

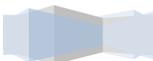


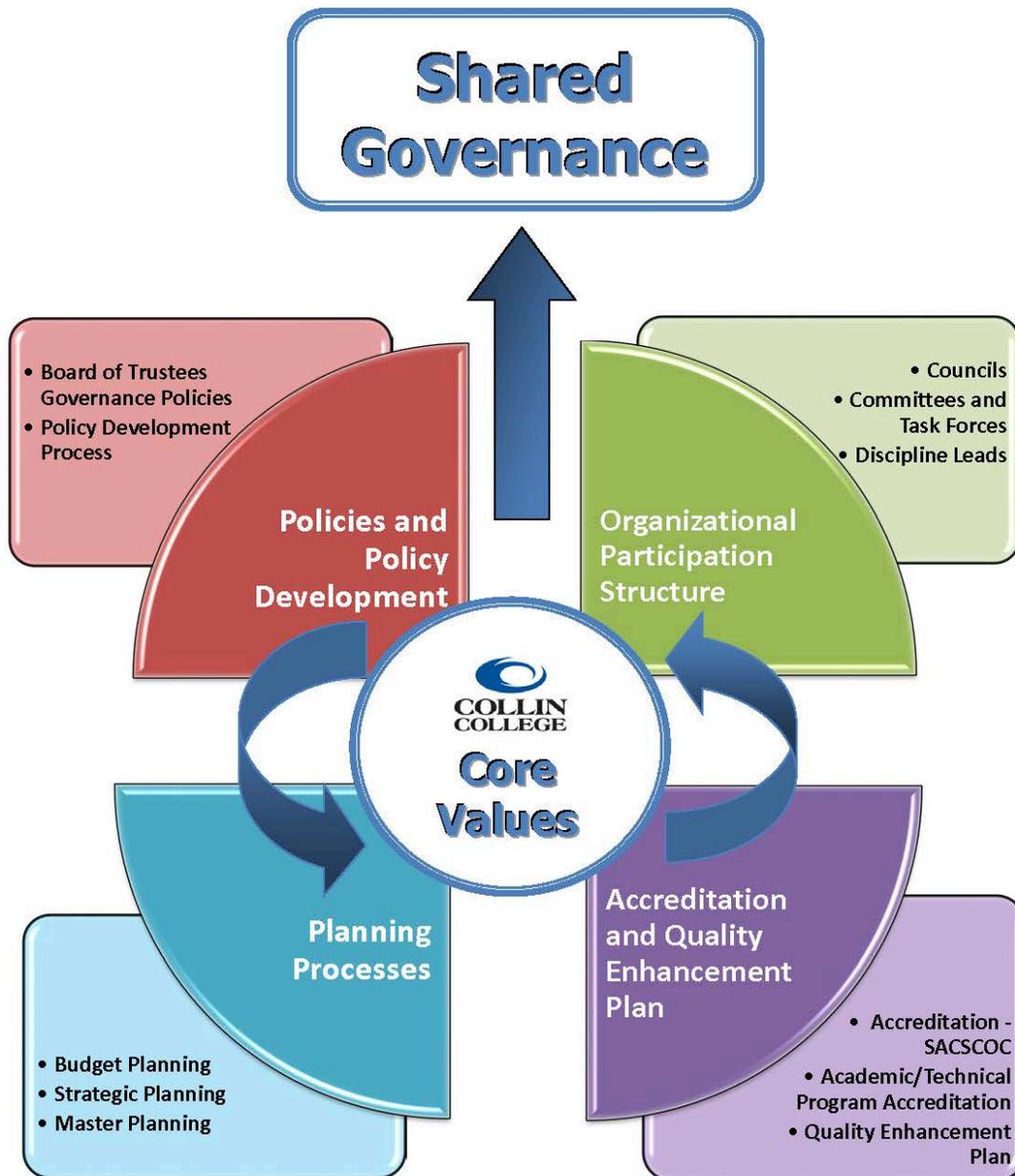
Shared Governance at Collin College

Over the past 30+ years, Collin College faculty, administrators and staff have joined together in a collaborative process of shared governance to translate the Board of Trustees' vision and strategic goals into a working plan of action. Through this collaborative process, much has been accomplished, as is evidenced by the success of our students and the development and maintenance of our beautiful campuses. To continue meeting the needs of the thousands of students who will be entering Collin in the coming months and years, it is essential that Collin employees actively participate in planning and other strategic initiatives by providing input in their areas of special expertise through committees, councils, task forces, and other organizational and governance structures.

