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Resolution **2018-19 #36EC**  
College Senate

Supersedes Res #: \_\_\_\_\_

TO: Dr. Heidi Macpherson, College President  
FROM: The College Senate:  
RE: **→** I. Formal Resolution (*Act of Determination*)  
II. Recommendation (*Urging the Fitness of*)  
III. Other, For Your Information (*Notice, Request, Report, etc.*)



SUBJ: **Endorsement of the Shared Governance Task Force's Constitution of College-Wide Committees at The College at Brockport (54\_18-19EC)**

Implementation Effective Date\*\*: immediate

Signed: *Kathleen Peterson* Date: 4/22/19  
(Dr. Kathleen Peterson, 2018-2019 College Senate President)

Signed: *Eileen Daniel* Date: 4/25/19  
(Dr. Eileen Daniel, Vice Provost, The College at Brockport)

**\*\*Implementation of resolution requires final approval from SUNY- State Education Department.**  
 YES  NO

**Please fill out the bottom portion and follow the distribution instructions at the end of this page.**

TO: Dr. Kathleen Peterson, College Senate President  
FROM: Dr. Heidi Macpherson, College President

RE: **→** I. Decision and Action Taken on Formal Resolution (circle choice)  
a. Accepted  
b. Deferred for discussion with the Faculty Senate on \_\_\_/\_\_\_/\_\_\_  
c. Unacceptable for the reasons contained in the attached explanation.  
d. Comments:

Signed: *Heidi Macpherson* Date: 5/1/19  
(Dr. Heidi Macpherson, President, The College at Brockport)

**DISTRIBUTION:**

The College Senate will forward the resolution signed by the College Senate President to the Vice Provost for determination as to whether the implementation of the resolution requires final approval from SUNY-State Education Dept. The Vice Provost will then forward the resolution with that designation to the College President. Upon approval, the College President will forward copies of resolutions to his/her staff who will, in turn, forward copies to their staff and to the College Senate. The College Senate Office will post resolutions to the College Senate Web at <http://www.brockport.edu/collegesenate/resolutions>.

**COLLEGE SENATE OFFICE  
RESOLUTION PROPOSAL COVER PAGE**

**DEADLINE FOR SUBMISSIONS: 1/31/19**

Incomplete proposals will be returned. Proposals received after 1/31 may not be able reviewed by the end of the academic year.

|   |   |
|---|---|
| <b>Routing Number</b><br><i>Routing # assigned by Senate Office<br/>2018-2019</i> | <b>54_18-19EC</b><br><i>Use routing number and title in all<br/>reference to this proposal.</i> |
| <b>This Proposal<br/>Replaces Resolution</b>                                      |   |

INSTRUCTIONS (see [https://brockport.edu/support/college\\_senate/proposals.html](https://brockport.edu/support/college_senate/proposals.html) for full details)

Complete this cover page. Email it along with all relevant files (individual .docx or .pdf files) to [senate@brockport.edu](mailto:senate@brockport.edu). Your proposal will be made into an ADA compliant PDF, will receive page numbering and a routing number, and will be forwarded onto the appropriate committee chair(s).

1. **PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Use a course number and/or title, indicate if for GED code, etc.*

**Endorsement of the Shared Governance Task Force’s Constitution of College-Wide Committees at The College at Brockport**

2. **BRIEF DESCRIPTION OF PROPOSAL:**

**Endorsement of the Shared Governance Task Force’s Constitution of College-Wide Committees at The College at Brockport**

3. **WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED?** (e.g. personnel/space/equipment/IT support/library holdings)  NO  YES If YES – please explain in attachment

4. **DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.**

N/A

5. **DESCRIBE THE IMPACT, IF ANY, THAT THESE CHANGES WILL HAVE ON STUDENT ELIGIBILITY FOR THE EXCELSIOR SCHOLARSHIP.**

N/A

6. **DESCRIBE THE IMPACT, IF ANY, THAT THESE CHANGES WILL HAVE ON TRANSFER STUDENTS AND THEIR ABILITY TO TRANSFER SEAMLESSLY AS MANDATED BY SUNY POLICY.**

N/A

7. **ANTICIPATED EFFECTIVE DATE:**

Immediately when signed

8. **SUBMISSION & REVISION DATES:** PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

| <i>First Submission</i> | <i>Updated on</i> | <i>Updated on</i> | <i>Updated on</i> |
|-------------------------|-------------------|-------------------|-------------------|
| 2.26.19                 |                   |                   |                   |

9. **SUBMITTED BY:** (contact person)

| <i>Name</i>           | <i>Department</i>     | <i>Phone</i> | <i>Email</i>                  |
|-----------------------|-----------------------|--------------|-------------------------------|
| <i>Kathy Peterson</i> | <i>College Senate</i> | <i>X5319</i> | <i>kpeterso@brockport.edu</i> |

10. **COMMITTEES:** (Senate office use only)

| Standing Committee   | Forwarded To                    | Dates Forwarded |
|--|---------------------------------|-----------------|
| <input checked="" type="checkbox"/> Executive Committee          | Standing Committee              |                 |
| <input type="checkbox"/> Enrollment Planning & Policies          | Executive Committee             | 3.11.19         |
| <input type="checkbox"/> Faculty & Professional Staff Policies   | Senate                          |                 |
| <input type="checkbox"/> General Education & Curriculum Policies | Passed GED’s go to Vice Provost |                 |
| <input type="checkbox"/> Graduate Curriculum & Policies          | College President               |                 |
| <input type="checkbox"/> Student Policies                        | OTHER                           |                 |
| <input type="checkbox"/> Undergraduate Curriculum & Policies     | REJECTED -WITHDRAWN             |                 |
| NOTES:   |                                 |                 |

**Endorsement of the Shared Governance Task Force’s Constitution of College-Wide Committees at The College at Brockport**

**WHEREAS**, SUNY has defined shared governance in the following way: “In a shared governance system, faculty, professional staff, administration, governing boards, and students participate in the development of policies and in decision making that affects the institution”, and

**WHEREAS**, many committees across campus are created as College-wide committees, ad hoc committees and task forces, and search committees; and

**WHEREAS**, there is an expectation that shared governance will play a vital role in the formation of committees with the widest possible diversity and representation; and

**WHEREAS**, every effort shall be made to include representation from the College Senate and Brockport Student Government on College-wide committees;

**THEREFORE BE IT RESOLVED** that the College Senate endorses the proposal for the Shared Governance Task Force’s Constitution of College-Wide Committees at The College at Brockport.

## Constitution of College-Wide Committees at the College at Brockport

For all College-wide committees, beginning in the 2019-2020 academic year, the charge and constitution shall indicate how membership is determined, and in particular, how representation by governance groups is assured in this process. The list of members of the committee will be sent to the College President at the beginning of the academic year, for ratification, approval, and publication.

While there is no expectation of uniformity regarding how committees are constructed, there is an expectation that shared governance will play a vital role in their formation.<sup>1</sup> In addition, the widest possible diversity and representation shall be sought. Where relevant, organized labor and affiliated entities will be included in College committees.

Every effort shall be made to include representation from College Senate and BSG on College-wide committees. Designated representatives have an obligation to represent, consult with, and report to their respective governance group or other organizational entity on committee actions, maintaining clear communication.

The selection process for Senate and BSG members may take place in one of several ways, depending on the requirements of the specific committee. Committees will refer to Guiding Principle 5 of the Statement of Shared Governance.<sup>2</sup> The process for selection shall be outlined in the charge or constitution and may take one of these forms (to be determined in advance):

- 1) The relevant convener will ask Senate and BSG to select their own representatives, and those individuals will become the official representatives of Senate and BSG on the committee. This could be done by solicitation, self-nomination, recommendation, or appointment.
- 2) The committee membership will be agreed in a collaborative manner between the committee convener and the governance groups.
- 3) The relevant convener will present a slate of potential faculty, staff, and student candidates for the committee, chosen to ensure the necessary experience and diversity, to serve as committee members. Senate and BSG will approve the slate, select from amongst candidates, or suggest changes to the slate, for ongoing discussion with the committee convener. In cases of unresolved dispute, the matter will be referred to the President of the College.
- 4) Governance organization representatives to College-wide committees, taskforces and workgroups shall be approved by each organization based on its own procedures.

**College-wide committees** are long-term and charged with overseeing an area of importance to the College community. These are NOT standing committees of any campus governance organizations.

**Ad hoc committees** and **task forces** are created at the discretion of those initiating the committees and constituted to serve the purposes outlined in the charge.

<sup>1</sup> Failure by the designated individual(s) to attend committees or the inability to secure governance member(s) despite concerted efforts to secure members does not invalidate the workings of the group.

<sup>2</sup> "Constituent groups nominate those who serve as their representatives, according to their respective practices and procedures. There are a number of different means by which this can be accomplished, giving other groups an opportunity for choice, but the general principle stands: those who serve must be nominated by the group they represent."

An **ad hoc committee** is generally formed as a sub-group of a Standing Committee to study a specific subject, within a short, well-defined time period. Its primary goal is to address short-term, non-recurring tasks or needs and to make a recommendation to accomplish an objective.

A **task force**, on the other hand, generally addresses a major, complex issue or project and makes complex and consequential recommendations.<sup>3</sup>

Every task force or ad hoc committee that deals with issues related to Senate or BSG business should make every effort to include governance representation. For issues that relate to the College Senate or BSG business, particularly through the organization's committee structure, the organization shall be consulted in the creation of a new task force or workgroup, including its charge, its term, its reporting structure and its membership.

**Search Committees** will be constituted according to the policies outlined by HR and SUNY and follow best practices, particularly in relation to ensuring diversity of voices and positions. For administrative search committees, the constitution of the committees will be determined based on whether they are primarily academic affairs positions (i.e., deans, Vice Provost, etc., which may call for a preponderance of faculty members), one of the other divisions (which may call for a preponderance of professional staff members), or a cabinet position or equivalent. Presidential Search Committees shall be constituted as per the SUNY Board of Trustee Guidelines. Any SUNY guidelines that come into force after this procedure is agreed will override or supersede this document.

<sup>3</sup> These definitions are adapted from UNC's Center for Faculty Excellence website:  
<https://cfe.unc.edu/leadership/managing-meetings/leading-committees-task-forces-or-project-teams/>