Governance Plan

Approved by the Guttman College Council
May 30, 2017 and September 12, 2017
A. PREAMBLE

The Stella and Charles Guttman Community College, founded in 2011, is committed to implementing innovative practices in community college education to best prepare its students with guided pathways to senior college and the world beyond. The curriculum is built on a first year experience (FYE), interdisciplinary programs of study, and methods of student engagement designed to ensure student success.

Shared governance is a Guttman community commitment that encourages interdisciplinary and interdepartmental collaboration while honoring the strengths, interests, and responsibilities of our faculty, staff, administration, and students.

B. STAKEHOLDERS

The Faculty of Guttman Community College (College) shall consist of all full- and part-time persons holding professorial, instructor, lecturer, or adjunct titles. In consultation with the Provost, each faculty member shall join an interdisciplinary area of inquiry ("practice area")—STEM, Social Science or Humanities—based on their disciplinary and pedagogical interests and experience.

The positions reserved for the Office of Student Engagement (OSE) shall be limited to full-time Higher Education Officer (HEO) series members.

In all other situations, traditional CUNY title designations shall apply.

C. COLLEGE COUNCIL

Article I
Powers and Functions of the Council

The Council shall be the governing body of the College and, subject to the authority of the Bylaws of the CUNY Board of Trustees, shall be responsible for the establishment of College academic policy and goals pertaining to its operations and CUNY-mandated activities.

Article II
Composition

Section 1. Membership

The Council shall have the following members:

a. Faculty:
   1. 24 full-time faculty representatives, eight from each practice area, elected from and by full-time faculty in that practice area
   2. The Academic Senate Chair
   3. One part-time faculty member elected from and by part-time faculty

b. Office of Student Engagement (OSE). Five representatives of OSE elected from and by OSE members.

c. Staff. Five full-time representatives of the non-OSE staff elected from and by non-OSE full-time staff members.
d. Students. The President of the Student Government Association and four students elected from and by the student body.
e. The chair from each Council standing committee. Committee chairs not elected to Council sit as non-voting members.
f. Administration:
   1. The President, who shall appoint two additional administrative members to the Council. The President shall serve in a non-voting role, except to break a tie.
   2. Any Vice Presidents, each of whom shall appoint two additional administrative members to the Council.

In the event of structural or titular change, the equivalent functional titleholder shall serve in that capacity.

Section 2. Alternates

Alternates are individuals elected to fill a temporary absence or vacancy. Alternates are expected to attend all meetings of the Council, although they shall only be counted towards quorum and vote when seated. Two alternates for each practice area shall be elected from and by the full-time faculty in that area; two alternates for OSE shall be elected from and by members of OSE; two alternates for staff shall be elected from and by the staff; two alternates for the students shall be elected from and by the students; an alternate administrator may be appointed if necessary.

Section 3. Term of Office

The term of office of the newly elected Council members and alternates shall begin the first day of the Academic Year. Each Student Council member and student alternate shall have a one-year term; all other Council members and alternates shall have staggered three-year terms.

Section 4. Recall of a Council Member

All voting Council members are subject to recall. A Council member shall be subject to recall for neglect of duties, as outlined in the Council bylaws.

Article III
Organization of the Council

Section 1. Officers and Responsibilities

The President shall serve as the Council Chair and preside at all meetings.

At the Council’s first meeting, a Vice-Chair and Secretary shall be elected from and by Council members for a three-year term.

The Vice-Chair shall serve as acting Chair in the Chair’s absence.

The Secretary shall take minutes and attendance during Council and Executive Committee meetings, maintain records of the proceedings, and attend to all correspondence.

Section 2. Parliamentarian
The Executive Council shall appoint a Parliamentarian, who need not be a member of the Council. If the Parliamentarian is not a member, the Parliamentarian shall have all rights and privileges of Council membership, except the right to vote. Parliamentarian shall serve for a three year term.

Section 3. College Council Committees

There shall be seven standing committees of the Council: the Executive Committee, the Legislative Committee, the Curriculum Committee, the Academic Assessment and Learning Committee, the Strategic Planning and Budget Committee, the Academic Technology Committee, and the Student Services Committee.

With the exception of the Executive Committee and the Strategic Planning and Budget Committee, all committees shall elect their own Chair by majority vote.

Article IV
Meetings

Section 1. Time of Meetings

The Council shall meet at least twice each semester.

Section 2. Conduct of Meetings

All Council meetings shall be conducted in conformance with Robert’s Rules of Order, latest edition, except as otherwise required by law or CUNY Bylaws.

