2019 GRCC Team Charter

Team Name: Academic Governing Council
Team Leader: AGC Executive Committee, reports to Provost

Chartering is a two-way process
Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. **Purpose of the Team** *(What is this team expected to accomplish?)*

   The following is taken from AGC Bylaws (http://cms.grcc.edu/academic-governing-council/bylaws)

   Preamble: Grand Rapids Community College's Academic Governing Council (AGC) is a collaborative initiative between faculty and academic administration to strengthen communication and increase involvement in academic issues and policies. By fostering and encouraging a broader input and a sense of accountability, AGC leadership effectively mediates issues that impact students, staff and faculty.

2. **Decision-making Context and Scope** *(What level of decision making authority does this team hold?)*
   The following is taken from AGC Bylaws (http://cms.grcc.edu/academic-governing-council/bylaws) Preamble: AGC recommendations are, upon approval by the Provost, implemented on a college-wide basis. The Provost, in conjunction with other college entities, will conduct implementation of these decisions as needed.

3. **Team Goals, Action Projects, and Timelines** *(How will this team proceed to accomplish their purpose? I.e. what will they do?)*
   The following is taken from AGC Bylaws (http://cms.grcc.edu/academic-governing-council/bylaws):

ARTICLE II
Meetings of the Academic Governing Council

Section 1. The Academic Governing Council shall meet in regular session once each month during the Fall and Winter semesters. The Executive Committee also reserves the right to call for strategy and planning sessions. These should be limited, unless otherwise approved by the entire body, to two meetings per academic year.

Section 2. The AGC membership shall be notified at least five working days in advance of any regular meeting or special session. Notification shall include, when possible, items to be discussed and matters requiring AGC action.

Section 3. A written petition of 60% of the AGC may call summer sessions. Summer meetings will be voluntary and members will be notified at least ten days in advance of any such meeting.

Section 4. A quorum for the AGC shall consist of forty percent of the Council in order for a vote to be taken. Under certain circumstances, the Executive Committee may call for an electronic vote to take place outside of a regularly scheduled meeting. In the event that an electronic vote occurs, a majority of the votes cast will determine the result.

Section 5. AGC meetings shall be open to the members of the Governing Council and invited guests. Invited guests shall be allowed to speak from the floor at designated times during the proceedings and the Chair reserves the right to limit the time.

Section 6. Unless otherwise specified by these Bylaws, the method of voting shall be determined according to the Democratic Rules of Order, or chosen by the Executive Committee.*1* All voting will allow for members to abstain from said matter.

1. Democratic Rules of Order, Frank & Peg Francis, Gordon Soules Publisher, April 2003

ARTICLE VII
Process for Decision Making

Section 1. Once the Academic Governing Council has reached a decision on an issue, the Executive Committee will submit a Decision Form to the Provost. The Provost will be responsible for responding in writing to the Executive Committee. The response must occur within ten working days after receipt of the Decision Form.

Section 2. At this point, the Provost has two options:

a) The Provost can concur with the decision and begin implementation of the decision. The Provost will also be able to request evaluation procedures and data feedback measures to ensure that the decision is having the desired effect.

b) The Provost retains the right to send the decision back to the Academic Governing Council for re-evaluation. The re-evaluation process will require the Council to send the issue back to committee, along with the Provost's concerns and questions, to begin the process anew. The issue will then follow the normal procedures outlined in these Bylaws to reach the Decision stage again. At that point, a majority vote of the Academic Governing Council would be required to reach a decision. The Executive Committee will then submit the Decision Form to the Provost. If the Provost desires input on process and procedure, the Provost may resubmit the decision back to committee of origin for feedback. Once the committee and the Provost agree on the process and procedures for implementation, the Provost can concur with the overall policy and begin implementation of the decision without bringing the item back to the AGC for a full vote. Policy decisions must follow the cycle of Consensus outlined in these bylaws.

The Provost will be responsible for responding in writing to the Executive Committee. The response must occur within ten working days after receipt of the Decision Form. At this point, the Provost has two options. 1) The Provost can concur with the decision and begin implementation of that decision. 2) The Provost can call for a Consensus Process until both the

Council and the Provost reach agreement. The Executive Committee on a case-by-case basis will craft the process used to reach consensus.

Please see the link to the following forms:
- Issue Proposal Form
- Committee Action Form
- Decision Form
- Minority Opinion Form

http://cms.grcc.edu/academic-governing-council/forms

Please see the following website for a detailed flowchart for decision making:
http://www.grcc.edu/agc

4. **Stakeholders and their Key Requirements** *(For whom is this team doing their work? What do they want?)*

Students, faculty, academic administration & non-academic administration (where appropriate).

5. **Resources Needed** *(both people and budget)*

This team needs the full support of the Provost's office, as well as specific support from IT for meetings and presentations. Release/EOL time for AGC leaders and at-large members should be reviewed and recommended by the Provost on a regular basis.

