>
President	Ex-officio	1
Sr. Vice President Academic Affairs/Provost	Ex-officio	1
Sr. Vice President of Enrollment Management/Student Development	Ex-officio	1
Sr. Vice President Business Services/Treasurer	Ex-officio	1
Vice President of Institutional Advancement/Executive Director of the Foundation	Ex-officio	1
Director of Assessment, Research and Planning	Ex-officio	1
Assoc. Vice President of Academic Affairs	Ex-officio	1
Associate Vice President of Enrollment Management/Student Development	Ex-officio	1
Assistant Dean of Health Professions/ Director of Nursing	Ex-officio	1
Vice President of Workforce Development/Community Education	Ex-officio	1
Director of Grant Development/Management	Ex-officio	1
Director of Human Resources	Ex-officio	1
Director of Information Technology	Ex-officio	1
Assistant Dean for Library Services & Learning Resources	Ex-officio	1
Director of Financial Aid/Registrar	Ex-officio	1
Division Chairs	Elected	4
Faculty Senate chair	Elected	1
<b>TOTAL</b>		<b>20</b>

## Meeting Schedule

The IPC will meet the first Wednesday of each of the following months: September, October, November, December, February, March, April, May.

## Composition and Charges of the Division

The Division will review and make recommendations for all new courses and programs regardless of method of delivery; review and make recommendations for all existing courses and programs when needed; evaluate and recommend policies and procedures for course and program evaluations; review and recommend the addition, revision, and deletion of institutional core competencies and core performance skills; make recommendations on college-wide matters impacting their divisions.

**Charges:** For its own courses and programs, each Division will:

- Review and make recommendations for all new courses and programs, regardless of method of delivery
- Review and recommend to the Faculty Senate competencies for all new courses and programs, regardless of method of delivery
- Review and recommend to the Faculty Senate competencies for all existing courses and programs as needed, regardless of method of delivery
- Evaluate policies and procedures for course and program review using the standard program review form
- Review and recommend to the Faculty Senate changes to policies and procedures for course and program review
- Conduct course and program reviews as needed
- Review and recommend to the Faculty Senate course and program revisions as needed
- Review and recommend the addition, revision, or deletion of institutional core competencies and core performance skills for courses and programs
- Make recommendations on college-wide matters impacting their divisions

**Composition:** All fulltime faculty in each Division

**Structure:** All Divisions will be led by a Division Chair, elected from the Division membership. The Health Professions Division will be led by an Assistant Dean who is appointed.

## **Responsibilities of the Chair**

- Duties will be determined by the division to include but not limited to the initiation of proposals

## **Meeting Schedule**

Divisions will meet the first Monday of the semester. After that, meetings will be held the first Monday of each of the following months: October, December, March, May. A meeting of all Divisions will be held on the first Monday of November and April.

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# Composition and Charges of Faculty Senate

The Faculty Senate is the delegate assembly through which the faculty can exercise its representative and consultative powers. The primary purpose is to serve the students and represent the faculty of Reading Area Community College, most specifically in matters of curricular concern.

## Charges:

- Review and recommend all proposals for changes in the curricular offerings of the college, including new programs and courses and major revisions or deletions of existing programs and courses, regardless of method of delivery
- Review all new credit programs and all credit program revisions
- Review and recommend policies and procedures for the development of degree requirements for all college programs, certificates, and diplomas
- Prevent duplication of courses
- Identify new instructional directions, to include method of delivery, that align with the mission, learning principles and strategic plan of the college
- Monitor and make recommendations on all issues of an instructional and /or curricular nature
- Convene ad hoc committees as necessary
- Plan and recommend methods of promoting faculty professional development

## Composition

- Ten faculty, two per Division
  - Faculty Senate positions will be for, but not limited to, a term of one academic year.
  - Senate positions will be determined during the last regular Division meeting of the Academic year and will take effect the first meeting of the next year.
  - Administrators may be invited to a meeting if a particular topic warrants their attendance.
  - All faculty are welcome at each meeting; only Division Senators may vote on proposals.

