



**Campus Governance
Campus Policies & Procedures 200.1.1
Chancellor's Office**

UAEACP 200.1.1 CAMPUS GOVERNANCE

In accordance with the University of Arkansas Board of Trustees Policy 100.4 (Chapter III, Section 5, Campus Governance), the University of Arkansas-East Arkansas Community College (UA-EACC) shall draft procedures for campus governance.

Policies stated in this Governance Document require perpetual evaluation, review, and approval by appropriate University of Arkansas - East Arkansas Community College officials, University of Arkansas System Officials, and the University of Arkansas Board of Trustees. UA-EACC operates under applicable University of Arkansas Board of Trustees policies. The policies and procedures in the governance documents do not supersede or negate Board of Trustee policies, System-wide administrative memoranda or UA-EACC campus policies, but supplement such policies. All statements contained herein reflect policies in existence at the time this Governance Document was adopted and UA-EACC reserves the right to change policies at any time and without prior notice.

I. Campus Governance

This document provides a general set of guidelines and criteria congruent with the mission, vision, and purposes of UA-EACC and such guidelines and criteria are used to develop and recommend policies and procedures for UA-EACC, in accordance with the University of Arkansas Board of Trustees policies.

II. Authority and Responsibility

1. The University of Arkansas-East Arkansas Community College (UA-EACC) is an educational unit that falls under the legal control and responsibility of the Board of Trustees of the University of Arkansas. The University of Arkansas is comprised of multiple campuses, divisions, and administrative units for which the Board of Trustees is the governing board of control. Collectively, these educational and administrative units are also referred to as the University of Arkansas System.
2. The administration of the University of Arkansas, under the authority of the Board of Trustees, is unified in the office of the President of the system. Subject to the policies established by the Board of Trustees and the system President, the UA-EACC Chancellor shall exercise complete executive authority for the campus. The Chancellor shall define the authority of administrative committees and officers of the campus, and all projects, programs, and institutional reports to be undertaken on behalf of the campus shall be subject to authorization and approval of the Chancellor.
3. The Chancellor shall be the official medium of communication between the system President and administrators, faculty, staff, and students. The Chancellor shall be a member of all faculties and other academic bodies of the campus and shall be a member of the campus governing bodies.
4. The campus governance structure shall be authorized to develop and recommend to the Chancellor educational and academic policies and programs on campus, including and related to such matters as: admissions requirements, degrees and requirements for degrees, curriculum, the academic calendar, academic honors, and student academic



Campus Governance Campus Policies & Procedures 200.1.1 Chancellor's Office

affairs. The campus governance structure shall be authorized to make recommendations and provide input to the Chancellor on matters of general faculty, campus-wide, or systemwide concern. Through the Chancellor, such action may be reported to the President when considered necessary or desirable by the Chancellor, and, when considered necessary or desirable by the President, through the President to the Board of Trustees.

5. Nothing in this campus governance policy shall be deemed to restrict the ability of the Chancellor to develop and implement policies and procedures necessary to the operation of the campus that are consistent with Board and UA System policies. Nothing in this campus governance policy shall be deemed to restrict the ability the system President to coordinate the activities of campuses and units in accordance with the principles prescribed by the Board of Trustees. Campus governance bodies, administrators, faculty, staff, and students shall not communicate recommendations directly to the President or Board of Trustees, except as noted in Section 5 of this policy.

III. Organization

1. **Pathways for campus decision-making:** UA-EACC provides dual pathways for input into campus governance decision-making.
 - a. **Administrative Pathway:** any student, faculty, or staff member may offer input to any Dean, Director, and/or Coordinator who may present said input to the Associate Vice Chancellor(s), Vice Chancellor(s), or any of the Chancellor's direct reports. These senior administrators may then introduce the presented recommendation to one of multiple **Shared Governance Committees or Councils**, directly to the Chancellor's Cabinet, or directly to the Chancellor.
 - b. **Shared Governance Pathway:** student, faculty, or staff members may introduce a recommendation to one of multiple **Shared Governance Committees or Councils** or bypass the committees, appealing directly to the Chancellor.
2. The work of UA-EACC **Shared Governance Committees or Councils** shall be carried out in large part by the actions of each group as defined in Section II, paragraph 4. These provide a forum in which a greater detail of attention can be given to tasks and matters before recommending them to the Chancellor.

