

**REGULATION on Faculty Participation in Decision-Making**

Faculty participation in the decision-making process shall occur primarily through the standing committees, Faculty Council, and Faculty Assembly. The Faculty Assembly and its committees shall be in an advisory only relationship to the administration. The administration shall seek the advice of the full-time faculty at Carl Sandburg College on educational matters as specified in Policy #1.2 through the standing committees and ad hoc task forces of the Faculty Assembly. The Faculty Assembly shall be consulted on any changes in regulations, which would affect the participatory decision-making structure. The Faculty Assembly will also be entitled to have one of its members attend and participate in the regular and special meetings of the Carl Sandburg College Board of Trustees exclusive of executive sessions.

Section IMembership

All contractual faculty shall be members of the Assembly. Administrative and professional staff of the College are not members of the Faculty Assembly. Administrative and professional staff are ex officio members of all standing committees and ad hoc task forces. The Faculty Assembly shall report to the Vice President of Academic Services. The various Assembly committees shall report to the appropriate administrator through Faculty Assembly as depicted in the organizational chart.

Section IIOfficers/Faculty Council

1. At the final Faculty Assembly meeting of each year, the Faculty Assembly shall elect a chairperson elect and either two or three new members to the Faculty Council. These officers shall comprise the Faculty Council of the Faculty Assembly and shall assume their duties at the conclusion of each academic year.
  1. On the odd year, two representatives will be elected.
  2. On the even year, three representatives will be elected.
  3. The new Faculty Council at its first meeting will select a representative to the Illinois Community College Faculty Association.
2. The Chairperson shall preside at and call the Faculty Assembly meetings, chair meetings of the Faculty Council, and represent the Faculty Assembly as needed.

3. The Chairperson-Elect shall preside at Faculty Assembly meetings in the absence of the chairperson, attend Board of Trustees meetings as the assigned representative of the Faculty Assembly, and assume other duties as directed by the chairperson. If for any reason the chairperson-elect cannot serve as the faculty representative to the Board, the Faculty Council may appoint one of its members to temporarily fill the position.
4. The secretary to the Faculty Assembly (the Executive Assistant to the Vice President of Academic Services) shall keep a file of all minutes of Faculty Assembly meetings and shall distribute minutes of the Faculty Assembly meetings to all members of the faculty and professional staff of Carl Sandburg College.
5. The Faculty Council shall prepare agendas and call meetings of the Faculty Assembly. The Faculty Council shall act as liaison to the administration in the absence of Faculty Assembly meetings.
6. A nominating committee consisting of the current chairperson and two appointed Faculty Council members shall meet in March of each year to develop a slate of nominees for the upcoming year.
7. The Vice President of Academic Services shall also have the prerogative of calling Faculty Assembly meetings and may add items to the agenda at regularly called meetings.

### Section III

#### Structure

The faculty participatory decision-making structure shall be comprised of the Faculty Council, six standing committees, six institutional committees, ad hoc task forces as administratively requested, and the Faculty Assembly.

The six standing committees include Curriculum, Faculty Development, Student Services, Tenure Commission, Faculty Assessment and Growth, and Student Assessment. The six institutional committees include Enrollment Management, Risk Management, College Welfare/Wellness, Carthage/Bushnell Advisory Committee, Instructional Technology, and Advisory Committee on Sexual Harassment. The ad hoc committees include the Conference Committee and the Planning Committee. Standing Committee memberships shall reflect appropriate and respective faculty interests through the College with membership from each division whenever possible. The Faculty Council shall appoint chairpersons of the standing committees.

### Section IV – Standing Committees

#### Curriculum Committee

1. Membership

1. Faculty members are assigned by Faculty Council.
    1. All faculty members except the chair will serve two-year rotating terms.
    2. After serving one year as chair of the committee, the faculty member will serve through the end of fall semester as co-chair with the incoming chair. Either faculty member will be considered able to fulfill the duties of the chair.
    3. One faculty member shall serve as proofreader.
  2. One student member may be assigned from Student Government Association.
  3. Ex officio members – Vice President of Academic Services and Dean of Library.
2. Duties
1. To receive recommendations for course and program changes, additions or deletions, and to make recommendations concerning transfer and vocational programs and courses.
  2. To recommend research to determine curricular needs and interests, not only of the student body, but the whole community college district.
  3. To recommend criteria for the evaluation of programs, courses, and services (e.g., LRC), and participate in the evaluation process.
  4. To advise the LRC in fulfillment of its mission and assist in institutional integration of the LRC.
  5. To facilitate the integration of the Learning Center with the instructional program of the College.
  6. To make recommendations to the Vice President of Academic Services.
  7. To turn in minutes of the committee meetings to the members of the committee, the chairperson of the Faculty Assembly, the Vice President of Academic Services, and the College archives.

