

Comprehensive Standard 3.7.5

The institution publishes policies on the responsibility and authority of faculty in academic and governance matters.

Impact Statement

The merging of Baton Rouge Community College (BRCC) and Capital Area Technical College (CATC) into a new college has altered the shared governance structure. The Faculty Senate has worked cooperatively with the new administrative leadership and the faculty to ensure equitable representation for all faculty on Faculty Senate and Faculty Senate Committees. In AY 2013-2014 a special election was held to immediately incorporate former CATC faculty into the new BRCC Faculty Senate. The Faculty Senate (FS) Constitution and Bylaws Committee incorporated faculty from the two former institutions to draft governing documents, the FS Constitution, and Bylaws, for the newly merged institution. The FS established a single academic senate body and continuity of shared governance by conducting an election in Fall 2014 for FS representation from all divisions of the new institution. The FS Constitution and Bylaws Committee met to finalize the revisions of the FS Constitution and Bylaws and these documents were presented for FS review.

Drafts of the FS Constitution and Bylaws were posted to the FS Blackboard site for Senators to review. The drafts will be presented for FS approval during the Spring 2015 semester.

Rationale

The Faculty Handbook ([Figure 2.8.1](#)) and the Faculty Senate Constitution ([Figure 3.7.5.1](#)) and Bylaws ([Figure 3.7.5.2](#)) outline the shared governance model utilized at Baton Rouge Community College. The Constitution and Bylaws are being reviewed by the FS Constitution and Bylaws committee, whose membership includes faculty across all divisions of the merged college, and the changes to the Constitution and Bylaws will reflect the merged institution.

The college holds that governance is the shared responsibility of all members of the College community. To fulfill this responsibility, faculty and administration agree to establish bodies known as FS Standing Committees, which are charged to perform specific governance duties ([Figure 3.7.5.2](#)).

Faculty Senate Committees include:

- a. Assessment Committee
- b. Committee on Committees
- c. Curricula Committee
- d. Election Committee
- e. Faculty Grievance Committee
- f. Faculty Personnel Policies Committee
- g. General Education Committee
- h. Improvement of Instruction Committee
- i. Library Committee

The charges of the Assessment Committee are to:

- assist with planning and coordinating campus-wide assessments;
- monitor, encourage, and advise those groups responsible for establishing and assessing student learning outcomes;
- work in conjunction with the Office of Academic Affairs, the Office of Planning, Assessment and Accountability, and the Faculty Senate, in the reporting of assessment data to the requiring agencies;
- periodically evaluate the quality of the assessment process; and
- establish sub-committees to perform tasks related to assessments as required.

The membership of the Assessment Committee consists of full-time faculty members that represent the different divisions on campus; one full-time faculty member to represent General Education, *ex officio*; one representative of the Teaching and Learning Center, *ex officio*, one representative of the Office of Planning, Assessment and Accountability, *ex officio*, and the Vice-Chancellor of Academic Affairs, *ex officio*. The Office of Academic Affairs will provide administrative assistance at the request of the committee.

The charges of the Committee on Committees are to:

- nominate persons to the Executive Committee for appointment to the Faculty Senate committees, ensuring appropriate adherence to committee makeup restrictions mandated by the Bylaws, and representation across colleges, as well as among sexes, races, and creeds, when not explicitly mandated; and
- recommend replacements when vacancies occur, using similar constraints.

The membership of the Committee on Committees consists of eight faculty members and a Student Government Association representative, *ex officio*.

The charges of the Courses and Curricula Committee are to:

- review proposed actions on all programs and courses;
- notify the appropriate divisions and the Vice Chancellor for Academic Affairs of all decisions and recommendations reached by the committee; and
- establish sub-committees (with representation from the discipline(s) involved) to perform tasks related to curriculum development and maintenance.

The membership of the Courses and Curricula Committee consists of faculty from:

- the Division of Business, Social Science, and History, the Division of Liberal Arts, and the Division of Science, Technology, Engineering, and Mathematics (STEM) will each have four representatives. These members will serve staggered terms, so that no more than two members from each Division rotate off each year;
- the Division of Nursing and Allied Health and the Technical Education Division will each have two (2) representatives;
- the Learning Resource Center and the Division of Transportation Technology will each have one representative; and
- any new Divisions will initially have one representative.

Any division with one representative on the Courses and Curricula Committee may petition for additional representatives as their Divisions' student enrollment grows. The maximum number of representatives from any Division will be four. The Chair and Secretary of the Committee will

remain voting members, and because they may come from any Division, the membership of the individual Divisions will not be reduced as a result. Faculty members serve staggered, three-year terms. The committee meets a minimum of eight times per year.

The charges of the Elections Committee are to:

- nominate persons to the Executive Committee for appointment to the Faculty Senate committees, ensuring appropriate adherence to committee makeup restrictions mandated by the Bylaws, and representation across colleges, as well as among sexes, races, and creeds, when not explicitly mandated; and
- recommend replacements when vacancies occur, using similar constraints.

The membership of the Elections Committee consists of at least three faculty members, with no more than one faculty member from each division.

