

Faculty Council of Community Colleges

Delegate Handbook
Fall 2015



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The Faculty Council of Community Colleges

The primary purpose of the Faculty Council of Community Colleges is to serve as the official agency through which the SUNY community college faculty engages in the governance of the University. The Faculty Council is composed of faculty from the 30 community colleges of the State University of New York. The Faculty Council is part of the SUNY shared governance structure. The other bodies that form the SUNY shared governance structure are the

- ◆ SUNY Board of Trustees
- ◆ SUNY Community Colleges' local boards of trustees
- ◆ University Faculty Senate (representative body for faculty at state operated campuses)
- ◆ Student Assembly
- ◆ SUNY System Administration

The Faculty Council meets once per semester at a community college in New York to discuss issues of importance and serves as an active voice for academic issues at community colleges. The Faculty Council's plenary meetings are culminating events that bring together all the work of the previous months while planning for the months ahead. At our plenary meetings

- ◆ Faculty Council members have the opportunity to represent the perspectives of their local faculty AND collaborate with other members and campus governance leaders from all of SUNY's community colleges.
- ◆ Faculty Council members interact with SUNY's Chancellor, Provost, Senior Vice Chancellor of Community Colleges, and several representatives from System Administration as well as liaisons representing other groups.
- ◆ Faculty Council members receive updates on local, state and national matters concerning higher education and engage in the governance of SUNY through participation in committees and business meetings.

History

In 1966, the University Council of Presidents of the Public Community Colleges passed a resolution calling for the establishment of a Faculty Council. That same year, the University Faculty Senate passed a resolution recommending the formation of a representative body of community college faculty.

In Spring 1967, the SUNY Board of Trustees approved the creation of the FCCC. Our Articles of Organization (Part 606) were included in New York State Education Law. The first meeting of the FCCC was held May 12, 1967 in Albany where the first officers were elected.

On July 1, 2011, the Faculty Council president became a non-voting member of the SUNY Board of Trustees.

Charges

The Faculty Council focuses on matters relating to community college faculty and system-wide educational policies. In all other professional matters, the Faculty Council will

- ◆ Study, advise and make recommendations regarding academic concerns, issues, policies and programs;
- ◆ Provide opportunity and structure for the faculty to formulate positions on policy of common interest to community college faculty, presidents, trustees and sponsors;
- ◆ Provide an opportunity for faculty to act in an advisory capacity to the Chancellor of SUNY;
- ◆ Provide a forum for the consideration of matters common to the faculty of the community colleges;
- ◆ Provide a means for interchange of ideas among the faculty of the community colleges and among the faculty and administration of the community colleges.

Faculty Council Commitments

- ◆ Shared Governance
- ◆ Academic Freedom
- ◆ Academic Excellence
- ◆ Community Colleges as Democracy's Colleges

Membership

The faculty of each community college elects a delegate and an alternate delegate, as established by local faculty/campus governance bylaws. Delegates are voting members of the Faculty Council and serve 3-year terms. There are no term limits for delegates or alternates prescribed in the Faculty Council bylaws. Alternate delegates are non-voting members of the Faculty Council but they may vote in the absence of the delegate. In addition, alternate delegates often participate on committees and may serve as committee chairs or vice chairs. They are encouraged to join and participate fully in the work of the Faculty Council. Delegates and alternate delegates should work together as partners with their campus governance leaders in representing the voices of the faculty and in communicating Faculty Council activities back to them. If neither the delegate nor the alternate delegate can attend a meeting, the college determines a means of providing a voting representative to the meeting.

If a delegate can no longer fulfill the responsibilities of the position, the alternate delegate succeeds as campus representative to the Faculty Council for the unexpired term. The local faculty would then hold another election (according to their local by-laws) to fill the unexpired term of the alternate delegate.

What do delegates and alternate delegates do?



Delegates and alternates serve a dual role:

They **represent** their campus faculty to the Faculty Council. Delegates and alternate delegates should actively seek out the multiple perspectives of the faculty they represent as well as the positions of the local faculty governance bodies on academic matters.

They **report** to their campus leaders on the deliberations and actions taken by the Faculty Council. Many delegates and alternate delegates make a regular report to their senates or faculty-at-large.

In representing and reporting, delegates and alternate delegates should attempt to practice the ideals of **deliberative democracy** (from the Suffolk County Community College's Ammerman Faculty Senate *Senatorial Guide & Handbook*, pp. 8-9):

- ◆ Embody democratic principles in our governance, which include: acting with full information; making decisions transparently and inclusively;
- ◆ Promote democratic engagement on our campuses and in our Faculty Council decisions;
- ◆ Encourage multiple perspectives;
- ◆ Provide an appropriate venue and structure for managing conflicting opinions;
- ◆ Create conditions conducive to informed, reflective, and respectful dialogue;
- ◆ Inform individual faculty members regarding governance issues and decisions;
- ◆ Solicit ideas from faculty members about issues that concern them so they can be addressed by their respective governance bodies;
- ◆ Model a democratic community for our students.



What is a plenary?

Two plenary meetings are held each academic year and each one is hosted by a community college. Each plenary is the primary forum for delegates and alternate delegates to conduct business.

What do we do at plenary meetings?

We **communicate** to SUNY system administration, to the SUNY Board of Trustees and to other governance bodies by passing resolutions that are generated by our committees.