### Faculty Development

1. Membership
  1. Faculty members are assigned by Faculty Council.
    1. Faculty members will serve two-year rotating terms.
  2. One student member may be assigned from Student Government Association.
  3. Ex officio member – Dean of Library.
2. Duties
  1. To solicit proposals and recommend funding of projects from the full-time professional faculty development fund.
  2. To recommend appropriate fall workshop themes and assist in its planning and execution with the Vice President of Academic Services and the Dean of Library or both.
  3. To assess the needs for full-time faculty development programs.
  4. To make recommendations to the Vice President of Academic Services.

5. To turn in minutes of the committee meetings to the members of the committee, the chairperson of the Faculty Assembly, the Vice President of Academic Services, and the College archives.

#### Student Services

1. Membership
  1. Faculty members are assigned by Faculty Council.
    1. Faculty members will serve two-year rotating terms.
  2. One student member may be assigned from Student Government Association.
  3. Ex officio members – Vice President of Student Services, Director of Admissions and Records, Director of Financial Aid.
2. Duties
  1. To review and make recommendations regarding co-curricular student activities, including but not limited to: student organizations, extracurricular activities, student discipline, talent grants, graduation, probation, dismissal and reinstatement, admission to various programs, and placement of students within a curriculum, and validation of education experiences/course work.
  2. To make recommendations to the Vice President of Student Services.
  3. To turn in minutes of the committee meetings to the members of the committee, the chairperson of the Faculty Assembly, the Vice President of Student Services, and the College archives.

#### Tenure

1. Membership
  1. Members shall be comprised of three faculty elected by the Faculty Assembly.
  2. Members will serve a three-year term, one member being elected each year.
  3. The third-year member shall act as Chairperson.
  4. Members may not succeed themselves.
  5. The term of office shall commence immediately following the election.
2. Election Process
  1. Nominations shall be made at the final yearly Faculty Assembly meeting.
  2. The Faculty Council shall supervise balloting.
    1. Ballots shall be distributed to all voting members of the Faculty Assembly within five days after the nominations are made.
    2. The Faculty Council shall stipulate the place and date for the return of the ballots.

3. Duties

1. To be responsible for collecting data on candidates for tenure from faculty division chairpersons, students, and administration; and to be responsible for evaluating candidates on the basis of collected data.
2. To make recommendations to the Vice President of Academic Services.
3. To participate in the deliberations of the Conference Committee which makes recommendations on tenure-eligible faculty to the College President.
4. To turn in minutes of the committee meetings to the members of the committee, the chairperson of Faculty Assembly, the Vice President of Academic Services, and the College archives.

Faculty Assessment and Growth

1. Membership

1. Members shall be comprised of three faculty elected by the Faculty Assembly.
2. Members will serve a three-year term, one member being elected each year.
3. The third-year member shall act as Chairperson.
4. Members may not succeed themselves.
5. The term of office shall commence immediately following the election.

2. Election Process

1. Nominations shall be made at the final yearly Faculty Assembly meeting.
2. The Faculty Council shall supervise balloting.
  1. Ballots shall be distributed to all voting members of the Faculty Assembly within five days after the nominations are made.
  2. The Faculty Council shall stipulate the place and date for the return of the ballots.

3. Duties

1. To be responsible for monitoring the process of, collecting data for, and guiding the faculty through the Assessment and Growth process.
2. To be responsible for making the decision to place a faculty member with the Vice President of Academic Services or appropriate administrator for failing to comply with the process.
3. To make recommendations to the Vice President of Academic Services.
4. To turn in minutes of the committee meetings to the members of the committee, the chairperson of Faculty Assembly, the Vice President of Academic Services, and the College archives.

