



Statement on  
College Governance  
2020

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## **INTRODUCTION**

Massasoit Community College is committed to providing broad access to information on college governance issues. In order to facilitate input, decentralize decision-making, and support college-wide communication, there shall be four governing bodies, each with the responsibility to advise on policies in the areas described in this document. These advisory bodies shall be the Academic Senate, the College Senate, the Student Government Association, and issues related to more than one senate (Executive Forum, Jurisdiction Committee, and Assessment Committee) as well as committees that fall under these advisory bodies. These bodies are subject to Massasoit Community College's operating authority processes and bargaining unit contracts as well as applicable state and federal regulations.

## **DEFINITIONS**

For purposes of the Massasoit Community College Statement on College Governance, the following definitions are adopted:

1. Faculty are those whose primary responsibility is the classroom instruction of students in credit courses or developmental courses carrying institutional credit. Generally, faculty hold one of the following ranks: instructor, assistant professor, associate professor, or professor. Faculty positions are governed by the MCCC Day Contract in addition to college policies.
2. Adjunct faculty are those whose primary responsibility is the classroom instruction of students according to the MCCC Distance and Continuing Education (DCE) Contract.
2. Professional staff (unit professionals) are those governed by the MCCC Day Contract and whose primary duties are other than teaching.
3. Management staff (non-unit professionals) are those staff that are not governed by any collective bargaining. They may include the following positions: president, deans, academic deans, associate deans, human resources, and administrative positions.
4. AFSCME staff members are governed by the AFSCME bargaining unit contract.
5. A college student is any individual who is registered as a part-time or full-time student at the college and is taking credit courses or developmental courses carrying institutional credit.

In addition, Massasoit has many committees and task forces within the college. Many times, committees and task forces are composed of representatives from multiple areas of the college. Some of the committees are on a permanent basis while task forces serve for a temporary period of time for the specific need to be addressed. Both permanent committees and temporary task forces should ensure that their goals and outcomes are communicated to college governance committees in certain circumstances in order to not duplicate efforts.

## **PARLIAMENTARY PROCEDURE**

*Martha's Rules* shall serve as the parliamentary procedure guide for all governance activities established by this document.

Additionally, a quorum for any of the representative bodies described in this document shall be based on 50 percent plus one of the representative slots filled in each committee. For example, if

there are eight seats on a committee and only seven seats are filled, then the quorum count would be based on seven, rather than eight members.

Each governing body and committee will have a common template that will be filed as a governance document and that will be used as official notes and for recording motions.

### **LIMITS**

Individuals shall not serve on more than one governance committee as a voting member at any one time unless specifically stated in the committee member list.

### **GOVERNING BODIES**

Each of the four governing bodies has the responsibility to advise on policies in defined areas of interest. In the event of a question concerning which governing body has authority and responsibility in relation to a policy question not otherwise enumerated in this document, the issue will be forwarded to the Jurisdiction Committee for resolution.

- Each committee shall report to its governing body.
- Recommendations will be communicated to appropriate administrators through the chair of the governing body. Taking into consideration that some proposals require administration as well as Board of Trustees approval, administrators will respond in a reasonable amount of time with any inquiries about the proposal or the acceptance or declination of the recommendation.
- The beginning and ending of terms of service coincide with the beginning and ending of the academic year, no matter the length of service.

### **COMMUNICATION**

All structures of the college-wide governance system will maintain notes that are available through the MyMassasoit portal page or comparable platform.

### **PARTICIPATING BODIES**

The business of governance takes place within various bodies on campus. From within these bodies, representatives to the various governance committees are appointed or elected.

These various bodies may meet regularly or, for purposes of governance, meet as needed.

Governance committee members are expected to represent their units, both soliciting input from and providing feedback to their constituencies. Governance committee members are also expected to apply any expertise and provide information to their committee work gained through their job functions as well as gathering input from and keeping informed their respective departments and divisions.

## **ELECTIONS**

Elections for empty seats on governance committees shall occur within the last three weeks of class of the spring term for the next academic year. Available seats on committees shall be announced in March of each year and nominations will be open for two weeks. Elections shall follow the requirements written in this document, and the Jurisdiction Committee shall call for elections and facilitate elections as required.