6. **Troubleshooting Path** *(How will unresolved issues or roadblocks be handled?)*

AGC process does not allow for issues to remain unresolved. The process has a circular decision making model that encourages compromise and consensus on all issues.

The following is taken from AGC Bylaws (http://cms.grcc.edu/academic-governing-council/bylaws), Article VII, Process for Decision Making:

a) The Provost can concur with the decision and begin implementation of the decision. The Provost will also be able to request evaluation procedures and data feedback measures to ensure that the decision is having the desired effect.

b) The Provost retains the right to send the decision back to the Academic Governing Council for re-evaluation. The re-evaluation process will require the Council to send the issue back to committee, along with the Provost's concerns and questions, to begin the process anew. The issue will then follow the normal procedures outlined in these Bylaws to reach the Decision stage again. At that point, a majority vote of the Academic Governing Council would be required to reach a decision. The Executive Committee will then submit the Decision Form to the Provost. If the Provost desires input on process and procedure, the Provost may resubmit the decision back to committee of origin for feedback. Once the committee and the Provost agree on the process and procedures for implementation, the Provost can concur with the overall policy and begin implementation

of the decision without bringing the item back to the AGC for a full vote. Policy decisions must follow the cycle of Consensus outlined in these bylaws.

The Provost will be responsible for responding in writing to the Executive Committee. The response must occur within ten working days after receipt of the Decision Form. At this point, the Provost has two options. 1) The Provost can concur with the decision and begin implementation of that decision. 2) The Provost can call for a Consensus Process until both the Council and the Provost reach agreement. The Executive Committee on a case-by-case basis will craft the process used to reach consensus.

7. **Requirements for Integration with other Departments or Teams** *(How does this Team interface with others doing concurrent work?)*

The nature of this body allows for concurrent work to take place under the auspices of the AGC. Part of the goal of this body is to ensure that disparate groups across campus are not engaged in the same work at the same time. However, this group must work closely, through the leadership of the AGC Executive Committee and the Provost, with both the Cabinet and Vice Presidents.

8. **Review Progress** *(How and when will the work of this team be reviewed?)*

AGC process requires that all decisions, and the work of the entire body, are reviewed on a regular basis. The Provost determines the schedule and scope of such reviews. Typically, AGC will engage in year-end reporting, self-evaluation, and future goal setting.

9. **Team Leader, Current Members, and Membership Specifications** (*Are team members appointed? Volunteers? Is team membership permanent? Is this team accepting new members? Please also list the current members on the Team by name.*)

Please see link to list of members: http://cms.grcc.edu/academic-governing-council/members

2019 members of the Executive Committee (see Article I below) include:
   Amy Mansfield
   Ann M. Alexander
   Erin Busscher
   Laurie Chesley
   Nick ANTONAKIS
   Sheila Jones
   Thomas Street

The following is taken from AGC Bylaws (http://cms.grcc.edu/academic-governing-council/bylaws):

ARTICLE V
Membership and Elections

Section 1. Representatives shall be elected to serve on the Academic Governing Council in the following manner:

a. Academic Departments with faculty membership shall be represented by their respective Department Head or Program Director. Every academic department consisting of more than five full-time faculty members must elect one additional At-Large full-time faculty representative to the Academic Governing Council.

b. In addition, there shall be two school-wide At-Large representatives. One (1) at-large representative shall be nominated by the Executive Committee or by a petition of no less than fifteen full-time faculty members and approved by majority vote of the faculty members of the School of Arts and Sciences, and one (1) representative shall be nominated by the Executive Committee or by a petition of no less than fifteen full-time faculty members and elected by a majority vote of the faculty members of the School of Workforce Development. If a candidate fails to achieve a majority vote, a new nomination must be solicited from the AGC.

c. Adjunct faculty representative candidates shall be nominated by the Executive Committee, or by a petition of no less than fifteen adjunct faculty members, and approved in electronic elections by a majority of the adjunct faculty from the respective schools who participate in the vote. The School of Workforce Development shall be allowed one (1) adjunct representative, and the School of Arts and Sciences shall be allowed one (1) adjunct representative. Votes on adjunct representation will take place prior to the first meeting of the Academic Governing Council every fall semester.

d.   Deans and Associate Deans are voting members of AGC. The Provost may request to expand or reduce the number of non-voting members of the AGC. The Provost shall submit a list of potential non-voting members on a yearly basis to the AGC for approval. Approval requires the majority support of the AGC. The Provost will serve on the Academic Governing Council as an Ex-Officio, non-voting member.

e. Department Heads/Program Directors will serve on the Academic Governing Council for the duration of their time as Department Heads/Program Directors. At Large representatives will serve two-year terms with no term limit imposition. At the end of the two-year term, the respective department will conduct an election, with the assistance of the Executive Committee, to fill the seat.

f. Adjunct faculty senators shall serve two (2) year terms with no term limit imposition. Service on the Academic Governing Council will cease with termination of employment.

g. The Executive Committee will supervise all elections for the Academic Governing Council, except the election to the committee itself. Those elections will be conducted under the supervision of the Provost's office.

i. Alternate representatives may be selected by each represented group to serve on the Council in the absence of the representative.

j. All elected representatives must continue to be employed by the College in the area/department from which they were elected to continue to be members of the Council.

