

Standard 6.D – Faculty Role in Governance

The role of faculty in institutional governance, planning, budgeting and policy development is made clear and public; Faculty are supported in that role. (See Standard Four – Faculty).

We presume “Faculty” in this context, to mean “Academic Faculty” since all professional employees at TMCC are considered to be either “Administrative” or “Academic” faculty.

Summary of Current Status: 10 %

- A) The role of faculty in institutional governance, planning, budgeting and policy development is made clear and public.

According to the Administrative Manual, per UCCSN Code, “all members of the faculty shall be represented by an entity known as the “senate,” which will be organized in conformity with the college bylaws.” The manual further stipulates that “recommendations of the senate concerning general policy on matters of faculty welfare, faculty rights, and faculty involvement in the college’s primary mission shall be transmitted to the President for decision or, if the Board of Regents approval is needed, to the President through the Chancellor to the Board of Regents for Board decision.” (20-21)

Furthermore, the senate is governed by its bylaws, described in the manual as follows: “The Faculty Senate Bylaws govern its organization. The Senate Bylaws are in conformance with the TMCC Institutional Bylaws and the University and Community College System of Nevada Code.” (21)

The Faculty and Staff Handbook states that the “Faculty Senate is the officially designated organization representing members of the TMCC faculty in most academic issues and other issues of shared governance at the college and in the UCCSN system.” The handbook also suggests that “The purpose of the Faculty Senate is to assure faculty participation in the formulation of institutional policies and goals.” “Faculty Senate is a body of duly elected faculty members representing faculty members. Faculty Senate is delegated authority to recommend policy in matters related to programs, policies and functions of the college and in the UCCSN as well as procedures related to the rights and welfare of the faculty. The Faculty Senate Executive Board functions as an ombudsman for the faculty.”

In Title 5 Section 1.4.3 of the UCCSN Code it states “The Senate shall make recommendations on behalf of the College faculty to the President and the Board of Regents on matters of Faculty rights and welfare and the College’s primary mission.”

Title 5, Chapter 4, Article 1 – Section C. #5, States that a “A representative of the Faculty Senate may be present at all regular Board of Regents meetings. The Faculty Senate representative shall be the official spokesperson for the faculty of the college.”

Faculty Senate bylaws state that all personnel holding professional faculty contracts are to be represented (Article II, 3.1.)

The senate is composed of two senators from each major instructional unit and must include one tenured faculty member (Article IV).

The officers of the faculty senate are the Chair and the Chair-elect. The Chair oversees the general function and direction of the senate, and the Chair-elect steps in if and when the Chair is unable to participate. (Faculty Senate Bylaws)

The Senate bylaws state the purpose of the Senate is to be representation of the faculty “and to assure faculty participation in the formulation of institutional policies and goals, and in their evaluation. . .” Article 2, Section 2.1

The Planning Counsel is comprised of 33% Academic Faculty whose membership include the Chair and Chair elect of the Faculty Senate.

Faculty senate has composed an ad hoc committee to assist the Vice President of Finance in budget planning. Contact Bridgett or VPF for specifics

The Department Chair who is considered a Faculty member and is elected to a two year term by faculty, per the NFA contract, 5.3.F, “Develop and manage departmental budgets”.

The Faculty Senate Bylaws are distributed to all new and returning senators at the start of the new year. (included in display). During the presidents welcome back address faculty are updated on project completions and upcoming charges and goals of the college. The president also provides a list of business that could include Faculty Senate for the Executive committee to review. The Faculty Senate Chair or Chair elect attend all departmental meetings to provide updates and to solicit faculty involvement.

The Chair elect attends the monthly Instructional Dean’s meetings and provides information during the Faculty Senate meeting designated in the agenda as Faculty Senate Chair elect report.

B) The faculty is supported in that role.

TMCC is unique in the UCCSN system in the support that the college gives to Faculty Senate officials.

According to the Faculty Workload Policy, Revised July 1, 2004, page 4, the Faculty Senate Chair is awarded 50% reassignment for the two year term and he Faculty Senate Chair Elect is awarded a 25% reassignment for the two year. We are the only institution in the system that has a training ground effect for the up coming Faculty Senate Chair.

The Faculty Workload Policy, Revised July 1, 2004, page 5 states that the chairs of the standing committees for Faculty Senate have a three credit per semester reassignment.

The Standing Committees for faculty senate that have a direct correlation to governance are:

Academic Standards: The chair of this committee is part of the faculty senate executive board. Their function as Chair of this committee is to ensure integrity of the TMCC programs through the working of the committee. The list of duties is in the Faculty Senate bylaws, 9.8.1 – 9.8.3.11.