The charges of the Faculty Grievance Committee are to:

- hear all academic complaints of faculty members relating to allegations of unfair treatment such as infringement on academic freedoms, unfair scheduling, and conflicts with syllabus or classroom procedures or other instances of that nature. Any allegation of unfair treatment can become a grievance, but the Grievance Committee cannot substitute its judgment for an academic judgment made in a fair and reasonable manner, according to College policies and procedures. It may determine, however, that such an academic judgment has been unfairly made or hopelessly corrupted by bad practices or procedures and is, therefore, invalid. The committee shall not hear appeals arising from rank and promotion, non-appointment, harassment, salary or dismissal for cause, after due process as outlined in published BRCC policy statements;
- decide whether or not the facts of a faculty petition merit a detailed investigation;
- conduct an investigation when it appears to be warranted;
- seek to bring about a settlement, if this appears to be possible;
- report its findings and recommendations, if the case is found to have merit, but a settlement cannot be effected. Copies of these findings will be sent to all parties involved in the investigation, and in a case which requires administrative assistance, copies will be sent to the BRCC administration and to the Executive Committee of the Faculty Senate. If the findings indicate that the grievance complaint is not justified, the committee's findings shall only be communicated to the petitioner where the grievance has gone no further than to the committee. Where the case has gone further than to the committee, the committee's findings shall be communicated to the petitioner and to all levels of administration which have been involved in the case; and
- keep confidential all grievances and findings of the committee relative to grievance petitions.

The membership of the Faculty Grievance Committee consists of eight faculty members; three eligible members elected each year by Senate. The Committee on Committees shall nominate six persons for the three positions. Additional nominations may be made from the floor of the Senate. The three persons who receive the largest number of votes shall be elected. If a replacement is needed for a member unable to serve out a full term, the Election Committee will hold a new election. Chairs and heads of departments, deans, and directors are ineligible to serve.

The charges of the Faculty Personnel Policies Committee are to:

- conduct continuing review of and to make recommendations regarding policies pertaining to conditions of employment, promotion, faculty evaluation procedures, tenure, compensation, leave, insurance, retirement, and all other matters concerning fringe benefits affecting the welfare of faculty personnel and their dependents;
- confer with representatives of nonacademic personnel who may be appointed to study problems affecting all College personnel;
- consider all other matters referred to the committee by the Faculty Senate and/or the administration of BRCC; and
- ensure that a representative of the BRCC faculty, not on the respective governing board, attends all open board meetings, hearings, etc., conducted by the governing boards of the health, insurance, and retirement systems of Louisiana which manage benefit and insurance plans covering BRCC faculty.

The membership of the Faculty Personnel Policies Committee consists of eight faculty members; Director of Human Resources or designee, *ex officio*. Department chairs are ineligible to serve.

The charges of the General Education Committee are to:

- interpret and clarify the philosophy and goals of general education, to keep abreast of similar programs nationwide, to review periodically the existing requirements, and to recommend restructuring, when appropriate;
- coordinate with the Office of Academic Affairs the establishment of instruments for judging the quality and effectiveness of the general education requirements;
- evaluate the effectiveness of individual courses in fulfilling the goals of general education. The committee's evaluations and recommendations shall be submitted, through the Executive Committee, to the Vice Chancellor of Academic Affairs;
- review proposed additions to, alterations of, and eliminations of courses from the general education requirements submitted by divisions or programs or by the Office of Academic Affairs;
- coordinate with advisors/counselors and with counseling faculty in participating academic units to ensure that students are provided with adequate information about the general education requirements;
- create a subcommittee which shall make recommendations to the Deans and the Office of Academic Affairs concerning student petitions for exceptions to the published general education requirements, including course substitutions; and
- direct, as needed or as requested, surveys of the academic units, including deans, directors, and division chairmen or heads in order to determine the impact of the general education requirements on areas such as academic programs, facilities, and faculty and staff scheduling. Where problems are identified, the committee should recommend solutions.

The membership of the General Education Committee consists of full-time faculty members that represent the different divisions on campus; the Vice-Chancellor of Academic Affairs (or designee), *ex officio*; chair of the Courses and Curricula Committee, *ex officio*; and Division Deans, *ex officio*.

The charges of the Improvement of Instruction Committee are to:

- initiate and promote programs and procedures designed to encourage the improvement of instruction;
- review current teaching methods and approaches to instruction and suggesting new methods and approaches when needed; evaluating existing academic options and recommending new options; facilitating the acquisition of instructional materials and equipment; designing means of evaluating instruction; promoting an environment conducive to faculty professional development; and assessing changing academic needs of students; and
- consider any and all means of creating an environment which promotes excellence in instruction.

The membership of the Improvement of Instruction Committee consists of six faculty members; one student; Vice-Chancellor of Academic Affairs (or designee), *ex officio*.

The charges of the Library Committee are to:

- serve as a liaison between faculty and the library;
- promote usage of library resources; and
- meet the educational needs of our student body.

The membership of the Library Committee consists of four faculty members representing a balance among programs; Director of the Library, *ex officio*; one student.

Supporting Evidence

- [Figure 2.8.1](#) 2014 Faculty Handbook
- [Figure 3.7.5.1](#) 2012 Faculty Senate Constitution
- [Figure 3.7.5.2](#) 2012 Faculty Senate Bylaws