

1.b Governance Structures Policy

Responsible Office	Executive Office		
Effective	December 14, 2011		
Revised	9/2007, 11/2013, 1/2014, 2/2014, 11/2019, 4/13/2022, 6/17/2023, 11/15/2023		
Last Reviewed	November 15, 2023		
Compliance	NWCCU 2.A.4		
Classification	<input checked="" type="checkbox"/> Institutional	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Local unit(s):
Approving Body	<input checked="" type="checkbox"/> President's Council	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Unit VP

Policy

It is the policy of Heritage University to have several ongoing University committees to help administer programs, make decisions and advise the President.

A. President's Executive Cabinet

1. Purpose and Function

The President's Executive Cabinet, in its role of campus leadership, is entrusted by the President with making recommendations for procedures, operational details, and action decisions directed towards the university's stated mission, goals, and objectives. The Executive Cabinet, through the Vice Presidents and other department leads, also facilitates constructive, shared communication between the administration and the rest of campus.

2. Membership

It is the responsibility of the President to appoint members to the Executive Cabinet such that it can achieve its purpose and function. Its membership includes all of the Vice Presidents and other department leads as appointed by the President. Members are appointed by the President and announced at the beginning of the academic year and/or when any change is made.

3. Procedure

The President's Executive Cabinet serves at the pleasure of the President in an advisory, planning, and communications capacity. It is convened by the President's Office.

B. President's Council

1. Purpose and Function

The President's Council, in its role of representative campus leadership and problem solving, is entrusted by the President with seeking input, making recommendations for policies and procedures, operational details, and action decisions directed towards the university's stated mission, goals, and objectives. It is a forum for all stakeholder representatives to present, discuss, and resolve issues and concerns. The Council, through the collaborative and representative process, also facilitates constructive, shared communication between the administration and the rest of campus.

2. Membership

It is the responsibility of the President to appoint members to the President's Council such that it can achieve its purpose and function. Its membership includes the Vice Presidents, Faculty Senate Executive Committee (or designees as appropriate), and Staff Senate Executive Committee (or designees as appropriate). Other members may be appointed by the President and announced at the beginning of the academic year and/or when any change is made.

3. Procedure

All proposals for University policies, handbook changes, and other items involving the University as a whole are brought to the President's Council for review and approval. This committee meets every other month (or more often as needed should significant issues arise), convened by the President's Office.

C. Institutional Planning Committee

1. Purpose and Function

The Institutional Planning Committee (IPC) is entrusted by the President with monitoring and reviewing progress made on the strategic initiatives of the institution. Additionally, the IPC reviews and takes into consideration program review and assessment reports and serves as a place where strategic ideas for the growth of the university will be discussed. Recommendations for allocation of resources will be provided to the President, based on the deliberations of the IPC. Committee members are responsible for providing feedback to stakeholder groups on a continuing basis, using multiple modalities.

2. Membership

STANDING

Director of Accreditation & Quality Improvement, Chair

Faculty Senate President

Staff Senate President

Student Senate President

APPOINTED (terms matching the election cycles of respective senates)

One faculty member appointed by Faculty Senate

One staff member appointed by Staff Senate

One student government association member appointed by SGA

Other members may be appointed by the President and announced at the beginning of the academic year and/or when any change is made. Appointments are made each fall and members serve for a term of one year. There is no restriction on the number of consecutive terms a member may serve.

3. Procedure

This committee meets every other month, convened by the Accreditation & Quality Improvement Office.

D. University –Wide Advisory Committee on Compensation

1. Purpose and Function

The Compensation Committee is a forum for discussion of, and recommendations concerning, compensation. The Committee reviews recommendations brought to it by members of the University or reviews matters initiated within the Committee. Recommendations are submitted to the President for final action.

2. Membership

STANDING

CFO

Provost/Vice President for Academic Affairs

Director of Human Resources

APPOINTED

Two administrators appointed by the CFO

ELECTED

Two regular-ranked faculty members

One adjunct faculty member

One alternate faculty member

Two staff members

One alternate staff member

3. Procedures

The CFO chairs the committee. Elected members serve for a term of two years. There is no restriction on the number of consecutive terms a member may serve.