Student Assessment

1. Membership

1. Faculty members are assigned by Faculty Council.
  1. Faculty members will serve two-year rotating terms.

2. One student member may be assigned from Student Government Association.
  3. Ex officio members – Vice President of Academic Services and Dean of Human Resources/Organizational Development.
2. Duties
1. To oversee the implementation and on-going evaluation of the assessment process.
  2. To monitor the assessment process and collect summary data.
  3. To give summary reports to Faculty Assembly.
  4. To give recommendations and feedback to departments and individual faculty through the Vice President of Academic Services.
  5. To make recommendations to the Vice President of Academic Services.
  6. To turn in minutes of the committee meetings to the members of the committee, the chairperson of the Faculty Assembly, the Vice President of Academic Services, and the College archives.

### Section V - Institutional Committees

#### Enrollment Management

1. Membership
  1. President.
  2. Three faculty members at large from various divisions
    1. Each faculty member will serve two-year rotating terms.
  3. Vice President of Academic Services.
  4. Dean of Student Support Services.
  5. Director of Marketing and Public Relations.
  6. Director of Recruitment.
  7. Retention Specialist.
  8. One student member may be assigned from Student Government Association.
  9. Coordinator of Employment Resources.
  10. Coordinator of Environmental Services.
  11. Coordinator of Student Life.
  12. Coordinator of Institutional Research.
  13. Business Office Clerk.
  14. Financial Aid Specialists.
2. Duties
  1. Enrollment Management plan development, including recommendations for optimizing and improving retention rates.
  2. Strategies for under-scribed majors/programs and growth (e.g., product or market development).
  3. Determining mix of student body and reviewing admission policies and practices to achieve enrollment goals.

4. Analysis of services needed to retain and graduate students with different experiences and learning needs.
5. Cultivation of programs for academically talented and under-prepared students.
6. Identify and addressing organizational/institutional climate issues that are obstacles to achieving enrollment goals.
7. Assessment of institutional policies and procedures as they affect enrollment management.
8. Developing target marketing strategies and implementing strategies designed to improve the quality of student life/learning and fostering student success and satisfaction.
9. To make recommendations to Cabinet Officers and Director of Human Resources.
10. To turn in minutes of the committee meetings to the members of the committee, the chairperson of the Faculty Assembly, the Vice President of Academic Services, the Vice President of Student Services, and the College archives.

#### Risk Management

1. Membership
  1. Director of Business Services
  2. Staff
  3. Three faculty members with expertise in risk management issues appointed by Faculty Council
    1. Each faculty member will serve two-year rotating terms.
  4. Two students, one male, one female, to be appointed by the Student Government Association
2. Duties
  1. To address any risk management issue of the College.
  2. To make recommendations to Cabinet Officers and Director of Human Resources.
  3. To turn in minutes of the committee meetings to the members of the committee, the chairperson of the Faculty Assembly, the Vice President of Academic Services, the Vice President of Student Services, and the College archives.

#### College Welfare/Wellness

1. Membership
  1. Faculty members with expertise in the welfare of employees and students of the College appointed by the Faculty Council.
    1. Each faculty member will serve a two-year rotating term.
  2. Staff members with expertise in the welfare of employees and students of the College.
  3. One student member may be assigned from Student Government Association.

4. A committee member volunteers to handle the specific task of the “flower fund and retirements.”
  5. The Fitness Center Supervisor also acts as the Employee Wellness Coordinator.
2. Duties
1. To acknowledge noteworthy events in the lives of full-time members of the College community.
  2. To address issues pertaining to the health and wellness of employees and students of the College.
  3. To assist and advise the Wellness Coordinator concerning needs, budget, seminar topics, etc.
  4. To make recommendations to Cabinet Officers and Dean of Human Resources.
  5. To turn in minutes of the committee meetings to the members of the committee, the chairperson of the Faculty Assembly, the Vice President of Academic Services, the Vice President of Student Services, and the College archives.