## **Structure**

The Faculty Senate shall elect a Chair and a Vice-Chair from within its membership for a period of one year.

### **Responsibilities of the Chair:**

- Prepare the Agenda for each meeting
- Publish the Agenda electronically at least three business days prior to each meeting
- Preside at meetings of the Faculty Senate
- Update tracking information on the Governance Proposal Tracking form and Cover sheet within five business days
- Within seven business days of the meeting, submit to the appropriate Administrator or President of the College the recommendations of the Senate
- Review and approve draft of Meeting Minutes for distribution within seven business days of the meetings
- Announce at the Faculty Senate meetings the status of previously approved recommendations
- Keep an updated list of all proposals approved and their status
- Attend IPC (Institutional Planning Council) meetings throughout the year
- Meet monthly with the Vice-President of Academic Affairs/Provost or a designee and separately with the President

For fulfilling these responsibilities the Faculty Senate Chair will receive six credits of release time in accordance with the Faculty Bargaining Unit contract.

### **Responsibilities of the Vice-Chair:**

- Preside over the meetings in the absence of the Chair.
- Assist the Chair as requested.

**Meeting Schedule**

The Senate will meet the third Monday of each of the following months:  
September, October, November, December, February, March, April, May.

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# Composition and Charges of Academic Affairs Committee

The primary purpose of the Academic Affairs Committee is to serve the students and represent the faculty of Reading Area Community College, most specifically in matters of academic concern.

## Charges:

- Review and recommend policies regarding academic standards.
- Recommend changes to the college grading system.
- Review and approve the College Calendar.
- Review and recommend policies and procedures relating to student academic advisement.
- Determine criteria for academic honors.
- Review and recommend policies regarding student honesty.
- Develop and implement policy on academic reinstatement

## Composition

Position	Source/status	Number
Faculty, one per Division	Elected	5
Center for Academic Success Counselor	Appointed	1
Registrar	Appointed	1
TOTAL		7

Elected and appointed positions will be for, but not limited to, a term of one academic year. Elections and appointments will be made during the last regular meeting of Academic year for the constituent group represented and will take effect the first meeting of the next year.

## Structure

The Academic Affairs Committee shall elect a Chair and a Vice Chair from within its membership for a period of one year.

### **Responsibilities of the Chair:**

- Prepare the Agenda for each meeting
- Publish the Agenda electronically at least three business days prior to each meeting
- Preside at meetings of the Academic Affairs Committee
- Update tracking information on the Governance Proposal Tracking form and Cover sheet within five business days
- Within seven business days of the meeting, submit to the appropriate Committee Chair, Administrator or President of the College the recommendations of the Academic Affairs Committee
- Review and approve draft of Meeting Minutes for distribution within seven business days of the meetings
- Keep an updated list of all proposals approved and their status.

### **Responsibilities of the Vice-Chair:**

- Preside over the meetings in the absence of the Chair
- Assist the Chair as requested

### **Meeting Schedule**

The Committee will meet the second Monday of each of the following months: September, October, November, December, February, March, April, May.

# Composition and Charges of Campus Life Committee

Campus life at Reading Area Community College promotes and intentionally supports the engagement of students in learning environments outside the classroom. Emphasis is placed on continually exploring ways in which programs, activities and services facilitate the building of a “sense of community” both on campus and in an online environment. Students are afforded the opportunity to participate in experiences that foster educational, cultural, social, spiritual and health/wellness development while additionally providing opportunities for the exchange of diverse ideas, attitudes and opinions.

In support of this initiative, the Campus Life Committee will review and make recommendations concerning the programs, services and facilities that contribute to a satisfying and engaging campus environment.

