Governance Constitution

College of Southern Maryland

March 23, 2022

The College of Southern Maryland embraces its value, *Teamwork,* and demonstrates it by working together through a structure of councils, committees, work groups, and task forces. The College of Southern Maryland hereby adopts the following participatory form of governance in May 2021.

Participatory governance allows individuals within the college community to have a voice in decisions that affect them. It is designed to lead to effective participation in decision making that unites all parts of the college and draws upon the strength of diversity. Participatory governance engages students, faculty, and staff in decisions that advance the college's mission. This system is founded on mutual trust and respect, and requires honesty, openness, and collegiality, thereby assuring the best decisions regarding the operations of the college.

A structure of governance councils and committees ensures inclusive participation in collegewide decisions. Governance Councils advance the strategic plan of the college; they recommend action to the President and President's Cabinet, who may operationalize the recommendation. Governance Committees report through the governance councils. They consider, investigate, and recommend actions to the appropriate governance councils, for further review and action.

Article I: Roles and Memberships of the Councils

Section A: College-Wide Council (CWC)

The College-Wide Council (CWC) is a collegewide body that reviews and considers key College issues and makes recommendations to the College President. It includes representation from faculty, staff, students, and administrators.

Role:

1. Facilitate collegewide dialog on issues and policies pertaining to the college community.
2. Accept, reject or request more information on recommendations made from councils or workgroups to the CWC.
3. Publish governance decisions and materials on a public-facing college webpage.
4. Annual review of policies, directions from the President, and activities of councils.

Membership:

a) President's Cabinet Member, convener
b) Representative from Senate Executive Board for Faculty Senate, convener
c) Chief of Staff, Office of the President (who serves as the representative of the President)
d) Secretary (appointed to the CWC by the conveners)
e) Chair and Co-Chair of each council: Instruction and Student Affairs Council, Planning Council, Equity and Inclusion Council, Talent Development Council.

Section B: Councils

1. College Planning Council

The College Planning Council (CPC) is responsible for the development and implementation of the college's overall planning efforts, ensuring integrated planning and alignment with the college's mission and Institutional Strategic Plan.

Role

1. Regularly review and monitor completion of goals and objectives outlined in college planning documents.

2. Monitor program review processes.

3. Update and publish an annual college planning calendar and review all plans to ensure integration of all areas of college planning to include:

    a. Institutional Strategic Plan

    b. Equity Plan

    c. Unit Plans

    d. DAA Program Review

    e. CWD Program Review

    f. SES Program Review

    g. OPP Program Review

    h. MSCHE accreditation

    i. Achieving the Dream Action Plan

    j. Institutional Survey Cycle

    k. Budget Development Process

4. Review all college plans for alignment with the Institutional Strategic Plan and make recommendations to the College-Wide Council for recommendation to the President.

5. Review budget enhancements for alignment with the Institutional Strategic Plan and make recommendations to the President's Cabinet for approval.

Membership:

9 voting members from Division of Learning, Division of Financial Services, Division of Human Resources and Organizational Development, Division of Operations and Planning,

and the Division of Student Equity and Success comprised of faculty, staff, and administrators. There will also be an *ex officio* student member.

2. Equity & Inclusion Council

The Equity & Inclusion Council is responsible for the development of a collegewide strategy for increasing equity and inclusive diversity at the College of Southern Maryland.

Role

1. Review data and recommend strategies, action plans, activities, and benchmarks for achieving equity and inclusion in student and employee recruitment, belonging, retention, and success. These recommendations shall be set forth in three- to five-year CSM Equity Plans.

2. Review the College's progress in achieving objectives and benchmarks set forth in CSM Equity Plans.

3. Review, evaluate, and recommend improvements to College policies and practices pertaining to recruitment and hiring, academics, professional learning, evaluation and promotion, student and employee conduct, and marketing and outreach, to increase equity and inclusion in these areas.

4. Recommend and evaluate curricular and co-curricular programs and activities that promote equity and cultural competence.

5. Coordinate its efforts with appropriate College units.

6. Meet bi-monthly during the academic year. Meetings shall be open to all CSM students, faculty, and staff, although only committee members may vote on committee matters.

