

UMD's Shared Governance

Orientation
Fall 2018



Thank you for your willingness to support UMD's shared governance.
This orientation is intended to provide you with:

- Some history and background
- An overview of our governance structure
- Information about policies and procedures
- Roles and expectations of governance members
- And resources to support you as you engage in this important work

Shared Governance Office

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Governance History

Governance Changes 2014 and 2017



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In 2014 the governance members shared interest in updating the existing governance model. There was a collective interest in shared contribution and opportunity. With that in mind, the Executive Committee of the Campus Assembly (ECCA) set forth to review and revise the governance structure. An inclusive model was presented. In June of 2014 the new model of shared governance was adopted.

In 2017 a task force was created to review the shared governance structure. General feedback identified the need to support and train governance committee leaders, create clear communication between and among committees, develop protocol that bring information/policies/initiatives to UCC as a starting point, develop a policy that standardizes how policies/proposals exit the governance structure to the appropriate campus group(s) and get reported out to the larger campus community, consider the place administration has in the governance system, and address committee makeup and size of the standing committees.

The Constitution & Bylaws

Suggested changes

Committee task force representatives worked with constituent groups to:

- Review and revise council and committee descriptions where appropriate
- Review and revise council and committee representation where appropriate
- Review and revise committee alignment where appropriate
- Identify interest in adding a shared governance all-campus meeting.

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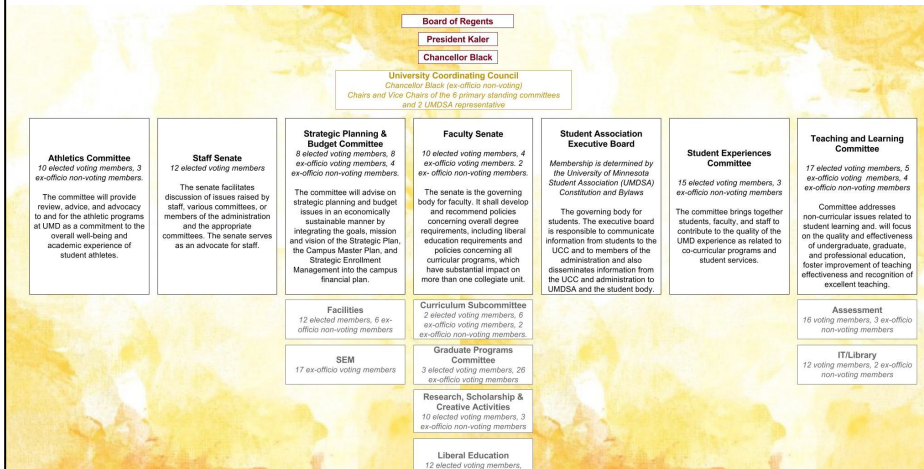
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The following suggestions are in response to four objectives identified in the charge set for the work of the task force: *Review and recommend any needed changes in the governance committee descriptions to ensure each committee has a clear purpose and focus; Review and recommend any needed changes in the membership of each governance committee; Review and recommend any needed changes in the number of governance committees and in their alignment with other committees; and consider and recommend whether or not our shared governance process would be enhanced by adding shared governance all-campus meetings at which the entire campus attends in order to receive updates and to discuss issues important to the campus as a whole.*

The 4 suggested changes were reviewed through task force discussion, surveys, focus groups, and individual meetings with the chair of the task force.

The result of the review suggested that there was broad interest in revising council and committee descriptions, committee and council membership, the alignment of the councils and committees, and joining as a whole campus at least each semester.

Organizational Chart



As a result of the task force work the Bylaws were approved in the May 2017 vote and the Constitution was not approved. (simple majority...2/3). This resulted in changes to the governance structure as outlined in the organizational chart.

Administration:

The chancellor is the president's chief representative on the Duluth campus. As chief administrative officer of UMD, the chancellor will have general administrative authority over the campus.

The chancellor with the senior administrative officers will provide leadership for formulating policies, for introducing and testing educational ideas and proposals, and for stimulating campus discussions leading to improvement of the educational programs of the campus.

These responsibilities include both the strengthening of the campus and its programs and the interpretation of those programs to the University and the community. The chancellor may delegate such authority and appoint such chancellor's advisory committees as are necessary to perform successfully the duties of the chief administrative officer.

University Coordinating Council (UCC)

The University Coordinating Council provides oversight and communication among senates and primary standing committees as well as coordination of the primary standing committees and of the various bodies of the governance structure. Primary standing committee chairs, vice chairs and appointed students are members of UCC.

Standing Committees:

Faculty Senate

The Faculty Senate is the executive governing body for faculty. The council is responsible to communicate information from faculty to the UCC and to members of the administration and also disseminates information from the UCC and administration to the Faculty Assembly. The senate will facilitate discussion of issues raised by faculty, various committees, or members of the administration and provides consultation and advice to administration and the appropriate committees (except on terms and conditions of work governed by the collective bargaining agreement). The Faculty Senate will foster the development of continued communication with the Administration and make recommendations to the appropriate standing committee or council.

