



## **Policy Statement**

### ***The College as a Community***

An important aspect of the governance structure of Donnelly College is the widespread involvement of staff, faculty, and administration in the planning and decision-making processes. The college seeks to “share thoughts and ideas” among all constituencies. Our small size and compact spaces provide not only the advantage of personalized instruction and attention for our students in small classes with caring teachers, but they also allow us to congregate for all community meetings which bring together all parts of the faculty and staff for conversation.

### ***Donnelly Community Meeting***

The gathering of all instructors and staff of the institution constitutes the Donnelly College Community Meeting, which provides a forum for sharing information and/or discussing implications of overall educational/institutional policy. Annually each of the planning committees reports to the community on the success of its objectives and goals from the previous year.

The Dean of the College will chair each meeting and apply the following order of business:

1. Prayer
2. Call to Order
3. Approval of Minutes
4. Agenda for the Day
5. Reports
6. Announcements
7. Adjournment

Items not placed on the agenda ahead of time are to be postponed until the end of the meeting or until the next meeting. Minutes and supporting document are recorded by the Assistant to the President to establish and document institutional history.

### ***Academic Student Affairs Leadership Team (ASALT)***

The Academic Student Affairs Leadership Team (ASALT), chaired by the Dean of the College, consists of the Dean of the College, Directors of Academic and Student Affairs Programs, and the Registrar. ASALT meets once each month during the regular academic year. Special meetings may be called by the Dean of the College or requested by a member of ASALT. ASALT processes the agenda for the Academic Council meetings and the Donnelly Community Meetings as appropriate.

### ***Academic Council***

The implementation of the academic programs of Donnelly College is provided by members of the faculty. Their decisions are guided by the program faculty, who submit proposals to the Curriculum Committee.

A faculty member is anyone who teaches, full-time or as an adjunct instructor, in any of the academic programs. Full-time faculty members are expected to attend all regular professional meetings and workshops scheduled unless other arrangements have been made with the Academic Dean. Adjunct instructors are encouraged, but not obligated, to attend professional meetings; they are, however, obligated to comply with decisions agreed upon at these meetings. The Academic Council meets monthly during the academic year or when needed as determined by the Dean of the College. Each academic program engages in preliminary discussion and study of issues to be discussed and voted upon by the Academic Council. The Council may make recommendations to the Faculty Senate and the Curriculum Committee concerning new courses, curriculum changes, class schedules, or any topic of general academic interest. The Dean of the College reports to the division on issues discussed at Academic Student Affairs Leadership Team (ASALT) and activities and concerns of the division are addressed as needed by ASALT.

### ***Faculty Senate***

The Faculty Senate of Donnelly College is an organization whose goal is to represent all faculty in the Donnelly College community in matters pertaining to employment and professionalism. The Senate is chaired by a faculty member elected by his/her peers and consists of members of the faculty as defined by the Faculty Senate Constitution. Adjunct faculty may also participate in the Faculty Senate as described in the Faculty Senate Constitution found on the Donnelly College website.

### ***Administrative Council***

The Council meets regularly to discuss and approve non-academic policies and procedures affecting the College, to offer recommendations and perspective on college-wide policies and practices, and to serve as a sounding board for ideas and new initiatives. The Council is presided over by the Vice President of Business Affairs and consists of representatives from Admissions, Registrar, Financial Aid, Advancement/Marketing, Business Office, Student Support Services, Faculty Senate, and Academic Affairs. The Faculty Senate President serves as a representative during his/her term. The Academic Affairs representative is voted on by the Faculty Senate. Each of these individuals serve on the committee for one academic year. The Council will meet on the third Thursday of each month during the academic year based on the calendar set by the Dean of the College.

### ***Assessment Council***

The purpose of the Assessment Council is to monitor, evaluate, and provide leadership to the assessment of student learning process across the curriculum. Assessment Council is charged with overseeing the annual assessment progress and critiquing the work of the individual academic departments while maintaining a cohesiveness of the college-wide process.

The council is chaired by a member of the committee. Standing committee members include the Dean of the College, all academic program directors, the Director of Student Success, and the Assistant Director of Student Success. Additional faculty members are also appointed especially within the area of

liberal arts and sciences to ensure that there is an appropriate depth and breadth of representation across the curriculum.