IV. Operation

1. All **Shared Governance Committees or Councils** shall develop operating procedures and bylaws, including, but not limited to, group purpose/charge statement, committee formation, meeting frequency, voting procedures, agenda, etc.
2. Meetings of all **Shared Governance Committees or Councils** shall be open to all represented persons, although floor privileges may be limited.



Campus Governance
Campus Policies & Procedures 200.1.1
Chancellor's Office

3. For committees or councils taking up matters upon which a formal vote will be taken and a policy or procedure recommendation to the Chancellor made, meeting notices and the tentative agenda shall be publicized to the campus at least five (5) days in advance of the meeting, unless the Chancellor determines an emergency meeting is necessary to meet deadlines required by the system, division of higher education, or the Higher Learning Commission.
4. Minutes of the meetings of all committees or councils taking up matters upon which a formal vote will be taken regarding a policy or procedure recommendation to the Chancellor shall be made available to all members of the committee or council and the Chancellor within one week following the meeting. The minutes shall also be archived and made accessible to the public upon written request to the Chancellor, subject to the laws of Arkansas and policies of the University of Arkansas.

V. Committees and Councils

Goals: All campus committees and councils shall have the following goals: to foster an inclusive and communicative environment among faculty, staff, students and the Chancellor; to promote within the faculty and staff a sense of responsibility to the College and to create and maintain a standard of good citizenship and collegiate culture; to ensure that each employee feels he/she has a conduit as an integral part of the College; to promote the best interests of UA-EACC; to ensure that student needs are placed above all else in everything UA-EACC does, says, or plans.

1. Overview: There are 6 governance bodies through which any member of the campus constituency may make a recommendation to the Chancellor. Some persons may serve on more than one committee or council, but it is recommended that at-large membership be restricted to two committees or councils to ensure broad engagement. In addition, UA-EACC offers a Student Leadership Council.
2. **Academic Standards Leadership Council:** The purpose of the Academic Standards Leadership Council is to review and make recommendations to the Chancellor and the chief academic administrator in academic matters, including:
 - a. new courses and programs;
 - b. modifications to existing courses and programs;
 - c. academic policies;
 - d. admissions requirements;
 - e. degrees and requirements for degrees;
 - f. qualifications for academic honors.

The Academic Standards Leadership Council shall be composed of faculty members with equal representation from each academic division. An additional faculty member from one division will serve as chair. An administrative specialist who works in an academic division shall serve as secretary. A dean or senior administrator for each academic division will serve on the committee by title, as shall the chief academic administrator.

3. **Learning and Engagement Council:** The purpose of the Learning and Engagement Council is to develop, review, and make recommendations for improvement of student learning and campus engagement to the Chancellor. The Council is tasked with the following:
 - a. develop and recommend an Assessment Plan for curricular and co-curricular campus activities and operations with timeline;
 - b. develop and recommend a Program Review Process for each academic program with timeline;
 - c. hear reports of results of all assessments and program reviews for all curricular and co-curricular programs;
 - d. make recommendations for improvement based on reports and data;
 - e. Review, develop, and/or modify UA-EACC policies that impact student success.

The Learning and Engagement Council shall be composed of an equal representation of at-large members from faculty in each academic division and student support staff. The chief academic administrator, chief student service/support administrator, and the deans or senior administrator for each academic division and student services shall serve by title. The campus institutional researcher shall also serve by title. An administrative specialist on campus who works in academic division or in student services shall serve as secretary.

4. **Strategic Governance Council:** The largest of the shared governance bodies, the Strategic Governance Council is tasked with making data-driven recommendations to the Chancellor for the overall improvement of UA-EACC. Under this directive, the Council is tasked with the following:
 - a. collect, review, and report data on success metrics for the campus;
 - b. make recommendations regarding deletions or additions to campus success metrics;
 - a. guide the institution's planning strategies;
 - b. make data-driven recommendations to UA-EACC policies, practices, or procedures that will assist the campus in achieving its Strategic Priorities, Mission, and Vision;
 - c. foster an inclusive and communicative environment where everyone has an equal and welcome voice;
 - d. promote within the faculty and staff a sense of responsibility to UA-EACC;
 - e. produce an annual report to be presented to each department or division of the campus and to the Chancellor's Cabinet, along with recommendations for improvement.

The Strategic Governance Council is composed of four subcommittees that focus on each of the four UA-EACC Strategic Priorities. From among the faculty and staff, at least 10 members shall be appointed to each of the subcommittees, for a total of at least 40 members. In addition, four students shall be invited to serve on the council.