Membership:

12 voting members from Division of Learning, Division of Financial Services, Division of Human Resources and Organizational Development, Division of Operations and Planning, and the Division of Student Equity and Success comprised of students, faculty, staff, and administrators. There will also be 1-3 ex officio student members.

3. Instruction and Student Affairs Council

The Instruction and Student Affairs Council (ISA) is responsible for educational policy, which includes admissions requirements, instructional quality, curriculum, degrees, research, educational technology, distance learning, Achieving the Dream, and High Impact Practices; student services and welfare ensuring an environment that supports student satisfaction, completion, and student outcomes while fostering equity, which includes food services, mental health services, safety, extracurricular activities, athletic programs, and policies governing student discipline and student..

Role

1. Develop educational priorities and objectives while ensuring that the college's educational programs are consistent with CSM's mission and institutional strategic plan.

2. Ensure that the institution's educational programs are appropriate for its students, and that students are served well by the Institution

3. Ensure that the Institution assesses the effectiveness of its educational programs on a regular basis and takes steps to continuously improve programs on the basis of objective evidence about effectiveness and outcomes.

4. Review and make recommendations to the Board on the approval, suspension or elimination of degree programs at the college for the Provost and Vice President of Learning to take to the Board for final approval.

5. Assist in setting College-Wide co-curricular programing, which supports and enhances the student experience outside the classroom.

6. Ensure that the Division of Learning and Student Equity and Success policies and procedures support student satisfaction, completion rates, and student outcomes.

7. Ensure that the range of services available to the student community is reflective of CSM's commitment to equity.

Membership:

12 voting members from Division of Learning, Division of Financial Services, Division of Human Resources and Organizational Development, Division of Operations and Planning, and the Division of Student Equity and Success comprised of faculty, staff, and administrators. There will also be an ex officio student member.

4. Talent Development Council

The Talent Development is responsible for the development of a collegewide strategy for the professional learning and development of all employees at the College of Southern Maryland.

Role

1. Review data and recommend strategies, action plans, activities, and benchmarks for providing quality professional learning opportunities for employees, including professional learning paths and programs for various employee groups.

2. Monitor and assess the effectiveness of the College's talent development strategies and objectives and recommend improvements.

3. Ensure that College policies and practices pertaining to interviewing and hiring, on-boarding, ongoing training, evaluation and promotion, and leadership training, enrich and strengthen professional learning and development throughout the employee lifecycle. The council may recommend the creation of new policies or revision of existing policies accordingly.

4. Assist in setting employee competencies, defining the ideal CSM employee, and ensuring that professional development strategies and programming align with those competencies and the Institutional Strategic Plan.

5. Meet bi-monthly during the academic year. Regular meetings of the council will be open only to council members and invited CSM community members. The council will periodically host public meetings open to all CSM students, faculty, and staff, although only council members may vote on council matters.

Membership:

12 voting members from Division of Learning, Division of Financial Services, Division of Human Resources and Organizational Development, Division of Operations and Planning, and the Division of Student Equity and Success comprised of faculty, staff, and administrators. There will also be an ex officio student member.

Article II: Committees and Task Forces

Section A: Each Council may create standing committees to address ongoing matters.

Section B: Each Council may create ad hoc committees to address unique issues.

Section C: The College Council may create task forces to address specific issues.

Section D: Standing committees, ad hoc committees, or task forces may appoint nonvoting resource members.

Article III: Council Leadership and Duties

Section A. Officers

1. Each Council will annually elect a Chair and Co-chair from its membership.
2. Each Council may elect or appoint additional officers to accomplish the work of the Council.

Section B. Duties

1. Chair
   a) Sets the agenda for Council meetings
   b) Presides over all Council meetings
   c) Maintains communication with the Chairs of the other Councils

2. Co-Chair
   a) Presides over meetings in the absence of the Chair
   b) Assumes duties of Chair if the Chair is unable to perform responsibilities
   c) Performs other duties as assigned by the Chair

Section C. Council Leadership Nominations Procedure and Elections

1. **Nominations**
   a. Nominees for Chairs and Co-Chairs must be members in good standing.
   b. Nominations for all chairs will come from the floor.
   c. Any members of the current Council can put forth nominations from eligible candidates.
   d. If eligible, Council members may nominate themselves.
   e. A nominee for a position must be present to accept the nomination or have previously communicated in writing to the current Council Chair his or her willingness to accept the nomination.
   f. Only members of the current Council (or their proxies) can participate in the election Council chairs.