## **GOVERNING BODIES**

### **ACADEMIC SENATE**

#### **A. Purpose:**

The Academic Senate shall serve as a forum for discussion of issues related to the academic concerns and interests of academic instruction. The Academic Senate shall have the authority and responsibility to discuss and recommend, as appropriate, policies that govern:

- Academic standards
- Curriculum
- Faculty professional development
- Other academic concerns not addressed through collective bargaining agreements

The Academic Senate shall consist of all members of the faculty, full and adjunct, and the Provost or designee (non-voting).

- B.** The Academic Senate must meet at least once a year either in the fall or spring semester to engage in open discussion with all full and adjunct faculty or to address issues that warrant a vote of full and adjunct faculty through the Academic Senate Standing Committee process and as determined by the Academic Senate Executive Committee.
- C.** A quorum for the Academic Senate shall be based on 50% plus one of full-time faculty members.
- D.** The full and adjunct faculty shall elect a chair from the full-time faculty who shall preside over the Academic Senate. The chair of the senate is responsible for forwarding any recommendations of the senate to the appropriate administrator. The chair of the senate will hold a seat on the President's Advisory Council (PAC) and serve as the committee chair for the Academic Senate Executive Committee. The chair will be elected for a three-year term and then must sit out for at least three years before being eligible for another three-year term.

- E. Each division and/or department of the college shall be empowered to recommend policies appropriate to its internal functioning. Each division and/or department may prepare policy recommendations for consideration by the Academic Senate through the Academic Senate's Standing Committee process.
- F. All meetings of the Academic Senate shall be open to the public and Academic Senate meetings shall be announced through college-wide communications at least 14 days in advance.

### **ACADEMIC SENATE EXECUTIVE COMMITTEE**

As part of the college-wide governance system, the Academic Senate and the College Senate have executive committees. Standing committees report to the executive committees, whose purpose is stated below. In addition, the executive committees shall participate in the Executive Forum as described in section IV to engage in cross governance discussions and to ensure communication about proposals that require cross governance collaboration and that have college-wide implications.

#### A. Purpose:

1. To call the Academic Senate to a meeting at least once a year or when necessary
2. To determine the agenda for all meetings of the Academic Senate and to maintain appropriate records thereof
3. To review items of business to be brought to the Academic Senate. Items should be submitted to the Academic Senate Executive Committee through the Academic Standing Committees. The Academic Senate Executive Committee will determine their appropriateness and place on the agenda.
4. To approve proposals from the Academic Standing Committees that do not have college-wide implications and that do not require an Academic Senate meeting for approval. The Academic Senate Executive Committee will forward these recommendations to the appropriate administrators.
5. To work with the College Senate Executive Committee on academic proposals that have college-wide implications, such as budgetary concerns and implementation procedures outside of academics

#### B. Academic Senate Executive Committee membership:

- Provost (non-voting)
- Chair of the Academic Senate (Elected; three-year term)
- Two faculty members from each academic division
- One unit professional

#### C. The chair of the Executive Committee shall be the Chair of the Academic Senate.

D. Committee members shall begin in September. Members of the committee are elected for two years, and then must sit out two years from this committee until eligible for another term of service.

### **ACADEMIC STANDING COMMITTEES**

Each of the following committees reports to the Academic Executive Committee for approval, discussion, or Academic Senate meeting.

#### **I. Academic Standards Committee**

A. Purpose:

1. To consider matters of academic standards at the college by reviewing current policies and proposals for change and standardization of academic standards
2. To recommend new policies, modifications, or deletions of existing policies and recommend Massasoit input on any system-proposed standardized policies

B. Academic Standards Committee membership:

- Two faculty members from each academic division
- Two unit professionals
- One student

C. All committee members shall begin in September. Members of the committee are elected for two years, except for student members, and then must sit out two years from this committee until eligible for another term of service. Students are appointed on a yearly basis.

