

**ALAMO COLLEGES DISTRICT EXECUTIVE FACULTY COUNCIL  
CHARTER AND OPERATING AGREEMENT**

**I. SCOPE**

The Alamo Colleges District Executive Faculty Council (EFC) is the district-wide body charged with providing faculty input in order to influence decision-making surrounding non-curricular system-wide issues that affect faculty. Its purpose is to engage faculty and other stakeholders in research and courageous discussions that lead to informed decision-making, transparency, robust communication, and increased institutional engagement and trust in the decision-making process.

**II. DUTIES AND FUNCTIONS**

- A. Recommend to PVC decisions surrounding district-wide issues involving faculty.
- B. Ensure bi-directional communication to and from faculty regarding decisions and decision-making process through Faculty Senates and Chairs Council.
- C. Commission and charge Ad Hoc Committees to conduct research supporting decision-making.
- D. Provide one Senate President to attend PVC meetings when appropriate
- E. Represent faculty during Alamo Colleges District Board of Trustees (BOT) Committee of the Whole meetings

**III. REPRESENTATION AND MEMBERSHIP**

**A. MEMBERSHIP**

1. The EFC is composed of the following voting members:

Faculty Senate Presidents	5
Faculty Senate Vice Presidents	5
<u>Chair of Chairs</u>	<u>1</u>
Total	11

2. The EFC is composed of the following non-voting members:

College President	1
College VPAS	1
1 College VPSS	1
Chancellor	1
Vice Chancellor Academic Success	1

Associate VC Human Resources	1
Faculty Fellow	1
<u>Unified Staff Council President</u>	<u>1</u>
Total	8

- Any change in the membership structure of the EFC must be made in advance of the academic year in which the change is to occur and must be approved by all constituent groups.

#### B. SELECTION OF MEMBERS

- Eleven (11) voting members will be selected by their constituencies.
  - One (1) Senate President from each college
  - One (1) Senate Vice President from each college
  - One (1) Chair of Chairs, selected by the Alamo Colleges District District Chairs
- Three (3) College administrators will be appointed by PVC. No College will have more than one administrator serving on the EFC during a given term.
  - One (1) College President
  - One (1) College Vice President of Academic Success
  - One (1) College Vice President of Student Success
- One (1) United Staff Senate President will be selected by his/her constituency.
- One (1) Faculty Fellow will be selected by a committee of faculty and administrators.
- The Alamo Colleges District Chancellor, Vice Chancellor Academic Success, and Associate Vice Chancellor for Human Services will serve in accordance with their positions at Alamo Colleges District.

#### C. TERMS OF MEMBERSHIP

- After the first year, College administrator representatives will be selected and announced every year prior to the last meeting of the academic year.
- The membership of EFC will rotate as follows:
  - Voting members will serve the length of their term as the designated officer on Faculty Senate or Council of Chairs
  - College administrator representatives will serve a one-year term.
  - The Unified Staff Senate representative will serve the length of their term as the designated officer on Unified Staff Senate
  - The Faculty Fellow will serve the length of their term as fellow

3. Designees/alternates are not allowed voting privileges if the regular member is not present.
4. Members are expected to attend meetings regularly. Constituencies will be notified when a voting member misses two consecutive meetings or four meetings per academic year. This can be grounds for removal from the committee, at the discretion of the constituency.
5. Voting members are responsible for reporting EFC actions back to their groups.
6. Each member of the EFC is expected to come to meetings prepared to discuss topics identified on the agenda.

#### **IV. COMMUNICATION NORMS BETWEEN EFC, COLLEGES/CENTERS AND THE DISTRICT SUPPORT OFFICE**

- A. The EFC's role is to work with colleges/centers in a collegial manner.
- B. Voting members are the main communication vehicles between their constituencies and the EFC.

#### **V. MANAGEMENT**

- A. The EFC Faculty Fellow is the Chair of the EFC. A Co-Chair may be selected by membership.
- B. The duties and responsibilities of the Chair shall include:
  1. Call meetings to order
  2. Facilitate meetings
- C. The duties and responsibilities of the Faculty Fellow shall include:
  1. Develop and post agendas at least 72 hours in advance of a meeting.
  2. Insure that all Council materials are recorded and posted appropriately
  3. Prepare and distribute Minutes
- D. Standing Agenda Items
  1. Ad Hoc Committee Updates
  2. Recommendation Updates
  3. Board of Trustees Presentation
- E. Meetings will be conducted a minimum of twice a month during the academic year. Additional meetings will be scheduled when deemed necessary by the EFC.

- F. Apart from the first meeting calendar, the meeting calendar of the incoming academic year will be set prior to the last meeting of the current year.
- G. The Council uses a consensus decision-making model amongst the voting members. If consensus cannot be reached amongst the voting members, a vote will be taken. A vote of 80% is required for approval when this occurs.
- H. The EFC meetings will be open to everyone.
- I. An archive for the EFC will be established and maintained on a public facing web site and will contain all agendas, minutes, and recommendations made from EFC.
- J. The EFC will evaluate this operating agreement on an annual basis.
- K. Each March, the EFC will conduct an evaluation of how well the Faculty Decision-Making model is being implemented and assess improvement of the objective areas. This evaluation will be submitted to each constituent group in May as an informational item. The purpose of this evaluation is to ensure goals & objectives are still relevant and being met.

## **VI. CHARGING AD HOC COMMITTEES**

- A. The EFC will consider issues by time sensitivity, importance, the overall impact across the district in terms of numbers.
- B. The EFC will only take on up to 3 issues at one time. New issues will be considered and prioritized as each previous issue is resolved.
- C. Work Proposals for issues come to EFC through Super Senate, the PVC, and the Board of Trustees.
- D. Committees will be provided training on the spirit and process of the Faculty Decision making Model.
- E. EFC will use relevant groups, including volunteers, and may reach out to internal and external people with appropriate expertise on topics and with stakeholders. EFC will also use existing committees where possible.
- F. Committees will be chosen from a pool of volunteers across the five Alamo Colleges District.