

SG Oversight

Draft Charter

Suggested Meeting Date & Time: 2nd Tuesday of each month 9 – 10:30 a.m. (This may change each term based on teaching schedules. Please check the Oversight Group website for current meeting dates and times.)

Purpose

The Shared Governance Oversight Group will function as a venue for final review and approval (when needed) of decisions that have been recommended by councils. This group will serve as a venue for planning how councils support elements of the college's strategic plan. The Oversight Group may raise concerns and/or make recommendations for work submitted by councils for a revise and resubmit process, with feedback provided to help guide any revisions. This group may relay input that has been gathered from the Board of Education, executive team, and association leadership.

Mission/Charge

The Shared Governance Oversight Group will serve as a guiding body for participatory decision-making related to policies, procedures, and the strategic plan work to move the college forward. This group will provide collaborative and transparent leadership, grounded in strategic equity- and data-informed processes, to evaluate and openly discuss matters in which a decision, recommendation, and/or feedback may be needed. The group will be responsible for ensuring alignment between CCC's Strategic Plan and Council work, ensuring progress and revising or creating new plans as needed to meet the college's goals.

Annually this group will review the councils' submitted priorities. The group will provide feedback and guidance regarding what will need to receive final consideration and approval from the Oversight group and what elements the councils are empowered to move forward without approval. The Oversight group may be used as the venue when priorities are shared by more than two councils.

Membership

Building membership based on roles rather than individuals is essential to the success of shared governance. Membership of this group will include the college President, chairs or co-chairs of each council, and executive team. Experts may be invited to participate as consultants when needed (people whose professional and/or lived experience have bearings on topics typically considered by the group).

Group Operations

We recognize that the Oversight Group's operations may continue to evolve. We strive to name expectations and best practices for future generations of this group in organizing, supporting and iteratively improving the work. To ensure the success and longevity of the Oversight Group and its work, we will commit to:

- Being a decision-making body and/or collaborative partner with work and recommendations brought forth from Shared Governance Councils, CCC Board members, other groups, college leadership, and college community members.
- Utilizing the Cougar Pause and guidelines in the Shared Governance Handbook, for decision-making (and prioritizing topics). This Group will try to gain consensus using the fist-to-five method:
 - 5 = Total agreement
 - 4 = Sounds good
 - 3 = I'm okay with it
 - 2 = I have reservations
 - 1 = We need to talk about this
 - 0 (fist) = No way

We will have a vote if not able to reach consensus.

- Building in a membership rotation (starting in the second year with one co-chair and the recorder stepping down and limiting members to 2,3,4? Consecutive years of membership...And for the executive team?)
- Having at least one open public meeting where the college community at large can attend meetings to share information per term.
- Regularly scheduled meetings (at least once per month) may change from term to term or year to year depending upon the Co-Chairs' availability understanding that there may be times when the Group needs to meet more frequently or less frequently depending upon the workload. Please check the website for current dates and times.

Leadership Structure

To maintain successful Shared Governance Oversight Group operations, there must be clear responsibilities of leadership roles.

Appointment, Rotation, Length of Time Served

- Chair (Co-Chair): chosen from the group to serve for two years (one year as Chair Elect and one year as Chair), but for the start of the group this co-chair will only serve one year then roll-off the leadership role. All others thereafter will serve for two years. If for some reason the Chair cannot fulfill their duties as Chair and needs to step down, the Chair Elect would rotate into this position immediately and a new Chair Elect would be selected.
- Chair Elect (Co-Chair): chosen from the group to serve for two years and will roll into the Chair position for the second year of the two-year period.
- Recorder: chosen from the group (rotated among the members) to serve for a one-year plus one-academic term period (the extra term is to help train the next recorder). This position may not be held by the same person until at least three years have passed since last holding the position. This ensures job share among the group. The recorder is considered a full member of the Oversight Group and is invited to fully participate in meetings and activities.

Commented [DP1]: Support from an admin assist? Using Zoom transcribing to make the work easier for someone to fully participate?

Duties/Responsibilities

- **Co-Chairs** will divide or share the following duties between them as they choose but will record the lead contact for each task at the beginning of the term.
 - ~~As a team,~~ Create and distribute agendas or information in advance of the meetings.
 - Set and communicate dates, and times, and locations of meetings.
 - Facilitate meetings, ensure notes are taken (by recorder position or in their absence, another group member), review notes for accuracy, act as the liaison to other Councils as needed.
 - Serve as communication support for the group (e.g. managing the group email, report-outs, and any other additional communications on behalf of the group).
 - Provide membership support (welcomes new members, provides orientation to new members)
- **Recorder** will:
 - Attend and take notes during meetings
 - Ensure the meeting minutes, roster, and other relevant documentation are posted on the college's internal website
 - Provide additional support to the Co-Chairs of the Oversight Group, as capacity allows.
- **Group Members** will:
 - Actively engage in meetings and associated Oversight Group activities

Commented [KR2]: Don't think we need this. Let's let the Co-chairs figure out how they would like to do this.

Commented [JW3]: Add managing the email

- Serve on subcommittees or ad hoc workgroups, as needed, and as capacity allows
- Take on leadership roles related to specific priorities/plans/actions, as capacity allows