D. The committee shall elect a chair from its members for a one-year term.

#### **II. Curriculum Committee**

A. Purpose:

1. To review all courses and curricula
2. To receive from divisions recommendations for changes in, additions to, or withdrawals of courses and curricula
3. To certify general education courses
4. To determine the attributes for courses
5. To develop and implement the processes and procedures by which all courses and curricular are reviewed



6. To ensure that the processes coincide with DHE procedures for program and certificate approvals
7. To assess its internal processes and procedures for curriculum approval, changes, additions, and withdrawals every five years
8. To work with department chairs and faculty members on curricular changes such as course titles, course descriptions, and catalogue content

B. Curriculum Committee membership:

- Provost or designee (non-voting)
- Registrar or designee (non-voting)
- Two faculty members from each academic division
- Associate Director of Transfer Affairs (Ex-Officio)
- Unit professional
- One student

C. All committee members shall begin in September. Members of the committee are elected for two years, except for student members, and then must sit out two years from this committee until eligible for another term of service. Students are appointed on a yearly basis.

D. The committee shall elect a chair from its members for a one-year term.

### III. Faculty Professional Development Committee

A. Purpose:

1. To organize with the Director of the Professional Development Center a professional development calendar based on areas for improvement for all faculty and on high impact classroom practices
2. To provide resources and research for current classroom practices and technological advancements in the classroom
3. To support communication for professional development events
4. To work with the grants department when necessary on possible professional development opportunities
5. To meet and discuss possible college-wide professional development opportunities with the College Professional Development committee when applicable

B. Faculty Professional Development Committee membership:

- Director of the Professional Development Center
- Two faculty members from each academic division

- Librarian

C. Committee members shall begin in September. Members of the committee are elected for two years, and then must sit out two years from this committee until eligible for another term of service.

D. The committee shall elect a chair from its members for a one-year term.

#### **IV. Academic Technology Committee**

A. Purpose:

1. To respond to technology issues as they affect teaching and learning and make recommendations based on the study of these issues
2. To advocate on behalf of faculty teaching with technology and to help faculty become more aware of current technological practices and technology issues our students face

B. Academic Technology Committee membership:

- Two faculty members from each academic division
- One unit professional
- Two Students

C. All committee members shall begin in September. Members of the committee are elected for two years, except for student members, and then must sit out two years from this committee until eligible for another term of service. Students are appointed on a yearly basis.

D. The committee shall elect a chair from its members for a one-year term.

## COLLEGE SENATE

### A. Purpose:

The College Senate is the main forum for discussion of issues that impact the college at large. It includes, but is not limited to, the following areas:

- Campus technology
- Safety and facility concerns
- Diversity, equity and inclusion
- Strategic planning
- Student life
- Employee recognition
- Enrollment
- Professional development

The College Senate has the authority and responsibility to discuss, recommend, and determine, as appropriate, policies related to these topics and any issues not under the mandate of the Academic Senate or the Student Government Association.

- B. The College Senate shall consist of members of the college community: unit professionals non-unit professionals, AFSCME staff, all faculty, and students.
- C. The College Senate must meet at least once a year either in the fall or spring semester to engage in open discussion with all of its constituents or to address issues that warrant a vote of its membership through the College Senate Standing Committee process and as determined by the College Senate Executive Committee.
- D. A quorum for the College Senate shall be based on 50% plus one of all of its members.
- E. This body shall elect a chair who shall preside over the College Senate. The chair cannot be a faculty member. The chair of the senate is responsible for forwarding any recommendations of the senate to the appropriate administrator. The chair of the senate will hold a seat on the President's Advisory Council (PAC) and serve as the committee chair for the College Senate Executive Committee. The chair will be elected for a three-year term and then must sit out for at least three years before being eligible for another three-year term.
- F. Each division and/or department of the college shall be empowered to recommend policies appropriate to its internal functioning. Each division and/or department may prepare policy recommendations for consideration by the College Senate through the College Senate's standing committee process.
- G. All meetings of the College Senate shall be open to the public, and College Senate meetings shall be announced through college wide communications at least 14 days in advance.