Curriculum Committee: To review individual program proposals to ensure a fair and workable process for faculty and departments. The chair of this committee is also a member of the faculty senate executive committee. The list of duties are in the Faculty Senate bylaws 9.9.1 – 9.9.3.8

Salary, Benefits, and Monetary concerns committee: As well as serving on the Faculty Senate Executive committee this chair has an important role of representing faculty in the budget process at TMCC. A list of the duties for this committee chair is in the Faculty Senate Bylaws 9.10.1.1 – 9.10.2.9

Professional Standards Committee: The chair is to serve on the Faculty Senate Executive committee and to focus on the Sabbatical leave, travel, and faculty evaluation. The list of the duties for this chair and committee is listed in the Faculty Senate bylaws 9.11.1 – 9.11.3.12

Library committee: **Name Change?** This committee has added an enhanced cultural function to its' charges that may include guest speakers and the like. The list of duties for this committee are listed in the Faculty Senate bylaws 9.12.1 – 9.12.3.15

Part-time Faculty Issues committee: This committee serves a diverse and ever changing constituency. The Part-time faculty make up a majority of the teaching faculty on this campus. The list of duties is in the Faculty Senate bylaws 9.13.1 – 9.13.3.7

Ad hoc committees: These committees are formed usually for short term projects. There is a call for faculty volunteers. The committee size and make up are decided by Faculty Senate and confirmed by Faculty Senate Chair. The ad hoc committee will complete its assignment and present its finding to Faculty Senate for a vote. The decision is then forwarded to the appropriate administrative body as a recommendation. In our recent history we have found that these ad hoc committee recommendations have been accepted and acted on by the administration.

Informal flow of information to Faculty Senate for consideration: There are meetings that take place with the VPAA, VPSS and the President of TMCC every other week or when needed. These meetings include campus climate issues, updates on Ad

Hoc committees and updates on efforts taking place by administration and Faculty Senate. The meetings tend to close the gap between Faculty Senate and Administration by allowing a way to informally recognize ongoing efforts on campus. These meetings can be the conduit for Faculty Senate action. Other ways that Faculty Senate can be mobilized is through motions or suggestions brought forward by Senators or recommendation made to the Chair Elect at the Instructional Deans' meetings. The Faculty Senate Executive committee can bring forth items that have risen from their respective committees and a decision may be made to bring those issues to the floor in Faculty Senate.

Faculty are not only supported in the governance role they are actively encouraged. The current TMCC Faculty Evaluation Criteria includes committee work which can extent from satisfactory to the excellent category.

For a satisfactory evaluation a faculty member can "Actively participate on one (1) college Standing Committee or Senate Standing Committee or Institutional Design Team", S.12.

For a Commendable evaluation a faculty member can, "Actively participate as a Faculty Senator", C20.

For an Excellent evaluation a faculty member can, "Chair a Standing Committee", E.14 or "Chair a non-compensated Senate committee", E.18.

The president of the college has a faulty member who is assigned the position of his assistant. She has an integral role in making sure all key documents say the same thing and that changes make in one area are reflected in all critical documentation.

The President is undergoing his evaluation process currently on the TMCC campus. The Faculty Senate spear headed by the Professional Standards committee has created an evaluation that is currently being disseminated to all full time faculty.

The climate survey which was conducted in the spring 2004 had 18 questions related to governance and leadership. This is one recent instrument that shows the feelings of TMCC employees towards this issue.

(Q30) I have the opportunities to be involved in policy development

Faculty (65%) were felt they had an opportunity to get involved in policy development, 21% felt they did not have that opportunity and 14% remained neutral. There was an interesting relationship on this question regarding length of employment with 67% of those employed at TMCC for 5 years or less agreed with this statement while 41% of those employed 6-12 years agreed and 62% agreed that have been employed at TMCC for over 13 years.

(Q31) I have the opportunity to be involved in budget preparation

This item had the lowest percentage of agreement in this survey with faculty 41% positive, 40% negative and 19% neutral. In standard 7A.3 there is discussion of moving the budget process closer to those it effects. "Faculty and staff will be empowered to provide input for the budgeting process and have the knowledge to understand how decisions to allocate new or additional funds are made". The preliminary document goes on to say that "the administration will formalize the budgeting process to include a wide range of constituencies, publish an annual budget calendar to make to process transparent, and will monitor the consistency of data throughout all college systems". Plans include the formation of an advisory committee with representation from all areas of the college. The Faculty Senate chair of Salary, Benefits and Monetary concerns has been asked to be a member of this committee. Another area is worth quoting in this document and that is "regular workshops designed for college constituents will clarify data, report relevant information, and feature full disclosure of revenue and budget data." The self study steering committee also came up with suggestions on standard 7 at the October 22nd 2004 meeting that may help to inform those in the college community.