Carthage/Bushnell Advisory Committee

1. Membership
  1. At least three full-time faculty members.
  2. At least one part-time faculty member from The Branch Campus or The Extension Center.
  3. At least three staff members, with at least one from The Branch Campus and The Extension Center
  4. At least two students may be assigned, one each from The Branch Campus and The Extension Center.
  5. Ex officio members – Directors of The Branch Campus and The Extension Center.
2. Duties
  1. To receive recommendations from faculty and staff for improvements in the operations of The Branch Campus and The Extension Center and recommend solutions to appropriate governing bodies and persons.
  2. To examine the needs of The Branch Campus and The Extension Center, research problems, and recommend solutions to appropriate governing bodies or persons.
  3. To assess the needs of all faculty at The Branch Campus and The Extension Center, and to promote their involvement in the decision-making processes.
  4. To facilitate communication between all faculty at The Branch Campus and The Extension Center and their appropriate divisions or other appropriate governing bodies or persons.
  5. To choose to coordinate and assist with activities at the members’ respective campuses.

6. To make recommendations to Cabinet Officers and Dean of Human Resources.
7. To turn in minutes of the committee meetings to the members of the committee, the chairperson of the Faculty Assembly, the Vice President of Academic Services, Dean of Community and Extension Services, and the College archives.

### Instructional Technology

#### 1. Membership

1. Faculty members as assigned by the Faculty Council
  1. Faculty members will serve two-year rotating terms.
  2. Each instructional division of the College shall be represented.
2. President
3. Vice President of Academic Services
4. Vice President of Administrative Services & CIO
5. Vice President of Student Services
6. Dean of Community and Extension Services
7. Dean of Library
8. Dean of Adult and Developmental Education
9. Assistant Director of Data Processing
10. Coordinator of Audio-Visual Services
11. Director of Staff Services
12. Representatives of The Branch Campus and The Extension Center
13. Help Desk Specialist
14. Director of Enrollment Management and Public Relations
15. Dean of Human Resources/Organizational Development
16. One student member may be assigned from Student Government Association.

#### 2. Duties

1. To address the instructional technology issues of the College.
2. To serve in a coordinating function for overall technology assessment.
3. To make recommendations to Cabinet Officers and Director of Human Resources.
4. To turn in minutes of the committee meetings to members of the committee, the chairperson of the Faculty Assembly, all associate deans, and the College archives.

### Advisory Committee on Sexual Harassment

#### 1. Membership

1. The Faculty Council assigns two faculty members.
  1. Faculty members will serve two-year rotating terms.
2. The College President assigns two administrators.
3. Three support services staff assigned by the College President.
4. Ex officio member - AAO/EEOO will advise the committee in its deliberations.

2. Duties
  1. To review all information gathered on a sexual harassment allegation.
  2. To make recommendations to Cabinet Officers and Director of Human Resources.
  3. To make a recommendation to the appropriate administrator(s) or the Board of Trustees.

Section VI - Ad Hoc Committees

Planning Committee (Advisory Committee)

1. Membership (all two-year terms are to be staggered)
  1. One Representative-Enrollment Management Committee
  2. One Associate Dean
  3. One Staff Person (2 years)
  4. Institutional Researcher
  5. President
  6. Vice President of Academic Services
  7. Vice President of Administrative Services & CIO
  8. Vice President of Technology Services
  9. Dean of Human Resources/Organizational Development
  10. Chairperson of Student Assessment Committee
2. Duties
  1. To advise and make recommendations to the President on perceived needs of the College.
  2. To evaluate progress toward goals and objectives specified in the previous year's plan.

Conference Committee (Advisory Committee)

1. Membership
  1. The Tenure Commission
  2. Vice President of Academic Services
  3. One other administrator
  4. Membership will advise the College President.
2. Duties
  1. To make recommendations to the President on tenure eligible faculty members.
  2. If a consensus cannot be reached for any individual faculty member regarding a recommendation, any member(s) of the Conference Committee has the privilege of making an alternate recommendation to the President.

3. During the spring semester, the Conference Committee will re-evaluate all procedures and forms and make recommendations for any changes to the Faculty Executive Committee.

Section VII - Meeting Schedule

1. All standing committees will meet monthly.
2. All other committee meetings will be held when needed.
3. The chairperson is responsible for calling all meetings in consultation with the appropriate administrative official.
4. A quorum shall be a simple majority of the committee members.
5. Committees shall work in cooperation with the appropriate administrator.