The Staff Senate is the governing body for staff. The senate communicates information from staff to the UCC and to members of the administration and also disseminates information from the UCC and administration to the Staff Assembly. The senate facilitates discussion of issues raised by staff, various committees, or members of the administration and provides consultation, advice, and recommendations to members of the administration and the appropriate committees (except on terms and conditions of work governed by collective bargaining agreements or university system work rules). The senate serves as an advocate for staff and establishes task forces and/or working groups on specific issues as needed.

Student Association Executive Board

The UMDSA Executive Board is the governing body for students. The executive board is responsible to communicate information from students to the UCC and to members of the administration and also to disseminate information from the UCC and administration to UMDSA and the student body. The executive board will facilitate discussion of issues raised by students, various committees, or members of the administration and provides consultations and advice to administration and the appropriate committees. The executive board will foster the development of continued communication with the administration and make recommendations to the appropriate standing committees or senates.

Teaching & Learning (T&L)

The Teaching & Learning Committee addresses non-curricular issues related to student learning and will focus on the quality and effectiveness of undergraduate, graduate, and professional education, foster improvement of teaching effectiveness and recognition of excellent teaching. The committee will foster the development of continued communication with the administration and make recommendations to the appropriate standing committee or senate.

Strategic Planning & Budget (SP&B)

The Strategic Planning & Budget Committee will advise on strategic planning and budget issues in an economically-sustainable manner by integrating the goals, mission and vision of the Strategic Plan, the Campus Master Plan, and Strategic Enrollment Management into the campus financial plan. The Strategic Planning & Budget Committee will provide advice to the chancellor or respective representatives on campus strategic planning and budget. The committee will provide an effective channel through which all campus constituencies can have significant and valuable input into the strategic planning and budget processes, can receive timely information about the processes, and can provide advice, analysis, assessment, and a level of community oversight throughout the processes. The committee will annually review UMD benchmarking measures and provide guidance and counsel on UMD direction, and establish and validate UMD adherence to our strategic plan and continuous improvement schedules. Members will actively participate in the gathering of information and data from their constituencies in direct support of UMD strategic considerations. The committee will provide periodic reports. The committee will foster communication with administration and make recommendations to the appropriate standing committees or senates.

Student Experiences (SE)

The Student Experiences Committee brings together students, faculty, and staff to contribute to the quality of the UMD experience as related to co-curricular programs and student services. The committee provides review for major policies and program initiatives that affect student life and that contribute to the satisfaction, wellbeing, and success of UMD students. The Student Experiences Committee makes its recommendations to the UCC. The Student Experiences Committee administrates the appeals process for the student conduct system that is required in the University of Minnesota Board of Regents Student Conduct Code Policy. Committee members will serve as the appellate body and the committee has the authority to appoint additional appellate body members from the campus

community to participate in appeals.

Athletics - In accordance with NCAA best practices for oversight, the campus Athletics Committee will provide review, advice, and advocacy to and for the athletic programs at UMD as a commitment to the overall well-being and academic experience of student athletes. Topics will include, but are not limited to, athletes' academic progress, facilities, scheduling, public relations, and campus climate. The committee may establish working groups to focus on various areas such as gender equity, Title IX, and financial aid issues specific to UMD athletics. The campus Athletics Committee will, in conjunction with the UCC, be empowered to advise the chancellor or chancellor's representatives on campus athletic matters, foster the development of continued communication with the administration, and make recommendations to the appropriate standing committee or senate.

Membership Elections

Process

Terms



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Process: Faculty members are elected through a collegiate process based on each college constitution; Staff members are coordinated through the Governance Office; appointed members are coordinated with appropriate VC area or Unit; Student seats are filled by the UMDSA process.

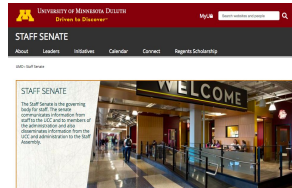
Terms: Faculty and staff serve 3-year terms, but can be elected to serve 2 3-year terms consecutively. Students serve 1 year terms. Appointed members may serve unlimited terms. If a member is absent for an extended period of time, a replacement will be submitted from the college based on their election process and candidates for that election term (next eligible candidate with highest vote).