E. Issues Resolutions Review Committee

1. Purpose and Function

The Issues Resolution Review is a university-wide advisory committee that reviews issues identified from any area of the University that do not clearly fall within the purview of other committees or areas. The committee reviews issues brought to any of its members by members of the University or initiated within the committee.

After an initial hearing and review of any issue brought to it, the committee may refer the issue to the appropriate University area for resolution or maintain the issue for its own study. If necessary, the committee may confer with the President to determine the appropriate University area for resolution. If the Issues Resolution Committee determines that the committee is the appropriate body to assess the issue, it will gather additional information prior to providing a report and recommendation to the President. The President will then meet with the Issues Resolution Committee to discuss the recommendation before making a final determination. The determination will be communicated to all stakeholders, including the Faculty Senate, with appropriate consideration made to ensure confidentiality.

2. Membership

Two members and two alternates are elected by the Faculty Senate; two members and two alternates are elected by Staff Educator Senate. The Issues Resolution Review Committee elects its own chair.

F. External Advisory Committees

1. Purpose and Function

It is the policy of Heritage University to encourage the use of advisory committees made up of representatives of the public who are knowledgeable in the relevant fields and committed to the mission of the University.

2. Membership

Such Advisory committees will be authorized by the President, on the advice of Cabinet. Members recommended by the University official or program director will be approved by the President, on the advice of Cabinet. The Advancement office and Governance Committee of the Board will be informed of

such appointments.

3. Procedures

The purpose of an advisory committee is clarified in the request to authorize. Otherwise the procedures are established by the officer or program director being advised.

G. Faculty Senate

1. Purpose and Function

The faculty of the University consists of all instructional personnel engaged in teaching and/or research, including faculty librarians. Faculty Senate is the official faculty organization, which is part of the University's governance structure. Faculty Senate conveys formal statements of decisions, recommendations and opinions of the organization to the Academic Affairs Committee, Academic Administrators, the President of the University, and other appropriate bodies. Faculty Senate Bylaws govern the purpose and function of Faculty Senate.

2. Membership

The Faculty Senate has its own Bylaws which establish its membership and mode of operation.

H. Staff Educator Senate

1. Purpose and Function

The Staff Educator Senate of the University is the official staff educator organization, which is part of the University's governance structure. Staff Educator Senate conveys formal statements of decisions, recommendations, and opinions of the organization to the Academic Affairs Committee, Academic Administrators, the President of the University, and other appropriate bodies. Staff Senate Bylaws govern the purpose and function of Staff Educator Senate.

2. Membership

The Staff Educator Senate has its own Bylaws which establish its membership and mode of operation.

G. Academic Affairs Assembly

1. Purpose and Function

The Academic Affairs Assembly is responsible for academic policy formulation, including admissions and graduation requirements, academic advising, program quality assurance, and approval of new majors, programs, sites, and/or degrees. It receives recommendations from the Undergraduate and Graduate Curriculum Committee and also acts on academic policy matters referred by other units of the University. The President of the University and the Provost/Vice President for Academic Affairs give monthly reports. This Committee is advisory to the President and the Provost/Vice President for Academic Affairs. The President forwards the committee's recommendations to the Board of Directors when appropriate.

2. Membership

The President of the University and the President of the Faculty Senate co-chair this committee. Participants include the President of the University, the Provost/Vice President for Academic Affairs, all members of the Faculty Senate, all University Vice Presidents, Deans, Department Chairs, Registrar, and Directors of Academic support units and centers. Voting member of this committee are the full-time faculty members.

H. Assessment Committee

1. Purpose and Function

The purpose of the Assessment Committee is to support the University Community in the following ways:

1. Establish a campus culture of “continuous improvement.”
2. Ensure that the University monitors progress toward the strategic plan outcomes.
3. Assist in monitoring the alignment of strategic initiative outcomes with the Heritage Mission, vision, and values.
4. Assist in meeting any other assessment activities as necessitated by accreditation.

The Assessment Committee respects the autonomy of institutional units. It acts as an advisory committee to the campus community and follows appropriate governance structures. It will not infringe on the rights of institutional units to determine their own programs. The Committee will not evaluate individual staff members based on data collected.

