



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

## Creation of College Councils

### Statement and Procedures

EXEC 19-08

#### **Resolution Passes May 8, 2019 by a vote of 39 in favor, 0 opposed and 1 abstention**

RESOLVED: That the Academic Senate California State University Dominguez Hills (ASCSUDH) recommends that the current College Chairs Councils be renamed College Councils and that all current College Councils' membership, at a minimum, include Deans, Associate Deans, Department Chairs and Program Coordinators; and be it further,

RESOLVED: That each College Dean, Chair and Program Coordinator Council (or equivalent at the library level) collaboratively produce statements regarding their processes for shared governance, and be it further,

RESOLVED: That the College Council statements, at a minimum, include the following procedures, which will be communicated by the dean to the college and posted publicly on the college web site:

- Deans will consult with chairs and program coordinators in selecting agenda items by circulating a draft agenda before meetings;
- Deans and college Academic Resource Managers will share and educate council members in college budgets, including stateside and other sources of college funding;
- Deans will consult with council membership to collaboratively set college policies and budget priorities and for the use of discretionary funds (e.g. support for research and conference travel, research and publishing expenses, college co-curricular events, research/teaching assistants, etc.);
- Deans will consult with the council membership to set tenure-track guidelines and priorities and collaboratively make decisions for allocating department/program tenure-track hires;
- And be it further,

RESOLVED: That the deans will:

- Communicate to faculty and staff at the beginning of each semester the schedule and modality of council meetings for the semester;
- Provide support staff for taking minutes at councils meetings;
- Post meeting agendas and previous meeting's approved minutes on the college web site in advance of each meeting and announce whether meetings are open to college faculty and staff;
- Provide the council with relevant reports such as enrollment reports, growth reports, new courses and programs, hiring reports, scheduling, budget, expense and revenue statements, and reassigned time reports, and all other materials relevant to shared governance of the college/department;
- And be it further,

RESOLVED: In accordance with AAPS 004-001, chairs and program coordinators will be responsible for reporting and soliciting feedback on issues before the council during regularly scheduled department/program meetings; and be it further,

RESOLVED: That the resolution be distributed to the:

- President,

- Provost and Vice President of Academic Affairs,
- Vice Provost and Vice President of Administration and Finance,
- Deans and Associate Deans of all Colleges and the Library
- Council of Department Chairs and Program Coordinators
- All CSUDH faculty and staff.

#### Rationale

During the 2018 Fall Senate Retreat, senators called for a clear and concise statement about the role and effectiveness of College Chairs Councils in shared governance. As such, the ASCSUDH calls upon each College Deans, Chairs, and Program Coordinator Council to develop, after wide consultation across the college, a College Deans, Chairs, and Program Coordinator Council Statement. In efforts to ensure that College Deans, Chairs, and Program Coordinator Councils' statements are reflective of shared governance at the college level, at a minimum, the above stated should be included. However, in seeking to be responsive to individual college structures, the statement recommendations are not intended to be exhaustive. In order to make the functions and processes of each council more inclusive of college leadership, program coordinators need to be included in these councils since many of their duties overlap with the duties of department chairs. Finally, to strengthen the transparency of the work of college/library councils, information guiding the work of these councils and the results of the work of these councils needs to be accessible to and discussed with college faculty and staff.

**Approved by the Academic Senate on: May 8, 2019**

Sent to the Provost's Office for approval on: May 17, 2019

**Approved on: Click or tap to enter a date.**