5. **Student Leadership Council:** The Student Leadership Council acts in a liaison capacity to the campus administration in representation of the student body. The Student Leadership Council charges are as follows:
 - a. to foster student activities and involvement in UA-EACC;



Campus Governance

Campus Policies & Procedures 200.1.1

Chancellor's Office

- b. to promote within the student body a sense of responsibility to UA-EACC and to contribute to a standard of good citizenship and collegiate culture;
- c. to help each student feel he/she is an integral part of campus life;
- d. to promote the best interests of the UA-EACC student body, promoting the student body as one that positively represents of our community, state, and nation;
- e. to represent the student body and the campus, always demonstrating the highest standards of collegiality, courtesy, and respect.

All currently enrolled students, part-time or full-time, who are in good standing, are eligible for membership in the Student Leadership Council.

6. **Shared Governance Council:** The Shared Governance Council is a representative governance mechanism that advises the Chancellor on matters concerning the betterment of UA-EACC. The Shared Governance Council is charged with:
- a. representing each council member's respective campus area so that each voice is heard;
 - b. reviewing and recommending policies that impact the campus culture and overall success of UA-EACC;
 - c. serving as a conduit for information exchange between faculty and staff and the representative area, ensuring that accurate information is exchanged;

To ensure broad representation, the Shared Governance Council is composed of the Academic Leadership Council chair; the Learning and Engagement Council chair; the four subcommittee chairs of the Strategic Governance Council; the chair of the Student Leadership Council; anyone with the title or function of executive director, dean, associate vice chancellor, vice chancellor, or chief administrator, and any other such members as may perform a vital function for the College.

7. **The Chancellor's Cabinet:** The Chancellor's Cabinet acts as an information liaison across all areas of the college and the Chancellor. It is charged with:
- a. promoting communication and collaboration among and between all academic divisions, student services and support, finance, marketing, facilities, and technology;
 - b. collaborating on matters offering guidance, advice, and direction to the Chancellor who is responsible to the UA System President for enforcement of the policies and procedures, budgets, regulations, and decisions of the Board of Trustees;
 - c. communicating about the development of educational programs and services that support and fulfill the mission, vision, and values of UA-EACC;
 - b. sharing and maintaining an awareness of current matters with each other and with their respective areas;
 - c. discussing items related to policies and procedures, budgets, regulations, and campus governance as prescribed by Board Policy;
 - d. reviewing indicators of institutional effectiveness together and within each representative's area;
 - e. advocating for and providing representation from the executive council members' respective campus areas as relates to campus governance;
 - f. promulgating a culture of support, transparency, and openness among and between each other, their respective areas, and the Chancellor.



Campus Governance Campus Policies & Procedures 200.1.1 Chancellor's Office

The Chancellor's cabinet is composed of the chief academic administrator, the chief student services/support administrator; the chief financial administrator; the chief information administrator; the chief human resources administrator; the chief public relations administrator; the chief facilities and security administrator, and all deans or division heads.

8. Other Advisory Groups

As the need arises, the Chancellor may create special or ad hoc advisory groups to plan for and make recommendations regarding a specific task, problem, goal, or event.

VI. Advisory Recommendations

Recommendations adopted through each advisory council, group, committee, or task force shall be transmitted to the Chancellor. If the Chancellor declines to act favorably upon such a recommendation within two weeks of receipt of recommendation, the group that submitted the recommendation may request that the President consider the matter upon a three-fifths vote of all governing entities representing students, faculty, and staff. If a resolution is not achieved within thirty (30) days, the President may submit the recommendation to the Board of Trustees for consideration.

VII. Implementation of Local Governance

The Chancellor shall transmit a proposed campus governance structure to the President for review, approval, and transmission to the Board of Trustees. Upon review and approval by the Board of Trustees, the proposed campus governance structure shall be adopted and shall supersede all existing instruments of governance pertaining to that campus. Subsequent amendments shall follow the same procedure. Any proposed new or revised campus governance structure shall take effect upon approval of the Board, which reserves the discretion to amend or remand any proposed campus governance structure for further consideration.

Other applicable documents:

UA-EACC Campus Policies and Procedures
UA-EACC Campus Administrative Directives
UA-EACC Campus Leadership Appointments

Revision History:

Effective Date:

Revised Date: