|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TRANSPARENCY***All understand what is covered by Shared Governance* | **INCLUSION***Who should be involved/represented?* | **RESPONSIBILITY***Remain ethically engaged* | **CONSENSUS***Distinguished from unanimity* | **COMMUNICATION***Must be open, inclusive, accurate and timely. Responsibility for these standards is universal* | **CONTINUOUS IMPROVEMENT***A reflective process with metrics* |
| **Why we engage** | **Who is engaged** | **How we engage** | **How we move items forward**  | **How we communicate during the process. (e.g. input, recommendation, decision, implementation)** | **Upon Review** |
| Organizational and policy decisions that result in a rule, guideline, process, procedure, or plan.* Instructional policies
* Registration and other student service procedures
* Administrative Regulations
* Academic Regulations
* Implementation of new programs and processes
* Implementation of legal mandates
 | * Those affected by the decision
* Those with the necessary background and expertise
* Those ultimately responsible for making the decision
* Those responsible for implementing the decision
 | * Engage in active and continuous communication with constituents
* Come to meetings prepared
* Actively participate in discussions
* Accurately represent the concerns of constituents
* Maintain the spirit of consensus- building
* Actively support implementation
* Remain solution oriented
 | * All who should be involved or represented have been
* Due diligence has been exercised
* Critical issues have been aired
* The process can go forward
 | Channels include:Formal governance groups* Association meetings
* Department chair meetings
* Committees
* Informal conversations
* Document sharing
* Events
* President’s message
* Other communications
 | * Was the process open?
* Were the right people involved?
* Was the decision widely anticipated?
* Any unintended consequences?
* Were there pockets of no information or misinformation?
 |

**SHARED GOVERNANCE PRINCIPLES REV. 9/2017**