(Q33) Faculty is given the opportunity to provide input into the planning process

In this question faculty responded 66% positive, 17% negative and 18% neutral.

(Q35) TMCC's administration is supportive of shared governance

For Faculty 61% responded positively, 16% negatively and 23% neutral
May need to include the length of employment data.

Regarding Faculty Senate

(Q36) Faculty Senate represents my interests and concerns

54% agreed, 22% disagreed and 23% were neutral

(Q37) Faculty Senate empowers faculty to participate in decision-making process

65% agreed, 18 disagreed and 17% were neutral

(Q38) I effectively participate in Faculty Senate Committees

65% agreed, 10% disagreed and 25% were neutral. This question has been addressed by a number of moves campus wide. One is the formation of a Faculty Senate ad hoc committee on evaluation. One of the things this committee is looking at is more options in the annual evaluation instrument. Faculty Senate committee work has been one of the only avenues for an "excellent" evaluation. There was a bylaw change last year, 04, that reflected the concern of Faculty Senate committee chairs. The change reflected a difficulty in getting quorum in order to conduct business and that two missed committee meeting automatically removed the member from the committee which means they would than need to be reconfirmed at the next Senate meeting.

Refer to table 15, 17 and 18 in the climate survey for candid responses to the Faculty and staff survey regarding Faculty Senate and Governance.

Strengths

Well defined process listed in many key campus and system resources.
There are many available avenues for governance and policy involvement at TMCC.

Based on release time, term lengths and access, TMCCs' Faculty Senate leadership has an advantage over the other institutions in UCCSN.

Weaknesses

Communication is difficult. If faculty don't read the overwhelming number of communications from committees, senate and administration they may feel "out of the loop".

Even with all the governance opportunities that exist at TMCC it is still perceived that unilateral administrative decisions take place.

No clear understanding of the budget or faculty place in that process.

Standard 6.E – Student Role in Governance

The role of students in institution governance, planning, budgeting and policy development is made clear and public; students are supported in fulfilling that role.

Student Representation

The Associated Students of Truckee Meadows (ASTM) is the representative student governance organization on campus. The ASTM/Student Organization office is located in RDMT 111, a prominent location within the new V. James Eardley Student Center. According to the ASTM Constitution – Article II, Section 1, "Membership shall be granted to students who are enrolled at Truckee Meadows Community College." Based on this definition, representative student membership at the college is 11,322 members. It is obvious that an organization of this size necessitates a "governing" body, which is also provided for within the ASTM Constitution and Bylaws.

"Members meeting eligibility requirements shall have the right to hold office" within the scope and confines of ASTM Constitutional provisions and the UCCSN Code. The ASTM Legislative Body (Student Senate) can therefore consist of five (5) Executive Board members and eight at-large student senators. Members of the Executive Board are defined as the ASTM President, ASTM Vice-President, ASTM Secretary, ASTM Treasurer, and ASTM Student Senate President Pro-tempore. The ASTM Constitution and Bylaws outlines the appropriate mechanisms for the election and/or appointment of the ASTM legislative body, and this group is designed to represent the Dandini campus, Meadowood South Center, and the Edison complex.

Based on the current campus enrollment and constitutional provisions, each legislative board member would represent approximately 871 students. Furthermore, elected and

appointed ASTM legislative members receive “compensation” for their services to the student body, in the form of remuneration of credit hours based on the position held within student senate. The ASTM has devised a system that can adequately represent all students on campus, given that all positions could be filled on an annual basis. Community colleges nationwide, however, are plagued by inadequate representation due to vacancies within student government positions. TMCC also experiences annual position vacancies, and tends to be under-represented at the Meadowood and Edison centers. Current election procedures for ASTM office are held in an on-line format. In recent years, not all positions are contested. This lack of competition for office leads to student apathy in the voting process. Each year, the ASTM begins the year with less than a full compliment of elected officials. Further complicating the filling of vacancies is a new system directive that all student government representatives at UCCSN institutions be considered student-employees. This directive complicates the compensation incentive and also hinders participation by students under the age of majority on the ASTM governing body. At the time of this writing, ASTM officials include a President, Vice-President, Treasurer, Senate President pro-tempore and seven student senators. Currently, the secretary position and an at-large senate position remain vacant.