## Charges:

- Conduct an annual review of campus and/or student surveys and make recommendations to the appropriate administrator based on areas of concern
- Review and recommend changes to the Student Bill of Rights including the Code of Conduct
- Interview and select the student speaker for graduation
- Review and recommend changes to the College-Wide Student Responsibilities document which includes the identification of Course-Related Student Responsibilities
- Review campus life programming and activities
- Make recommendations about physical and social environment of campus

## Composition

Position	Source/Status	Number
Student Development Staff	Elected	4
SGA Advisor	Ex-officio	1
SGA Representative	Appointed by SGA	1
Students	Appointed	3
Faculty (one per Division)	Elected	5
Sr. VP Enrollment Management/Student Development	Ex-officio	1
Librarian	Appointed	1
Total		16

Elected and appointed positions will be for a term of one academic year. Elections and appointments will be made during the last regular meeting of Academic year for the constituent group represented and will take effect the first meeting of the next year.

### **Structure**

The Campus Life Committee shall elect a Chair and Vice Chair from within its membership for a period of one year.

### **Responsibilities of the Chair:**

- Prepare the Agenda for each meeting.
- Publish the Agenda electronically at least three business days prior to each meeting.
- Preside at meetings of the Committee.
- Update the tracking information on the Governance Proposal Tracking form and Cover sheet within five business days.
- Within seven business days of the meeting, submit to the appropriate Committee Chair, Administrator or President of the College the recommendations of the Academic Affairs Committee.
- Review and approve draft of Meeting Minutes for distribution within seven business days of the meetings.
- Keep an updated list of all proposals approved and their status.

### **Responsibilities of the Vice-Chair:**

- Preside over the meetings in the absence of the Chair
- Assist the Chair as requested

**Meeting Schedule:** The Committee will meet the fourth Monday of each of the following months: September, October, November, December, February, March, April, May.

## Records Keeper

The Records Keeper is a position designed to lend ongoing support and continuity to the governance system. The standing committees listed below refer to IPC (Institutional Planning Committee), Faculty Senate, Academic Affairs, and Campus Life. For standing committees, the Records Keeper is responsible to:

- Communicate approval and implementation of proposals to the appropriate functional area of the College. (See suggested distribution list)
- Keep membership lists current and accurate.
- Distribute agenda for each meeting.
- Secure meeting room and required A/V for meeting.
- Record minutes for each meeting.
- Disseminate draft minutes of meetings to respective committee members within 10 business days of meeting after review by committee chair.
- Post all minutes electronically.
- Maintain official historical files. These files include hard copies of all official documents to include but not limited to proposals, committee minutes, and reports.
- Assist Committee Chairs in the preparation of proposals to help assure proposal style, accuracy, and consistency and verify wording of approved proposals.
- Assist the Committee Chairs in preparing comment sheets to accompany proposals.
- Facilitate progress of proposals through governance system and communication of that progress to the College community.

Approximate hours dedicated to Records Keeper position: *xxxx/ week during the semester.*

The College President recognizes the value of this position to the governance system and the governance system itself and has promised support for this position insofar as appointment and compensation.

### **Request for New Committee/Task Force**

When the need for a new committee/task force/ad hoc committee is determined the requesting committee will complete a *Request for Committee/Council/Task Force* form available on the Intranet and submit it to the President for approval.

