Shared Governance Subgroup Operating Instructions

GUIDELINES FOR REORGANIZING EVIDENCE COLLECTION AND COMMUNICATION BETWEEN SHARED GOVERNANCE SUBGROUPS

The objective of the Shared Governance Council is to receive, document, evaluate, and recommend solutions to issues that arise in the governance subgroups of the institution to the President of Luna Community College. A major priority of the Shared Governance Council is to promote and facilitate effective communication across governance subgroups of Luna Community College. The goal of the Shared Governance Council reorganization is to create an intentional communication system of evidence collection that will facilitate the resolution of institutional issues, including concerns brought forth by the Higher Learning Commission.

A. Shared Governance Reorganization Structure
A copy of the current Shared Governance Structure can be accessed at: (existing web address).

B. Shared Governance Subgroup Membership Matrix
Membership of standing subgroups will be determined by the Office of the VP in collaboration with Academic Leadership and standing election processes of existing Senates. A copy of the current membership of all standing subgroups in the Shared Governance Structure can be accessed at: (existing web address).

C. Meeting Attendance Sheet
Meeting attendance sheets will be provided on each groups clipboard, and are to be completed at the meeting start time by the group secretary, and forwarded to the Shared Governance Council to be filed in **SUBGROUP ATTENDANCE** files.
An actual template of the Attendance sheet can be accessed at: (existing web address).

D. Meeting Agenda
Meeting agendas are to be completed 72 hours before the date of the meeting with the exception of the **OPEN BILLS** section of the agenda. A motion should be made at the beginning of the meeting to add the titles of any incoming Shared Governance Issue Request (SGIR) forms acquired from the clipboard of the previous tier's meetings to the **OPEN BILLS** section of the agenda. An actual template of the agenda can be accessed at: (existing web address).

E. Meeting Minutes

Meeting minutes are to be completed and forwarded upon internal approval to the Shared Governance Council to be filed in **SUBGROUP MINUTES** files.

An actual template of the minutes can be accessed at: (existing web address).

F. Shared Governance Issue Request (SGIR) Form

The SGIR can be accessed at: (existing web address).

1. The lower portion of page 1 should be completed by the Requestor(s). If incomplete, the form should be rejected or returned to the Requestor(s) for completion. Any member of a standing subgroup, including faculty, adjunct, staff, administration, and students are able to serve as Requestor(s).

2. Two copies of the SGIR are to be made: one is forwarded to the Shared Governance Council to be retained in an **OPEN BILL FILE**, the other is placed on the clipboard of the next starting subgroup by any member of the subgroup (subgroups will deal with assigned bills as **OPEN BILLS** on the agenda).

3. **Submission Date** – The submission date is the date the form is accepted into the Shared Governance process or forwarded to the Shared Governance Council.

4. **Title** – Keep the title of the bill as concise as possible, while still being descriptive enough to understand the content by the title. Write this on the front and back of the SGIR.

5. **Starting Subgroup** – The bill should be started at the lowest tier possible of the Shared Governance Structure, in a subgroup directly related to the issue/request.

6. **Subgroup Action –** Individual subgroups addressing the request should document actions in the subgroup action block.

7. **ALL OTHER ITEMS (8-13) OF THE SGIR ARE TO BE COMPLETED BY THE SHARED GOVERNANCE COUNCIL**

8. **Bill #** - Bill # is a unique identifier for this issue. Format for the Bill # is [YEAR-MONTH-DAY.ITEM # FOR THAT DAY]. For a bill accepted December 3rd, 2019, as the 2nd bill accepted on that day, the Bill # would be [2019-12-03.02]. Write this on the front and back of the SGIR. This number will allow for cataloging and indexing bills in a manual system.

9. **Final Disposition** – This should be a summary of the final outcome of the bill when it completes the Senate tier. The bill may be approved as a procedure (no board action needed), approved for submission to the board (all policy changes should be submitted to the board), or it could be approved with changes, or it could be denied (probably good to give a reasoning why a committee denied the request).

10. The **REPORTED** check box refers to the subgroup/Senate reporting action on this bill in the general assembly at the end of the day. All subgroups and/or Senates should complete the **ACTION** section at the time of the decision, and the **REPORTED** checkbox once the actions are reported during the general assembly.

11. Upon final disposition, the SGIR form is copied (front and back). The original SGIR is posted on the final disposition board for 2 weeks (from date of last action), then discarded after that time. An archive of completed SGIR forms can be accessed at (existing web address). A hard copy is retained by the Shared Governance Council in a **FINAL DISPOSITONS** file. The copy in the **OPEN BILLS** file is discarded.
12. The Shared Governance Council shall present bills requiring Board approval to the President's office upon final subgroup/Senate approval.