Section 2. No At-Large representative shall be elected to the Council, and no Council member will be elected to the Executive Committee, without his/her consent. Department Heads/Program Directors and Deans are required by these Bylaws to participate in Council proceedings.

Section 3. New representatives shall take office at the beginning of the Fall Semester, except for the first Council. Representatives of the first Council shall be comprised of the current members of the Academic Senate, in addition to the Department Head/Program Directors and Deans as indicated in these Bylaws. This first council will take office at the beginning of the Winter Semester, 2006. This initial semester shall not be included in the normal terms of office. The term in office requirements outlined in these Bylaws will begin in the Fall Semester, 2006.

ARTICLE VIII
Vacancies

Section 1. A vacancy shall be considered to exist when the number of Council representatives is less than that prescribed in Article V, Section 1 of these Bylaws.

Section 2. The Executive Committee of the Academic Governing Council shall appoint any eligible person to fill a vacancy, subject to confirmation by a simple majority of the remaining Council members.

Section 3. Appointed Representatives shall serve only until the next regular election of Council Representatives, or until the return of the originally elected member.

Article I
Officers of the Academic Governing Council

Section 1. The officers of the Academic Governing Council (AGC) will be included in an Executive Committee, drawn from the Academic Governing Council members comprised of six individuals. The committee membership shall include two department heads/program directors, two at-large representatives, and two administrators. The two administrative officers will be chosen by the Provost and their status will be reviewed every two years. Faculty officers will be elected using a secret ballot system (either electronically or at an AGC meeting).

- Department Head/Program Directors will vote for two of their peers to serve on the committee.

- At-large Faculty will vote for two at-large full-time faculty representatives of their peers to serve.

- No faculty member may vote or serve in more than one category. Elected officers shall serve two-year terms with no term limit imposition.

Section 2. Duties, responsibilities, and authority of the Executive Committee shall include the following:

a. Preside at all meetings of the Academic Governing Council and at any special meetings called by the council.

b. Schedule meetings of the Academic Governing Council and prepare the agenda for those meetings.

c. Appoint, subject to Council approval, the Chairpersons of all standing and ad-hoc committees.

d. Appoint members of standing and ad-hoc committees, subject to the confirmation of the Council.

e. Serve as ex-officio members of any and all Council committees.

f. Serve as a liaison between the Provost and the Academic Governing Council.

g. The Executive Committee will also perform the duties of the Chairperson on a rotating basis to be determined by the Committee. The individual serving as chair at a particular meeting will only be allowed to vote in the case of a tie. All other members of the Executive Committee will be voting members of the Academic Governing Council.

h. The Executive Committee will also be responsible for keeping all records (including minutes, committee reports, and dissent forms) and for transmitting copies of approved minutes, reports, and forms to any interested party upon request.

i. Faculty officers may be removed from office for dereliction of the duties outlined above. Removal of officers requires a majority vote of their peers who elected that officer to the Executive Committee.

j. The initial Executive Committee will be comprised of the six person Academic Design Team. The Provost, as an ex-officio member, will select an additional Dean. This is a one-time stipulation. After two years elapse (starting in the Fall of 2006), elections will be held to adhere to these Bylaws.

k. In the interest of staggering elections for faculty representatives of the Executive Committee, beginning in Fall of 2010, the Provost will designate one Department Head/Program Director member of the Executive Committee and one At-Large representative of the Executive Committee to serve three-year terms. The designated Department Head representative can only complete this term if they retain the Department Head/Program Director role for the full three years. A special election will be conducted to replace the DH representative if they no longer serve in that capacity at the departmental level.

10. **List the major team accomplishments over the past year.** *(What are your outcomes?)*
    The most recent Executive Committee Summary Report found at
    http://www.grcc.edu/academicgoverningcouncil

11. **List the major team goals for the upcoming year.**

    The most recent Executive Committee Summary Report found at
    http://www.grcc.edu/academicgoverningcouncil

12. Please describe any current challenges the team is facing.
    Every year the Executive Committee of AGC organizes an evaluation and uses the results to improve AGC's processes and set the agenda for the following year. The evaluation for 2017-2018 took place during the April 2018 meeting.

The 2015-16 Executive Committee Summary Report found at
http://www.grcc.edu/academicgoverningcouncil
describes AGC Evaluation Results and Actions Taken (pages 13-14).