

## **SHARED GOVERNANCE**

### **University of Arkansas Community College at Hope – Texarkana**

To fulfill its mission, UAHT must respond to all stakeholders effectively and efficiently. The UAHT governance structures empower the College and stakeholders to independently open dialogues, engage in proven competencies, and strengthen the College through joint decision making. Shared governance utilizes the collective intelligence of the College community in planning and decision making. Shared governance structures assure accountability in processes and encourage open communications in operations. UAHT's open door policy ensures employees' skills and talents are utilized, recognized, and honored.

#### **A. The Arkansas Higher Education Coordinating Board**

This Arkansas Higher Education Coordinating Board (Board) does not have "governance" authority over specific institutions but does exercise statewide coordination authority over certain items that impact institutions. The Board consists of 12 members who are appointed by the governor and serve staggered six-year terms. The Arkansas Department of Higher Education (ADHE) serves as the administrative staff for the Board. ADHE develops and implements Board policies and procedures, reviews academic programs, administers statewide financial aid programs, contracts for support of graduate study outside of Arkansas, recommends institutional operating, capital and personal services budgets to the legislature, and collects student and course data to form a statewide database. The authority of the Board is Arkansas Code Annotated; section 6-61-201 et. al., as amended.

#### **B. The Board of Trustees**

As a member of the University of Arkansas System, the Board of Trustees (Board) of the University of Arkansas System governs UAHT. The Board is appointed by the Governor and is composed of 10 citizens from across the state. The members come from various business, professional, and civic backgrounds and are representative of the citizens of Arkansas. The Board has demonstrated commitment to the mission, role, and scope of the community college members of the UA System. The authority of the UA System Board is Arkansas Code Annotated; section 6-64-201 et. al., as amended.

University of Arkansas Board of Trustees site: <https://www.uasys.edu/leadership/board-of-trustees/>

University of Arkansas Board of Trustees policy statements:  
<https://www.uasys.edu/policies/board-policies/>

To fulfill the purposes of shared governance procedures are established as a campus governance structure that promotes transparent decision-making aligned with the UAHT mission and strategic priorities. Processes define roles and responsibilities for governance bodies, ensure active participation from administration, faculty, staff, and students in shaping policies, procedures, and campus initiative. These procedures apply to all members of the campus community involved in governance. Governance committees include Chancellor's Cabinet, Academic Leadership, Curriculum Committee, Faculty Senate, Staff Senate, and Student Government Association.

### **Meetings and Operations**

Each body shall conduct meetings that are announced at least five (5) days in advance, with agendas provided for their respective members. Meetings will be open to all represented individuals, though speaking privileges may be limited based on the rules established by each body. Minutes of all meetings shall be distributed promptly to members and archived for public access upon request.

### **Constitutional Changes**

Proposed changes to the constitutions of the Faculty Senate, Staff Senate, and Student Government Association must be submitted for administrative review. The Administrative Cabinet will review these changes to ensure they align with campus policies and governance standards. Upon approval by the Administrative Cabinet, changes and any subsequent amendments will become effective.

### **Authority and Responsibilities**

The governance bodies are authorized to develop and recommend policies and programs relevant to their constituencies, including educational policies, academic standards, student affairs, and employee welfare.

The Administrative Cabinet, Faculty Senate, Staff Senate, and Student Government Association are empowered to provide input on campus-wide issues and make recommendations directly to the Chancellor.

If the Chancellor does not act favorably on a recommendation within two weeks, the respective governance body may readdress the issue internally for further discussion and possible revision or the campus governance structure may request that the President of the University of Arkansas System consider the matter upon a three-fifths vote of all governing bodies representing students, faculty, and staff. If a resolution is not achieved within 30 days, the President may submit the recommendation to the University of Arkansas Board of Trustees for consideration.

The governance structure consists of the following bodies, each defining the representation and scope of their respective group:

### **Chancellor's Cabinet**

#### **Purpose**

The Chancellor's Cabinet functions as a campus-wide leadership team. The purpose is to share information and ideas, and to rely upon the expertise of the members to make decisions consistent with the mission of the College. The Chancellor's Cabinet leads the campus in shared governance and makes recommendations and decisions that affect the campus.