Responsibilities of Shared Governance

- Serve as a steward of academic integrity and excellence
- Recognize and be accountable to Collin's strategic goals, as identified by the Board of Trustees
- Be informed on issues confronting higher education and, specifically, Collin College
- Share information appropriately and provide timely, constructive feedback
- Identify and bring forward issues impacting the ability of the College to accomplish its mission through appropriate avenues
- Distinguish and understand the roles and responsibilities of various units and individuals within the organizational structure of the College.
- Interact with members of the College community in a manner consistent with Collin's Core Values



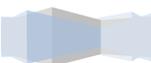


Policies relating to Governance:

- **Collin’s Mission Statement and Core Values:** “Collin College is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.” [See Board Policy AD(Local)] The College’s mission statement was established through a College-wide collaborative process that culminated in approval by the Board of Trustees in May 2001. The mission statement has served as the philosophical foundation for policy and program decisions in the years since its adoption by the Trustees. At the same time, the Trustees approved a recommendation to establish a set of institutional Core Values. These were also developed through a collaborative discussion among the faculty, staff and administrators and are as follows:

We have a passion for:

- Learning
 - Service and Involvement
 - Creativity and Innovation
 - Academic Excellence
 - Dignity and Respect
 - Integrity
- **Collin’s Vision Statement:** In May 2016, the Board of Trustees approved a Vision Statement for the College, “*Delivering a Brighter Future for our Students and Communities.*”
 - The College is led by a nine-member, elected Board of Trustees along with the District President. The Board has final authority to determine and interpret the policies that govern the College and, within the limits imposed by other legal authorities, has complete and full control of the College. [See Board Policy BBE(Local)]
 - The **District President** serves as chief executive officer of the College with responsibility to the Board for ensuring that the College’s strategic direction and operations are consistent with its mission, purpose, core values, and vision statement, as well as, operate in a manner that is in compliance with state and federal laws and regulations and accreditation guidelines. The District President is charged with effectively implementing policies and regulations established by the Board related to a) academics and curriculum development; b) investments, budgeting, and funding; c) student services; d) community relations; and e) personnel. [See Board Policy BFA(Local)]
 - **Faculty members** serve the College in academic, governance and strategic planning matters through membership and involvement in, but not limited to, College-recognized committees and task forces. [See Board Policy BGC(Local)]
 - **Policy Development:** Collin College policies and policy amendments may be initiated by the District President, Board members, College personnel, students, or community citizens, but generally shall be recommended for the Board’s consideration by the District President. The Board shall have the sole right to adopt policies. Proposed local



policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption. *[See Board Policy BE(Local)]* Except in the case of an emergency as noted above, faculty and staff are provided an opportunity to comment and have their ideas, suggestions and input considered prior to final adoption of policies being presented to the Board of Trustees.

Organizational Participation Structure:

Councils, Committees and Task Forces

Consistent with Collin College Board Policy, faculty members participate in shared governance and planning activities by serving on more than 30 committees, councils and task forces throughout the College. Many faculty members serve in key leadership roles. *(See comprehensive list in CougarWeb under “My Workplace” and then “Committees, Task Forces and Activities” under Intranet Links.)*

Councils:

Collin College defines Councils as those groups whose primary charge is to consider and make recommendations regarding broad policy issues in their respective areas of focus.

Academic Dean’s Council
All College Council
Committee of the Whole
Council on Excellence
Executive Leadership Team
Faculty Council

Standing Committees:

Standing Committees are either elected or appointed groups who are charged with considering such topics as appeals, functional applications, and College-wide operational issues and tasks.

Academic Progress Appeals Committee
Administrative Technology Committee
Banner Maintenance Committee
Calendar Committee
Core Objectives Assessment Team (COAT)
Curriculum Advisory Board (CAB)
Discipline Appeals Committee
Data Standards and Quality Assurance Committee
Financial Aid Appeals Committee
Grade Appeal Board
Innovation Challenge Vetting Committee
Institutional Review Board (IRB)
Instructional Technology Committee



Learning Communities Committee
Online Advisory Board
Program Review Steering Committee
Refund Petition Committee
Scholarship Committee
Strategies of Behavioral Intervention (SOBI)
Student Activity Fee Advisory Committee (SAFAC)
Workforce Education Steering Committee

Ad hoc Committees and Task Forces:

Ad hoc Committees and Task Forces are charged with carrying out a specific task or project or implementing an initiative. These groups do not generally extend beyond completion of the assigned task or charter. Ad hoc committees and task forces will establish a purpose statement and have administrative approval before beginning to conduct activities toward the ad hoc committee/task force's purpose. Some of the college's Ad hoc Committees and Task Forces include:

Program Review and Service Assessment Teams
Quality Enhancement Plan (QEP) Team
Resolution Review Panels
Sabbatical Committee
SACS Steering Committees and Writing Teams
Strategic Planning Priority Teams
Study Grant Task Force

Search Committees:

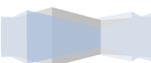
Search Committees are generally comprised of faculty and staff with responsibility for interviewing and providing substantive input on hiring recommendations for open faculty and administrative positions. Responsibility for the final employment recommendation rests with the hiring supervisor, executive leadership team member(s), and District President, with final approval by the Board of Trustees.

Discipline Leads

Discipline Leads are full-time faculty members who coordinate for their respective program areas College-wide curriculum development, program review, continuous program improvement processes, and input into assessment of student learning outcomes.

Executive Leadership Team

The Collin College Leadership Team is comprised of the Executive Vice President; Sr. Vice President of Academic, Workforce, and Enrollment Services; Sr. Vice President of Organizational Effectiveness; Vice President/Provosts; the Faculty Council President; Executive Assistant to the District President/Secretary to the Board of Trustees; and the District President. This group generally meets monthly to discuss and consider College-wide strategic planning, organizational, and policy matters.



Committee of the Whole

The Committee of the Whole is a larger group comprised of all Vice Presidents and Associate Vice Presidents, representatives from Faculty Council and Council on Excellence, Deans, and Associate Deans throughout the College. This group meets quarterly to discuss organizational and policy matters.

Accreditation and Quality Enhancement Plan:

Accreditation Processes for the SACSCOC

Collin's accreditation activities are collaborative processes that involve broad participation and active input from faculty, staff and administrators. Compliance and QEP teams are responsible for internally assessing and documenting the College's compliance with the standards identified by the SACSCOC.

Program Accreditation

In addition, many of the College's individual program areas are involved with program accreditations. The faculty members and administrators in these areas are actively involved in ensuring, on an on-going basis, that the requirements are being met to maintain the program's accreditation.

Planning Processes:

Budget Development Process

Collin's budget development process is a collaborative process that involves input by faculty and staff on departmental needs for the upcoming year and a budget review with each organization leader. Final budget allocation recommendations are presented by the District President to the Board of Trustees for consideration and approval.

Strategic Planning

The College community engaged in a strategic planning process to identify focus areas for the next four years. Faculty, staff, and administrators participated in work sessions to generate ideas and to help formulate overarching strategic priorities for the College. As part of the process, participants examined Collin College's foundational documents including: Core Values; Philosophy and Purpose Statements, and Mission Statement.

As a result of this broad input from the Collin College community, seven strategic plan priority areas were identified and approved by the Board of Trustees that will guide the College's path forward for the next four years. The "Vision 2020" Strategic Plan integrates concepts that emerged through the strategic and master planning processes. Accompanying key performance indicators (KPIs) were also established to specify milestones and benchmarks to gauge our progress as we move ahead.

Broad input and participation in planning and implementing the myriad of activities that will be involved in accomplishing these strategic priorities are essential to the College's continued growth and success.



Master Planning

In September 2015, the Collin College Board of Trustees engaged PBK Architects, Inc. to conduct a master planning study for the College, with six major components, including Project Initiation and Mobilization, Demographics Study, Facilities Condition Assessment, Space Utilization Study and Programming, Campus Planning, and Finalized Master Plan.

Teams from PBK, Future Works, and Facilities Programming and Consulting conducted numerous meetings with faculty, staff, and administrators across the College, met with community and business leaders, and conducted statistical studies to analyze relevant internal and external data that formed the recommendations for the Master Plan.

These documents and the staff's recommendation for priorities were shared with and thoroughly reviewed by the Board of Trustees through three focused retreats and, subsequently, approved in June 2016.

These five priorities will guide Collin College's course of action for the next five (5) years, from 2016-2021—with related construction taking place during 2016-2023.

Valuing Shared Governance at Collin:

Collin College encourages and values the active participation by its faculty and staff in the fabric of the institution, including participation in the many committees, councils, task forces and other planning and policy recommendation processes of the College.

"Alone we can do so little; together we can do so much." Helen Keller

"Coming together is a beginning, staying together is progress, and working together is success."
Henry Ford

"The achievements of an organization are the results of the combined effort of each individual."
Vince Lombardi

