

Sampoerna University
Educational Policy and Governance

Educational Policy Statement

Within the scope of Sampoerna University's stated mission, there is broad participation and collaboration in the development of educational policy. This process of shared governance involves faculty, administration, students and support staff toward the achievement of the mission and institutional goals. Faculty participate through individual Faculty Councils and by representation on the University Senate and through membership on Standing Committees and Task Forces. Professional administrative staff participate through membership on Standing Committees and Task Forces. Student participate through representation on Student Government and through representation on relevant Task Forces. Support staff participate through membership on the Staff Council, and through membership on Task Forces.

Within applicable law, rules and regulations of the University Council, the President of the University has the final responsibility and authority for all phases of the University's operation.

PROCEDURES

Governance

Governance is a process involving administration, professional and support staff, students and faculty in deliberating day-to-day and long-range planning and policies for the University. These deliberations are conducted through designated Standing Committees and presented to the University Senate for a vote, which the President carries forward, as appropriate, to the University Council for final approval.

The Standing Committees and Task Forces

All governance committees report to the University Senate, chaired by the elected Senate President from the faculty. Currently, there are eight Standing Committees that fall under three broad areas of university business: Academic Affairs, Student Affairs, and Administrative Affairs. Additional ad hoc committees, or task forces, may be established to conduct targeted projects under the purview of a Standing Committee.

University Senate Standing Committees

- Standing Committee on Teaching, Learning and Curriculum Development
- Standing Committee on Partnerships and Industry Engagement
- Standing Committee on Institutional Effectiveness/Quality Assurance
- Standing Committee on Research and Community Service

Standing Committee on Selections, Nominations and Promotions
Standing Committee on Strategic Planning and Development
Standing Committee on Discipline and Ethics
Standing Committee on Admissions and Alumni Relations

Ad hoc Committees and Task Forces

Instructional Support Services/Library
Academic and Administrative Computing
Governance Review
Academic Calendar
Enrollment Management
Career Services
Student Services/Advising and Counseling
Tuition and Fees
Student Discipline and Ethics
Budget
Information Technology
Safety, Health and Emergency Preparedness

Committees not listed are non-Governance committees and may or may not report to the University Executive.

Philosophy of Governance

Governance is the democratic process utilized on campus in decision-making procedures. Successful governance creates an environment of awareness on campus by having each constituency represented throughout the process. To be effective, governance must:

1. Exhibit the capacity to establish directions and goals.
2. React to internal and external factors.
3. Move with diligence and timeliness.
4. Provide the campus community with an annual cycle of planning and budgeting.
5. Ensure that all constituencies of the campus community have an equal opportunity to participate in the decision-making process.

The process is designed to establish the goals, priorities and objectives of the University.

The exercise of administrative prerogatives must reflect these aims in order to reinforce an environment of collegiality and trust.

Governance Mandates

The task of governance is the continuing development of the University and its mission; it takes into account the need for the broadest possible constituency participation and information dissemination.

The President is kept informed of governance activities through all other committees' minutes that are forwarded to the office of the President. The motions/actions from committee minutes are reported to the President through governance reports, which is the responsibility of each committee chair to produce and distribute. These reports are forwarded to the Office of the President and distributed to members of the University Executive, chaired by the President.

Each meeting of the University Executive is documented by detailed Minutes which lists actions taken by all governance committees and reviewed and approved by the University Executive. Policy decisions approved in this forum are distributed by email to all relevant constituencies and retained on file by the Office of the President.

Principles of Governance

1. The University Council has final responsibility and authority for University policies and procedures; any individual may address the University Council regarding these policies and procedures.
2. The University Council charges the President of the University with the responsibility for governance of the institution; in turn, the President supports a structure and systematic process for decision making.
3. The campus governance structure is charged with making recommendations on issues affecting the institution. Standing committees may create task forces to address specific issues and forward recommendations to standing committees. Standing committees discuss and review the recommendations prior to sending recommended actions forward to the Office of the President. The University Executive, chaired by the President, is responsible for reviewing and acting on the recommendations of the Standing Committees. Those approved by the University Executive are then forwarded to the University Council as appropriate.
4. The University recognizes the faculty's primary responsibility for making recommendations in areas of curriculum and academic standards. This is accomplished through various academic subdivisions that report up to the Faculty Senate.
5. The membership and interrelationships of committees give the governance structure preeminence in the decision-making process.
6. Broad participation from all segments of the campus is encouraged. All University constituencies (professional staff, faculty, administrators, and students, when appropriate) are represented on governance committees.