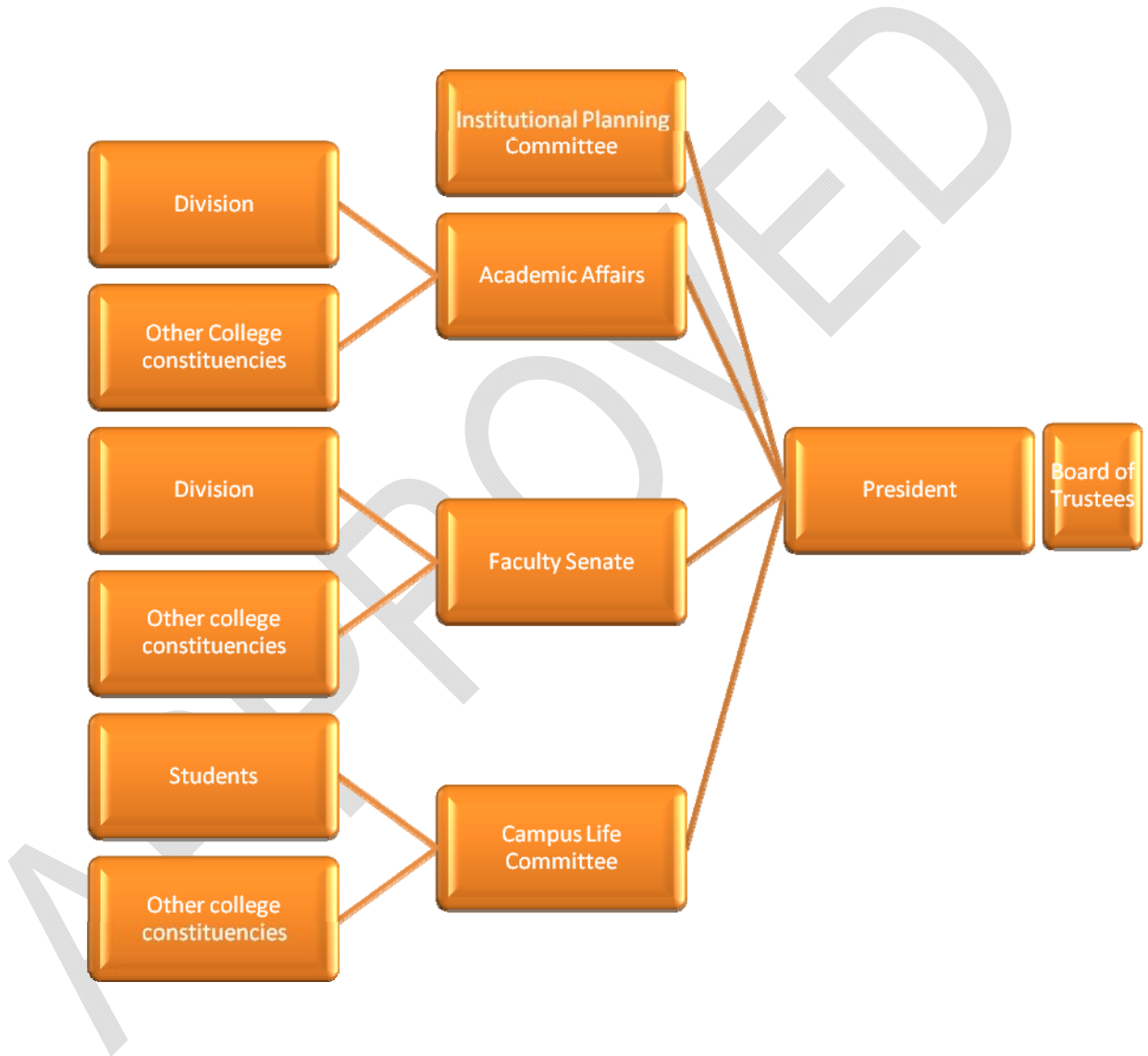
### **Processes, Procedures, and Timelines for Faculty Senate, Academic Affairs Committee, and Campus Life Committee. For the remainder of this section, these three groups will be referred to as “Committees”.**

- Committees will allow 15 minutes to reach a quorum. Any Committee meeting not achieving quorum within this time frame will adjourn. A quorum is defined as 2/3 membership.
- Proposals should be submitted to the Committee Chair who will be considering the proposal. The Chair will then distribute the proposal to the committee members no less than 5 business days before the meeting. Chairs have discretion in setting their own timelines in order to meet the 5 day distribution deadline.
- Lengthy discussions on grammar and punctuation will not occur on proposals. Proposals with minor grammar changes will still be voted on by the Committee. Proposals can be approved with minor changes to be made later. Proposals with major substantive changes or major mechanical changes will be sent back for correction or revision and can be resubmitted.
- Proposal originators must be present at any Committee meeting where the proposal is being presented for approval to answer questions about the proposal. Any proposal not represented by the originator or a designee will not be considered.
- Committee meetings will be held for a maximum time limit of two hours. If there is still business to be transacted past the two hour time limit, the Committee will decide whether to extend the meeting time or select another meeting date.
- All approved proposals will be forwarded to the next Committee, Administrator, President, or the Board of Trustees within seven business days of the meeting at which the proposal was approved.
- All approved proposals will be communicated to the originator and sending Committee within seven business days of the meeting by either the Records Keeper or Committee Chair.
- All proposals not approved will be communicated to the originator and sending Committee within seven business days of the meeting by either the Records Keeper or Committee Chair.
- The attached proposal form must be used to initiate a proposal and track it through the governance system.