## COLLEGE SENATE EXECUTIVE COMMITTEE

As part of the college-wide governance system, the College Senate and the Academic Senate have executive committees. Standing committees report to the executive committees, whose purpose is stated below. In addition, the executive committees shall participate in the executive forum as described in section IV to engage in cross governance discussions and to ensure communication about proposals that require cross governance collaboration and that have college-wide implications.

### A. Purpose:

1. To call the College Senate to a meeting at least once a year or when necessary
2. To determine the agenda for all meetings of the College Senate and to maintain appropriate records thereof
3. To review items of business to be brought to the College Senate. Items should be submitted to the College Senate Executive Committee through the College Standing Committees. The College Senate Executive Committee will determine their appropriateness and place on the agenda.
4. To approve proposals from the College Standing Committees that do not have academic implications and that do not require a College Senate meeting for approval. The College Executive Committee will forward these recommendations to the appropriate administrators.
5. To work with the Academic Senate Executive Committee on college-wide proposals that have specific academic implications, such as, but not limited to, course and program issues

### B. The College Executive Committee membership:

- President's designee (non-voting)
- Chair of the College Senate (Elected; three-year term)
- Two non-unit professionals
- Two unit professionals
- Two AFSCME members
- Two faculty members

C. Committee members shall begin in September. Members of the committee are elected for two years, and then must sit out two years from this committee until eligible for another term of service.

D. To provide for rotation of membership, one faculty member, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in odd-numbered years. One faculty member, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in even-numbered years.

E. The chair of the College Senate Executive Committee shall be the Chair of the College Senate.

### **COLLEGE SENATE STANDING COMMITTEES**

Each of the following committees reports to the College Senate Executive Committee for approval, discussion, or College Senate meeting.

#### **I. College Technology Committee**

A. Purpose:

1. To advise on policies, acquisitions and planning concerning college-wide technology services, including educational technologies that support the delivery of instruction and facilitate learning that affect the entire college as well as technologies to support enrollment and student service functionality
2. To review and recommend proposals regarding technology

B. College Technology Committee membership:

- Two faculty members
- Director of the Library (or designee)
- Coordinator of Instructional Technology (or designee)
- Chief Information Officer (Chair)
- Director of Enterprise Systems
- Director of Client Services
- Representative of College Communications
- Representative from Finance
- Representative from Student Services
- Representative from Enrollment Management
- Director of Grants
- Associate Dean of Institutional Research
- Representative from Corporate and Community Education
- Two AFSCME members
- One Student

C. All committee members shall begin in September. Members of the committee that are elected are elected for two years, except for student members, and then must sit out two years from this committee until eligible for another term of service.

Students are appointed on a yearly basis.

D. The chair of the committee shall be The Chief Information Officer.

## II. **Diversity, Equity, and Inclusion Committee**

A. Purpose:

1. To act as an advisory council that provides leadership to advocate for and promote diversity, equity, inclusion, and cultural competency for all through dialogue and programming
2. To consider and discuss existing cultural programs, support and promote cultural growth, and encourage volunteering at the college's cultural events
3. To promote the development and communication of diversity and inclusion through existing and new policies
4. To identify and promote the development of new initiatives and strategies designed to enhance the student and employee experience at Massasoit

B. Diversity, Equity, and Inclusion Committee membership:

- Chief Diversity & Title IX Coordinator (or designee)
- Six faculty members (one from each academic division)
- Two unit professionals
- Two non-unit professionals
- Two AFSCME members
- Two students

C. All committee members shall begin in September. Members of the committee are elected for two years, except for student members, and then must sit out two years from this committee until eligible for another term of service. Students are appointed on a yearly basis.

D. To provide for rotation of membership, three faculty members, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in odd-numbered years. Three faculty members, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in even-numbered years.

E. The committee shall accept all members of the Massasoit community with an interest in diversity and cultural matters that wish to participate in meetings as ex-officio members.

F. The Chief Diversity & Title IX Coordinator (or designee) shall serve as a co-chair of the committee along with one faculty member and one staff member from the committee. The committee will vote on the faculty and staff co-chairs from its committee members. The co-chairs serve on a yearly basis.

### III. Safety & Facilities Committee

A. Purpose:

1. To consider issues and concerns regarding college-wide safety and security as well as college-wide facilities issues and concerns.
2. To recommend to the College Senate Executive Committee areas that affect the entire college community in areas of safety and facility management

B. Safety & Facilities Committee membership:

- Director of Facilities (or designee)
- Massasoit Police Chief (or designee)
- Two faculty members
- Two unit professionals
- Two non-unit professionals
- Two AFSCME members
- Two students

C. All committee members shall begin in September. Members of the committee are elected for two years, except for student members, and then must sit out two years from this committee until eligible for another term of service. Students are appointed on a yearly basis.

D. To provide for rotation of membership, one faculty member, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in odd-numbered years. One faculty member, one unit professional, one non-unit professional, and one AFSCME staff member shall have terms beginning in even-numbered years.

E. The committee shall accept all members of the Massasoit community with an interest in safety, security and facility issues that wish to participate in meetings as ex-officio members.

F. The Director of Facilities (or designee) and the Massasoit Police Chief (or designee) shall be co-chairs of the committee.

#### IV. **Employee Recognition Committee**

##### A. Purpose:

1. To implement a campus-wide Employee Recognition program
2. To approach employee recognition as a communication tool that reinforces and rewards the college's most important organizational outcomes. An effective employee recognition system is simple, immediate, and powerfully reinforcing. The goal is for the recognition program to be motivating and rewarding and to contribute to the success of Massasoit Community College in a way that is on-going, systemic, and institutionalized
3. To ensure that the Employee Recognition Program is fair, highly visible, and consistent.

##### B. Employee Recognition Committee membership:

- Director of Human Resources (or designee)
- Dean of Students (or designee)
- Two faculty members
- Two unit professionals
- Two non-unit professionals
- Two AFSCME members
- Two students

C. All committee members shall begin in September. Members of the committee are elected for two years, except for student members, and then must sit out two years from this committee until eligible for another term of service. Students are appointed on a yearly basis.

D. To provide for rotation of membership, one faculty member, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in odd-numbered years. One faculty member, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in even-numbered years.

E. The Director of Human Resources or designee shall act as chair.



## V. **Strategic Planning Committee**

### A. Purpose:

1. To develop, plan, and coordinate broad discussions of the college's goals and direction, as part of College Senate meeting agendas, special college-wide forums, or through other means
2. To summarize the results of the input and data; and to make recommendations for new or altered goals and priorities
3. To provide ongoing support for the current strategic plan and to a new strategic plan when necessary

### B. Strategic Planning Committee membership:

- Representative from the President's Office
- Six faculty members (one from each academic division)
- Two non-unit professionals
- Two unit professionals
- Two AFSCME members
- One student

C. All committee members shall begin in September. Members of the committee are elected for two years, except for student members, and then must sit out two years from this committee until eligible for another term of service. Students are appointed on a yearly basis.

D. To provide for rotation of membership, three faculty members, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in odd-numbered years. Three faculty members, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in even-numbered years.

E. The committee shall have two co-chairs. The President will appoint one co-chair and the committee members will elect one co-chair.

## VI. **Student Life Committee**

### A. Purpose:

1. To serve as a forum among faculty, staff, and students for discussion, communication, and advice concerning all areas of student life and to encourage student participation in campus activities and events.
2. To help enhance the student experience through activities that include but are not limited to co-curricular activities, registration, orientation and advising.

B. Student Life Committee membership:

- Director of Student Life (or designee)
- Two unit professionals
- One non-unit professional
- Two faculty members
- Two AFSCME members
- Two students

C. All committee members shall begin in September. Members of the committee are elected for two years, except for student members, and then must sit out two years from this committee until eligible for another term of service. Students are appointed on a yearly basis.

D. To provide for rotation of membership, one faculty member, one AFSCME staff member and one professional staff member shall have terms beginning in odd-numbered years; and one faculty member, one AFSCME staff member and one professional staff shall have terms beginning in even-numbered years.