Staying Informed and Connected

[Shared Governance Website](#)

[Faculty Senate](#)

[Staff Senate](#)



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Each of the standing committees has a website for information storing and sharing. Subcommittee information will be shared through the standing committee website

The shared governance website will provide information from the shared governance office and the UCC

Information Gathering & Sharing



Agendas

Minutes

Cascading Messages

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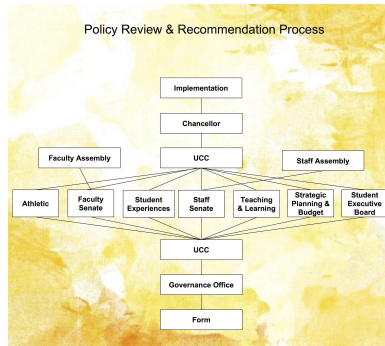
Agendas for the standing committee and subcommittee meetings will be posted on the standing committee website **72** hours prior to the scheduled meeting time. Agenda and minute format; cascading messages on the staff and faculty senate web site.

Meeting agendas will include: Information from Robert's Rules

Minutes: Meeting minutes will be posted on the standing committee website 72 hours after they have been approved.

Meeting minutes will include: : Information from Robert's Rules

Flow Chart



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Talk through information sharing process:

- Information comes in through the governance office
- The director of the Shared Gov office meets with the chair of UCC in preparation for UCC review
- Presented

Participation

Attend Assigned Meetings
Attend College Senate Meetings
Attend Assembly Meetings



Senate and committee meetings will be held on a regular basis (meeting schedules vary). Your attendance at each of the scheduled meeting is expected. If you will be absent from a meeting please notify the chair and find a substitute for the meeting. The substitute must be aware of the process to share information.

Representatives are also expected to attend and (share relevant governance information) at the college senate meetings and bring relevant information back to the senate or council you sit on.

You are expected to attend campus assembly meetings that are aligned with the senate or committee you represent (and contribute if appropriate).

Consultation

Requires:

Time

Partnerships

Collective Knowledge

Diverse Perspectives

Information

Flexibility

Communication



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A primary role in shared governance is consultation. Consultation will bring information into the governance structure as well as strengthen decisions and direction through insights, perspectives, and open communication.

As a member of shared governance you will contribute to the information cycle through consultation with the constituent group you represent. This will require:

Meeting Format & Overview of Robert's Rules

Overview
Commonly used “rules”
Voting Protocol



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Robert's Rules were established in 1876 by General Henry Robert. Robert's Rules is now in the 11th edition. The latest edition includes information about electronic meetings and information gathering and sharing.

Robert's

Contribution to the Campus Community



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Engagement through subcommittees

Special Efforts

Keep constituent groups informed

Share ideas

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Interact with the Campus Community

Griggs Center events
Administration conversation sessions
Legislative Efforts



Griggs Center is reserved from 10-11:30 select Tuesdays and Thursdays for general faculty and staff use.

Administration sessions are scheduled select Wednesdays from 11-12:00.

Represent the University: write letters, travel to Mpls for lobbying, invite Lynne Williams or Jennifer Schultz to your meetings for additional discussions

Frequently Asked Questions

UMD Shared Governance Orientation and Resources

Where do I find the meeting dates & locations?

Which meetings do I attend?

How do I find the agendas and minutes? What do I do if I can't attend a meeting at the last minute?

What do I do if I want to serve on a committee?

How do I contribute agenda items?

How will I know if a policy has been implemented?

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Roles & Responsibilities

Staff

Chairs and Vice Chairs

Members

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Staff Roles & Responsibilities

The role of the Governance Assistant

Work with chair to:

- Establish working roles
 - Set meeting schedule
 - Reserve a meeting space
 - Coordinate and organize meeting materials
 - Distribute meeting materials
 - Take and record attendance
 - Send approved meeting materials to Governance Office (umdgov) for web posting
 - Liaison with Governance Office
-

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Chairs and Vice Chairs Roles & Responsibilities

Council, senate, committee, subcommittee, or program chair

The role of the chair includes the following duties:

- Convene regular meeting of the elected membership using *Robert's Rules of Order* (or opt out).
- Provide report at the UCC scheduled meetings (excluding subcommittees).
- Contribute pertinent information to the appropriate shared governance website
 - Shared Governance website: Wendy Larrivy (wlarrivy@d.umn.edu)
 - Faculty Senate website: Rebecca de Souza (rdesouza@d.umn.edu)
 - Staff Senate website: Wendy Larrivy (wlarrivy@d.umn.edu)
 - Student Association website: Mike Kenya (kenya005@d.umn.edu)
- Gather information from constituency groups to bring to meetings for information, review, and/or action.
- Provide reports to the faculty or staff assemblies

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Member Responsibilities

Committee Member Expectations

- Attend all committee/senate/assembly meetings
- Find replacement if absent
- 3 unexcused absences result in dismissal
- Prepare for meetings (readings, minutes, announcements)
- Share and gather information/feedback from constituent group
- Raise your hand to be acknowledged before speaking
- Prepare for and participate in the voting process
- Share information with college senate
- Participate in Assemblies

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Questions?

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