2. Council Leadership Elections
   a) Election voting will take place via secret ballot.
   b) The election will be conducted by the Council liaisons or designee, who may not be a voting member of any current governance council.
   c) Elections shall take place in May or no later than June 15th each year.
   d) The nominee with the majority of votes will be declared the elected candidate.
   e) In the case where there is tie among all the candidates on the ballot for a position, a name will be randomly drawn by the presiding officer.

3. Term of Office
Council Chairs can serve a maximum of two consecutive years.

Section D. Vacancy

1. If a Chair position is vacated, the Co-Chair will assume the role of Chair and may appoint another member of the Council as Co-chair for the remainder of the year.
2. If any position other than Chair is vacated, the Chair may appoint another member of the Council for the remainder of the year

Article IV: Council Membership Nominations, Elections and Appointments

Section A: Eligibility

1. Faculty, staff, and administrators who have been employed by the College for a period of at least nine months are eligible to serve on a council.

2. Council charter memberships will outline membership representation. Individual eligibility will be based on vacancies that are prescribed in the charter.

Section B: Terms

1. Faculty, staff, and administrator terms of office will be two years. Their terms will be staggered to allow ½ the council to rotate off each election cycle.

2. Student term of office will be one year, but may be renewed up to one additional year.

3. A member shall be limited to two consecutive terms on a council. Members may immediately serve on another council but cannot serve simultaneously as voting members on two councils except in the case of the council chairs who also serve on the College-Wide Council.

Section C: Appointment and Elections

1. Council membership will be populated by elections. Elections will take place each spring in April. Voting will take place online and will be open to all faculty, staff and administrators at CSM.
2. In case of a tie, one name will be randomly drawn by the current chair of the respective council.

Section D: Expectations

      1. Training: Before assuming membership on a council, newly elected members of councils will complete governance training.

      2. Attendance: More than two unexcused absences in an academic year from regularly scheduled council meetings will result in removal from council membership.

Section E: Resignation, Vacancy, and Recall

      1. If a member resigns his/her seat on any council, written notification will be provided to the respective council membership.

      2. If a seat on any council, other than the College Council, is vacated, the chair of the represented Council may appoint a new member from the same membership category to complete the term that has been vacated.

      3. A member of any council may be removed by a two-thirds vote of that Council's membership if his/her actions are deemed inappropriate by the membership. A member facing recall will receive notice prior to the meeting at which the recall will be discussed and will have an opportunity to speak before the respective Council regarding his/her performance of Council duties

Article V: Meetings

Section A: Schedule

1. Councils shall meet at least one time per month from August 15th to June 15th, but may meet more often as necessary.
2. Agendas for each meeting will be posted on the Governance webpage and sent to all members of the Council at least three business days in advance of the meeting.
3. Notice of regularly scheduled meetings shall be given to each voting member via the College's email and posted on the Governance webpage.
4. All participatory governance meetings are open to the CSM community.

Section B: Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the councils in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the College-Wide Council may adopt.

Article VI: Amendments & Ratification

A. This Constitution shall become effective upon approval of two-thirds vote of the entire College-Wide Council voting membership.
B. The College-Wide Council may amend the Constitution by the a two-thirds vote of the entire College-Wide Council voting membership.
C. The amendment must be submitted in writing at least 30 business days prior to the College-Wide Council's next scheduled meeting.
D. The proposed amendment will be posted on the Governance website and distributed via email to all members of the college community.

E. Members of the College-Wide Council will vote on the proposed amendment 30 days after the amendment is presented at the next College-Wide Council Meeting.
F. It is the expectation that College-Wide Council members consult with their respective Councils before casting a vote for a Constitution amendment.
G. Constitution amendments may be presented at any time.
H. If the amendment is approved, it is then incorporated into the Constitution and posted on the website.

Document History

Prepared by: College-Wide Council		
Date Adopted:		
Date Modified	**Summary of Modification**	