

CAMPUS GOVERNANCE STRUCTURE AND POLICY DEVELOPMENT

UA Cossatot promotes transparent governance and decision-making aligning with the institutional mission and strategic priorities.

The Chancellor serves as the Chief Executive Officer of Cossatot Community College of the University of Arkansas and is appointed by the University of Arkansas Board of Trustees (BOT) upon recommendation of the University of Arkansas System President.

The campus operates using a shared governance process and structure, outlined in Procedure 103-1, involving administration, all classifications of employees, and students. Each group shall review college policies and have an opportunity to discuss the policy, its implementation and, through proper administrative channels, initiate recommendations for new policies, modify current policies, or request the deletion of a current policy or policies. Policy recommendations shall have an opportunity for discussion throughout the college, especially by those affected by the policy. Upon thorough consideration and due diligence of policies, recommendations shall be made to the Chancellor.

Meeting notices and the tentative agenda shall be publicized at least five days in advance of the meeting. Meetings will be open to all represented individuals, although floor time may be limited/ and minutes of all meetings shall be distributed promptly and archived for public access upon request.

The Chancellor, with the Cabinet, consider recommendations and allow the opportunity for full discussion on policy revisions, new policy development, and/or policy deletions. If the Chancellor does not act favorably on a recommendation within two weeks, the respective governance body may readdress the issue internally for further discussion and possible revision or the campus governance structure may request that the President of the University of Arkansas System consider the matter upon a three-fifths vote of all governing bodies representing students, faculty, and staff. If a resolution is not achieved within 30 days, the President may submit the recommendation to the BOT for consideration. The Chancellor shall have broad, discretionary authority to implement policies necessary to the operation of the campus that are consistent with Board and UA System policies.

Policy History:

January 6, 2025
November 5, 2018
July 7, 2014
January 2, 2011
December 5, 2005
September 24, 2001

COLLEGE GOVERNANCE STRUCTURE

Name	Mission	Tasks	Members
<u>Board of Visitors</u>	Appointed by the Board of Trustees of the University of Arkansas, the UA Cossatot Board of Visitors serve as liaisons between Cossatot and the region. Visitors advise the Chancellor, UA System President, and BOT regarding the educational and service needs of the area.	Responsible for revising and interpreting their by-laws. Responsible for representing the University in positive interactions throughout the community and at University and campus events.	Selected through an appointment process
Chancellors Cabinet	The mission of the Chancellors Cabinet is to direct and lead the initiatives of the college to ensure the college is in line with the vision and mission of the institution.	The Chancellor’s Cabinet, comprised of individuals who work directly with the Chancellor to carry out the mission and strategic plan of the College, meets twice per month to serve as advisors on matters pertaining to: <ul style="list-style-type: none">• Strategic plan development, implementation, monitoring, and evaluation• Reviewing and recommending the approval or revision of college policies and procedures• Annual review of all policies and procedures each summer• Budgeting• Regulatory Compliance The Chancellor sets the Cabinet meeting agenda with input from the members.	<ul style="list-style-type: none">• Chancellor• Direct Reports to the Chancellor• Director of Institutional Research
Academic Council	The mission of the academic council is to address academic and student service areas. The council also serves to ensure academic quality and	<ul style="list-style-type: none">• Share academic information• Review and approve curriculum changes	<ul style="list-style-type: none">• VC of Academics• Direct Reports to VC of Academics