- The attached Governance Proposal Tracking form will be completed by each committee through which it passes and accompany all proposals at all times.
- A modified version of Roberts Rules of Order will be followed for transacting business at Committee meetings. Roberts Rules of Order will be followed to the extent that proposals will be officially handled in each committee to insure propriety; but, idiosyncratic details of Roberts Rules will be left to the discretion and expertise of the presiding Chair.
- This governance system shall be in effect for the Academic years 2009-2010 and 2010-2011. In Fall 2010, a study shall be done to determine the effectiveness and efficacy of the new system. Based on the results of the study, changes to the system will be made or the system will be accepted as the new governance system of the College or there will be a return to the previous system of governance.

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# Proposal process for Governance at Reading Area Community College

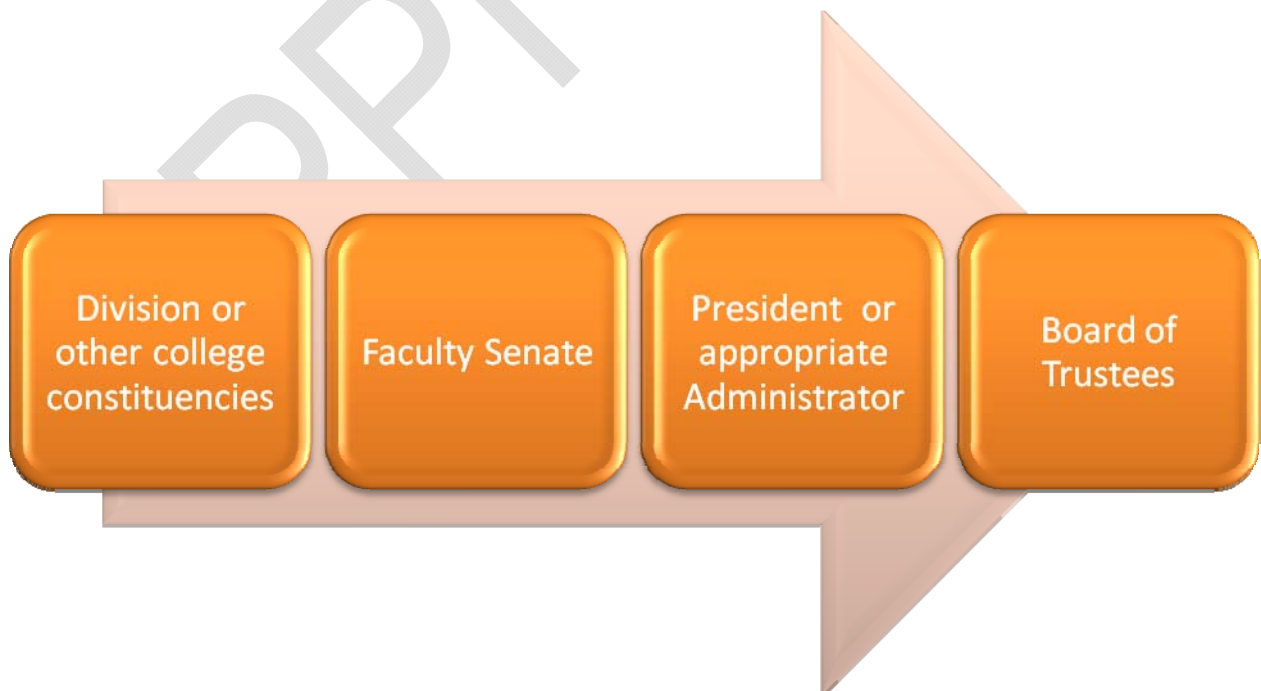


## Proposal process for Academic Affairs Committee

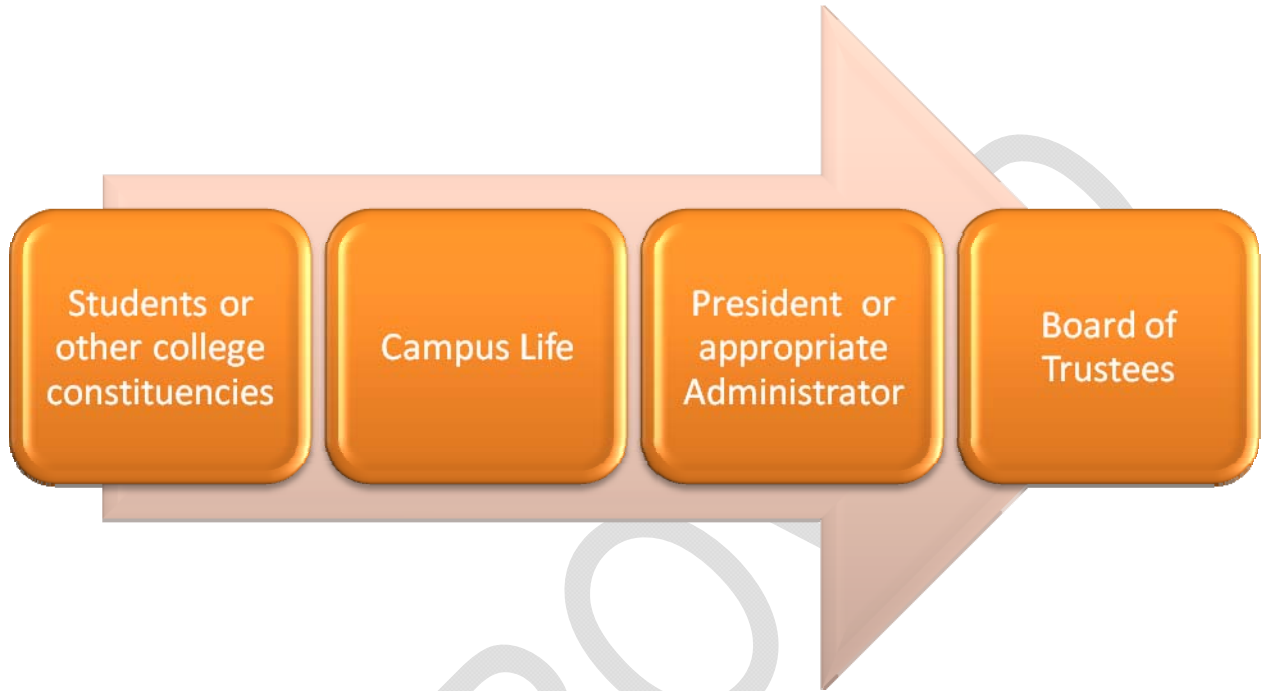


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## Proposal process for Faculty Senate



## Proposal process for Campus Life Committee



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## Records Keeper Suggested Distribution List:

- President
- Senior Vice-President of Business Services/Treasurer
- Senior VP of Enrollment Management/Student Services
- VP of Institutional Advancement/Exec Dir of the Foundation
- VP of Workforce Development/Community Education
- Academic Team Members
  - Asst. Dean, Health Prof., Dir. Of Nursing
  - Business Division Chair
  - Humanities Division Chair
  - Science/Math Division Chair
  - Social Science/Human Services Chair
- Associate Vice-President of Academic Affairs
- Director of Assessment, Research and Planning
- Asst Dean for Library Services & Learning Resources
- Senior Vice-President of Academic Affairs/Provost
- Assoc VP for Enrollment Mgmt/Student Services
- Director, Center for Academic Success
- Coordinator of Student Activities
- Director Financial Aid/Registrar
- Director of Public Relations
- Director of Human Resources
- Website Manager
- Director of Information Technology
- Assistant Dean of Academic Affairs and Distance Learning
- Chair of Campus Life
- Chair of Faculty Senate
- Network and Telecommunications Manager