



Santa Fe College Rules Manual

Title: **College Senate Shared Governance Procedure 2.4P**

Based on Rule 2.4

Effective Date: May 1, 2006

Shared governance fosters institutional advancement, encourages consensus, and increases personal responsibility. The College Senate Shared Governance procedure for Rule 2.4 becomes effective when a College initiative directly affects two or more of the Senate constituent groups as defined in the Senate Constitution. Initiatives include implementation of new rules or substantial changes to existing rules, policies, or procedures, but do not include short-term, immediate responses to emergencies or other outside influences.

The College Senate President will be informed and consulted about college initiatives as described above that directly affect multiple College Senate constituencies. A determination, based upon the significance of the initiative, will be made by the College Senate President about whether to invoke this procedure.

When This Procedure is Invoked

- A. A written proposal is generated by the initiator that contains summary statements of:

The nature of the initiative:

1. Change in policy
2. Change in procedure
3. Change in rule
4. Timelines, phases, etc. as appropriate

Needs Statement (justification for action) such as:

1. Research
2. Data
3. External mandate
4. Program reviews
5. Planning
6. Resources
7. External influences

B. Rationale statement: reasoned argument supported by quantitative and qualitative data, such as:

1. SF student data warehouse
2. Custom Institutional Resources-created reports
3. Student Clearinghouse data
4. Focus groups with students
5. State and federal (Southern Association of Colleges and Schools, Department of Education, etc.)
6. Comparisons with institutions of similar size and mission
7. Learning and Study Strategies Inventory (LASSI)
8. Community College Survey of Student Engagement (CCSSE)
9. Student satisfaction surveys
10. Artifacts

C. Resources Statement

1. Human resources
2. Financial resources
3. Facilities resources
4. Information Technology resources

D. Documentation

1. Source information (references)
2. Raw data
3. Reports and studies used to develop the initiative

Once the Senate President receives the proposal, the proposal should be submitted a minimum of 45 days prior to the planned implementation of the initiative. Exceptions follow.

The Senate President, in consultation with members of the Senate Executive Council, will determine the appropriate process for general vetting, such as

1. Executive Council review
2. Standing committee review
3. Ad hoc committee review
4. Full Senate review

Senate members serving on college committees will ensure that the membership is apprised of committee work. Information should be shared by posting minutes and/or hot topics on the committee page of the Santa Fe web site and committee members may make a formal report to the Senate Executive Council. Each committee should identify a recorder to provide information to be posted.

If the Senate does not forward specific recommendations prior to the implementation date:

1. Implementation may be postponed until the Senate completes its review.
 - a. The administration and the Senate will determine a completion date for Senate review.
 - b. Failure to produce recommendations by the new deadline moves implementation forward.

or

2. Initiatives may be enacted. The Senate may still review the initiative and make recommendations concerning the initiative.

Exceptions

- A. This procedure shall not be invoked for externally mandated requirements or deadlines or for externally funded initiatives, including but not limited to:
 1. Foundation or endowment grants or gifts
 2. Government, agency, or corporate grants or gifts
 3. State capital funds
- B. The initial 45 day lead time shall be waived for emergencies, including:
 1. Internal budget crisis
 2. Internal human resource crisis
 3. Internal facilities crisis

In an emergency situation where immediate action is needed for an initiative affecting multiple constituencies, the responding staff will notify the Senate President to provide information to the Senate Executive Committee. Should a substantial change in rule, policy, or procedure then be required, the written proposal process will be followed as set forth above.
- C. Should a change be needed, but the resulting change is expected to last fewer than three weeks (example, response to request for short-term change from auxiliary service), this procedure shall not be invoked.
- D. Initiatives that arise while the Senate is in recess will be posted to the Senate website and emailed to the Senate Executive Council members for discussion. Follow-up meetings will be held as appropriate.