#### **Membership**

Membership on the Chancellor's Cabinet represents the administrative structures of the College, including the UAHT Chancellor, the Vice Chancellor for Academics, the Vice Chancellor for Finance and Administration, the Vice Chancellor for Student Services, the Director of Institutional Advancement, and the Dean of Institutional Effectiveness.

## Meetings

The Chancellor's Cabinet meets bi-weekly during the academic year, and at other times as required.

## **Academic Leadership**

### Purpose

Academic Leadership is the academic administrative team at UAHT. Academic Leadership's primary responsibility is to lead the College in the development and delivery of credit and non-credit instruction. Academic Leadership provides a communication link among the separate instructional divisions. Academic Leadership also leads the faculty in the assessment of student learning. Finally, Academic Leadership serves as the conduit for the execution of the academic goals and objectives outlined in the College's Strategic Plan.

### Membership

The membership includes the Vice Chancellor for Academics (who serves as the chair), all instructional deans, the Library Director, Dean for Institutional Effectiveness, all other direct reports as needed, and the administrative assistant to the Vice Chancellor for Academics.

### Meetings

Academic Leadership meets regularly as scheduled during the academic year, at other times as required. Meetings are open to guests, and all AL agendas and minutes are available on the public drive.

## **Curriculum Committee**

### Purpose

The responsibility of the Curriculum Committee is to approve or disapprove proposals regarding instructional matters, curriculum, and program changes.

### Membership

Two representatives from each academic division serve rotating terms, elected in August of each academic year; the terms run from August to July.

Permanent Members include:

- Registrar
- Dean of Student Services
- Dean of Enrollment Management
- One representative from Finance and Administration appointed by the VCFA
- Faculty Senate President (cannot simultaneously represent his/her academic division)
- Dean of Institutional Effectiveness
- Director of Business and Industry Relations/Continuing Education
- Director of Advising
- Dean of Texarkana Campus
- Library Director
- Ex-Officio Members (non-voting)
- Vice Chancellor for Academics
- Vice Chancellor Finance and Administration

Vice Chancellor for Student Services  
Advertising and Publications Coordinator  
Representative from Computer Services

#### Meeting

The Curriculum Committee meets twice during the fall semester and twice during the spring semesters. Requests for special meetings are directed to the Curriculum Committee Chair. All requests will include the proper documentation.

### **Faculty Senate**

#### Purpose

Faculty Senate is an internal governance body that serves as the voice of all faculty members. The Senate's purpose is to serve as a direct line of communication to the administration on all instructional issues and concerns, including but not limited to, curriculum and academic rigor of classes and programs. Faculty Senate assists in setting standards in oversight of academic support services and various campus policies. Any faculty member can submit items for consideration on the Faculty Senate agenda and members can make recommendations regarding any entity on campus.

#### Membership

Membership in Faculty Senate includes all faculty members. Faculty Senate officers are chosen by the Faculty Senate members.

#### Meetings

Monthly during the academic year, and at other times as required.

### **Staff Senate**

#### Purpose

The Staff Senate is an internal governance body that serves as the voice of all staff members. The Staff Senate serves as a direct line of communication to the administration on all issues related to workplace conditions, professional development, employee benefits, college policies, and institutional initiatives that impact staff members. The Senate actively advocates for staff interests by gathering feedback, making recommendations, and working collaboratively with leadership to create positive change.

#### Membership

Membership in the Staff Senate includes selected members from staff who do not serve on the Cabinet or Faculty Senate. Staff Senate officers are chosen by the Staff Senate members.

#### Meetings

Monthly during the academic year, and at other times as required.

## **Student Government Association**

The Student Government Association provides a forum for formal student governance at UAHT. The Executive Council consists of the President, Vice President for the Hope campus, Vice President for the Texarkana campus, Secretary/Historian, and Parliamentarian all selected through election by the student body. The student congress consists of the executive officers, four elected senators (two from each campus), and representatives appointed by each registered student organization (one per RSO).

The Student Government Association Constitution includes operating procedures for the SGA and is revised as new situations arise within the student body. The Dean of Students serves as the advisor to the Student Government Association who acts as liaisons between the SGA and the UAHT administration. The Student Government Association, like all student organizations, is funded via allocations from the student activity fee.