Council meetings are open to all members of the College community.

A majority of the voting members of the Council must be present to constitute a quorum and for passage of a measure within the Council’s authority.

Section 3. Special Meetings

The petition of at least ten Council members shall be sufficient to mandate a special meeting, which shall be scheduled by the Council Chair within seven business days after receiving the petition.

Section 4. Recordkeeping

Minutes of all Council meetings shall be made available to members of the College community. The Secretary shall record the final vote of each member of the Council when votes are taken, a record of which shall be made available upon request.
Article V
Repeal of Council Decisions

Upon petition of twenty percent of the total full-time faculty, full-time staff or student body, a petition of reversal of a Council decision may be presented to the President. A petition must be filed within four weeks after publication in Council minutes. A decision shall be reversed by a two-thirds vote of the full-time faculty, full-time staff and student body in which at least twenty percent of each constituency must participate. The vote will be coordinated by the Legislative Committee.

Article VI
Powers and Duties of Standing Committees

Section 1. Executive Committee:

a. Membership. The Executive Committee shall consist of:
   1. The President, who shall serve as Committee Chair
   2. The Council Vice-Chair
   3. The Council Secretary
   4. The Academic Senate Chair
   5. Three additional persons elected from and by Council members.

b. Charge. The Council Executive Committee shall:
   1. Prepare and distribute annual schedule of Council meetings.
   2. Prepare and distribute the agenda to the entire College community at least one week before each meeting. On receipt of a written request endorsed by at least five Council members, the Executive Committee shall place on the agenda the item of concern.
   3. Invite key persons to participate in Council meetings.
   4. Review and coordinate the activities of all standing and ad hoc Council committees, which oversight shall include:
      i. The timely referral of issues to the appropriate committee
      ii. The timely receipt of committee reports and recommendations
      iii. The collection of committee meeting schedules and minutes
   5. Call Council into special session, with proper notice
   6. Conduct such business as may be necessary in an emergency when the Council is not in session or lacks a quorum, which action shall be subject to review and vote at the next scheduled Council meeting.
   7. Exercise any further powers and duties that may be conferred on it by the Council.

Section 2. Legislative Committee:

a. Membership. The Legislative Committee shall be composed of Council members and shall consist of:
   1. The Council Vice-Chair
   2. The Council Secretary
   3. Four faculty representatives elected from and by the Council
   4. One full-time non-teaching representative elected from and by the Council
   5. One student representative elected from and by the Council
b. **Charge.** The Legislative Committee shall:
   1. Facilitate nomination and election procedures for the Council.
   2. Nominate, appoint, or facilitate the election of members to ad hoc or special committees, as created by the Council.
   3. Inform Council of vacancies in Council and its Standing Committees and fill those vacancies through appointment or special election.
   4. Receive and hear grievances relating to elections and make appropriate recommendations to the Executive Committee.
   5. Assess the governance plan on a biennial basis and make recommendations to the Council.
   6. Review and propose amendments to the bylaws of the Council and standing committees in consultation with the committees.
   7. Review and evaluate how changes to the CUNY Bylaws or PSC-CUNY Collective Bargaining Agreement may impact the bylaws of the College Council or its standing committees and recommend changes as needed.
   8. Act as custodian of all minutes, agenda and election results from College Council and all standing committees.

**Section 3. Curriculum Committee:**

a. **Membership.** The Curriculum Committee shall consist of:
   1. The Vice President of Academic Affairs and Provost (Provost) or designee
   2. Six faculty representatives, two from each practice area elected from and by full-time faculty in that practice area
   3. One faculty representative from Libraries, elected from and by members of the Libraries
   4. Three OSE representatives elected from and by OSE members
   5. One student representative elected by the student body
   6. The College Registrar or designee, without vote
   7. The Chief Student Affairs Officer or designee, without vote
   8. The OAA administrator responsible for curricular matters, without vote

b. **Charge.**

The Curriculum Committee shall review, evaluate and recommend programs of study, FYE concentrations, and course proposals received from any source and shall perform such other functions as the Council may assign.

c. **Review.**

The Curriculum Committee shall periodically report to the Council. Committee recommendations are subject to Council review, modification, approval or rejection.

**Section 4. Academic Assessment and Learning Committee:**

a. **Membership.** The Academic Assessment and Learning Committee shall consist of:
   1. Six faculty representatives elected from and by all College full-time faculty
   2. Two members of OSE elected from and by OSE members
   3. The OAA administrator responsible for Assessment
b. **Charge**: The Academic Assessment and Learning Committee shall:
   1. Recommend procedures for institutional student learning outcomes assessment, including student achievement of competencies and program quality.
   2. Evaluate assessment results and report out institutional performance. The Committee shall not evaluate individual faculty or staff.
   3. Based on assessment, identify and recommend professional development venues for faculty and staff, including distributing teaching and professional development resources and identifying grant and funding opportunities.
   4. Work with the Center for College Effectiveness to provide support for student learning outcomes.

c. **Review**.

The Academic Assessment and Learning Committee shall periodically report to the Council. Committee recommendations are subject to Council review, modification, approval or rejection.

**Section 5. Strategic Planning and Budget Committee:**

a. **Membership**. The Strategic Planning and Budget Committee shall consist of:
   1. The Vice President of Administration and Finance, who shall chair the committee
   2. The Provost
   3. The administrator responsible for Strategic Planning
   4. Two faculty representatives elected from and by the College full-time faculty
   5. One Higher Education Officer elected from and by the HEO staff
   6. One classified staff member elected from and by members of the classified staff
   7. One student representative elected from and by the student body
   8. Each Vice President shall appoint up to two additional members

b. **Charge**. The Strategic Planning and Budget Committee shall:
   1. Review the strategic and financial plans for the College to ensure alignment among planning, budget, and assessment.
   2. Recommend strategic plan priorities to the Council.
   3. Review and analyze the College’s budget, aided by budget presentations from the Office of the Vice President of Administration and Finance to ensure continued support of strategic priorities.

c. **Review**.

The Strategic Planning and Budget Committee shall periodically report to the Council. Committee recommendations are subject to Council review, modification, approval or rejection.

**Section 6. Academic Technology Committee:**

a. **Membership**. The Academic Technology Committee shall consist of:
   1. The OAA administrator responsible for Academic Technology
   2. The Chief Information Officer
   3. Three faculty representatives, elected from and by the College full-time faculty
   4. The Chief Librarian or designee
Section 6. Committee Regulations:

b. Charge. The Academic Technology Committee shall:
   1. Use evidence-based data and best practices research to recommend strategies to integrate use of technology into the curriculum.
   2. Develop guidelines and best practices on the use of supported classroom technology.
   3. Advise and assist faculty and staff on using technology to expand and improve student learning.

c. Review.

The Academic Technology Committee shall periodically report to the Council. Committee recommendations are subject to Council review, modification, approval or rejection.

Section 7. Student Services Committee:

a. Membership. The Student Services Committee shall consist of:
   1. The Chief Student Affairs Officer
   2. One representative from Student Government Association (SGA) leadership, elected by and from SGA leadership
   3. One representative from the SGA Board elected from and by SGA representatives
   4. Two representatives from OSE elected from and by OSE members
   5. Two representatives of the non-OSE full-time staff elected from and by non-OSE full-time staff
   6. Two faculty representatives elected from and by all College full-time faculty

b. Charge. The Student Services Committee shall:
   1. Review and recommend policies and procedures pertaining to student life and welfare, campus-wide cultural and educational events, professional opportunities and student engagement matters.
   2. Further develop and advise student support services to promote student success academically, personally and professionally.

c. Review.

The Committee shall periodically report to the Council. Committee recommendations are subject to Council review, modification, approval or rejection.

Section 8. Committee Regulations

a. Each committee shall prepare and implement committee bylaws in accordance with the CUNY Bylaws and this governance plan.
b. With the exception of the Executive Committee and the Strategic Planning and Budget Committee, all chairs of standing committees shall be elected by majority vote of each committee.
c. Each committee shall meet as often as necessary, but at least once each semester, keep minutes of its meetings and send copies of minutes to the Council Secretary.
d. Standing committees may establish and abolish subcommittees as necessary.
e. Committee members shall serve staggered three-year terms; each student member shall serve a one-year term.

**Article VII**
**Amendments**

Amendments to this governance document may be proposed and approved by a two-thirds affirmative vote of the members present, if that number also constitutes a majority of the members of the Council, which amendments shall then be subject to the approval of the President and the CUNY Board of Trustees.

**D. THE ACADEMIC SENATE**

**Article I**
**Function**

The College Academic Senate (Senate) shall serve as the voice of faculty and members of the Office of Student Engagement. Subject to the guidelines of the CUNY Board of Trustees and their own bylaws, the Senate shall provide a forum for discussion review, and recommendation of procedures, policies and practices related to academic matters. Senate recommendations shall be referred to the Council or standing committee, as appropriate, for review and action.

**Article II**
**Composition**

**Section 1. Membership**

a. 24 full-time faculty, eight from each practice area, elected from and by the full-time faculty in that practice area
b. Three part-time faculty elected from and by the part-time faculty
c. Eight representatives from the OSE elected from and by full-time OSE members
d. One faculty representative Libraries, elected from and by the faculty members from Libraries
e. The President, without vote
f. The Provost, without vote
g. The Deans of the Office of Academic Affairs, without vote

**Section 2. Term of Office**

The term of office of the newly elected Senators shall begin the first day of the academic year. Senators shall have staggered three-year terms.
Article III
Organization of the Academic Senate

Section 1. Officers

The Chair shall be a faculty member, elected by and from the Senate at its first meeting. The Chair shall be responsible for convening and presiding at Senate and Executive Committee meetings, and is a member of the College Council Executive Committee.

The Vice Chair shall be elected by and from the Senate. In the absence of the Chair, the Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the Chair shall appoint a member of the body to preside.

The Secretary shall be elected by and from the Senate. The Secretary is responsible for notifying Senate members of all meetings, Senate action and for taking minutes in the Senate meetings.

All officers shall have a three year term.

Section 2. The Senate Executive Committee

a. Membership. The Senate Executive Committee shall consist of:
   1. The Senate Officers
   2. Two Senate representatives, elected from and by Senate members. At least one of whom shall be from the Office of Student Engagement.

b. Charge. The functions of the Executive Committee are to:
   1. Establish and publish a schedule for regular meetings of the Senate by or at the beginning of each academic year.
   2. Prepare the agenda for Senate meetings.
   3. Create and coordinate the activities of ad hoc committees after consultation with the Senate.
   4. Coordinate faculty meetings.
   5. Serve as the liaison to the Senate, the President and the College Council.
   6. Keep minutes and report regularly to the Senate.

Article IV
Meetings

Section 1. Time of Meetings

The Senate shall meet at least once a semester. The time, location, and agenda of all Senate meetings shall be distributed to Senate members not less than a week prior to the time of the meetings.

Section 2. Conduct of Meetings

Senate meetings shall be conducted in conformance with Robert’s Rules of Order, latest edition, except as otherwise required by law or as may be provided in the bylaws.
Senate meetings are open to all members of the College community.

Section 3. Special Meetings

Special meetings of the Senate may be called by the Chair, or on the petition of at least ten Senators, which meeting shall be scheduled by the Senate Chair within seven business days after receiving the petition.

E. PERSONNEL COMMITTEES

Faculty shall be evaluated based on their teaching (FYE and Guttman Programs of Study) service and scholarship.

The following committees shall be responsible for reappointment, promotion and tenure (RPT) recommendations:

a. The College Personnel Committee
b. Faculty Personnel Committees

Article I

The College Personnel Committee

Section 1. Membership

a. The College Personnel Committee (CPC) shall consist of:
   1. One tenured faculty elected from and by full-time faculty in each academic practice area, all of whom shall serve staggered three-year terms
   2. The three Faculty Personnel Committee (FPC) Chairs, all of whom shall serve staggered three-year terms
   3. The Provost
   4. The President, without vote
b. The CPC shall elect a Chair for a one year term

Section 2. Function

The CPC shall recommend to the President:

a. Faculty reappointment, promotion and tenure
b. The grant of certificates of continuous employment to lecturers
c. The grant of multi-year appointments to adjuncts
d. The grant of fellowship and other instructional staff leaves
e. Academic personnel procedures and policies
Article II
The Faculty Personnel Committee

Section 1. Membership

a. The Faculty Personnel Committee (FPC) shall consist of:
   1. Three faculty personnel committees to represent the interdisciplinary practice areas of Social Science, STEM and the Humanities.
      i. Each FPC shall consist of five full-time faculty members elected from and by full-time faculty within the appropriate practice area, who shall serve staggered three-year terms. A minimum of two members on each FPC must be tenured. This requirement shall change to three, then four, tenured faculty members, at such times as the particular practice area has three, and, ultimately, four, tenured faculty members among its membership.
      ii. Each FPC shall elect a Chair from its tenured members for a one year term.

Section 2. Function

a. Each FPC shall:
   1. Coordinate and assign semester teaching observations for full- and part-time faculty.
   2. Either the chair or a committee designee shall assign a representative to coordinate and conduct annual evaluations.”
   3. Recommend reappointment, promotion and tenure to the College Personnel Committee for full- and part-time faculty.

b. FPC faculty recommendations shall take into consideration performance within the faculty member’s discipline and interdisciplinary work performed in the First Year Experience.