7. Any governance task force, through minutes that are forwarded to its respective standing committee, can make recommendations to the Office of the President.
8. The University community as a whole is informed of the governance process and has access to it through constituency representation. It is the responsibility of the Office of the President to keep the campus informed through the distribution of regular Governance Updates and the posting of information on the web.
9. Governance is facilitated by transparency, communication, timely and appropriate notice of meetings, public deliberation, campus participation and published records.
10. Each governance task force and each governance standing committee are expected to take action minutes. The chair of each task force is responsible for distributing minutes to its members and to the appropriate standing committee with a motions report. In turn, the chair of each standing committee is responsible for distributing minutes to its members and to the Office of the President with a motions report. The President, in turn, forwards recommendations from the University Executive to the University Council, as appropriate. Minutes, correspondence, and records are the property of the committees and are to remain in its possession. It is the responsibility of the chair to ensure that files are maintained and passed on to their successors.

Governance Structure

The governance structure at SU organizes the decision-making process through Standing Committees and Task Forces that report to the University Executive and Senate.

The University Executive, chaired by the President, is responsible for final review and recommendations, which are then carried forward to the University Council by the President.

Standing Committees develop and formulate the plans, policies and procedures for their respective areas of the University and forward, by way of meeting minutes, their recommendations to the University Executive for presentation to the University Senate for final disposition.

Task Forces report to, and may be assigned specific tasks by, their Standing Committee. All members of the campus community are encouraged to bring issues forward to the appropriate Task Force for discussion and recommendation to the appropriate Standing Committee.

Appointment to Governance Committees

Each constituent group is responsible for appointing committee members by the end of May to ensure a smooth transition of representation from one academic year to the next.

Faculty Representatives

The Faculty Senate is responsible for making all faculty appointments to governance committees.

Staff Representatives

The Staff Council makes all staff appointments.

Administration

All administrative appointments are determined by the position held, or made by the President.

Student Representatives

Students have an important role as stakeholders and are represented by officers of the Student Government on relevant issues.

Terms

1. Student representatives may serve up to one year.
2. Faculty representatives may serve up to two years.
3. Staff representatives may serve up to two years.
4. Administrative representatives may serve up to four years. Those without terms are considered "ex officio."

It is in the interest of the governance process to ensure the widest possible participation. Although the importance of expertise is recognized, rotation is encouraged. After a term is completed, the member may be replaced or reappointed by a majority vote by the Senate.

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Participation and Attendance

If a committee member is absent fifty percent of the time over an academic year OR absent for two consecutive meetings without a proxy during the academic year then, at the chair's recommendation, the member may be replaced by the appropriate organization. It is the chair's responsibility to track attendance and record them in the minutes. All representatives are encouraged to appoint a proxy if they are unable to attend meetings. Chairs of Standing Committees are designated by the appropriate administrative position. Due to their changing schedules, students may have difficulty attending meetings. Therefore, committees that

include student representation should have a primary and alternate student appointments to ensure that student representatives are present at relevant governance committee meetings.

Proxy

Attendance at all committee meetings is mandatory. When a member of a campus governance committee will be absent, the member should make every effort to assign a proxy who will attend the meeting on the absent member's behalf. The proxy should be from the same constituency group as the member. The proxy is entitled to full voting rights while serving as a proxy.

Resource Member

Persons may be added to committees and task forces to serve as a resource of information; however, a resource member will not have voting rights. A resource can be any person a committee feels has expertise to offer with respect to the committee's business.

Communications and Operations

The work of governance is communicated and facilitated through consistent committee procedures. Committees should adhere to the following format and timeline for the dissemination of information from their respective committees.

1. A "Call-for-Agenda Items" is circulated by the committee chair to each committee member at least five days prior to the date of the meeting.
2. The agenda and related background materials are distributed to committee members at least three days prior to the scheduled meeting.
3. Meeting minutes should include the following information:
 - a. Minutes adopted or not adopted;
 - b. Meeting date, time, and location;
 - c. Members present, absent, proxies and guests;
 - d. Verification of a quorum;
 - e. Approval of minutes;
 - f. Results of votes taken (i.e. MSC=moved, seconded, carried or MSF=moved, seconded, failed or MST=moved, seconded, tabled);
 - g. Motions---name(s) of presenters and second;
 - h. Time of adjournment;
 - i. Next meeting date; and
 - j. Name of the meeting recorder and position.
4. A quorum is the simple majority of voting members of the committee which is 50% +1 of the total voting membership. Note: a vacant voting member seat is not counted when determining a quorum.
5. With regard to questions of order, committees follow Robert's Rules of Order.

6. Special meetings may be called to address issues of an urgent nature arising between regularly scheduled meetings with the approval of 2/3 of the membership.
7. Monthly reporting of motions and minutes will follow a schedule for reporting motions and minutes provided by the Office of the President. Committee chairs are obligated to follow the reporting schedule. The schedule will ensure that all governance committee actions are included for review and action by the University Executive.
8. General campus awareness of governance committees' activities will be achieved through the distribution of policy changes via email to all constituents, and available to the University community in the Office of the President. Questions on minutes from governance committees may be addressed by contacting the committee chair.