We **listen** to reports from the liaisons that represent other governance bodies, such as SUNY's University Faculty Senate (SUNY UFS), New York's Community College Association of Presidents (NYCCAP) and New York Community College Trustees (NYCCT).



We **raise questions** and concerns to our liaisons regarding our own campus and faculty perspectives.

We **discuss** and learn about issues of importance to community colleges.

We **meet in committees** to accomplish annual goals and initiatives.

We **deal with national and state** educational issues.

We **develop and follow-up** on annual initiatives.

Becoming an effective delegate or alternate delegate

At the Plenary, listen, and ask thoughtful questions.

- ◆ Stay for the duration of the plenary. Beginning meetings provide information and committee meeting time necessary to prepare for the business meeting that concludes the plenary.
- ◆ Your voice and your vote are especially important at the business meeting on the last day. This is when we vote on resolutions that represent the Faculty Council's formal statements on issues.
- ◆ Be an active participant in your committee's meetings.
- ◆ Volunteer to work on committee goals and initiatives. This is where the real work of the Faculty Council gets done.

On your home campus, work to ensure that:

- ◆ The Faculty Council delegate and alternate delegate have a three year term;
- ◆ The Faculty Council delegate is a member of the faculty governance executive body;



Art Lundhal and Iris Cook have been delegates to the Faculty Council since the 1980s. We honor their years of service and anointed them King and Queen of the Faculty Council.

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- ◆ Information from the Faculty Council is shared with campus faculty formally through formal reports to the faculty and informally through campus communications, as appropriate.
 - ◆ Brief surveys from other delegates or the Executive Committee are answered in a timely manner.
 - ◆ The Faculty Council delegate reports to campus faculty, college president, the campus governance leaders and the local trustees. Consider sponsoring a faculty meeting devoted entirely to Faculty Council issues.
 - ◆ The Faculty Council delegate instructs campus governance bodies on the purpose and value of using resolutions as formal tools of campus communication.
 - ◆ If there is a change in delegate, alternate delegate, or campus governance leader that the appropriate membership form is completed and submitted online.



As a Faculty Council committee member, be aware that there will be some tasks to accomplish between plenary meetings.

- ◆ Participate in Faculty Council committee conference calls and other electronic communication which requires some time, input, and effort.
- ◆ Help in committee work, which may entail: writing brief surveys or position papers; summarizing survey results; making follow-up emails or calls for more information; drafting resolutions; or planning and participating in visits with state legislators.

Faculty Council Committees

The **Executive Committee** consists of the Faculty Council's officers including President, Vice President, Treasurer, Secretary, Information Officer, Press Officer, Past President, and committee chairs. The Executive Committee functions as a steering committee for Faculty Council activities and has the authority to act on behalf of the Faculty Council between plenary meetings.

The **Academic and Student Affairs Committee** focuses its activities on academic and student affairs throughout SUNY and specific to community colleges. Some of these include, but are not limited to Assessment, General Education, Seamless Transfer/Mobility, and Remedial Education.

The **Governance Committee** tends to the governance of the Faculty Council and throughout SUNY and the state. Initiatives focus on strengthening shared governance and improving communication among campus governance leaders, lobbying state officials on community college needs, reviewing by-laws and conducting elections.

The **Awards Committee** seeks to celebrate the accomplishments of community college faculty and honor outstanding contributions to higher education. Initiatives include, but are not limited to generating interest and participation among the community colleges in the SUNY Chancellor's Awards, Distinguished Professorships, and Conversations in the Disciplines program. The Awards Committee also selects the Faculty Council Distinguished Service Award recipient.

The **Communication and Professional Development Committee** develops and facilitates effective communication among the delegates and campus governance leaders, including, but not limited to mentoring new delegates and professional development. The committee also facilitates internal communication of information necessary for delegates and campus governance leaders to consult effectively with their constituents.

The **Education Initiatives Committee** serves as a source of professional advice and guidance to the Faculty Council on matters related to emerging academic issues. This includes early college high schools, cooperative education, concurrent enrollment, College and K-12 alignment, and remediation.

Faculty Council Communication/Interaction

We have multiple methods for communication and interaction.

The **Faculty Council Website** at <http://www.fccc.suny.edu> provides public access to information about the Faculty Council including membership, position statements, resolutions, plenary information, and useful resources for SUNY's community colleges and faculty governance groups.

The **Faculty Council Listservs** are used for communicating with delegates, alternates, campus governance leaders, curriculum chairs, and committee members through email and for soliciting responses to short surveys.

The **Faculty Council Blackboard Group** at <https://bbsupport.sln.suny.edu/> is a repository for information on the Faculty Council and its issues. It is used for private communication among the Faculty Council and campus governance leaders, and for electronic voting, when necessary.

The **Faculty Council Facebook Page** at www.facebook.com/FacultyCouncil is used to celebrate community college faculty, to publicly discuss academic issues, and for community building within the Faculty Council and throughout SUNY's community college faculty.

Survey Monkey is used for soliciting responses to long surveys, for plenary and other meeting registration forms, and for membership information forms.

Twitter is used for quick updates about events and FCCC initiatives. Follow us @SUNYFCCC

The newsletter, **Faculty Council Matters**, is published twice a year and highlights the work we do and the people who do it.

Wikipedia is an interactive resource for information about the Faculty Council of Community Colleges. You can find the Faculty Council Wikipedia page at: http://en.wikipedia.org/wiki/Faculty_Council_of_Community_Colleges





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