E. The committee shall elect a chair from its members for a one-year term.

F. Meeting minutes from the Student Government Association will be reviewed in the Student Life Committee meeting to ensure successful communication of minutes from SGA recommendations.

**VII. College Professional Development Committee**

A. Purpose:

1. To organize with the Director of the Professional Development Center a professional development calendar based on areas for improvement and support for the college community
2. To provide resources and research for current practices and technological advancements in college communications, work enhancement, individual professional development, and team building
3. To support communication for professional development events
4. To meet and discuss possible college-wide professional development opportunities with the Academic Professional Development committee when applicable

B. College Professional Development Committee membership:

- Director of the Professional Development Center or designee

- Provost Fellow for Professional Development
- Two faculty members
- Two unit professionals
- Two non-unit professionals
- Two AFSCME members
- One librarian

C. Committee members shall begin in September. Members of the committee are elected for two years, and then must sit out two years from this committee until eligible for another term of service.

D. To provide for rotation of membership, one faculty member, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in odd-numbered years. One faculty member, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in even-numbered years.

E. The committee shall elect a chair from its members for a one-year term.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association shall serve as the main forum for student discussion of issues related to all areas of student interest and activities. The Student Government Association shall have the authority and responsibility to discuss, recommend, and as appropriate (within the context of Massasoit policy and community college system policies) determine policies that govern the activities and interests of the student body. Students also participate in the other two branches of Massasoit Governance: Academic and College Senate.

All proposals by students to the Student Government Association will be submitted through a form created for transparency of all proposals. This will allow agenda items for meetings to be recorded with the proposal justification in the meeting minutes.

The Student Government Association Constitution and By-Laws define criteria for governance of the Student Government Association.

- A. The process by which members of the Massasoit student body wish to submit items or express their opinions to student government will be done through the Student Senate email account [SGA@massasoit.edu](mailto:SGA@massasoit.edu). This will allow for more voices to be heard and for there to be a monitored system of inquiry for student issues.
- B. The chair of the SGA is responsible for forwarding any recommendations to the Director of Student Life as well as sending documentation of monthly meeting minutes to the chair of the College Senate Student Life Committee.

## ISSUES RELATED TO MORE THAN ONE SENATE

### I. Executive Forum

The Executive Forum, similar to the Jurisdiction and Assessment committees, focuses on college-wide discussions and communication across the governance system. However, unlike the Jurisdiction Committee and the Assessment Committees, the Executive Forum is a combination of the College Executive Committee and Academic Executive Committee. It is a place for both committees to meet about proposals and issues that lie in both the College Senate and Academic Senate structures and that impact each other.

#### A. Purpose:

1. To discuss and analyze issues from college and academic standing committees that have a cross-college impact
2. To communicate and support college issues and proposals
3. To call together appropriate administrators, staff, and faculty who may have a stake in a specific proposal in order to receive additional expertise and guidance for a proposal or issue
4. To verify the feasibility of cross campus proposals before sending feedback to standing committees or before approving proposals and submitting them to the president's office
5. To report communication from this committee back to the College and Academic Standing Committees

#### B. Executive Forum Membership:

- All members of the College Executive Committee
- All members of the Academic Executive Committee
- Chief of Staff in the President's Office

C. Representatives shall serve their term on their respective College or Academic Executive Committees.

D. The Chief of Staff will serve as the chair of the committee.

## II. Jurisdiction Committee

### A. Purpose:

1. To determine and report to constituent bodies noted in this document which policy-advising body shall have jurisdiction over policy questions not otherwise enumerated in this document
2. To conduct elections according to the Statement on College Governance

### B. Jurisdiction Committee Membership:

- Two faculty members
- Two unit professionals
- Two non-unit professionals
- Two AFSCME members
- One student

C. Questions of proper jurisdiction for policy decisions may be brought to the attention of the Committee by the chairs of the college's three senates or upon a petition signed by ten members of any single constituency of the college or twenty-five members from the constituencies of the college. The Jurisdiction Committee is charged with reporting back to the appropriate senates within 15 days of being consulted.