	initiatives are in line with the vision and mission of UA-Cossatot	<ul style="list-style-type: none"> Review student and academic policies and procedures Create course schedules Revise catalogs each academic year 	
Faculty Council	<p>The mission of the faculty council is to serve as the official voice for faculty in academic and institutional issues. Responsible for providing faculty input on matters involving institutional, academic, student, and faculty affairs, which may include professional and instructional matters/development, curriculum, awarding of credit, admissions, academic probation, student attendance.</p> <p>Sub-committees:</p> <ul style="list-style-type: none"> evaluation and professional development faculty handbook 	<ul style="list-style-type: none"> To foster a community of mutual respect and cooperation within the College, facilitate effective faculty participation in shared governance of the college, broaden communication, engage faculty's skills and knowledge in the guidance of the college's future, and consider/make recommendations 	<ul style="list-style-type: none"> Selected by the faculty for a two-year term.
Strategic Planning Team	Led by the Chancellor, the mission of the Strategic Planning Team is to develop, plan, and coordinate broad discussions centered around the long-term needs of the college focusing on identifying institutional vision, values, and goals	<ul style="list-style-type: none"> Conduct SWOT analysis of the college, internal and external. Review procedures and processes, the use of institutional resources, identification of funding needs and allocations, facility usage, academic and non-academic program changes Coordinate and lead development of strategic plan. 	<ul style="list-style-type: none"> Selected by the Chancellor and VC Academics every 5 years. Faculty, administration, staff, and student members will be selected.
Disaster Recovery Team	<p>The mission of the Disaster Recover team is to evaluate, develop, plan, and coordinate efforts centered around short and long-term disaster recovery efforts.</p> <p>Sub-committee of Strategic Planning Committee</p>	<ul style="list-style-type: none"> Conduct SWOT analysis of potential events that may cause disruption in any form to daily operations of the college. Coordinate and lead development of a disaster continuity plan. 	<ul style="list-style-type: none"> Selected by the Chancellor and Director or IT every 5 years. Board representation across the college will exist on this team.
Criterion Team Leaders (Accreditation Team)	The mission of the criterion teams is to oversee and coordinate quality improvement and accreditation initiatives for each assigned criteria.	<ul style="list-style-type: none"> Serve as leaders of accreditation and compliance with HLC guidelines 	<ul style="list-style-type: none"> VC-Academics appoints team leaders for each of the five criterion

	Sub-committees of the Accreditation team will exist and are tasked with continuously reviewing evidence sources and ensuring the college aligns and meets criteria for accreditation.	<ul style="list-style-type: none"> Attend HLC conferences as needed 	
Assessment Council	The mission of the Assessment Council is to provide a systematic approach to collecting, interpreting, and providing feedback for learning and program outcomes along with co-curricular outcomes in order to support the institution's mission and purpose.	<ul style="list-style-type: none"> Provide assessment support across the college. 	<ul style="list-style-type: none"> Members are selected by the Vice Chancellor of Academics and include the Director of Assessment and Research along with representatives across all academic units
Curriculum Committee	The mission of the Curriculum committee is to review and approve all curriculum changes ensuring high quality education.	<ul style="list-style-type: none"> Review and approve curriculum changes 	<ul style="list-style-type: none"> Primarily consist of faculty across the college with at least four non-faculty members. VC Academics organizes meetings and is non-voting member.
OER Team	Serves as a sub-committee to the Curriculum Committee. The mission statement of the OER team is to reduce the expense of educational resources for students, while maintaining high academic quality within coursework and to increase faculty participation in a learning environment that encourages innovative global sharing of knowledge	<ul style="list-style-type: none"> Maintain OER application process Conduct planning sessions with faculty concerning OER processes and needs Review OER materials and course design 	<ul style="list-style-type: none"> Director of ERC, Chair Members appointed by Vice Chancellor for Academics Chancellor
Title IX Team	The mission of the Title IX team is to ensure all parties are treated fairly and have a safe environment on UA-Cossatot property.	<ul style="list-style-type: none"> Obtain information related to Title IX complaints Ensure Title IX complaints are properly researched and addressed 	<ul style="list-style-type: none"> Director of Student Services Director of Human Resources Admissions Advisors
Student Accounts Appeals Team <i>(only as needed)</i>	The mission of the Student Accounts Appeals team is to review student appeals regarding statements/bills. Organized by the CFO.	<ul style="list-style-type: none"> Review appeal applications 	<ul style="list-style-type: none"> Vice Chancellor of Finance, Chair 5 members appointed by VC-Finance

