

## **Charge to the Task Force for the Review, Alignment and Visibility of Shared Governance**

### **Purpose**

The purpose of the Task Force on Shared Governance is to follow through on discussions within the Board and on statements made during the spring 2019 leadership change and related campus forums, in which the principles of shared governance were cited *as if not present and functional* at Otis, thus leading to the need to review and wholly align (across the Board, the Executive Leadership, and the Academic Assembly/Faculty Senate, etc.) the ways in which shared governance exists and functions at Otis, to more fully align those ways, and to clarify them through a new *Statement on Shared Governance* to be adopted by the Board of Trustees for the College and made readily visible and available on and off campus, along with the system itself via Otis.edu and the internal Dashboards.

### **Task Force Work Plan**

Below is our proposal for how we might move forward with efficiency and effectiveness through several phases. Process and Steps will be suggested, accordingly.

#### *Phase 1*

1. Convene to establish baseline understandings and review steps and process.
  - a. Need to distinguish properly between Management and Governance.
  - b. Also, remember that *Shared* things are not unilaterally owned or operated things—they are shared.
2. Review several sources of information and note the major tenets of shared governance, such as representation, consultation/conferral, and communication (closing the loop, transparency, etc.) for well-informed and resonant institutional decision making.
3. Review the Board Bylaws and the Faculty Handbook's Governance sections (Academic Assembly/Faculty Senate) for descriptions of the roles and responsibilities of the three partners in shared governance: the Board, the President and Senior Leaders, and the Academic Assembly/Faculty Senate (faculty, chairs, asst. chairs, program directors, etc.).
4. Do an inventory of these documents, and where they can be found
5. With a thorough understanding of Otis' shared governance system(s) in hand, reference language/policies in other institutions' governance documents that may be helpful to us.
6. Meet to discuss findings and next steps

#### *Phase 2*

7. Share the policies on governance roles and responsibilities in operation and to be aligned and adopted (through an aligned Statement on Shared Governance) by the governance partners.
8. Create a slide file to clarify and sequence concepts, tenets, distinctions to remember, and thoughtful language integration and/or needed revision for clarity. Share these materials

with various groups, constituencies, committees, etc. on campus for feedback.

9. Revise and refine all for maximum resonance and reconciliation of internal and external sources/norms/standards.
10. Prepare a Statement on Shared Governance that expresses all the content and can be accompanied by a Visual Guide (or slide file).

*Phase 3*

11. Communicate progress, and, when ready, results to the Board of Trustees with a resolution to adopt the Statement for the College.
12. Communicate the results to the Otis community to ensure that governance roles and responsibilities are well understood.