Internal Policy Development

ASTM maintains a self-supporting budget, built primarily on the \$.50 per credit hour funding mandated by the UCCSN and carry-over finances from previous years. The ASTM Executive Board is charged with developing an annual budget that will meet the continuing extra-curricular needs of the student body, and the ASTM Senate monitors money and expends these funds accordingly. ASTM recently has been audited by the system auditors, and their processes were determined to be free of major “control issues”. In order to meet the needs of the student body, ASTM has four standing committees designed to make recommendations to the senate regarding form and function of the association. These standing committees are:

1. ASTM Activities Committee. This committee is charged with developing a co-curricular activities calendar including social and educational events designed to “facilitate participation and increased student involvement in our campus and community; and foster an awareness of issues and concerns directly affecting students.
2. Elections and Recruitment Committee. This committee is “responsible for planning, organization promotion and conduct of all ASTM elections; and responsible for the development and implementation of a membership recruitment plan.”
3. ASTM Finance and Appropriations Committee. This committee is charged with accepting requests for “campus support” funding, investigating these requests, and recommending approval or denial of said requests. The Finance and Appropriations committee also recommends the annual initial start-up funding of all recognized extra-curricular organizations on campus.
4. Constitution and Bylaws Committee. This committee is “responsible for the systematic review of the ASTM Constitution and ASTM By-laws.”

5. A Community Services Committee is an ad-hoc committee that has been formed to help develop programs that will provide additional assistance to many of the “at-need” students at the college.

The ASTM Student Senate General Assembly meets on a weekly basis, as do the standing committees of the Association. The Student Senate and each committee conforms to Nevada Open Meeting laws, requiring that all meeting agendas be posted at prominent campus locations at least 72 business hours in advance of the meeting. Meeting minutes are posted after they have been approved within the senate or the individual committees. ASTM is also currently working with the Applications Development team to develop an appropriate webpage that will continue to adequately provide information to the campus community regarding budget formation/expenditures and policy development.

Student Involvement in Campus Governance

The administration at TMCC works with the ASTM legislative body to ensure that there is a liaison between all members of the campus community. The ASTM President serves as a representative to the Nevada Student Alliance, working with other student government leaders throughout the system to express needs and desires of students state-wide. A key role of the ASTM president is to “attend Board of Regents meetings on a regular basis, and periodically report on the progress and implementation of all actions of ASTM to the TMCC President as well as to appropriate college committees (e.g. Faculty Senate, Planning Policy Council, et. al.).

The TMCC President and ASTM President meet on a bi-weekly basis to discuss issues of importance to the campus and the student body. The ASTM President and ASTM Vice-President also have a standing invitation to regularly scheduled cabinet meetings on campus. The ASTM President also attends faculty senate meetings as an ex officio member, and presents a regular report to the faculty senate regarding activities and issues around campus. Furthermore, the ASTM President can appoint ASTM representation on college committees with approval of the student senate. Generally, ASTM places representation on the Curriculum Committee, Library Committee, Academic Standards Committee, Bookstore Committee, Technology Fees advisory committee; and TMCC Planning Council.

The Associate Dean of Student Services is responsible for handling disciplinary issues that arise around campus. When it becomes necessary to hold hearings regarding code violations, two student members are appointed to each hearing board. This provides that all students are afforded an opportunity to be adjudicated by a panel that is campus representative, inclusive of faculty/staff/students and administration.

One of the concerns arising from the system audit was that the ASTM legislative body did not meet regularly with the ASTM Advisory Board. The ASTM Advisory Board “shall meet at least monthly to discuss the overall role and performance of student government on campus. The Board shall serve in an exclusively advisory capacity to provide positive support and guidance for student government.” Members of the advisory board include the ASTM advisor, the administrative head of student development, the ASTM president, the NSP director, two TMCC faculty members appointed by faculty senate, two TMCC student members appointed by the ASTM president and one classified member appointed by the classified council. The current ASTM is working to ensure that this group will begin meeting on a regular basis to continue to develop positive working relationships and good communication lines with the campus community.

While ASTM has opportunities to be represented on vital committees around campus, this representation occurs based upon student availability and interest in attendance. Representation is sporadic at best, but the ASTM members are working to ensure adequate representation on all committees that will directly affect student life around campus.

A concern at most community colleges is that student leadership training must occur on an annual basis as student recidivism and transition within the organizational structure is constant and continual. Progress is being made on the development of policy and procedures manuals to aid in the training of new student leaders and to provide a viable and available resource to be utilized by student leaders and the campus community as a whole.

Conclusions

This section is designed to explore if the role of students in institution governance, planning, budgeting and policy development is made clear and public; students are supported in fulfilling that role. At TMCC, students are afforded clear opportunities to take part in governance and policy development. As mandated by state law, student involvement is made clear and public through the postings of meeting agenda/minutes. Finally, administration is fully supportive of the ASTM role in and around the TMCC campus.

Documentation

ASTM Constitution
ASTM Bylaws