2. Membership

STANDING

Vice President of Student Affairs (Chair)

Provost (Co-Chair)

Director of Accreditation & Quality Improvement or designee

Director of Information Technology or designee

Director of Student Life

Coordinator of the Academic Skills Center

Regional Director(s)

APPOINTED

One staff person from the Business Office, appointed by the area Vice President.

One staff person from Financial Aid, appointed by the area Vice President.

ELECTED BY FACULTY SENATE

Two faculty members, from different academic departments.

I. Committee on Library, Information Resources, & Instructional Technology

1. Purpose and Function

This Advisory Committee evaluates academic needs and recommends policy and programs related to library, information resources, and instructional technology. Depending upon the topics under consideration, its recommendations may be forwarded to the Director of the Library, the Director of Information Technology, the Undergraduate Curriculum Committee, the Graduate Curriculum Committee, the Academic Affairs Assembly, and/or the Provost/Vice President for Academic Affairs. The committee helps select classroom and lab technology, research technology, university supported software, and online technology. It also reviews and recommends policies related to acceptable use of all campus information technology. It brings faculty, students, and staff closer to decisive conversations related to instructional technologies, systems, and training.

2. Membership

STANDING

Director of Library (Chair)

Director of Information Technology
Provost/Vice President for Academic Affairs or designee

APPOINTED

One staff member (recorder and non-voting member) appointed by the Provost/VPAA after consultation with the Director of Library

One chair with a program at a regional site, appointed by the Provost/VPAA

One student member recommended by the SGA

ELECTED

Four faculty members according to the following distribution, one of whom will be elected as Co-Chair of the Committee at the first meeting after the election:

- One from Education
- One from Fine Arts, Humanities, or Literature and Languages
- One from Engineering, Mathematics, Nursing, or Science
- One from Business, Psychology, Social Sciences, or Social Work

The Director of the Library convenes the Committee. Elected members serve for a term of two years. There is no restriction on the number of consecutive terms a member may serve.

J. Accreditation Review Committee (ARC)

1. Purpose and Function

The Accreditation Review Committee (ARC) is a campus-wide committee of representatives from various constituent groups that advises the Director of Accreditation & Quality Improvement, Provost, and President on institutional accreditation matters. The ARC will serve as a resource to collaboratively assist the Accreditation Liaison Officer (ALO) in reviewing, gathering, and monitoring the university's efforts to meet or exceed the accreditation standards set by the Northwest Commission on Colleges and Universities (NWCCU). This committee meets at least once per semester and more frequently as needed. The committee is convened by the Accreditation Liaison Officer.

The Accreditation Review Committee will

- Become familiar with the accreditation process, standards, and expectations for self-evaluation reports and site visits.
- Oversee the completion of evaluation reports.
- Review all drafts of the self-evaluation reports and provide feedback.
- Serve as a resource to the campus community on matters related to accreditation, as well as the university's reports and site visits.
- Serve as a conduit for constituency input into accreditation reports and responses.
- Create a work-plan and timeline for completion of the self-evaluation report and any Ad Hoc or reports.
- Facilitate the progress and completion of all recommendations made by NWCCU.
- Recommend appropriate resources and campus supports, as needed, to assist in the accreditation process and ensure progress in meeting all accreditation requirements.

2. Membership

STANDING

Accreditation Liaison Officer, Chair

VP for Academic Affairs or designee
VP for Student Affairs or designee
Center for Intercultural Learning and Teaching (CILT) representative

APPOINTED FROM ELECTED COMMITTEES

Assessment Committee representative
Program Review representative

ELECTED

Two faculty members, from different academic departments. Members serve for a term of four years, on a rotating basis. Members may serve non-consecutive terms.

K. Task Forces and Other Bodies

The President may establish task forces to address current issues facing the University. Task forces terminate at the end of the academic year in which they are established unless reappointed for the next year. The President and other University officers may also establish advisory groups for specific projects or purposes such as information technology or marketing. There are also ongoing bodies such as Student Government that are formed by their members and establish their own procedures.

L. Board Notification

The President shall provide the Executive Committee of the Heritage University Board of Directors (“Executive Committee”) with a copy of this Governance Structures Policy (“Policy”), and the President or a person designated by the President shall notify the Executive Committee in writing of any change or addition to the Policy within seven (7) days of the adoption of such change or addition.