D. Within the bounds of college governance, the Jurisdiction Committee's decision shall be final.

E. All committee members shall begin in September. Members of the committee are elected for two years, except for student members, and then must sit out two years from this committee until eligible for another term of service. Students are appointed on a yearly basis.

F. To provide for rotation of membership, one faculty member, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in odd-numbered years. One faculty member, one unit professional, one non-unit professional, and one AFSCME member shall have terms beginning in even-numbered years.

G. The committee shall elect a chair from its members for a one-year term.

### III. Assessment Committee

#### A. Purpose:

1. To review the annual assessment goals and reports for each academic program and student support service
2. To support the annual assessment practices and goals for each academic program and student support service
3. To assess the review process on a seven-year basis
4. To review institutional student learning outcomes (ISLOs) and propose implementation processes for ISLOs
5. To assess and ensure connections between Massasoit's strategic plan, ISLOs, mission statement, accreditation standards, and state initiatives
6. To create, provide, and maintain support for assessment practices across campus

#### B. Assessment Committee membership:

- Associate Vice Provost (non-voting)
- Provost Fellow of Student Learning Outcomes Assessment
- One faculty member from each academic division
- One unit professional
- One non-unit professional
- One AFSCME member
- One student

C. All committee members shall begin in September. Members of the committee are elected for two years, except for student members, and then must sit out two years from this committee until eligible for another term of service. Students are appointed on a yearly basis.

D. The committee shall elect a chair from its members for a one-year term.

## **PRESIDENTIAL AFFIRMATION**

Policies or procedures of the Academic Senate, College Senate, Student Government Association, Executive Forum, Jurisdiction Committee, and Assessment Committee shall be considered by the College President within a reasonable time period in which the policies or procedures were recommended.

## **CONTEXT OF AUTHORITY**

In addition to the committees and senates described in this document, there are three other levels of organization that have boards, councils and committees, and that control or influence many of the topics mentioned in this document:

A. The College President, Board of Trustees and the Department of Higher Education have the authority to make decisions concerning areas such as budget, academic standards, financial aid, hiring, facilities, planning, and so forth, for the colleges and universities in the system.

B. Bargaining Units: The contracts negotiated by the Commonwealth for the colleges determine requirements in such areas as faculty or staff workload, promotion and professional development. "Contract committees" such as the Promotion and Tenure Committee are established in accordance with union contracts.

C. Massasoit Administration: Massasoit has established committees of faculty and staff to discuss issues and provide advice on areas for which they are responsible. Committees such as the President's Cabinet, Advisory Council, and the Senior Leadership Management Team are examples. It is expected that duplication of committees dealing with the same or similar issues will be avoided, and that representatives from such committees will make reports to the four governing bodies as appropriate.

## **GLOSSARY**

**ISLO:** Institutional Student Learning Outcomes

**PAC:** President's Advisory Council

**PLO:** Program Learning Outcome

**SGA:** Student Government Association

**SLO:** Student Learning Outcome

## **GOVERNANCE MEETING DATES**

On the first Monday of every month during the academic calendar year, standing committees of the Academic and College Senate will meet. Agendas will be sent to committee members five business days before the meeting. There is an additional schedule for overflow meetings.

On the third Monday of every month during the academic calendar year, the Academic and College Executive Committees will meet to discuss reports from each standing committee. There is an additional schedule for overflow meetings.

On the fourth Monday of every month during the academic calendar year, the Executive Forum will meet to discuss reports from both the Academic and College Executive Committees. If it is determined that there needs to be an overflow meeting for the Executive Forum, the Forum will determine the date of the meeting within 5 working days.

If it is determined that any report item discussed in the Executive Forum needs to call a meeting with either the whole Academic Senate or College Senate, then this will be determined in the Executive Forum. If a report item is vetted and approved by the Executive Forum, the approval will go directly to the President's Office.

If any item in the college governance process is not approved by an executive committee, the item will then go back to the standing committee for further review.



APPENDICES

Massasoit Governance Organizational Chart

Massasoit Governance  
Organizational Chart  
Evan Desnick | October 19, 2020

