

## **Agenda for Shared Governance Committee**

Kingsborough Community College

October 29, 2024

2-2:50 pm

Room C333

1. Approve minutes from 9/23/24 committee meeting.
2. Review and discuss draft outline for Procedural Guide and plan to develop it.
3. Review charges (responsibilities) for Shared Governance Committee as passed by College Council and next steps.

Relevant materials for our meeting:

- Minutes from 9/23/24 committee meeting (attached)
- [Draft outline for KCC College Council Procedural Guide](#)
- Queensborough Community College [Guide for Academic Senate Standing Committees](#)
- Resolution passed by College Council 4/16/2024 establishing a Shared Governance Committee (below)

## Shared Governance Standing Committee

### **For Constitution:**

**Shared Governance Standing Committee:** *shall conduct ongoing assessment of the college's system of shared governance, hold trainings for new College Council members as well as all members of the college community, develop and maintain a Procedural Handbook for the Council, and shall communicate with the college with regard to the Council's work and principles and values of shared governance.*

### **For Procedural Handbook\*:**

- a) Review and suggest improvements to the College Council Constitution and Shared Governance Plan. Develop and maintain a College Council Procedural Handbook. The handbook will contain all the details of the operations and procedures of the College Council.
- b) Ongoing communication with the college community on shared governance principles and how shared governance works at KCC. Assist the College Council Secretary with regularly updating the website and college community on governance happenings.
- c) Create and oversee the onboarding process for new college council members and continuing education of college council members on shared governance best practices. Additionally, provide material to college council members on Roberts Rules and parliamentary procedures.
- d) Request and maintain year-end reports of the College Council and standing committees on the council. Conduct and disseminate yearly assessments on achievements and effectiveness of college-shared governance.
- e) Track levels of shared governance participation at KCC and make recommendations for increasing participation. Additionally, liaise with faculty governance leader on effective, shared governance.