<p>Student Appeals Committee <i>(only as needed)</i></p>	<p>The mission of the Student Appeals committee is to review student appeals unrelated to statement or bills.</p> <p>Organized by the CAO.</p>	<ul style="list-style-type: none"> • Review appeals and vote on decision 	<ul style="list-style-type: none"> • Vice Chancellor for Academics • Vice Chancellor for Finance or proxy • Student (selected by VC-A) • Faculty or Staff (selected by VC-A) • Faculty or Staff (selected by student appealing)
<p>Financial Aid Appeals <i>(only as needed)</i></p>	<p>The mission of the Financial Aid Appeals committee is to review student financial aid appeals and make recommendations, approve, or deny.</p>	<ul style="list-style-type: none"> • Review appeal applications 	<ul style="list-style-type: none"> • Committee members are kept private.
<p>Enrollment Management, Advising Team</p>	<p>To continually assess enrollment data and manage initiatives that lead to optimum recruitment, retention, and completion. Develop methods to ensure advisors have the tools they need to do the job effectively and efficiently as possible and to advise our students to the best of our ability.</p>	<ul style="list-style-type: none"> • Creation and management of enrollment management plan • Provide direction and support for campus-wide retention efforts • Assess and analyze retention data • Make recommendations regarding procedural changes relating to enrollment/retention as needed • Coordinate advising training • Review advising practices • Research new and effective practices of advising 	<ul style="list-style-type: none"> • Director of Student Services, Leader • Director of Assessment and Research • Other members selected by CAO
<p>Distance Education Committee</p>	<p>The mission of the Distance Learning Committee is to instill and ensure excellence in alternative methods of instruction at UAC. This Committee strives to provide a standard of excellence to foster the intellectual and personal development of students learning from various locations. Implementation of new technologies embraced by the student body will foster a learning environment that is both engaging for the student and instructor and the committee with further ensure that training is provided in these technologies for all instructors and remain open to student evaluation of our services.</p>	<ul style="list-style-type: none"> • Develop and maintain Distance Learning programs that uphold the quality and academic rigor of traditional classes at UAC. • Notify the administration, faculty, and staff of changes in technologies affecting Distance Learning. • Mentor instructors in the best practices for maintaining course integrity and quality in the Distance Learning environment. • Maintain awareness of new technologies in Distance Learning and recommend implementation of and training for those innovations as budget allows. 	<ul style="list-style-type: none"> • At least one member from DISS • All faculty are welcome members, but must maintain at least 8 standing faculty members

		<ul style="list-style-type: none"> • Ensure that all instructors are competent in the use of technologies involved in Distance Learning. • Evaluate student response to Distance Learning programs and implement needed changes based on those responses 	
Campus Preparedness and Safety	The mission of the Campus Preparedness and Safety committee is to ensure plans and processes are in place for a safe environment as well as research and coordination wellness initiatives for the campus community.	<ul style="list-style-type: none"> • Create employee wellness initiatives • Recommend safety concerns • Develop and implement disaster preparedness plans and processes • Plan disaster drills 	<ul style="list-style-type: none"> • All campus police
Facilities Planning Committee	The mission of the Facilities Planning Committee is to ensure a master facility plan is in place that aligns with the strategic plan.	The group meets annually to develop and review facility planning. The group meets throughout the year as needed to accomplish the goals and tasks of the committee.	<ul style="list-style-type: none"> • Maintenance Director • Building and Grounds Director • At least 3 people from each campus, but not more than 4
Scholarship Committee	The mission of the Scholarship committee is to review and ensure scholarships are properly awarded through an unbiased process	Review and score all scholarship applicants annually	<ul style="list-style-type: none"> • Appointment from the Foundation Director
Campus Event Coordination	The mission of the Campus Event Coordinator is to plan and organize major campus events such as Thanksgiving, Christmas, and End of Year celebrations. The committee will also acknowledge milestones and professional achievements and may assist departments in department events such as retirement celebrations.	<ul style="list-style-type: none"> • Milestone plaques • Recognizing outstanding employee achievements • Plan and coordinate campus Thanksgivings • Plan and coordinate Christmas party • Assist in planning any special campus events as needed 	<ul style="list-style-type: none"> • Members from all campuses are vital with <i>at least 3 from each campus</i> • A chair will be elected

		<ul style="list-style-type: none"> • Assist in planning in-service as requested • Assist in planning graduation as requested • Assist in planning events within department as requested (retirement/baby/wedding receptions) 	
Institutional Research Board (IRB)	Ensure compliance for research requests both internally and externally	<ul style="list-style-type: none"> • Review, make recommendations, and approve all requests. 	<ul style="list-style-type: none"> • Selected by Vice Chancellor for Academics for a two-year term • Director of Institutional Research leads the board.

Procedure History:

November 14, 2024
June 13, 2022
August 2, 2021
August 3, 2020
August 26, 2019
April 1, 2019
October 2018
